



Guarantor: Rector's Office

Košice, February 2nd 2022

Ref.: REK000174/2022-UPA/420

**Rector's Decision no. 2/2022,
determining the principles of good research practice at Pavol Jozef Šafárik
University in Košice and its parts**

In accordance with the provisions of § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, I hereby

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this decision, which issues the principles of good research practice at Pavol Jozef Šafárik University in Košice and its parts.

Preamble

Scientific research is a multifaceted activity, covering a very wide range of human endeavors and manifested by theory, model construction, hypothesis formulation and testing, data collection and analysis, validation of previous work and development of new methodologies. At the same time, researchers carry out many other activities, such as mutual communication, publication of creative results, dissemination and exploitation of research results, reporting, evaluation, review and opposition of other researchers, management of colleagues and collaborators, or participation in teaching. The work of each scientist is based on the work of other scientists, usually carried out in collaboration with colleagues and influences the work of his/hers followers. The ways in which scientists try to achieve their goals and interpret their data can be significantly influenced by their personality traits, rankings or social influences. Pavol Jozef Šafárik University in Košice (hereinafter also "University" or "UPJŠ") as a research-oriented university respects the ethical aspects of scientific work and strives to shape a correct and ethical environment in all aspects of scientific research.

The aim of the recommendations set out in these principles is not to restrict the free space of academic research, but to declare the University's position in the field of good research practice.

The following recommendations take into account generally accepted international standards, principles and procedures related to the principles of good research practice and follow the decision of the Rector no. 5/2021, which issues the principles of good practice of scientific publishing at the Pavol Jozef Šafárik University in Košice and its parts, and the decision of the Rector no. 21/2021, which lays down the rules for assessing plagiarism at Pavol Jozef Šafárik

University in Košice and its parts. The University adheres to the principles of academic integrity of research enshrined in the Code of Ethics of Pavol Jozef Šafárik University in Košice, in the Declaration on Strengthening the Culture of Scientific Integrity in Slovakia, as well as in other internationally recognized documents.

This decision is also intended to contribute to the implementation and safeguarding of the Human Resources Strategy for Researchers (HRS4R) and the principles of the University's internal quality assurance and verification system.

Art. 1

General principles and rules of good research practice

1. The fundamental value of science is the freedom of scientific research, its independence from political, religious and ideological beliefs.
2. Restrictions on the freedom of research on authority or on political, religious or ideological grounds are inadmissible.
3. The university promotes the awareness of its staff and students and provides the conditions for strengthening the culture of research integrity.
4. The University supports and ensures that, in the context of lifelong learning, its higher education teachers, researchers and doctoral students, from beginners to the most experienced, receive training in research ethics and integrity throughout their careers to ensure awareness of relevant codes and regulations.
5. The University monitors and monitors the impact of measures or initiatives taken to strengthen the integrity of research in order to strengthen it.
6. In their research activities, as well as in their management and support activities, the University's staff shall proceed in such a way as to exclude any potential conflict of interest which would lead to a reduction in the credibility of the University, persons, , decision-making and support activities.

Art. 2

Fundamental principles of good research practice

1. Good research practice is based on the fundamental principles of research integrity. It guides researchers at work as well as in relation to the practical, ethical and intellectual challenges that are inextricably linked to research.
2. A member of the academic community¹ and other employees of the University are obliged to adhere to the principles:
 - a) **reliability** in ensuring the quality of research, which is reflected in the design of its concept, methodology, analyzes and use of resources,
 - b) **honesty** in the development, conduct, appraisal of research and reporting on its results in a transparent, honest, complete and impartial manner;

¹ A surrogate masculine gender is used in the text. Male gender in this context refers to both male and female.

