

Pursuant to Article 55, paragraph 2 of the Act on Higher Education and Scientific Activity (“Official Gazette” No. 119/2022) and the Statute of Algebra University, the Senate of Algebra University enacted at its 4<sup>th</sup> session, held on 26<sup>th</sup> March 2024, the following

## **CODE OF ETHICS OF ALGEBRA UNIVERSITY**

This Code of Ethics emphasises the values we believe in as an institution, inviting and committing each employee, associate, student and learner of Algebra University (hereinafter: *University*) to behave in accordance with them and to responsibly contribute to the development of the collective and society as a whole.

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) The Code of Ethics of Algebra University (hereinafter: *Code of Ethics*) is a set of norms of behaviours that contain the moral principles and principles of professional ethics that employees, associates, students and learners at the University 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 behaviour and values contained in this Code is the duty of all employees, associates, students and learners as well as the collective of the University as a whole.

#### **Article 2**

- (1) The rights and obligations set forth in this Code of Ethics apply only to the actions and behaviour of employees, associates, students and learners in the premises owned, operated or controlled by the University, on activities outside the University which are in any way related to it, and to professional and scientific work of employees, associates and students of the University.
- (2) Employees, associates, students and learners who violate these norms shall be subject to appropriate measures in accordance with applicable acts in order to influence their further personal development, protect the rights of other persons and members of the collective as well as the property and the stability of the University.

#### **Article 3**

- (1) This Code of Ethics is divided into:
  - a. fundamental rights and freedoms,
  - b. fundamental obligations,
  - c. fundamental principles regarding morally unacceptable behaviour,
  - d. ethical rules in the teaching process,
  - e. ethical rules related to scientific and professional work, final and graduation theses and doctoral theses,
  - f. provisions on the composition and procedure before the Ethics Committee.

#### 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 has the obligation to ensure that all employees, associates, students and learners are familiar with the content of this Code of Ethics.

## 2. FUNDAMENTAL RIGHTS AND FREEDOMS

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#### Article 5

- (1) The University supports and protects the following rights of employees, associates, students and learners:
  - a. the right to participate in the educational process,
  - b. the right to freely share and exchange opinions and convictions in a candid manner,
  - c. the right to participate in discussions and the right to represent their own opinion,
  - d. the right to professional and scientific research, publication and exchange of research results in accordance with the laws of the Republic of Croatia,
  - e. the right to an objective and just procedure for evaluating work and performance,
  - f. the right to protection from violence, coercion and threats of using force,
  - g. the right to protection from life-threatening circumstances, physical and mental health,
  - h. the right to protection from discrimination and harassment based on religion, ethnicity and nationality, race, gender, sexual orientation, financial status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation and health conditions,
  - i. the right to apply the equitable and just procedure to establish allegations of violation of the regulations of the University,
  - j. 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,
  - k. the right to elect and establish representative, democratically organised student organisations responsible to the student community and the University,
  - l. the right of student organisations to advocate an opinion that has been passed through an appropriate decision-making process within the student community,
  - m. the right of student organisations and students to have meetings with authorised personnel of the University for the purpose of expressing attitudes, with prior announcement and confirmation of the appointment,
  - n. the right to use the assets of the University, either as individuals or members of a student organisation, for extracurricular activities aimed at meeting academic and student needs in accordance with the capabilities of the University,
  - o. the right to be informed on the behaviour rules and regulations of the University and the right to access general acts of the University,

- p. the right to a healthy and environmentally clean work environment,
- q. the right to undisturbed professional development in accordance with personal capabilities and plans, provided that this very right of another person is not violated,
- r. the right to professional and scientific work and participation in domestic and international projects of interest to the University.

### **3. FUNDAMENTAL OBLIGATIONS**

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#### **Article 6**

- (1) For the purpose of achieving and promoting the values as well as the missions and visions of the University, employees, associates, students and learners have the following obligation:
- a. to exercise the rights and freedoms in a way that at the same time they do not diminish the rights and freedoms of members of the collective and society as a whole,
  - b. to be responsible for their words and actions,
  - c. to align their verbal and non-verbal communication with tasks and their role in the community,
  - d. to behave in a way to preserve the reputation of the University, its employees, associates, students and learners,
  - e. to respect other persons in accordance with the guaranteed rights of life, integrity and dignity, and to respect the right to privacy of employees, associates, students and learners of the University,
  - f. to respect others and maintain, support, and foster respectful and tolerant relations,
  - g. to be responsible in relation to others in the sense of a fair, sincere and impartial behaviour and acceptance of the criteria of excellence in all domains in order to achieve the common good of the community and the entire collective,
  - h. to behave in accordance with the principle of equality and fairness in a manner that excludes any discrimination, abuse, harassment or exploitation,
  - i. to respect the criteria of expertise and excellence and, accordingly, continuously develop professional competences within the chosen professional area,
  - j. to actively participate in teaching, professional and scientific work (if applicable) and other activities and contribute to the personal development and development of the collective as a whole,
  - k. to apply appropriate research methods and be responsible for the results achieved,
  - l. to actively participate in the work of all appointed or elected University bodies,
  - m. to respect all regulations and procedures prescribed by internal acts and laws of the Republic of Croatia,
  - n. to preserve the environment and assets of the University, its employees, associates, students and learners.

