



BJELOVAR UNIVERSITY OF APPLIED SCIENCES  
TRG E. KVATERNIKA 4, BJELOVAR

<b>CLASS</b>	602-04/24-07/24
<b>REG. NO</b>	2103-1-21-08-24-4
<b>Date</b>	December 5, 2024
<b>Revision Number of the Document</b>	5
<b>Document Prepared By</b>	Ethical Committee
<b>Approved By</b>	University of Applied Sciences Council
<b>Adopted By</b>	University of Applied Sciences Council
<b>Number of Pages</b>	20
<b>Previous Documents</b>	1.Ethical Code of Bjelovar University of Applied Sciences, November 12, 2012 2.Ethical Code of Bjelovar University of Applied Sciences, September 17, 2015 3.Ethical Code of Bjelovar University of Applied Sciences, February 22, 2018 4.Ethical Code of Bjelovar University of Applied Sciences, January 24, 2022

Bjelovar, December 5, 2024.

# Contents

<b>1</b>	<b>INTRODUCTORY PROVISIONS</b> .....	<b>1</b>
<b>2</b>	<b>GENERAL PROVISIONS</b> .....	<b>1</b>
2.1	Scope and Content.....	1
2.2	Purpose of the Ethical Code.....	3
2.3	Interpretation of Terms .....	3
<b>3</b>	<b>BASIC PRINCIPLES AND RULES</b> .....	<b>4</b>
3.1	Principle of Peaceful Enjoyment of Rights.....	4
3.2	Principle of Respect for the Integrity and Dignity of the Individual .....	4
3.3	Principle of Autonomy in Scientific, Professional, and Educational Work.....	4
3.4	Principle of Equality and Justice.....	4
3.5	Right to Academic Freedom.....	5
3.6	Principle of Professionalism.....	5
3.7	Principle of Respect for Laws and Legal Procedures .....	5
<b>4</b>	<b>UNACCEPTABLE BEHAVIORS</b> .....	<b>6</b>
4.1	Discrimination .....	6
4.2	Research.....	6
4.3	Harassment.....	6
4.4	Prejudice .....	7
4.5	Acceptance of Gifts and Other Benefits.....	7
4.6	Physical Harm and Abuse.....	7
4.7	Drugs and Alcohol.....	7
4.8	Safety and Protection .....	7
<b>5</b>	<b>ETHICAL RULES IN TEACHING, SCIENTIFIC, AND PROFESSIONAL WORK</b> .....	<b>8</b>
5.1	Scientific Integrity .....	8
5.2	Fabrication of Results.....	8
5.3	Falsification .....	8
5.4	Plagiarism.....	9
5.5	Misuse of Authorship.....	9
5.6	Collegiality.....	9
5.7	Professional Duties .....	10
5.8	Relationship to One's Own Work.....	10
5.9	Relationship Toward Employees of the University .....	11

5.10	Relationship Toward Students and Participants .....	11
5.11	Relationship Toward Property .....	12
5.12	Relationship Toward the Public .....	12
5.13	Public Speaking .....	12
5.14	Professional Advancement .....	13
5.15	Responsibility to Members of the University .....	13
<b>6</b>	<b>ETHICAL RULES AND BASIC OBLIGATIONS OF STUDENTS AND PARTICIPANTS AT THE UNIVERSITY.....</b>	<b>14</b>
<b>7</b>	<b>MONITORING, IMPLEMENTATION, AND INTERPRETATION OF THE ETHICAL CODE ..</b>	<b>14</b>
7.1	General Duty of Monitoring and Implementing the Ethical Code .....	14
7.2	Ethical Committee.....	14
<b>8</b>	<b>STUDENTS AND PARTICIPANTS.....</b>	<b>15</b>
8.1	General Provisions .....	15
8.2	Rights of Students and Participants .....	15
8.3	Obligations of Students and Participants.....	16
8.4	Academic Dishonesty.....	16
8.5	Cheating .....	17
<b>9</b>	<b>PROCEDURE BEFORE THE ETHICAL COMMITTEE OF THE UNIVERSITY .....</b>	<b>18</b>
9.1	Request for Opinion .....	18
9.2	Actions of the Ethical Committee .....	18
9.3	Opinion of the Ethical Committee .....	19
9.4	Activities of the Ethical Committee .....	19
<b>10</b>	<b>TRANSITIONAL AND FINAL PROVISIONS.....</b>	<b>20</b>

Based on Article 55, Paragraph 2 of the Law on Higher Education and Scientific Activity (NN 119/22) and Articles 13, 62, and 65 of the Statute of the Bjelovar University of Applied Sciences, as well as the proposal of the Ethical Committee, the University Council, at its 6th meeting in the academic year 2024/2025 held on December 5, 2024, adopted the

## **ETHICAL CODE of the Bjelovar University of Applied Sciences**

### **1 INTRODUCTORY PROVISIONS**

The Bjelovar University of Applied Sciences (hereinafter referred to as the University) diligently and consistently fulfilling its social mission, promoting academic integrity and academic freedom, aims to foster the principles of ethical and professional excellence in all areas of collective and individual action by adopting this Ethical Code.

The goal of the University is to contribute through its educational work to the realization of national interests, the development of the Croatian economy, and society as a whole, through the professional advancement and development of its students, external collaborators, and employees. To this end, the University will direct all its efforts, resources, and opportunities toward building and ensuring conditions for the intellectual, personal, social, and ethical development of its students, external collaborators, and employees.

