



M Ű E G Y E T E M 1 7 8 2

Code of Ethics

2002

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
CODE OF ETHICS

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1 INTRODUCTION

1.1 The Code of Ethics of the Budapest University of Technology and Economics (hereinafter “University”) is the University’s self-regulatory document in the context of ethics.

1.2 This Code of Ethics addresses the aspects of ethical standards required for day-to-day university activities. It defines norms – rights and obligations – that when conformed to by the members of the University community (the University’s teaching staff, researchers and other employees, students and persons engaging in teaching and research activities not under a public employment contract) contribute to strengthening human relationships and improving their quality, to people living together in harmony, to establishing a positive working environment, to achieving common goals as well as to maintaining and upholding the University’s traditions, reputation, professional and institutional integrity.

1.3 The basis of this Code of Ethics is a framework of shared values of the members of the University community that is in line with the University’s goals and role in the society. This Code of Ethics lays down the ethical aspects of those shared values and defines the expected forms of behaviour as norms while its content, beyond what is stated in this Code of Ethics, is formulated by the day-to-day practice of university life as well as by public and non-public discourse categorising actions and events from an ethical point of view.

1.4 This Code of Ethics is applicable to all members of the University community. In order for this Code of Ethics to have a key impact on the University, all members of the University community must accept the norms and requirements stipulated herein and must furthermore adhere to them while studying or working at the University and even beyond that.

Persons interacting with the University in any other manner are expected to respect the University’s ethical principles.

1.5 This Code of Ethics is intended to ensure that members of the University community carry out their activities with view to being, in part, ethically accountable for their actions and that they are allowed to reject any potentially unethical tasks, requirements without any negative consequences and contest such tasks, requirements.

In the event of ethical dilemmas, conflicts, any and all persons are allowed to seek an opinion from the University’s Ethics Committee.

1.6 The minimum level of ethical conduct is compliance with laws and regulations. This Code of Ethics lays down requirements primarily in areas that are not governed by specific laws and regulations. In many cases, the line between morality and legality is not clearly determined. Ethics provide a moral perspective, which can be used to view areas controlled by other types of norms based on ethical guidelines.

This Code of Ethics may offer guidance before a decision is made or when actions are assessed in the event when the absence of or the ambiguous scope of habits, routines and laws may lead to misconduct.

2 GENERAL GUIDELINES

2.1 This Code of Ethics is based on the shared values generally accepted by all members of the University community and reflects the University's goals, self-image and general ethical values.

2.2 This Code of Ethics lays down norms applicable to all members of the University community based on a broad public consensus representing general human values. Consequently, ethical conduct, concerning aspects discussed herein, means behaviour that is consistent with the requirements stipulated herein. Non-compliance, whether wilful or negligent, with the requirements of this Code of Ethics is deemed as non-ethical conduct or potentially ethical misconduct.

2.3 In its mission statement, the University defines three priority areas in the following hierarchical order: (1) to provide education, (2) to cultivate science and (3) to produce products and to deliver services in the field of research and development. These are the areas of key importance. The members of the University community are required to consider the priorities of the University's values in their everyday decisions. The University's Mission Statement defines the following general goals:

- *to continue to offer a prestigious degree that has the highest value in the labour market and to ensure that its graduates are sought by the best companies and institutions.*
- *The University is committed to supplying the necessary means and conditions of education to its students and to promote their academic development. The University is committed to playing a key role in organising the non-academic life of its students by providing possibilities that help maintain equal opportunities among its students, help its students become members of the intelligentsia and teach students to follow a healthy lifestyle. The University's leaders work in partnership with the students' union. The University is committed to ensuring that each student is allowed to reach the highest possible level of educational attainment based on their talent and dedication through their university studies.*
- *The University as one of the centres of Hungary's technology community actively interacts with professional organisations and the representatives of the corporate world. These interactions are focused on mutual assistance and working together to collectively take advantage of possibilities.*
- *The University strives to build successful educational and work relationships with other institutions of Hungarian higher education.*
- *The University is strongly committed to continuing to foster its international relations in order to further enhance the expertise and international recognition of its students and teaching staff.*

The University, in harmony with its high social esteem and ambitions, also contributes to the education of the technical and business intellectual elite of higher education and society as a whole. The education of the professional and intellectual elite of the future must be supported with ethical standards that contribute to improving societies.

2.4 In order to promote the values and institutional priorities defined in the University's mission statement and goals, the members of the University community are required to behave in compliance with the following guidelines of ethical nature.

