

CLASS: 011-01/18-01/17  
REG. NO.: 2170-57-01-18-1  
Rijeka, July 17<sup>th</sup>, 2018

Pursuant to Article 112, paragraph 13 of the Scientific Activity and Higher Education Act (*Official Gazette* 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17) and Article 3, paragraph 2 of the University of Rijeka Statute (CLASS: 011-01/18-01/04, REG. NO.: 2170-57-01-18-3, of June 5<sup>th</sup> 2018), on its 17<sup>th</sup> Session held on July 17<sup>th</sup>, 2018, the University of Rijeka Senate passed the following

## UNIVERSITY OF RIJEKA CODE OF ETHICS

### 1. GENERAL PROVISIONS AND USE OF TERMS

The intention behind this University of Rijeka Code of Ethics (hereinafter: Code of Ethics) is to adopt the ethical principles in the activities of the University of Rijeka and its constituents, scientific work, results published, relations between scientists, artists, university teachers and other participants in the scientific, educational and every other process carried out within the University in its broadest sense.

The terms used in this Code of Ethics apply equally to all persons, regardless of their gender and sex.

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

- 'University' denotes the University of Rijeka and its constituents,
- 'University community' and 'University community members' denote all students, researchers, artists, university teachers, associates, administrative staff and all employees regardless of the type and duration of their employment contracts on which their rights and responsibilities within the University of Rijeka are based upon.
- 'Academic community' and 'academic community members' include all individuals performing teaching, scientific research, and mentorship at the University of Rijeka.
- 'Teachers' are those individuals performing educational activities at the University of Rijeka regardless of their teaching, research or associate member's positions or the type and duration of their employment contracts on which their educational activities are based upon.
- 'Students' are all those included in the educational programs at the University of Rijeka.
- 'Other participants' at the University are those individuals not included in the aforementioned categories, but who are involved in some of the processes at the University (e.g. attending non-certified educational programs).

## **2. BASIC PRINCIPLES**

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

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

All members of the University community shall enjoy full personal respect in accordance with protected rights stemming from respect for their lives, integrity, and dignity. All members of the University community shall be ensured the right to academic freedom in their own activities at the University.

All members of the University community have their duties and responsibilities towards others in terms of responsible, professional, honest, sincere and impartial behavior, as well as the pursuit of raising the criteria of excellence in every domain, as a part of achieving a common good for the University community as a whole.

### **2.2. Equity and justice**

Each member of the University community is expected to exhibit behavior in accordance with the principle of equity and justice, excluding any form of discrimination, violence, harassment, or abuse. The University is to provide the conditions for the principle of equity and justice to be duly exercised.

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

### **2.3. Academic freedom**

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

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

### **2.4. Professional conduct**

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

It is the duty of all members of the University community to comply with the criteria of expertise and excellence and, accordingly, with their right to continuous professional improvement within their

professional fields, as well as to base their professional and ethical judgments on facts available, without any prejudice whatsoever.

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

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

All members of the University community must comply with any legislative requirements and legal procedures concerning their responsibilities as members of the University community. The University is to provide conditions necessary for all members of the University community to become acquainted with any relevant rules and regulations governing their responsibilities.

## **3. UNACCEPTABLE BEHAVIORS**

### **3.1. Violation of dignity and integrity, discrimination**

Under the provision of the University policy honoring personal dignity and integrity and ensuring equal and equitable access, equal opportunity in the pursuit of their academic development and the enjoyment of their rights within the University, any form of either direct or indirect discrimination or favoritism is considered inconsistent with this Code of Ethics. Primary criteria for performance evaluation and promotion include the following: expertise, potential and professional merit and/or competence level and achievements in the performance of a specific type of activities and assignments.

### **3.2. Harassment**

In the pursuit of full respect for the dignity of every member of the University community, any form of harassment is considered inconsistent with this Code of Ethics. Within the context of this Code, harassment denotes any inappropriate conduct towards another member of the University which is aimed at or actually represents an offence of personal dignity, affects adversely her/his academic performance or undermines the quality of her/his life. Harassment denotes any verbal, non-verbal or physical act, single or successively repeated, as well as creating or contributing to an embarrassing and hostile working and learning environment causing another person to feel intimidated, insulted or humiliated.

### **3.3. Sexual harassment**

Sexual harassment presupposes direct or indirect conditionality and pressure on another person by abusing the position of authority and creating an unacceptable working and educational atmosphere.

