



MISKOLCI
E G Y E T E M

CODE OF ETHICS

University Regulations No. **1.4**

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GENDER DISCLAIMER

The masculine form used in this document always refers to female, male and diverse persons simultaneously. Exclusively for the purpose of better readability, the gender-specific spelling as well as multiple designations are not used. All personal designations are therefore to be understood as gender neutral.

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Preamble

The Code of Ethics sets out the core values that the University of Miskolc expects from its citizens and the fundamental standards of conduct that they are to follow, which contribute to the performance of the public duties of the University of Miskolc at a high level, to building mutual trust, community and cohesion.

Although the Code of Ethics does not provide guidance for every life situation, it sets out a general framework of conduct that will increase the satisfaction and trust of University citizens. The most important principles are honour, respect, reliability, professionalism and helpfulness.

Chapter I

Objectives of the Code of Ethics

Section 1

- (1) The objective of the Code of Ethics is to define the standards of moral conduct - rights and obligations - to be followed by the employees, students as well as persons performing university duties based on other legal relationships aimed at the performance of work, as citizens of the University of Miskolc (hereinafter: the University) (hereinafter: University citizens), to contribute to the strengthening of human relationships, to the creation of a sense of well-being conducive to professional work, to the preservation and nurturing of the University's traditions, reputation, professional and institutional integrity.
- (2) The Code of Ethics contains norms setting out specific organisational values based on a general human and voluntary agreement for University citizens. In matters covered by the Code, behaviour that is consistent with the requirements set forth in the Code can be considered ethical. It is an ethical offence to breach or disregard the requirements set out in the Code of Ethics, intentionally or negligently.
- (3) University employees shall be bound by the provisions
 - a) of this Code of Ethics in addition to the employment provisions laid down in a) the legislation applicable to their employment, in particular Act I of 2012 on the Labour Code and Act CCIV of 2011 on National Higher Education and its implementing regulations,
 - b) the Organizational and Operational Regulations, in particular Volume II (Employment Requirements) thereof; and
 - c) the internal legal norms.
- (4) The present Code of Ethics also contains recommendations, the violation of which does not constitute an ethical offence, but compliance with which will contribute to the development of a uniform organisational culture. These recommendations are in italics in the text of the Code of Ethics.

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Scope of the Code of Ethics

Section 2

- (1) The personal scope of the Code of Ethics shall cover the University citizens as defined in Section 1(1). The provisions of the Code of Ethics shall apply to persons who are not employed by the University but who contribute to the performance of University duties based on a contractual relationship, provided that their contract also stipulates compliance with the provisions contained in these regulations as a contractual obligation.
- (2) No University citizen shall suffer any disadvantage during and because of the exercise of the rights and fulfillment of obligations contained in the Code of Ethics.
- (3) In the event of a moral conflict related to the activities of University citizens that requires clarification, any person may seek a statement of position from the University Ethics Committee or the compliance officer.
- (4) The Ethics Committee shall act in ethical matters under Section 19(5) of this Code of Ethics, and ethical complaints made through the whistleblowing line shall be investigated by the compliance officer in accordance with the provisions of the regulations on the procedure for handling incidents that violate integrity.
- (5) The Code of Ethics consists of three substantive parts. The first substantive part deals with the general moral and ethical rules applicable to all University citizens (Chapter II), the second substantive part deals with the specific moral and ethical rules applicable to University citizens employed in a particular position or under a contract of services or appointment (Chapters III to VII), and the third substantive part deals with the Ethics Committee and the rules of procedure (Chapter VIII).

Chapter II

GENERAL ETHICAL REQUIREMENTS CONCERNING ALL UNIVERSITY CITIZENS

Fundamental ethical requirements

Section 3

- (1) Compliance with ethical norms is one of the obligations of employees arising from their employment relationship, while in the case of students it is one of the obligations related to the performance of their student legal status. Accordingly, breaches of ethical norms for employees may lead to adverse legal consequences related to the employment relationship, including termination of employment in serious cases, while for students they may give rise to disciplinary liability as regulated in the Student Requirements System.
- (2) Every University citizen has the right to expect respect for his human dignity and personal rights, and has a primary legal and ethical duty to respect the human dignity and personal rights of others.
- (3) Every citizen of the University is both the bearer and the creator of the image of the University in his immediate and wider environment. The University citizen is seen by the external public as a credible source of information and his opinion of the University is therefore a determining factor in his social group. In the light of the foregoing, it is the fundamental moral duty of all University citizens to help preserve and enhance the

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reputation of the University by their behaviour, their cultured conduct and their appearance. This applies in particular to those University citizens who wear clothing bearing the coat of arms or logo of the University or of any of its faculties or organisational units, whether at or outside an organised event. Wearing clothing that is part of the University's tradition is an honour, but also a greater responsibility. For the purposes of this clause, clothing shall include clothing accessories bearing the coat of arms or logo of any of the faculties of the University.

- (4) It is the duty of University citizens to protect the reputation and prestige of the University and they shall refrain from any verbal or written expression which may be prejudicial to the interests of the University.
- (5) It is the ethical duty of University citizens to avoid any situation in life in which their esteem, reputation, social standing and/or human dignity or the reputation of the University may be damaged.
- (6) Foreign citizens studying or teaching at the University are expected to adapt to the standards of behaviour generally accepted in Hungary and at the University, while preserving their own culture, and to endeavour to learn and practise, at least to the extent necessary for the completion of their studies and their integration into the University community, the customs and traditions of the University as accepted and established locally.

