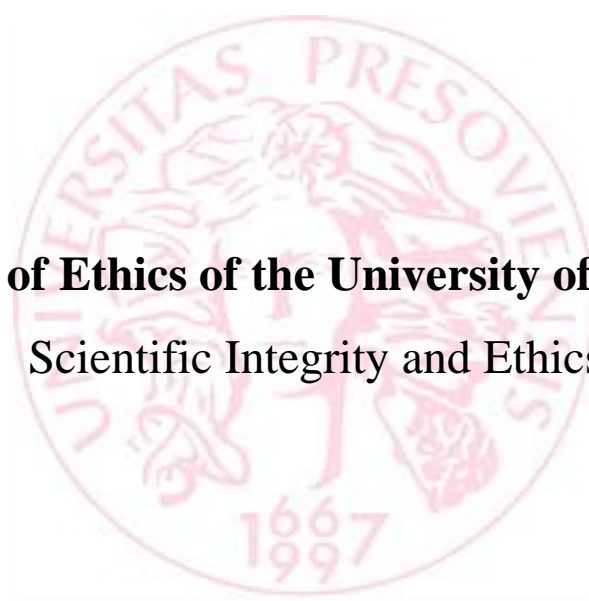


University of Presov

Code of Ethics of the University of Presov
Scientific Integrity and Ethics



February 2021

Contents

Article 1 The preamble.....	3
Article 2 Subject matter and scope of the Code of Ethics.....	3
Article 3 General principles of ethical conduct.....	3
Article 4 Principles of ethical conduct for educational activities	5
Article 5 Principles of ethical conduct for scientific research activities	6
Article 6 Ethics Committee	8
Article 7 Final provisions	8
Appendix 1 Rules of Procedure of the Ethics Committee of the University of Presov	9

Code of Ethics of the University of Presov

Scientific Integrity and Ethics

Article 1

The preamble

University of Presov (hereinafter referred to as the “University”) is a public and self-governing institution that freely carries out educational, creative, scientific, artistic and cultural activities. The mission of the university is to support harmonious personality development, knowledge, wisdom, goodness and man's creativity, education, science, culture and health for the benefit of society as a whole and thus contribute to the development of a knowledge-based and creative society. The university is responsible for strengthening and developing education in the spirit of democracy, humanism, tolerance and leads students to creative, critical and independent thinking, healthy self-confidence, understanding, preservation, dissemination and enhancement of national cultural heritage and different cultures in the spirit of cultural pluralism.

The Code of Ethics of the University of Presov (hereinafter referred to as “the Code of Ethics”) defines basic ethical and moral requirements for members of the academic community (university teachers, researchers, artists and students) and other university staff in accordance with the Constitution of the Slovak Republic, Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, with the Statute of the University and its other internal regulations. The primary purpose of the Code of Ethics is to prevent conflict situations, conflicts of interest and illegal conduct defined by ethical principles. Behaviour that is not in accordance with this code of ethics is unacceptable, significantly damages the interests of the University and its reputation.

Article 2

Subject matter and scope of the Code of Ethics

1. The Code of Ethics sets out the basic ethical principles and requirements for the conduct of members of the academic community and other university staff regarding their academic and professional activities, mainly educational, scientific, research, development, artistic and other creative activities, as well as management and support activities.
2. The Code of Ethics applies to all members of the academic community as well as other employees of the University and adherence to established principles of the Code of Ethics becomes a natural part of their daily behaviour.
3. Any violation of the principles of the Code of Ethics and subsequent regulations shall be resolved by the Ethics Committee of the University of Presov (hereinafter referred to as “Ethics Committee”), whose composition and overall activities are defined by the Rules of Procedure of the Ethics Committee of the University of Presov listed in Appendix 1 to this Code of Ethics.
4. In addition to general principles of ethics, this Code of Ethics sets out separately the ethical principles applied in educational, scientific and research activities.