Members of the University community are required to

- 2.4.1 act at all times based on the assumption that other persons also behave in an ethically responsible manner.
- 2.4.2 respect at all times their own human dignity and that of others.
- 2.4.3 pursue their activities to contribute to the accomplishment of the University's goals and commitments.
- 2.4.4 assume responsibility for the correct use and protection of the University's physical assets.
- 2.4.5 support and assist each other in every acceptable way in completing university tasks taking into account each other's personal rights as well as each other and the University's interests. recognise each other's work and achieved results.
- 2.4.6 respond to statements containing unfair criticism against the University.
- 2.4.7 bear in mind that when making public statements, either within or outside the University, they represent the University and its institutions. represent the University and its institutions in their statements in their own field of competence, in an authentic manner.
- 2.4.8 accept the tasks assigned to them in a responsible manner, considering whether their competences and circumstances allow their accomplishment and perform such tasks in a careful and decent way.
- 2.4.9 share their views with showing respect to others and receive feedback on their own activities with openness.
- 2.4.10 strive to engage in tolerant, open and honest cooperation both in internal and external platforms.
- 2.4.11 strive to resolve their ethical conflicts through patient dialogue and between each other and if it is impossible, seek assistance from the Ethics Committee and the University's general public taking into account personal rights.
- 2.4.12 strive to promote the highest possible level of internal transparency and demand to be adequately informed on relevant issues and decisions.

3 GENERAL REQUIREMENTS CONCERNING HUMAN INTERACTIONS

Members of the University community are required to

- 3.1 concentrate their activities above all on providing every assistance to students to support their academic and human development. It is the moral obligation of members of the University community to provide students with the means and conditions of efficient and quality education. To this end, they must respond to any behaviours, events adversely affecting the teaching and learning environment.
- 3.2 apply an unbiased approach in their decisions concerning their activities, behaviour. They must avoid (e.g. during the admission, assessment process etc.) positive or negative evaluation arising from any previous acquaintance as well as discrimination for reasons of gender, ethnic origin, religion and political beliefs.
- 3.3 reject and respond to any forms of violent and offensive acts and statements.
- 3.4 build supportive and positive relations with their colleagues, teaching staff, researchers, other employees, students, which is based on mutual respect and trust.
- 3.5 to share with their colleagues, partners information supporting their career or other forms of advancement: study and further development possibilities and funds (e.g. applications, scholarships) available to students, teaching and non-teaching staff.
- 3.6 exercise their personal rights without violating those of others.
- 3.7 refrain from demanding financial compensation and other services.
- 3.8 refrain from offering, requesting and accepting financial compensation, sexual and other services in exchange for facilitation of professional advancement (e.g. good grade, advantageous position etc.).
- 3.9 use the University's infrastructure to carry out activities that their immediate supervisor is aware of and has agreed to.
- 3.10 act in response to anomalies at the University and take measures in their own field of competence to terminate such anomalies even if they need to face personal conflicts as a result.
- 3.11 to settle any potential conflict amicably.
- 3.12 adhere to the ethical principles laid down in this Code of Ethics in their decisions and behaviour.

4 REQUIREMENTS CONCERNING MEMBERS OF THE UNIVERSITY COMMUNITY IN MANAGEMENT POSITIONS, PARTICIPATING IN DECISION-MAKING BODIES AND UNIVERSITY STAFF REPRESENTING THE UNIVERSITY

Individuals may be required to act in an ethical manner if the university community strives to create and maintain the conditions facilitating such behaviour. These conditions in universities are created through the ethical operation of the University and its institutions, which is the responsibility of the leaders and members of elected bodies representing the institutions and university staff acting on behalf of the University.

