

**CODE OF CONDUCT**  
**FOR**  
**MEMBERS OF THE**  
**EÖTVÖS LORÁND UNIVERSITY COMMUNITY**

*Preamble*

Eötvös Loránd University serves the interests and values of high quality education and research based on European traditions and our mission is the conservation and enhancement of national and universal culture and literacy, the cultivation of science, and the transfer of scientific knowledge.

In order to achieve our goal Eötvös Loránd University expects all members of the university community to consider the principle of respect for other people as mandatory during all educational, research, cultural and public activities. Those studying, teaching, conducting research, and working at Eötvös Loránd University do not only deliver the highest possible professional standards but are also the members of a dominant think tank and a standard setting community of the country. Therefore the university expects high moral obligation from them that is based on the protection of fundamental human values and respect.

On this basis the Senate, the supreme decision-making and representative body of Eötvös Loránd University constitutes the following Code of Ethics:

**Core Rules**

*Scope of the Code*

1. The Code of Ethics for the university (hereinafter Code) applies to all members of the university community. For purposes of this Code the member of the university community means a person who is an employee of the Eötvös Loránd University (hereinafter University) governed by the service regulations, a worker of the University under a contract of services or under a contract of voluntary services of general interest, a person holding the title of Professor Emeritus, or a person holding student status or doctoral candidate status at the University. The members of the university community have a mutual undertaking to live up to our values and meet the expectations of conduct specified in the University's Mission Statement and below.
2. The scope of the Code extends to the academic activities of the members of the university community, furthermore, to their conduct outside the University that affects the social image and good reputation of the University.
3. The scope of the Code extends to such actions and conduct the law or University Regulations impose sanctions upon and that represent such ethical offences in themselves that are defined in this Code.

### *Ethical Requirements*

4. The University is committed to
  - the freedom of expression, to learn, education, scientific research and
  - the respect for human dignity, the compliance with the principle of equal treatment, and the principle of non-discrimination.
5. The University expects its members
  - to abstain from damaging the standing or reputation of ELTE and to endeavour to strengthen the authority of ELTE;
  - to respect for fundamental values expressed in the Mission Statement and Code of Ethics of the University during their public activity outside the university;
  - to ensure credible, objective and professional information in their publications and other statements on the university, the education and research at the university, the relationships within the university;
  - to refuse to take unfair or undue advantages.
6. The University expects from all its members
  - to ensure fair exams,
  - to comply with the requirements of fair examination, including the examiners refraining from abusing their positions,
  - to respect for copyright issues during fulfilling their study commitments.
7. The University expects
  - the clear display of individual performances regarding to joint scientific works and research, the validation of it during joint research with contributions from university and doctoral students;
  - indicating the name of the university when publishing results of research that was achieved at the university with the instruments or resources of the university;
  - and also the assessor to comply with the requirements of conflict of interest and confidentiality during assessing publications and tenders.
8. During the planning, delivering as well as the publishing of scientific activities and research the university expects to demonstrate conduct that is in line with the principles of fairness, reliability, objectivity, openness, impartiality, and responsibility during the scientific and research activities.
9. The University expects to pursue educational and research activities free of party political interference.
10. The University expects
  - to enforce the rules of avoiding any conflict of interests when making decisions, especially as regards (party) political interference, family relationships and business interests;
  - to express clear requirements and expectations for subordinate colleagues and to assess their works consistently, impartially and fairly;
  - to support the professional activities, scientific development, initial and further training of the subordinate colleagues within the organizational unit in line with the unit's potential;
  - commitment to promote the interests of the University.

11. The University condemns if any of its members abuses their real or suspected positional power.
12. The University prohibits using the ideas, scientific results or words of others without acknowledging the source or to use these as one's own.
13. The University prohibits using the university's infrastructure for private or commercial interests free of charge.
14. The University prohibits using the university's infrastructure for party political interests or ideological agitation.
15. The University prohibits the use of leadership power or membership in a management body in order to gain private or organizational advantage.

#### *Ethical Offence and Related Sanctions*

16. A university member who deliberately fails to comply with the requirements laid down in the present Code or deliberately performs any of the prohibited acts or conduct in it commits an ethical offence.
17. Sanctions that can be imposed upon the person who committed an ethical offence:
  - public disclosure of the name of the person and of the fact that they committed the ethical offence on the website of the university,
  - in case the severity of the disapproved conduct is high, the University may take the initiative of revoking their leader's mandate, disqualifying from the membership the offence is related to or usually from all membership of the management body or excluding from the body for a specific time, and in the case of a student opening a disciplinary proceeding as well.

