CODE OF ETHICS AND GOOD PRACTICE

UNIVERSITY OF PATRAS

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ETHICS COMMITTEE

By decision of the Governing Council an Ethics Committee is established, which consists of four (4) members of Teaching and Research Staff (D.E.P.) of the Institution, who come as far as possible from different Schools of the Institution, and one of the Vice-Rectors, as President. The term of office of the Committee is two-year. The Ethics Committee is administratively supported by an employee of the Senate Secretariat, who keeps also the minutes of its meetings.

The Ethics Committee has the competences defined in the provisions of article 217 of Law 4957/2022 and those others provided by the provisions of the applicable legislation or assigned to it by decision of the Governing Council.

The Committee takes cognizance of cases following a relevant written complaint or following a written order of the Rector or also ex officio. For each case, the President appoints a rapporteur from the members of the Committee. If there are indications of violation of the rules of ethics, the President, following proposal of the rapporteur, appoints day and time for the conduct of a hearing procedure before the Committee, to which every member of the academic community involved in the case is summoned.

The summons is notified at least five (5) days before the conduct of the procedure, with proof of service, in writing. In the summons are mentioned briefly the rule which is alleged to have been violated and the relevant factual incidents. The person summoned may submit before the Committee a written memorandum. The refusal to appear before the Committee or to submit a memorandum does not constitute reason for interruption of the procedure.

After completion of the procedure, the Committee determines with reasoning the violation or not of the rules of ethics or the commission of a disciplinary offence and issues the relevant finding. During the procedure the principle of confidentiality is maintained and access to elements of the case file is not permitted.

The members of the Ethics Committee must be characterized by impartiality and objectivity. The members of the Committee are obliged to request their recusal, if the case concerns persons with whom they are connected by special relations of friendship or enmity or are relatives by blood or by marriage up to and including the third degree.

The recusal of a member of the Committee may also be requested by the person under investigation for violation of the Code of Ethics, with a reasoned application, which he/she submits at least two (2) days before the day determined for discussion of the case and in which he/she clearly states all the grounds for recusal, mentions the factual events on which these grounds are based and attaches the evidence that establishes his/her claims. Otherwise the application is rejected as inadmissible in the same meeting and with the same composition of the Committee in which it is submitted. Likewise, later or supplementary application is rejected.

The Committee examines the request for recusal without the presence of the member(s) whose recusal is requested and decides with reasoning by a single decision. The above do not apply in case recusal is requested of so many members of the Committee that the remaining members do not form the quorum provided by the applicable provisions. In case the case concerns a member of the Committee, this member is replaced by decision of the Rector or the Governing Council by one of the other Vice-Rectors for the whole duration of the procedure.

The Ethics Committee, in order to form its judgment for the case under examination, may call, as witnesses, persons within or outside the University in order to testify factual incidents they know relevant to the case or due to their specialized scientific training, while it may request and receive data and information kept in the archive of competent services of the University.

All members of the Institution are obliged to assist the Ethics Committee in its work.

CODE OF ETHICS AND GOOD PRACTICE

Article 1

GENERAL PROVISIONS

1. As “Members of the university community” are meant the members of the Teaching and Research Staff (D.E.P.), of the Special Teaching Staff (E.E.P.), of the Laboratory Teaching Staff (E.DI.P.) and of the Special Technical Laboratory Staff (E.T.E.P.), as well as the administrative and in general personnel of the University, the scientific associates, the other auxiliary and temporary teaching-educational personnel, the visiting professors, the visiting researchers or appointed lecturers or researchers under contract, the postdoctoral researchers and visitors, the professors of foreign institutions with parallel employment, the emeritus and honorary professors, the researchers or other members who are active or connected academically, research-wise or educationally with the institution and the personnel of the legal entities supervised by it. In the members of the university community according to the present are also included personnel that has in any manner been seconded or serves or works in the institution and in its legal entities, irrespective of the legal nature of the relationship that connects it with it. The members of the university community are obliged to have as their mission the promotion and dissemination of knowledge at the highest possible level of excellence.