- c) **respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment,
 - d) **responsibilities** for research from initial idea to publication, its management and organization, training, supervision and guidance, the education of the new generation of researchers, as well as the wider implications of research.
3. A member of the academic community and other employees of the University are obliged to avoid, in particular, when designing, conducting or assessing research or reporting on research results (including final, qualification and other scientific papers):
- a) **fabricating**, producing fictitious results and recording them as if they were real;
 - b) **falsification**, manipulation of research material, equipment or processes, or unjustified modification, omission or deletion of data or results,
 - c) **plagiarism**², publishing the creative outputs of someone else's work as their own deed, thereby infringing the rights of the original author or authors to the results of their creative intellectual activity.

These three forms of violation of the ethical rules of research are considered to be extremely serious because they distort the result of the research and thus move the research away from its main mission - the search for the truth.

4. A member of the academic community and other employees of the University are obliged to know and follow the basic rules, codes and regulations concerning their field, which govern their activities.
5. Experienced researchers, research leaders and trainers lead members of their teams, advise and provide training to guide the development of their research activities, concepts and structures, and to strengthen the culture of research integrity.

Art. 3

Principles of scientific work, research procedures

1.A member of the academic community and other staff of the University shall take into account in their research the latest knowledge gained in the field and shall focus their activities on broadening the boundaries of scientific knowledge and its use for the benefit of society.

2.A member of the academic community and other staff of the University shall design, conduct, analyze and document the research carefully and thoughtfully and are aware of their responsibility for the quality of the research and the credibility of the results obtained.

3.Scientific research shall be carried out exclusively through a scientific methodology, respecting discipline-specific rules.

4.Scientific research is open to doubts, rational and substantiated criticism.

² Rozhodnutie rektora č. 21/2021, ktorým sa stanovujú pravidlá posudzovania plagiátorstva na Univerzite Pavla Jozefa Šafárika v Košiciach a jej súčastiach:

<https://intranet.upjs.sk/out/out.ViewDocument.php?documentid=5605&showtree=1>

5. A member of the academic community and other staff of the University shall report research results in accordance with the standards of their field and in such a way that they can (where possible) be verified and reproduced.

6. A member of the academic community and other staff of the University shall adequately respect any object of scientific research and treat objects of research, whether human, animal, or cultural, biological, environmental, or physical, with respect, care, and legal and ethical regulations.

7. All research data must be adequately recorded, processed and stored for a reasonable period of time so that other scientists can verify them. These data are considered to be legitimate research results that can be cited.

8. A member of the academic community and other staff of the University shall ensure that access to data is as open as possible and, as appropriate, in accordance with FAIR data management principles (searchability, accessibility, interoperability and reusability), ensuring that the results are unique and original. research, protection of copyright and co-authors, the rights of the University, as well as the rights of others involved in research.

9. An academic member and other staff shall provide transparent access to, and use of, their data and research material.

10. A member of the academic community and other staff of the University publish the results and interpretation of the research openly, honestly, transparently and accurately. In justified cases, they shall preserve the confidentiality of data or findings.

11. A member of the academic community and other staff of the University shall use the funds intended for research properly and conscientiously.

12. A member of the academic community and other staff of the University shall not duplicate research conducted by other researchers, except research necessary to verify, supplement or compare the results obtained.

13. In public appearances aimed at disseminating scientific knowledge and the results obtained, researchers shall be guided by the expertise in which they carry out their research, development, innovation or teaching activities, distinguishing between expert opinion and personal opinion.

Art. 4

Principles of publishing research results

1. A member of the academic community and other staff of the University publish the results of non-confidential scientific research, striving for the public availability of the results of publicly supported research³.