Communication between University citizens

Section 4

- (1) Communication between University citizens, through any communication channel, using any means of communication and in any communication situation, shall always be respectful, courteous, objective and calm. It shall be a serious ethical offence to communicate in an offensive, abusive, degrading or derogatory tone, whether verbally or in writing, or to communicate in a manner that is racist and/or mocks any religious belief or worldview of any person.
- (2) University citizens are not permitted to make disparaging, abusive or unfair remarks about other University citizens in front of others.
- (3) It is a serious ethical offence to engage in any form of verbal or non-verbal aggression, such as communicating in a loud and/or threatening tone of voice in communications between University citizens, or any form of malicious personal conduct and/or rude, offensive, insulting or abusive language directed towards a University citizen.
- (4) In the use of electronic correspondence (e-mail), including any other form of electronic written communication (e.g., SMS, bulletin boards), one shall strive for concise wording and adhere to the requirements of Clauses (2) and (3). The way of addressing shall be respectful, appropriate to the relationship and connection between the recipient and the sender, and shall take into account the content of the e-mail. In order to preserve internal confidential information, in no case should an e-mail stream, i.e. e-mails previously written on the same subject matter, be forwarded to a person not in a legal relationship with the University.
- (5) *Recommendations* for the use of electronic correspondence:
 - a) *only the addressee(s) should be named, not the person(s) included in the copy;*

- b) in the case of e-mail, the addressees should include those who have a task to perform or are specifically addressed in relation to the e-mail, while the copy field should only include those who have received the e-mail for information purposes only and have no task to perform - this rule should avoid misinformation and misunderstanding about who is responsible for performing the task;*
- c) an e-mail stream, i.e. e-mails previously sent on the same subject matter, may only be forwarded to a person who was not involved in the previous correspondence if the previous senders have explicitly agreed to this or if knowledge of the previous correspondence is necessary for the performance of the task;*
- d) electronic correspondence on the network operated by the University shall in all cases be considered as confidential and its contents shall be known only to the addressee(s) and the persons to whom it is copied, excluding the employer's right of access under its right of control, which is detailed in the IT Security Policy;*
- e) if a University employee is absent for more than two working days (e.g. on secondment or paid leave), he is to set up automatic 'out-of-office' replies, indicating the duration of the absence and the name and contact details of the member of staff who will act as a replacement.*

University citizens and political expression

Section 5

- (1) University citizens shall not engage in party political activities and party political agitation within the University, nor shall they engage in propaganda with political content, nor shall they distribute propaganda material. Both lecturers and students shall refrain from making party political statements in lectures, classes, practical training or any other sessions. When engaging in political activities, a University citizen must take care
 - a) to keep his political activities clearly separated in time and space from his activities at the University,
 - b) not to give the impression or appearance that the University is committed to a party or political trend,
 - c) not to join any group, trend or movement whose aims and/or activities are contrary to the University's mission statement, goals and interests.

The University's relationship with religion and other worldviews

Section 6

- (1) The University is not committed to any religion, church or worldview, but it practices and implements the customs and traditions of the festivals associated with the Christian religion in accordance with European traditions, and it observes rules based on the value system of the Christian religion in the course of its operation. The University is neutral and tolerant in other religious and philosophical matters.
- (2) A University citizen shall have the right to engage in personal practices on the University's premises which are compatible with the European value system and that do not conflict with the law, belonging to his religion or worldview, but only in such a way that he does not in any way hinder the operation of the University, nor interfere with the activities, rights or legitimate interests of other University citizens.

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Rules on communication about University business, relations with the media, rules on the use of social media

Section 7

- (1) All University citizens may comment and express their opinions on the University's operation in a responsible manner and only in their own name and on their own behalf and within the scope of their duties and responsibilities, and in compliance with the provisions of this Code of Ethics, and these circumstances - i.e. the fact that they are expressing their own opinions - must be made clear to the audience, and in the case of written communication, immediately at the beginning of the communication. It is forbidden to comment or express an opinion on a matter which is the subject of a university-wide or external investigation until the proceedings have been brought to a final conclusion.
- (2) A University citizen is expected to communicate only true facts about the University and to abide by the additional ethical rules for communication set forth in this section.
- (3) The following persons are authorised to make oral and written statements to the media on behalf of the University:
 - a) the Rector on any matter;
 - b) the Vice-Rector for General and Scientific Affairs on any matter;
 - c) the Vice-Rector for Academic Affairs on matters relating to admissions and education;
 - d) the deans of the faculties on any matter concerning the faculty under their management;
 - e) the vice-deans of the faculties on matters concerning their faculties, in accordance with their duties and responsibilities;
 - f) the Chief Financial Officer, on matters relating to the organisational system under his management;
 - g) the Head of the Communication Centre, on any matter, but only after prior consultation with the managers with the duties and responsibilities referred to in points (a) to (f) for the matter in question.
- (4) The persons referred to in Clause (3) may give their immediate subordinate managers written authorisation to make statements to the media.
- (5) If a representative of the media asks a University citizen who is not authorised to make a statement on behalf of the University for his opinion on any University-related matter, the University citizen making the statement shall clearly indicate and record in the statement that what is said reflects his personal opinion and shall not be considered as an official communication of the University. Any breach of this clause shall be considered a serious ethical offence.
- (6) University citizens shall be aware that in their public utterances, whether inside or outside the University, they may be associated with the University and/or its organisational units and it is therefore an ethical requirement that they act in a credible, objective manner and in the best interests of the University.
- (7) Any statement, communication or advertisement issued by the University shall contain truthful and accurate information. The publication of any information, commercial or communication which is false in content or which reflects unfavourably on other universities or educational institutions, the maintainer of the University or the

maintainers of other universities is contrary to the ethical norms of the University, and the author, publisher and/or endorser of any of these is guilty of a serious ethical offence.

