

# Code of Ethics and Good Practice of the University of the Aegean

## Ethics Committee of the University of the Aegean

1. According to article 47 of Law 4485/2017, an Ethics Committee has been established at the University of the Aegean which consists of the Deans of the Institution and the Vice Rector of Academic Issues, Students' Welfare and Lifelong Learning who chairs the Committee. In the absence or impediment of the chairperson, he/she is deputised by the longest-serving Dean based on the date his/her appointment act at the first Academic Staff rank was published.
2. The Ethics Committee is responsible for the following:
  - a) Compiling the "Ethics and Good Practice Code" for academic, administrative and research issues (bioethical rules, etc.), which is approved by the Senate and incorporated into the Internal Regulation of the University.
  - b) Safeguarding the observance and implementation of deontology regulations on part of all University members and ascertaining violations of deontology rules.
  - c) Compiling the overall annual report regarding the observance and implementation of deontology rules and/or suggesting their revision, if considered necessary, which is submitted to the Rector and announced to the Senate of the Institution at the beginning of every academic year.
  - d) Examining *ex officio* or after the submission of a written report/complaint by students, members of the academic staff, members of the Special Scientific Staff (E.E.P.), the Laboratory Teaching Staff (E.D.I.P.), the Specialised Technical Laboratory Staff (E.T.E.P.), visiting academic staff and administrative personnel, issues of its responsibility, in order to ascertain the violation of regulations included in the code of ethics or investigate such incidents after the request of the Rector. If it is ascertained that there is a breach of deontology rules, or during the investigation it is ascertained there is a disciplinary offence, the relevant findings are sent to the Rector in order for him/her to assess the incident and act according to the law.
  - e) Following a request made by a member/ members of the Academic Community proposing the granting of permission to conduct research in school units provided the request is not submitted or cannot be fulfilled by the Department of Pedagogy of the Institution.
  - f) For every research involving underage persons it is required to submit a protocol to the Ethics Committee of the University of the Aegean and if it involves a psychological or physical intervention to the Committee of Ethics and Deontology in Research (CEDR/EIDE) as well, whether or not it consists part of a research project pertaining to the projects by mandate reviewed by the Committee.

The members of the Ethics Committee are unremunerated and receive no salary or other compensation for their participation in the Committee.

## **Internal Regulation of the Ethics Committee of the University of the Aegean**

The members of the Ethics Committee of the University of the Aegean are responsible for safeguarding and in general for the compliance with the Principles and Academic Deontology Policies of the University of the Aegean which contribute to the accomplishment of the mission of the Institution through:

- a) the reinforcement of good practice in the interaction among academic community members and
- b) among members of the academic community with their external environment.

Apart from what is defined by the Law, the Ethics Committee has an advisory role towards Community members and acts upon deontology issues for which it is informed in writing, aiming to sort them out or resolve them by consensus and based on what is provided by article 47 of Law 4485/2017.

The Ethics Committee is summoned whenever issues under its responsibility arise, after a written complaint, an order by the Rector/ Rectoress or if this is requested in writing by at least two (2) of its members. The Ethics Committee must examine the issues under research in sixty (60) calendar days since the submission of the issue to the Secretariat of the Ethics Committee. Decisions regarding the measures to be applied for the issue examined are taken by an absolute majority of its members. After the completion of each examination the Committee prepares a proposal which is submitted according to the law to the responsible administration body of the institution or to the Senate of the Institution which is the responsible body for making respective decisions.

### **1. Aim**

The University of the Aegean acknowledges the significance of common perceptions and practices regarding the role, responsibilities and obligations of its members and of the Institution during the preparation, implementation and evaluation of all educational, research and administrative activities. The promotion of specific policies and procedures contributes to the individual and collective academic development, protects the prestige of the Institution consisting a basic factor for the consolidation and preservation of society's trust towards the University of the Aegean as a public agency of education and as a secondary socialization agency.