The values we will promote through every activity are: the personal dignity of every individual, truthfulness, impartiality, equal opportunity, free and prudent discussion, openness to constructive changes, respect for the rights of all individuals, and the ongoing pursuit of excellence.

This Ethical Code emphasizes the values we as an institution believe in and calls upon and obliges every student, external collaborator, participant, and employee of the University to behave in accordance with them and to responsibly contribute to the development of the collective and society as a whole.

### **2 GENERAL PROVISIONS**

#### **2.1 Scope and Content**

##### Article 1.

(1) The Ethical Code of the University is a set of norms of behaviour containing moral principles and principles of professional ethics according to which students, teachers, external collaborators, participants, and other employees at the University, i.e., all members of the university community, should act in their professional and public activities.

(2) The purpose of the Ethical Code is to promote values specific to the activities of higher education in the broadest sense. Promoting ethical behaviour and values contained in this code is the obligation of

all employees, students of all genders, external collaborators, participants, as well as the collective of the University as a whole.

#### Article 2.

(1) The rights and obligations prescribed by this Ethical Code relate to the behaviour of students, external collaborators, participants, and employees of the University:

- in the spaces owned, used, or controlled by the University,
- in actions outside the University that are in any way related to the University,
- in the professional and scientific work of employees, collaborators, participants, and students of the University.

(2) Students, external collaborators, participants, and employees who violate these norms will be subject to appropriate measures in accordance with applicable acts to influence their further personal development, to protect the rights of others and members of the collective, as well as the property and stability of the University.

(3) The principles of the Ethical Code shall also apply appropriately to other persons involved in the work and activities of the University.

#### Article 3.

(1) This Ethical Code contains:

- fundamental rights and freedoms of students, external collaborators, participants, and employees of the University,
- fundamental principles related to morally unacceptable behavior of students, external collaborators, participants, and employees at the University,
- ethical rules in teaching and research-teaching processes at the University,
- ethical rules and fundamental obligations of students, external collaborators, participants, and employees at the University,
- provisions regarding the composition and procedure before the Ethical Committee of the University.

#### Article 4.

(1) The Ethical Code is subject to regular reviews and potential amendments in accordance with the development and understanding of ethical and professional values.

(2) The University has the obligation to ensure necessary conditions for all students, external collaborators, participants, and employees to be familiar with the content of the Ethical Code.

## 2.2 Purpose of the Ethical Code

### Article 5.

- (1) The purpose of the Ethical Code is to promote values specific to the activities of the University in the broadest sense. Promoting ethical behavior and values contained in this code is the obligation of all bodies, students, external collaborators, participants, and employees of the University.
- (2) The purpose of the code is also to establish expected relationships based on responsibility and honesty, rather than explicitly listing what is not allowed.
- (3) The code does not limit human, intellectual, and academic freedom but emphasizes the role of civilized relationships among all community members and the responsible exercise of rights in accordance with responsibility in professional research, teaching work, and academic obligations.
- (4) The application of this code presupposes good intentions and fair judgment.
- (5) To achieve the goal stated in paragraph 1 of this article, the Ethical Committee provides opinions on the implementation of ethical principles and standards at the University, both in general matters and in specific cases, and undertakes other actions and performs other activities regulated by the Ethical Code.
- (6) The procedures prescribed by the Ethical Code do not determine rights, obligations, and responsibilities and are not an alternative to civil, criminal, administrative, or disciplinary proceedings governed by laws, other regulations, and acts of the University.
- (7) If a violation of the Ethical Code of the University entails disciplinary responsibility for the offender, separate acts of the University will determine when it is necessary to seek the opinion of the Ethical Committee.
- (8) An opinion given in a procedure regulated by the Ethical Code acts with authority, does not bind other bodies, and is not an administrative act.

## 2.3 Interpretation of Terms

### Article 6.

- (1) For the purposes of the Ethical Code, certain terms should be interpreted as follows:
  - The term "members of the University" refers to all individuals who study, participants in lifelong education programs, those who teach, engage in scientific and professional work, collaborate in the implementation of scientific, educational, or professional programs, and operate within common and auxiliary services, regardless of the type and duration of the contract under which they exercise rights and obligations at the University.
  - The term "teacher" refers to all individuals who teach at the University, regardless of the type and duration of the contract under which they teach.
  - The term "student" refers to all individuals enrolled in an educational program at the University, regardless of their status.
  - The term "participant" refers to all individuals attending adult education programs or professional training for obtaining micro-qualifications or partial qualifications in higher education.
- (2) Terms such as "applicant," "student," "external collaborator," "teacher," "participant," "employee," "member," etc., in the Ethical Code are not gender-specific and refer equally to members of both sexes.

(3) The term "law" refers to all applicable legal regulations of the Republic of Croatia that govern issues related to higher education unless otherwise specified in the text.

### **3 BASIC PRINCIPLES AND RULES**

#### **3.1 Principle of Peaceful Enjoyment of Rights**

##### **Article 7.**

(1) The University must ensure that every member enjoys all human rights exercised within the community and is treated with respect for rights guaranteed by the Constitution and laws of the Republic of Croatia.

(2) The rights of members of the University may only be limited to achieve the rights of other community members and the general public, in accordance with the goals of the University and to the extent deemed absolutely necessary.

#### **3.2 Principle of Respect for the Integrity and Dignity of the Individual**

##### **Article 8.**

(1) All members of the University should be respected as individuals in line with their guaranteed rights to life, integrity, and dignity.

(2) All members of the University must be ensured the right to privacy and autonomy in their actions.

