

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 94th session held on 23rd December 2021, enacted the following:

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, trainers, employees, students and adult learners in adult education programmes (learners). 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, students and learners. 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, learner 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 behaviours that contain the moral principles and principles of professional ethics that students, teachers, trainers, learners 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 behaviour and values contained in this Code is the duty of all employees of the University College and its students and learners.

Article 2

- (1) The rights and obligations set forth in this Code of Ethics apply only to the actions and behaviour of students, learners 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, teachers and trainers of the University College.
- (2) Teachers, trainers, employees, students and learners 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, learners and employees at the University College
- b. the underlying obligations of students, learners and employees at the University College
- c. fundamental principles regarding the morally unacceptable behaviour of students, learners and employees at the University College
- d. ethical rules in the teaching process for teachers, trainers and staff at the University College
- e. ethical rules related to the professional, educational 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, students and learners 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, learners and employees:
 - 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 the discussion 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 at the standardized procedure for evaluating work and performance
 - f. the right to protection from violence, coercion, and threats
 - g. the right to protection from life-threatening circumstances, physical and psychological health
 - h. 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
 - i. the right to apply the equitable and just procedure to establish the allegations of violation of the regulations of the University College
 - 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 organized student organizations responsible for the community of students and the University College
 - l. the right of student organizations to advocate an opinion that has been passed through an appropriate decision-making process within the student community

- m. 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
- n. 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
- o. 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
- p. the right to a healthy and environmentally clean working 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 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, learners and all employees have the following obligation:
 - a. 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
 - b. be responsible for their words and actions, the application of appropriate research methods and the results achieved
 - c. behave in a way to preserve the reputation of the University College, its employees, learners and students
 - d. respect other persons in accordance with the guaranteed rights of life, integrity and dignity and respect the right to privacy of students, learners and employees of the University College
 - e. respect others and maintain, support, and foster respectful and tolerant relations
 - f. be responsible in relation to others in the sense of fair, sincere and impartial behaviour and acceptance of the criteria of excellence thus thriving to achieve the common good of the student community and the entire University College collective
 - g. behave in accordance with the principle of equality and fairness in a manner that excludes any discrimination, abuse, disturbance or exploitation
 - h. 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 (if applicable) work and other activities and contributing to the personal development and development of the collective as a whole
 - i. actively participate in the work of all appointed or elected University College bodies
 - j. align verbal and nonverbal communication their role and obligations in the community
 - k. respect all legal regulations and legal procedures prescribed by internal acts and laws of the Republic of Croatia

- l. preserve the environment and assets of the University College, its students, learners and employees.

4. UNACCEPTABLE BEHAVIOUR

Article 7

(1) Any behaviour 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 behaviour. This, in particular, relates to:

a. any form of fraud related to the registration, 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 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 or a learner when he/she 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 and skills tests
- intentional destruction of academic work or the 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, transfer or destruction of any teaching and learning material, document or identity document without the permission of authorized persons

e. creation of situations in which other students and learners will be improperly deprived of valuing their learning outcomes or in which a student creates an unfair academic advantage over other students and learners 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 and learners 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

- f. influence or attempt to influence the impartiality of evaluation of teachers, trainers or bodies that carry out the evaluation process
- g. unauthorized recording of classes, consultations or other forms of activities at the Algebra University College and recording without the consent of all participants in the activities
- h. access to the private space or office of any University College employee without the permission of authorized persons
- i. public disclosure of unverifiable and inaccurate information about other students, learners and employees of the University College
- j. deliberately disrupting the reputation of other students, learners and employees of the University College
- k. 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, learner 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.
- l. any kind of deliberate physical injury, abuse, harassment, blackmail, disabling, threatening, forcing, humiliating, intimidating, mocking, insulting, or the like
- m. 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 behaviour 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.
- n. sexual harassment is considered any situation in which a student/employee has conditionalized another student/learner/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/learner due to a refusal of sexual suggestions, requests or services is considered a violation of this Code of Ethics.
- o. 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
- p. disrespectful 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, property status, working or educational status, family or marital status, pregnancy, family responsibilities, age, disability, physical appearance, political orientation, and health status

