

# University of Rijeka Code of Ethics

University of Rijeka





# **UNIVERSITY OF RIJEKA CODE OF ETHICS**

University of Rijeka

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## Rector's Introductory Word

University of Rijeka is the first Croatian university which has an integral and contemporary ethical codex. This booklet, which is designated to the whole academic community, comprises of three documents on which we have been working for the last five years: Ethical codex, Appendix to the Ethical codex which determines the work area and the proceedings of the University's Council of Honour and of Ethical committees of the University's constituents as well as the Codex of students' behaviour.

These documents were adopted in 2003 (Ethical codex and the Appendix to the Ethical codex) and in 2005 (Codex of students' behaviour), after extensive discussions.

I am deeply convinced that these documents represent the most significant events in the newer history of the development of the University. Firstly, it is due to the fact that the University, being the top-level scientific and educational institution needs to encourage and promote the high moral principles which will enable the University to become a model for the whole society in this sense. We are witnesses and participants of tempestuous events and discussions that shake our society, and question the responsibility of each individual for the general welfare and the ways of preventing personal interests to overcome general ones, how to protect the interests of minorities, how to prevent the discrimination on the national, religious, political and sexual basis etc. Today, Europe is being built as a knowledge society as well as the community which nourishes the high moral and human standards. The University needs to be a promoter and the protector of all values which make us an equal member of the community of European nations in which we should enter proudly both as individuals and as a nation of high intellectual, cultural, scientific and moral values.



Magna Charta, which was signed by the European universities in 1988 in Bologna on the occasion of the celebration of 900th anniversary of the oldest world university, states «The University is an autonomous institution at the heart of societies». The question is how to develop the University in such a way that it keeps its autonomy and beside that actively participates in the society and in creation of the values system, which needs to lead that society. Especially this makes the role of the educational system essential, because it has the crucial impact on the formation of the young men's personality and determines the moral values he/she will take into life, and respecting the intellectual potential, it will have a dominant impact on the development of the moral values system in the society. Even until now, the high moral standards have been leading the majority of employees in the academic community. However, the fact that society sometimes questions the morality of certain events and procedures within the University community, which tends to equalize the conditions on the University with those in the society, was the reason to draw up the Ethical codex which lists the standards that determine the morally justified behaviour, i.e. specifically points up all the things we consider unacceptable. Thus, being elected rector, I considered my duty to undertake all necessary steps in order the University accepts all contemporary social standards, even in this segment of life.

It is a fortunate circumstance that the ethics as the scientific and educational discipline has a strong basis on our University and it has respectable place in Croatian and international science. I would like to remind you that even Croatian Bioethical Society was established in Rijeka few years ago and that the 4. Congress of the World Bioethical Society will also be held in Rijeka in 2009. Respectable research groups and individuals at the faculties of Medicine, Engineering, Law and other faculties of the University of Rijeka are engaged in this field of work.

*Rector*

Prof. Daniel Rukavina, M.D., D.Sc.



**UNIVERSITY OF RIJEKA**  
**- CODE OF ETHICS -**



## 1. Introduction

The intention behind the Code of Ethics is to foster an understanding and adoption of basic principles of ethically desirable behaviour, and its implementation within the University's specific context. This Code of Ethics is designed to put forward and promote sensitivity to university-specific values in their widest sense, which have not or have not yet been incorporated into the effective legislation.

Setting out and implementing ethical standards involves a dynamic process that continuously follows developments in the awareness of human rights and duties. Due to the nature of ethical standards, this Code of Ethics is subject to permanent review and modification in accordance with developments in ethical values within the specific social context.

This Code of Ethics consists of an Introduction, Preamble, General Provisions, Basic Principles and the specification of Misconduct and Professional Rights and Responsibilities. The University of Rijeka Code of Ethics by definition provides a set of general principles that enable and outline the specific details within the ethical codes of particular professional fields, working domains, or professional capacities.

The University will provide the necessary conditions so that all members of the University community are familiar with the Code of Ethics. Ignorance or a lack of understanding of ethical standards is no excuse for ethical misconduct.

The University of Rijeka will establish the relevant bodies for the purpose of developing the necessary procedures for the effective operation of the Code of Ethics in accordance with the University Statutes.

This Code of Ethics shall become effective as of the date of adoption by the University Senate.



## 2. Preamble

The aim of the University of Rijeka is to fulfill its social mission thoroughly and consistently, to defend and improve academic freedoms and academic integrity, and to foster the principles of ethical and professional excellence in every domain of both common and individual performances. The University of Rijeka strives to give assurances and encouragement for the highest ethical and professional values in carrying out its core duties of teaching, research, and public service. In accordance with these convictions, all members of the University community are expected to show a loyalty not only to the highest ethical values such as honesty, justice, credibility, responsibility, and mutual respect, but also to professional principles in the pursuit of truth, acquisition and dissemination of knowledge and academic excellence in the widest sense.

The University community comprises members belonging to diverse social, cultural, and educational environments. Within the context, this Code of Ethics provides the essential set of ethical principles and standards to defend and foster the rights and freedoms, to assure fair and equal treatment of any and all members of the University community, to uphold and improve the research, teaching/educational, and professional work standards and foster ethical conduct of all the community members. It is the intent of the Code to create the environment of equal possibilities for all to be able to develop in accordance with their own potential, and the level of freedom that shall in no way limit the freedom of others. The Code fosters the environment of respect and dignity for the profession to be upheld by all the University community members in the performance of their duties, and their responsible and ethical relationship with other members of that community.





