

## **CODE OF CONDUCT OF THE UNIVERSITY OF DEBRECEN**

The University of Debrecen, in order to fulfil obligations of its role in society, deems it indispensable to determine the rules of behaviour in society, moral norms and ethics of its faculty and students, to ensure a high quality of personal relations, harmony and happiness, that are necessary for a high quality of work to foster the traditions, good reputation and professional and institutional integrity of the University.

Rules of the Code of Conduct are to be obeyed by all employees, students of the University and anyone conducting studies in specialized non-degree programs without acquiring a student status (later referred to as *students and employees*). Rules apply to those pursuing duties at the University on the basis of a contractual relationship in case the contract explicitly states this.

The University as an employer or contracted partner undertakes to provide protection to all students and employees in the course of their exercising their rights and fulfilling their obligations listed in the Code of Conduct.

# **I. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS**

## **General Code of Conduct Concerning Students and Employees**

It is a moral obligation of all students and employees to abide by all rules and regulations of the University. The Code of Conduct contains expectations not dealt with in any other Rules and Regulations of the University or if these rules are in connection with moral requirements.

The Code of Conduct contains norms determining constitutional values based on general human and voluntary agreements. Conduct and behaviour discussed on the Code is deemed ethical when it is in consistency with the expectations listed. A breach of ethics occurs when expectations of the Code of Conduct are disregarded voluntarily or involuntarily.

All students and employees have a right to the protection of their human dignity and personal rights and it is at the same time their moral obligation to respect the human dignity and personal rights of others.

It is the obligation of all students and employees to contribute to the completion of tasks determined in the mission statement, institutional development plan and Statutes of the University, bearing in mind that the University's basic tasks are education and scientific research and development.

The University expects its students and employees to represent moral values in face of other Higher Education Institutions.

Students and employees are obliged to support each other in every permissible way in the performance of University assignments. They should endeavour to cooperate and honour the work of others. A basic requirement in the work relationship is to support and honour each other.

All students and employees are obliged to protect the good reputation and dignity of the University and should refrain from manifestations against its interests. They are to enforce an ethically desirable community identity by showing loyalty and solidarity towards individuals, institutions and organizations within the University.

It is the moral duty of all students and employees to do their duties to the best of their ability. Tasks commissioned by the leaders and organizations are to be completed the best possible way and can only be declined in advance with an overriding cause. The University is to provide proportional remuneration or moral recognition for the extra work done.

Conducting party political activities or campaigns and the distribution of political pamphlets are prohibited within the University. Both lecturers and students are obliged to refrain from expressions of political views outside the scope of the school curriculum. In case of involvement in politics they are to

- distinguish their political activities from their tasks within the University,
- refrain from making the impression of the University's dedication towards a political trend,
- refrain from joining groups or movements the aims of which are in contradiction with University's mission statement, aims and interests.

The University is not committed to religious views, ideology of any kind and neutral and tolerant towards all nationalities, race, sex or sexual preferences.

Students and employees may only express their opinion concerning the affairs of the University in a responsible way and within their own competence. It is their moral duty to take actions against any views that discredit the University in an unjustified way. Information to the press may only be released by a representative of the University authorized to do so.

Students and employees are to bear in mind that whenever they express their views inside or outside the University, they act as University representatives, thus their views are to be authentic, accurate and in the interest of the University.

Statements, publications and advertisements released by the University should contain authentic and accurate information at all times. The release of inaccurate and false information that might put competitors in an unfavourable situation is against the norms of the University; the person releasing such information commits an ethical offence.

Support of any kind aiming at acquiring advantages should be morally condemned and rejected. Situations where suspicion of committing such offences might arise should also be avoided.

The breach of rules concerning the protection of personal data is considered to be an ethical offence if no other serious infringement occurred. The protection of confidential information concerning the students and employees of the University is considered to be of outmost information. Databases, records should be stored according to relevant rules and regulations. The acquisition and release of such information is an ethical offence. Information on wages, study results, personal life, political or religious views are to be treated confidential at all times.