2. The fulfillment of the mission, the safeguarding and promotion of the prestige of the Institution requires academic ethos and entails obligations which exceed the self-evident obligation of compliance with the applicable legislation.

3. Fundamental characteristics of academic ethos are honesty, integrity, impartiality, transparency, sense of justice and meritocracy, self-respect, respect of the rights and personality of others, sense of duty and offering.

4. For the achievement of the above-mentioned aims, rules of ethics are established for all members of the academic community and concern both the relations of the members of the community as well as intellectual property, research, teaching and evaluation of students.

5. The rules of ethics constitute guidelines for the action of the members of the community, in which are reflected the principles of the daily operation of the University.

6. The members of the academic community and the external collaborators are obliged to observe, during the performance of their work, the rules of ethics of the University and the Code of Ethics that governs the professional sector to which they belong, whether this work is produced within the facilities of the University or outside them.

7. Every activity of the University and of the members of the academic community must be governed by respect for the principles and rules of science and academic freedom, for the physical and intellectual integrity of the human being, for human dignity, for respect for nature and the environment, for intellectual property and personal data.

8. During the performance of academic work the principle of equal treatment must be ensured and any type and form of discrimination of the recipients of the specific work must be avoided, with criteria nationality, race, origin, language, gender, religion, private life, physical ability and economic and social condition in which they are found.

9. The members of the academic community are obliged to behave with due respect and to avoid any form of discrimination and every form of harassment, and to care for the creation and maintenance of an academic environment and academic relations that imply the fulfillment of the purposes of the Institution.

10. The Code of Ethics and Good Practice is drawn up by the Ethics Committee of paragraph 9 of article 138 of the Internal Regulation of the University of Patras.

Article 2
RULES OF ETHICS FOR MEMBERS OF D.E.P., E.E.P., E.DI.P., E.T.E.P. AND IN GENERAL TEACHING STAFF AND ADMINISTRATIVE STAFF

1. The relations between the members of the academic community must be based on mutual trust and on devotion to the mission that each one has undertaken to carry out. Every employee is obliged to behave towards his/her colleagues with the proper respect and dignity.

2. The personnel of the University must make every effort to separate their personal beliefs from their professional duties, so that these do not negatively affect the fulfillment of the mission of the University and of their work.

3. All teaching staff are obliged to behave towards their colleagues with due respect. It is not permitted in any way to exploit their capacity, the rank to which they belong or their institutional role, in order to coerce other members of the community into a specific act, omission, judgment or vote.

4. All teaching staff are obliged to observe the regulations of the Research Ethics Committee and the Regulation for the Protection of Personal Data of the University of Patras.

5. All teaching staff are obliged to participate without fail in the collective bodies of the University, when and as the law provides. They are also obliged to staff the committees that are formed as the case may be.

6. All teaching staff owe to the students equal respect and care. The coercion of students into works not related to their university duties, especially for purposes of obtaining any benefit on the part of the teaching staff, constitutes a serious disciplinary offence.

7. All teaching staff owe to all male and female students equal respect and care, regardless of their gender, national origin, religious or other beliefs. Teaching staff are obliged to devote sufficient time in order to guide even on an individual basis their students, with criterion the interest of the latter and their scientific and academic development.

8. All teaching staff are obliged to behave towards the administrative personnel of the University with due respect. In particular, they are obliged not to require from them the execution of tasks beyond their competences, nor to demand from them the prioritization of their personal requests to the detriment of the smooth operation of the University.

9. During their participation in the work of the collective bodies of the University of Patras, all teaching staff are obliged to comply with the instructions of the presiding person, taking the floor only when it is given to them, not interrupting other speakers, not withdrawing from the meetings of the bodies without justification, not interrupting or impeding in any way the smooth progress of their work and expressing their views with moderation, impartiality and brevity, avoiding expressions offensive or derogatory for the views of the other participants.