### **3. General Provisions**

#### **3.1. Title**

This document is entitled the University of Rijeka Code of Ethics.

#### **3.2. Definitions**

For the purpose of the University of Rijeka Code of Ethics, the following words and expressions shall have the following meanings:

- 'Code of Ethics' denotes the University of Rijeka Code of Ethics
- 'University' denotes the University of Rijeka
- 'University community' and 'University community members' denote all students, university teachers, researchers, associates, administrative staff and all employees regardless of the type and duration of their employment contracts their rights and responsibilities related with the University of Rijeka are based upon.
- 'Academic community' and 'academic community members' include all individuals performing the coursework, research, and supervisorship at the University of Rijeka.
- 'Teachers' are those individuals performing the coursework at the University of Rijeka regardless of their teaching, research or associate member's positions or the type and duration of their employment contracts their coursework activities are based upon.
- 'Students' are all those included in the educational programme at the University of Rijeka.



## **4. Basic Principles**

### **4.1. Human rights, personal integrity and dignity**

The University shall ensure that each member of the University community may enjoy all human rights exercised within such a community as well as any other rights protected by the Constitution and other laws of the Republic of Croatia.

All members of the University community shall enjoy full personal respect in accordance with protected rights stemming from a respect for their lives, integrity, and dignity. All members of the University community shall be ensured the right to privacy and autonomous activity at the University. Members of the University community shall have this right recognized, and have the conditions provided for their unhindered professional development and improvement in accordance with their personal potentials and beliefs, to the degree that does not affect the same right of any other person.

Members of the University community have their duties and responsibilities towards others in terms of honest, sincere and impartial behaviour, as well as the pursuit of raising the criterion of excellence in every domain, as a part of achieving a common good for the University community as a whole.

### **4.2. Equity and justice**

Members of the University community are expected to exhibit behaviour in consistency with the principle of equity and justice, excluding any form of discrimination, violence, harassment, or abuse. The University is to provide the conditions for the principle of equity and justice to be duly exercised.



Members of the University community are not to abuse their powers and let their private interests and personal relations create situations which are likely to interfere with the possibility for objective reasoning and ethical and professional performance of their university activities.

All members of the University community are to have equal opportunity in the performance of their professional duties and expression of their intellectual potential, as well as for their further development.

### **4.3. Academic freedom**

Academic freedom is recognized by the University of Rijeka as an essential condition and feature for the proper conduct of teaching, research and scholarship. In their research work, members of academic community should be guided by a commitment to freedom of inquiry and exercise their traditional rights to examine social values and to criticise social structures in the spirit of an accountable and honest search for truth, acquisition of knowledge and its dissemination. The University will seek to protect all members of academic community from any attempts aimed at restricting, reducing or denying this freedom.

The University of Rijeka encourages and fosters the freedom of thought and expression of views as a central value within every single context of University life and performance.

### **4.4. Professional conduct**

Members of the University community are expected to exercise their duties towards students, their colleagues and other employees at the University in a responsible, thoroughly professional, and impeccably ethical manner and in doing so to adhere to the principles of objectivity, impartiality, prudence, courtesy, and tolerance.

It is the duty of all members of the University community to observe the criterion of expertise and excellence and, in this accordance, of continuing professional improvement within their professional fields, as well as to base their professional and ethical judgments on facts available, without any prejudice whatsoever.



All members of the University community must uphold and promote cooperation within the frame of professional relationships and pursue an efficient use of university resources in order to enhance benefits and reduce losses wherever possible. Members of the University community are expected to be guided by their commitment to the spirit of common objectives, and to take part in such activities outside the University that are not likely to enter into conflict with their professional responsibilities at the University or to adversely affect them.

#### **4.5. Lawful obedience and legal procedures**

All members of the University community must comply with any legislative requirements and legal procedures concerning their academic responsibilities. The University is to provide conditions necessary for all members of the University community to become acquainted with any relevant rules and regulations governing their responsibilities. All members of the University community must be ensured an equal grievance opportunity and fair treatment in the investigation procedure dealing with violations of this Code of Ethics.



## 5. Unacceptable Behaviours

### 5.1. Discrimination

Under the provision of the University policy honouring personal dignity and integrity and accepting responsibility to ensure for its staff and students equal and equitable access, equal opportunity in the pursuit of their academic development and the enjoyment of their rights within the University, any form of either direct or indirect discrimination on the grounds of religious beliefs, ethnic or national affiliation, race, gender identity, sexual orientation, economic standing, ancestry, family and marital status, pregnancy, family responsibility, age, disability, physical appearance, political beliefs or medical condition is considered inconsistent with this Code of Ethics. Performance evaluation and promotion may exemplify exclusively the following criteria: expertise, potential and professional merit and/or competence level and achievements in the performance of a specific type of assignments.

### 5.2. Harassment

In the pursuit of full respect for dignity of every member of the University community, any form of harassment on the grounds of religious beliefs, ethnic or national affiliation, race, gender identity, sexual orientation, economic standing, ancestry, family status and marital status, pregnancy, family responsibility, age, disability, physical appearance, political beliefs or medical condition is considered inconsistent with this Code of Ethics. Within the context of this Code, harassment denotes any inappropriate conduct towards another member of the University which is aimed or actually represents an offence of personal dignity, affects adversely her/his academic performance or un-



determines the quality of her/his life. Harassment denotes any single or successively repeated act of verbal, non-verbal or physical abuse or creating or contributing to an embarrassing and hostile working and learning environment which makes another person feel intimidated, insulted or humiliated. Intoxication by alcohol or any other substance shall not account for any mitigating circumstances in the case of harassment since it represents a serious violation of the Code of Ethics itself.