#### **3.3 Principle of Autonomy in Scientific, Professional, and Educational Work**

##### **Article 9.**

(1) All members of the University have the right to act autonomously within the University, within the limits of their status and in accordance with the goals of the University.

(2) All members of the University should be recognized for their right to uninterrupted professional development and training in line with personal possibilities and plans, to the extent that this does not infringe upon the same right of others.

(3) All members of the University have obligations and responsibilities toward others in terms of fair, honest, and impartial behavior and accepting criteria of excellence in all domains for the sake of achieving the common good of the University as a whole.

#### **3.4 Principle of Equality and Justice**

##### **Article 10.**

(1) Every member of the University should act in accordance with the principle of equality and justice in a manner that excludes any form of discrimination, harassment, or exploitation.

(2) Members of the University must not abuse their authority and must not allow personal interests and relationships to lead to consequences that could affect the ability for objective judgment and the ethical and professional fulfilment of work obligations.

(3) All members of the University should be ensured equal conditions for fulfilling professional obligations, demonstrating intellectual abilities, and advancing.

### 3.5 Right to Academic Freedom

#### Article 11.

(1) The University protects academic freedom as a fundamental condition and feature in the processes of teaching, scientific research, professional work, and scholarship. Members of the academic community should be guided by the idea of freedom of scientific and intellectual creation in their research and exercise their traditional right to question and critique social values and structures in the spirit of responsible, objective, and fair pursuit of truth, as well as the acquisition and distribution of knowledge

(2) The University should protect all members of the academic community from any attempts to limit or deny that freedom.

(3) The University supports and encourages freedom of thought and expression as a fundamental value in all segments of academic life and work.

### 3.6 Principle of Professionalism

#### Article 12.

(1) Members of the University are expected to responsibly, diligently, professionally, and ethically fulfill all their obligations toward students, participants, colleagues, and other employees of the University. In their actions, members of the University follow the principles of objectivity, impartiality, prudence, correctness, dialogue, and tolerance.

(2) Members of the University have the obligation to respect criteria of expertise and excellence and, accordingly, to continually engage in professional development within their chosen field and base all professional and ethical judgments on available facts, excluding any form of prejudice.

(3) All members of the University are expected to act in the spirit of common goals. Their involvement in activities outside the University should not conflict with their professional obligations at the University nor negatively affect those obligations, the quality of their scientific, research, professional, and teaching work, or the reputation of the University.

(4) All members of the University are expected to contribute to the reputation of the University through their appearance and professional attire.

(5) The verbal and nonverbal communication of members of the University should align with their roles and responsibilities within the community.

(6) Members of the University are obliged to participate in the work of university bodies and prioritize this over activities outside the University.

### 3.7 Principle of Respect for Laws and Legal Procedures

#### Article 13.

(1) All members of the University are expected to respect all legal regulations and legal procedures related to their obligations as members of the community.

(2) The University has the obligation to ensure the necessary conditions for familiarizing members of the University with all relevant rules pertaining to their obligations.

(3) In all procedures relating to the realization of the principles and rules of the Ethical Code or related to it, members of the University should be ensured the opportunity to participate in the process, the right to express their opinions on relevant claims and present their arguments, as well as an equal position in the process in relation to other participants in the same or comparable position.

## **4 UNACCEPTABLE BEHAVIORS**

### **4.1 Discrimination**

#### Article 14.

(1) Any form of direct and indirect discrimination based on race, ethnic origin or skin color, gender, language, religion, political or other beliefs, national or social background, property status, union membership, education, social status, marital or family status, age, health status, disability, genetic inheritance, gender identity, expression, or sexual orientation is unacceptable at the University.

(2) The exclusive criteria for evaluation and advancement must be expertise, ability, and professional merit, as well as qualifications and results in performing specific types of activities, jobs, and tasks.

### **4.2 Research**

#### Article 15.

(1) When conducting biomedical research of any type on humans, the recommendations of the Helsinki Declaration from 2013 must be fully respected.

(2) Research that may cause any risk, physical or psychological harm to individuals is not allowed, nor is supporting, encouraging, or concealing such activities conducted by members of the University.

(3) The rights and dignity of all who participate as subjects and other participants in professional or scientific work must be adequately protected.

(4) In scientific and professional work, the binding principle of informed consent based on the appropriate information of participants is applied. All patients participating in the research must sign a legally binding consent for participation in the research (informed consent).

(5) In scientific research, fabricating, falsifying, and plagiarizing data, works, and ideas is prohibited.

(6) All research conducted outside the University system is subject to the rules of the institution where it is conducted.

### **4.3 Harassment**

#### Article 16.

(1) Any form of harassment between members of the University is prohibited.

(2) Harassment is considered any inappropriate behaviour towards another person aimed at or which actually represents a violation of personal dignity, which interferes with their ability to perform work tasks or reduces their quality of life. Harassment is particularly considered any act, whether singular or repeated, verbal, nonverbal, or physical, in real or virtual space, that creates or contributes to creating uncomfortable and hostile working and educational circumstances or that intimidates, insults, or humiliates another person.

(3) Every person has the right and duty to report harassment committed by a member of the University. No pressure may be exerted on a person who has refused harassment or reported such behavior.

#### 4.4 Prejudice

##### Article 17.

(1) All members of the University should be objective and must not allow any kind of prejudice to affect their objectivity in academic, research, administrative, business, and managerial activities.

#### 4.5 Acceptance of Gifts and Other Benefits

##### Article 18.

(1) Members of the University must not solicit gifts or encourage giving, whether for themselves or for another person, for which there is a reasonable assumption that it may indirectly or directly affect their objectivity, the fulfillment of professional obligations, and the respect of professional rights and duties.