- r. intentionally disabling the entry, exit or interruption of the normal use of the facilities of the University College
- s. 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
- t. intentional damage, destruction or corruption of the University College property, property owned by students, learners or employees, or the property used for carrying out an educational process irrespective of who owns it
- u. carrying fire and cold weapons, explosive devices, dangerous chemicals, and other dangerous devices and substances within the University College-owned or used facilities
- v. intentional delivery of inaccurate information for the purpose of misleading students or employees at the University College (e.g. fake bomb, fire, etc.).
- w. 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.).
- x. deliberately assisting or encouraging another person to do something 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 (for example, search, copy and distribute unauthorized content from the Internet, etc.).
- aa. 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).
- bb. 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, trainers, assistants or associates at the University College have the following obligations in the teaching process:
 - a. strive to attain and convey a high level of scientific or professional knowledge on the subject matter
 - b. ensure accuracy, precision, the relevance of course contents and appropriate position of the course within the study program or the training programme
 - c. strive to make students and learners more effective in achieving the learning outcomes
 - d. offer the opportunities for improving the knowledge that guarantees equal progress for all students and learners
 - e. handle all topics in an open, honest and positive way, and especially topics that students may consider to be particularly sensitive for any reason

- f. contribute to the intellectual development of students and learners within the area of expertise and avoid all activities that might hinder this development
- g. provide students with an evaluation of their work that is valid, open, fair, objective and timely
- h. 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
- i. respect the educational goals, strategies, and standards of the University College to boost students and learners development
- j. refrain from imposing any non-formal or not approved conditions to accessing examination
- k. refrain from imposing conditions that give the teacher or trainer a personal, economic or any other benefit
- l. consider the opinion and assessment of students and learners regarding their teaching competence in order to improve the quality of the teaching process
- m. all members of the University College community should avoid conflicts of interest (conflicts of interest can be caused, for example, by family relationships, close friendships, intimate relationships, antagonisms, etc.).
- n. 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
- o. 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
- p. 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
- q. 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 or trainers, assistants or associates at the University College have the following obligations:
 - a. through their work, at professional, scientific and other gatherings, and in their mutual contacts, employees, trainers and teachers are obliged to cultivate a culture of appreciation and argumentative dialogue, objectivity and accountability to the profession
 - b. when reviewing and classifying other professional or scientific papers, employees and teachers must rise above personal interests
 - c. employees, teachers and trainers are obliged to objectively evaluate the work of their associates when publishing their works

- d. in scientific, professional and other work, employees, teachers and trainers are obliged to contribute personally by avoiding any actions that could in any way be considered plagiarism or falsification
- e. it is unacceptable to use texts or ideas of other authors, including students, learners 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
- f. employees, teachers and trainers 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
- g. employees, teachers and trainers must defend the honour and reputation of their profession: reject any attempt of bribe and corruption and all its forms, avoid conflict of interest and respect data confidentiality
- h. it is the duty of employees, teachers and trainers to contribute to the preservation and promotion of the reputation of the University College through their professional and scientific work and public activities
- i. when implementing professional projects, employees, teachers and trainers 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
- j. 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
- k. 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
- l. 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 fulfilment of their obligations
- m. 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
- n. employees and teachers will not knowingly give false information with a view to bring a business partner or the public into the misconception
- o. 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
- p. 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 cannot be interpreted as opposed to the real will of the parties
- q. 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
- r. business ethics requires compliance with the principles of free and fair competition and treating all participants in business life as equals

- s. 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.)
- t. 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, learners and external associates shall follow and act according to the above-written 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 student representative.
- (3) The mandate of members lasts until its termination.
- (4) The Ethics Committee elects the President among its members.
- (5) 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 behaviour 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:
 - a. the main question to which it relates, and/or
 - b. the specific circumstances of the case and its action or behaviour 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 behaviour 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/behaviour 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:
 - a. description of the requests and issues discussed by the Committee
 - b. citation of the principles and rules of the Code of Ethics which the Committee has taken into account for consideration;
 - c. the position of the Committee on whether act/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. whether the opinion was rendered unanimously or not.
- (2) If it finds that a particular act/behaviour 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

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

8. TRANSITIONAL AND FINAL PROVISIONS

Article 20

- (1) The Ethics Committee of Algebra University College is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Code of Ethics applies to all enrolled students, final year students, teachers, associates and employees of Algebra University College.

Article 21

- (1) All general 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 22

- (1) This Book of Regulations shall enter into force one day after the date of its publication on the website of Algebra University College.
- (2) On the effective day of this Book of Regulations, the following shall cease to be valid:
 - a. Code of Ethics of 19th April 2021, CLASS: 602-04/21-01/06, REF. NO.: 251-321-21-03-16.

Article 23

Application of Specific Provisions

- (1) The provisions of this Book of Regulations are applied when published on the webpage of the Algebra University College.

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Adopted by:	Academic Council

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Dean
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