4.1 MEMBERS OF THE UNIVERSITY COMMUNITY IN MANAGEMENT POSITIONS

All members of the University community in management positions are required to

- 4.1.1 manage their organisation, institution with legal, financial and moral responsibility as well as with professional dedication and commitment towards their subordinates.
- 4.1.2 promote a supportive and positive workplace environment in their organisational unit. pay attention to the professional and personal problems of their colleagues; are required to listen to their remarks patiently and considerately.
- 4.1.3 make well-informed decisions. invite their colleagues to share their views and listen to them; encourage them to engage in planning their work.
- 4.1.4 only assign tasks to their subordinates that they are reasonably expected to complete based on their competences and skills, position and current workload.
- 4.1.5 only propose their subordinates to be appointed for participation in decision-making bodies at the University who have the required expertise and qualifications and are able to represent the interests of the delegating institution and its staff in addition to performing their duties and responsibilities at work.
- 4.1.6 ensure that the information and conditions are available in a timely manner to their colleagues to complete the tasks they were assigned to.
- 4.1.7 inform the relevant colleagues on their assigned tasks in a timely manner. They must inform their colleagues not only about the starting time of any discussions, meetings but also about their expected duration. They must require their colleagues to be punctual.
- 4.1.8 inform their subordinates if they make mistakes in their work. They must evaluate the work performed by their subordinates in an objective manner and must recognise good performance.
- 4.1.9 ensure that their subordinates, colleagues, in particular the ones at the beginning of their career, have options for promotion and professional development. They must also ensure the availability of the required human resources and replacements to complete the relevant duties.
- 4.1.10. They must refrain from abusing their decision-making powers at all times when granting academic exceptions, exemptions and social benefits as well as in any other decisions.

- a) Failure to grant absolute equal treatment and transparency to their subordinates, in particular concerning applications, publications and scientific evaluations, is deemed as ethical misconduct by supervisors.
 - b) The abuse of a hierarchical relationship in non-work related situations is deemed as ethical misconduct.
 - c) Attempts to influence political views and ideology in a work-related hierarchical relationship is deemed as ethical misconduct.
- 4.1.11 assist in resolving professional and non-professional problems in their organisational unit internally and encourage their colleagues to do so as well.
- 4.1.12 bear in mind in their considerations the interests of the University and the institution they are in charge of. They must make their decisions based on their responsibility towards their subordinates at all times.
- 4.1.13. 4.1.13 to provide fair and accurate information both concerning individual persons and the institution (e.g. at applications).
- a) The formal involvement of renown experts in applications who increase the chances of being awarded a grant etc. but who are not likely to contribute to the project described in the application, is deemed as ethical misconduct.
 - b) Consent by persons in management positions allowing to indicate their name on a scientific publication without their real engagement in the project is deemed as ethical misconduct.
 - c) Indication of leading instructors as lecturers in the curriculum or on the course sheet without their actual involvement in the preparation or the teaching of the course is deemed as ethical misconduct.
- 4.1.14 develop their leadership skills and competence.
- 4.1.15 adhere to relevant norms and obligations required by law; their behaviour and considerations guiding their decisions must be exemplary to their subordinates.
- 4.1.16. Management positions impose a special moral responsibility on their holders by requiring them to refrain from gaining unfair advantage voluntarily or involuntarily.
- a) Having an external business interest (limited liability company, public limited company, corporate board membership etc.) and failure by the relevant person to clarify in each situation in their work and business negotiations in what capacity and on behalf of what organisation they are acting is deemed as ethical misconduct.
 - b) Participation in an application while being able to influence the relevant decision-making or the evaluation of the application of their subordinates, colleagues and failure to suspend this conflict of interest for the time when the decision is made (e.g. by resigning from the decision-making body for the duration concerned) is deemed as ethical misconduct.
 - c) Influencing the evaluation of their subordinates (e.g. in PhD, doctoral and habilitation procedures) by using their professional status or position is deemed as ethical misconduct by supervisors.

- d) Abusing their position as a student representative to gain unfair academic advantage or allowing that position to play a role in that (e.g. exams, being awarded a scholarship) is deemed as ethical misconduct by student representatives.

4.2. MEMBERS OF THE UNIVERSITY'S DECISION-MAKING BODIES

4.2.1 Members of the University's decision-making bodies are required to attend their meetings well-prepared and to make every effort to make the best-informed decisions concerning the life and circumstances of the members of the University community. If the conditions to do so are unavailable, the correct ethical response is the initiation of change or resignation.

4.2.2 Members of the University community participating in the University's decision-making bodies are required to vote based on the objective consideration of facts and reflecting the opinion and interests of the people represented by them.

4.2.3 In committees voting by secret ballot (personal decisions, scientific qualification), members are required to communicate their opinion, favourable or critical remarks in debates preceding the voting or in closed committee meetings.

4.2.4 Bodies voting by secret ballot are required to make every effort to ensure that the person the decision is about is granted fair treatment considering only the aspects of the relevant procedure.

- a) Decision makers are required to avoid voting ignoring the aspects of the relevant procedure and subject to other agreements, deals and influence.
- b) The initiation of, inviting or coercing people to agree to such deals and the acceptance of such deals is deemed as incorrect behaviour.
- c) Violation of or compromising confidentiality at votes by secret ballot (by making loud comments, showing the ballot or adding special signs to the ballot etc.) is deemed as ethical misconduct.
- d) Non-compliance with democratic procedures (e.g. violation of the confidentiality of the voting etc.) is deemed as ethical misconduct.

