

Pursuant to Article 39 Paragraph 1 Item 7 of the Statute of the University of Applied Sciences Baltazar Zaprešić (hereinafter the University), and in accordance with Article 112 of the Act on Scientific Activity and Higher Education, the Professional Council of the University of Applied Sciences Baltazar Zaprešić at the session held on 27.09.2019. passed the

## **Code of Ethics of the University of Applied Sciences Baltazar Zaprešić**

### **I. Introduction**

#### Article 1

- (1) The University passes this Code of Ethics with the aim of promoting the principles of ethical and professional excellence in all areas of common and individual activities, whereas conscientiously and consistently fulfilling its social mission, promoting and developing the academic integrity and academic freedom.
- (2) The Code of Ethics of the University is a set of principles of moral and professional ethics that presents the guidelines for professional work and public activities of all members of the University.
- (3) All members of the University community are granted the right to act in accordance with personal capabilities, and freedom to the extent that does not limit another person's freedom.
- (4) In performing their duties, all members of the University community are obliged to maintain the respect and dignity of their profession and the University as a whole and to behave responsibly and ethically towards other members of the University.
- (5) The University is obliged to ensure the necessary requirements so that all members of the University community are acquainted with the content of the Code of Ethics. Unawareness or misunderstanding of ethical standards does not justify unethical conduct.

#### Article 2

- (1) The Code of Ethics of the University incorporates common values, basic and general ethical principles and norms and rules of professional conduct that all members of the University community should comply with;
- (2) The purpose of the Code of Ethics as a binding document for all members of the University is to set the standards of moral conduct adjusted to the needs of the University, and promote the values which are specific for the higher education activity;
- (3) The objectives of the Code of Ethics of the University are to ensure the formation, development and maintenance of interpersonal relations as part of the organisational culture and atmosphere at the University, with the main objective of building a high level of work and professional morale, and achieving personal and collective excellence in all areas of science, education, care, and business.

## II. General provisions

### Article 3

(1) All the terms used in this Code of Ethics which connote gender, regardless of whether masculine or feminine forms are used, are used neutrally and include both genders equally (member, teacher, student, etc.).

(2) The following terms are used in the Code of Ethics:

- "*members of the University community*" refers to all persons who conduct teaching or participate in it in any way, who study at the University, who are involved in the work of common and general services at the University, regardless of the type or duration of the contract on the basis of which they exercise their rights and obligations at the University, and the members of the Governing Council of the University;
- "*teachers*" refers to all persons who conduct teaching at the University or participate in it in any way;
- "*students*" refers to all persons who study at the University, regardless of their status.

### Article 4

(1) This Code of Ethics is not a substitute for civil, criminal, administrative or disciplinary proceedings stipulated and regulated by the Act on Scientific Activity and Higher Education, the Statute and other legal acts of the University.

(2) Opinions of the Ethics Committee adopted according to this Code of Ethics are based on the power of authority of decisions that arise from the ethical and moral conclusions of the Ethics Committee.

(3) Opinions of the Ethics Committee are not binding in the work of other University's bodies and do not have the power nor characteristics of an administrative act. The opinion issued according to the principles of the Code of Ethics acts upon its authority, with the purpose of promoting ethical conduct at the University. It is not binding for other bodies, nor an administrative act. In case when a violation of the Code of Ethics is subject to disciplinary liability in accordance with the Statute of the University, a general act may determine the cases in the disciplinary proceedings for which an opinion of the competent Ethics Committee will be required.

### Article 5

(1) All members of the University community are obliged to comply with the ethical values and standards of personal and professional conduct regarding personal credibility, responsibility, justice, mutual respect and integrity, i.e. fairness.

## III. Basic principles and rules

### Article 6

(1) Basic principles and rules promoted by the members of the University community are: principles of peaceful enjoyment of human rights, principles of respecting other people and their dignity, principles of obeying the law, legal regulations and legal proceedings, principles of academic freedom and excellence in the area of scientific, educational and professional work, principles of justice and equality, principles of objectivity, and impartiality, principles of professional conduct, principles of equity and justice, integrity, equality, scientific critique, mutual respect, responsibility regarding business and public relations, responsible implementation of modern technology, and protection of nature, animals and the environment.

## Article 7

### **Principle of peaceful enjoyment of human rights**

(1) The University shall ensure that all members of the University community enjoy the human rights exercised within the University community, as well as other rights granted by the Constitution and positive legal regulations of the Republic of Croatia. Every member of the University community shall be respected as a person, in accordance with the granted rights that arise from respecting their life, integrity and dignity.