(2) Members of the University have the obligation to reject any attempt at corruption.

#### 4.6 Physical Harm and Abuse

##### Article 19.

(1) The educational process requires all participants to respect the right to personal integrity of other members of the University in achieving their academic goals and participating in the University's activities.

(2) Any form of intentional physical harm, harassment, bullying, coercion, intimidation, threats, ridicule, insults, or similar represents a violation of this Ethical Code.

#### 4.7 Drugs and Alcohol

##### Article 20.

(1) The stance of the University is that education and counseling are the best means of combating the abuse or potential abuse of narcotic drugs and alcohol. Any form of presence of students, external collaborators, participants, and employees at the University and/or related institutions under the influence of drugs or alcohol is subject to disciplinary action.

(2) The following actions are considered violations of this Ethical Code:

- sale and use of narcotic drugs in spaces owned, used, or controlled by the University, as well as in the spaces of related institutions where students conduct internships
- sale and consumption of alcoholic beverages in spaces owned, used, or controlled by the University, as well as in the spaces of related institutions where students conduct internships
- participation in the educational process under the influence of narcotic drugs or in an intoxicated state.
- (3) Exceptionally, if the University or the Student Council organizes festive events, gatherings, or receptions, reasonable consumption of alcohol is considered permissible, but all members of the University are responsible for their actions.

#### 4.8 Safety and Protection

##### Article 21.

(1) The following actions are considered violations of this Ethical Code:

- intentionally creating circumstances that are dangerous to life, physical or mental health, and safety, situations that are dangerous to life, health, and safety, arising from unacceptable neglect of obligations,

- access or attempted entry into any object or space of the University with restricted access without authorization from authorized persons,
- possession, giving to another person, making, or participating in making a key or other means that allow access to the University's facilities or property without permission from authorized persons,
- intentionally damaging or destroying the property of the University or property belonging to others at the University,
- introducing firearms, cold weapons, explosive devices, dangerous chemicals, and other hazardous devices and substances (exceptions may only be made with special permission from authorized persons at the University),
- intentionally providing false information for the purpose of falsely alerting any member of the University,
- intentionally disrupting the operation of computer systems or technological resources,
- misuse of computer systems or technological resources for unauthorized purposes.

## **5 ETHICAL RULES IN TEACHING, SCIENTIFIC, AND PROFESSIONAL WORK**

### 5.1 Scientific Integrity

#### Article 22.

(1) The results of scientific and professional work, especially scientific and professional research, must be collected in accordance with ethical standards of scientific and professional practice, respecting technical standards and established principles of scientific research, such as objectivity, impartiality, reproducibility, rigor in procedures, rationality, and the pursuit of truth and justice.

(2) Original data must be stored, protected, processed, used, and transmitted in such a way as to prevent their loss, destruction, unauthorized access, disclosure of confidential and secret data, or possible misuse during the prescribed time following the completion of the research.

(3) In scientific research, it is necessary to apply the principle of informed consent based on appropriately informing participants. The rights and dignity of all individuals participating as subjects and other participants in scientific research must be properly protected during and after the research, i.e., upon publication of the research results.

### 5.2 Fabrication of Results

#### Article 23.

(1) In scientific, professional, and research work, fabricating results is unacceptable.

(2) Fabrication is characterized as any intentional representation, dissemination, and publication of purported results from scientific, professional, and research work despite knowing that the scientific or professional work and research referenced were not conducted in reality.

### 5.3 Falsification

#### Article 24.

(1) Any form of falsification in scientific, professional, and research work is unacceptable.

(2) Falsification includes any action that manipulates an object, equipment, or research process contrary to the principles of scientific integrity to intentionally adjust or tendentiously interpret the results of scientific or professional research.

#### 5.4 Plagiarism

##### Article 25.

(1) Any form of plagiarism of works and ideas is considered a violation of the Ethical Code.

(2) All members of the academic community participating in scientific research must guarantee the originality of published scientific and professional works attributed to them, as well as the accuracy and integrity in presenting and citing information about the origin of ideas and claims used in their work.

(3) The right to intellectual property over research results and collected data, teaching materials, and other intellectual productions of all members of the University must be protected.

#### 5.5 Misuse of Authorship

##### Article 26.

(1) Members of the University are expected to designate as authors all and only those participants in the creation of scientific or professional work who have intellectually contributed to the work.

(2) Misuse of authorship is prohibited.

(3) Misuse of authorship includes:

- undeserved authorship without meeting authorship conditions and attempts for such authorship,
- misattribution of authorship, i.e., adding names to the list of authors without knowledge and consent,
- claiming authorship based on a superior position or financial or other support,
- intentionally omitting authors who meet the authorship criteria from the list of members,
- intentionally misquoting literature,
- unethical use of artificial intelligence tools.

#### 5.6 Collegiality

##### Article 27.

(1) Authors and co-authors of scientific and professional works during the development of research ideas, drafting concepts and forms of research, collecting, processing, or interpreting research results, and writing and formatting scientific or professional papers must adhere to the following rules:

- authors and co-authors defend the intellectual content of published works,
- any participation in research that does not represent authorship must be appropriately acknowledged,
- every member of the academic community has the right to access appropriate information and use publicly funded equipment and materials, respecting specific regulations,
- the mentoring relationship must be based on mutual respect and acknowledgment of intellectual property (copyright and related rights, industrial property rights, etc.) and other rights obtained during scientific and professional work within that relationship, without exploiting the superiority of the mentoring position,
- intentionally damaging or destroying materials, equipment, or data to obstruct the work of others is prohibited.