10. Workplace harassment by teaching staff towards their colleagues and in any way exploitation of their capacity, especially of the rank to which they belong or of their institutional role, in order to oblige other members of the academic community into a specific act, omission, judgment or vote constitutes a serious disciplinary offence.

11. All teaching staff are obliged, during their public life outside the University, not to use their university capacity in a manner which may potentially expose the University or in order to obtain benefits of any kind for reasons not related to their scientific skills.

12. In cases where they express themselves in any way through the mass media and other social media and social networks, they are obliged to make clear whether they act under their scientific capacity or not. In general, it is considered prudent that they avoid participation in public discussions which, due to their nature, style or content, harm the prestige of the academic community.

Article 3
RULES OF ETHICS FOR STUDENTS

1. The aforementioned principles for the teaching staff apply also to the behavior of students both towards their fellow students and towards the other members of the academic community. Students are obliged to behave towards them with due respect and dignity.

2. Fundamental rule of ethics for students constitutes the non-resort to plagiarism during the preparation of assignments that they prepare during the course of their studies. Plagiarism constitutes a direct violation of the applicable legislation on intellectual property and its ascertainment entails serious disciplinary sanctions for the students who commit this offence.

3. It is expressly prohibited:

a) the use of the intellectual creations of third parties and their presentation by the students as their own, in the fulfillment of specific obligations,

b) the presentation of assignments that have been prepared collaboratively with other students as an individual creation,

c) the submission of an assignment, in whole or in part, which, although it has been prepared for the fulfillment of specific teaching or research requirements in the past, is re-submitted for the fulfillment of other or new teaching or research requirements,

d) any form of copying, collaboration with third persons during any examination procedure, as well as the use of any kind of aids, notes and electronic means, unless the person responsible for the examination procedure permits their use.

4. Students are obliged to respect and protect the facilities and the equipment of the University, to care for the cleanliness of its spaces and to avoid any action that may cause wear and damage to the buildings, facilities and property of the University.

5. Students are obliged not to use and not to allow the use of the space of the University for unlawful acts or acts that damage it and to abstain from acts that are not consistent with the academic mission of the Institution, academic freedom, the free expression and circulation of ideas.

Article 4
RULES OF ETHICS FOR RESEARCH AND INTELLECTUAL PROPERTY

1. The rules of ethics for research and intellectual property apply to all research and development activities conducted under the responsibility or with the participation of the scientific personnel of the University, within its premises or outside them, with or without funding. The design and conduct of research programs must follow the rules of scientific ethics and documentation. The fabrication or falsification of research results constitutes serious offences that entail the imposition of disciplinary sanctions.

2. Researchers enjoy the constitutionally established freedom of research and are obliged to take all necessary measures in order to safeguard it from any external political, ideological or other pressures and interventions.

3. The appropriation of results that have arisen from the research effort of another or other researchers of the same or another research unit is also examined and punished according to the principles of protection of intellectual property rights. The individual contribution of each researcher in collective research efforts must be recognized. The recording of this contribution with accuracy, whether in scientific publications or in any public presentation of the research program, constitutes a right of the researcher. The relevant responsibility burdens all members of the scientific team and especially the heads of the program.

4. The heads of research groups, beyond their individual obligations, are responsible for informing the members of their team regarding their rights and obligations and regarding the regulations of operation of the research organization, including the relevant rules of ethics. They are also responsible for supervising compliance with the above.

5. Research activity must be conducted with absolute respect for the value of the human being, the autonomy of the persons participating, their private life and personal data and the natural and cultural environment. Researchers are bound by the generally recognized principles of protection of human rights, equality, protection of public health, as well as protection of the child and sensitive and vulnerable groups.