## **2. Implementation**

### **2.1. Field of implementation**

The Code of Ethics and Good Practice is applied by all members of the Academic Community, Professors, Lecturers, members of the Laboratory Teaching Staff (E.D.I.P.), members of the Special Scientific Staff (E.E.P.), other categories of teaching staff, members of the Specialised Technical Laboratory Staff (E.T.E.P.), the administrative staff, the technical staff, researchers, staff on secondment, students of all study cycles of the Institution and by the external scientific collaborators of the Institution. The contracts of external collaborators include the internet address of the Code and provisions stating the obligation to apply the Code and the legal consequences of its violation.

The implementation of the Code does not in any case cancel or substitute the obligations of the Academic Community members deriving from the provisions of the Greek legislation and in particular the legislation for Tertiary Education, European directives, international law and the mandate regulations pertaining to the Institution.

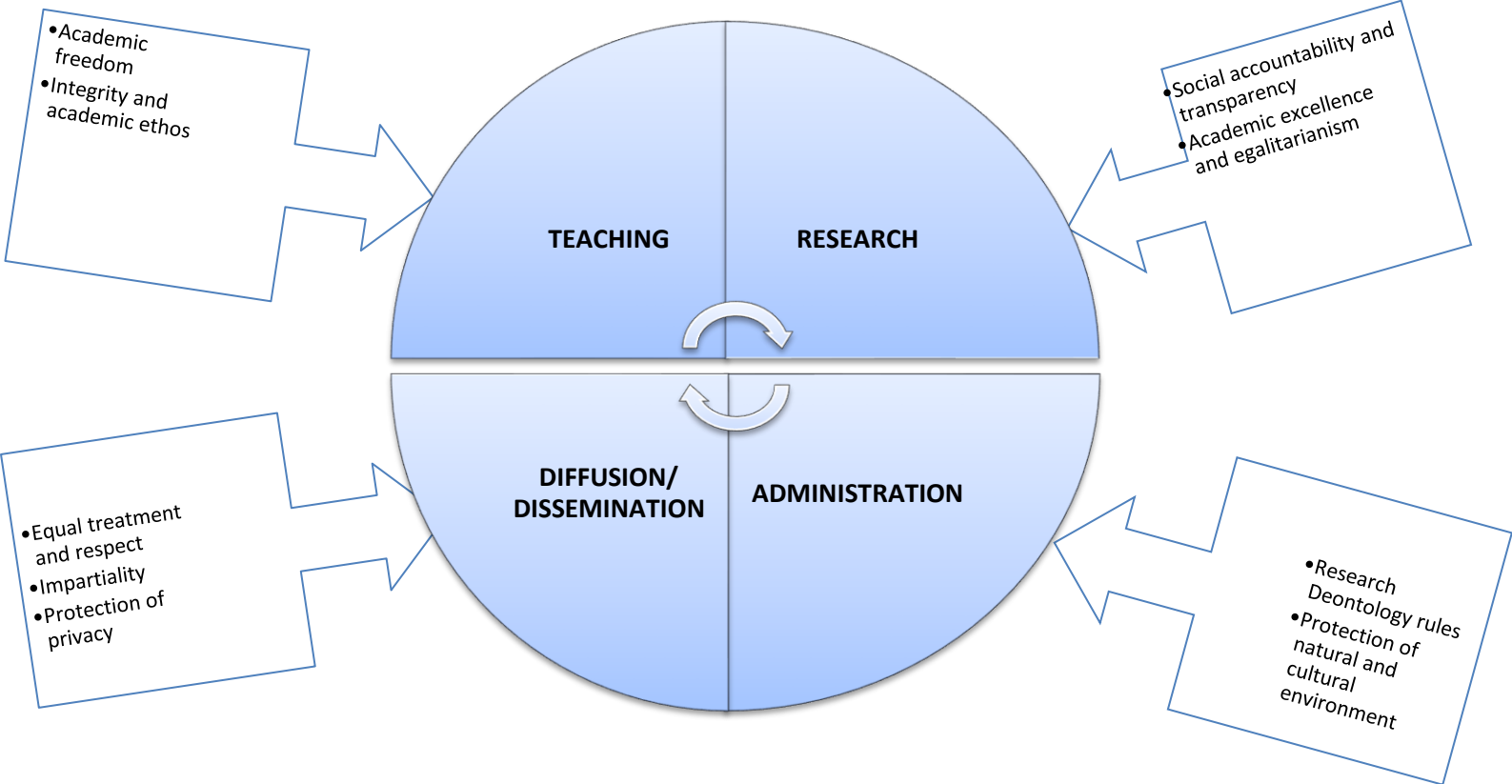
### **2.2. Obligations/Responsibilities of the University of the Aegean**