³ Rector's decision no. 5/2021, which issues the principles of good practice of scientific publishing at the Pavol Jozef Šafárik University in Košice and its parts:
<https://intranet.upjs.sk/out/out.ViewDocument.php?documentid=4200&showtree=1>

2. When publishing research results, a member of the academic community and other staff of the University shall respect the contribution of all authors and their copyrights, as well as the contribution of all entities that supported the research and acknowledge that authorship is based on significant contribution to research, analysis or interpretation of results.
3. When publishing the research results, the member of the academic community and other employees of the University respect the intellectual contribution of other scientists to whom they follow, while correctly quoting related works.
4. A member of the academic community and other employees of the University do not publish in a dubious manner and do not use untrustworthy publishing platforms, such as the so-called predatory magazines.
5. A member of the academic community and other staff of the University shall comply with the above criteria in the same way, whether it is a publication in a journal with paid access, with open access or in any other form.

Art. 5

Principles of assessment, review, evaluation and expert activities

1. Assessment, review and evaluation activities make a significant contribution to maintaining standards and improving the quality of scientific knowledge. Participation is an important ethical commitment.
2. A member of the academic community shall assess and evaluate contributions for publication, applications for funding and nominations in a transparent manner and with reasonable justification in the field in which he / she carries out research, development, innovation or teaching activities or in related fields.
3. Member of the academic community in assessment, opponent, evaluation and expert activities
 - a) performs the evaluation personally and responsibly,
 - b) uses only objective criteria, independent of their own personal beliefs and preferences,
 - c) is based on the knowledge, theories and methods of the relevant scientific discipline,
 - d) is not subject to external pressures that could affect his expert opinion,
 - e) does not prolong the unreasonable evaluation of the submitted materials in order to achieve its own benefit or benefit for a third party,
 - f) strictly protects the data contained in the evaluation documents and the intellectual property of the authors of the submitted materials,
 - g) maintain confidentiality unless it has prior prior informed consent.
4. A member of the academic community of the University shall refuse to carry out an evaluation, opposition, review or expert activity if he / she is aware of a conflict of interest or if the conclusions of his / her professional opinion could be influenced by his / her personal interest. A conflict of interest may be real or possible (eg institutional) if the opponent is a reviewer from the author's current or former institution (close contacts), or from the author's

future institution. An opponent, reviewer, evaluator should not be a consultant of the author's institution if the author participates in any way in the creation of the work.

5. The provision of paragraph 4 of this Article does not apply to the appointment of an opponent of the habilitation thesis and a member of the habilitation commission pursuant to § 1 paragraph 8 and an opponent and member of the inauguration commission pursuant to § 5 paragraph 6 of the Decree of the Ministry of Education, Science, Research and Sports 246/2019 Coll. on the procedure of obtaining scientific-pedagogical titles and artistic-pedagogical titles associate professor and professor.

6. The appointment of opponents and members of the commission in the defense of the written dissertation examination and the appointment of opponents and members of the commission in the defense of the dissertation are governed by the provisions of the Doctoral Study Regulations at Pavol Jozef Šafárik University in Košice.

Art. 6

Principles of ethical rules and procedures in the preparation and conduct of qualification procedures

1. The preparation and submission of materials (final and qualification theses, habilitation and inauguration proceedings), which serve to assess the qualification growth of a member of the academic community (applicant), the appointment of opponents, the appointment of members of the commission and the discussion of qualification to rule out any possibility of a conflict of interest which would reduce the credibility of the whole process.

2. A member of the academic community shall refuse to be an opponent or a member of the commission if he / she is aware of an actual or potential conflict of interest with the candidate.

3. It is recommended that the applicant, as a result of creative activity, state only those publication outputs whose review procedure was carried out in accordance with the rules specified in Art. 5 par. 4.

4. It is recommended that the candidate does not cite self-citations, citations that could give the impression that they were forced, unjustified, untrue or the result of a selective citation (by students, current, former or future colleagues, etc.) as proof of acceptance by the professional community.

Art. 7

Ethics Committee, Advisory Committee and Security Committee

1. A member of the academic community and other employees of the University ensure that their research is in accordance with applicable legislation, the Code of Ethics of Pavol Jozef Šafárik University in Košice, the Code of Ethics of Pavol Jozef Šafárik University in Košice and other internal regulations and standards of the University and relevant ethical standards. The Ethics Committee of Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "UPJŠ Ethics Committee") is established in accordance with the Code of

Ethics of Pavol Jozef Šafárik University in Košice to discuss cases of violation of general moral principles or rules.