Sexual harassment is a form of intolerable behavior distinguished by unreciprocated conduct or rejection from the other side, and it includes:

- unwelcome verbal comments and physical offers of a sexual nature repeated to another member
- physical assault

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

It is considered unacceptable behavior to exert pressure upon the person having declined or reported such an assault. Unacceptable behavior also includes a disregard for complaints dealing with sexual harassment by way of postponing or failing to investigate a reported case of sexual harassment.

Unlike sexual harassment, relationships of a sexual nature between members of the University community including their reciprocated consent are considered to fall within the field of privacy and outside the University's legal interests. Such relationships are not considered to involve sexual harassment and they may ultimately be subject to a judgment based on other provisions of the Code of Ethics, particularly on ethical standards of objectivity and impartiality or conflicts of interest.

### **3.4. Objectivity and bias**

All members of the University community should be fair and should not allow for their objectivity in academic, research, administrative, working and managing activities to be influenced by any sort of prejudice whatsoever. Evaluation of performance and professional competence of any member of the University community must not be based on any criteria that do not directly reflect a member's activity or professional performance.

## **4. PROFESSIONAL RIGHTS AND RESPONSIBILITIES**

### **4.1. Teaching principles**

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

- University teachers are to maintain and transmit a high level of subject matter knowledge and skills and ensure that course content is accurate, precise, representative and appropriate to the position of the course within the student's study program.
- Pedagogically competent teacher strives to help the student to achieve the course objectives as effectively as possible.
- The teacher is obliged to provide all students with equal possibilities for their development and progress.
- Topics that students may find sensitive or discomforting are to be dealt with in an open, honest, and positive way.
- The overriding responsibility of the teacher is to contribute to the intellectual and professional development of the student, in the context of the teacher's own area of expertise, and to avoid actions that detract from student development.
- University teachers are responsible for taking adequate steps to ensure that both evaluation and assessment of students are valid, open, fair, objective, and not delayed. Transparency and publicity of examinations should be ensured as basic guarantors of objective student assessment, with adequate personal data protection and the right to privacy.

- The university teacher should respect the dignity of his/her colleagues and work cooperatively with colleagues in the interest of fostering student development.
- In the interests of student development, a university teacher should respect the educational goals, strategies, and standards of the institution in which he or she teaches.
- With the responsibility to all future generations of scientists, university teachers need to perform their mentoring duties properly and responsibly.
- A university teacher is not to make student's access to examination conditional on any conditions outside the program of study (such as buying the textbook written by the teacher, etc.).
- In order to improve the teaching process, university teachers should also acknowledge students' opinions and evaluation of their professional competence.

#### **4.2. Continuous development**

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

#### **4.3. Research ethics**

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

- Members of the university community should not jeopardize the trust the community has in the University and its members, the impartiality and credibility of their work and the results of that work with their behavior, and should support the foundations for such trust. It is necessary to responsibly and with utmost caution establish the accuracy and reliability of the evidence and the reliability of the bibliographic sources used in research and demonstration. Evidence used in the research process should be available for external examination. In addition to respecting the privacy and protection of personal data, it is necessary to preserve the research evidence. It is necessary for researchers to transparently determine their goals and intentions and to be intellectually and research-wise independent of institutions, companies and other sources of their research funding, as well as possible political and ideological pressures. Funding sources should be published. It is the duty of the researcher to publish research results as soon as possible.
- Research should be socially responsible in such a way that it should not result in unreasoned risk or physical and mental injury to human subjects, society, the environment, cultural and artistic heritage, animals and future generations, while it should promote public interest and values. It is not allowed to encourage, foster or cover other university members to carry out such activities. It is allowed to use animals in research and teaching only in cases where alternatives are shown to be inadequate or if there are a reasonably expected benefits and justified purpose.
- When conducting a scholarly inquiry, researchers are expected to adhere to the principle of explicit, conscientious and informed consent of the human subjects chosen, to defend their personal rights and dignity, and to take good care of the animals used for experimental purposes. The principle of informed consent may be abandoned only exceptionally in cases provided for by the law and the respective codes of ethics and professional conduct of one's

profession. In such cases, additional expert supervision of the investigative procedure is required.