## 5.7 Professional Duties

### Article 28.

(1) In addition to complying with the fundamental principles and rules of the Ethical Code, teachers must also act in accordance with principles related to their professional teaching duties:

- Teachers base their scientific, teaching, and professional activities on constitutional principles of freedom of scientific research and creation. In their scientific, professional, teaching, and research activities, they are obliged to study and objectively assess phenomena in their field and be guided solely by the pursuit of truth, while in teaching they must faithfully convey the results achieved in their scientific area to students and develop in them loyalty to their future vocation and the highest values of the constitutional order of the Republic of Croatia;
- Teachers must maintain their independence as a fundamental precondition of scientific, teaching, professional, and research work and oppose any attempts to impose values or standards incompatible with the true vocation of a scientist or the rules of their field. They are particularly obliged to firmly defend the honor of their profession and refuse any attempts at bribery, including its concealed forms, such as obtaining various material and other benefits;
- It is the duty of teachers to contribute to the preservation and enhancement of the reputation of the University through their scientific, teaching, professional, and research work as well as public activities;
- Teachers must ensure the accuracy, precision, representativeness of the subject content, and the appropriate position of the subject within the study program; they should strive to enable students to effectively achieve the objectives of the subject; offer equal opportunities for knowledge enhancement that assure equal progress for all students; address all topics in an open, honest, and positive manner, particularly topics that students may consider especially sensitive for any reason; contribute to the intellectual development of students within the area in which the instruction is provided, and avoid all activities that could hinder that development;
- Teachers must ensure that students are evaluated in a valid, open, fair, and objective manner and in a timely fashion; ensure transparency and public nature of exams as well as objectivity in assessment; refrain from conditioning access to the exam with requirements not contained in the provisions of the teaching plan and program, particularly from imposing conditions that provide personal economic or other benefits to the teacher;
- It is the duty of teachers to respect the dignity of their colleagues and collaborate with them in the interest of advancing students; to respect the educational goals, strategies, and standards of the institution at which they teach in the interest of student development; to consider the opinions and evaluations of students regarding their teaching competence in order to improve the quality of the teaching process.

## 5.8 Relationship to One's Own Work

### Article 29.

(1) Every employee of the University must responsibly, diligently, professionally, and ethically fulfil all obligations towards students, participants, colleagues, and other employees of the University, adhering to the principles of objectivity, impartiality, prudence, and tolerance.

(2) All employees of the University are obliged to respect the criteria of expertise and excellence and, accordingly, to engage in professional development and continuously work on their education.

- (3) All employees of the University must perform their duties adequately, qualitatively, and diligently. In case of absence, they must timely inform their superiors or ensure an appropriate substitute.
- (4) Every employee of the University must, during working hours, dress appropriately as a member of the academic community.

## 5.9 Relationship Toward Employees of the University

### Article 30.

- (1) All employees of the University are obliged to contribute to the creation of mutual collegial relationships.
- (2) In reviewing and classifying others' works, teachers must rise above personal interests.
- (3) Teachers must respect the personal and professional dignity of younger colleagues. They must pay special attention to the education and training of young generations, gradually introducing them to scientific and professional work and the teaching process.
- (4) All employees of the University must respect the personal and professional dignity of other employees at the University. They cannot request that they perform tasks unrelated to their job responsibilities.

## 5.10 Relationship Toward Students and Participants

### Article 31.

- (1) The relationship between teachers and students, as well as participants, is based on fairness, respect, impartiality, openness, trust, and respect for privacy and dignity.
- (2) The abuse of power and superiority over students or participants is unacceptable.
- (3) In the teaching process, teachers need to establish dialogue with students or participants, guide them through their studies, encourage their active participation, foster free exchange of opinions and objective discussion, and connect theory with practice. To this end, special attention will be paid, besides lectures, to seminars, exercises, and other forms of instruction.
- (4) Teachers may not condition students' fulfillment of academic obligations and exam taking on the purchase of specific literature.
- (5) Teachers must evaluate students and participants fairly, solely based on demonstrated knowledge, understanding, and effort.
- (6) Exams must be public, as this best eliminates criticism of subjectivity.
- (7) It is the duty of teachers to consistently oppose interventions regarding exams, regardless of the source and justification.
- (8) Teachers must respect the dignity of students and participants, regardless of their ethnic origin, race, gender, age, marital status, and political, religious, or other affiliations.
- (9) Teachers must be accessible to students, especially by pre-determining consultation times. In communication with students, they should be courteous, not raise their voices, nor belittle students in any way.

(10) Teachers should take into account the opinions and assessments of students and participants regarding their teaching in order to enhance the quality of the teaching process.

#### 5.11 Relationship Toward Property

##### Article 32.

(1) Members of the University must treat the property of the University responsibly and use it with due care and must not use it for purposes unrelated to their work at the University.

#### 5.12 Relationship Toward the Public

##### Article 33.

(1) Teachers must be careful not to harm the reputation of the University, even outside of working hours.

(2) Teachers are obliged to resolve mutual disputes within the University, and the relevant bodies of the University must ensure that disputes are resolved in an appropriate manner and within a reasonable timeframe.

(3) In public criticism of another teacher and their work, a teacher must be restrained, considering that the University Council, scientific and professional associations, and scientific and professional publications are suitable venues for scientific and professional discussions and well-founded scientific and professional criticism.

