

Pursuant to Article 112, paragraph 13th of the Act on Scientific Activity and Higher Education (Official Gazette No. 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 33, 48 and 72 of the Algebra University College Statutes, Academic Council has, at 60th session held on February 15, 2018, passed

# CODE OF ETHICS OF ALGEBRA UNIVERSITY COLLEGE

The goal of the Algebra University College is to contribute to the achievement of national interests, development of the Croatian economy, and society as a whole, through professional progress and boosting of its teachers, employees, and students. To this end, Algebra University College will focus all its efforts, resources and opportunities in building and securing the conditions for the intellectual, personal, social and ethical development of its employees and students. The values we deeply believe in, and which we will encourage through each of our activities are truthfulness, impartiality, equality of opportunity, free and prudent discussion, openness to constructive changes, personal dignity, respect for the rights of all individuals and a permanent build of excellence.

This Code of Ethics emphasizes the values we believe in, inviting and committing each student and employee of the Algebra University College to behave in accordance with them and to responsibly contribute to the development of the community and society as a whole.

## 1. GENERAL PROVISIONS

### Article 1

(1) The Code of Ethics of Algebra University College (hereinafter: Code of Ethics) is a set of norms of behaviors that contain the moral principles and principles of professional ethics that students, teachers and other employees at the University College need to follow in their professional and public activities. (2) The purpose of the Code of Ethics is to promote values specific to higher education activities in the widest sense. The promotion of ethical behavior and values contained in this Code is the duty of all employees of the University College and its students.

### Article 2

(1) The rights and obligations set forth in this Code of Ethics apply only to the actions and behavior of students and employees in the premises owned, operated or controlled by the University College, on activities outside the University College which are in any way related to it, and to professional and scientific work of the employees and teachers of the University College.

(2) Teachers, employees and students who violate these norms shall be subject to appropriate measures in accordance with the Statute, the Regulations on Study, the Disciplinary Code of Conduct and other applicable acts in order to influence their further personal development, protect the rights of other persons and members of the community, as well as the property and the stability of the University College.

### Article 3

(1) This Code of Ethics is divided into:

- A) fundamental rights and freedom of students and employees at the University College
- B) the underlying obligations of students and employees at the University College
- C) fundamental principles regarding the morally unacceptable behavior of students and employees at the University College
- D) ethical rules in the teaching process for teachers and staff at the University College
- E) ethical rules related to the professional and scientific work of the University College, the provisions on composition and procedure of the University College Ethics Committee, which gives its opinion on the realization of the principles and rules of the Code of Ethics and on employees and students' compliance with it.

#### **Article 4**

(1) The Code of Ethics is subject to regular inspections and possible changes in accordance with the development and understanding of ethical and professional values.

(2) The University College has the obligation to ensure that all employees and students are familiar with the content of this Code of Ethics.

## **2. RIGHTS AND FREEDOMS**

#### **Article 5**

(1) The University College supports and protects the following rights of students and employees:

1. the right to participate in the educational process
2. the right to freely share and exchange opinions and convictions in a candid manner
3. the right to participate in the discussion and the right to represent their own opinion
4. the right to professional and scientific research, publication and exchange of research results in accordance with the laws of the Republic of Croatia
5. the right to an objective and just at the standardized procedure for evaluating work and performance
6. the right to protection from violence, coercion, and threats
7. the right to protection from life-threatening circumstances, physical and psychological health
8. the right to protection from discrimination and harassment based on religion, ethnicity and nationality, race, gender, sexual orientation, property status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation, and health status
9. the right to apply the equitable and just procedure to establish the allegations of violation of the regulations of the University College
10. the right to associate, support, connect and meet with persons of their choice if such activities are not in contradiction with the laws of the Republic of Croatia
11. the right to elect and establish representative, democratically organized student organizations responsible for the community of students and the University College
12. the right of student organizations to advocate an opinion that has been passed through an appropriate decision-making process within the student community
13. the right of student organizations and students to be admitted to authorized personnel of the University College for the purpose of expressing attitudes and requests presupposing prior announcement and confirmation of the term
14. the right to use the assets of a University College, either as individuals or members of a student organization, for extracurricular activities aimed at meeting academic and student needs in accordance with the capabilities of the College of Higher Education
15. the right to be informed about the rules and regulations of the University College and the right to access general acts of the University College
16. the right to a healthy and environmentally clean working environment
17. the right to undisturbed professional development in accordance with personal capabilities and plans provided that this very right of another person is not violated
18. the right to professional and scientific work and participation in domestic and international projects of interest to the University College.