- a) The University of the Aegean safeguards that all members of the Academic Community, Professors, Lecturers, members of the Laboratory Teaching Staff (E.D.I.P.), members of the Special Scientific Staff (E.E.P.), other categories of teaching staff, members of the Specialised Technical Laboratory Staff (E.T.E.P.), students, the administrative staff, researchers, staff on secondment, and all external scientific collaborators of the Institution are informed about the Code of Ethics and Good Practice and uploads the Code on the central webpage of the Institution in order for it to be accessible to all members of the Academic Community and society. The Code is uploaded in a written form and in the form of a vocal file in order to be as accessible to everyone.
- b) The University of the Aegean will continuously promote the implementation of the Ethics and Deontology Principles and Policies of the University of the Aegean to the members of the Community and will renew the Code whenever necessary. The University will also have the Code translated in English. Moreover, the Code will be promoted among academic visitors to the Institution including students from abroad and students attending summer schools or lifelong learning studies organised by the Institution.

## **3. Deontology Principles**

The members of the Academic Community of the University of the Aegean are committed to safeguarding the following Deontology Principles and Policies in every educational and administrative activity they implement, also aiming to further improve these procedures by recognising and handling issues relating to academic deontology.

Diagram 1 Deontology Principles of the University of the Aegean



## **4. DEONTOLOGY POLICIES**

### **4.A. TEACHING AND RESEARCH ISSUES**

#### **4.1. Teaching**

The University has the overall responsibility to safeguard a learning environment providing students all the specifications required in order to develop their abilities and skills to the maximum by participating themselves as responsible partners in the learning process and the evaluation procedures of the educational work accomplished.

##### **4.1.1. Duties of the Teaching Staff**

a) University teachers are committed to carrying out their duties regarding their educational work with professionalism and consistency being available for communication with physical presence.

b) University teachers are committed to the timely announcing and keeping of collaboration hours with their students.

c) University teachers are committed to submitting the course dossier to the Department where they teach in time. The course dossier should include information about the content of the course, the educational objectives, the outline of projects, the evaluation process for students, indicative bibliography, and any other piece of information considered necessary.

d) University teachers are committed to informing students in time about evaluation procedures and criteria which should be transparent and safeguarding credibility and validity of grading.

e) University teachers are committed to treating all students fairly and objectively making no direct or indirect discrimination. Using students in projects not related to the teaching of a course and especially for the teacher's personal benefit is forbidden. Research or ancillary work should be undertaken by students, only after their prior consent and the Department's notification and should have a clear reciprocal feature and falling under legal provisions.

f) University teachers responsible for supervising dissertations, master's dissertations, PhD theses and postdoctoral research, are committed to guiding students and postdoctoral researchers by transferring their scientific experience and expertise. All other issues are regulated by the Law, the Study Guide and the Regulation for Postgraduate and Doctoral Studies of the Department.

g) In case an essay or dissertation produced by student in the framework of their duties is used, university teachers are committed to mentioning the name of the student who produced the specific essay or dissertation.

h) University teachers should respond to proposals regarding the improvement of their educational work submitted by the Internal Evaluation Team of the Department where they teach in the framework of the internal evaluation procedures of the Department.