The voluntary breach of the protection of intellectual property is an ethical offence if no other serious infringement occurred. Students and employees are obliged to be familiar with, respect and protect intellectual properties of the University. Students and employees, as members of the community are required to disclose any information aiming at the promotion of careers (scholarships, grants, possibilities of further studies etc.).

Students and employees are expected to counter any discrepancies occurring at the University even if their action raises personal conflicts.

The conscious release of false information in connection with the University its institutions, students and employees especially if it raises suspicions of their ethically questionable actions is a grave ethical offense.

Students and employees have the right to express criticism towards University leaders, institutions, actions, practices at University forums. Threatening with punishment or any action of retribution against anyone exercising this right is a grave ethical offense.

It is expected of all students and employees to lead a moderate life acceptable by society. It is their ethical responsibility to avoid situations where their personal honour and dignity or that of the University is damaged. Ethical sanctions may only be exercised against anyone in case of voluntary action.

It is expected of all foreign students and employees of the University to adhere to Hungarian and University norms of behaviour (while retaining their own cultural norms at the same time) and enhance integration to the community to an extent necessary for their activities by getting familiar with our culture and traditions.

### **General Code of Conduct Concerning Leaders of the University**

It is expected of leaders of the University to conduct their institutions with consideration to ethical requirements listed in the Code of Conduct. Thus they are obliged to:

- pay attention to personal and professional problems of their employees and be patient and considerate in dealing with them,
- prepare their decisions carefully by asking for and possibly taking into consideration the opinion of their employees,
- provide employees with the necessary freedom and competences (within the relevant rules and regulations) to do their work,
- make sure that all concerned will receive all the necessary information required for their work,
- provide moral support and encouragement for their employees' continuous education,
- demand accurate and polite service from employees dealing with administration,
- refrain from making their employees appear in an unfavourable light and resent any such attempts of others.

It is the leader's moral obligation not to misuse his authority when awarding favours, grants, or distinctions or in decisions of any kind. Thus he will commit an ethical offense if he

- fails to provide his employees with complete equality of opportunities, the necessary publicity especially in connection with grants, publications, and scientific evaluations,
- uses his authority in private life in situations outside work
- uses his authority to enforce his political or ideological views on his employees.

It is the leader's ethical obligation to help settle all professional problems arising within his institution.

He is to take into consideration the interests of the University and his institution whenever making decisions.

It is his duty to provide correct and authentic information in connection with his institution (e.g. when it is required for grants, scientific activities, scientific categories, publications). Thus he commits an ethical offense by

- publishing the names of experts in papers in the hope of increasing its success when these experts contributed in no way to the writing of the paper,
- having his name appear in scientific releases, research reports even if he made no relevant contribution to their creation or taking advantage of the scientific research results of his employees or PhD students,
- publishing the names of leading scientific professionals as lecturers in accreditation documents, curricula, or list of courses who take no part in the preparation or the execution of the course.

It is expected of leaders to use all means in their possession to develop their leading capabilities.

Leaders have a special obligation of avoiding all situations resulting in undeserved favours. They commit an ethical offense

- a) if they fail to make clear which institution he is representing in case of having “other interests” (e.g. as a private entrepreneur, in commercial companies) outside the University, during meetings in connection with these “outside interests”.
- b) when applying for a grant while taking part in its evaluation process or evaluating the application of an employee and concealing the fact of and failing to cease this conflict of interests.
- c) when using their scientific rank or authority to influence or attempt to influence the scientific evaluation, habilitation results of their employees regardless to professional criteria.