(2) The rights of the members of the University community may be limited to the extent necessary for exercising the rights of another member or other members of the University community.

## Article 8

### **Principle of respecting other people and their dignity**

(1) All members of the University community shall be granted their right to privacy and autonomy within their work at the University.

(2) All members of the University community shall be entitled to and provided conditions for an unobstructed professional development and improvement in accordance with personal capabilities and beliefs, to the extent that does not violate that same right of another person.

(3) All members of the University community have obligations and responsibilities towards other persons regarding a fair, sincere and impartial conduct, but also regarding the efforts put to raise the criteria of excellence in all areas, for the purpose of creating the common good of the University community as a whole.

(4) Every member of the University community shall be respected as a person, in accordance with the guaranteed rights to life, integrity and dignity.

## Article 9

### **Principle of obeying the law, rules of the academic conduct and procedures**

(1) All members of the University community shall obey all legal regulations and procedures of the Republic of Croatia, the Statute and other general acts of the University regarding their rights, obligations and responsibilities.

(2) The University shall acquaint all the members of the University community with the relevant laws, legal regulations and procedures, the Statute and other general acts of the University regarding their rights, obligations and responsibilities.

(3) In the proceedings which refer to or are related to the implementation of principles and rules of this Code, every member of the University community shall be allowed to participate in the proceedings in front of the competent committees, make a statement on relevant claims and present personal arguments, ensuring an equal position for everyone.

(4) If a member of a University community considers there was a violation of the law, legal regulations and procedures or the Code of Ethics, he/she shall first try to resolve the disputable issue within the milieu in which the violation took place, and subsequently within the competent and authoritative University bodies.

(5) The members of the University community, particularly the competent and authorised bodies of the University, are obliged to comply with the provisions of the Code of Ethics in a preventive and timely manner, i.e. to prevent the acts which are not in accordance with the Code of Ethics.

## Article 10

## **Principle of academic freedom in the area of scientific, educational and professional work**

- (1) The University recognizes the academic freedom as the fundamental condition and characteristic of the teaching process, scientific and professional research and scholarship programmes. The University supports and protects the freedom of scientific and professional work, acquisition and distribution of knowledge, the freedom of opinion and expression, and the right to question and critique social values and structures, in the spirit of a responsible and fair pursuit for the truth, as the basic value in all segments of life and work at the University.
- (2) The members of the University community shall be granted the right to autonomy of work, an unobstructed professional development and improvement, in accordance with personal capabilities and plans.
- (3) All members of the University community have obligations and responsibilities towards other persons regarding a fair, sincere and impartial conduct, but also regarding the efforts put to raise the criteria of excellence in all areas, for the purpose of creating the common good of the University community.

### Article 11

#### **Principle of justice and equity**

- (1) The University is obliged to ensure equal conditions for the implementation of the principle of justice and equity for all members of the University community, particularly regarding their professional, educational and expert activities, demonstration of intellectual capabilities and progress.
- (2) All members of the University community shall behave in accordance with the principles of justice and equity, in a way that excludes prejudice, discrimination, ill-treatment, harassing, abuse and other forms of unacceptable behaviour.
- (3) Members of the University community must not misuse their executive, managerial, educational or any other authority.

### Article 12

#### **Principle of objectivity and impartiality**

- (1) Members of the University community must not allow their interests and/or personal relations prevail over the objectivity of their judgment, consistency and impartiality of conduct, work professionalism or moral behaviour;
- (2) Assessment of work and professional competencies of a member of the University community has to be based on the criteria directly relevant for the conducted professional and expert activities.

## **IV. Academic professionalism and responsibilities**

### Article 13

#### **Principles of professional conduct**

- (1) Members of the University community are obliged to conduct their professional and expert activities and duties towards students, colleagues and other employees of the University in a responsible, conscientious, professional and ethically impeccable manner, following the principles of decency, sincere kindness, tolerance, sound judgement, impartiality, objectivity and consistency.

(2) Members of the University community may participate in the activities outside employment at the University which are not considered a conflict of interest, do not obstruct their work or professional duties at the University and do not damage the reputation of the University in the society.

#### Article 14

##### **Professional duties in educational and associate work**

(1) Teachers shall develop their work ethics by increasing the levels of their own scientific and professional knowledge within the scientific area of their interests, i.e. from the areas of their teaching courses.

