

**The Internal Regulations of
Comenius University in Bratislava**

Internal Regulation No. 23/2016

A Directive Issued by the Rector of Comenius University in
Bratislava

**The Code of Conduct of
Comenius University in Bratislava**

2016



Contents

Preamble	3
Chapter I Basic provisions	3
Art. 1 The subject matter and scope of the Code of Conduct	3
Art. 2 General ethical principles.....	4
Chapter II Ethical principles in the educational context	5
Art. 3 CU teachers, researchers and artists	5
Art. 4 CU students	7
Chapter III Ethical principles in scientific and research activities	7
Art. 5 Basic ethical principles	7
Art. 6 The publication of results and intellectual property.....	8
Art. 7 Projects and grants.....	9
Chapter IV Application of the Code of Conduct.....	9
Art. 8 A breach of the Code of Conduct	9
Art. 9 The CU Ethics Board	10
Art. 10 Final provisions.....	10

In compliance with the provisions of the university's Organizational Rules, the rector of Comenius University in Bratislava publishes this Code of Conduct:

Preamble

Comenius University in Bratislava (hereinafter "CU") is a public and self-governing institution which as the oldest, largest and most important educational and research institution of the Slovak Republic, develops and spreads education and scientific knowledge and tries to ensure this knowledge is profoundly understood. Since it was established in 1919, it has advocated the primary values of human existence – truth, goodness and justice.

One of CU's primary goals is to contribute to the intellectual and ethical development of students and to open new horizons in the field of both scientific research and education. Its strategic goals are associated with the ambition to become a leading centre of European education and a university with an international orientation. In the spirit of this resolution, CU develops its identity as an educational and scientific institution of high quality in an international context. Striving to create optimal conditions for education, it prepares its graduates to become professionals and individuals of the highest quality who represent the ideas of humanism. CU employees and students are proud to be members of this academic community. They honour its tradition, history and position within the system of the Slovak and European system of university education and they are aware of its ethical and social importance for the present and future intellectual elite of the nation.

At CU the integrity of the academic environment is constantly being strengthened. All people, regardless of their position or work area, sex, ethnic origins, religious orientation, field of study, form, method or level of study are to be treated equally and with respect with their fundamental rights and freedoms being respected and ensured. They are all bound by academic freedom in education, scientific research and artistic activities, and in academic life itself. The atmosphere of responsible academic freedom enables all members of the academic community to attain their academic and personal goals while maintaining a proper equilibrium between the academic freedom of members of the CU academic community and their personal responsibility.

CU adopts this Code of Conduct (hereinafter referred to as "the CU Code of Conduct") in order to transparently present to all of society its positive attitude to universal ethic values.

Chapter I Basic provisions

Art. 1

The subject matter and scope of the Code of Conduct

- (1) The CU Code of Conduct is an expression of moral values applied in the CU environment which comprises the ethical principles and behavioural standards of CU employees and students while making allowances for their status. The Code of Conduct regulates in

particular the ethical principles applied in educational, scientific, research and artistic activities.

- (2) The CU Code of Conduct is morally binding for the members of the CU academic community and appropriately applies to other CU employees too.

Art. 2

General ethical principles

- (1) The members of the CU academic community undertake to abide by well-known and respected moral principles of conduct based on human rights and good practices. In the spirit of these ideological values, the members of the CU academic community follow ethical principles; the most important of these are honesty, responsibility, politeness, conscientiousness, fairness, truthfulness, tolerance, solidarity, helpfulness and non-discrimination.
- (2) Through their conduct, all the members of the CU academic community shall:
 - a) express respect for every individual and fundamental human rights and freedoms
 - b) not tolerate physical or psychological violence; they actively oppose abuse, humiliation, and the bullying of individuals or groups, and they reject discrimination in any of its forms
 - c) intentionally and actively participate in the creation of good in society
 - d) preserve their personal moral integrity; in their ideas, they display truthfulness and speak and act without misleading intentions
 - e) be loyal to the university, respect and regard its name, history, traditions and values; they are aware of their conduct in representing CU to the outward world
 - f) communicate in an appropriate way on all levels of academic life; they create an atmosphere of mutual respect, trust and togetherness, and support cooperation and initiative
 - g) respect and observe the generally binding CU legal and internal regulations
 - h) be legally, professionally and morally responsible for their conduct
 - i) respect all forms of education, self-education, scientific, research and artistic activity at CU