## 4. FUNDAMENTAL PRINCIPLES REGARDING MORALLY UNACCEPTABLE BEHAVIOUR

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### Article 7

- (1) Any behaviour that endangers the quality of education, professional or scientific work and undermines the true achievements of members of the community and the collective as a whole is considered unacceptable behaviour. This kind of behaviour, in particular, relates to:
- a. any form of fraud related to the registration procedure, testing or other types of knowledge and skills assessment 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 authorised persons,
    - obtaining, transferring, receiving, using or possessing test answers,
    - using or intent of using notes, data, computers or other electronic devices, programmes or artificial intelligence during exams unless explicitly permitted by authorised persons,
    - false presentation and presentation of another's work as one's own,
    - assisting a student or a learner when they are expected to do the assignment independently,
    - using previously graded work for re-evaluation in the same or different part of the programme without the teacher's approval,
    - changing or intent of changing the grades or results of exams or reports from other knowledge and skills tests,
    - intentional destruction of the results of academic work or efforts of other students and learners.
  - b. 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,
  - c. fabrication of results in scientific, professional and research work,
  - d. production, use, forgery, printing, reproduction, copying, alteration, relocation or destruction of any teaching and learning material, document or identity document without the permission of authorised persons,
  - e. creation of situations in which other students and learners will be improperly deprived of evaluating their learning outcomes or in which students or learners create an unfair academic advantage over other students or learners, which includes, but is not limited to, the following:
    - creating, forging, printing, reproducing, copying, altering, 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 material, especially that related to mandatory literature,

- interfering with the work of other students and learners with the intent to interfere with the results of their work,
  - intentionally hindering or interrupting teaching, research or other teaching and academic activities,
- f. influence or attempt to influence the impartiality of evaluation,
- g. unauthorised recording of classes, consultations or other forms of activities at Algebra University or recording without the consent of all participants in the activity,
- h. access to the private space or office of any employee without permission,
- i. public disclosure of unverified and inaccurate information about employees, associates, students and learners,
- j. deliberately disrupting the reputation of other employees, associates, students and learners,
- k. unauthorised access, stealing or destruction of another person's intellectual property, which includes, but is not limited to, the following:
- stealing 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 of bodies working on them to read, copy, use, send or modify their content without the permission of authorised persons,
  - use of computer resources to sabotage the work or results of employees, associates, students and learners,
  - destruction, demolition, alteration and distortion of or disabling of access to computer databases, computer systems or applications, or similar activities performed without the permission of authorised persons.
- l. any kind of deliberate physical injury, abuse, blackmail, disabling, threatening, forcing, humiliating, intimidating, mocking, insulting or the like,
- m. any kind of harassment or any act which is characterised 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 the other person. Harassment can be any verbal and non-verbal behaviour towards another person based on religious, ethnic and national grounds, race, gender, sexual orientation, financial status, working or educational status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation and health conditions.
- n. any kind of sexual harassment or treating unfairly any employee, associate, student and learner due to rejection of proposals, requests or services alluding to sex,
- o. damaging the property of the University or property used for the implementation of the educational process (e.g. within the companies where practical classes are held) deliberately or by gross negligence,
- p. rude and inappropriate communication and disrespect for personal and professional dignity,

- q. procedures or regulations that discriminate against another person based on religion, ethnicity and nationality, race, gender, sexual orientation, financial status, working or educational status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation and health conditions,
- r. intentionally disabling the entry, exit or interruption of the normal use of the facilities of the University,
- s. owning, providing to another person, making or participating in the making of a key, card or other means (e.g. an alarm system code) that allows access to the facilities or assets of the University without the permission of authorised persons,
- t. intentional damage, destruction or corruption of the University property, property owned by employees, associates, students and learners of the University or property used for carrying out the educational process irrespective of who owns it,
- u. carrying fire and cold weapons, explosive devices, dangerous chemicals and other dangerous devices and substances,
- v. intentional delivery of inaccurate information with the aim of falsely alarming employees, associates, students and learners (e.g. false telephone reports about the placement of bombs, fires etc.),
- w. deliberately hindering the work of computer systems or technological resources in the educational process, regardless of who owns them (e.g. intentional upload of computer viruses, deletion of data, causing damage or disruptions to the working of programmes etc.),
- x. deliberately assisting or encouraging another person to commit an act that is considered a violation of this Code of Ethics,
- y. requiring, seeking, encouraging or hiring another person to commit an act considered to be a violation of this Code of Ethics,
- z. misuse of computer systems or technological resources for unacceptable purposes (e.g. searching, copying and distributing unauthorised content from the internet etc.),
- aa. disrespect of written and/or unwritten rules in the premises of the University and in the common spaces the University shares with other users (e.g. sports halls, spaces where practical classes are held),
- bb. any other act that is not in accordance with the regulations and legal procedures prescribed by internal acts of the University, internal rules of the employer who has enabled students the carrying out of practical classes and/or laws of the Republic of Croatia.