- (8) No University citizen shall be permitted to mention any internal information or to express an opinion thereon, about the University or the University citizens or external partners to anybody which could lead to a negative judgement of the University's activities. Any breach of this clause shall be considered a serious ethical offence.
- (9) The publication of information which damages or jeopardises the reputation or image of the University, in particular on social networking sites, electronic media and in the printed press, shall not be permitted. Any breach of this clause shall be considered a serious ethical offence.
- (10) When using social networking sites, University citizens shall refrain from making or sharing comments, opinions or media content that negatively reflect on the reputation or activities of University citizens or the University and/or negatively influence the reputation or activities of University citizens and/or the University, and shall not use such social networking sites to communicate with each other in a manner that discredits or negatively reflects on each other. The conduct described in the preceding sentence is particularly prohibited on social networking and content sharing sites such as Meta (formerly Facebook), Instagram, X (formerly Twitter), Snapchat. Any breach of this clause shall be considered a serious ethical offence. *When using social networking sites, one should refrain from utterances that are personal, obscene, defamatory or discriminatory.*
- (11) Any public communication or rumour that states an untrue fact about the University, a citizen of the University or the operation of the University shall be considered a serious ethical offence.
- (12) Every University citizen shall have the right to express real and objective criticism of the collective or individual actions or practices of the University's leaders, organisational units, or employees in management positions. However, the expression of such opinions shall be made to
 - a) the immediate superior who manages the criticised performance of the duties of the employee or organisational unit concerned, or
 - b) the university body or bodies concerned in which the employee concerned carries out the criticised activity or which has decision-making power in relation to the criticised activity of the employee or organisational unit concerned.

It is a serious ethical offence even to threaten or to retaliate against a person who has made a genuine and objective criticism in any way.

Anti-corruption requirements

Section 8

- (1) Any material or other service, benefit or advantage offered to University citizens in order to obtain an unlawful advantage shall be refused in all cases.
- (2) It shall be a serious ethical offence for a University citizen to offer or provide an unlawful advantage to any other University citizen or non-University citizen.
- (3) It shall be an ethical requirement to avoid any situation in which the fact or suspicion of requesting or providing unlawful advantage may rise.

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- (4) The commission or attempted commission of any act of corruption is strictly prohibited at the University. Crimes of corruption are listed in Chapter XXVII of Act C of 2012 on the Criminal Code (hereinafter referred to as the "Criminal Code").
- (5) Corruption is a serious incident that violates integrity, therefore, if a citizen of the University finds reasonable grounds to suspect that corruption has taken place in any of the activities of the University, he shall report it, at his option, either in accordance with the Regulations on Handling of Breaches of Integrity or directly to the Rector and the Chief Financial Officer.
- (6) If a natural person or the first-line manager of a legal entity in a contractual relationship with the University, and/or its employee in a management position and/or its employee authorised to conclude business is found to have been convicted of corruption by a final judgment and is not exempt from adverse legal consequences, it is prohibited to enter into a business relationship or any other contractual relationship with such a natural person or legal entity, excluding a student legal status with a natural person, and the existing contractual relationship must be terminated immediately within the possibilities offered by the contractual relationship.
- (7) Violation of the provisions of this clause shall be considered a serious ethical offence.

Protection of personal data and university information

Section 9

- (1) Violation of the laws and internal legal norms on the processing and protection of personal data, unless the act constitutes a more serious breach, shall be considered a serious ethical offence.
- (2) The definition of a trade secret is contained in Section 1 of Act LIV of 2018 on the Protection of Trade Secrets.
- (3) Confidential data and information shall be any data and information that is not a trade secret, but is related to the operation of the University, teaching, research, data processing, intellectual property management at the University, and is not public and not accessible to anybody.
- (4) Personal data concerning the University and University citizens shall be processed in accordance with the provisions of the law and internal legal norms, and records and databases containing such data shall be kept safe. Unauthorized acquisition, processing and disclosure of such data is also a serious ethical offence. University employees are required to keep confidential information acquired about University citizens that is otherwise not public or not publicly known (personal benefits, academic progress, private life, political or religious beliefs, etc.).
- (5) Breaches of the rules on the protection of intellectual property are considered to be serious ethical offences and will lead to criminal prosecution if committed intentionally. It is the moral duty of University citizens to value the intellectual products of the University and to do everything possible in order to protect them.

Unethical business conduct

Section 10

A serious ethical offence:

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- a) conduct by a University citizen within the University aimed at obtaining preferential treatment, in order for the University to unjustifiably favour the services provided by a certain person, business corporation or other legal entity over another person, business corporation or other legal entity providing the same services;
- b) to exploit for personal gain, for private purposes, a business relationship with a person, business corporation or other legal entity doing business with the University.