#### **4.1.2. Duties of Students**

a) University students are committed to producing original essays assigned to them during their studies and aiming at their evaluation, and to respecting intellectual property rights of the sources used in order to prepare their essays. University students cannot present essays/projects developed in cooperation with other students as individually created products. University students cannot re-submit essays / projects that have been developed in the past in order to fulfill new educational requirements.

b) During examination procedures, university students are not allowed to cooperate with colleagues or other persons in order to copy. The use of aids, notes or electronic means is allowed only when explicitly stated by the teacher responsible for the examination.

#### **4.1.3. Duties of the Administrative and Technical Staff**

The administrative and technical staff of the University of the Aegean fulfills their duties according to the provisions included in the applicable legislation and taking account of how to best serve the educational work of university teachers and aiming to support them so that they provide knowledge and enhance students' skills and abilities during their studies.

#### **4.2. Research**

The research conducted at the University of the Aegean aims at promoting scientific knowledge for the direct or indirect benefit of society. The Ethics and Research Deontology Committee is responsible for supervising research projects (article 23 Law 4521/2018).

For the Deontology Committee of the University of the Aegean, the general principles which should apply in all research activities – including basic research, applied research, research co-funded partly or in total by an internal or external agency, institutional research, evaluation research, personnel research, research conducted by pre-graduate and postgraduate students, PhD candidates and postdoctoral researchers in the context of educational procedures, are summarized in not including and not promoting or in any way allowing discrimination on the basis of racial, national/ethnic and cultural characteristics, language, gender, sexual orientation, religious, political and philosophical beliefs, private life, health and physical ability, economic and/or social status of persons.

When making an agreement for the funding of a research project terms restricting academic freedom during planning, conducting or publishing research results are not legitimate. In the latter case, any obligation regarding the open publication of research results should have a limited timeframe and be fully justified.

#### **4.3. Knowledge diffusion and Publicity**

a) The members of the Academic Community are committed to diffusing knowledge deriving from their educational and research activities to society by activating national, regional and local mechanisms and procedures.

b) Promoting the services of the University of the Aegean via its webpage, printed and electronic leaflets and other informational material disseminated in order to facilitate the services provided by the University is undertaken by all members of the Academic Community on the basis of accuracy and trust and aiming to build the prestige of the Institution and the validity and credibility of the services offered.

c) When publicizing data and reports to other central, regional and local public agencies, the academic and administrative staff are committed to providing complete, comprehensible, informed and accurate data. The specific policy is applied in all public communications of the University of the Aegean.

d) For the sound promotion of the Institution any request for an interview, a press release or other form of publication should be forwarded to the responsible administrative office of the Institution and to the member of the Academic Community who is responsible for the educational or research activity.

e) Every member of the Academic Community publicizing their views and opinions, especially via the mass media should clarify whether they are making the publicization as members of the Academic Community or the expressed viewpoints reflect their personal opinions or viewpoints held under a different identity.

f) When delivering a public speech all members of the Academic Community are committed not to promote their identity as members of the University of the Aegean in a way that can expose the prestige of the Institution or for personal benefit not related to their academic work.

#### **4.4. Protection of Intellectual Property Rights**

a) When implementing educational, research and administrative procedures, all members of the Academic Community are committed not to offend intellectual property rights, on the basis of applicable legislation and European directives. Non reference to the intellectual contribution of a person in any published work or the inclusion of a person who has not in fact contributed as a creator in a work, consists an offence of intellectual property rights (i.e., a person's ownership rights to an original expression of creativity).

b) It is forbidden for members of the Academic Community to use any means to reproduce the entire or part of the intellectual works of third persons (books, articles, essays, etc) and to translate, edit, use, forge or replicate them without the necessary and provided by law permission, with the exception of the cases prescribed in Law 2121/1993 which is in effect.

c) University teachers relying on their judgement can provide students with texts, articles, exercises and projects, provided they comply with the preconditions and commitments deriving from intellectual property rights according to the legislation in effect.

d) All members of the Academic Community are committed to ensuring confidentiality in case they become aware of the development or progress of a work or product before its completion or publicization.