- j) respect the particularities and uniqueness of CU's academic rights, freedoms, and values, and the transparency of academic life
- k) respect and regard the freedom of thinking, freedom of speech, critical thinking, individual inquiry, free debate and the free exchange of information, and if holding a different opinion, they present it appropriately and constructively
- l) respect the principles of collegiality and academic cooperation
- m) protect information related to CU's activities; such information is used exclusively for work or study purposes and not for personal goals or the goals of third parties
- n) not use their functional or professional status in the organizational structure for personal benefit, for the benefit of third parties, or for any form of corruption or discrimination
- o) adhere to the rules of political neutrality at university
- p) not tolerate the use of information systems or other CU property for their personal benefit

Chapter II

Ethical principles in the educational context

Art. 3

CU teachers, researchers and artists

- (1) CU teachers, researchers and artists play a key role in the quality of the educational system and the production of fresh scientific knowledge. The results of their work and their professional and human approach set an example for a young generation. Society imposes the highest intellectual and ethical requirements on them.
- (2) From its teachers, researchers and artists, CU requires:
 - a) excellence and professionalism, i.e., high-quality scientific, research and art work as well as high-quality teaching proficiency in order to provide CU students with leadership by skilful experts
 - b) moral integrity, i.e., a high level of personal moral qualities which are a prerequisite of adherence to professional standards of honesty, competence and fairness as well as natural authority and dignity

- c) responsibility, i.e., a rational and complex consideration of the consequences of all the actions taken, which in connection with education, research and art work is of extraordinary importance
- d) dignity, i.e., respect for other people and their work; despite the possible differences of personal or professional opinion that may emerge, the CU employee helps create an environment full of mutual sincerity, respect and tolerance

(3) In accordance with their professional calling, teachers, scientists and artists at CU shall primarily:

- a) respect the students' right to free access to education
- b) approach students and teaching in a way which pursues tolerance, respect for human beings and freedom of thought, and act in an honest, just and open way towards students; their conduct sets an example for students
- c) never humiliate anyone, or behave immorally or oppressively
- d) never misuse a teacher's authority and never demand that students assume their own professional responsibilities in their place; never appropriate a student's work as their own
- e) respect and support students' creative scientific, research and artistic activities
- f) support the students' personal development, keeping in mind the goal to educate them into complex professionals and ethical people
- g) support the scientific development of doctoral students and ensure they have access to all relevant information
- h) support the fight against corruption, do not request or accept material or other benefits while in the performance of their duties, refuse gifts from students, their parents or other persons; they refuse to intervene for a student's benefit in such cases
- i) be objective, unbiased, just and act in transparent way when evaluating students' academic performance
- j) not apply false collegiality when tolerating situations that include breaking fundamental ethical principles and rules included in the CU Code of Conduct, other CU internal regulations and generally binding regulations

- k) support the mutual cooperation of CU with other domestic or foreign educational, scientific or art institutions in order to ensure the constant intellectual development of all CU students and employees

Art. 4
CU students

All CU students during their studies shall:

- a) act honestly and responsibly towards others, respect others' rights and reject discrimination originating from differences in ethnic origin, race, religious orientation, age, gender, sexual orientation, family status, state of health, social origin or amount of assets
- b) be aware of their right to a quality education and use their time in studies to develop personally and professionally
- c) achieve their study results by honest and proper means; they do not cheat or employ dishonest methods when undergoing any form of assessment of their knowledge or skills
- d) never plagiarize, and never claim a piece of work to be theirs if it is not
- e) adhere to generally binding legislation and CU regulations, and be guided by generally recognized principles and rules of social behaviour
- f) behave to CU employees and other CU students with respect and with dignity and follow the basic rules of decent behaviour
- g) not tolerate disrespect and the unethical treatment of people; they reject indifference and the tolerance of ethical misconduct among other CU students
- h) freely express their scholarly opinions; they respect freedom of speech, critical thinking, free argumentation and the exchange of information
- i) not disparage the work of other students or of teachers; they express their critique and alternative opinions tactfully
- j) not disrupt the course of classes by their late arrival, early departure or other unacceptable behaviour

