



**DANUBIUS COLLEGE CODE OF CONDUCT  
SCIENCE INTEGRITY ETHICAL STANDARDS**

**SLÁDKOVIČOVO 2021**

## **PREAMBLE**

*Teachers, researchers, and other employees of the private Danubius College, in an effort to enhance its reputation, hereby undertake to observe in their activities the ethical principles set forth in this Code, which declares that ethics has an important place in the structure of human knowledge as one of the oldest philosophical disciplines dealing with morality, moral values and the ways of conduct that lead to the application of moral laws in various areas of life. Teacher, researcher, and other employees of the DC are to uphold and respect the set moral values and regulate their behaviour and actions accordingly. Danubius College is a non-discriminatory space and a space of tolerance and respect, where and fosters a diversity of perspectives and where inclusiveness grounded in principles of justice prevails. It is the fundamental responsibility of the academic community to articulate research principles, to define criteria for appropriate research conduct, to maximize the quality and reliability of research, and to respond appropriately to threats to or violations of research integrity. The primary objective of this Code is to raise awareness of this responsibility and to help academia establish a framework for self-regulation. It describes professional, legal, and ethical responsibilities, considering the importance of the institutional environment in which research is conducted. The Code is therefore relevant and applicable to both publicly and privately funded research, considering the reasonable constraints on its implementation Education is a human right, a public good and should be accessible to all.*

### **Art. 1**

#### **DANUBIUS COLLEGE MANAGEMENT AND MORAL BEHAVIOUR**

1. The management of the private Danubius College must not consider commercial considerations, its own profit and benefit in the educational process, but must be guided by its conscience, the positive educational needs of the student and scientific knowledge.
2. The management shall strive in its activities to achieve the common good, welfare and benefit of the Teachers and other staff and students.
3. The management is to guarantee the freedom of scientific research and educational activities of teachers and to create appropriate conditions for quality scientific research and educational activities in accordance with generally accepted social and ethical principles and values, key values as well as the laws of the Slovak Republic.
4. Management is to guarantee equality of opportunity to all teachers, staff, and students and to evaluate them objectively on the basis of the outcomes presented.
5. The management is bound to create motivational and competitive working environment that reflects valid laws and standards. The instructions and requirements of the management must not be in contrast to the legal and ethical standards and standards anchored in this Code of Conduct.

6. The teacher is bound to respect agreements adopted by the management and to conduct them responsibly. The management and the college teachers support collegial relationships and strive to mutually cooperate, even if the opinions might differ. They keep civilized relationships based on mutual respect and justice.
7. The management respects the regulations of the chancellor and Administration committee; however, it has a right to voice its opinion to their requirements accordingly.
8. With the meaning of valid legislation, the management safeguard health and safety protection of the employees and students.

## **Art. 2**

### **ETHICAL BEHAVIOUR OF A COLLEGE TEACHER**

1. The teacher is bound to act in compliance with the requirements of the management, while these requirements must not be in contrast to the legal and generally required ethical principles as well as to principles contained in this Code of conduct. The teacher has to respect the agreements adopted by the management and to responsibly conduct these agreements. He does not interfere with the competencies of the management, has however the right to voice his opinion to the management requirements accordingly.
2. Teacher respects his /her occupation, performs it duly and responsibly and is aware of joint professional responsibility for the generation being educated and taught by him / her.

3. Teacher has a duty to act in compliance with legal standards valid in Slovak republic, adhere to the Constitution of Slovak republic and respect binding working regulations. He / she has the same political, social, and economic rights guaranteed by the Constitution of Slovak republic as the other member of society. He respects these rights and freedoms of other persons too. He has a right to protect his / her rights.
4. The teacher actively participates on public academic discussion. He / she develops his / her scientific field in compliance with the science ethics. The teacher is ambitious, consequent, and honest when performing his / her work. He / she refuses plagiarism and presents results of the science-research activity that he / she has authored or co-authored on the basis of identified portion on achieved results. He will protect the results achieved through pedagogic, research, technical and other activity on behalf of the college from the misuse and will not provide these to the third persons without accordingly protecting intellectual or even tangible property.
5. The scientific title is to be achieved in compliance with the defined rules, the teacher does not cheat, copy texts without stating the source, does not present opinions of other as his / hers, does not violate copyrights. If his / her results are to be published again, this fact is to be stated in his / her paper, where he / she quotes his / her previous work.
6. In relation to the domestic and foreign scientific and pedagogic community, he / she behaves correctly, respects copyright and intellectual property rules and takes care of the reputation of the college he / she represents.
7. The teacher responsibly prepares for his courses in order to provide meaningful information and in order to perform his / her vocation as good as possible. His / her information concerning the education are objective, truthful and clear.
8. The teacher does not require information and knowledge beyond the information defined in the description of the subject from the students and neither does he require information that have not been presented during education process.
9. Subject to the assessment of the student are the results of his study, gained competencies, as well as his diligence, personal growth, respect to the rights of other persons, preparedness to cooperate. The assessment of the teacher is a means to positive support of healthy development of the personality of the student.