### **5.3. Sexual harassment**

Sexual harassment is by nature a specific form of harassment. Sexual harassment is a form of intolerable behaviour distinguished by unreciprocated conduct or rejection from the other side.

Sexual harassment includes:

- unwelcome verbal comments and physical offers of a sexual nature repeated to another member ;
- unwanted and deliberate physical contact;
- repeated unwanted jokes and comments of a sexual nature, including reference to sex and sexual orientation
- bullying and creating ridicule of a sexual nature
- display of sexually offensive and intimidating materials
- demands for sexual favours (it is intolerable for a supervisor or any person in a position of authority to make her/his performance or non-performance conditional on sexual favours).

As it based on the abuse of a position of authority, sexual harassment is intolerable since it directly or indirectly creates pressure on the other person that leads to an unacceptable working and educational atmosphere. It is considered unacceptable behaviour to exert pressure upon the person having declined or reported such an assault. Unacceptable behaviour also includes a disregard for complaints dealing with sexual harassment by way of postponing or failing to investigate a reported case of sexual harassment.

Unlike sexual harassment, relationships of a sexual nature between members of the University community including their reciprocated consent are considered to fall within the field of privacy and outside the University's legal interests. Such relationships are not consid-



ered to involve sexual harassment and they may ultimately be subject to a judgment based on other provisions of the Code of Ethics, particularly on ethical standards of objectivity and impartiality or conflicts of interest.

#### **5.4. Objectivity and bias**

All members of the University community should be fair and should not allow for their objectivity in academic, research, administrative, working and managing activities to be influenced by any sort of prejudice whatsoever. Evaluation of performance and professional competence of any member of the University community must not be based on any criteria that do not reflect member's activity or professional performance. The university should foster impartial attitudes, especially where rights of individual members or minority groups are dealt with.

## **6. Professional Rights and Responsibilities**

### **6.1. Teaching principles**

The following principles define professional rights and responsibilities of university professors in their role as teachers:

- University teachers are to maintain and transmit a high level of subject matter knowledge and ensure that course content is current, accurate, representative, and appropriate to the position of the course within the student's programme of studies.
- Pedagogically competent teachers select methods of instruction that are most effective in helping students to achieve the course objectives.
- The teacher provides all students with adequate educational opportunity that will guarantee equal possibilities for their progress.
- Topics that students are likely to find sensitive or discomforting due to discrimination are dealt with in an open, honest, and positive way.
- The overriding responsibility of the teacher is to contribute to the intellectual development of the student, at least in the context of the teacher's own area of expertise, and to avoid actions that detract from student development.
- Instructors are responsible for taking adequate steps to ensure that assessment of students is valid, open, fair, objective, and not delayed. Transparency and publicity of examinations should be ensured as basic guarantors of objective student assessment.





- A university teacher respects the dignity of her or his colleagues and works cooperatively with colleagues in the interest of fostering student development.
- In the interests of student development, a university teacher respects the educational goals, strategies, and standards of the institution in which he or she teaches.
- A university teacher is not to make student's access to examination conditional on any conditions outside the programme of study (such as buying the textbook written by the teacher, etc.)
- With a view to improving the process of teaching, university teachers are also to acknowledge students' opinions and evaluation of their professional competence.

## **6.2. Continuing development**

All members of the University community must maintain and continually develop and also seek to enhance the quality and level of their own knowledge and expertise within their chosen professional fields. Members of the academic community are to plan, conduct and report on their research work and coursework performance in compliance with expressed standards of research and teaching competences.

## **6.3. Research Ethics**

The following are principles of scholarly research integrity that should be respected:

- Researchers must guard against any lapse, whether intentional or reckless, from recognized research procedures that might result in unreasoned risk or physical and mental injury to human subjects, animals or the environment, as well as against encouraging, fostering or covering other university members to carry out such activities.
- When conducting scholarly inquiry, researchers are expected to adhere to the principle of informed consent of the human subjects chosen, to defend their personal rights and dignity, and to take good care of the animals used for experimental purposes. The principle of informed consent may be abando-



ned only exceptionally in cases provided for by the law and the respective codes of ethics and professional conduct.

- When planning, conducting, and reporting on their research work, university members must make every effort to minimize the possibility to misinterpret the research outcomes. Fabrication, deliberate deception and tendentious interpretation of the research results are considered misconduct.

#### **6.4. Professional advancement (progression)**

The University is to ensure equal opportunities for the professional progression of all university members, to be determined only by professional merit. Evaluations of professional work and competence of any university member must be fair and impartial, and apply clearly defined and transparent criteria. Members should base their judgments on other university members' eligibility for professional advancement exclusively on the criteria directly relevant to their post or academic responsibilities, and/or to the exercised academic expertise, professional merits and results achieved in the performance of their expressed workplace assignments. In the case of more than one candidate concurrently meeting the professional requirements provided for employment or promotion, preference should be given to the sexual minority involved.

Any direct or indirect discrimination in the evaluation of eligibility for professional advancement or in the process of advancement itself is considered inconsistent with this Code.

Teachers' professional responsibility includes nurturing the scholarly and teaching community by encouraging junior teachers' and academic members' professional development and autonomous performance.

