

Code of Ethics

The Faculty Council of the Faculty of Business and Economics (hereinafter: Faculty), in order to determine the ethical behavioural norms of the teachers and the staff employed in other positions, and of the students, hereby announces the following Code of Ethics:

1. General ethical requirements

1.1. The Faculty is dedicated to the respect of human dignity, the keeping of the requirement of equal treatment, the prohibition of disadvantageous discrimination, racist manifestations, all forms of harassment and to the freedom of opinion, learning, teaching and research.

1.2. The Faculty prohibits the use of the publicity of the professorship and the infrastructure of the Faculty for party political purposes and for political and religious conviction activity.

1.3. The Faculty definitely prohibits any abuse of the leading position, membership in leading body and any personal or organisational profit-making.

1.4. The Faculty expects in all decisions the consideration of the rule of incompatibility, with special regard to (party) political activity, familial and economic relationships. It specifies clear requirements and expectations against the employees, and their work is evaluated consistently and unbiased. The Faculty supports the professional activity, academic career, the training and further training of the staff in the organisational units.

2. Educational ethics requirements

2.1. The Faculty expects all its teachers and non-teaching staff to be loyal to the institution, to respect human dignity in their interpersonal relationships, mutual respect, and to refrain from offensive forms of behaviour.

2.2. The Faculty expects all of its students during their studies and all related activities to pay respect to their teachers, the staff in non-teaching positions and their fellow students, to behave in a way that respects human dignity, and to refrain from offensive forms of behaviour.

3. Science ethics requirements

3.1. The Faculty expects the clear demonstration of individual achievements during joint scientific activity, research; and the application of the same principle in researches carried out with the participation of students or doctoral students. When publishing the research findings achieved at the Faculty, with the assets and resources of the Faculty, authors shall indicate the name of the Faculty. When evaluating papers and applications, evaluators shall keep the rules of incompatibility and confidentiality.

3.2. The Faculty definitely prohibits the adoption of other persons' scientific achievements, papers and the indication of these as one's own achievements. The use of artificial intelligence is governed by the relevant faculty policies.

4. General ethical expectations of the staff in teaching positions

4.1. The employees responsible for teaching and the assigned external part-time teachers (hereinafter: teachers) shall do their work committed to their sciences and in accordance with the organisational regulations. Teachers shall do their best to help students acquire the state-of-the-art competencies in their subjects.

4.2. Teachers shall keep up with the progress of their disciplines and integrate to their best knowledge to modern skills and competencies into their teaching activities.

4.3. Teachers with their activities shall promote both the professional and personal development of their students. For this purpose, they shall act against behaviour and phenomena disrupting teaching and learning.

4.4. Teachers shall make their decisions objectively. They avoid (e.g. in selection or examination boards) advantageous or disadvantageous evaluations coming from personal relations, and discrimination on gender, ethnicity, religious, political and other grounds.

4.5. Teachers are open, ready to assist and support students contacting them with professional or other, teaching related issues.

4.6. Teachers shall give guidance to students exclusively in learning and university issues.

4.7. Teachers shall not abuse the relationship of dependency between teacher and student.

4.8. Teachers shall hold their classes at the location and time specified, accurately and prepared. They set a good example for students through their behaviour and appearance. They inform students about occasional changes in the adequate manner and in time.

4.9. Teachers shall specify at all times professional materials available for the students, which they transfer to students at lectures and seminars in a way that is comprehensible and acquirable for students.

4.10. Teachers shall adequately inform students at the start of the semester about the content of the subject, the requirements, and the compulsory and recommended pieces of literature.

4.11. Teachers shall only publish papers made with significant contribution of students together with the students (indicating the students and co-authors).

4.12. During checks and examinations lecturers shall give students living with disabilities the preferential treatment that they are eligible for, and, in accordance with the decision of the Educational Committee of the Faculty, the preferences related to the preferential schedule.

4.13. Teachers shall take into consideration the feedbacks and opinions of the students about their work, and use these to their best knowledge for the qualitative development of their work.

4.14. Teachers shall

- a) clearly inform students about the academic expectations of them,
- b) prepare students for examinations/checks,
- c) inform students about the type and requirements of the completion of the courses,

- d) inform students about the conditions, date and place of examinations,
- e) apply the requirements above in a single and consistent way,
- f) make sure that students do not have unauthorised access to examination questions before the date of the examination,
- g) set the difficulty of examinations at a level that is manageable for students after the completion of the course,
- h) provide an adequate number of evenly distributed examination/check occasions for students,
- i) organise oral examinations in a way so as to avoid face-to-face situations,
- j) control personal identity of students before the start of the examination,
- k) warn students about the consequences of using illegal tools and methods at checks,
- l) protect the interests of correctly behaving students with the prevention of the use of illegal tools,
- m) make sure during the check of home exercises that the works were done by the students on their own,
- n) evaluate the performance of the students unbiased, on the basis of public and single aspects,
- o) let students know, on the request of the students, the reasons for the assessment in case of totally or partially unsuccessful examinations,
- p) keep regulations concerning the handling of the data of students,
- q) respect the dignity of oral examinations also by their dressing and appearance.

4.15. Teachers are loyal to their Faculty in all of their activities, have benevolence to their colleagues and assist the work of each other as much as possible. Teachers respect each other's professional portfolio, and teaching and research activities.

4.16. Teachers during their work obey the quality policy and quality objectives of the Faculty, and pursue their activities in harmony with them.

4.17. Teachers teaching at the international (foreign language) programmes of the Faculty accept and follow the behavioural and ethnic norms typical of the respective programme and all that is specified by the handbook of the given programme.