Chapter III

Ethical principles in scientific and research activities

Art. 5

Basic ethical principles

- (1) Teachers, researchers and artists employed at the university bear in mind and undertake their scientific, research and development-related activities as a means to raise the amount of quality knowledge in society and as a tool for active self-education which also leads to the better tuition of students and young scientists.
- (2) CU teachers, researchers, artists, and students (in particular doctoral students) shall:
- a) respect the main principles of scientific, research and artistic activities, including the recognized criteria of scientific and artistic endeavour
 - b) respect and recognize the rules of objective research, art and seeking the truth, while observing the particularities of individual fields of endeavour
 - c) be open to team work and professional debates, communicate factually and openly using appropriate argumentation, and foster creative dialogues
 - d) not disparage the scientific approaches of their colleagues, respect scientific opinions that differ from their own as well as the plurality of scientific and artistic disciplines
 - e) be personally responsible for the procedures, reliability, originality, and results of their scientific, research and artistic work; they oppose procedures which do not correlate with scientific, research and artistic principles
 - f) give expert opinions and reports which are objective with full responsibility and without bias
 - g) not accept a conflict of interest, bias, intentional distortion or any influence of their person by external interests when undertaking their work in writing expert opinions and reports.

Art. 6

The publication of results and intellectual property

CU teachers, researchers, artists and students shall:

- a) adhere to copyright protection and other intellectual property rights

- b) respect the relevant university, national and international rules of publication, always acknowledge authorship and co-authorship of a scientific publication, not excluding cases of student co-authorship; present or publish results of educational, scientific, research or art work in an ethically acceptable way; not appropriate the results of someone else's work as their own
- c) cite correctly in compliance with internationally acknowledged rules on how to cite the sources used
- d) oppose censorship applied to the results of a publication of a scientific, research or artistic work
- e) not condone fraud, falsification or plagiarism in works of a scientific, research or artistic nature or the results of such works
- f) accept their obligation to publish the results of their scientific, research or artistic work which was funded by money from public resources in accordance with the conditions common for that particular field
- g) respect the generally acknowledged ethical principles regarding the application of scientific and research results and technology transfer
- h) not provide the results of educational, scientific, research or artistic work completed at the university to third parties for personal profit or to the disadvantage of CU.

Art. 7
Projects and grants

CU teachers, researchers and artists shall:

- a) apply fair and legal procedures when obtaining external grants and internal financial support in the planning of educational, scientific and artistic projects
- b) avoid an actual or potential conflict of interests when obtaining financial support related to educational, scientific, research or artistic activities
- c) make effective use of the financial means and human resources at their disposal and make and enforce transparent rules in their usage

Chapter IV

Application of the Code of Conduct

Art. 8

A breach of the Code of Conduct

- (1) Discussing cases of a breach of the Code of Conduct is dealt with by a standard organizational procedure by the relevant employees in higher positions of authority, or, as the case may be, by the relevant bodies of the autonomous academic community, who have the right to present such a case to the CU Ethics Board at any phase of proceedings.
- (2) Breaching the CU Code of Conduct may be considered as not meeting one's obligations emerging from legal regulations or as not fulfilling the requirements for the proper performance of one's work duties. If this is determined to be the case, legal steps on an academic, employment, criminal or disciplinary level may be taken.

Art. 9

The CU Ethics Board

- (1) Breaches of the Code of Conduct or of general moral principles are dealt with by the independent CU Ethics Board.
- (2) The CU Ethics Board is a permanent advisory body to the rector who also appoints its president and its board members. The rector may also appoint two temporary board members whose presence is strictly bound to discussing a particular case.
- (3) The details related to the CU Ethics Board and its acceptance of complaints is governed by the Rules of Procedure of the CU Ethics Board in a directive issued by the CU rector.

Art. 10

Final provisions

This CU Code of Conduct shall become valid on the date of its signature and shall enter into force on 1 January 2017.

In Bratislava, 14 December 2016

Prof. RNDr. Karol Mičieta, PhD.
Rector of CU