

## **A15\_ ΚΑΝΟΝΙΣΜΟΣ ΔΕΟΝΤΟΛΟΓΙΑΣ ΤΗΣ ΕΡΕΥΝΑΣ**



UNIVERSITY OF WEST ATTICA

## **Code of Ethics and Conduct of Research**

## Table of Contents

<b>Ethics Committee of the University of West Attica .....</b>	<b>3</b>
<b>CODE OF ETHICS AND GOOD PRACTICE OF THE UNIVERSITY OF WEST ATTICA .....</b>	<b>3</b>
<b>Article 1 Purpose .....</b>	<b>3</b>
<b>Article 2 Scope of application .....</b>	<b>4</b>
<b>Article 3 Basic ethical principles.....</b>	<b>4</b>
<b>Article 4 Rules of conduct for lecturers.....</b>	<b>6</b>
<b>Article 5 Rules of conduct for students.....</b>	<b>7</b>
<b>Article 6 Rules of conduct for administrative staff .....</b>	<b>8</b>
<b>Article 7 Ethical rules for researchers .....</b>	<b>9</b>
<b>Article 8 Adherence to the Code of Conduct and Good Practice of the UniWA.....</b>	<b>9</b>

The present Code of Ethics and Good Practice of the University of West Attica (UniWA) was established by the Ethics Committee of the University of West Attica, which was formed by the Act 7/07-11-2023 of the Administrative Council (ΑΔΑ: 62ΤΟ46Μ9ΞΗ-ΟΘΑ) and by the decision of the Rector of the UniWA No. 107304/07-11-2023 (ΑΔΑ: Ψ9ΗΓ46Μ9ΞΗ-Ι67).

The Code was approved by the Senate and incorporated into the Internal Regulations of the UniWA (ΦΕΚ 4621/21-10-2020, τ. Β') by the Act 10/31-05-2024 of the Senate of the law 4957/2022 (ΦΕΚ 141/21- 07-2022, τ. Α').

## **Ethics Committee of the University of West Attica**

The Ethics Committee of the University of West Attica operates under article 217 of Law No. 4957/2022 (Government Gazette 141/21-07-2022, vol. Α').

In application of paragraph 3 of Article 217 of Law No. 4957/2022 (ΦΕΚ 141/21-07-2022, vol. Α') the Ethics Committee operates on the basis of Article 23 of the Internal Regulations of the University of West Attica.

The Committee deals with cases either ex officio, or following a written and named complaint by a member of the academic community, in accordance with the applicable legislation, or following an order by the Rector, in order to establish the violation of ethical rules or the commission of disciplinary misconduct. If a breach of ethical rules or the commission of a disciplinary offence is established, the Commission sends the relevant findings to the Rector in order to take the necessary legal action.

## **CODE OF ETHICS AND GOOD PRACTICE OF THE UNIVERSITY OF WEST ATTICA**

### **Article 1 Purpose**

The members of the academic community of the UniWA serve the promotion and dissemination of scientific knowledge and the achievement of excellence. This task requires high academic ethics and integrity. The Code of Ethics and Good Practice of the University of West Attica includes the principles and values that govern all activities of the institution and its members in order to fulfil its academic and social mission and to enhance its prestige.

The faculty, researchers, students and administrative staff of the University of West Attica constitute an academic community committed to the promotion and dissemination of knowledge at the highest possible level of excellence. Serving this purpose requires high academic ethics and entails obligations that go beyond the self-evident obligation of every citizen to obey the Constitution and the laws of the state.

## Article 2 Scope of application

The Code of Conduct and Good Practice:

- a) applies without any exception to all members of the Academic Community of the UniWA, i.e. faculty members of all levels administrative staff, seconded staff members of all collective bodies of the Institution, students of all study cycles, researchers, visiting professors and students from other institutions in the framework of student exchange (ERASMUS), as well as from the employees of the UniWA, but also from visitors within the premises of the Institution's responsibility and operation, who must strictly comply with the basic ethical principles of this Code, any more specific obligations provided for in this Code, as well as obligations provided for in the legislation in force and in any other binding texts on ethical principles and conduct.
- b) applies to all academic, administrative, research or other activities, inside and outside the premises of the Institution, as well as to the services provided or other actions developed at the UniWA.