### **General Code of Conduct Concerning Decision-Making Bodies of the University**

- (1) It is the moral duty of members of University decision making-bodies
  - a) to take part in meetings, except for cases of representing the interests of the Board at other meetings, or other employment, or a pre-organized leave authorized by the leader or health problems,
  - b) the fact of the above hindrance and its reasons are to be reported (if they are known) to the organizer of the meeting well in advance,
  - c) they are to make sure that the decisions made are well grounded,
  - d) they are to aim at objectivity and be responsible in considering the consequences of decisions.
  - e) they are to consider the opinion of all concerned in the questions on the agenda .
  - f) they should express their opinion in short and in a civilized way.
- (2) It is the moral duty of members of decision-making bodies to prepare for meetings and do their best to make well-grounded decisions that influence the lives and circumstances of the students and employees of the University. In case conditions for a well-grounded decision are not provided (not all information is available) they are obliged to make amendments.
- (3) It is the duty of all taking part in the work of the decision making-bodies to represent views that are objective and in coherence with the interest and opinions of all concerned. They are to provide constant information to those they represent.
- (4) Members of the decision making-bodies are to act in view of the interests of the people they represent. If these interests are differentiated according to economic activity (faculties), institutional units, sections, educational units, members cannot be asked to provide a uniform vote.
- (5) Members of the decision making-bodies should aim at a correct process where all views are evaluated. Votes disregarding possible opinions carried out with use of a special agreement, bribe or other means of influence should be avoided. It is considered an ethical offence to initiate, call upon, force or accept such a vote.

## **II. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS**

### **General Code of Conduct Concerning Instructors**

- (1) Instructors of the University must complete their task in the best way they can and do everything in their power to ensure that the students acquire the necessary competences in the best possible way.
- (2) Instructors of the University must follow and contribute to the development of their discipline and utilise methods supporting these competences.
- (3) Since their main task is to contribute to the students' academic and human development, it is their duty to ensure conditions for effective and high quality studies. Thus, it is their duty to take action against events or personal behaviour violating these conditions.
- (4) Instructors of the University are required to make objective decisions. They must avoid positive or negative judgement resulting from previous acquaintances or discrimination on the basis of sex, ethnicity, religion, political preferences or other.
- (5) They must be open to questions, professional, or other. They are required to set the time of office hours and make them known to the students at the beginning of the school semester.
- (6) Instructors of the University can give orders to students only in educational or University matters.
- (7) Instructors of the University may never take advantage of the teacher-student relationship.
- (8) Instructors of the University are required to teach their classes indicated in the programme under their name. They may send in a substitute only at exceptional cases. A change of classes is only possible with the permission of the Head of Department.
- (9) Classes are to be held at the given time and place. The instructor must go to class well prepared. Students are to be informed of any changes well in advance.
- (10) Information during classes must be adapted to the level of the students.
- (11) Written material at the disposal of the students must always include new elements of development in connection with the topic.
- (12) Scientific research results reached with the cooperation of students may only be published with the name of the student appearing as co-writer.
- (13) Disabled students are to be given the necessary allowances during examination.

### **Requirements in Connection with Oral and Written Exams and their Evaluation**

- (1) It is the duty of Instructors of the University to inform students of all the requirements and prepare them for examinations. They must be clear in the type of achievement required, conditions, time and circumstances of the examination, and must adhere to these at all times. They must make up a list of topics and present it to the students at the beginning of the semester if possible. The list must serve as the basis for examinations and should be adhered to at all times. They must make sure that the students have no access to the questions before examination.
- (2) The material of oral or written examinations is to be compiled in a way to be executed by all students completing the course or courses on which the exam is based. Contents of each test must be on the same difficulty level.
- (3) Instructors of the University are required to offer alternate examination dates spread evenly within the given period. The time for examinations for full time students may only be set for weekdays from 7am to 6pm and must be announced well in advance. In the case of oral exams the time is to be set in a way to avoid long periods of waiting.
- (4) Responsible and professional examining processes require instructors to organize oral examinations in a way that a third person (e.g. the next student preparing for his turn) is present. Examination in private is not permitted.
- (5) Examiners must ask students to present proof of identity before examinations.
- (6) Examiners must warn the student that in case prohibited means of help are used or one is caught and proved to be preparing to use these aids, the examination is annulled.
- (7) Special attention must be paid to students using permissible aids only, and not place honest students at a disadvantage because of the dishonesty of one of their fellow students.