## **3. OBLIGATIONS**

#### **Article 6**

(1) For the purpose of achieving and promoting the values stated in the preamble to this Code of Ethics and the Mission and Vision of the University College, students and all employees have the following obligation:

1. exercise the rights and freedoms in a way that at the same time they do not diminish the rights and freedoms of other students, employees, members of the community and

- the society as a whole
2. be responsible for their words and actions, the application of appropriate research methods and the results achieved
  3. behave in a way to preserve the reputation of the University College, its employees, and students
  4. respect other persons in accordance with the guaranteed rights of life, integrity and dignity and respect the right to privacy of students and employees of the University College
  5. respect others and maintain, support, and foster respectful and tolerant relations
  6. be responsible in relation to others in the sense of fair, sincere and impartial behavior and acceptance of the criteria of excellence thus thriving to achieve the common good of the student community and the entire University College collective
  7. behave in accordance with the principle of equality and fairness in a manner that excludes any discrimination, abuse, disturbance or exploitation
  8. respect the criteria of expertise and excellence and, accordingly, continuously develop professional competence within the chosen professional area. Active participation in teaching, professional and scientific work and other activities and contributing to the personal development and development of the collective as a whole
  9. actively participate in the work of all appointed or elected University College bodies
  10. align verbal and nonverbal communication their role and obligations in the community
  11. respect all legal regulations and legal procedures prescribed by internal acts and laws of the Republic of Croatia
  12. preserve the environment and assets of the University College, its students, and employees.

#### **4. UNACCEPTABLE BEHAVIOR**

##### **Article 7**

(1) Any behavior that endangers the quality of education, professional or scientific work and undermines the true achievements of members of the student community and the collective as a whole is considered unacceptable behavior. This, in particular, relates to:

1. any form of fraud related to the registration, testing or other types of knowledge check is a violation of this Code of Ethics, including, but not limited to, the following:
  - obtaining, copying, duplicating, using or possessing test material without the permission of authorized persons
  - obtaining, transferring, receiving, using, or possessing test answers
  - use or intent of using notes, data, computers or other electronic devices or programs during the exams unless explicitly permitted by authorized persons
  - false presentation and presentation of another's work as one's own
  - assisting a student when the student is expected to do the assignment independently
  - submit already graded papers, at any teaching course, without teacher's permission
  - change or intent to re-evaluate the grades or results of the exam or reports from other knowledge tests
  - intentional destruction of academic work or the efforts of other students
2. plagiarism and counterfeiting of professional or scientific works or parts of other people's work and the presentation of other people's ideas as their own, without the author's knowledge or source citation
3. fabrication of results in scientific, professional and research work
4. production, use, forgery, printing, reproduction, copying, alteration, transfer or destruction of any academic material, document or identity document without the permission of authorized persons
5. creation of situations in which other students will be improperly deprived of academic rights or in which a student creates an unfair academic advantage over other students

- is a violation of this Code of Ethics. This includes, but is not limited to, the following:
- forging, printing, reproducing, copying, exchanging, moving or destroying any official file with the intent to deceive, disinform or deny information to another person
  - relocating, hiding or deliberately denying books or other library materials, especially those related to mandatory literature
  - interfering with the work of other students with the intent to interfere with the results of their work (e.g. contamination of laboratory samples or the like)
  - intentionally hindering or interrupting teaching, research or other academic activities
6. influence or attempt to influence the impartiality of evaluation of teachers or bodies that carry out the evaluation process
  7. access to the private space or office of any University College employee without the permission of authorized persons
  8. public disclosure of unverifiable and inaccurate information about other students, employees and the University College
  9. deliberately disrupting the reputation of other students, employees, or the University College
  10. unauthorized access, theft or destruction of another person's intellectual property is a violation of this Code of Ethics, including, but not limited to, the following:
    - theft and destruction of books, articles, notes, data, experiments, projects and the like
    - intentional entry into computer databases, computer systems, and applications or databases, and documentation owned/used by the University College to read, copy, use, send or modify their content without the permission of authorized persons
    - use of computer resources to sabotage the work or results of another student or any other teacher or employee of the University College
    - destruction, deletion, alteration, distortion, disabling of access to computer databases, computer systems or applications or similar activities performed without the permission of authorized persons.
  11. any kind of deliberate physical injury, abuse, harassment, blackmail, disabling, threatening, forcing, humiliating, intimidating, mocking, insulting, or the like
  12. disturbance, which is stands for any procedure characterized by the absence of consent of the other party, which creates or contributes to the creation of unpleasant and hostile working and educational circumstances and which intimidates, insults or humiliates a person. Harassment can be any verbal and nonverbal behavior towards another person based on religious, ethnic and national grounds, race, gender, sexual orientation, property status, working or educational status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation, and health.
  13. sexual harassment is considered any situation in which a student/employee has conditionalized another student/employee access to, or participation in any activity related to the University College by the fulfillment of a sexually based proposal, claim or service. Oppressing any student due to a refusal of sexual suggestions, requests or services is considered a violation of this Code of Ethics.
  14. damaging the property of the University College or property used for the implementation of the educational process (ie. within the companies where the professional practice is conducted) deliberately or by gross negligence
  15. disrespectful communication and disrespect for personal and professional dignity
  16. procedures or regulations that discriminate against another person based on religion, ethnicity and nationality, race, gender, sexual orientation, property status, working or educational status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation, and health status
  17. intentionally disabling the entry, exit or interruption of the normal use of the facilities of the University College