The UniWA posts this Code on its website, so that all members of the academic community, as well as any interested party, can be informed. The Ethics Committee is responsible for updating the Code of Conduct.

This Code does not invalidate and does not in any way replace the existing legislation (Greek, European or international), nor the regulations of any jurisdiction to which the UniWA is subject on the basis of its activities.

## Article 3 Basic ethical principles

The UniWA operates within the framework of the Constitution and the provisions of the existing legislation, respecting the generally accepted rules of scientific and research ethics and the general principles relevant to the nature of its work and mission of democracy, academic freedom, equality, justice, fairness, transparency and transparency in the respect for personality, scientific opinions and the rights of individuals and the rights of others, meritocracy, impartiality, respect for all forms of diversity, full transparency of its decisions and activities in general, and social solidarity.

In particular, in the context of this Code:

**a) academic freedom**, as constitutionally guaranteed, constitutes the basic and as a fundamental and primary component of the functioning of the UniWA, is safeguarded by the Foundation and its members. It is the basic and fundamental principle of the institution and its members and promotes free thinking, critical reflection, dialogue and creative thinking. expression in all the Foundation's activities, contributing to the progress of science, art, research and teaching and, by extension, to the advancement of social welfare.

**b) academic integrity and academic ethics** are the responsibility of the academic community of the UniWA to achieve the mission and collective goals of the Foundation in all its activities, while preserving its prestige. It is on the basis of

academic ethics, which is characterised by honesty, integrity, meritocracy, a sense of duty, consistency in obligations, self-respect and respect for the personality of others and respect for the property of the Foundation that the activities of the UniWA are carried out.

**c) non-discrimination, equal treatment and impartiality** are the right and obligation of all members of the academic community of the UniWA. In the performance of their activities of all kinds, including collaborations outside the institution, members of the academic community of the UniWA shall behave without any form of direct or indirect discrimination or harassment related to nationality, race, origin, language, gender, religion, age, health, physical ability, economic or social status, sexual orientation. Members of the academic community of the PDA serve the principles of respect for and protection of the biological and spiritual integrity of the human person. The UniWA is a modern and inclusive academic institution and all members of the academic community work towards this goal. Members of the academic community of the UniWA are committed to the impartial treatment of all persons with whom they work or interact within and outside the institution, with a commitment to the law and to the principles of fairness and meritocracy, avoiding actions that constitute or suggest favouritism, injustice, bias or negative bias towards all persons involved. Members of the academic community of the UniWA are obliged to report any incident of discrimination, unequal or discriminatory treatment, harassment, which comes to their attention.

**d) social responsibility, social accountability and transparency** are a key component of building trust and good working relationships between the UniWA and society at large. Members of the academic community of the UniWA have a responsibility to serve these principles, thus contributing to the development of the UniWA and its societal role.

**e) the protection of the natural and cultural environment** is a key priority for members of the academic community of the UniWA in the conduct of their educational, research or administrative activities, so as to develop environmental and cultural awareness and to protect the natural environment, biodiversity, art and culture.

**f) the protection of intellectual property** is an absolute priority and commitment of the UniWA and all members of its academic community in the exercise of their activities. Respect for the intellectual property rights of the Foundation or its members and of the scientific community to which they belong at national and international level shall be strictly observed. Plagiarism, in addition to its criminal implications under the legislation in force, constitutes a serious disciplinary offence that affects the prestige of the UniWA.

**g) The protection of personal data and the privacy of the individual in general** is an absolute priority and commitment of the UniWA and all members of its academic community in the exercise of their activities of all kinds. The Foundation, as the recipient and custodian of many different types of information and data, including those with personal data characteristics that are relevant to the privacy of members

of the academic community, is committed to the absolute respect of privacy and the protection of individuals from unlawful processing of personal data.