10. The teacher attends classes regularly and on time and organizes the education in such a way, the failure to achieve the preliminarily defined goals is prevented.
11. The civility, integrity, justice, professional attitude and mutual respect of rights and duties are the main factors for the good relationship between the college teacher and the student. The teacher is tolerant and sincere towards the student, he / she does not underestimate and embarrass the students. Any form of bullying, defamation, mocking, isolation, keeping of the important information, overflowing criticism is prohibited.
12. The teacher shall not intentionally cause any physical, social, mental, moral, or other harm. He / she shall not support and participate on such activities that intentionally harm or restrict student's healthy development, freedom, and rights. If there is a suspicion that such behaviour could have occurred, the teacher is to inform his superiors.
13. The teacher accepts the differences of students, respects their opinions, political orientation, and religion (if they do not restrict the rights of others) in order to create human, tolerant and mutually respectful social relationships. He refuses and does not tolerate discrimination (because of age, race, gender, ethnicity, sexual orientation, health disadvantage and others).
14. Sexual abuse on academic soil is not ethical, does not have dignity and uncalled for. The teacher does not tell nasty and insulting jokes or jokes with double meaning, he / she does not use sexual innuendo and does physically engage in physical abusing, even physical abusing with sexual innuendo. Sexual abuse is considered a breach of law, it violates the protection of personality and interferes with the privacy of the person, violates human rights, human dignity and causes moral harm to the person. The teacher has to be capable of self-reflection, regularly assesses his or her own behaviour, corrects potential mistakes and carries responsibility for them. He / she shall be aware of the consequences of his / her own decisions.
15. The teacher shall not misuse the information about studies, family, and health of the student (not even after the termination of his employment).
16. The teacher will inform the management of the college (school, faculty) about all the out – of - the work activities that might cause the conflict of interests.

17. The teacher keeps written or electronic logs in compliance with the Law on the personal data protection.

### **Art. 3**

#### **ETHICAL BEHAVIOUR TOWARDS STUDENTS**

1. The teacher shall perceive every student as unique and autonomous creature and respect-worthy personality. He / she appreciates every student, respects, and supports students' dignity and integrity. He / she knows the rights and justified needs of the student connected with the student's studies (or the plan of studies). He / she respects student's rights and protects them fully if the student does not restrict others by pursuing his rights.
2. Civility, integrity, justice, professional attitude and mutual respect of rights and duties are basic factors for good relationship between the college teacher and the student.
3. The teacher supports positive personal development, as well as cognitive and moral development of students. He / she uses the methods for education and scientific activity / technical leadership carefully and consciously, so that it won't be harmful for the student. In case of unintentional harm, he / she tries to mitigate the consequences as per mutual agreement with the student.
4. The teacher assesses students justly and objectively and does not interfere in the assessment of students being done by other colleges. The student responsibly uses the right to lead an open and sincere consultation with the teacher or the supervisor.
5. The teacher has the right to instruct the teacher about the adherence to the social etiquette rules.

### **Art.**

#### **INTERPERSONNEL RELATIONS**

1. Relations between the employees of the college are based on mutual respect and tolerance. Mutual respect of rights and duties, respect of the opinion, political orientation, and religion (as far, as no rights of other persons are violated). No signs of discrimination (age, race, gender, ethnicity, sexual orientation, health disability and other discrimination) are to be tolerated.