4.3. UNIVERSITY STAFF REPRESENTING THE UNIVERSITY

4.3.1 Staff representing the University's institutions (departments, dean's and administrative offices etc.) are required to carry out their activities bearing in mind that the University's first and foremost mission is education and technical and scientific research and development.

4.3.2 Staff representing the University's institutions must bear in mind at all times that they represent the University and its specific institution. Their decisions and any information provided by them etc. are at the same time statements associated with the University and its specific institution.

4.3.3 Staff representing the University's institutions are required to responsibly consider the consequences of their decisions. They are required to respect the time and work of members of the University community affected by their decisions.

4.3.4 Staff representing the University's institutions are required to effectively and quickly respond to requests, queries concerning professional, academic matters made by students, teaching staff and staff of other institutions at pre-scheduled times or in office hours.

4.3.5 If they are unable to resolve a problem, they must inform the affected persons on the competent organisation or person they must contact.

5 ETHICAL NORMS CONCERNING STUDENTS

5.1 GENERAL GUIDELINES, RIGHTS AND OBLIGATIONS

The University's students

- 5.1.1 have the right to have their human dignity and personal rights respected and are equally required to behave in the same manner towards others.
- 5.1.2 have the right and obligation of honest and fair professional activity and they have the right to expect the University, its staff and their fellow students to provide the necessary conditions for such activity.
- 5.1.3 have the right to have others including their fellow students, instructors and the University's other staff have trust in their honesty and commitment to adhering to the University's ethical requirements. The University's students are equally required to behave in the same manner towards others.
- 5.1.4 have the right when subject to ethical mistreatment to seek the opinion of the University's Ethics Committee.
- 5.1.5 have the right to require support from the University in case of ethical conflicts if their behaviour complies with the University's Code of Ethics.

5.2 OBLIGATIONS CONCERNING HONEST ACADEMIC CONDUCT

Students are required to

- 5.2.1 use only approved resources and means in their academic activities. Students who fail to do so gain unfair advantage over the other students acting correctly.
 - a) Students who use unapproved resources and means (e.g. books, notes, devices such as computers or calculators) or use or attempt to use unauthorised assistance from another person in any other manner in their academic activities, violate the norms of ethical academic conduct and commit the act of cheating. More specifically, cheating means
 - the use of or attempt to use resources at mid-term written tests or home assignments (e.g. drawings made at home etc.) not authorised by the student's instructor.

- obtaining the correct answer from another person either in person or via some means of communication (e.g. mobile phone) at a written or oral assessment.
- assigning the completion of the test to another person in place of themselves or attempting to complete the test in place of another person at a written or oral assessment.
- obtaining or attempting to obtain unauthorised access to test questions.
- representing and submitting material collected, academic work, research and their summary (e.g. home assignments, theses, professional works) performed by another student or person as their own independent work.
- representing work produced through a collaboration of one or more persons as their own independent work and/or providing false impression on the degree of their contribution to the collaboration.
- submitting at the same time or at a different time the written summary of material collected or research completed (e.g. home assignment) in whole or in part for academic advancement, for collecting credit points or for gaining some other advantage to another instructor without the prior consent, or without indication of such consent, of the instructor to whom it was initially submitted.
- falsifying (correcting or wrongfully entering in the official document) course related evaluation (grade or signature verifying completion).

b) The ill-intentioned use of knowledge, skills learnt at the University is deemed as ethical misconduct. This includes the development of computer viruses, unauthorised access to the computers of other persons, the use of solutions in design that are not considered professionally reliable etc.

5.2.2 refrain from using unauthorised assistance, furnishing unauthorised assistance to or accepting unauthorised assistance from another person at tests, assessments necessary for their professional advancement.

5.2.3 publish their own research results in their work, indicate external sources in the required from and in compliance with the relevant rules accurately referencing citations and sources. Students are required to reference sources used for their work if

- it includes a quote, even if a short one, from a written or oral communication of another person.
- it includes a loosely summarised citation, paraphrase from a written or oral communication of another person.
- they use ideas, opinions, theories (models etc.) from another person.
- they use facts, statistical data or illustration developed by another person.

a) If students produce results without their real personal involvement or falsify the results of their own or another person's work; fail to reference the source, as required by the instructor or the publication standards of the specific field, when using the ideas, statements of another person or their wording in their written or oral communications thus representing them as

their own, violate the standards of honest and fair professional conduct and commit the act of plagiarism.