18. owning, providing to another person, making or participating in the making of a key or other means (eg, an alarm system code) that allows access to the facilities or assets of the University College without the permission of authorized persons
19. intentional damage, destruction or corruption of the University College property, property owned by students or employees, or the property used for carrying out an educational process irrespective of who owns it
20. carrying fire and cold weapons, explosive devices, dangerous chemicals, and other dangerous devices and substances within the University College-owned or used facilities
21. intentional delivery of inaccurate information for the purpose of misleading students or employees at the University College (e.g. fake bomb, fire, etc.).
22. deliberately hindering the work of computer systems or technological resources in the educational process, regardless of who owns them (for example, intentional upload of computer viruses, deletion of data, causing damage or disruptions to the program, etc.).
23. deliberately assisting or encouraging another person to do something that is considered a violation of this Code of Ethics
24. requiring, seeking, encouraging or hiring another person to commit an act considered to be a violation of this Code of Ethics
25. misuse of computer systems or technological resources for unacceptable purposes (for example, search, copy and distribute unauthorized content from the Internet, etc.).
26. disrespect of written and/or undisclosed rules of the University College in the premises of the institution and in the common spaces the institution shares with other users (eg sports halls, practical classes).
27. any other procedure that is not in accordance with the regulations and legal procedures prescribed by the internal acts of the University College, the internal rules of the employer who has enabled students to carry out the professional practice and/or laws of the Republic of Croatia.

## **5. ETHICAL RULES IN TEACHING PROCESS**

### **Article 8**

(1) All persons acting as teachers, assistants or associates at the University College have the following obligations in the teaching process:

1. strive to attain and convey a high level of scientific knowledge on the subject matter
2. ensure accuracy, precision, the relevance of course contents and appropriate position of the course within the study program
3. strive to make students more effective in achieving the objectives of the course
4. offer the opportunities for improving the knowledge that guarantees equal progress for all students
5. handle all topics in an open, honest and positive way, and especially topics that students may consider to be particularly sensitive for any reason
6. contribute to the intellectual development of students within the area of expertise and avoid all activities that might hinder this development
7. provide students with an evaluation of their work that is valid, open, fair, objective and timely
8. ensure transparency and publicity of the exams (eg publishing exam questions) as well as the evaluation objectivity: respect the dignity of their colleagues and work with them in the interest of student advancement
9. respect the educational goals, strategies, and standards of the University College to boost student development
10. refrain from imposing any non-formal or not approved conditions to accessing examination
11. refrain from imposing conditions that give the teacher a personal, economic or any other benefit

12. take into account the opinion and assessment of students regarding their teaching competence in order to improve the quality of the teaching process
13. all members of the university community should avoid conflicts of interest (conflicts of interest can be caused, for example, by family relationships, close friendships, intimate relationships, antagonisms, etc.).
14. any form of nepotism is unacceptable. Nepotism is considered any act that puts the affiliated person in a privileged position compared to other persons who have an equal or higher ability
15. all University College employees have the right and duty to continuously improve and persist in improving the quality and level of their own knowledge and expertise within the chosen area
16. it is inadmissible to deliberately present personal views as the official position of the University College for the purpose of personal gain, personal promotion or for any other reason
17. it is inadmissible to use the name or logo of the University College for private activities to unjustifiably create the impression of the authority of a higher education institution

#### **Article 9**

(1) All employees and all external associates of the University College are required to take care of the University College interests in the spirit of academic freedom and ethical principles, fostering responsibility towards the collective as a whole and to each of its members, in accordance with this Code of Ethics and other acts of the University College.