2. The internal system of quality assurance and compliance with ethical standards and related legal norms in research activities at UPJŠ consists mainly of:
 - a) UPJŠ ethics committee,
 - b) ethics committee of UPJŠ Faculty of Medicine,
 - c) the ethics committee of the UPJŠ Faculty of Science for work with laboratory animals,
 - d) ethics committee of the Faculty of Arts, UPJŠ,
 - e) Advisory Committee for Animal Welfare at UPJŠ Faculty of Medicine and Faculty of Science,
 - f) the Committee on the Safety of the Use of Genetic Technologies and Genetically Modified Organisms (GMOs) indoors (laboratories registered to work with GMOs).

The individual components cooperate with each other in order to provide members of the academic community and other employees of the University with support in addressing the ethical aspects of their research.

Art. 8

Assessment of the research project by the ethics committee and the safety committee

1. Any research project, which means any research activity carried out through projects in particular VEGA, APVV, VVGS, Horizon Europe, as well as final and qualification theses - bachelor's, diploma, rigorous, dissertation and other theses that involve human subject research (including with biological material of human origin) or work with laboratory animals, or affects data protection and privacy of the examined objects and requires approval by the ethics committee, the responsible project leader at the University must submit to the relevant ethics committee for assessment according to Art. 7 par. 2 letter (a) to (d) of this Decision before its resolution.
2. Each research project according to par. 1 of this article, which includes research using genetic technologies or genetically modified organisms, the responsible project leader at the University must submit to the Security Committee for assessment according to Art. 7 par. 2 letter (f) of this Decision before its resolution.
3. The affiliation of the UPJŠ Ethics Committee, the UPJŠ Ethics Committee of the Faculty of Medicine and the UPJŠ Faculty of Science of the Faculty of Science for work with laboratory animals is determined by the UPJŠ chief researcher for whom the research project is submitted, unless the chairmen of these commissions agree otherwise.
4. The competence of the UPJŠ Ethics Committee is regulated in Article VII of the UPJŠ Code of Ethics. The UPJŠ Ethics Committee assesses cases of violation of the general moral principles or rules of the UPJŠ Code of Ethics and the UPJŠ Student Code of Ethics or the principles of good research practice defined in this decision.
5. The UPJŠ Ethics Committee of the Faculty of Medicine supervises the application and adherence to the relevant ethical standards in research carried out at the Faculty of Medicine and mainly affects the human subject (including work with biological material of human origin) in clinical research, clinical drug testing or any another type of biomedical

research. The UPJŠ Ethics Committee of the Faculty of Medicine comments on scientific projects using experimental laboratory animals listed in the project, while its report is part of the application in the project approval process by the State Veterinary and Food Administration of the Slovak Republic in Bratislava.

6. The UPJŠ Ethics Committee of the Faculty of Science for work with laboratory animals comments on scientific projects using experimental laboratory animals mentioned in the project, while its report is part of the application in the project approval process by the State Veterinary and Food Administration of the Slovak Republic in Bratislava.
7. The Ethics Committee of the UPJŠ Faculty of Arts supervises the application and observance of the relevant ethical standards in research carried out at the Faculty of Arts and concerns the data protection and privacy of the researched objects (research participants).
8. The Advisory Committee for Animal Welfare is established on the basis of the Regulation of the Government of the Slovak Republic no. 377/2012 Coll., Which lays down requirements for the protection of animals used for scientific or educational purposes, as amended, and performs tasks under § 25 and § 26 of this Act and in accordance with the Decree of the Ministry of Agriculture and Rural Development of the Slovak Republic no. 436/2012 Coll., Which lays down details on the requirements for the protection of animals used for scientific or educational purposes.
9. The Security Committee is established on the basis of Act no. 151/2002 Coll. on the use of genetic technologies and genetically modified organisms, as amended, and in accordance with Decree no. 274/2019 Coll. Ministry of the Environment of the Slovak Republic, which implements Act no. 151/2002 Coll. on the use of genetic technologies and genetically modified organisms, as amended. Its role is to monitor the use of genetic technologies, genetically modified organisms and genetically modified micro-organisms indoors, in particular the accuracy of risk assessment and classification, evaluate the implementation of protective measures corresponding to the classification and the level of protection, cooperate with the project manager and propose measures to remedy the shortcomings identified.