#### **6.5. Authorship**

University members are expected to avoid violating the values and standards of intellectual integrity:

- Any form of plagiarism of work and ideas is considered to be in direct conflict with this Code of Ethics. All academic mem-



bers participating in research work and coursework must guarantee the authenticity of the academic work presented, including the accurate and honest presentation and quotation of material.

- Members are expected to recognize and include as authors all and only those who have made a substantive intellectual contribution to the work in question.
- Any form of falsification and representation of another's work as one's own without the author's awareness or permission, as well as giving intentional assistance in such an action is considered unethical and therefore unacceptable.
- Members are expected to defend the right to intellectual ownership of information gathered by all university members.
- Falsification of references and misrepresentation of academic performances is considered intellectual misconduct.

### **6.6. Acceptance of gifts or benefits**

University members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to place staff members under an obligation that may either directly or indirectly influence their objectivity and professional work or compromise their commitment to professional rights and duties.

### **6.7. Conflicts of interest**

All university members should take suitable measures to avoid any conflicts of interest (examples of conflicts of interest are family relationships, close friendships, antagonisms).

University members should take care to engage in outside activities (which may include financial and other relationships) in an independent way that is not likely to conflict with the performance of their professional activities at the University or influence their integrity and objectivity.

Any form of nepotism is inconsistent with this Code.



## **6.8. Transparency and confidentiality**

The University of Rijeka supports and fosters the transparency of regulations and performance as among one of its essential values. All relevant rules and regulations governing the rights and responsibilities of University members should be precise and transparent and readily available. All University members should assist in upholding the value of transparency and availability of the criteria and procedures for the evaluation of professional performance (examinations, registration, academic / professional progression, etc.).

University members who have access from their position to University confidential resources incur the responsibility to defend confidentiality of all such information. The confidentiality of data may come from the requirement to protect University members' rights or it should be expressed in various University documents. The disclosure of confidential information to other University members or to any party outside the University is not allowed, unless required by University's normal business transactions or legitimate academic purposes.

## **6.9. Public comment**

The University, being aware of its social accountability, encourages University members to comment publicly and exercise the right to freedom of speech in public speaking engagements, comments on radio or television, and in their expression of views in newspapers or in books, journals, and other forms of activity for the benefit of the community.

Academic members with higher academic degrees or professional status should not ban or hinder individual public comments by academic members with lower academic degree or professional status, or make any conditions in their respect.

When University members authorized to comment publicly are representing the University, they must make it clear that they are expressing views defended by the University. In any form of public comment and activity where University members are representing the University, the highest ethical and professional standards are expected to be upheld.



## **6.10. Responsibility of university members toward their university**

University members' professional activities should contribute to the highest possible degree to the realisation of University's mission. University members should act so as to secure the good and protect the interest of the University in the spirit of academic freedom - pursuit of inquiry, argumented discussion, reasoned criticism, tolerance, and responsible and honest pursuit for optimal solutions. Included in this, it is considered unacceptable to:

- intentionally disrupt activities being carried out or encouraged by the University for the achievement of the assignments defined through a free and argumented discussion
- carry out any form of activity (lobbying, power abuse, and the like) with the purpose of creating a privileged position for individuals or groups likely to compromise the objective professional criteria
- use any property or facilities of the University for personal, commercial, political or religious purposes without special permission
- encourage other University members to disobey university standards created to enable the achievement of the generally accepted goals of the University
- intentionally misrepresent one's personal views as being views of the University for personal advantage
- use the University's title for private business purposes, taking advantage of University's authority



**APPENDIX TO THE  
UNIVERSITY OF RIJEKA  
CODE OF ETHICS**



In pursuance of the provision of art. 112, para 7 of the Law on Scholarship and Higher Education and in compliance with the University of Rijeka Code of Ethics adopted by the Senate on 19th December 2003, the University of Rijeka Senate sets forth this

**APPENDIX TO  
THE UNIVERSITY OF RIJEKA  
CODE OF ETHICS**  
**governing the competences and procedures of the  
Honour Board of the University of Rijeka and Ethical  
Commissions of the University of Rijeka constituent units**

1. The Honour Board of the University of Rijeka (hereinafter referred to as the Honour Board) and ethical commissions of the University of Rijeka constituent units (hereinafter referred to as the University units) constitute the bodies entrusted with the operation of the University Code of Ethics (hereinafter referred to as the Code).

**Honour Board**

2. The Honour Board is established by decision of the University Senate.
3. The Honour Board is composed of five members appointed for 5-year terms including as follows:
  - four university members to be selected either among full time associate professors or higher posts, or among teachers' training colleges full time college professors,
  - one student member.
4. Competence. The Honour Board:



- coordinates all activities aimed at administering and operation of the Code;
  - monitors the compliance of the University's legal provisions with the Code;
  - initiates procedures for modifications of University's legal provisions being either inconsistent or in conflict with those of the Code;
  - monitors the compliance of the Code with laws and other rules and regulations of the Republic of Croatia as well as with international documents binding upon the Republic of Croatia;
  - makes recommendations to the Senate for amendments and addenda to the Code;
  - performs reviews of the Code on a regular 5-year basis;
  - coordinates and renders assistance in the activities of ethical commissions and other bodies entrusted with the administering of the Code;
  - accepts complaints about a violation of the Code made either in writing or verbally in respect of those units of the University having no ethical commissions established as well as those university activities as provided for in art. 7 and 12 of the University Statutes.
  - accepts charges and conduct procedures in cases of academic misconduct reported by a dean and those reported in respect of a dean or vice chancellor;
  - accepts the ethical commissions' annual reports on their activities, procedures conducted in respect of Code violations, and sanctions imposed;
  - presents the University Senate with annual reports on its own activities, procedures conducted in respect of Code violations, and sanctions imposed within any of the University departments;
5. Honour Board procedures:
- The Honour Board will review the charge of the alleged misconduct within a reasonable period of time;