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

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### **Article 8**

- (1) All persons delivering any kind of teaching at the University have the following obligations in the teaching process:
  - a. striving to attain and convey a high level of scientific or professional knowledge on the subject matter,

- b. ensuring accuracy, precision, the relevance of course contents and appropriate position of the course within the study programme or the education programme,
- c. striving to make students and learners more effective in achieving the learning outcomes and aims of the course,
- d. offering equal opportunities for improving knowledge that guarantees equal progress for all students and learners,
- e. handling all topics in an open, honest and positive way, and especially topics that students may consider to be particularly sensitive for any reason,
- f. contributing to the intellectual development of students and learners within the area of expertise and avoid all activities that might hinder that development,
- g. providing students and learners with evaluation of their work that is valid, open, fair, objective and timely,
- h. ensuring transparency and objectivity of the evaluation of students' and learners' performance,
- i. respecting the dignity of colleagues and work with them to boost students' and learners' performance,
- j. respecting the educational goals, strategies and standards of the University to boost students' and learners' development,
- k. refraining from imposing any conditions to accessing examination which are not foreseen by the study or education programme,
- l. refraining from imposing conditions that bring personal financial benefits or any other benefits,
- m. considering the opinion and evaluation of students and learners regarding one's own teaching competence in order to improve the quality of the teaching process,
- n. avoiding conflicts of interest when evaluating or assessing students' and learners' performance,
- o. any form of nepotism is unacceptable. Nepotism is considered any action that puts the relative of a particular person in a privileged position over other persons who have an equal or higher abilities,
- p. continuously improving and persisting in improving the quality and level of one's own knowledge and expertise within the chosen area,
- q. it is unacceptable to deliberately present personal views as the official position of the University for the purpose of personal gain, personal promotion or for any other reason,
- r. it is unacceptable to use the name or logo of the University for private activities to unjustifiably create the impression of the authority of the University.

## **6. ETHICAL RULES RELATED TO SCIENTIFIC AND PROFESSIONAL WORK, FINAL AND GRADUATION THESES AND DOCTORAL THESES**

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### **Article 9**

- (1) All persons who carry out or participate in carrying out scientific and professional works, final and graduation theses and doctoral theses have the following obligations:
- a. fostering a culture of respect and dialogues accompanied by arguments, objectivity and responsibility towards the profession through one's works, at professional, scientific and other gatherings, and in mutual contacts,
  - b. rising above personal interests when reviewing and classifying others' professional or scientific papers,
  - c. objectively evaluating the work of one's associates when publishing works,
  - d. contributing personally in scientific, professional and other works by avoiding any actions that could in any way be considered plagiarism or falsification,
  - e. preserving one's personal and scientific autonomy as the basic assumption of scientific work, by removing any attempt to impose values or measures incompatible with their profession or the rules of the profession,
  - f. defending the honour and reputation of one's profession and rejecting any attempt of bribe and corruption and all its forms, avoiding conflict of interest and respecting data confidentiality,
  - g. contributing to the preservation and promotion of the reputation of the University through one's professional and scientific work and public activities,
  - h. acting 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 one's own colleagues when implementing professional projects,
  - i. complying with the applicable legislation and respecting the principles of ethics in business relations,
  - j. adhering to good professional practices in domestic and international frameworks, built on good faith, fairness, loyalty and accuracy,
  - k. adhering to the commitments assumed under the law and contractual stipulations and not interfering other businesses in the fulfilment of their obligations,
  - l. clearly and precisely formulating provisions when concluding contracts on professional or scientific projects in such a way that they cannot be interpreted contrary to the real will of the parties,
  - m. being guided by the principle of reciprocity, which implies the right to mutually determined benefits from the activities performed,
  - n. respecting the principles of free and fair competition and the equal treatment of all participants in the business,



- o. providing information on one's own activities when it is obliged to do so in accordance with the law, relevant contracts, good business practices or legitimate public interest,
  - p. self-assessing the adequacy of the research method and, if necessary, requesting the opinion of the Ethics Committee on the ethics of the proposed research,
  - q. knowingly giving false information with the aim to bring a business partner or the public into misconception is not allowed,
  - r. abusing the trust of users, consumers, business partners or other participants in a business relationship or taking advantage of their lack of experience, knowledge or their good faith is not allowed,
  - s. using the texts or ideas of other authors, including those of students and learners, with the concealment of sources, incorrect citation of works, and any excessive use of ideas and texts of authors who are cited as a source in one's own work is not allowed,
  - t. conflict of interest and competition with the University or its founder is prohibited to the persons who are its employees or participate in a project based on another legal relationship (e.g. business cooperation agreement, work contract etc.).
- (2) The University is obliged to ensure safe working conditions, which means that it will not expose its employees to health and other risks, and that it will provide them with adequate information, training and insurance against the consequences of such risks.