Art. 9

Violation of research ethics and other unacceptable practices

1. The activities under Art. 2 par. 3 of this Decision are considered as a breach of ethical principles of the research.
2. In addition to the direct breach of the ethical rules of research set out in this Decision, other examples of unacceptable practices include in particular:
 - a) manipulating authorship or undermining the role of other researchers in publications,
 - b) republishing of essential parts of own earlier publications, including translations without proper mention or citation of the original (so-called autoplagiarism),
 - c) selective citation with the intention of supporting one's own findings or satisfying editors, reviewers or colleagues,
 - d) failure to provide research results,

- e) jeopardizing the independence of the research process or communicating its results in a biased way for the benefit of research funders or sponsors,
 - f) false accusation by the researcher of a breach of ethical or other research rules,
 - g) distortion of research results,
 - h) delaying or unduly obstructing the work of other researchers,
 - i) abuse of seniority and status for violating the ethical rules of research,
 - j) ignoring alleged violations of the ethical rules of research or concealing inappropriate reactions to violations of ethical and other rules of research,
 - k) establishing or promoting journals that undermine research quality control (especially predatory journals ⁴),
 - l) assisting others with unacceptable practices, concealing or ignoring such acts,
 - m) unauthorized use or intentional misuse or damage of equipment, materials, substances or resources of any kind related to the research.
3. Any form of unacceptable practices is prohibited and will be sanctioned. The member of the academic community and other employees of the University are obliged to make every effort to prevent, prevent and eliminate the application of any forms of unacceptable practices, especially through professional education, supervision and leadership, as well as through the development of a positive and stimulating research environment in the workplace.

Art. 10

Principles for assessing breaches of the ethical rules of research

1. Violations of ethical rules are dealt with consistently and transparently. Any investigation into a breach of the ethical rules of research shall be based on the following principles:
- a) the investigation is carried out fairly, comprehensively and efficiently, with the highest possible degree of accuracy, objectivity and thoroughness,
 - b) all parties to the proceedings report any conflict of interest and are obliged to maintain confidentiality,
 - c) the investigation is conducted in confidence in order to protect the personal data and privacy of interested parties;
 - d) the rights of whistleblowers are protected during the investigation and it is ensured that their professional future is not jeopardized;
 - e) guidelines for dealing with breaches of good research practice are publicly available and accessible in order to ensure transparency and consistency.

⁴ Predatory journals - journals of dubious publishers whose editorial practice is associated with violations of publishing ethics and the content does not meet the quality standards of international scientific publishing.

Art. 11

Procedure for resolving controversial ethical issues

1. Breaches of research ethics and other contentious ethical issues are addressed in collaboration with all stakeholders, namely:
 - a) directly within the University at the level of its organizational structure. Ad hoc commissions may be set up to resolve ethical issues.
 - b) if the case cannot be resolved directly within the University at the level of its organizational structure within 30 days of notification of the breach, or if the solution goes beyond the University, or if one of the parties is not satisfied with the conclusions reached at the University, the case is decided by the Rector of the University. The Rector of the University will decide on the basis of the opinion of the UPJŠ Ethics Committee. Details on the procedure of the UPJŠ ethics committee are regulated by the rules of procedure of the ethics committee of the Pavol Jozef Šafárik University in Košice.
2. A person alleged to be in breach of the ethical rules of research or in breach of the principles of good research practice under this Rector's decision shall be notified without undue delay of the details of the breach and shall be given an opinion within a reasonable time.
3. All interested parties will be notified in writing of the conclusions adopted at the University's premises or the conclusions of the Rector without undue delay after their adoption. In the case of proving a violation of this decision of the Rector or the UPJŠ Code of Ethics, the conclusions also contain a proposal of measures that will lead to remediation.