(4) When speaking or commenting on specific phenomena through public media, public lectures, etc., teachers must ensure that their appearances are at an appropriate scientific and professional level and that their overall behavior aligns with the rules of the Ethical Code.

(5) Teachers must strictly separate their political activities from scientific, professional, and teaching work. Using the premises and resources of the University for political activities or personal promotion is unacceptable, as is using lectures and other contacts with students to promote party or other political positions.

(6) Promoting party viewpoints in teaching is prohibited.

(7) In political activities outside the higher education institution, teachers must maintain the reputation of the University and avoid extreme positions incompatible with the fundamental values of the constitutional order of the Republic of Croatia and contemporary understandings of democracy.

#### 5.13 Public Speaking

##### Article 34.

(1) The University is aware of its social responsibility and supports the right of its members to public speaking and freedom of expression, as well as other forms of action for the benefit of the community.

(2) All employees of the University are obliged to preserve the personal and professional dignity of colleagues in public appearances and actions, thus contributing to the reputation of the University and the academic community.

(3) Employees of the University must not provide inaccurate information that could mislead the recipient of the information.

#### 5.14 Professional Advancement

##### Article 35.

(1) The University should ensure equal conditions for advancement to all members of the University based on fulfilling professional obligations.

(2) The assessment of the success of fulfilling professional obligations and professional competence of any member of the University should be objective and impartial, based on pre-defined and transparent criteria.

(3) Each member of the University should base their judgments about the conditions for the advancement of other members solely on criteria that are directly relevant to the activities performed or professional obligations, namely, on demonstrated expertise, professional merits, and results.

#### 5.15 Responsibility to Members of the University

##### Article 36.

(1) All members of the University are called to care for the interests of the University in the spirit of academic freedom and ethical principles, nurturing responsibility toward the members of the University as a whole and each of its members individually.

(2) Unethical behavior includes, but is not limited to:

- abuse of position or reputation within the University for personal gain or to the detriment of objective professional criteria,
- willful obstruction of the University's activities for personal gain or to the detriment of objective professional criteria,
- encouraging other members of the University to disregard university rules and customs,
- using university property and/or intangible rights for personal, commercial, or political gain without approval, and preventing or making it difficult for other members of the University to use that property;
- intentionally presenting personal opinions as the official stance of the University for personal gain;
- using the University's name or logo for private activities in a way that unjustly creates the impression of university authority.

## **6 ETHICAL RULES AND BASIC OBLIGATIONS OF STUDENTS AND PARTICIPANTS AT THE UNIVERSITY**

### Article 37.

(1) Students and participants of the University are expected to act as responsible members of the academic community, respecting the laws and regulations of the University, patients' rights, fundamental human rights, the dignity of others, academic freedoms, principles of equality and justice, and diligently and professionally fulfill their obligations.

(2) Students and participants are obliged to adhere to the norms of the Ethical Code of the University. Students or participants who violate these norms will be subject to disciplinary procedures, aimed at influencing their further personal development and protecting the rights of members of the academic community, as well as the property, work, and reputation of the University.

## **7 MONITORING, IMPLEMENTATION, AND INTERPRETATION OF THE ETHICAL CODE**

### 7.1 General Duty of Monitoring and Implementing the Ethical Code

#### Article 39.

(1) All bodies of the University have the obligation, each within their jurisdiction, to ensure the realization and promotion of ethical standards at the University and the implementation of the Ethical Code.

### 7.2 Ethical Committee

#### Article 40.

(1) The Ethical Committee of the University is responsible for overseeing the implementation and compliance with the Ethical Code, providing interpretations of the Ethical Code, and conducting procedures to determine violations of the Ethical Code.

(2) The Ethical Committee usually consists of five members. Three members are faculty members, one member is from the administrative and/or technical staff, and one member is a student.

(3) The term of office for members is one year, and they can be re-elected an unlimited number of times. The Ethical Committee elects its chairperson and deputy from among its members each year.

(4) The Ethical Committee is appointed by the University Council upon the proposal of the dean.

(5) The Ethical Committee does not have an executive role. Its role is advisory and relates to recommendations to the dean and/or the University Council and other bodies as outlined in Article 39 of the Ethical Code.

## 8 STUDENTS AND PARTICIPANTS

### 8.1 General Provisions

#### Article 41.

- (1) The University aims to provide every student and participant with the best possible education and create conditions for their personal, intellectual, and ethical development.
- (2) Students and participants enjoy full human, academic, and intellectual freedoms like all other members of the academic community.
- (3) Students and participants of the University are expected to behave as responsible members of the University, respecting the laws and regulations of the University, fundamental human rights, the integrity and dignity of others, academic freedoms, principles of equality and justice, and to diligently and professionally fulfill their obligations.
- (4) The same rules apply to students and participants in academic work as to other members of the academic community.
- (5) Students and participants who violate the norms of the Ethical Code will be subject to disciplinary measures to influence their further personal development and protect the rights of members of the University, as well as its property and stability.
- (6) The rights and obligations prescribed by this Ethical Code apply only to the actions and behavior of students and participants in the spaces owned, used, or controlled by the University, as well as to actions outside the University related to representing or representing the University.