2. The teacher tries to create collegial and correct relationships. When solving work and scientific tasks, the teacher is willing to consult, cooperate, advice – if asked to do so.
3. The teacher refuses intentional harm to other colleges – defamation, slandering, intrigues, and other pressuring methods. The basis for the decision making, acting and behaviour of the college teacher is the principle of humanity, respect, human dignity, moral right, justice, and responsibility.
4. The teacher should not embarrass the colleague in front of students and comment on him, his way and method of teaching. Correct and constructive criticism however is justified, relying on the objective and measurable results of the work.
5. When assessing the presented theses or the results of the colleagues (in case of qualification process or when reviewing the monography, study, journal of texts, textbook etc.), the teacher proceeds objectively and honestly, staying highly professional, technical, and discreet.

#### **Art. 5**

### **CLIENTELISM AND CORRUPTION**

1. Clientelism and corruption prevent effective education and violate authority or the status of academic soil as independent and objective institution. Corruptive behaviour of the college teacher is considered for the breach of the Code of Conduct. The teacher does not accept, nor does pursue corruption, does not support, spread it or any of its forms. He / she refrains from actions that might lead to corruption and to conflict of interest. The superior employee is to be immediately informed on any real or potential conflict of interests.
2. The teacher or other employee of the college do not accept any gifts, benefits, or counter-services from their clients / students in order influence the results of studies and assessment. The aforementioned way of personal profit of the college teacher is considered non-ethical behaviour and weakens the trust of the public in the values of the college as well as harms its reputation.

3. The teacher cannot find himself in the position where he / she would feel bound to pay back for any provided service or any other offered benefit, as the impartiality and objective of his / her actions and decision making would be violated. He / She anticipates such situations and avoids them. He / she does not offer or provide any benefit connected with his position.
4. The teacher refuses clientelism.
5. Political orientation shall not influence decisions and acting of the college teacher at work, when dealing colleagues, management, other employees, and students. He / she is able to justify any of his / her decisions and actions and make them public.
6. The teacher shall not abuse the property of the college for his / her own purposes.

## **Art. 6**

### **PRESENTATION OF THE COLLEGE TEACHER IN PUBLIC**

1. The behaviour of the college teacher out of his workplace shall be responsible and adequate to the seriousness of the status of the college teacher.
2. Verbal and non-verbal communication of the college teacher is polite and dignified. The teacher does not use vulgarities, gestures, is able to handle negative emotions, is not aggressive and unpolite towards others. In public, the teacher politely represents the seriousness of his working position on the academic soil. He / she shall act and behave as a trustworthy person.
3. The teacher refrains from smoking and alcohol drinking on the academic soil, he / she does not offer alcohol to colleagues and students. The participation of the college teacher when under influence of alcohol or other addictive substances on education process is considered a violation of the Code of Conduct.
4. If the teacher presents his / her opinion publicly or comments on public topics concerning social life, he / she shall pronounce that it is his personal or technical opinion and not the attitude of the college. If the teacher will publish his / her opinion in the media, it is only presentation of his own opinion and attitude and not the presentation of the opinion of the college. The official statements are being presented by the chairman of the Administrative



committee, the dean or a person who has been entrusted to be his proxy.

5. The Teacher does not use the name of the College for his / her own advertising or promotion purposes, except for case that are directly connected with the College. He / she shall not establish his / her identity as a College employee in the public advertisement without prior consent of the College management. The teacher adheres to the rules of social etiquette.

#### **Art. 8**

### **RELATIONSHIPS WITH COMPETITION**

The private Danubius College respects competitive environment in the education process as a part of healthy competitive environment that is necessary to tackle its challenges honestly and successfully. The teacher treats the competition correctly and in compliance with good behaviour.

#### **Art. 9**

### **SCIENCE INTEGRITY**

The teachers and scientific workers of the Danubius College adhere to the following rules of the science integrity:

- **Reliability** when safeguarding the quality of research that reflects in the draft of its conception, methodology, analyses and in the usage of sources.
- **Honesty** when conducting research, preparing, assessing, submitting of reports, and communicating the research transparently, honestly, fully, and impartially.
- **Respect** towards colleagues, research participants, society, ecosystems, cultural heritage, and environment.

**Responsibility** or the research from the first idea up to the publishing, for the management and organization of the research, for the technical preparation, supervision, and technical supervision and for the broader consequences of the research. It is very important that the scientific workers of the College gain the knowledge, methods and ethical rules concerning their area of expertise. The failure to adhere to the correct research pursuance is considered a violation of work duties. It is harmful for the research processes, the relationships between researchers are being disturbed, the trust within research and its reliability is being reduced, the depletion of sources occurs, and the research subjects, users, society and environment might be exposed to unnecessary detriment.