- b) Becoming aware of an act of plagiarism and failure to attempt to clarify it or start an ethical misconduct procedure, if required, is deemed as ethical misconduct.

5.2.4 assist, using only authorised means, fellow students in their work, professional advancement. The following acts are deemed as ethical misconduct:

- a) changing, destroying or withholding the written work or other type of work of one student by another, which promotes their academic and professional advancement, is a violation of the standards of fair professional conduct.
- b) making it difficult for another student to have access to the necessary information for their academic advancement or fully preventing it or restricting them in another manner in their scientific/professional development is a violation of the standards of fair professional conduct. For example, these standards are violated by the person who
 - withholds or damages information necessary for another student in academic and/or professional matters.
 - provides another student with misleading information in academic or professional matters.
 - damages or prevents access in any other manner to learning materials and aids (library books, journals, audio or video aids etc.).
 - destroys any other materials necessary for work.
 - alters, destroys editable data stored on a computer necessary for the studies of another student.
- c) offering to complete a written or oral assessment in place of another student is a violation of the standards of fair and honest professional conduct.
- d) offering to provide another person with materials collected or research conducted or their summary written by a student (e.g. home assignments, theses, professional works) to allow the other person to submit such materials and assignments etc. as their own for their own academic advancement is a violation of the standards of honest and fair professional conduct.

5.2.5 provide fair and accurate information on their identity (e.g. at applications).

5.2.6. make fair, considerate and unbiased statements at surveys, feedbacks (e.g. when providing feedback on teaching staff).

6 ETHICAL NORMS CONCERNING TEACHING STAFF AND RESEARCHERS

6.1 GENERAL GUIDELINES, RIGHTS AND OBLIGATIONS

The University's instructors, researchers

- 6.1.1 have the right to have their human dignity and personal rights respected and are equally required to behave in the same manner towards others.
- 6.1.2 have the right to expect the University to support them in the event of ethical conflicts as long as their behaviour is in compliance with the University's ethical standards.
- 6.1.3 are required to refrain from making derogatory, offensive or unfair remarks about their colleagues in the presence of other persons, especially students.
- 6.1.4 are required to refrain from evaluating the activities, results of their students in an offensive manner.
- 6.1.5 are required to be available to respond to professional inquiries and other questions from students. They must inform students on their office hours.
- 6.1.6 are required to instruct students concerning exclusively academic or university matters.
- 6.1.7 are required to accept only work assignments that are not against the University's interests.
- 6.1.8 are required to act to avoid or manage situations of conflicts of interest. They must not engage in work assignments that lead to such situations.
 - a) A conflict of interest exists if an instructor assesses a student in a test, examination who is a family member, a friend or potentially a student the instructor has a disagreement with.
 - b) A conflict of interest exists if a person becomes their own client, supervisor through an external function or multiple engagements.
 - c) A conflict of interest exists if a person teaches their own student or their department's student (of a course at the department) for an extra charge.
 - d) A conflict of interest exists if a supervisor is in a romantic relationship with a subordinate or an instructor is in a romantic relationship with a student and one's previous position of authority over the other is maintained.
- 6.1.9 are required to inform their supervisor on external work assignments affecting the University's interests.
- 6.1.10 are required to rely on facts, scientific truth and data obtained using scientific methods; to represent the derived conclusions with professional fairness.
- 6.1.11 are required to strive to disclose research results to the widest audience possible partly to ensure critical assessment by the professional community and partly to ensure transparency for the specific research project. may only require students to

submit classified student assignments (e.g. thesis design not allowed to be published) in exceptional cases. are required to seize every opportunity to bring phenomena to the attention of people and authorities that they as the expert of their own discipline consider to be dangerous, harmful in the short or long term for the community.

The University's instructors and researchers:

- 6.1.12 have the right to have others including their fellow instructors and the University's other staff have trust in their honesty and commitment to adhering to the University's ethical requirements. They are equally required to behave in the same manner towards others.
- 6.1.13 have the right to perform their professional duties in a well-planned manner therefore to be informed about their professional and other university duties (committee meetings, discussions) preferably at least two working days in advance. They also have the right to be informed about the expected duration of such meetings, discussions in advance.
- 6.1.14 have the right when subject to ethical mistreatment to seek the opinion of the University's Ethics Committee.

Rights and professional obligations of the University's instructors, researchers:

- 6.1.15 honest and fair professional activity and they have the right to expect the University, the University's management and other members of the University community to provide for the necessary conditions for that.
- 6.1.16 Regular self-development, continuous development. As a result, instructors may expect their workplace not to hinder the opportunity of professional training and continuous development.