- When planning, conducting and reporting on their research work, university members must make every effort to minimize the possibility to misinterpret the research outcomes. Fabrication, deliberate deception and tendentious interpretation of the research results are considered misconduct.
- Members of the university community should responsibly and conscientiously perform the tasks of reviewing scientific papers and evaluating project proposals and reports. Phrases, words and overall tone denoting a lack of respect for the author's dignity should not be used in reviews.
- Those individuals involved in review procedures should keep track of the anonymity and impartiality of these procedures. It is allowed to publish invited papers, but in such cases, it is necessary to state that the editorial board had requested the paper.
- It is the duty of every researcher to inform the public about the real advancement of scientific achievements and, without exaggeration, their usefulness for individuals and the community, in a way comprehensible to the part of the community that does not belong to the professional circles.
- The University of Rijeka and its constituents are obliged to teach the university members about the principles, values and ethical standards in research.

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

The University is to ensure equal opportunities for the professional progression of all university members, to be determined only by professional merit. Evaluations of professional work and competence of any university member must be fair and impartial and based on clearly defined and transparent criteria. Each member of the university community should base their judgments on other university members' eligibility for professional advancement exclusively on the criteria directly relevant to their post or academic responsibilities, i.e. to the exercised academic expertise, professional merits, and results achieved in the performance of their expressed workplace assignments.

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

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

#### **4.5. Authorship**

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

- Any form of plagiarism of work and ideas (exploitation of another's works and/or research results without the author's mention, presentation of another's work as one's own or insufficient clarity in differentiating one's own work from another's) is considered a violation of this Code of Ethics. All members of the academic community participating in research work and coursework must guarantee the authenticity of the academic work presented, including the accurate and honest presentation and quotation of material, i.e. they are expected to appropriately and according to the rules of the profession quote their own or another's works

whose parts are being used in a new work or to quote their own original work, if it is published again.

- Members are expected to recognize and include as authors all and only those who have made a substantive intellectual contribution to the work in question.
- Any form of falsification and representation of another's work as one's own without the author's awareness or permission, as well as giving intentional assistance in such an action is considered unethical and therefore unacceptable.
- Members are expected to defend the right to intellectual ownership of information gathered by all university members.
- Falsification of references and misrepresentation of academic performances is considered intellectual misconduct.
- Administrative, financial and operational support, as well as performing the managerial duties at the organizational unit within which the research is conducted, are not the basis for authorship.
- The unnecessary listing of bibliography or reference to works that have not been used in the research process is in direct conflict with the researchers' integrity.

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

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

The university community is obliged to eliminate any attempted corruption.

#### **4.7. Conflict of interest**

All university members should take suitable measures to avoid any conflicts of interest (examples of conflicts of interest include family relationships, close friendships, antagonisms). A member of the university community in a potential conflict of interest should report such a possibility to the superior person or body, and the obligation of a competent person is to organize work processes and relationships in a way to prevent conflicts of interest.

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

Any form of nepotism is inconsistent with this Code.

#### **4.8. Transparency and confidentiality**

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

All members of the university community who have access to University confidential resources due to their position incur the responsibility to defend confidentiality of all such information. The

confidentiality of data comes from the need to protect University members' rights or it is required by various University documents. The disclosure of confidential information to other University members or to any party outside the University is not allowed.

#### **4.9. Public comment**

The University, being aware of its social accountability, encourages University members to comment publicly and exercise the right to freedom of speech in public speaking engagements, comments on radio or television, and in their expression of views in newspapers or in books, journals, and other forms of activity for the benefit of the community. A member of the university community expresses his views in public as personal and not institutional, unless he/she is authorized to comment publicly as a representative of the University.

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

In any form of public comment and activity where University members are representing the University, the highest ethical and professional standards are expected to be upheld. 4.10.

#### **4.10. Responsibility toward the university community**

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

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

### **5. FUNCTION OF THE COUNCIL OF HONOR AND ETHICAL COMMISSIONS**

The Council of Honor and ethical commissions are the bodies responsible for the implementation of the Code of Ethics.

The establishment, scope, and mode of operation of ethical commissions and the Council of Honor are regulated by the Appendix to the University of Rijeka Code of Ethics.



## **6. TRANSITIONAL AND FINAL STIPULATIONS**

University constituents that have passed general acts which have additionally contributed to resolving ethical issues with their internal acts will adjust their acts to this Code of Ethics.

This Code of Ethics enters into force on the eighth day after its publication on the University's webpage.

The University of Rijeka Code of Ethics adopted in October 2003 shall cease to be valid upon this Code of Ethics' entry into force.

**MADAM RECTOR**

**Prof. Snježana Prijić-Samaržija, Ph.D.**

The University of Rijeka Code of Ethics has been published on the University's webpage on July 20<sup>th</sup>, 2018.

**SECRETARY GENERAL**

**Ms. Roberta Hlača Mlinar, LL.M.**