4.18. Teachers actively present themselves at the professional and public events of the Faculty, and refrain from any behaviour that disrupts the programme (coming late, leaving before the end, any other disruption of the event).

4.19. Teachers respect the environmental ambitions of the Faculty (selective waste collection, energy efficiency etc.), and do not carry out any activity against them at the location of the Faculty.

5. General ethical expectations of the staff in teaching assistance positions

5.1. The staff responsible for administration shall

- a) do their work accurately and conscientiously. They assist both teachers and students, they inform anyone turning to them, in possession of up-to-date information.
- b) use the available informatics and office infrastructure for the high quality of their work.
- c) act against all behaviours and phenomena disrupting the teaching and learning environment.
- d) be open, ready to assist and support teachers and students contacting them with questions and requests.
- e) respect the personal data of teachers and students and prevent the leaking out of confidential information.

- f) are loyal to their Faculty in all of their activities, have benevolence to their colleagues and assist the work of each other as much as possible.
- g) during their work obey the quality policy and quality objectives of the Faculty, and pursue their activities in harmony with them.
- h) respect during their work the environmental ambitions of the Faculty (selective waste collection, energy efficiency etc.), and do not carry out any activity against them at the location of the Faculty.

5.2. Those responsible for the marketing activity of the Faculty shall focus on the propaganda of the Faculty and the improvement of its image. In this they assist, to their best professional knowledge, the staff of the Faculty, and with their resources support as much as possible the professionally adequate initiatives.

5.3. The employees responsible for the administration actively present themselves at professional and public events of the Faculty relevant for them, and refrain from any behaviour that disrupts the programme (coming late, leaving before the end, any other disruption of the event).

6. Ethical norms concerning students

6.1. Ethical misdemeanours are committed by students breaking the norms of correct professional activity and/or those who take unfair advantage over their fellow students.

6.2. Ethical misdemeanours are committed also by students who use, or attempt to use, tools and aids at in-class tests, or when making a paper at home, for the application of which tools and aids their teacher gave no authorisation; by students who take over the correct answer at written or oral examination either personally or via an electronic device; by students who assign another person with the accomplishment of the tasks at written or oral examination, or attempt such accomplishment instead of another person.

6.3. Students shall not use, give others and accept from others any illegal aid during examinations and checks.

6.4. Students shall not publish as their own any other material collected by another student or any other person. They shall not indicate, demonstrate or submit as the work of their own any research or paper made by another person, or the summary thereof. They shall keep to these regulations also in the case of home assignments and theses.

6.5. Ethical misdemeanours also include featuring as the work of one's own any joint work made together with another person or other persons, and the false statement about the extent of participation in such joint work.

6.6. Ethical misdemeanours are committed by students who submit the same collection of data, research and/or the written summary thereof simultaneously to several teachers. The breaking of this rule is irrespective of the motivation of the student, which may be progress in his/her studies, getting credit points or gaining another advantage.

6.7. Students shall not use what they learned at the Faculty against the Faculty, or for any other malevolent purposes. Misdemeanours also include unauthorised entry into other people's computers, and the application of solutions that are taken as insecure from professional aspects.

6.8. Students shall confirm their personal identity at examinations.

6.9. The seriousness and dignity of oral examinations and the solemnity of the programmes of the Faculty shall be respected also by the dressing of the students.

6.10. Students during their work shall keep both the legal and the university regulations when publishing their research findings. The use of artificial intelligence is governed by the relevant faculty policies.

6.11. Students shall assist the work and professional career of their fellow students with decent and legal tools.

6.12. Students shall give correct data at data provisions concerning their personality (e.g. at applications).

6.13. Students shall give, during the expression of their opinions, adequate, correct, considerate and objective answers to the questions asked. These requirements are especially obeyed when filling in the Feedback surveys.

6.14. Students doing their studies at the international (foreign language) programmes of the Faculty shall accept and follow the behavioural and ethical norms typical of the respective programme, and all that is specified by the handbook of the given programme.

6.15. Students shall express their opinions at online communication and evaluation platforms within the Faculty and independent of the Faculty honestly, correctly, considerately and objectively.

6.16. The general expectations for student behaviour in the classroom are as follows:

Punctuality: The student arrives at the classroom on time, preferably a few minutes before the start of the lesson.

Attention: the student follows the lesson attentively and does not disturb it in any way, paying attention to the teacher and to his/her fellow students. He/she will not engage in conversation during lessons unless requested to do so by the teacher (e.g. in interactive lessons, group exercises).

Leaving the classroom: Students will leave the classroom during lessons only for urgent or essential reasons.

6.17. Students shall respect the environmental ambitions of the Faculty (selective waste collection, energy efficiency etc.), and shall not carry out any activity against them at the location of the Faculty.

7. Reporting of any breach of the rules specified in the Code, related measures

7.1. The breach of the ethical norms or the suspicion thereof can be reported by the injured party or by anybody who has verifiable knowledge about this fact. Reports must be made in writing, addressed to the Chair of the Disciplinary and Ethical Committee of the Faculty.

7.2. Reports are investigated by the Disciplinary and Ethical Committee of the Faculty that, also taking the university regulations in effect into consideration, follows the necessary procedure and, in justified cases, proposes a measure to be taken by the Dean.

7.3. If the Disciplinary and Ethical Committee of the Faculty is involved in the ethical misdemeanour, the Dean appoints an ad hoc committee for the investigation of the given case, to which members of the Disciplinary and Ethical Committee of the Faculty cannot be delegated.

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dean