(2) Teachers are obliged to ensure and maintain the accuracy, precision and exemplariness of their respective courses' contents, by transferring the knowledge and interpretations of scientific and professional achievements.

(3) Teachers are obliged to ensure and maintain the appropriate status of their respective courses within the complete study programme.

(4) The topics that are for any reason regarded as particularly sensitive by some students should be dealt with in an open, but considerate manner.

(5) Teachers are obliged to refrain from any form of imposing conditions to accessing examination that is contrary to the Ordinance on Study Regulations of the University.

(6) Teachers are obliged to respect the dignity of their colleague teachers and associates in the teaching process and work with them in the interest of student advancement.

(7) Teachers are obliged to refrain from any form of imposing conditions to course attendance and/or accessing examination which is not stipulated by the study programme, and particularly from those conditions that give the teacher an economic or any other benefit (for example, by selling their textbooks and so on).

#### Article 15

##### **Attitude towards personal work and scientific and professional competencies**

(1) Besides performing their regular duties, the members of the University community, particularly the teachers, are obliged to participate in other professional and expert activities of the University, and to give priority to these activities over their professional and expert activities, if the conditions allow.

(2) Teachers at the University are obliged to continuously pursue their general and professional education, develop their scientific, professional and teaching competencies, monitor the scientific and professional achievements within their scientific area and profession, introduce and implement new pedagogic and didactic teaching methods, and master their oral and writing skills in the Croatian language.

(3) In their scientific and professional papers, teachers are obliged to implement consistently all the procedures regarding citations of other authors' texts, ideas or contents, preserve their academic integrity and strive to protect their own and other peoples' intellectual property.

#### Article 16

##### **Solidarity and collegiality among the colleague teachers and other employees**

(1) A member of the University community is obliged to respect personal, expert and professional dignity of his/her colleagues, associates, employees, students and the members of the Governing Council of the University.

(2) A member of the University community must contribute to creating a positive, optimistic and cultural atmosphere among his/her colleagues, associates, employees and students, foster the atmosphere of democracy at the University, and cultivate a culture of appreciation and dialogue.

(3) Members of the University community shall strive to give truthful and verified data and information on other people, refraining from providing, passing on or spreading unverified and/or malicious information, i.e. rumours, half-truths and misinformation, and avoiding conflicts, disputes, gossips and other malicious and negative forms of communication (vulgarisms, profanities and so on).

(4) In their interpersonal communication, the members of the University community are instructed to: use appropriate addressing, greet politely and return a greeting, use kind interpersonal addressing, respect older employees, make apologies for mistakes and try to correct them, employ an acceptable sense of humour, keep the appropriate collegial and professional distance, foster adequate collegial relations and use discretion.

(5) Teachers are obliged to respect the personal and professional dignity of younger colleagues and vice versa and encourage their professional and scientific development.

(6) It is unacceptable to demand from younger colleagues to perform those tasks and duties that are assigned to the teacher who is obliged to perform them.

(7) It is unacceptable to review other authors' papers in a laudatory manner, as well as to conceal their flaws, with the purpose of maintaining a friendship or other interests, but also to criticise or ignore other authors' papers for the sole reason that they do not share the same opinion, or from other personal reasons.

(8) When reviewing and classifying other professional or scientific papers, teachers must rise above personal and other interests, and review and classify them objectively and fairly.

(9) Manipulating the members of the University community with the aim of discrediting students, other members of the University community, the Management Board or University's activities is inadmissible.

#### Article 17

##### **Relation with students**

(1) Members of the University community, teachers in particular, are obliged to respect the dignity of students, regardless of their ethnicity, race, gender, age, marital status, political, religious, sexual or other orientation.

(2) Teachers are obliged to make themselves available for students on a regular basis, by setting the time and place of their office hours in advance and to respond timely to students' inquiries via email.

(3) In their communication with students, the members of the University community have to behave correctly and politely and should avoid raising their tone and patronizing, using irony or sarcasm, or in any other way disrespect students.

(4) When assessing the learning outcomes, teachers have to be equitable and base the grades solely on demonstrated knowledge, while the examinations have to be public in order to prevent possible complaints about non-objective assessment.

(5) Teachers must consistently refuse other peoples' interventions related to student examinations, regardless of the identity of the person who is trying to intervene, or the reasons for their justification.