## Art. 10

### VIOLATION OF ETHICAL RESEARCH RULES AND OTHER UNACCEPTABLE PRACTICES

Violation of the ethical rules of the research usually includes fabrication, falsification or plagiarism when drafting, pursuing, or assessing research or when submitting reports on the research results:

- **Fabrication** is the creation of made-up results and their documenting as if these were real.
- **Falsification** is the manipulation with the research material, devices or processes or unjustified changes, skipping or leaving out of data or results.
- **Plagiarism** is the usage of the work and ideas of other people without stating a proper link to the original source, which violates the rights of the original authors to the results of their creative intellectual activity.

These three forms of violation are considered extraordinarily serious, as they distort the integrity of the research process or other researchers. Except for the direct violation of the correct research practices as per this Code of Conduct, further unacceptable practices include, but are not limited to:

- Manipulation with the copyright or disparaging of other researchers in the publications
- Repeated publishing of relevant parts of his / her own earlier publications including translations without properly stating the source or quoting the original (so called: auto-plagiarism).
- Selective quotation aiming to support own findings or to please the redaction, revision, or colleagues.
- Failure to provide the research results.
- Endangerment of the independence of the research process or presentation of its results in a biased way - to the benefit of the people financing / supporting the research.
- Unreasonable extending of the bibliography.

- Maliciously accusing a researcher of violating ethical or other research rules.
- Misrepresentation of research results.
- Exaggerating the significance and practical application of research results.
- Delaying or unreasonably interfering with the work of other researchers.
- Abuse of seniority to violate the integrity of research.
- Ignoring alleged violations of research integrity or concealing inappropriate responses to violations of ethical and other research rules.
- Establishing or supporting journals that undermine research quality control (so-called predatory journals).
- The most serious forms of unacceptable practices are sanctioned. However, every effort should be made to prevent, discourage, and stop them, through training, supervision and guidance, and through the development of a positive and stimulating research environment.

## **Art. 11**

### **DEALING WITH THE VIOLATION AND ACCUSSATION OF VIOLATION OF ETHICAL RULES**

National or institutional guidelines vary in how breaches of good research practice or allegations of research misconduct are dealt with in different countries. However, it is always in the interest of society and academia that violations are dealt with consistently and transparently. Any investigation must be based on the following principles.

#### **Honesty**

- Investigations shall be conducted fairly, comprehensively, and expediently, with the highest possible degree of accuracy, objectivity and thoroughness.
- The parties to the proceedings shall disclose any conflict of interest that may arise during the investigation.
- Measures shall be taken to ensure that the investigation reaches its conclusions.
- The investigation shall be conducted in confidence in order to protect the persons involved.
- The institutions shall protect the rights of whistle-blowers during the investigation and ensure that their professional future is not jeopardised.
- - Guidelines for addressing breaches of good research practice are publicly available and accessible to ensure transparency and consistency.

## **Justice**

- Investigations are conducted properly and fairly to all parties.
- Persons accused of research misconduct shall be notified of the details of charges and be given a fair hearing in which they can respond and present evidence.
- Persons who are found to have violated research ethics shall be subject to measures commensurate with the seriousness of their conduct.
- If researchers are exonerated, appropriate remedial measures shall be taken.
- Any person accused of a breach of research ethics rules shall be presumed innocent until proven otherwise.

## **Art. 12**

### **FINAL PROVISION**

### **PROCLAMATION**

By regularly checking compliance with the Code of Conduct and Integrity of Science in the comprehensive evaluation of work performance, the teachers, researchers, and other employees of the DC want to ensure that compliance with the Code becomes a natural part of behaviour and that the private Danubius University represents itself as an important institution of education, science, and culture of the nation.

The Code of Conduct and Research Integrity of the DC was adopted and approved at the meeting of the Academic Senate of the DC on 16 April 2021 and is based on the principles of the document Magna Chartum Universitatum (March 2020) and the European Code of Conduct and Research Integrity.

doc. Ing. Ján Králik, PhD.

Chairman of the Academic Senate of DC

Prof. Ing. Peter Plavčan, PhD.

Chancellor of DC