Chapter III

ETHICAL RULES APPLICABLE TO ALL EMPLOYEES OF THE UNIVERSITY

Accepting gifts

Section 11

- (1) An employee employed in a lecturer or researcher position may, provided that it does not conflict with the provisions of Section 8, accept a gift from a student within one calendar year not exceeding 10% of the guaranteed minimum wage in force in the year the gift is received.
- (2) University employees and persons performing university duties based on other legal relationships aimed at the performance of work may only accept gifts (e.g. pens, notebooks, folders, umbrellas, cups, key rings) from persons doing business with the University for representational purposes.
- (3) Accepting cash, gift vouchers, tickets to an event, shopping coupons, and discounts is prohibited. A ticket to a professional event for which a fee is charged is not considered a gift if the fee was paid by the University and/or the employee or if the professional event is related to a scholarship awarded. Attendance at an event received as a guest of honour, invited speaker, honorary attendee or a sign of respect is not considered a gift.
- (4) In other respects, it is prohibited to accept a gift if, in the opinion of the employee who is the recipient of the gift, the person giving the gift in exchange for the gift
 - a) intends to gain the goodwill of the employee to whom the gift is given,
 - b) expects the employee to manifest some conduct that is favourable to him or to receive an improper return service;
 - c) endeavours to influence decision-making within the University;
 - d) is likely to influence the employee receiving the gift in connection with his employment [threat of corruption, attempted corruption, see also Section 8(4)].
- (5) It is the ethical duty of a University citizen
 - a) to act honestly and fairly in his professional activities;
 - b) to pursue regular self-training and further training; a University citizen may expect that the University not hinder the acquisition of his professional qualifications and the opportunity for further training.

General conflict of interest rules**Section 12**

- (1) Employees shall avoid situations giving rise to a conflict of interest, in particular:
- a) a conflict of interest exists when a person becomes his own principal through an external function, employment outside the University or through several assignments. Such a conflict of interest situation shall be eliminated immediately;
 - b) it is a conflict of interest and a serious ethical offence for a superior to make a decision that is contrary to an external or internal legal norm or to the interests of another person through an emotional relationship with a subordinate.

Chapter IV**ADDITIONAL ETHICAL REQUIREMENTS FOR EMPLOYEES IN MANAGEMENT POSITIONS****Additional ethical requirements for employees in management positions of the University****Section 13**

- (1) An employee of the University who holds a management position, i.e. a person employed in a position listed in Sections 4(2) to (3) of Volume II of the Organisational and Operational Regulations, the Employment Requirements, may be expected to lead the organisation he manages in compliance with the moral requirements set out in the Code of Ethics, in addition to legal and economic responsibility.
- (2) An employee holding a management position should:
- a) *listen to the professional and personal problems of his colleagues, and be tactful and patient when listening to them;*
 - b) prepare his decisions well, seeking and, as far as possible, taking into account the opinions of his subordinates;
 - c) give his subordinates the necessary freedom and autonomy (within the limits of the law and internal rules) to take decisions in the performance of their professional duties;
 - d) ensure that the information necessary for the performance of duties is obtained and made available to the persons concerned;
 - e) share with his subordinate colleagues information concerning their professional or other career development (e.g. study and further training opportunities, applications, scholarships);
 - f) *provide moral support and encouragement for the continuous self-training and further training of his subordinate staff;*
 - g) require the employees involved in administration and management to be accurate and courteous in their conduct;
 - h) not discredit his colleagues and reject the efforts of others to do so.
- (3) A manager shall not abuse his position as a decision-maker in matters within his authority when awarding bonuses or allowances, proposing or granting decorations, or in any other decision. It is therefore a serious ethical offence:
- a) if the manager fails to ensure full equality of opportunity and the necessary and possible publicity for his subordinates, in particular in the context of decisions relating to applications, publications and academic qualifications;

- b) to take private advantage of a subordinate-superior relationship, whether in the employment relationship or in non-employment situations;
 - c) to influence or seek to influence a person's political, religious or philosophical views by invoking or exploiting a relationship of dependence.
- (4) *An employee of the University who holds a management position shall promote the internal resolution of professional problems arising in the organisational unit under his control and shall encourage his subordinates to do the same.*
- (5) In making decisions, the manager shall in all cases take into account the interests of the University and of the organisational unit under his direction, in that order.
- (6) It is the manager's special ethical duty to provide accurate and truthful information, both personal and when executing data servicing related to the University and its organisational units (e.g. applications, academic activities, academic qualifications, publications). Failure to do so may give rise not only to ethical liability but also, in more serious cases, to criminal liability. In particular, the following conduct should be avoided:
- a) it is a serious ethical offence to include in a tender application a list of eminent professionals who are likely to increase the chances of winning the tender but who the applicant knows will not or cannot take part in the performance of the activity undertaken;
 - b) it is a serious ethical offence for a workplace manager to agree to his name to be included in a scientific publication or research (final) report when he has not been substantially involved in the creation of the intellectual product. It is also an ethical offence for a manager to misappropriate the results of the academic work of a subordinate, doctoral student or doctoral candidate, exploiting their intellectual capacity for his own benefit;
 - c) it is a serious ethical offence to falsely list as lecturers in the degree programme launch (accreditation) document, curriculum, subject-related syllabus or course outline, senior lecturers who will not be involved in the preparation or teaching of the subject in question.
- (7) *All employees of the University in a management position shall develop their management skills and knowledge within the limits of available resources.*
- (8) A management assignment imposes a special moral responsibility on its holder to avoid taking advantage of his function, and it is therefore a serious ethical offence for an employee in management position to
- a) have an "outside interest" (sole proprietor, member or executive officer of a business corporation, member of the Supervisory Board, etc.) and not to make clear in his "outside interest" activities and business negotiations in which capacity, and on behalf of and in the interests of which organisation he is acting in the given situation.
 - b) to apply or review the application of a subordinate or colleague in a decision-making or decision-influencing position, and to conceal or intentionally fail to terminate this conflict of interest.
 - c) to use his academic rank or position to influence or seek to influence the evaluation, academic assessment or habilitation (irrespective of professional considerations) of his subordinates.