Art. 12

Final provisions

This decision enters into force on the day it is signed by the Rector of UPJŠ in Košice.

This is the English language translation of the original Slovak language version of internal regulation and is not an authorized translation. In the event of inconsistency or discrepancy between the Slovak language version and the English translation of this internal regulation, the original Slovak language version prevails.

prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ

Resources:

1. Etický kódex Univerzity Pavla Jozefa Šafárika v Košiciach
<https://intranet.upjs.sk/out/out.ViewDocument.php?documentid=12&showtree=1>
2. Dodatok č. 1 k etickému kódexu Univerzity Pavla Jozefa Šafárika v Košiciach
<https://intranet.upjs.sk/out/out.ViewDocument.php?documentid=14&showtree=1>
3. Etický kódex študenta Univerzity Pavla Jozefa Šafárika v Košiciach
<https://intranet.upjs.sk/out/out.ViewDocument.php?documentid=13&showtree=1>
4. The European Code of Conduct on Research Integrity
<https://allea.org/code-of-conduct/>
5. Správna vedecká prax, odporúčanie APVT, nov. 2004
<https://www.apvv.sk/buxus/docs/agentura/ine-dokumenty/spravna-vedecka-prax.pdf>
6. ENRIO: Recommendations for the Investigation of Research Misconduct by ENRIO (2019)
<http://www.enrio.eu/resources/?cat=6>
7. OECD Global Science Forum. Investigating Research Misconduct Allegations in International Collaborative Research Projects. A PRACTICAL GUIDE. April 2009
<https://www.oecd.org/science/inno/42770261.pdf>
8. LERU: Towards a Research Integrity Culture at Universities
<https://www.leru.org/files/Towards-a-Research-Integrity-Culture-at-Universities-full-paper.pdf>
9. SAA VŠ: Štandardy pre vnútorný systém zabezpečovania kvality vysokoškolského vzdelávania,
<https://saavs.sk/wp-content/uploads/2020/09/Standardy-pre-vnutorny-system-zabezpecovania-kvality-2.pdf>
10. Európska charta pre výskumných pracovníkov a kódex správania pre nábor výskumných pracovníkov.
https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf
11. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship.
<http://www.icmje.org/icmje-recommendations.pdf>
12. International Committee of Medical Journal Editors. Defining the Role of Authors and Contributors.
<http://icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
13. Committee on Publication Ethics (COPE). How to handle authorship disputes: a guide for new researchers, 2003.
<http://publicationethics.org/files/2003pdf12.pdf>
14. EASE – The European Association of Science Editors. Guidelines for Authors and Translators of Scientific Articles to be Published in English, 2018.
<https://ease.org.uk/publications/author-guidelines-authors-and-translators/>
15. UK Research Integrity Office. Code of Practice for Research: promoting good practice and preventing misconduct, 2009.
<http://ukrio.org/publications/code-of-practice-for-research/>
16. Code of good practice in research integrity. Principles and standards that you must adhere to if you are involved in research at the University of Bath, 2017
<https://www.bath.ac.uk/corporate-information/code-of-good-practice-in-research-integrity/>
17. Carling, J. (2019) Research ethics and research integrity, MIGNEX Handbook Chapter 4 (v1). Oslo: Peace Research Institute Oslo.
Available at www.mignex.org/d013 alebo
<https://migration.prio.org/utility/DownloadFile.ashx?id=55&type=publicationfile>