- (8) In the case of essays written at home one evaluation aspect is how much of an original work it is.
- (9) Evaluation of written tests and the notification of students of the results should not take more than two weeks.
- (10) Evaluation of tests should be on the basis of unified, impartial criteria published in advance. Faculty should refrain from evaluation of the student's work in an offensive manner.
- (11) In case of partial or complete failure of an exam, examiners are required to give reasons for their judgement and supply the correct answers upon request from the student.
- (12) Examiners must honour the oral examination event by dressing properly.
- (13) Examiners are required to observe rules of the treatment of student personal information and must not publish results without the students' consent.

### **Ethical Norms Concerning Students**

- (1) Students may only use permissible aids during their work. Students acting otherwise gain unfair advantage and violate norms of correct professional activities.
- (2) The use of not permissible aids (books, notes or any electronic device) refers to:
  - a) The use or attempt of using aids not permitted at written tests or home work,
  - b) Receiving the correct answers at written or oral exams from others either in person or through other means of contact (e.g. mobile phones),
  - c) Asking another student to act as a substitute at exams, or attempting at doing the exam as a substitute to another student.
- (3) The student may not have unauthorized access or may not attempt to gain unauthorized access to questions of the examination.
- (4) Students may not take writings, ideas or research work of another and represent them as their own (essays, diploma work, professional papers).
- (5) Students may not represent work done in cooperation with another as one's own and should not give false impression on the rate of one's own contribution.
- (6) Written work or part of a written work submitted to an instructor with the aim of obtaining grades, credit scores or other may not be submitted to another instructor without the first instructor's permission, neither at the same time, nor later.
- (7) Knowledge obtained at the University must not be used against the University for wrong purposes such as the creation of computer viruses, unauthorized entry into a computer, the use of unsafe methods in planning.
- (8) Students must present a proof of identity at examinations.
- (9) Students must honour the oral examination event by dressing properly.
- (10) Students must not use, give to others or receive non permissible aids at examinations.
- (11) Students may represent their own research results during their work only with consideration of legal and university restrictions.
- (12) Students may only aid the work and professional advancement of others by honest means.
- (13) Personal data submitted (e.g. at applications) must always be accurate.
- (14) Students are required to supply a correct, deliberate and objective opinion when asked, especially during a student evaluation process.

### **III. ETHICAL RULES OF SCIENTIFIC RESEARCH**

#### **Freedom of Research and Performing Scientific Activities**

- (1) The University's objective is to create circumstances under which research and scientific activities may be performed without any obstacles. The freedom of research and performing scientific activities, together with the freedom of thought, expression, publication and peaceful assembly, are essential elements to the core academic activity to be carried out at a proper level. University citizens will also be ensured the opportunity to present their scientific opinion (positions and criticisms) within the scope of freedom of expression, provided that these do not interfere with others' similar options and that they are fair regarding potentially different positions.
- (2) For the freedom of research and performing scientific activities it is essential for decisions pertaining to
  - appointments, promotions, employment,
  - assignments regarding academic research tasks,
  - supports for research and science to be performed, and
  - the distribution of all other advantages and burdens, to be independent from the ethnic background, sex, political, social and other views of the person concerned.
- (3) The general aim of scientific research, the performance of scientific activities and creative work shall be to acquire new, scientifically founded knowledge and to create works of art.

#### **General Ethical Expectations from those Performing Research Tasks**

- (1) The general ethical expectations from public servants performing research tasks at the University and from the researchers assigned to academic research activities (hereinafter: researchers) are identical with the expectations outlined in Part One of Chapter I with regard to university instructors.
- (2) The researchers undertaking a role in the management of students' scientific work shall also be responsible for the ethical aspects of the work performed by the student under their guidance. The controlling researchers shall clearly state their expectations from the students involved in the research process, inform the students in detail about the aim of the project, the work expected from the students and their responsibilities. The researchers shall be available for consultation on a regular basis, within the scope of which they shall provide advice, promote the research process and appraise the students' work by including supporting arguments.
- (3) In the course of their contractual research activity under the scope of the activity supplementing the core activity, the researchers shall perform a work that is in compliance with the University's professional prestige and standards. They shall provide correct and comprehensive information to the principal. With regard to the research assignment fee, they shall apply the rates adopted by professional public opinion, and they may not seek to cause damage to the University or the principal.
- (4) The researcher shall preserve the University's business secrets. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. The researcher shall observe and shall have observed the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.
- (5) In the course of their work, the researchers shall act in an environment conscious manner regarding their workplace environment, and shall require their colleagues to thus proceed.