**h) the proper functioning and development of the Foundation is a primary objective of the academic community of the UniWA.** The entire academic community of the UniWA and those covered by this Code in accordance with Article 2 must work towards this goal. Any act or omission or abuse of a right that is a barrier to the above principle is a violation of this Code as an action against the prestige and prospective development of the UniWA.

## **Article 4 Rules of conduct for lecturers**

Teaching staff in the UniWA of any category and employment relationship shall undertake and shall:

1. fulfil their obligations and duties in accordance with the applicable provisions, the Internal Regulations of the University and the decisions of its organs, with ethics, consistency and professionalism and to promote the prestige of the University,
2. carry out their teaching work in person and consistently, in accordance with the Regulations and the Programme of Studies of the Department and the University and to be available for communication by physical presence. In the event of an emergency postponement of a scheduled course, they must arrange for its substitution in a timely manner and inform students immediately,
3. perform their duties with integrity, impartiality, fairness, equal treatment, transparency, freedom of conscience and independence of judgement, on the basis of merit, acting solely on the basis of the promotion of knowledge and the public interest and respecting the rules of confidentiality and secrecy,
4. participate in the collective bodies and the various committees of the University without unjustifiably refusing their participation,
5. attend the events of the UniWA or represent it with decency and ethics,
6. use their exact title and the name of the Institution, Faculty and Department in which they serve, in accordance with the decisions of the Senate,
7. demonstrate decorum and academic ethics in their public life outside the Institution or in the exercise of other professions or functions when permitted by law, as well as in their presence in the media and social media, refrain from making undignified or unscientific statements that may damage their own reputation and, by extension, that of the Institution, and from using their academic status to expose the University or to obtain personal benefits unrelated to the collective scientific objectives of the University,
8. not to use the infrastructure, information/communication networks, and facilities of the UniWA for private or professional purposes not directly related to their scientific or research work without permission from the competent body,
9. strictly respect intellectual property rights. Plagiarism on the part of a lecturer is, in addition to being a criminal offence, an offence against the prestige of the University,
10. comply with the applicable legislation on the collection, storage and processing

of personal data received in the performance of their duties in accordance with the protection policies of the Foundation and to protect the privacy of the members of the academic community of the UniWA,

11. act in such a way that the relations between teachers and other members of the academic community of the UniWA are governed by a spirit of cooperation, ethics, honesty, dignity and respect for the personality of others. They must also show respect for the scientific and teaching work of other members of the academic community in general, respect academic freedom and freedom of teaching, and refrain from adopting attitudes of disparagement or those inconsistent with academic ethics,
12. refrain from any act of harassment or obstruction of the work of members of the academic community in the performance of their duties, which is subject to review,
13. be courteous when communicating with other members of the academic community either in person or via online applications. In all cases, emails or postings must be conducted anonymously and must not contain untrue, offensive or defamatory content,
14. justify their judgement in their capacity as teachers, researchers, members of various committees and thoroughly substantiate their positions and sources,
15. not to impose on other members of the academic community any act, omission, vote in a particular direction or influence their judgement and not to exploit their position and status for personal gain, to satisfy personal demands, or for exceptional or preferential treatment,
16. in their relations with students of all cycles of study and post-doctoral researchers, to be committed to the guidance and transmission of knowledge, to be impartial, to promote meritocracy, not to discriminate and not to appropriate the intellectual work of students or researchers. Furthermore, they shall not use students or researchers in subjects or projects unrelated to their student status and the general purpose of the University,
17. provide students in a timely manner with the necessary educational material and fully inform them about the process and the way in which they will be assessed,
18. in their relations with administrative staff, to maintain mutual respect, to behave with courtesy and not to demand the satisfaction of personal requests, thereby hindering the smooth performance of administrative work.