The University's instructors and researchers are required to:

- 6.1.17 promote the ethical and human development of their students and provide non-academic, human assistance, if required.
- 6.1.18. provide fair and accurate information on their identity (e.g. at applications).

6.2 THE PROFESSIONAL RESPONSIBILITY OF INSTRUCTORS

6.2.1 Instructors are responsible for accepting positions, duties they have the professional competence, in the specific discipline and as an instructor, to fulfil: they are adequately qualified, have the required experience and capacity in terms of time. For this reason, they are expected to keep abreast of the development of their discipline and even contribute to such development while are also required to learn the special features and various methods of how knowledge is processed and conveyed.

6.2.2 Instructors are required to discharge their duties as instructor to the best of their ability and to make every effort to allow their students to learn the most advanced knowledge of a course in the most efficient way possible. In order to demonstrate responsible professional conduct, instructors are required to

- personally teach their own classes and not dispatch someone else in their place except in duly justified cases.

- teach their classes at the specified time and location without delay.
- inform students on any changes in a timely manner and using the required procedure.
- teach their classes appropriately prepared.
- present knowledge to their students they are able to process.
- keep abreast of the developments of their discipline, understand such developments and incorporate them in their lectures, seminars. ensure that a written summary material containing new developments in the discipline is available.

6.2.3 The University's instructors are required to provide their students with clear and comprehensive information on their professional, academic expectations.

- During the course, they are required to make every effort, as reasonably practicable under the circumstances, to prepare their students for their tests, assessments.
- They must also clearly and fully inform their students on the performance they expect at such tests, assessments.

6.2.4 Instructors are required to select the questions, tasks in written or oral tests, assessments to ensure that students are able to answer, fulfil them after successfully completing a course or courses. In order to demonstrate fair and responsible professional conduct, instructors are required to

- organise oral exams to ensure that preferably other persons (such as the next student preparing) are in the room in addition to the examinee. avoid one-to-one exams.
- ensure that cheating by one student at tests, assessments is not detrimental to honest students.
- strive to avoid circumstances at university or home assignments that facilitate or encourage cheating (such as assignments that are excessively difficult but easy to complete through cheating).
- warn students if they notice they try to cheat at a test, assessment and suspend their test, assessment when another attempt at cheating is detected.
- evaluate students in an unbiased way using transparent and standard criteria. ensure that exam dates are evenly scheduled and exam questions, tasks represent the same level of difficulty.
- clearly inform students when they get a bad grade at an exam about the reasons for their evaluation and the expected correct answer if students so request.
- handle grades to ensure that grades linked to a student name may not be accessed from outside the University (e.g. such disclosure on a public website is deemed as ethical misconduct).
- to do everything in their power to prevent their students from obtaining unauthorised access to test, exam questions prior to the date of the test, exam.

6.2.5 Instructors and researchers are required to support the professional development of their colleagues. If they become aware of any erroneous or concerning aspects in the work of their colleagues, they must discuss such aspects with them while they must also listen to any criticism regarding their own activities and must accept any just criticism.

6.2.6 The University's instructors are only allowed to accept permitted support for their professional advancement.

6.2.7 When publishing their results to the professional community or the general public, instructors, researchers are required to adhere to the approved publications standards and rules of their discipline clearly indicating the degree of contribution they or other researchers made in answering the questions studied. The author is required to acknowledge collaborators who were involved in the publication but their contribution in terms of the content was not significant. In order to verify the genuineness of their own results, instructors, researchers are required to retain the partial results of their research in the specified manner. They are required to reference sources used for their work if

- it includes a quote, even if a short one, from a written or oral communication of another person,
 - it includes a loosely summarised citation, paraphrase from a written or oral communication of another person,
 - they use ideas, opinions, theories (models etc.) from another person,
 - they use facts, statistical data or illustration developed by another person.
- a) Instructors, researchers who produce research results in their scholarly work without actual research or falsify the results of their own research or the research of another person, violate the standards of honest and fair professional conduct. Using the ideas, statements of another person or their wording in public communications without referencing their source as required by the publication standards of the discipline and thus representing them as someone's own is a violation of the standards of honest and fair professional conduct and deemed as an act of plagiarism.
 - b) Becoming aware of an act of plagiarism and failure to attempt to clarify it or start an ethical misconduct procedure, if required, is deemed as ethical misconduct.
 - c) Indicating a person who did not contribute to the work as author is unacceptable conduct.

6.2.8 Instructors, researchers are required to set an example for their students with their honest professional work, cooperative approach and human integrity.