#### **General Ethical Expectations from Students Participating in Research Tasks**

- (1) The general ethical expectations from students participating in research tasks at the University are identical with the expectations outlined in Part Two of Chapter I, together with the additions specified in this section.
- (2) In the course of their research activities, the students shall seek to perform conscious work and to obtain necessary advice and appraisal, evaluation.
- (3) In the course of external professional training sessions, and their research activities performed outside the University, the students shall also observe the individual provisions required by the receiving entity, institution (e.g. plant secrets).

- (4) The student shall keep the business secrets of the University. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. Also, the student shall observe the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.

### **Ethical Expectations Regarding Scientific Publication**

- (1) A publication is the description of original scientific results achieved by the authors and for which the authors undertake professional responsibility. The aim of a publication is to provide information on the results achieved by the research team and to promote the use thereof by others. A scientific publication is an announcement, study, book extract, book confidentially examined by experts.
  - (2) Every researcher shall prepare in an authentic form and preserve the documentation of experimental, observational materials or theoretical conclusions and creative works registered in a controllable manner (repeatable by experts). The documentation shall contain all details of the research process required for the adequate experts to clearly understand and definitely reproduce it. The documentation shall be prepared parallel with the research and include any changes to the original hypotheses and the detailed plan of the experiment. The documents shall not expire and they may not be discarded.
  - (3) It is both a question of copyright and of ethics that instead of repeating certain data, authors should call attention to their former, already published results and others' results, and to how those can be used as an initial basis, by identifiable references.
  - (4) The authors shall bear responsibility for the contents of the information published.
  - (5) It is the task and right of the persons participating in the research process to determine the sequence of authors. Authorship without significant intellectual contribution is debatable in ethical terms. The leader of the organizational unit that participated in the research is only entitled to authorship with regard to the article concerned if it participated in the elaboration thereof. Authorship also represents a responsibility that shall not lapse.
  - (6) The author(s) may not submit manuscripts of basically identical contents simultaneously to several places for the purpose of primary publication. Exceptions are cases where the manuscript is turned down, or withdrawn by the author(s). At the same time, a preliminary publication published in short form may be re-submitted in an extended, full format, by correct reference to the preliminary publication.
  - (7) The basic requirements of ethical provisions relating to information-type publications are identical with the ethical standards of scientific publications. Although the requirements of scientific rigour may not be fully enforceable in works written for lay persons, the author(s) shall strive to achieve such an aim to the extent it does not risk common understanding. It is not ethical to inform the daily press or promotional organs about new scientific discoveries prior to the publication(s) written on the results being accepted by professional forums (expert journals, conferences etc.).
  - (8) Should the suspicion of plagiarism, deliberate manipulation of data, deliberate deception or any fraud arise in relation to a scientific publication, the leader of the competent organizational unit shall initiate an ethical investigation against the authors, or in a more severe case, conduct a disciplinary procedure.
  - (9) Unpermitted intellectual conduct with regard to scientific research and the performance of scientific activities:
    - a) arbitrary amendment, falsification of data, plagiarism,
    - b) non-recognition of authorship and/or essential contribution of others (including students), or the use of information, ideas, data obtained by way of a confidential manuscript, tender material or exchange of information between associates, or the irregular use of archive materials,
    - c) violation of legislation and academic regulations, provisions serving the interest of the health and safety of the researchers, the persons involved in the research activity or others, or the violation of legal provisions pertaining to the research activity.
- The scope of non-authorized intellectual conduct shall not include the factors inherent to the research process, such as errors committed in good faith, different interpretation or data judgement, or experiment planning.
- (10) In the publication about the result of the scientific research and the performance of sciences, and in the result of the creative work performed, it must be properly indicated when others' results, wordings, visual or verbal communications, either directly quoted or copies prepared or re-worded, are consciously used. This requirement



shall be observed regarding original results whether or not published.