- Complaints may be presented to the Honour Board by any person, whether or not directly affected, unless expressly objected by the injured party;
- Upon receipt of a written or verbal complaint, the Honour Board will forthwith institute the academic misconduct reviewing procedure and such procedure will not be postponed because any of the parties involved fails to cooperate.
- The Honour Board is encouraged to provide the parties with professional assistance where necessary;
- As soon as the academic misconduct reviewing procedure has been completed, the Honour Board will issue a report on the procedure conducted and recommend the Conclusion on the Code violation stated;
- Such report on the procedure conducted in respect of the academic misconduct must include the parties' and witnesses' hearing record, evidencing materials presented during the proceedings, and professional evaluations expressed by individuals and/or institutions, where required;
- The Conclusion recommended by the Honour Board on the stated violation of the Code will be delivered to the parties involved who may, in turn, appeal the recommended decision;
- Where an appeal has been submitted, it will be heard by the Honour Board and, if found appropriately grounded, the recommended decision will be revised, whereupon the Final Report on the academic misconduct reviewing procedure as well as the recommended Conclusion on the stated violation of the Code will be delivered by the Honour Board.
- The Vice Chancellor will receive the Honour Board Final Report on the academic misconduct reviewing procedure as well as the recommended Conclusion on the stated violation of the Code.
- The Vice Chancellor will make a judgement on the alleged violation of the Code and impose a sanction in compliance with University regulations, with a notice to the Senate;
- The Decision made by the Vice Chancellor may be appealed to the University Senate. After the appeal has been reheard,



- the Senate will make the final decision on the stated violation of the Code as well as on the sanction to be imposed;
- Should the case be remanded either by the Vice Chancellor or by the University Senate to the Honour Board for reopening of the whole or a part of the proceedings in respect of the alleged violation of the Code, additional investigation will be carried out by the Honour Board in accordance with Vice Chancellor's and Senate's requirements and instructions;
6. In performing activities falling within its competence as well as in dealing with matters concerning violations of the Code, the Honour Board will act autonomously and independently;
  7. In dealing with matters falling within its competence, the Honour Board may request consultancy by individuals or institutions with appropriate professional expertise;
  8. In dealing with matters of violation of the Code, the Honour Board will respect the principle of confidentiality and dignity of all participants in the proceedings;
  9. The Honour Board will develop standing orders to provide methods of operation and other elements essential to the performance of activities falling within its competence.

### **Ethical Commissions**

10. Every faculty, academy of art, and training college within the University will establish its ethical commission and develop the respective standing orders. Other units of the University may choose to establish their respective ethical commissions and standing orders.
11. Ethical commission is composed of three members. Faculties, academies of art, and training colleges must include one student member in their Ethical commissions.
12. Competence:  
Ethical commission:
  - monitors the administering of the Code and conducts the Code violation reviewing procedure at the University unit;
  - presents the Dean and the Honour Board with annual reports on its activities, procedures conducted in respect of Code violations, and sanctions imposed;



13. Ethical commission procedures:

The Ethical commission will review the charge of the alleged Code violation within a reasonable period of time;

- Complaints may be presented to the Ethical commission by any person, whether or not directly affected, unless expressly objected by the troubled party;
- Upon receipt of a written or verbal complaint, the Ethical commission will forthwith open the Code violation reviewing procedure and such procedure will not be postponed because any of the parties involved fails to cooperate.
- The Ethical commission is encouraged to provide the parties with professional assistance where necessary;
- As soon as the Code violation reviewing procedure has been completed, the Ethical commission will issue a report on the procedure conducted and recommend the Conclusion on the Code violation stated to have been committed;
- Such report on the procedure conducted in respect of the Code violation must include the parties' and witnesses' hearing record, evidencing materials presented during the proceedings, and professional evaluations expressed by individuals and/or institutions, where required;
- The Conclusion recommended by the Ethical commission on the stated violation of the Code will be delivered to the parties involved who may, in turn, appeal the recommended decision;
- Where an appeal has been submitted, it will be heard by the Ethical commission and, if found appropriately grounded, the recommended Conclusion will be revised, whereupon the Final Report on the Code violation reviewing procedure as well as the recommended Conclusion on the stated violation of the Code will be delivered by the Ethical Commission.
- The Dean will be delivered by the Ethical Commission the Final Report on the Code violation reviewing procedure as well as the recommended Conclusion on the stated violation of the Code.



- The Dean will make a judgement on the alleged violation of the Code and impose the sanction in compliance with University regulations, with a notice to the Faculty Teaching Council and Vice Chancellor;
  - The Decision made by the Dean may be appealed to the Honour Board. After the appeal has been reheard by the Honour Board and Vice Chancellor, they will make the final decision on the stated violation of the Code as well as on the sanction to be imposed;
  - Should the case be remanded either by the Dean or Vice Chancellor to the Ethical Commission for reopening of the whole or a part of the proceedings in respect of the alleged violation of the Code, additional investigation will be carried out by the Ethical commission in accordance with the Dean's and Vice Chancellor's requirements and instructions;
14. In performing activities falling within its competence as well as in dealing with matters concerning violations of the Code, the Ethical commission will act autonomously and independently;
  15. In dealing with matters falling within its competence, the Ethical commission may request consultancy by individuals or institutions with appropriate professional expertise;
  16. In dealing with matters of violation of the Code, the Ethical commission will respect the principle of confidentiality and dignity of all participants in the proceedings.



