

# Rule for Ethical Conduct of Academic Staff

(Based on the Council of Europe project 'Strengthening Integrity and Combating Corruption in Higher Education, October 2018)

Members of academic staff appointed according to the provisions of the Law on Higher Education are expected to conduct themselves in accordance with the following principles derived from international sources: Integrity; Honesty; Truth; Transparency; Respect for Others; Trust; Accountability; Fairness; Equity, Justice and Social Justice; Selflessness; Objectivity; Openness; Leadership; Academic Freedom. These apply to their relations with (i) the governing body, management and other organs of the institution, (ii) other academic and support staff, (iii) students, and (iv) any other persons or groups having a contractual or other relationship or interest in the work of the institution.

## 1. General

The interests of the institution are placed above own interests, and no one should seek to profit from their positions otherwise than as provided by the legislation in force; Everyone should be committed to the institution and take care of its reputation.

- No instruction should be accepted to act or refrain from acting in a particular way from any individual except a higher authority or from any political party, trade union or religious group, except as permitted by legislation in force;
- In relation to any person or group within or external to the institution, members of academic staff must not solicit or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence their work, and must immediately report any attempt to bribe or offer personal favour to the relevant authority defined in the Rules of the institution, *which shall be obliged to take appropriate action*;
- They should ensure that all persons under their authority are made aware of the relevant legislation and rules and the consequences of non-compliance, and to promote ethical conduct;
- They have the right to report any alleged non-compliance with the legislation in force or the ethical principles to the relevant authority in confidence without adverse personal consequences, *accepting that any information proved to be false will lead to disciplinary action*;
- They must not misuse the resources of the institution, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group;
- They must be committed to individual honesty and Faculty/Departmental accountability.

## 2. Appointment and promotion

- Members of academic staff should declare in writing to the Rector, *who shall report the declaration to the Board*, where they or any member of their immediate family have any personal interest in issues affecting their work - human resources (including staff appointments and promotions), financial, contractual or other relevant matters;

- When participating in appointment, promotion or other commissions affecting academic staff, must conduct themselves according to the ethical principles set out above;
3. Scientific research
    - When participating in research activities, they must not engage in plagiarism, fail to cite or attribute the work of others, falsify results, and abide by ethical principles in relation to protection of personal data, and other specific principles in defined subject areas according to the Rules of the institution (for example in medical and veterinary sciences, and sociological research);
  4. Examinations and assessment
    - When participating in commissions or other bodies concerned with admission, assessment, examination and other actions relating to students, and in individual and group activities with students, must conduct themselves according to the ethical principles set out above;
  5. Interpersonal relations
    - All members of academic staff are devoted to the same aims and they should respect the same ethical, human and working values. They are all colleagues. They should help each other in the scientific and educational activities;
    - They should communicate among themselves in a polite manner and respect each other's personality, work, own views; and they should value their accomplishments objectively; they should show due respect towards all stakeholders;
    - It is desirable to use the term 'colleague' when addressing each other. Members of academic staff use polite form (second person plural in local languages), but if they are close to each other, they can use second person singular. It is recommended to be reciprocal in this regard.
  6. Dress code
    - Neat and decent clothing and appearance is desirable during teaching periods and formal look for defences and official University events.

**These norms of the Code of Conduct at the South East European University are obligatory for all its academic staff members. They oblige themselves with their honour to cherish and perform them as their duty and as constituent parts of their academic career and activities.**