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Further ethical rules for employees representing the University and its organisational units
Section 14

- (1) *Employees representing the University and its organisational units shall take into account that the primary mission of the University is education, academic research and development and artistic creation.*
- (2) Employees representing the University and its organisational units have a duty to consider responsibly the consequences of the decisions they take and the choices they intend to make.
- (3) Employees representing the University and its organisational units have a moral demand to receive the information necessary for the performance of their work from the University citizens. University citizens have an ethical duty to ensure conditions for effective representation. However, this rule does not imply any exemption from non-disclosure obligation or the confidential processing of data, and the rules on processing personal data must be fully respected.

Chapter V

FURTHER ETHICAL NORMS CONCERNING EMPLOYEES IN SOME TEACHING AND RESEARCH POSITION

Fundamental ethical requirements
Section 15

- (1) Instructors and researchers shall
 - a) refrain from expressing in front of others an explicitly abusive or degrading assessment of the person, activities or achievements of any of their students;
 - b) always welcome students and colleagues who approach them with professional or other questions in an open and supportive manner;
 - c) *address colleagues and students in an informal style only on a reciprocal basis, otherwise polite formal style is allowed;*
 - d) give instructions to students only in connection with academic or university matters. Such instructions shall be objective, civilised and courteous;
 - e) accept only outside work and assignments and undertake only activities, beyond the scope of their position, which are not prejudicial to the interests of the University;
 - f) it is a moral requirement that they avoid situations of conflict of interest, in particular the following:
 - fa) a conflict of interest shall exist where a lecturer examines, grades or assesses a student who is his relative, friend or is in a personal conflict of interest with him, or a student in relation to whom, for any other reason, he cannot be expected to make an unbiased judgement. Conflict of interest must be reported to the immediate line manager, who will arrange for the examination to be held and for another examiner or committee to be appointed;
 - fb) it is a conflict of interest and a serious ethical offence if an instructor or researcher's relationship with a student leads to a decision which is contrary to external or internal legal norms or to the interests of other parties. In such a

case, the instructor or researcher concerned must disclose the fact of the relationship to his immediate superior, who shall ensure that the instructor or researcher concerned is not involved in decisions (also) affecting the partner.

g) adhere to the facts, scientific truth and data obtained by scientific methods; represent the conclusions drawn from them with professional integrity.

- (2) *The instructor and the researcher may also be expected on moral grounds to*
- a) *be trusted by the citizens of the University in his integrity and in his efforts to uphold the ethical standards of the University,*
 - b) *to carry out his professional work in a planned manner and therefore to be informed as soon as possible, except in exceptional cases, but at least two working days in advance, of the professional or public University duties (board meetings, conferences) entrusted to him; and to be informed in advance of the expected duration of meetings and discussions.*
- (3) When an instructor or researcher presents his academic results to the professional or general public, he shall act in accordance with the accepted publication conventions and rules of his discipline. He should make it clear how much of his own contribution and how much of the contribution of other researchers is relevant to the questions under investigation. The author should thank those colleagues whose work was necessary for the publication or the academic result, but whose contribution was not decisive in terms of content. To attest the originality of his own results, he should keep the partial results of his research in a suitable form. The source used should be acknowledged if
- a) he quotes even a short passage verbatim from someone else's written or oral communication,
 - b) he quotes freely or paraphrases from a written or oral communication of another,
 - c) uses someone else's idea, opinion, theory (model, etc.),
 - d) uses a fact, statistical data or illustration established by someone else.
- (4) A University citizen who, in the course of his academic, research or educational activities or work, produces research results without genuine research or falsifies the results of his own or someone else's research, and who, without proper reference, makes someone else's idea or statement appear to be his own, also commits a serious ethical offence.
- (5) It is a serious ethical offence to claim authorship of a person who has not participated in the research or creation of the intellectual product. It is also an ethical offence not to mention in the communication the name of the person who substantially contributed to the creation of the intellectual product.
- (6) It is a serious ethical offence to include in a tender application a list of eminent professionals who are likely to increase the chances of the tender to win but whom the applicant knows not to or not to be able to be involved in the performance of the activity undertaken.
- (7) Lecturers commit an ethical offence if they make their own works compulsory for the purpose of having them purchased by students, without any professional or subject-related reason.
- (8) An instructor commits an ethical offence if, for financial consideration, he tutors a student whom he later examines or whose performance he otherwise assesses.