Article 3

General principles of ethical conduct

1. Members of the academic community and other employees of the university:
 - a) comply with generally binding legal regulations of the Slovak Republic and other legal regulations, as well as institutional regulations, internal regulations of the university and regulations of its individual parts in accordance with moral principles,

- b) systematically acquire current texts of laws and regulations relating to their work and professional activities and harmonize them with their ethical conduct,
- c) do not commit criminal offenses and retain personal moral integrity,
- d) bear legal, moral and professional responsibility for their actions,
- e) are aware that adherence to ethical principles is important for ensuring and improving the quality of work and study, is a guarantee of correct academic behaviour, part of the university culture and improvement of the university reputation,
- f) comply with the provisions of academic vows, within which they exercise their academic rights and freedom,
- g) comply with the basic principles of good conduct, respect moral principles and rules, fully respect the principles of humanism, humanity, freedom and democracy,
- h) members of the academic community and other staff members are treated with respect and dignity, respecting their fundamental rights and freedoms, regardless of their job and functional position, race, gender, ethnic origin, sexual orientation, nationality, ideology, specific educational needs, disability, social origin, property, age, language or religion,
- i) they do not offend, discriminate, humiliate, defame or harass other staff members and university students through their work, position and professional acting in front of the members of the academic community and public,
- j) have a negative attitude towards any form of physical or psychological violence, sexual harassment, direct or indirect form of discrimination, intentional harm to another person, dissemination of false information, defamation, slander and other unethical forms of bossing or mobbing,
- k) promote a positive approach to people with special needs and contribute to improving the conditions for their work within the academic community,
- l) co-create a positive and creative atmosphere of work and social morality, which respects moral principles and rules as well as contribute to the formation of positive human relations and a favourable working climate,
- m) protect the interests of the university and act in its favour; are loyal, supportive, considerate, polite and do not apply the attitude of false collegiality,
- n) represent the university responsibly in public in a national and international context, support cooperation with domestic and foreign educational, scientific and artistic institutions aimed at continuous intellectual development of members of the academic community and other employees of the university,
- o) approach their work duties honestly, responsibly and highly professionally,
- p) are interested in the continuous increase of the level of their digital competence and effective use of information and communication technologies that are necessary when performing routine administrative and technical tasks,
- q) support the development of foreign language competence within international cooperation,
- r) do not participate in the dissemination of hoaxes, misinformation and other intentionally false or misleading news presented in media and social networks, as it is against the interest in increasing media literacy and critical thinking of other members of academic community and university employees,
- s) rely on relevant, credible and traceable sources within the implemented academic and professional activities,

- t) do not misuse the entrusted property (spiritual, material or financial resources) for the purposes of their own enrichment or to harm the public interest and the interest of the university; at the same time, they do not misuse it for private and commercial purposes or illegal activities,
- u) when using computer technology of the university, respect safety regulations, GDPR and principles of protection of health and life,
- v) entrusted data, in particular data on scientific research, study records and personal data shall be treated the best way to prevent their misuse,
- w) all extracurricular activities are carried out by the employee after working time, which is individually determined in the employment contract concluded with the employer (university) and in full compliance with job description and work regulations,
- x) inform their direct supervisor in advance about their extracurricular activities, which may cause a conflict of interest or endanger the scope and quality of work performance at the university,
- y) do not use university area to support the interests of political parties and movements,
- z) do not accept or ask for gifts, economic and other benefits that are provided to influence their professional decision-making or acting,
- aa) lead other members of the academic community and university employees to comply with the principles of this Code of Ethics, report serious unethical conduct to the Ethics Committee and assist in its subsequent solution.