(6) It is considered unacceptable to manipulate students or members of the University community, with the purpose of discrediting students, other members of the University community, the Management Board or the University's activities.

#### Article 18

##### **Public relations**

(1) Members of the University community, teachers in particular, are obliged to respect the dignity of the University with their public conduct during and after working hours.

(2) Having in mind its social responsibility and public presence, the University fosters the right of the members of the University community, teachers in particular, to make public appearances, and freedom to express their opinions, including public speaking, publications in mass media, books, magazines, as well as other forms of activities for the benefit and dignity of the University and social community.

(3) During public appearances, the members of the University community have to take into consideration not to harm the dignity of the University directly or indirectly.

(4) Members of the University community with higher academic or professional rank must not forbid nor limit personal and public appearances to other members.

(5) Members of the University community who are authorised by the Dean to make public appearances in the name of the University, have to state clearly that they represent the views of the University.

(6) Members of the University community are expected to comply with the ethical and professional standards when making public appearances and represent the University.

#### Article 19

##### **Responsibility towards the University**

(1) Members of the University community should contribute as much as possible to the accomplishment of the mission, objectives and tasks of the University with their scientific, professional and expert activities.

(2) Members of the University community should care about the wellbeing and interests of the University in the spirit of academic freedom: questioning, research, argumentative debates, benevolent critique, and responsible and fair search for the best solutions.

(3) Members of the University community shall reject unethical behaviour towards the University community, such as:

- deliberate disruption of every activity which promotes personal and public welfare of the University, conducted or supported by the University for the good cause
- any form of activity that aims at granting privileged status to an individual and/or groups against the objective, professional and expert criteria (e.g. lobbying, abuse of authority, manipulating, factionalism, grouping, antagonising, etc.),
- encouraging the members of the University community to unjustifiably disrespect the University's rules and institutional hierarchy,
- presenting personal views as the official view of the University with the purpose of gaining personal benefit,
- using the University's name or logo in private activities with the unjustified purpose of creating the impression of academic authority,
- presenting false information about the work of the University and the members of the University community,
- using the property or proprietary rights of the University for gaining material or immaterial benefits, such as: personal, commercial, political, religious or other,
- encouraging the members of the University community to act contrary to the law, general acts of the University and the Code of Ethics of the University,
- derogation from the contractual obligations with the University.

#### Article 20

##### **Relation towards the property of the University**

(1) Members of the University community are obliged to care about the University's property and handle it with due care, particularly the books, magazines and equipment of the University.

(2) Members of the University community shall not use the property of the University which is not related to the mission, objectives and tasks of the University, with the exception of previously obtained permission by the authorised person.

(3) Teachers are obliged to collaborate with the library in acquiring books and magazines, particularly regarding compulsory and supplemental readings within their courses.

(4) Members of the University community shall not gain unauthorised access nor enable others to gain unauthorised access to the University's resources, particularly related to using computer systems and databases without permission.

#### Article 21

##### **Transparency and confidentiality**

(1) The University fosters and promotes transparency, i.e. publicity in its regulations, instructions and activities, as one of the fundamental organisational values.

(2) Rules, regulations and provisions that stipulate the rights, obligations and responsibilities of the members of the University community have to be precise, clear and available.

(3) Members of the University community, teachers in particular, have to take into consideration the material and spiritual component of the values and principles of publicity. The admission criteria and admission procedure, assessment of learning outcomes and completion of other professional, expert and work tasks have to be made available to the public.

(4) Members of the University community who have access to information with a level of confidentiality should protect the confidentiality of the information.

(5) Disclosure of confidential data about the members of the University community is not permitted, unless such a disclosure is part of a common mode of operations at the University, or if there is a legal or professional obligation to publish the information.

#### Article 22

##### **Mentorship**

(1) Teachers of the University are obliged to provide professional help to students while writing their qualification papers.

(2) Superficial and irresponsible performing of mentor's duties is regarded as professionally and ethically unacceptable.

#### **V. Actions which are not in accordance with the work in the academic community**

##### Article 23

##### **Receiving and giving gifts and other material or immaterial goods**

(1) Members of the University community must not accept bribe, i.e. ask for, give or receive gifts, encourage receiving and giving gifts neither for themselves nor for another person, for whom there is a reasonable assumption that he/she could directly or indirectly influence the objectivity of assessment of learning outcomes, the completion of professional and official tasks and the respect of professional rights and obligations.