##### ***4.4.1. Dissertations, Doctoral Theses and Postdoctoral Research***

a) Dissertations (pre and postgraduate), doctoral theses and postdoctoral research, consist original works of pre-graduate and postgraduate students, PhD candidates and postdoctoral researchers which are submitted for judgement to the responsible academic committees of the Institution. The approval of dissertations, theses and postdoctoral research by the responsible bodies of the Institution are not an approval of creators' viewpoints by the University of the Aegean. In this context PhD candidates and postdoctoral researchers have the intellectual rights (including ethical and property rights), as creators of the works. For graduate dissertations and essays, pre-graduate and postgraduate students maintain the ethical right jointly with the supervising scientific personnel until the evaluation of the dissertation, whereas the property right is exclusively maintained by pre-graduate and postgraduate students.

b) After the grading of their work, and unless the supervisor has submitted a written and justified objection, pre-graduate and postgraduate students are the sole owners of the intellectual and other deriving rights, as prescribed by Law 2121/1993, and any alterations or updating following. When publicizing dissertations, theses or research in any form, pre-graduate and postgraduate students, PhD candidates and postdoctoral researchers should mention the name of the University, the School/Faculty and the Department at which the specific thesis or research was conducted. The University of the Aegean can make use of these works for educational or research reasons, given that the source and the creators of the work are mentioned.



#### **4.5. Academic, Administrative and Technical Staff**

The staff of the University of the Aegean is committed to making all the necessary efforts in order to safeguard the accomplishment of the Institution's mission and goals. More particularly, based on their duties, the administrative staff is responsible to report duly and promptly every current or imminent violation of applicable legislation, regulations and obligations deriving from the present regulation or the decisions of the responsible collective bodies, whichever member of the community they are committed by. The technical staff is responsible for the prompt renewal of certifications validating the performance of technical works on any level. The Institution should provide the necessary facilitations (permission, etc) for the renewal of certifications or the reception of new ones which are required by the latest legislation.

#### **4.6. Labour Relations and Conflict of Interest**

a) The prestige, validity and even performance of educational, research and administrative procedures should be protected by all members of the Academic Community. In this context Academic Community members are committed to fulfilling their duties with professionalism, diligence, dedication, interest and respect towards the Institution and the collaborating persons.

b) All members of the Academic Community should give priority to the accomplishment of the goals of the Institution and the protection of its interests. Whenever Community members recognise that in any of their activities their personal interests, directly or indirectly conflict with the interests of the Institution they should self-exclude themselves from the specific procedures. In cases in which the issues arising are not perspicuous/ obvious, members of the Academic Community should require the advice of the responsible administrative agencies and the Deontology Committee of the Institution.

c) The relations of all Academic Community members should be governed by honesty, mutual trust, impartiality and respect for the personality and the work of other members.

d) The exploitation of a position, status or grade by any staff member of the Institution, leading to harassment, pressure, threat of violence or any unfair practice towards another member of the Academic Community, forcing them to a specific act, omission, judgement or vote, in the context of educational, research and administrative procedures, and aiming at one's own benefit, is impermissible and consists a serious violation of deontology rules. More specifically it is noted that during any educational, research or administrative procedure, it is forbidden to use a staff member of the Institution for the performance of personal works for any Community member or other external parties, or assign tasks which do not fall under their standard responsibilities.

e) Members of the Academic Community should not legalize as colleagues, collaborators or discussants in any educational, research and administrative activity persons who use violence and undermine academic freedom.

#### **4.8. Data management/Data retention policy???**

The University of the Aegean collects, processes and maintains a large amount of information, including personal data for its students, the teaching, research, administrative and technical staff and other users, aiming to monitor the performance of all its activities. The Institution and the members of the Academic Community who collect, process and maintain data, are committed by national and European legislation for the proper, legal and fair data management which in any case cannot be opposed to the mission, goals, values and principles of the Institution.