### **6. ETHICAL RULES OF PROFESSIONAL AND SCIENTIFIC PAPERS**

#### **Article 10**

(1) All persons who carry out professional or scientific work as teachers, assistants or associates at the University College have the following obligations:

1. through their work, at professional, scientific and other gatherings, and in their mutual contacts, employees and teachers are obliged to cultivate a culture of appreciation and argumentative dialogue, objectivity and accountability to the profession
2. when reviewing and classifying other professional or scientific papers, employees and teachers must rise above personal interests
3. employees and teachers are obliged to objectively evaluate the work of their associates when publishing their works
4. in scientific, professional and other work, employees and teachers are obliged to contribute personally by avoiding any actions that could in any way be considered plagiarism or falsification
5. it is unacceptable to use texts or ideas of other authors, including students, with source concealment, incorrect quotation of works, and any excessive use of authors' ideas and texts that are referred to as a source in their work
6. employees and teachers need to preserve their personal and scientific autonomy as the basic assumption of scientific work, by removing any attempt to impose values incompatible with scientific area or the rules of the profession
7. employees and Teachers must defend the honor and reputation of their profession: reject any attempt of bribe and corruption and all its forms, avoid conflict of interest and respect data confidentiality
8. it is the duty of teachers and employees to contribute to the preservation and promotion of the reputation of the University College through their professional and scientific work and public activities
9. when implementing professional projects, teachers and employees are obliged to act in accordance with the principles of accountability, truthfulness, efficiency, transparency, quality, acting in good faith and respecting good business practices towards business partners, business and social environment, and their own colleagues

10. the University College and all its personnel will, in professional activities, comply with the applicable legislation and respect the principles of ethics in business relations
  11. the University College and all its personnel will adhere to good professional practices in domestic and international frameworks, built on good faith, fairness, loyalty, and accuracy
  12. principles of business ethics require that any business entity, including the University College, strictly adheres to the commitments assumed under the law and the contractual stipulations and does not interfere other businesses in the fulfillment of their obligations
  13. the University College and all its staff will provide information on their activities to business partners, state bodies and the public when it is obliged to do so in accordance with the law, relevant contracts, good business practices or a legitimate public interest
  14. employees and teachers will not knowingly give false information with a view to bring a business partner or the public into the misconception
  15. University College operations, in terms of professional work and execution of projects, must not abuse the trust of users, consumers, business partner or other participants in a business relationship or exploit their lack of experience, knowledge or their good faith
  16. when concluding contracts on professional projects or professional work, the University College will formulate the provisions in a way that is clear and precise and can not be interpreted as opposed to the real will of the parties
  17. in mutual business, the University College will be guided by the principle of reciprocity, which implies the right to mutually determined benefits from the activities performed
  18. business ethics requires compliance with the principles of free and fair competition and treating all participants in business life as equals
  19. conflict of interest and competition with the University College or its founder is prohibited to the persons who are its employees or participate in a professional project based on another legal relationship (e.g. business cooperation agreement, work contract, etc.)
  20. the University College is required to ensure safe working conditions, which implies that its employees will not be exposed to health and other risks, and will provide them with appropriate information, training, and insurance as a result of such risks.
- (2) Assistants, students, and external associates shall follow and act according to the abovementioned obligations when they carry out expert work or participate in projects within the College.
- (3) These ethical standards oblige the students to prepare final papers and participate in professional and project activities during professional practice with employers.

## **7. RULES OF PROCEDURE OF THE ETHICS COMMITTEE**

### **Article 11**

- (1) In order to achieve the objective referred to in Article 1, the Ethics Committee shall be formed. It gives its opinion on the achievement of ethical principles and standards in the University College, on both principal and other matters, and undertakes other activities regulated by the Code of Ethics.
- (2) The Ethics Committee gives interpretations of the Code of Ethics and implements the procedure for determining the violation of the Code of Ethics.
- (3) Any breach or violation of this Code of Ethics and any received request for giving an opinion the Ethics Committee shall forward to the Committee for Quality Assurance.

### **Article 12**

- (1) The Ethics Committee consists of three members and is appointed by the Dean of the University College.
- (2) Two members of the Ethics Committee shall be proposed by the Academic Council of the University College. The third member of the Ethics Committee is the Student Ombudsman.

- (2) The mandate of members lasts until its termination.
- (3) The Ethics Committee elects the President among its members.
- (3) The administrative affairs of the Committee shall be done by the Student Office of the University College.