7. THE ETHICS COMMITTEE

7.1 The Budapest University of Technology and Economics has adopted this Code of Ethics to help maintain the University's professional and institutional integrity by adhering to the University's ethical norms. In disputes, this commitment is promoted through the University's Ethics Committee.

7.2 The Ethics Committee, acting based on a request or its own initiative, forms an opinion in disputes of ethical nature contributing to the resolution of conflicts.

The main mission of the Ethics Committee is to use the available resources to achieve harmony between the Code of Ethics and the University's day-to-day life.

7.3 In order to maintain the ethical norms specified in this Code of Ethics at the University, all persons subject to this Code of Ethics are required to cooperate with the Ethics Committee.

7.4 The Ethics Committee is an elected body with six members whose non-student members are appointed by the rector for three years and student members are appointed by the rector, based on the recommendation of the University's students' union, for a minimum of one year and a maximum of three years.

7.5 The delegation and appointment of the members of the Ethics Committee must meet the following criteria:

- *The members of the Ethics Committee must be persons held in high esteem at the University.*
- *The Ethics Committee must be comprised of the following members: 3 full-time public employees working as an instructor or researcher or professor emeritus, 2 full-time students, 1 public employee working in a position other than instructor or researcher and not having a student status at BME.*
- *The rector must be promptly notified if the public employee or student status of a member of the Ethics Committee is terminated.*

7.6 If, for any reason, a member of the Ethics Committee resigns, the rector must appoint a replacement as soon as possible.

The elected Ethics Committee elects a chairperson and secretary from the members by majority vote.

The Secretariat of the Ethics Committee is the Rector's Cabinet.

7.7 The Ethics Committee is authorised to investigate cases of ethical nature concerning the members of the University community, to examine and document the circumstances and to determine the severity of each case.

7.8 If, based on the available information, the Ethics Committee

- a) *has reasonable ground to suspect a criminal offence, it must take every necessary measure within its competence, i.e. it must forward the information on the case to the competent authority;*
- b) *has reasonable ground to suspect disciplinary misconduct, the case is referred to the unit in charge of disciplinary actions in order to take any further measures;*
- c) *finds that the actions of the person who was reported for alleged misconduct or other actions revealed in the investigation process are not criminal offence, nor disciplinary misconduct but are unacceptable from an ethical point of view, it will impose the necessary sanctions in the form of ethical reprimand;*
- d) *concludes that the allegation is unfounded and dismisses it.*

7.9 In disputes, the Ethics Committee is responsible for the *clarification* of the ethical obligations of the University's students and employees and in the event of false allegations, the *protection* of the members of the University community.

7.10 The Ethics Committee is responsible for

- *monitoring and evaluating circumstances with an ethical aspect at the University,*
- *reporting anomalies,*
- *issuing an opinion in specific cases,*
- *determining whether a case involves ethical misconduct,*
- *determining the severity of the ethical misconduct and inform the person exercising the employer's rights.*

7.11 The Ethics Committee discharges its duties on its own initiative or in response to reports received.

7.12 If the investigation of the Ethics Committee reveals anomalies falling outside its field of competence, it must refer the case to a competent body.

8 THE OPERATIONAL RULES OF THE ETHICS COMMITTEE

8.1 The Ethics Committee has meetings on a regular basis. The frequency and the procedural rules of meetings are determined by the Ethics Committee at its own discretion.

8.2 The Ethics Committee may be contacted with written or oral complaints by any member of the University community in their own name or as a senior official representing the institution under their control.

8.3 Such complaints must be recorded. These records must include:

- *the date of the complaint,*
- *information on the complainant (name, contact details),*
- *information on the person or institution reported in the complaint (name, contact details),*
- *the subject of the complaint,*
- *any evidence and description of the details.*

8.4 Complaints must have a reference number. Received documents are stored by the Rector's Cabinet.

8.5 Within fifteen days following the receipt of the complaint, the chairperson and the secretary conduct a competence review and determine whether

- *the Ethics Committee is the competent body concerning the subject of the complaint,*
- *the complaint requires any actions to be taken,*
- *an investigation must be initiated based on the complaint.*

8.6 If the case requires further action, both the complainant and the person reported in the complaint must be notified of the result of the competence review within fifteen days following such review. The competence review must be performed in a manner to ensure that, if the complaint was unfounded, the filing of a complaint is not disclosed in order to avoid any act of retaliation. If the case requires action,

- *the complainant, the person reported in the complaint or the representative of the institution is notified of the initiation of proceedings,*
- *a member of the Ethics Committee is designated as the person in charge of the case and is notified,*
- *the person in charge is provided with the necessary documents.*

8.7 The secretary informs the Ethics Committee at its next meeting both about the cases requiring action and the cases not requiring any action.