### 8.2 Rights of Students and Participants

#### Article 42.

- (1) The University supports and protects the following rights of students and participants:
  - the right to participate in the educational process,
  - the right to freely express and exchange opinions and beliefs,
  - the right to participate in discussions,
  - the right to conduct scientific research, publish, and exchange research results to the extent that they comply with the laws of the Republic of Croatia and the regulations of the University,
  - the right to objective and fair evaluation processes that are equal for everyone,
  - the right to protection from violence, coercion, and threats using force,
  - the right to protection from circumstances that are dangerous to life, physical and mental health,
  - the right to protection from any form of unreasonable, illegal, or unauthorized examinations or inquiries,
  - the right to associate, support, connect, and meet with people of their choice,
  - the right to elect and establish representative, democratically organized student organizations that are responsible to the student community and the University,
  - the right of student organizations to represent the stance that has been adopted through appropriate decision-making processes within the student community,
  - the right of student organizations to meet with authorized persons of the University to present the views of the students they represent,

- the right to use University property, either as individuals or as members of student organizations, for extracurricular activities aimed at satisfying academic and student needs to the extent that they do not contradict the regulations of the University,
- the right to be informed about the rules and regulations of conduct at the University.

### 8.3 Obligations of Students and Participants

#### Article 43.

(1) Students and participants of the University are obliged to:

- uphold the reputation and dignity of the University by personal example,
- attend lectures, exercises, seminars, and all other forms of the teaching process,
- treat teachers, collaborators, employees of the University, and fellow students and participants in accordance with ethical principles,
- respect behavioral rules in all areas of the University, teaching bases of the University, and spaces of economic and other entities where professional practice is conducted,
- protect the property and environment of the University,
- dress appropriately as a member of the academic community while on the premises of the University, which automatically excludes provocative and otherwise inappropriate modes of dress,
- convey moral and academic values in their surroundings.

### 8.4 Academic Dishonesty

#### Article 44.

(1) Academic dishonesty undermines the quality of education and devalues the true achievements of members of the academic community and has far-reaching negative consequences for social values, economic and social development of a country, and the upbringing of new generations.

(2) Any form of cheating related to the process of enrollment, examination, or other forms of knowledge verification represents a violation of this Ethical Code, which includes, but is not limited to the following:

- obtaining, copying, reproducing, using, or intending to use examination materials without the permission of authorized persons,
- obtaining, transferring, receiving, using, or intending to use exam solutions,
- using or intending to use notes, data, computers, or other electronic devices or programs during exams unless expressly permitted, as well as using various other aids, whispering, and forming groups for copying, cheating on online exams, and disrupting the teaching process,
- falsely representing and presenting another's work as one's own, including ordering the preparation of work from another person with or without payment, and misuse of online systems for such and similar purposes during examinations,
- "assisting" in performing any academic task in situations where it is expected that the student completes the task independently, i.e., assistance that did not consist of educating a person for independent work but rather where the final work was done for them to a greater or lesser extent or even entirely,
- using previously graded works or larger portions of the content of previously graded works for the purpose of re-evaluation; exceptionally, smaller portions of content from previously graded works may be used with special permission from the teacher and/or mentor,

- altering or intending to alter grades or the results of exam evaluations or reports from other knowledge checks,
- intentionally destroying the academic work or efforts of other students,
- failing to fulfill student obligations, e.g., refusing to complete projects prescribed by the course syllabus or to make corrections to works according to the teacher's instructions,
- disobedience in class, creating disorder during classes and exams, insulting teachers, and the institution they represent.

(3) Plagiarism and falsification of works or parts of works of others, as well as presenting the ideas of others as one's own, without the knowledge of the author or citing the source, constitutes a violation of this Ethical Code.

(4) Producing, using, falsifying, printing, reproducing, copying, altering, relocating, or destroying any academic material, university documents, or identification documents without the permission of authorized persons constitutes a violation of this Ethical Code.

(5) Creating situations in which other students are unfairly deprived of academic benefits or in which a student creates an unfair academic advantage over other students constitutes a violation of this Ethical Code. This includes, but is not limited to:

- creating, falsifying, printing, reproducing, copying, altering, relocating, or destroying any university document with the intent to deceive, mislead, or withhold information from another person,
- relocating, hiding, or intentionally withholding books or other library materials, especially those related to required literature,
- interfering in the work of other students with the intent to disrupt the results of their work (e.g., contaminating laboratory samples, etc.).

(6) Influencing or attempting to influence the impartiality of evaluations by teachers or bodies conducting evaluations is considered a violation of this Ethical Code.

(7) Publicly representing or presenting the University, a student organization, or another member of the University without the permission of authorized persons is considered a violation of this Ethical Code.

(8) Publicly disclosing unverified and inaccurate information about other students and other members of the University is considered a violation of this Ethical Code.

(9) Inappropriate behavior related to the teaching process, including intentionally disrupting or interrupting classes, research, or other academic activities, constitutes a violation of this Ethical Code.

(10) Unauthorized access, theft, or destruction of another person's intellectual property constitutes a violation of this Ethical Code, which includes, but is not limited to:

- copying, stealing, and destroying books, articles, notes, data, experiments, projects, etc., belonging to other persons,
- intentionally entering into databases or documentation created by other institutions to read, copy, use, send, or alter their content without permission from authorized persons,
- using computer resources to sabotage the work or results of another student or any other member of the University,
- destroying, dismantling, altering, distorting, or disabling access to computer databases or similar activities conducted without the permission of authorized persons.

(11) Student organizations must respect the values of transparency and accessibility of criteria and the evaluation process itself during evaluations.

## 8.5 Cheating

### Article 45.

(1) Students must refrain from cheating, regardless of the form of assessing student work.

(2) Cheating is considered any unauthorized receiving and giving of assistance aimed at improperly influencing the fairness of grading during exams and other forms of evaluation of the work and results of members of the academic community.

(3) Members of the University must not encourage, enable, or tolerate cheating.