(2) Bribe, as an inadmissible moral conduct, is considered a promise, offer or gift of benefit (money, confidential information, gifts and other) that inappropriately affects, or could inappropriately affect legal, professional or expert activities of a member of the University community or an official, i.e. a responsible person outside the University community.

(3) Every member of the University community has the responsibility and right to eliminate any attempt of corruption.

#### Article 24



### **Conflicts of interest**

- (1) Members of the University community should avoid any possible conflict of interest that could be caused by family relations, close friendships, antagonisms, material, financial or other interests.
- (2) It should be insisted on the independence of all activities of the members of the University community conducted outside the University, which include financial and other interests, so that they are not in conflict with the professional, expert, educational or work duties of the members of the University community, or which could affect their integrity and objectivity.
- (3) Any form of nepotism is inadmissible for the members of the University community, in which a relative or a spouse, or a spouse's relative is granted a privileged position in comparison to other members of the University community, who have the same or better competencies.

### Article 25

#### **Discrimination**

- (1) It is inadmissible for members of the University community to practise any form of direct or indirect discrimination toward a member or members of the University community based on religion, ethnicity, nationality, race, gender, sexual orientation, lifestyle, property status, origin, family and marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation and health status.
- (2) The sole criteria for validation and advancement at the University can be expertise, capability, professional credit, as well as qualifications and results in performing a particular type of activities, works and tasks.

### Article 26

#### **Harassment**

- (1) It is inadmissible for the members of the University community to use any kind of interpersonal harassment, particularly regarding harassment based on religion, ethnicity and nationality, race, gender, sexual orientation, property status, family and marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation and health status.
- (2) Harassment is considered an inappropriate behaviour toward another person with the aim of destroying or insulting personal dignity, disturbing the completion of work tasks of another person, or reducing the quality of his/her life.
- (3) Harassment is considered an individual or recurring verbal, non-verbal or physical act, which creates or contributes to creating unpleasant and hostile working and educational environment or which intimidates, insults or humiliates another person.
- (4) Sexual harassment, as a specific and particularly serious form of harassment is characterised by a lack of consent or refusal from another party, and includes recurring and adverse expressions of verbal and physical proposals of sexual nature to another person, physical abuse, recurring and adverse jokes and remarks with sexual connotations, including reference to sex and sexual orientation, mocking and ridiculing with sexual connotations, revealing sexually offensive and disturbing material and requesting sexual services in exchange for certain actions or omission of actions from the position of authority.
- (5) Regular communication, benevolent jokes and critique, as well as relations of sexual and other intimate nature between the members of the University community, which are based on mutual consent and respect, are regarded as the area of privacy and are not considered a violation of the Code of Ethics per se.

(6) Members of the University community should avoid situations and interpersonal relations which can lead to violation of rules and principles of the Code of Ethics, regarding objectivity, impartiality and the conflict of interest, particularly in those relations between the members of the University community who are in direct hierarchical position, which includes assessment of other people's work and accomplishments and/or decision on status, professional development, benefits and rewards.

(7) Every person has the right to report the harassment perpetrated by a member of the University community.

(8) It is inadmissible to pressure a person who has refused the harassment or has reported such behaviour.

#### Article 27

##### **Prejudice**

(1) Members of the University community should strive to be as objective as possible in their actions and should not allow prejudice of any kind to affect their judgement and actions in conducting scientific, research, educational, administrative, business, managerial and similar activities.

(2) Assessment of activities and competencies of any member of the University community has to be based on the criteria directly relevant for performing the activity, i.e. for educational, professional and expert activities.

#### Article 28

##### **Unacceptable practices in teaching**

(1) Any form of fraud in the teaching process, particularly during the examination and other forms of assessment is inadmissible.

(2) Cheating is considered an inadmissible providing or receiving help by using aid (e.g. notes, books, course materials, electronic devices etc.) in an impermissible manner, aiming to affect the objectivity of assessment during exams or other forms of knowledge checks, i.e. the assessment of work and results of the learning outcomes related to students and the members of the University community.

(3) Teachers must not encourage students to cheat, nor facilitate or tolerate it.

(4) Teachers must not disturb the classes with their inadequate preparation, lateness in class, absence from class or leaving the class before the expiry of the expected time, except in the case of exceptional circumstances or force majeure, which would disturb the expected course of teacher's obligations and duties.

#### Article 29

##### **Fabrication of results in scientific and research work**

(1) Fabrication of results in academic or professional work is inadmissible in the scientific and research work of the members of the University community.