### **Ethical Issues Pertaining to the Practical Use of Research Results**

- (1) Should the research results have potential practical applications, the researcher shall endeavour to realise them directly or by involving others.
- (2) If the researchers of the University are requested to perform practice-related research activities that, in their judgement have no proper scientific basis, they shall reject the request.
- (3) Generally, it is not advisable for the researchers to participate in commercial advertising activities, but they shall by no means participate in the advertising of a product or procedure, regarding whose reality they have doubts based on their knowledge and/or experiences.
- (4) In relation to each research conducted regarding a product of a company, the sponsor of the research activities shall be clearly indicated in the publications.

### **Using of Research Supports**

- (1) Scientific researchers, persons performing scientific activities and creative work shall strictly observe the requirements of the institution providing research support and the relevant academic rules.
- (2) Direct support used in scientific research, performing scientific activities and creative work shall be indicated in the publications, and other media used for publishing the results.
- (3) Deliberate misuse of support is prohibited. Support obtained may only be used for the purposes of the supported own research (project).
- (4) It is prohibited to expect the persons supported to contribute to common costs from which their project has no direct gain.

### **Medical Research Performed on Humans**

- (1) In the course of medical research performed on humans, the persons performing the tests shall strictly follow and shall, under all circumstances, observe all relevant legislation and other provisions, the positions of the board of professionals, irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher.
- (2) In the course of the research activities, a primary aspect shall be the maximum protection of the person participating in the research.
- (3) The person involved in the research shall be informed by the head research physician or the physician appointed by him/her – and participating in the research – in oral and written form and in a detailed manner comprehensible for the patient about the schedule of the research, the nature of planned therapeutic measures, the possible and expected consequences and any potential risks.
- (4) Only those persons may be involved in the research activity who has provided their written consent to participation in the examination, following full-scope information given to them. The persons participating in the research shall be entitled to freely withdraw from the research process at any phase thereof.
- (5) Prior to the commencement of the research, the leader of the research shall submit an application to the relevant research ethics committee (see <http://king.pharmacol.dote.hu/keb>). In case of medical research performed in humans, the Regional and Institutional Research Ethics Committee (RKEB/IKEB) and/or the ETT TUKEB are entitled to provide professional-ethical authorisation and opinion, pursuant to Decree no. 23/2002. (V. 9.) EüM of the Ministry of Health.
- (6) In the course of the clinical trial of medicinal products for human use, the provisions of Decree no. 35/2005. (VIII. 26.) of the Minister of Health shall be applied.
- (7) Research may only be performed in test facilities where personal, professional and material conditions are deemed adequate by the RKEB/IKEB.

- (8) The leader of the research shall have an ongoing reporting obligation following the commencement of the research about the research experiences, undesirable and severe undesirable events towards the RKEB/IKEB and the other ethics committees providing professional-ethical opinions.

### **Experiments on Animals**

- (1) In the course of animal experiments, the respect for life and the aim of the Act on the Protection of Animals and Animal Welfare shall be highly observed. The relevant legislation and University regulations shall be observed and the persons in charge shall have such regulations observed.
- (2) Animal experiments shall be well-founded in both scientific and professional terms.
- (3) Live animals may be involved in experiments only following tests conducted through the use of possible chemical, biological and other methods.
- (4) Authorization procedures for animal experiments shall be applied for at the Workplace Animal Experiments Committee of Debrecen University, via the form stipulated in the decree pertaining thereto.
- (5) In the course of an experiment, the smallest number possible of animals may be used, however, of a number optimal from the aspect of evaluation.
- (6) An animal may only be involved in an experiment once, especially if it was part of a procedure incurring lasting or severe damage.
- (7) In the course of animal experiments, sensation of fear and pain (discomfort) caused to the animals shall be avoided or minimized. If this is not possible, pain shall be relieved by medication suitable for the animal species.