#### **Procedural Rules**

##### *The Competent Bodies in Case of an Ethical Offence*

18. The Faculty Ethics Committee or the central ethics committee acts in the case of an ethical offence at first instance.
19. The Faculty Ethics Committee has five members. The Faculty Council appoints the chairman, two instructor-researcher members, two instructor-researcher alternates, part of the Student Council and the Doctoral Student Representation together appoint one student member and one student member alternate, and the Public Servant Council delegates one member who is not an instructor-researcher member and an alternate.
20. The Central Ethics Committee has five members. The President invites the Chairman, two public servant members and two public servant alternates, the Student Council and the Doctoral Student Representation together delegate one student member and one student member alternate, and the Public Servant Council delegates one member who is not an instructor-researcher member and an alternate.
21. The Faculty Ethics Committee acts in the case of a student holding a full status related to a faculty of the University if their studies relate to one faculty only and in the case of students who conduct their studies at more than one faculties if the disapproved conduct emerges in relation to their studies of that particular faculty only. The Central Ethics Committee acts in all other cases.

22. The University Ethics Committee acts at second instance.
23. The University Ethics Committee has five members. On a proposal of the President the Senate appoints the Chairman and two instructor-researcher members, two instructor-researcher alternates, the Student Council and the Doctoral Student Representation together delegate one student member and an alternate, and the Public Servant Council delegates one member who is not an instructor-researcher and an alternate.
24. For the term of office of the members of the above bodies, paragraphs 4-5 of the Article 89 of the Organizational and Operational Rules, Volume I of the Organizational and Operational Regulations of ELTE, shall apply *mutatis mutandis*.
25. The University Ethics Committee may issue theoretical statements in ethical issues in addition to its power described in point 22.

#### *Ethical Procedure*

26. According to the Code of Ethics only a university member can initiate an ethical procedure. The procedure can be initiated – except in the case of plagiarism – thirty days after noticing the disapproved conduct and until a maximum period of 90 days from committing the conduct (objective deadline).
27. The procedure shall be initiated in writing by sending it to the Chairman of the competent ethics committee according to points 20 and 21. The submission must conclude the precise description of the ethical offence, its time or duration, and the time when noticing the offence. To the submission the documents that support the offence must be attached.
28. The Chairperson of the Ethics Committee at first instance must convene the meeting of the Ethics Committee within 15 days of receiving the request. During the meeting the Ethics Committee at first instance shall examine if the request was submitted within the deadline described in point 26 and if it meets the formal requirements described in point 27. If the request is late, it must be rejected without substantive examination. If the request is not complete regarding to the formal requirements described in point 27, the request must be returned to the person who initiated the procedure within 8 days to put it in order with the warning that if they fail to do it within the deadline or submits the request incomplete again, the committee must reject it without substantive examination.
29. If the request was submitted within the deadline specified in point 26 or it meets the formal requirements described in point 27, the committee shall hear the person subject to the proceeding within 30 days or if it considers it necessary, the person who initiated the proceeding, and shall issue its decision within 30 days.
30. The Ethics Committee communicates its decision made in the particular case and substantiated with reasoning in writing to the person committing the disapproved conduct and to the person submitting the request. If the offence is established and there are sufficient legal grounds, it publishes its decision and reasoning on the website of the faculty and university for a specific period of time.
31. If the person subject to the ethical proceeding disagrees with the Ethics Commission Decision, they may request a review of the decision in an appeal by sending it to the Chairman of the University Ethics Council within 15 days after receiving the decision.

The governing rules at second instance are also included, mutatis mutandis in points 27-30.

### *Conflict of Interests*

32. During the ethical proceeding it must be ensured that the participants of the examination process should not be individually concerned or interested and cannot be accused of bias (conflict of interests). If any of the members of the Ethics Committee that is hearing the case at first or second instance is subject to a conflict of interest, it cannot act in the particular case. In that case the alternate shall act instead.
33. If the alternate member or the whole committee is also subject to a conflict of interest, in the case of the Faculty Ethics Committee the Central Ethics Committee, and in the case of the latter the Faculty Ethics Committee appointed by the President act.
34. If the alternate of the University Ethics Council or the whole body is subject to a conflict of interest, the President shall immediately initiate the appointing of new members by the Senate and the delegation of a new member by those who are competent. The mandate of the members appointed or delegated according to this point extends to the completion of the Decision concerning the case in which a conflict of interest existed.