Article 4

Principles of ethical conduct for educational activities

1. A member of the academic community – a teacher within the implementation of educational activities in addition to the general principles of ethical conduct:
 - a) supports the personal and social development of students to educate them as an integrated personality from a professional and ethical point of view,
 - b) is aware of the professional co-responsibility for the formation of public opinion of young generation,
 - c) focuses on expanding the boundaries of human knowledge, the development of values, knowledge, skills, experience and creates space for their use in practice,
 - d) treats students honestly, fairly and collegially; communicates with them in a fair manner; respects their dignity, uniqueness, autonomy, integrity, the right to free access to education and freedom of expression,
 - e) motivates students to develop their independent, creative, critical thinking and responsible approach to fulfilling responsibilities,
 - f) continuously strives for his/her own professional growth in the relevant field of education and scientific field and applies the acquired latest knowledge to an adequate extent in his/her teaching,
 - g) applies innovative teaching strategies, methods and forms of teaching; uses available computer technology, interactive software and teaching materials to ensure a high quality of education,
 - h) evaluates learning outcomes of students fairly and transparently; does not allow any form of intentional influencing of the students' results,
 - i) does not misuse information about students' studies, family, community and health status,
 - j) archives written and electronic records of students and their study results in accordance with the internal regulations of the university and the faculty,

- k) in the processing of personal data, complies with the Regulation of the European Parliament and of the Council of the EU No. 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (GDPR) and Act No. 18/2018 on personal data protection and on amendments and additions to certain acts,
 - l) does not require students to have knowledge and skills beyond those defined in the course information sheet at the beginning of the semester, nor to perform tasks and activities that are the subject of his/her own duties,
 - m) ensures the adequacy and tolerable level of the employment relationships at the university or outside the university and do not jeopardize its functioning.
2. Each member of the academic community within the framework of the implementation of educational activities, in addition to the general principles of ethical behaviour:
- a) respects and complies with this Code of Ethics, study regulations and other internal regulations of the university, including internal regulations of faculties and other parts of the university,
 - b) is tolerant, honest, loyal, tactful towards members of the academic community and other employees of the university and behaves in such a way that the mutual relations created for the preservation of the academically correct atmosphere are not disturbed,
 - c) freely expresses his/her own professional opinions without limiting human dignity, respect, the principles of humanism, freedom and democracy,
 - d) does not use the services of writing professional, scientific and final theses on order (so-called academic ghostwriting), or in any other way violates the ethics of writing of these works,
 - e) does not disparage the results of the work of members of the academic community,
 - f) complies with the pre-established rules intended for the organization of teaching,
 - g) does not teach or work under the influence of alcohol or other intoxicating substances and bears full responsibility for inappropriate behaviour and its consequences.
3. A member of the academic community – a student within the implementation of educational activities in addition to the general principles of ethical behaviour:
- a) during any form of verification of study knowledge and skills does not cheat nor uses dishonest procedures, but works only with the study aids and resources authorized by the examiner,
 - b) participates on educational process and assessment well prepared and according to the requirements specified in the course information sheet which were set at the beginning of the semester and according to the requirements of the lecturer,
 - c) neither disrupts the educational process nor assessment by his/her late arrival or early departure; does not disturb lecturers nor students by activities that are not directly related to teaching,
 - d) during the educational process, uses information and communication technology, available computer technology and other means of recording image or sound only with the consent of the lecturer and for learning purposes,
 - e) does not pass on teaching and other resources and materials intended for his/her study to third parties and thus respects that it is the know-how of the workplace or the lecturer.

Article 5

Principles of ethical conduct for scientific research activities

1. Each member of the academic community and other employees of the university within the implementation of scientific research activities, in addition to the general principles of ethical conduct:

- a) is responsible for the quality, completeness and credibility of the results of the implemented scientific research, development, artistic and other creative activities,
- b) his/her activities are primarily focused on expanding the boundaries of scientific knowledge and its use for the benefit of society,
- c) ensures that human dignity is respected in such a way that scientific research does not endanger human health and life,
- d) is responsible for the data and analysed materials, for the accuracy, adequacy and objectivity of the applied methodology in compliance with the rules specific to the discipline and ensures that the results are not distorted,
- e) is open to doubt, rational and reasoned criticism; does not disparage scientific practices and respects other scientific opinions and the plurality of scientific and creative disciplines,
- f) participates in team cooperation and professional discussions; communicates in a factual and open manner with correct argumentation without humiliating others or disrespecting their activities,
- g) does not publish in an ethically dubious manner nor uses ethically unreliable publishing platforms,
- h) does not duplicate research carried out by other authors, except for research which is necessary to verify, supplement or compare the obtained results,
- i) respects the principles of correct citation of the sources used,
- j) does not tolerate unethical scientific practices, in particular any manifestation of fabrication, falsification and plagiarism, whereas:
 - ja) fabrication means the presentation of fictional data and knowledge that has not been obtained by the methods specified in the publication or research report,
 - jb) falsification means the purposeful modification of the results obtained and their subsequent presentation, concealment of results and information which are essential for the conclusions drawn and the selection of only those results which do not conflict with the stated objective of the research,
 - jc) plagiarism means the literal or modified appropriation of the thoughts, ideas or results of another person's research and their presentation or publication without an appropriate indication of the original source,
- k) publishes the results of scientific research which are not subject to secrecy, but at the same time strives for the public availability of the results of research supported from public sources,
- l) protects the results obtained in educational, scientific research, development, artistic and other creative activities carried out at the university from misuse; does not provide them to third parties without adequate protection of intellectual or material property,
- m) respects the contribution of all authors and their copyrights, as well as the contribution of all entities that supported the research regarding the publication of results,
- n) as the leader of research teams and the manager ensures the correctness and openness in communication with subordinates; supports their professional and qualification development and requires from them appropriate research, publication, project and organizational activities as well as developing cooperation with other scientists at home and abroad,
- o) uses fair and legal procedures in obtaining external and internal financial support within the framework of educational, scientific research and artistic projects and grants,
- p) assumes responsibility for the efficient planning of the budget of funds, while creating and enforcing clear and transparent rules for their effective use,

- q) approaches the assessment, opponent, evaluation, and expert activities personally, independently, responsibly and is not subject to any external pressures that could affect their professional opinion,
- r) in the elaboration of expert opinions, he/she relies on the knowledge, theories and methods of the relevant scientific discipline; uses exclusively argumentation procedures, standard and objective criteria independent of their own personal beliefs and preferences,
- s) strictly protects the data contained in the evaluation documents and the intellectual property of the authors of the submitted materials,
- t) does not unreasonably prolong the evaluation of the materials submitted to obtain their own benefit or a benefit for a third party.

Article 6

Ethics Committee

1. The composition, activities and other details of the Ethics Committee of the University are set out in the Rules of Procedure of the Ethics Committee of the University of Presov.

Article 7

Final provisions

1. The Code of Ethics of the University of Presov was discussed at the meeting of the Academic Senate of the University of Presov on March 8, 2021.
2. The Code of Ethics of the University of Presov shall enter into force and effect on the day after its approval by the Academic Senate of the University of Presov.

In Presov, March 8, 2021

PaedDr. Mgr. Helena Galdunová, PhD.
Chair of the Academic Senate of the University

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the University

Rules of Procedure of the Ethics Committee of the University of Presov

Article 1

Introductory provisions

1. The Rules of Procedure of the Ethics Committee of the University of Presov (hereinafter referred to as the “Rules of Procedure”) provide details of the composition and overall activities of the Ethics Committee.
2. The main activity of the Ethics Committee is the assessment and discussion of complaints of possible violation of the Code of Ethics. At the same time, the Ethics Committee continuously submits to the Rector of the University other relevant comments on the expansion and improvement of the content of the Code of Ethics.
3. The Ethics Committee is an independent professional and permanent advisory body to the Rector of the University; it is autonomous in its position and deliberations.