## **Article 5 Rules of conduct for students**

Students of all study cycles, as well as post-doctoral researchers and researchers are committed and obliged to:

1. observe, as members of the academic community of the UniWA and for as long as they maintain this status, the principles and the general rules of ethics and obligations of this Code, the Internal Regulations of the UniWA and the Regulations of their studies, maintaining the right of freedom of expression on educational and other issues, as well as to refrain from acts that constitute an obstacle to the proper functioning of the UniWA,



2. meet their educational obligations with responsibility, consistency and respect for teachers and other members of the academic community, not to use any form of violence (physical, psychological and/or verbal) or threat in the academic environment,
3. use the facilities, the infrastructure and the property of the UniWA in general, including the surrounding area, in a respectful and responsible manner in accordance with the regulations of the University,
4. present their student or police ID card or other identification document during the examinations when requested to do so,
5. respect the principle of meritocracy and not compromise or violate the integrity of the examinations by using any means or methods to do so. Impersonation in any educational process, and in particular in the assessment of students' knowledge, skills and abilities in examinations, is expressly prohibited and will be prosecuted under criminal and disciplinary law. Attempts to cheat in examinations shall be liable to prosecution,
6. not to appropriate the intellectual work of teachers or researchers, nor of their fellow students, respecting intellectual property rights,
7. actively participate in the evaluation of the work of the lecturers and the quality and effectiveness of the educational work as well as of the University's structures, in accordance with the University's Regulations, in order to improve the level of their studies.

## **Article 6 Rules of conduct for administrative staff**

The administrative staff of the UniWA is committed to and shall:

1. provide their services in a professional and responsible manner, in order to support the academic work of the Foundation and to fulfil its mission and social role, within the prescribed standard working hours during working days. In the event of a serious and urgent need for the proper functioning of the service, the administrative staff of the UniWA must respond at an out-of-hours or on an off-duty time or day,
2. contribute to and comply with the administrative procedures provided for in accordance with the applicable legislation and regulations,
3. use the University's facilities and infrastructure with responsibility, diligence and respect for its property,
4. be represented in the collective bodies and the various committees of the University in accordance with the legislation in force,
5. participate and contribute to the University's evaluation processes,
6. comply with the provisions of the Code of Ethics and Professional Conduct for Public Sector Employees (Hellenic Ministry of the Interior, July 2022),
7. demonstrate decency and morality in public life outside the University, not to engage in undignified actions that may damage the prestige of the University and not to use their position in a way that exposes the University.

## **Article 7 Ethical rules for researchers**

This Code applies to all research activities carried out at the UniWA under the responsibility of the faculty members and other scientific and administrative staff of the UniWA.

Researchers are considered to be faculty members, including teaching and technical laboratory tenure personnel, members of the Scientific Advisory Board, members of the Scientific Committee, Emeritus Professors, if they participate in the educational process, doctoral students and doctoral candidates, holders of a postgraduate degree or students of Postgraduate Programmes, as well as holders of a university degree or other equivalent institution in Greece or abroad, who have a formal relationship with the ongoing Programme.

At UniWA, research is conducted on the basis of the principle of academic freedom, aiming at the promotion of science and the production of new evidence-based scientific knowledge with respect to scientific truth without falsification or fabrication of research data, the value and personality of human beings, the rules of bioethics and techno-ethics, intellectual property rights and the confidentiality of personal data.

In funded research, care should be taken to ensure that any funding conditions safeguard the academic freedom of the researcher and that the researcher uses the relevant resources only for the research purposes concerned.

When conducting research, the safety rules required by the scientific field in question must be observed, the natural environment must not be damaged and the property of the Foundation must be protected.

The UniWA aims to achieve an optimal balance between the teaching, research and administrative responsibilities of teachers. Lecturers should conduct research without compromising their other academic and administrative duties, which in turn should be met in such a way that the opportunity to conduct research is not compromised.

For the conduct of the research, the provisions of the Code of Ethics and Conduct of Research of the Research Ethics Committee of the UniWA is applied.

## **Article 8 Adherence to the Code of Conduct and Good Practice of the UniWA**

Members of the academic community of the UniWA must adhere to the principles and rules of this Code of Ethics and Good Practice. Violation of these constitutes a specific disciplinary offence because it affects the prestige of the institution and is not consistent with the membership of the academic community, in addition to any violation of the applicable legislation.