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Chapter VI

FURTHER ETHICAL NORMS CONCERNING STUDENTS

Student leaders

Section 16

- (1) *Elected student representatives shall prepare themselves thoroughly for meetings of the University's bodies and, as far as possible, consult in advance the broad range of students they represent on the issues on the agenda.*
- (2) *The student representative bodies shall inform the student community of the votes and statements of position of the governing bodies (stating the reasons, where appropriate).*

Further ethical obligations of students

Section 17

- (1) Students are also ethically expected to attend events organised by the University or its organisational units (e.g. Faculties, Institutes), the required sessions and assessments prepared and dressed appropriately for the occasion. A student who appears at a session or examination dressed in a manner contrary to public morality, in clothing that is inadequate, dirty, unfit for the examination or disgusting shall be asked to leave the session or examination.
- (2) It is the moral obligation of the student to assist his peers and other students in their work and academic progress by fair means. This obligation is breached in particular, but not exclusively, by a student who
 - a) alters, destroys or withholds the written or other professional work of another student which is in the interests of his academic or professional career development,
 - b) makes it difficult or even impossible for another student to obtain the information necessary for his academic progress or otherwise hinders his academic or professional career development,
 - c) provides misleading information to a fellow student on academic or professional matters; information which is available or known to the public by law or regulation on a public notice board and/or on the University website shall not be considered as a basis for ethical offence,
 - d) mutilates or otherwise makes inaccessible any study aid (library book, journal, audio or visual material, etc.),
 - e) alters, destroys or makes inaccessible any data stored in a computer-processable form necessary for the study of another student.
- (3) Students shall refrain from harassing or intimidating others in their official and non-official relations, in educational and extracurricular life situations (youth hostel co-habitation, entertainment, sports, etc.), i.e. in their private life. Conduct that does not comply with these rules, unless it can be classified as more serious, constitutes a serious ethical offence.

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- (4) Students are expected to express their opinions (e.g. student opinions of lecturers) in accordance with Section 4 of this Code of Ethics, in an appropriate tone of voice, based on concrete, real perception, personal experience, in an objective, considered and unbiased manner.
- (5) *As part of University tradition and the University community, graduates (under their student oath) should consider themselves friends of the University and help their former school through their solidarity, constructive ideas, criticism, financial, material or intellectual contributions. The University will ensure that the conditions are in place for ongoing contact.*

Chapter VII

FURTHER ETHICAL RULES CONCERNING MEMBERS OF THE DECISION-MAKING BODIES OF THE UNIVERSITY AND ITS ADMINISTRATIVE UNITS

Further ethical requirements for members

Section 18

- (1) Any University citizen who becomes a member of the decision-making body of the University, whether by election or appointment, shall
 - a) attend meetings, unless the reason for his absence is due to an unavoidable cause beyond his control, or to the fulfilment of a task with an urgent deadline at University level, to participation in a professional programme, or to the approval of his supervisor (e.g. paid leave, secondment),
 - b) *make every effort to ensure that the decisions of the body are well founded,*
 - c) *when making decisions, evaluate the facts objectively and weigh the consequences of his decisions responsibly,*
 - d) *members elected by University citizens shall, as far as possible, consult the University citizens they represent beforehand on the items on the agenda and express the views of the citizens they represent,*
 - e) *at board meetings, present their opinions in a civilised and concise manner.*
- (2) *The members of the decision-making body of the University shall prepare for meetings and do their utmost to ensure that decisions affecting the lives and circumstances of University citizens are well-founded. In cases where the conditions for informed decision-making (e.g. necessary information) are not provided, they should initiate procedures to obtain it.*
- (3) *A University citizen participating in the work of the decision-making bodies of the University shall, in a decision-making position, represent a position that objectively assesses the facts, reflects the opinion and interests of the community he represents, and informs the people represented and the electorate of his activities.*
- (4) The members of decision-making bodies shall take into account the interests of the persons they represent when voting in the body.
- (5) The members of the decision-making bodies shall be obligated to ensure that the person on whom a decision is taken is subjected to a fair procedure which takes into account only the aspects of the procedure in question. It is the duty of the head of a decision-making body to avoid voting by special agreement, bargaining or under the

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influence which does not take into account the considerations of the particular procedure. It shall be a moral offence to initiate, request or coerce such a vote.

- (6) If a member of a decision-making body cannot be expected to perform, or has limited ability to perform, impartial, objective and unbiased duties, in particular voting, because of his economic interest or any other direct or indirect personal interest or circumstance (including family, emotional reasons, political or national affiliation), he shall report this to the head of the decision-making body.