## **7. PROVISIONS ON THE COMPOSITION AND PROCEDURE BEFORE THE ETHICS COMMITTEE**

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### **Article 10**

- (1) In order to achieve the objective of this Code of Ethics, the Ethics Committee shall be formed.
- (2) The Ethics Committee gives interpretations of the Code of Ethics and implements the procedure for determining any breach of the Code of Ethics.
- (3) Any breach of this Code of Ethics, any report of its breach and any received request for giving an opinion the Ethics Committee shall forward to the Senate.

### **Article 11**

- (1) The Ethics Committee consists of three members and is appointed by the Senate of the University.
- (2) Two members of the Ethics Committee shall be proposed by the Rector, and the third member is a student ombudsman.
- (3) The mandate of the members lasts until dismissal.
- (4) The Senate appoints the president of the Committee among its members.
- (5) The administrative affairs of the Committee shall be dealt with by the Student Office of the University.

### **Article 12**

- (1) The Ethics Committee procedure shall be initiated by a request for an opinion on the compliance of a particular act or behaviour with the principles and rules of the Code of Ethics.

- (2) Any employee, associate, student or learner can initiate a request for an opinion on the act or activity for which they consider to be inconsistent with the provisions of the Code of Ethics. Anonymous submissions will also be considered.
- (3) The request for an opinion must be specific and must accurately and precisely describe:
  - a. the main question to which it relates, and/or
  - b. the specific circumstances of the case and the action or behaviour that is not in line with the principles and rules of the Code of Ethics.
- (4) Upon receiving a request, the President of the Ethics Committee shall convene a meeting within 30 days of the receipt of the request.
- (5) The Committee may request further clarifications and evidence from the requester. If an opinion on a particular case is requested, the Committee may request comments and clarification from the persons concerned. If the requester seeks to examine the ethical behaviour of a particular person, the Ethics Committee shall enable that person to make a statement of the raised allegations and present their arguments.

### **Article 13**

- (1) The Ethics Committee gives its opinion solely on the basis of allegations and data from the request, evidence accompanying the request and additional clarifications and declarations of the requester and other persons. The Committee does not verify the allegations in the request and statements, nor does it have investigative powers to determine the facts on its own initiative. If the facts stated in the request differ from those stated in the statement, and the truth of the disputed claims cannot be concluded from the material submitted in the procedure, the Committee will state this circumstance in its opinion and will limit itself to providing a position on the general matter.
- (2) If in the request an opinion on the conformity of a certain behaviour with the explicitly stated provisions of the Code of Ethics is sought, the Ethics Committee is obliged to give its opinion on conformity with those provisions but is authorised to extend the opinion to the conformity of the behaviour with other principles and rules of the Code of Ethics.
- (3) 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 Senate of the University.
- (4) 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.
- (5) The opinion shall be delivered in writing within 60 days of the 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.
- (6) These deadlines do not include the period of annual holidays and other periods in which there is no activity at the University.
- (7) The Committee's opinion shall contain the following information:
  - a. description of the request and issues discussed by the Committee,
  - b. citation of the principles and rules of the Code of Ethics which the Committee considered in the context of the request,

- c. the position of the Committee on whether the behaviour described in the request is in accordance with the Code of Ethics or not,
  - d. the reasons behind the opinion of the Committee,
  - e. information on whether the opinion was rendered unanimously or not.
- (8) If a particular behaviour is found to be inconsistent with the principles and rules of the Code of Ethics, the opinion shall also include a recommendation to the Disciplinary Board to assess the justification for the initiation of disciplinary proceedings.
- (9) Opinions of the Ethics Committee are public. The Senate determines the manner and place of their systematic publication.
- (10) For the purpose of protecting the right to privacy, the opinion may be shortened or personal information about the people mentioned in it may be excluded when publishing opinions.
- (11) An appeal against an opinion of the Ethics Committee is not permitted.

## 8. TRANSITIONAL AND FINAL PROVISIONS

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### Article 14

- (1) The Ethics Committee of the University is responsible for the interpretation of the provisions of this Code of Ethics.

### Article 15

- (1) All provisions related to study matters must be aligned with this Code of Ethics no later than 6 months from the date of its entry into force.

### Article 16

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

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