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**UNIVERSITY OF RIJEKA  
STUDENT CODE  
OF CONDUCT**





## 1. Preamble

The aim of the University of Rijeka is to offer all students the best education possible, as well as to create the conditions for their intellectual and ethical development. A successful educational process is ideally conducted in an environment that encourages free and reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals.

This Student Code of Ethics is designed to promote this environment at the University.

Students are expected to conduct themselves as responsible members of the university community, to respect civil laws and University regulations, fundamental human rights, the integrity and dignity of other persons, academic freedom, principles of equality and equity, and to perform their academic responsibilities in a conscientious and professional manner.



## **2. General provisions**

This Student Code of Conduct is a collection of behavioural norms that all students and student organizations at the University of Rijeka are obliged to respect.

The Student Code of Conduct is founded on the University of Rijeka Code of Ethics and represents the implementation of general ethical and professional norms within the specific domain of students' rights and responsibilities.

Students and student organizations are obliged to respect both the norms of the University Code of Ethics and the Student Code of Conduct.

Students who violate these norms will be subject to disciplinary sanctions in order to influence their further personal development, to protect the rights of other members of the university community, as well as the property and stability of the University of Rijeka.

The rights and responsibilities written within this Code shall only apply to the conduct of students and registered student organizations on the premises that are owned, used or controlled by the University. They also apply to any activities outside of the University that are related to the official presentation or representation of the University.

The Honour Board and Ethical Commissions are the bodies who are entrusted with enforcing the Student Code of Conduct. Procedures conducted in front of the Honour Board and the Ethical Commissions are governed by the University Code of Ethics.

This Student Code of Conduct is subject to regular review and eventual amendments in accordance with the development and understanding of ethical and professional values. This Student Code of Conduct is to be revised by the Honour Board in 5-year periods.



The adoption of this Student Code of Conduct does not prevent departments of the University of Rijeka from establishing additional standards of conduct relevant to the discipline of their profession or professional domain. Additional regulations adopted by university departments must not be in opposition to the Student Code of Conduct. The ethical commission and/or the Honour Board are responsible for aligning any subsequent regulations with this Code.

The University is obliged to ensure the necessary conditions so that all students are familiar with the contents of this Code.

This Student Code of Conduct becomes effective on the day of its implementation by the University Senate.



### 3. Definitions

For the purpose of this Student Code of Conduct, the following words and expressions shall have the following meanings:

- 'Student Code of Conduct' denotes the Student Code of Conduct developed and adopted by the University of Rijeka
- 'University' denotes the University of Rijeka includes all departments at the University of Rijeka,
- 'The University of Rijeka regulations' denotes all effective regulations at the University of Rijeka, including all effective regulations of its departments
- 'University community' denotes all students, university teachers, researchers, artists, associated staff, administrative staff and all employees regardless of the type and duration of their employment contracts upon which their rights and duties related to the University of Rijeka are based.
- 'Academic community' includes all individuals carrying out coursework, research work, and supervision at the University of Rijeka.
- 'Teachers' denotes all those persons who hold courses at the University of Rijeka regardless of their teaching, research or associate member's professions or the type and duration of their employment contracts upon which their teaching activities are based.
- 'Students' are all those persons included in an educational programme at the University of Rijeka regardless of the programme duration and type.
- 'Students' organization' means any organization composed primarily of students which has been registered according to



policies and procedures of the University of Rijeka or university departments.

- 'University property' means all resources, real and personal, possessed by the University of Rijeka: lands, buildings and facilities, money, intellectual and other property possessed, used, or controlled by the University.
- 'Violation of Student Code of Conduct' means conduct inconsistent with the norms of Student Code of Conduct for which disciplinary actions may be instituted.
- 'Authorized person' means any member of the university community who is assigned and responsible for the conduct of a designated procedure.

## 4. Students' rights

The University of Rijeka fosters and defends the following students' rights:

- to take part in the educational process
- to freely express and exchange thought and views
- to take part in discussions
- to engage in academic research, publishing, and the exchange of research outcomes as long as they comply with laws of the Republic of Croatia and standards of the University of Rijeka
- an objective and equitable process of evaluation of their work and results that are equal for all
- to be protected from violence, coercion, and the threat of force
- to be protected from conditions that put their life, physical and mental health at risk
- to be protected from discrimination and harassment on the basis of religious beliefs, ethnic or national affiliation, race, gender identity, sexual orientation, economic standing, family or marital status, pregnancy, family responsibility, age, disabled status, physical appearance, political beliefs or medical condition
- to freely choose their own behaviour, as long as such behaviour does not violate public law of the Republic of Croatia and regulations of the University of Rijeka
- to engage in peaceful, non-violent, registered protests or demonstrations to the extent they do not interfere with the rights of other members of the University