6. During the undertaking, conduct and publication of research results, the members of D.E.P. are obliged to ensure that:

a) they have obtained any required by the competent bodies permits for the conduct of the specific research,

b) there does not exist in their person any conflict of interest that would prohibit or hinder

the conduct of the research in an objective, impartial and scientifically and ethically irreproachable manner,

c) they observe any special provisions governing the specific research subject, especially: for social research concerning sensitive social groups, biological or clinical research, experiments using animals, management of dangerous substances and waste, and that they do not violate provisions of legislation on protection of personal data and protection of intellectual property.

7. For this purpose, members of D.E.P. are obliged to address the competent authorities and to receive appropriate legal advice before the commencement of any research activity, keeping a complete record of their relevant correspondence also after the completion of the research. In case of doubt, members of D.E.P. are obliged to address the Research Ethics Committee (E.H.D.E.) operating at the University of Patras pursuant to articles 277–282 of Law 4957/2022, or the competent Vice-Rector.

8. Researchers must care for the meticulous observance of safety regulations, especially in laboratory research. In case compliance depends on infrastructure/equipment issues, they inform the competent authorities so that the necessary measures are taken immediately.

Article 5

RULES OF ETHICS FOR TEACHING

1. The obligations of the teaching staff of the University must be observed consistently and fulfilled by them personally. Possible assignment of teaching work to third persons is prohibited and may be done only exceptionally and after the provision of consent of the competent body of the Department to which the member of D.E.P. or the lecturer belongs.

2. According to article 21 of Law 2121/1993 (A' 25), it is permitted without the permission of the creator and without remuneration, the printed reproduction of articles lawfully published in a newspaper or magazine, short excerpts of a work or parts of a short work or of a work of the fine arts lawfully published, provided that it is done exclusively for teaching or examinations at the University of Patras, to the extent justified by the pursued non-commercial purpose, is consistent with good morals and does not prevent normal exploitation. The reproduction must be accompanied by indication of the source and the names of the creator and the publisher, unless this is impossible.

3. They must comply with the established policies of use of scientific material (data, diagrams, slides, etc.) for teaching purposes.

4. The awarding of grades to students by members of D.E.P. and lecturers must be done in an impartial and transparent manner.

Article 6

INTELLECTUAL PROPERTY – PLAGIARISM

1. The reproduction in whole or in part of intellectual works of third persons (books, articles, assignments, etc.) as well as their translation, adaptation, falsification or imitation, without

the permission of their creator, is prohibited by law, regardless of the form in which it takes place (printed, electronic, photographic, etc.) and constitutes a civil and criminal offence, as well as a serious disciplinary violation. Every creator or co-creator of a work is entitled to be mentioned and recognized as such, enjoying also any economic rights deriving from the work. The omission of reference to the intellectual contribution of third persons in a published work or, conversely, the inclusion of a person as creator or co-creator in a work to which he/she did not contribute personal creative work, constitute serious disciplinary offences.

2. In case of a work that is the result of the actual creative contribution of more than one persons, these persons must all be mentioned as co-creators of the work in order of the importance of their contribution. In case the publication is the fruit of remunerated work assigned by contract by a public or private body, special care must be taken in order that any contractual obligations undertaken, which may limit the economic and moral rights of the creators, are observed. The exploitation of economic rights arising from industrial or intellectual property rights by the creator or inventor may be subject to restrictions, especially for works produced with the means or funding of the University of Patras or another body.

3. Plagiarism is the incorporation in a work of ideas, excerpts or even individual phrases of a work of a third person, without reference to the relevant source. It is prohibited:

a) the use of the intellectual creations of third persons and their presentation as personal creations of the member of the university community,

b) the submission of assignments prepared in collaboration with others as products exclusively of individual work of one member of the university community.

4. Plagiarism constitutes a serious disciplinary offence, especially when committed by members of the university community and appears in works presented as original works of their author. Members of the University of Patras are obliged to avoid the publication of the same work in different forms either in different publications, without or with insignificant changes, so that the resulting publications appear fictitiously as multiple independent and original works of the publishing person.