8.8 If necessary, the person in charge collects additional information from the complainant and the person reported in the complaint. Following a comprehensive review of the available documents, the person in charge presents the case to the Ethics Committee, which then decides on an investigation to be launched.

8.9 During the investigation, the person in charge may consult other persons affected in addition to the parties. All information collected must be recorded.

8.10 Any person may have access to the documents available to the Ethics Committee at least 7 days prior to the hearing. Parties must be duly informed on their right to do so.

8.11 As a general rule, hearings are not public but the Ethics Committee may authorise the attendance of third parties based on a special request. Parties must be informed on the above and the procedural rules of the hearing in advance.

8.12 The hearing must be attended by at least three members of the Ethics Committee. The hearing is chaired by the chairperson of the Ethics Committee or in his/her absence, the person designated by the chairperson. The meetings of the Ethics Committee must be attended by at least three members.

8.13 The absence of one of the parties or their representative does not prohibit the Ethics Committee to issue an opinion. In such a case, the Ethics Committee decides based on the available documents or adjourns the hearing.

8.14 The affected parties may communicate their position in writing or speech at the hearing.

8.15 At the beginning of the hearing, the chair must ask whether the complainant or the person reported in the complaint has a complaint of bias concerning the members of the Ethics Committee. If yes, the Ethics Committee discusses the motion of bias in a closed session and decides whether it should be accepted or rejected. Such a decision must be recorded. As a detailed record may be substituted by a brief summary or audio recording if the hearing is documented in the form of an audio recording in place of a written record, those heard at the hearing must be informed about that.

8.16 Next, the Ethics Committee hears

- *the report of the person in charge on the specific case and the available evidence,*
- *the complainant about maintaining their complaint,*
- *the position and defence of the person reported in the complaint.*

8.17 Next, the Ethics Committee asks the parties questions and allows the parties to ask each other questions. The Ethics Committee then hears the witnesses, if any. The Ethics Committee decides whether to hear the parties and witnesses individually or with all of these persons present based on the statements from the parties and the witnesses, as applicable.

8.18 The chair decides whether the available information is sufficient for the Ethics Committee to be able to issue an opinion. If it is not sufficient, the person in charge is instructed to collect additional information and the hearing is adjourned for a specific period of time. If it is sufficient, the Ethics Committee withdraws to make a resolution.

8.19 Hearings are recorded in writing at all times, which records include:

- *the date of the hearing,*
- *the place of the hearing,*
- *the members of the Ethics Committee present,*
- *the person in charge of writing the records,*
- *the personal data of the complainant and the person reported in the complaint,*
- *the names of other persons being officially present and in what capacity they are present,*
- *the subject of the complaint,*

- *a brief summary of the main points and documents of the complaint and the defence, the process of the hearing, its key events, witness and other statements, evidence relevant to the case and important in terms of a resolution on the case.*
- *the opinion, resolution of the Ethics Committee.*

Detailed written records of the hearing may be substituted by a brief summary or an audio recording.

8.20 The opinion, resolution must be presented to those present at the end of the hearing.

8.21 The written records are authenticated by the chair of the hearing. A copy of the written records is made available to the complainant and the person reported in the complaint within seven days.

8.22 No written records are made of the closed session held before the opinion, resolution is made.

8.23 The opinion, resolution is made in a closed session of the Ethics Committee by simple majority of the members present. In the event of the parity of votes, the vote of the chair shall be decisive.

8.24 The opinion, resolution is presented by the chair with a brief explanation.

8.25 As the opinion, resolution of the Ethics Committee on a specific case does not include any binding obligations concerning individuals or the institution, no appeals against such opinion, resolution are allowed. The affected parties may add remarks to the opinion, resolution, which must be disclosed to the same extent as the opinion, resolution.

9 CLOSING PROVISIONS

9.1 The Ethics Committee is authorised to propose amendments to the Code of Ethics, and as a result, its own operation, to be adopted by the Senate.

9.2 The adoption of the amendment of the Code of Ethics repeals the Code of Ethics adopted by the University Board on June 24 2002 and the committee's Organisational and Operational Rules adopted by the University Board on September 30 2002.

9.3 The Ethics Committee is required to inform the Senate on its activities in the previous academic year every October.

Budapest, October 26 2009

(Dr. Gábor Péceli)
rector