In this context the members of the Academic Community who manage data should:

- a) Safeguard their authenticity;
- b) Maintain the data protected from non-authorized agencies and persons;
- c) Protect data from natural disasters;
- d) Keep them sufficient, accurate and informed;
- e) Safeguard their processing in accordance with the rights of persons;
- f) Not maintain them beyond the required timeframe;
- g) Inform the Institution for any changes or mistakes they notice;
- h) Not use the data for their own benefit or for the benefit of other persons inside or outside the Institution.

#### **4.9. Information resource management**

The University of the Aegean strives to provide security guarantees for the function and use of its information resources and technologies used for the performance of educational, research and administrative procedures and the retention, processing and publicization of information and personal data. In order to manage the safety of its information resources and technologies and therefore of manageable information, all members of the Academic Community of the University of the Aegean should comply with the following:

- a) It is not allowed to use information technologies and resources of the Institution for illegal activities and gambling.
- b) It is not allowed to use the information technologies and resources of the Institution in order to produce personal work for one's own benefit or by violating work obligations.
- c) It is not allowed to use the information technologies and resources of the Institution for non-academic and profit-making activities.
- d) Access to computers or private folders without prior authorization is not allowed.
- e) It is not allowed to violate property rights of software packages or alter them without the license provided for by the law or the authorization of the Institution if the software package belongs to the University of the Aegean.

In any case, the Responsible Agency for the technical requirements regarding the safety of the information technologies and resources of the Institution is the Information Technology Service which can be addressed by all members of the Academic Community for specialised safety issues regarding IT (<https://ype.aegean.gr/systemsecurity>).

#### **4.10. Management of building infrastructure and other resources**

a) The University of the Aegean is committed to providing a safe and healthy environment for all its members by safeguarding the implementation of all the procedures regarding the safety of buildings/venues and infrastructure.

b) Buildings and other infrastructure (i.e. computers, logistics, equipment, etc) of the Institution are used by all the members of the Academic Community exclusively for the production of the Institution's work. In case the infrastructure of the University of the Aegean is to be used by external agencies it is required to get a license by the responsible bodies of the Institution.

c) Respecting and protecting the buildings and all the material resources of the Institution is a fundamental duty of all members of the Academic Community of the Institution. Accordingly, all members of the community should report any damage or destruction of infrastructure to the responsible bodies.

#### **4.11. Psychological Support and Academic Counselling**

The University of the Aegean is committed to providing free urgent psychological support to its students and the personnel of the Institution, safeguarding privacy of sensitive personal data, initiating and facilitating support on a more permanent basis if this is proposed and scientifically justified. Psychological support and counselling is provided through the cooperation with specialized scientists of humanitarian and social sciences, or health scientists who are employed at the University of the Aegean or at public mental health agencies or public general health agencies or at any other agency with specialised personnel if there are no public agencies. The University of the Aegean, in the context of the above services, prioritizes the need to invariably comply with professional, deontological and special rules, defined by specific scientific fields and decisions of international organisations in which the Greek state is a member and with applicable national legislation and the international law. The safeguarding of confidentiality in therapy is an obligation for all members of the Academic Community who become aware of personal data due to their work position or unintentionally.

#### **4.15. Compliance with the law**

The present document was drawn in the vein of applicable international, European and national legislation and according to the rules for Tertiary Education and European directives, international law and the regulations of every jurisdiction in which the Institution pertains to on the basis of its activities. In this context, the University of the Aegean sets as a prerequisite that all members of the Academic Community are primarily bound by the aforementioned legislations and regulations.

#### **4.16. Compliance with the decisions of the Institution's collective bodies**

The University of the Aegean considers it a basic precondition that all members of the Academic Community are bound by the contents and provisions included in the Deontology Code as it has been approved by the responsible bodies of the Institution and sets it as a prerequisite that all members of the Academic Community are bound by the relevant decisions of the Institution's collective bodies in order to perform educational, research and administrative procedures.