Chapter VIII

THE ETHICS COMMITTEE, ETHICS PROCEDURE

Ethics Committee

Section 19

- (1) The Ethics Committee (hereinafter referred to as "the Committee") shall adopt a position on ethically questionable disputes and issue a decision on any complaint submitted. The composition of the Committee shall be laid down in the Order.
- (2) The term of office of the members of the Committee shall be 36 months, and the employee members of the Committee shall be eligible for re-election.
- (3) The Committee shall lay down the detailed rules of its operation in its Rules of Procedure, which shall be adopted by the Committee itself and issued by the Chairperson of the Committee in accordance with the provisions of the Rules on the establishment of internal legal norms.
- (4) All persons covered by the Code of Ethics shall cooperate with the Committee. Refusal to cooperate, deliberate obstruction or making it impossible to be heard shall in itself constitute an ethical offence.
- (5) The Committee shall also investigate ethical offences committed by students, as well as ethical offences committed by University citizens which the party making the complaint (hereinafter: complainant) [see Section 20(1)] explicitly brings before the Committee pursuant to Section 20(5). The Committee is also responsible for formulating recommendations or specific positions in relation to the provisions of the Code of Ethics.
- (6) The Ethics Committee shall have the right to recommend to the Rector of the University the initiation of proceedings with adverse legal consequences, disciplinary proceedings, minor offence proceedings or criminal proceedings if, in its opinion, the ethical offence is in breach of the employment relationship or if it raises the probable cause that a misdemeanour or a criminal act has been committed.
- (7) At the first meeting following their election, the members of the Committee shall elect a chairperson by secret ballot by a simple majority of those present.
- (8) The quorum of the Committee shall be two-thirds of its members. Members of the Committee must give notice of their absence in advance.
- (9) A member who is not able to proceed impartially in the case in question due to him being concerned or for some personal or any other reason cannot take part in the work of the Committee. In this case, quorum shall be calculated on the basis of the number of members reduced by the number of members excluded.

- (10) During and after the procedure, the members of the Ethics Committee shall be bound by a non-disclosure obligation with regard to any information which may in any way come to their knowledge in connection with or in the course of the ethics procedure. Information about an ongoing case may be provided only to the persons concerned (complainant, person whose rights have been violated, person subjected to the procedure) and to the Rector, but only to the extent that this does not jeopardise the success and effectiveness of the investigation of the case.
- (11) The Committee shall be entitled to invite external (non-university employee) or internal experts to its meetings, depending on the agenda under discussion. In the process of contracting with external experts, the Chairperson of the Committee, as the professional responsible, shall act in accordance with the internal legal norms on procurement and contracting and shall be authorised to sign the certificate of performance.

Starting the ethics procedure

Section 20

- (1) A violation of ethical norms may be reported by a party whose rights have been violated or by any person (hereinafter referred to as "the complainant") who has credible information about facts, circumstances or conduct that constitute grounds for an ethical offence and who is willing to participate in the ethics procedure in person and to testify.
- (2) In the case of an ethical norm violation, the complainant may only lodge a report (complaint) within 30 days of becoming aware of the conduct, omission or circumstance giving rise to the ethics procedure, the deadline shall not be time-barred and may be subject to verification. The complainant must provide credible evidence of the fact and time of gaining knowledge.
- (3) No ethics procedure may be initiated if more than five (5) months have elapsed since the date on which the act complained of occurred. In the case of successive ethical offences, the date of the most recent act shall be guiding for the application of the deadline, but related or similar acts of a previous nature may also be taken into account in the assessment of the offence.
- (4) The report shall be as specific as possible: it shall specify the name of the person or University citizen suspected of having committed the ethical offence, the relevant provisions of the Code of Ethics, the place and date of the act complained of, and the evidence (e.g. witnesses, physical evidence) available to the complainant that it occurred.
- (5) The report may be made orally or in writing. Both verbal and written reports or complaints may be made only to the Office Manager of the Office of the Rector - Chief Financial Officer and addressed to the Ethics Committee. A record of evidence shall be prepared on the oral report.
- (6) The complaint shall be forwarded to the Chairperson of the Committee without delay. If the employee of the University is the subject of the complaint, the party exercising immediate employer's rights and the Director of the Directorate for Human Resources shall also be notified.
- (7) The Chairperson of the Committee shall have the right to request the complainant to supplement the complaint once if, in his opinion, the complaint does not contain all the necessary information to substantiate the probable cause of an ethical offence.

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- (8) If the complaint or, in the case of a supplement to a complaint, the supplemented complaint substantiates the suspicion of an ethical offence, the Chairperson of the Committee shall immediately initiate an investigation by opening an ethics procedure.
- (9) The Chairperson of the Committee shall invite the Rector to file a criminal or minor offence complaint if the content of the report, even without investigation, gives rise to a probable cause that a criminal act or minor offence has been committed. In such cases, the Chairperson of the Committee shall immediately forward the case file to the Rector, who shall decide on the further course of the case.
- (10) If, in the opinion of the Chairperson of the Committee, the complaint or the supplemented complaint does not give rise to the probable cause that an ethical offence has been committed, he shall notify the members of the Committee of his preliminary opinion in writing and shall also convene a meeting of the Committee to decide on the complaint.
- (11) If it becomes apparent that the complainant has communicated false data or information in bad faith, the Committee shall terminate the procedure in the case of the complaint and shall conduct an ethics procedure against the complainant.