### **Article 13**

- (1) The Ethics Committee procedure shall be initiated by a request for an opinion on the compliance of a particular act with the principles and rules of the Code of Ethics.
- (2) The Dean of the University College initiates an application for its opinion on its own initiative, upon the recommendation of the Committee for Quality Assurance or upon receipt of a report on the activities for which the requester considers it to be inconsistent with the Code of Ethics. Anonymous submissions will also be considered. If a request for an opinion concerns an opinion on the compliance of the Dean's behavior with the principles and rules of the Code of Ethics, the initiator of the request may refer to the Academic Council which by a majority vote of all members decides whether to initiate the Ethics Committee procedure.

### **Article 14**

- (1) The request for an opinion must be specific and must be accurately described: - the main question to which it relates, and/or - the specific circumstances of the case and its action or behavior compared to the principles and rules of the Code of Ethics.

### **Article 15**

- (1) In the occasion of the request referred to in Art. 13 the Ethics Committee shall convene a meeting within 30 days of the receipt of the request.
- (2) The Committee may request further clarifications and notifications from the requester. If a request for an opinion on a particular case is requested, the Committee may request clarification from the persons concerned. If the requesters seek to examine the ethical behavior of a particular person, that person must be allowed to make a statement of the raised allegations and present its arguments.
- (3) At the Committee's meeting, the members of the Committee shall discuss the issues that are the subject of the request, take a position on the content of the opinion to be given, and determine the member of the Committee who will prepare a written draft opinion based on the hearing.
- (4) The Ethics Committee shall give its opinion solely on the basis of the allegations and data from the request, the attachment to the request and additional explanations and statements of the requester and other persons. The Committee does not check the allegations of the request and the statement nor has investigative powers to determine the facts on its own initiative. If the facts mentioned in the request and the facts of the statement differ and the truth of the disputed claims cannot be inferred from the material submitted in the request, the Committee will state that circumstance in its opinion and limit itself to giving a point of view on the matter.
- (5) If a request for an opinion on compliance of a particular act/behavior with the explicitly stated provisions of the Code of Ethics is requested, the Ethics Committee must give its opinion on compliance with these provisions, but it is also authorized to extend the verification of compliance with the other principles and rules of the Code of Ethics.

### **Article 16**

- (1) Based on the request and other information received, the Ethics Committee issues its opinion and submits it to the requester. A copy of the opinion is submitted to the College's Academic Council and Board of Trustees.
- (2) In reaching the opinion, the consensus of all members of the Committee shall be sought. If this is not possible, the opinion is based on the views of most members of the Committee.
- (3) The opinion shall be delivered in writing within 60 days of receipt of the request. If additional clarifications and notifications have been requested by the Committee, this period shall be counted starting from the day of their receipt, and in that case, the opinion shall be given no later than 90 days from the receipt of the request.
- (4) These deadlines do not include annual holidays and other periods in which there is no



activity at the University College.

#### **Article 17**

(1) The Committee's opinion shall contain the following information:

- description of the requests and issues discussed by the Committee
- citation of the principles and rules of the Code of Ethics which the Committee has taken into account for consideration;
- the position of the Committee on whether act/behavior described in the request is in accordance with the Code of Ethics or not;
- the reasons behind the opinion of the Committee;
- whether the opinion was rendered unanimously or not.

(2) If it finds that a particular act/behavior is inconsistent with the principles and rules of the Code of Ethics, the opinion shall also include a recommendation to the Disciplinary Committee to assess the justification for the initiation of disciplinary proceedings.

#### **Article 18**

(1) Opinions of the Ethical Committee are public. The Dean determines the manner and place of their systematic publication.

(2) For the purpose of protecting the right to privacy, the opinion may be shortened or personal information about people mentioned in it may be excluded.

#### **Article 19**

(1) An appeal against an Ethics Committee's opinion is not permitted.

### **8. TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 20**

(1) The Ethics Committee of the University College is in charge of the interpretation of the provisions of this Code of Ethics.

#### **Article 21**

(1) Amendments to the Code of Ethics are adopted in the same manner as this Code of Ethics.

(2) Initiation of the procedure for the adoption of amendments to this Code of Ethics may be done by the Dean of the University College, the Academic Council or student representatives of the University College.

(3) In the process of initiating amendments to the Code of Ethics, a proposal for amendment is also established.

#### **Article 22**

(1) This Code of Ethics shall enter into force on the date of its adoption.

In Zagreb, February 15, 2018

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