(2) Fabrication of results is considered every deliberate presentation, dissemination and publishing of the alleged results of the scientific and research work, despite the awareness that the scientific work and research, which the author refers to, was not conducted in reality.

#### Article 30

##### **Falsification of scientific and research work**

(1) Any falsification of results in the scientific and research work of the members of the University community is inadmissible.

(2) Falsification of results of the scientific and research work includes every action which, contrary to the principles of scientific integrity, manipulates the object, method, equipment or

process of the research, aiming to deliberately adjust or tendentiously interpret the results of the scientific research.

#### Article 31

##### **Plagiarism**

- (1) Any form of plagiarism of papers and/or ideas is considered a particularly serious form of violation of copyright legislation and the norms of the Code of Ethics and is forbidden for the members of the University community.
- (2) All members of the University community who participate in the scientific, research, professional or other academic work have to guarantee the authorship of published academic papers, as well as the accuracy and integrity of presenting and stating information about the origin of other people's ideas and citations used in their work.
- (3) Any form of plagiarism, appropriation and copying of papers and ideas, texts, information, experiments, projects in any scope from any source, is considered highly unethical. Fabrication and modification of recommendation letters and inaccurate presentation of academic achievements are considered highly unethical.

#### Article 32

##### **Authorship**

- (1) Authors are only those participants in the process of creation of the scientific or research paper who have intellectually contributed to the paper to a significant degree, in accordance with the established international criteria of authorship and public responsibility for the published paper.
- (2) It is considered an immoral action and misuse of the authorship to state the author who did not participate in the process of creation of the scientific or research paper, i.e. who did not contribute intellectually to it.
- (3) It is forbidden to state an author without his/her knowledge and consent.
- (4) It is considered a misuse of authorship to deliberately omit an author who fulfils the requirements for authorship.

#### **VI. Monitoring and implementation of the provisions of the Code of Ethics of the University**

##### Article 33

##### **General duties of monitoring the implementation of the provisions of the Code of Ethics**

- (1) All members of the University community and all academic and administrative bodies of the University, each within its area of competence and responsibility, care about the implementation and promotion of ethical standards stated in this Code of Ethics.
- (2) The Ethics Committee, in particular, ensures the implementation and compliance with the Code of Ethics of the University.

##### Article 34

##### **Establishment of the Ethics Committee**

- (1) Members of the Ethics Committee of the University are appointed by the Dean for the period of four years.
- (2) The Ethics Committee consists of five members: three members from the ranks of teachers, one member from the ranks of students, and one member from the ranks of common and general services.
- (3) The President and the Deputy of the Ethics Committee are appointed by the Dean of the University in the Decision on the appointment of the Ethics Committee of the University.

- (4) Sessions of the Ethics Committee of the University are public, but due to the protection of the right to privacy or other important reasons, the Ethics Committee of the University may close the session to the public, to the extent necessary.
- (5) The Ethics Committee adopts opinions by a consensus of its members; if this is not possible, the opinion is adopted on the basis of the views of the majority of the Ethics Committee members, whereas the members of the Committee who have different standpoints from the majority are authorised to attach their separate opinions to the opinion of the Committee.
- (6) The opinions of the Ethics Committee are public, and the Committee decides on the mode and place of their systematic publishing.
- (7) Due to the protection of the right to privacy, the Ethics Committee may shorten the published opinion, or remove personal information about people who are mentioned in it;
- (8) General and administrative affairs of the Ethics Committee shall be performed by the administrative service.

#### Article 35

##### **Procedures of the Ethics Committee of the University**

- (1) The Ethics Committee of the University is authorised for implementing the procedures related to the violations of the Code of Ethics of the University.
- (2) The Dean decides on the initiation of the procedure related to the violation of the Code of Ethics (no later than 30 days upon the receipt of the request for giving an opinion) on his/her own initiative or on the initiative of a member of the University community or other persons who consider that the violation of the Code of Ethics took place in a particular case.
- (3) During the procedure, the Ethics Committee is obliged to examine the circumstances regarding the ethical assessment of a particular case, and if the Code of Ethics is violated, the Ethics Committee shall issue a notification and decide on the mode of its announcement.
- (4) If the Ethics Committee considers there has been a serious violation of the Code of Ethics, the Ethics Committee may file a disciplinary report to the Dean, with a proposal for initiation of the disciplinary procedure.
- (5) In case of a more serious and substantial breach of the Code of Ethics, the Ethics Committee shall inform the Governing Council of the University about a proposal for measures that have to be taken.
- (6) The Ethics Committee of the University adopts relevant opinions on the principal ethical issues and on the compliance of the conduct of the members of the University community, i.e. compliance of the decisions or actions of an academic or administrative body with the principles and regulations of the Code of Ethics.