Article 2

The composition of the Ethics Committee

1. Members of the Ethics Committee shall be appointed and dismissed by the Rector of the University.
2. The Ethics Committee has 5 members; is represented by a member with education in the field of law, a member with education in the field of ethics, members of the academic community and other employees of the University. The Rector of the University may, on the proposal of the Chair of the Ethics Committee, appoint other members of the Committee “ad hoc” to deal with a specific complaint with an advisory vote.
3. A condition of membership in the Ethics Committee is:
 - a) written consent of the person proposed for the appointment for a member of the Ethics Committee,
 - b) written consent to publicize the name, surname, place of employment and information about the membership in the Ethics Committee,
 - c) written commitment to confidentiality about all matters of a confidential nature relating to the membership of the Ethics Committee, a professional advisor or a guest in the Ethics Committee procedure,
 - d) written commitment to notify the Rector of the University about all the facts which might lead to a conflict of interest in relation to the membership in the Ethics Committee or in relation to a particular case processed by the Ethics Committee.
4. The term of office of a member of the Ethics Committee is 4 years from the date referred to in the appointment decree.
5. The membership of the Ethics Committee ends after the date of the term of office has passed, by a written notice, removing a member by the Rector of the University, due to a conviction for a deliberate criminal offense, by the termination of the employment relationship, by the end of study or by death.

Article 3

Meetings and membership in the Ethics Committee

1. The Ethics Committee shall meet as necessary and appropriate
2. The meeting of the Ethics Committee shall be convened by the Chair, or the authorized member. He/she is obliged to inform the members (in writing or by e-mail) about the date of the meeting and the agenda of the Ethics Committee, no later than 14 calendar days before the regular date of the meeting.

3. The meeting of the Ethics Committee is not public; it is only for members of the Ethics Committee, parties involved, or other invited members and expert advisers who may be directly affected by deliberations and conclusions of the Committee. The minutes of meetings shall be drawn up by the member authorized by the Chair.
4. The participation of a member of the Ethics Committee in a meeting is irreplaceable, their activity is not remunerated.

Article 4

Activities of the Ethics Committee and discussion of individual complaints

1. The complaint for the violation of the Code of Ethics principles shall be submitted in writing by an employee or a student of the university directly to the Rector of the University. The complaint must be focused and correct, it means it must include the name of the person who has violated the ethical principles, a description of the violation as well as the name of the whistleblower. The complaint must be signed by the whistleblower stating whether he/she wishes to remain anonymous. The institute of anonymity must be respected.
2. Each complaint of a breach of the principles of this code is recorded in the book of complaints, which is deposited in the Secretariat of the Rector of the University. The Rector of the University shall forward the submissions to the Chair of the Ethics Committee no later than 14 calendar days from the date of the delivery. Subsequently, the Ethics Committee shall assess the complaint within 30 calendar days from the date of the delivery to the Chair of the Ethics Committee and shall make decision of whether it will continue to deal with it formally.
3. Members of the Committee who are presumed to have a conflict of interest in assessing specific complaints of breaches of the Code of Ethics shall be excluded from voting and discussions.
4. The Ethics Committee has a quorum, if over half of the members are present, including the Chair of the Ethics Committee. The decision and the opinions of the Ethics Committee shall be approved by an absolute majority of the members present.
5. The vote of the Ethics Committee is public. The conclusions of the Ethics Committee on the considered suggestions lead to one of the following evaluations – non-violation, slight violation or serious violation of the Code of Ethics.
6. The Chair of the Ethics Committee shall inform the persons concerned of the outcome of the hearing and agreed form of correction within 14 calendar days of the hearing of the complaint.
7. The Ethics Committee may require persons who have breached the principles of the Code of Ethics to apologize publicly or in writing. This act will be recorded in the minutes as an acknowledgement of misconduct, a form of reconciliation, as well as willingness to resolve the problem in an ethical manner.
8. All materials, minutes, records and other documents related to the activities of the Ethics Committee and its meetings are strictly confidential, except for statements, opinions and other documents directly intended for publication.

Article 5

Final provisions

1. These Rules of Procedure of the Ethics Committee of the University of Presov shall enter into force and effect on the date of signing by the Rector of the University.
2. Amendments and additions to the Rules of Procedure of the Ethics Committee of the University of Presov must be discussed and approved by the Ethics Committee.

In Presov, March 9, 2021

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the University