- to be protected from any form of unreasonable, illegal or unauthorized searches and investigations; in so far as it concerns a search carried out by an authorised person, the student against whom the legally authorized search is directed must be informed about the course of the procedure as well as on his/her rights
- to have the benefit of fair and equitable procedures for determining the validity of the charges of alleged violations of the University standards of conduct
- to retain unaltered status rights and privileges as a member of the university community, during the conduct of any disciplinary procedure, except in those cases where a threat is posed to the safety and well-being of other members of the university community or university property
- to be protected from the disclosure of personal records which are not reasonably related to the educational process
- to be informed by authorized persons of the existence and general character of all personal records maintained by the University
- to inspect all personal records, upon request; information on student's personal records may not be released outside the university community unless required for University's normal business transactions or legitimate academic purposes
- to organize, support, affiliate and associate with persons according to their own free choice
- to establish and elect representative, democratic student organizations which are accountable to the student community and the University
- to their student organizations' right to defend their adopted views at appropriate levels of the decision making process within the student community
- to their student organizations' right to be heard by authorised persons at the University of Rijeka in order to express student views defended by them
- to use designated university facilities as individuals or as members of student organizations for extracurricular activi-



ties serving the purpose of academic and student requirements as long as they do not violate university regulations

- to petition for the redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the University community (formal apology, request for readmission from a student who had been previously unjustly sanctioned)
- to be informed of the standards and the norms of conduct established by the University.





## 5. Academic integrity

The free exchange of ideas is dependent on the trustworthiness of the members of the academic community, mutual confidence and their common confidence in institutions providing for appropriate professional credit and recognition to be given for their work.

Members of the academic community must be responsible for their use of words and actions, use of appropriate research methods and results achieved.

Since the words and ideas of academic worker's constitutes a kind of property, any form of plagiarism, forgery, and other forms of cheating are considered to be academic dishonesty, and a violation of the Student Code of Conduct.

Not reporting cases of academic dishonesty is not a neutral act because it enables such practices to perpetuate at the University, as well as directly disrupting educational and research processes, and adversely affecting the respectability of the University of Rijeka.



## 6. Academic dishonesty

Academic dishonesty jeopardizes the quality of education and undermines the genuine achievements of academic community members.

- 6.1. Any form of cheating connected to the application, examination or other forms of academic evaluation constitutes a violation of this Code. This includes, but is not limited to:
- providing, copying, reproducing, using or intending to use examination materials without the permission of an authorized person
  - providing, distributing, receiving, using or attempting to use answers for any academic assignment
  - the use or attempt to use notes, data, calculators, or other electronic devices or programmes during examinations unless expressly allowed
  - misrepresenting and submitting another student's assignment as one's own
  - assisting another student in completing an examination or assignment when it is required to be done independently
  - submitting a previously graded piece of work for the purpose of grade appeal either in the same or in a different course without permission of the instructor
  - changing, altering or attempting to alter grades or examination and other evaluation results
  - purposefully damaging the academic work or efforts of another student.
- 6.2. Plagiarism and the forgery of another person's work or part of their work, as well as representing another person's ideas as one's own without the author's knowledge or clear acknowledgment is a violation of this Code.



- 6.3. Manufacturing, using, forgery, printing, reproducing, copying, exchanging, removing or destructing any academic materials, university records, documents, or identification without permission from an authorised person is considered a violation of this Code.
- 6.4. Engaging in activities that unfairly place other students at a disadvantage or create an improper academic advantage to oneself. This includes, but is not limited to:
  - manufacturing, forgery, printing, reproducing, copying, exchanging, removing or disrupting any university record or document with the intention of cheating, misinforming or denying such information to another person
  - removing, concealing, or deliberately withholding of library books or other library materials, particularly those in relation to required reading
  - interfering with other students' work with the intention of compromising the results of their work (e.g. contamination of a laboratory sample etc.)
- 6.5. Influencing or attempting to influence the impartiality of evaluation of instructors or evaluating bodies is considered a violation of this Code.
- 6.6. The unauthorized entry into the private office or room of any member of the University community is considered a violation of this Code.
- 6.7. Publicly representing or presenting the University or any University department, student organization or other member of the university community without permission from an authorised person is considered a violation of this Code.
- 6.8. Public disclosure of unauthenticated and false information about other students, and other members of the university community is considered a violation of this Code.
- 6.9. Interference with courses of instruction is considered a violation of this Code. This includes:
  - the intentional disruption or halting of classes, research or other academic activities
  - a failure to comply with additional instructions and student rules of conduct provided by a University department in Ri-



jeka or individual instructors and have been approved by their Ethical commission or Honour Board.

- 6.10. The unauthorized access, theft or destruction of the intellectual property of another person is a violation of this Code which includes, but is not limited to:
- copying, theft and defacing of books, articles, notes, data, experiments, projects, etc. of other persons
  - the intentional entry into a computer data base, data base or documentation of the body that created them, in order to read, copy, use, send or change their contents without the permission of an authorised person
  - the unauthorized use of computing facilities in order to interfere with the work or results of another student or any other member of the university community
  - destroying, dismantling, altering, distorting, blocking the access to computer data bases or similar unauthorized activities.
- 6.11. To reproduce or use logos, trade marks or seals of any University body without permission is considered a violation of this Code.
- 6.12. During periods of evaluation, student organisations should respect the values of transparency and accessibility, as well as the evaluation process itself.
- 6.13. It is the obligation of all members of the student organisations to reject all attempts at corruption and conflicts of interest.



## 7. Physical abuse and bullying

The educational process requires all participants to respect the personal integrity of other members of the university community so that they can pursue their academic goals and participate in the activities of the university. Any form of intentional physical harm, bullying, harassment, blackmail, impeding, threat, coercion, humiliation, intimidation, or similar are a violation of this Code.