### **Hazardous Substances**

- (1) Persons using hazardous substances shall strictly follow and, under any circumstances, observe the relevant legal and other provisions irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher. Persons working with such materials shall attend appropriate training, use personal protective equipment and require that also from others, where appropriate.
- (2) Persons using hazardous substances shall also share the joint responsibility of all students and employees regarding a safe and healthy environment and a safe and healthy workplace.

#### **IV. ETHICS COMMITTEE**

- (1) Violations of the above rules as well as cases of dispute are the responsibility of the Ethics Committee.
- (2) The Committee consists of 9 members proposed by the three University Centres and the Student Union, two each. The president of the Committee is appointed by the Rector. In special ethical cases ad hoc members may be asked by the president to aid the work of the Committee.
- (3) The Committee Rules of Procedure are to be adopted within 30 days by the members.
- (4) The Committee must report on their operation and decisions to the University Senate at the end of each Academic Year.

## **V. REPORTING THE VIOLATION OF RULES STATED IN THE CODE OF ETHICS**

- (1) Violation of the Norms of Ethics may be reported within 30 days of their becoming known, by the offended party or anyone familiar with the happenings and is willing to give proof of the validity of such reporting with disclosure of his/her identity.
- (2) No anonymous reporting is considered by the Committee.
- (3) No procedures are to take place in cases when the event took place more than three months before. In cases of continuous ethical offense the date of the last event is to be considered with view of identical or similar cases happening in the past.
- (4) Reporting must be as specific as possible, including the name of the person involved, the place and date of the event and proofs available. It should aim at disclosing all details of the circumstances and all proofs available.
- (5) Reporting may be made orally or in writing to the Rector, Deans and other institutional heads of the University or to the Student Union Representatives.
- (6) Oral reporting must be recorded and signed by the person reporting, the person receiving the report and the person drawing up the report.
- (7) Reporting and the submitted proof must be presented to the President of the Ethics Committee without delay, but within 3 working days at latest.
- (8) The person reporting the offence must be informed about the arrival of the reporting by the President of the Committee within 3 working days.

### **General Rules of Proceedings**

- (1) No proceedings or legal actions can be taken that would put the suspect of the case at a disadvantageous position in case of a suspicion without proof.
- (2) Suspects of each case must be heard, unless circumstances of the case clearly prove that the reporting is groundless.
- (3) The person reporting the offence must not face disadvantages. However, groundless reporting by the same person at a number of times is considered an ethical offense.
- (4) The Ethics Committee may take the following decisions:
  - a) State that the offense in question is a violation of the rules of the Code,
  - b) Order the offence to be made public at the University of Debrecen
  - c) Order disciplinary proceedings in case the violation of norms impose the suspicion of disciplinary offence,
  - d) The Committee may request the Rector to file a criminal complaint in case of suspected criminal offence.
- (5) The Persons reporting the offence, the suspect and the victim must be informed of the Decisions of the Ethics Committee, first during the committee meeting, if they are present, and second, in writing within 8 days. The letter must be delivered to the above persons' hands or mailed by registered mail. As soon as the letters are delivered, sanctions may be carried out.
- (6) Sanctions are delayed in case either of the parties decides to appeal against the decision of the Committee.

### **Appeals**

Appeals against the decisions of the Ethics Committee must be addressed to the Rector of the University within 8 days, who is required to assess them within 15 days.

Chapters I. III. and IV. of the Ethics Code of the University of Debrecen were accepted by the Senate of the University of Debrecen in Decision No. 16/2007 (XI:15) dated 15<sup>th</sup> November 2007. Chapter II. was accepted in Decision No. .../2008 (XII:18) dated 18<sup>th</sup> December 2008. Provisions of Chapters I. III. and IV. entered in force on November 16. 2007, while provisions of Chapter II. entered in force on 19<sup>th</sup> December 2008. and must be applied to cases in progress as well.