

**UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA
V KOŠICIACH**



Guarantor: Rector's Office

Ref.: 2285/2009

**CODE OF ETHICS
of
Pavol Jozef Šafárik University in Košice**

July 2009

Employees of Pavol Jozef Šafárik University in Košice (hereinafter referred to as the “employees”) hereby undertake, through this UPJŠ Code of Ethics (hereinafter also referred to as the “Code of Ethics”), to observe in their conduct the principles of behaviour set out herein, particularly in relation to teaching and research activities.

Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ") creates an environment in which all persons are treated equally and with respect, and where the fundamental rights and freedoms of all employees and students are respected, regardless of their job position, function, field of study, type of study, and year of study.

Article I

General Principles and Rules of Ethical Conduct

- 1) In the performance of their duties, employees shall adhere to ethical principles generally recognised by society, demonstrate respect and fairness towards other employees, students, and members of the academic community, and maintain courtesy, willingness, and openness in communication.
- 2) Additional rules of ethical conduct related to academic activities include in particular:
 - a) compliance with ethical principles respecting the specific nature of the discipline, as well as generally recognised standards of work ethics in education and research;
 - b) rejection of unethical conduct in education and research;
 - c) integrity in teaching and research activities, including continuous self-education and the development of one's own teaching and research competencies.
- 3) In relation to other employees, senior employees shall:
 - a) make fair and proper decisions;
 - b) provide equal opportunities without discrimination on the grounds of gender, religion, sexual orientation, health condition, cultural and ethnic affiliation, age, or political beliefs;
 - c) promote constructive dialogue, allow for and respect alternative opinions.
- 4) Employees shall not misuse their function or job position within the organisational structure for personal benefit, for the benefit of third parties, or for any form of discrimination. They shall neither request nor accept economic advantages from other persons.
- 5) Employees recognize the equal right of all persons to access information, education, and employment, and seek to remove barriers leading to discrimination or exclusion.
- 6) Ethical conduct of employees includes collegial behaviour toward students, which is based on respect for the student's personality, the principle of free access to

education, the status of students as equal members of the academic community, and the dignified status of students when participating in the teaching of other students beyond the scope of their study obligations, through appropriate remuneration, including material remuneration, for the creative work of students in research.

- 7) Employees shall reject manifestations of pressure based on function or job position, discrimination, and uncollegial behaviour towards students. They shall not adopt an attitude of false collegiality consisting in the toleration of any breach of generally accepted ethical principles and the rules of the Code of Ethics.

Article II

Teaching and Research Activities

- 1) Employees shall be responsible for the quality of teaching and for supervising of young researchers. Employees shall recognise the necessity of continuous self-education with the aim of achieving the highest possible quality in teaching and research. In planning educational and research projects, employees shall apply generally recognised proper procedures in obtaining external grants and internal financial support. In obtaining financial support, employees shall prevent conflicts of interest and disclose any potential conflict of interest concerning their person.
- 2) Employees shall understand research activities as a means of advancing knowledge. Employees shall consider it self-evident to make the results of their research accessible under conditions customary in their field and shall bear responsibility for their originality and authenticity. In their own research activities, employees shall be responsible for the selection of the research topic with regards to its contribution to scientific knowledge, for impartiality in research, for the proper interpretation of the results of their own research as well as that of others, and for the effective use of financial and human resources.

Article III

Publication of Research Results

- 1) In publishing research results, employees shall respect not only copyright rules but also publication and other rules for the dissemination of research results that are customarily established according to the relevant professional practices.
- 2) Employees shall comply with ethical rules related to respect for intellectual property, in particular
 - a) awareness of co-authorship responsibility for the content of the work authored by several authors,
 - b) recognition of the intellectual property of others,
 - c) rejection of plagiarism, falsification, misuse, and withholding of results in the case of research funded from public resources,

- d) an objective approach to assessing one's own authorship contribution and the authorship contribution of others,
- e) rules of collegiality in the form of recognising students as authors or co-authors with equal standing,
- f) fairness in the application and transfer of technologies,
- g) correction of subsequently identified incorrect data, results, or conclusions at the same level of publication at which they were originally presented.

Article IV Evaluation and Expert Activities

Employees shall evaluate project applications, manuscripts of professional and qualification theses (diploma theses, dissertation theses, habilitation theses), reports, and other documents impartially and without bias. Employees shall provide professionally substantiated opinions concluded by a clear statement on the quality of the evaluated thesis; such opinions shall be fundamentally personal, yet free from personal bias and unaffected by external pressure. As members of selection committees for the recruitment of new employees, employees shall promote the openness of these procedures.

Article V Loyalty to UPJŠ and Public Engagement

Employees shall be loyal to UPJŠ. Loyalty shall be understood as respect for the fact that the results of an employee's teaching and research activities achieved at UPJŠ through the use of its technical and human resources are not solely attributable to the employee. Providing such results to third-party institutions or persons for the purpose of obtaining personal benefit shall be considered unethical. The mission of employees is to disseminate education and scientific knowledge, promote awareness of research results among both professional and general public audiences, and inform the public about the possible impacts of research on the environment and on the living, material, and social conditions of the population in general.

Article VI Data Management and Use of Information Technologies

- 1) Employees, particularly as project investigators and administrators of data records, shall respect the requirement of personal data protection. Employees shall disclose personal data of employees only if they are related to reporting in research.
- 2) Employees shall handle entrusted data, especially research data, study records, and personal data, in such a way as to minimise the possibility of their misuse. Employees shall use the information systems of UPJŠ with the awareness that

they are to be used exclusively to enhance the quality of academic activities, and not for their personal benefit or for the benefit of other persons.

Article VII
Ethics Committee of Pavol Jozef Šafárik University

- 1) The Ethics Committee of Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Ethics Committee"), appointed by the Rector of UPJŠ, is established to handle cases involving breaches of the principles or rules of this Code of Ethics. The Ethics Committee is a permanent advisory body to the Rector of UPJŠ. The Rector of UPJŠ appoints the Chair of the Ethics Committee and its members.
- 2) The proceedings of the Ethics Committee shall be governed by its Rules of Procedure, approved by the Rector of UPJŠ upon the proposal of the Chair of the Ethics Committee.
- 3) The Ethics Committee shall decide within six weeks from the date on which the case was submitted to it whether a breach of generally recognised principles or of the principles and rules of the Code of Ethics has occurred. In complex cases, the Rector of UPJŠ may, at the request of the Chair of the Ethics Committee, extend the deadline and set a final date.

Article VIII
Final Provisions

This Code of Ethics shall come into force and take effect on the date of its signature by the Rector of UPJŠ.

In Košice on 6 July 2009

Prof. MUDr. Ladislav Mirossay, DrSc.
Rector of UPJŠ in Košice