## **8. Harassment**

For the purpose of this Code, harassment is any action that is characterized by the absence of consent from the other party. Harassment means any verbal or non-verbal action directed at another person's religious beliefs, ethnic or national affiliation, race, gender identity, sexual orientation, economic standing, family background, family status, marital status, pregnancy, family responsibility, age, disabled status, physical appearance, political beliefs or health condition.

Sexual harassment in the form in which a student makes another student's access or participation in any University activity conditioned by sexual proposals, requests or favours is a violation of this Code.

To withhold any student because they have rejected any such proposal, request or favour is a violation of this Code.



## 9. Discrimination

Any violation of fundamental personal rights, freedom, and autonomy being considered inconsistent with the objectives and the mission of the University, any form of behaviour and any provision intolerably discriminating a person is considered a violation of this Code.

Procedures or provisions that discriminate against another person on the grounds of religious beliefs, ethnic or national affiliation, race, gender identity, sexual orientation, economic standing, family background, family status, marital status, pregnancy, family responsibility, age, disabled status, physical appearance, political beliefs or health condition are considered inconsistent this Code.

Any form of affirmative action in the form of quotas, or privileged treatment, outlined and approved by the University, is not considered discriminative or unacceptable conduct.

This provision may not be construed as conflicting with the selection policy which is considered a reasoned one, to have been developed in good faith and non-facultative, based on professional and ethical standards (e.g. a below average student may not enjoy excellent students' benefits).

This provision does not conflict with free discussion on any theme, based on tolerance and respect for others' rights and freedoms.



## 10. Drugs and alcohol

The University's position is that education and counselling are the best approaches in the fight against the use, or potential use, of drugs or alcohol. However, in the fight against addiction, disciplinary sanctions may be applied. Violations of this Code include:

- The sale or consumption of drugs on premises owned, utilized, or controlled by the University
- The sale or consumption of alcoholic beverages on premises owned, utilized, or controlled by the University; alcoholic beverages may only be consumed in areas and on occasions with proper authorization.
- engagement in the educational process under in the state of intoxication by drugs or alcohol.





## 11. Behaviour on University premises

Members of the University community have the right to the freedom of movement on premises owned, used, or controlled by the University, and to lawful utilization of the institution's physical facilities according to University regulations. The following behaviour is considered a violation of this Ethical code, and a violation of the abovementioned right:

- intentionally hindering entrance to, exit from, or normal use of any University facility or part thereof;
- remaining on any University premises after the designated hours;
- intentionally creating noise, including the use of noisemaking devices, which interferes with the academic process or violates another person's privacy;
- intentionally interfering with authorized organized events on property possessed, used, or controlled by the University;
- intentionally interfering with any University member's lawful performance of their duties;
- not respecting the rules of student services, libraries, student organizations, recreational and other facilities possessed, used, or controlled by the University;



## 12. Physical safety and welfare

Like any community, certain forms of responsible conduct at the University must be adhered to in order to ensure the physical functioning and safety or security of the University community. To engage in any actions or to knowingly create conditions which might endanger one's life, physical or mental health, and safety, is a violation of this Code. Situations endangering one's life, health, and safety, which are attributable to intolerable negligence, are also considered violations of this Code.

- 12.1. The unauthorized or attempted entry into or on any University facility or area with restricted access without the permission of an authorised person is a violation of this Code.
- 12.2. The unauthorized possession, giving to another, making or engaging in making the key or another access device to University property without the permission of an authorised person is a violation of this Code.
- 12.3. Knowingly damaging, destroying, or defacing University property, or property owned by another person that is located on the University premises are violations of this Code.
- 12.4. It is necessary to protect University property and property owned by persons on University premises against fire. For this purpose, the following norms should be respected:
  - Smoking is only allowed in specifically designated areas
  - The unauthorized removal, moving, and intentionally tampering with fire equipment or alarms are violations of this Code
  - Intentionally activating a fire alarm without cause is considered unacceptable conduct.



- 12.5. The possession of firearms and other dangerous weapons, explosive devices, dangerous chemicals and other dangerous devices and substances at the University is a violation of this Code. Exceptions may only be made if expressly authorized by an authorised person at the University.
- 12.6. Intentionally initiating a false emergency report to alarm other members of the university community is a violation of this Code (e.g. a hoax bomb or fire alert call).
- 12.7. Knowingly interfering with the work of the computer systems or technological resources is a violation of this Code (e.g. intentionally introducing viruses, damaging, attempting to slow down or crash a system, etc.).
- 12.8. Misusing the computer systems or technological resources for unauthorized purposes is a violation of this Code (e.g. searching, downloading and distributing materials with unauthorized content on the internet, etc.).



### **13. Observance of rules and disciplinary actions**

Any intentional violation of the University regulations and disruption of disciplinary actions conducted before bodies of the University are considered violations of this Code, such as:

- failure to respond to the summons of a disciplinary body
- falsification, or destruction of information, or giving false testimony before any disciplinary body of the University
- knowingly initiating any disciplinary action without proper cause
- discouraging or attempting to avoid or discourage another persons participation in any disciplinary procedure
- knowingly aiding or inciting another person to disrupt any disciplinary action
- influencing or attempting to influence the impartiality of disciplinary bodies.



## **14. Aiding, solicitation and attempt**

Intentionally aiding or abetting another person in the commission of any offence(s) outlined in this Code is also a violation of this Code.

To request, solicit, encourage, or hire another person to commit any offence mentioned in this Code is a violation of this Code.

Attempts to commit any offence mentioned in this Code are also violations of this Code.



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**Rijeka, 30.5.2005.**

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