## **9 PROCEDURE BEFORE THE ETHICAL COMMITTEE OF THE UNIVERSITY**

### **9.1 Request for Opinion**

#### **Article 46.**

(1) The procedure before the Committee is initiated by a request for an opinion on the compliance of a specific action or behavior with the principles and rules of the Ethical Code.

(2) A request for an opinion may be submitted by any member of the University, either on their own initiative or at the suggestion of other bodies or members of the University. The request is submitted to the chairperson of the Committee.

(3) The request must be specifically justified and accompanied by appropriate evidence.

### **9.2 Actions of the Ethical Committee**

#### **Article 47.**

(1) In response to the request from the previous article, the chairperson convenes a meeting of the Committee within 15 days of receiving the request, which is considered in the order it was received.

(2) The request for an opinion must be specific and must accurately describe:

- the general issue at hand and
- the specific circumstances of the case and the actions or behavior for which compliance with the principles and rules of the Ethical Code is sought.

(3) The Committee may request additional clarifications and information from the applicant. If the request seeks an opinion on a specific case, the Committee may also request statements and clarifications from interested parties. If the applicant seeks an investigation into the ethics of a specific member of the University, that member must be allowed to comment on the relevant claims and present their arguments.

(4) At the meeting of the Ethical Committee, its members discuss the issues subject to the procedure, decide on the content of the opinion they will provide, and assign a member of the Ethical Committee to draft a written draft opinion based on the discussion.

(5) The Ethical Committee gives its opinion solely based on the claims and data in the request, any attachments to the request, and additional clarifications and statements from the applicant and other parties. If the facts stated in the request differ from the facts stated in the statements and the truth of the disputed claims cannot be concluded from the materials submitted in the procedure, the Ethical Committee will note this circumstance in its opinion and limit itself to expressing a position on the general issue.

(6) If the request seeks an opinion on the compliance of specific behavior with explicitly stated provisions of the Ethical Code, the Ethical Committee is obliged to provide its opinion on compliance with those provisions, but it is authorized to also expand its opinion to the compliance of the behavior with other principles and rules of the Ethical Code.

### 9.3 Opinion of the Ethical Committee

#### Article 48.

- (1) Based on the request, the Committee issues its opinion and delivers it to the applicant.
- (2) When issuing an opinion, an effort is made to achieve consensus among all members of the Committee. If this is not possible, the opinion is established based on the views of the majority of the members of the Ethical Committee.
- (3) The opinion is issued in written form, within 15 days from the date of receipt of the request. If the Ethical Committee has requested additional clarifications and information, this deadline is computed from their receipt, but even then, the opinion must be issued no later than 30 days from the receipt of the request.
- (4) These deadlines do not run from July 1 to September 1 and during the Christmas and New Year's holidays in accordance with the academic calendar.
- (5) The opinion of the Ethical Committee must contain the following data:
  - a description of the request and the questions discussed by the Ethical Committee;
  - references to the principles and rules of the Ethical Code that the Ethical Committee took into account concerning the request;
  - the position of the Ethical Committee on whether the behavior described in the request is in accordance with the Ethical Code or not;
  - the reasons for the opinion of the Ethical Committee;
  - information on whether the opinion was reached unanimously or not.
- (6) If the opinion determines that a certain behavior is not in accordance with the principles and rules of the Ethical Code, it may also include:
  - the Ethical Committee's assessment of the degree of non-compliance and the severity of the violation of ethical principles caused by such behavior;
  - the Ethical Committee's opinion on ways to avoid non-compliance of behavior with the Ethical Code and/or measures that could contribute to preventing such violations of the Code in the future.
- (7) If the opinion was not reached unanimously, members of the Ethical Committee who held different views from the majority are authorized to append their dissenting opinions to the opinion of the Ethical Committee.
- (8) Exceptionally, if the Ethical Committee concludes that it is unable to issue its opinion based on the request and other received data, that it is not competent to give an opinion, or for any other reason cannot or does not wish to issue an opinion, the chairperson of the Ethical Committee is obliged to inform the applicant of this within the time frame specified in paragraph 3 of this article and to detail the reasons why the opinion was not issued.

### 9.4 Activities of the Ethical Committee

#### Article 49.

- (1) The Ethical Committee will operate independently and autonomously in carrying out its functions and in the process of determining violations of the Ethical Code.
- (2) The Ethical Committee may, in the performance of its tasks, seek expert assistance from relevant scientific and professional individuals or institutions.

(3) The Ethical Committee will respect the principle of confidentiality and protect the dignity of all persons involved in the procedure when determining violations of the Ethical Code.

## 10 TRANSITIONAL AND FINAL PROVISIONS

### Article 50.

- (1) Compliance with the provisions of the Ethical Code is mandatory for all members of the University.
- (2) All members of the University are obliged to refuse any action that is contrary to the Ethical Code, and the Ethical Committee is obliged to assist them in this if the need arises.

### Article 51.

- (1) This Ethical Code comes into force eight days after its publication on the University's website.
- (2) Upon the enactment of this Ethical Code, the provisions of the Ethical Code of the Bjelovar University of Applied Sciences dated January 24, 2022 (CLASS: 602-04/22-07/001, REG. NO: 2103/01-21-08-22-03) cease to be valid.

Bjelovar, December 5, 2024

Bjelovar University of Applied Sciences  
University Council  
Dean: mr. sc. Tatjana Badrov, Senior Lecturer

The Ethical Code of the Bjelovar University of Applied Sciences was published on the University's website on December 5, 2024.