

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

The University of Debrecen, in order to fulfill 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.

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

### **Part One**

#### **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 organise 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.

**Part Two**  
**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.

**Chapter...**  
**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.

**Chapter...**  
**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 reportings are 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. Reportings must be as specific as possible, including the name of the person involved, the place and date of the event and proofs available.
5. Reportings 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 reportings must be recorded and signed by the person reporting, the person receiving the report and the person drawing up the report.
7. Reportings 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 reportings are groundless.
3. The person reporting the offence must not face disadvantages. However, groundless reportings by the same person at a number of times are 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.

The above rules that are part 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. Its provisions shall enter in force on November 16. 2007, and must be applied to cases in progress as well.

14. November 2007.

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Rector