#### Article 36

##### **Procedure in front of the Ethics Committee of the University**

- (1) The procedure in front of the Ethics Committee of the University is initiated by a request for giving an opinion on the compliance of a certain act or proceeding with the principles and rules of the Code of Ethics of the University.
- (2) Every member of the University community and every academic and administrative body of the University may in particular cases request the relevant opinion from the Ethics Committee of the University as a special advisory body. The opinion may also be requested in relation to the principal questions regarding the interpretation or implementation of the Code of Ethics.
- (3) The request for an opinion of the Ethics Committee is submitted to the President of the Ethics Committee.

- (4) The request for an opinion of the Ethics Committee must have an explanation with appropriate evidence attached. It should accurately and precisely: specify the problem, state the specific circumstances of the case the opinion is requested for, and specify the provision of the Code of Ethics of the University to which it relates.
- (5) Upon the received request for an opinion, the President of the Ethics Committee of the University shall convene the session of the Ethics Committee within thirty days upon the receipt of the request.
- (6) During the examination of the request, the Ethics Committee may request further clarification, information and notifications from the requester. If a request for an opinion on a particular case is requested, the Ethics Committee may request clarification, information and notifications from the persons concerned.
- (7) If the requester seeks to examine the ethical behaviour and act of a particular member of the University community, that member must be allowed to make a statement on relevant claims and present personal arguments.
- (8) The Ethics Committee of the University shall give its opinion based on the content of the request, the attachment to the request and additional explanations, and information and statements of the requester and other persons.
- (9) The Ethics Committee of the University does not examine the claims from the request, additional explanations, information and statements, nor does it have investigative authority to determine the facts on its initiative.
- (10) If the facts mentioned in the request and the facts of the statement differ, and the truth of the disputed claims cannot be inferred from the submitted material, the Ethics Committee shall state that circumstance in its opinion and limit itself to giving a point of view on the matter.

#### Article 37

##### **Opinion**

- (1) Based on the submitted requests for an opinion, additional data, information and statements, the Ethics Committee shall issue its opinion within 60 days of receipt of the request and submit it to the requester and the Dean.
- (2) If the Ethics Committee has requested additional clarifications and information, the deadline for giving an opinion shall be counted starting from the day of their receipt, but cannot be longer than 90 days, not counting the days of annual leave and closure days.
- (3) The Ethics Committee's opinion shall contain the following information: description of the request and issues discussed by the Ethics Committee, citation of the principles and rules of the Code of Ethics which the Committee has taken into consideration, the position of the Ethics Committee on whether the behaviour described in the request complies with the Code of Ethics or not, the reasons behind the opinion of the Committee, information on whether the opinion was rendered unanimously or not.
- (4) If the Ethics Committee finds that a particular behaviour is not compliant with the principles and rules of the Code of Ethics, the opinion may also include: the assessment of the Committee on the level of inconsistency and the gravity of violation of the Code of Ethics caused by such behaviour, the position of the Committee on the methods to avoid inconsistency of behaviour with the Code of Ethics, and/or the measures which could contribute to prevention of violations of the Code of Ethics in the future.
- (5) If the Ethics Committee concludes that it cannot give an opinion based on the request and other submitted information, or that it is not authorised to give an opinion, or that it cannot or does not want to give an opinion, the President of the Ethics Committee is obliged to inform the Dean and the requester about this within 30 days, stating the reasons why the Committee did not issue an opinion.

(6) The opinion given in the procedure of the Ethics Committee acts upon its authority, is not binding for other academic and administrative bodies of the University, and is not an administrative act.

### **Final provisions**

#### Article 38

(1) The Dean shall appoint the Ethics Committee within three months from the day of the entry into force of the Code of Ethics of the University.

(2) The Code of Ethics shall enter into force eight days within its announcement on the University's notice board. This Code of Ethics shall also be published on the webpage of the University.

Reg. No.:306-07/14-2019

For the Professional Council

Dean

Prof. Vladimir Šimović, Ph.D.

The Code of Ethics of the University was published on the notice board of the University on 30.09. 2019.