Conducting the ethics procedure

Section 21

- (1) The Committee shall, if possible, hold a hearing within fifteen (15) days of the receipt of the complaint alleging the suspicion of the commission of an ethical offence, or, in the case of a supplemented complaint, of the supplemented complaint, at which only the person subjected to the procedure, the person whose rights have been violated, the complainant and the person whose presence and testimony the Committee considers necessary for the clarification of the case and the facts of the case may participate. The person subjected to the procedure shall be heard. The University citizen subjected to the procedure shall be entitled to legal representation but shall be required to attend the hearing in person. Unjustified absence shall also constitute an ethical offence in this case and the Committee shall decide on the basis of other evidence available.
- (2) If the person subjected to the procedure is a student, the Disciplinary Board of the faculty (institute) where the person subjected to the procedure is pursuing his studies shall also be notified immediately of the initiation of the ethics investigation, in order to initiate a disciplinary procedure. However, once the disciplinary procedure has been initiated, it shall be suspended pending the decision of the Ethics Committee.
- (3) The Ethics Committee shall deliver its opinion in writing within a period of thirty days from the date of the report. Where justified by the complexity of the matter or other circumstances (e.g. the need to call in an external expert and the time required), the deadline for the delivery of the opinion of the Committee may be extended by a further thirty days.
- (4) The following means of demonstration may be used in the procedure:
 - a) witness evidence;
 - b) documentary evidence;
 - c) on-site inspections and attempts to take evidence;
 - d) expert opinion.

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Procedure following a decision on an ethical norm violation

Section 22

- (1) After the decision has been taken, the decision, together with a detailed statement of reasons, shall be communicated without delay to the complainant, the person whose rights have been violated and the person subjected to the procedure.
- (2) If all the circumstances of the case justify it and the ethical offence is of a lesser degree, the Committee is entitled to apply an ethics penalty called “warning”, which does not entail adverse legal consequences and will not have any subsequent prejudice. In such a case, the procedure shall be closed with the notification of the decision imposing the “warning” ethics penalty. Further conditions for the application of a warning:
 - a) the person subjected to the procedure has fully cooperated with the Committee throughout the procedure, and
 - b) no minor offence procedure or criminal procedure was launched against the person subjected to the procedure because of the ethical offence, and there are no grounds for proposing that such proceedings be instituted in the case; and
 - c) the person subjected to the procedure has confessed to the commission of the ethical offence; and
 - d) the person subjected to the procedure regrets having committed the ethical offence; and
 - e) the person subjected to the procedure has not been the subject of an ethics procedure in which, or on the basis of which, an ethics penalty or other legal sanction has been imposed in the 36 months preceding the date of the report.
- (3) Where the Committee finds that the person subjected to the procedure has committed an ethical offence but the conditions for the application of the “warning” ethics penalty set out in the preceding clause are not met, the Chairperson of the Committee shall
 - a) in the case of an employee subjected to the procedure
 - aa) where the employee is found to have committed an ethical offence which is not considered to be serious, notify the manager authorised to impose adverse legal consequences against the employee by sending the decision referred to in Clause 1, in order to impose adverse legal consequences under the collective bargaining agreement; or
 - ab) where the employee is found to have committed an ethical offence which is considered to be serious, notify the manager authorised to terminate the employment relationship by sending the decision referred to in Clause 1, so that he may decide on the further procedure.
 - b) in the case of a student subjected to the procedure, notify the Dean of the faculty of the student's course of study by sending the decision referred to in Clause 1, in order to initiate the disciplinary procedure provided for in the Student Requirements System.
- (4) The Disciplinary Committee acting in the case of a student and, in the case of an employee, the employer who is entitled to impose a measure involving an adverse legal consequence shall be bound by the decision of the Committee establishing the ethical offence, and shall be responsible for determining the adverse legal consequence proportionate to the seriousness of the act.

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- (5) The person subjected to the procedure shall have the right to legal remedy against the decision of the Committee in the proceedings for the imposition of an adverse legal consequence, disciplinary procedure or in connection with the termination of employment, and may not appeal separately against the decision of the Committee.
- (6) The Committee shall terminate the ethics procedure without referring the matter as provided for in this Clause (3)(a) or (b) of this section if the person subjected to the procedure has ceased to have a legal relationship with the University during the ethics procedure.
- (7) The Committee shall call upon the Rector to file a criminal or minor offence report if the investigated report also raises the probable cause that a criminal act or minor offence has been committed. In this case, the Committee forwards the case file to the Rector, who decides on the further course of the case.
- (8) A copy of the resolutions and positions of the Committee on individual decisions shall in all cases be forwarded to the Rector of the University.
- (9) Documents generated in the course of the ethics procedure shall be processed confidentially. The documents of the procedure shall be kept by the Office of the Rector - Chief Financial Officer on behalf of the Committee in the case of Sections 22(2), 22(7) and 22(8). If the Committee has transferred the file of the case to another person for further administration [see Section 22(3)], the documents of the proceedings shall be kept by that person. The documents relating to ethics procedures shall be kept for 10 years from the date on which they are placed in the archives.

Chapter IX

FINAL AND ENACTING PROVISIONS

- (1) This Code of Ethics shall enter into force on 1 January 2024 and its provisions shall apply to proceedings for ethical offences commenced thereafter.
- (2) The Senate shall elect the members of the Committee to be elected pursuant to Section 19(1) at the latest, at the same time, the term of office of the current members of the Committee shall expire.
- (3) Upon the entry into force of this Code of Ethics, the Code of Ethics adopted by the Senate by Senate Resolution 24/2015 shall cease to apply, with the proviso that its provisions shall still apply to ethical offences committed during its period of application.

Dated: Miskolc, December 2023

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Prof. Dr Horváth Zita
Rector