



REGULATIONS ON ORGANIZATION AND OPERATION

BUDAPEST METROPOLITAN UNIVERSITY

ADDITIONAL RULES

APPENDIX IV/3.

ETHICAL CODE

**In force
from 06th March 2017**

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Preamble

The aim of the Ethical Code of Budapest Metropolitan University (hereafter: the University) to promote the development of appropriate ethical values and attitude.

If the internal regulations and directives of the University differ from those set in the Ethical Code, the internal regulations and directives should be taken into consideration.

GUIDELINES/ DIRECTIVES

1. The European Culture is based on principles of respect for individuals and for community and gives preference to democratic decision-making processes. The values of our University are based on these principles.
2. We are following the basic guidelines of European Culture when we declare, that the only way to treat others, as we would expect to be treated, and the only thing we can expect from others is something we would expect from ourselves in reverse situation.
3. Everybody in our University is free to act on anything, until the action does not violate human rights of others and their physical or mental health, or their dignity.
4. Our University is committed to act against any action led by violence or discrimination, especially any form of violence against women.
5. The core values of our University are modernity, internationality, diversity, openness, and creativity.
6. The relationship between the University and its citizens is governed by contracts. One of the key provisions of the European Culture is respect for the contracts by all parties. The relationships between the citizens of University need to be based on integrity, collegiality, and cooperation.
7. Our University believes in equality of all cultures, religions and other belief systems. In our institution, we welcome the presence of the diversity of cultures.
8. Our University endeavours to create and maintain a healthy environment within the organisation.
9. Anyone who feels that his/her rights or dignity is suffered may appeal to the relevant departments of the University.
10. Without an impartial procedure, rights cannot be restricted or person be condemned.

Dr. habil. László Vass CSc
Rector
Budapest Metropolitan University

The Senate of the Budapest Metropolitan University hereinafter sets out its Ethical Code in accordance with act CCIV. of 2011 on national higher education, act I. of 2012 on the Labour Code and act CXXV. of 2003 on equal treatment and promotion of equal opportunities:

I. THE SCOPE OF THE ETHICAL CODE

1. The scope of the Code covers every citizen of the University (including students, instructors, non-teaching employees, and people employed through other types of contractual relationships) irrespective of their nationality, mode of studies, and language of studies, quality, and status.

The scope of the Code is extends to academic activities of citizens of the University and to behaviour outside the University which may affect the reputation and social status of the University.

The University takes particular care that the ethical principles and rules laid out in Ethical Code to be known and complied with by every citizen.

II. GENERAL RULES OF CONDUCT

1. Citizens of the University and everybody who belongs to the sphere of the University and supports its goals can expect their dignity of the human being and their fundamental rights to be respected, and, at the same time, it is their obligation to exercise it by other people.

2. The citizens of the University

- a) In their decisions, which determine their activities and behaviour, shall aim to make objective judgements. When making decisions, they shall avoid both unduly advantageous and disadvantageous judgements that are based on previous cognition. Citizens shall also avoid discrimination on racial, ethnic, religious, political, and generic bases.
- b) During their activities and work, they shall protect their surroundings from needless damages. They need to draw attention of the authorities to unsafe or incorrect items or equipment.
- c) They shall use all work and other types of equipment that are left to them properly and according to the regulations of the University, bearing damage prevention in mind.
- d) They shall step up against and reject all forms of insults.
- e) They shall establish a good and supporting rapport with colleagues - students, instructors, researchers, other employees - the basis of which is mutual respect and trust.
- f) They shall exercise their fundamental rights (freedom of conscience, religion, and expression) in a way that they do not trespass upon other people's rights.
- g) They shall not offer, ask for, demand, enforce, or accept any financial, sexual, or any other service in favour of their professional career (e.g. acquiring a good mark, an advantageous position, etc.).
- h) They shall use the infrastructure of the University only for purposes that are necessary for their work or for the accomplishment of their academic obligations. The University prohibits the free of charge use of the infrastructure of the University for private interest and for purposes of gaining profit.
- i) They shall keep confidential information given during activities or of what they became aware in secret, keeping in mind the requirements of discretion. Personal rights, personal data, and any information classified as secret by the University shall be entitled to enhanced protection.

- j) In case of conflicts, they shall aim at resolving the conflict, possibly peacefully.
- k) The policies reflected in the Code shall predominate in the citizens' decisions and behaviour.
- l) In their publications and other statements about University (social media, electronic media, printed media, internet, online forums) they shall endeavour to give credible, objective, and professional information about the educational work and research carried out at the University and about relations within the University.
- m) They shall communicate the University matters only in a moderate and responsible way and only within their own competencies.
- n) They shall comply with ethical rules and promote prestige and respect for the University.
- o) They shall not endanger other's or their own lives, health, and physical integrity.

III. EXEMPLARY BEHAVIOURS APPLYING TO THE SENIOR CITIZENS OF THE UNIVERSITY

1. Employees in the top positions of the University shall be expected to manage their organizations taking the moral requirements defined in the Ethical Code into consideration (in addition to their legal and economic responsibility). Accordingly:

- a) They shall prepare their decisions thoroughly, and while doing so, they shall ask - and possibly consider - the opinion of their employees,
- b) For the accomplishment of professional tasks, they shall provide with the necessary freedom and the competence of making independent decisions (within legal framework) for their employees,
- c) They shall arrange for collecting all the necessary information and giving free run of that for the accomplishment of tasks,
- d) They shall provide with moral support and inspiration for the continuous self-education and professional development of their employees,
- e) They shall not belittle their colleagues, and shall disallow such intentions of others.

2. It is the moral obligation of the manager not to make improper use of their powers. This especially applies when awarding allowances, making proposals for awards or allowances, or making other decisions. Accordingly:

- a) It is the obligation of the manager to provide with entirely equal opportunities and the necessary and the feasible publicity for their employees, especially when making decisions related to applications, tenders, publishing and academic qualifications,
- b) It is an ethical offence to take advantage of the hierarchical relationship for private interest, even in those situations that are not connected to the employment relationship,
- c) It is an ethical offence to exercise political or ideological influence on others or aiming to do that with reference to or by taking advantage of dependency.

3. It is an ethical requirement from those in the top positions to facilitate the group-level private solving of professional problems, which arise at the department, and they shall encourage their colleagues to do so.

4. Managers shall always make their decisions in accordance with the interest of the University and the department managed by them.

5. Every citizen in the top positions of the University shall be expected even on a moral basis to improve their leadership skills and knowledge within the limits of the available resources.

IV. EXEMPLARY BEHAVIOURS APPLYING TO THE MEMBERS OF THE DECISION-MAKING COMMITTEES OF THE UNIVERSITY

1. It is the moral obligation of each member of the decision-maker committee of the University:
 - a) to go to any length in order to make well-founded decisions,
 - b) to evaluate facts objectively when making decisions, to weigh up the consequences of the decisions responsibly,
 - c) to ask the represented about the items on the agenda possibly beforehand, and to give voice to their opinion,
2. It is the moral obligation of the members of the decision-making committee of the University to prepare for the sessions and to do their best so that the decisions affecting the lives and conditions of the citizens of the University can be well founded. If the conditions of the well-founded decision (e.g. the required information) are not ensured, it is a moral obligation to initiate alteration.
3. It is the moral obligation of every employee who takes part in the work of the decision-making committees of the University to maintain a viewpoint, which weights facts up objectively and reflects the opinion and the interest of the community represented, and to inform the represented.
4. Members of the decision-making committees are bound to take the interests of the represented into consideration in case of voting.
5. Members of the decision-making bodies have to aim to treat the person whom the decision-making concerns in a correct procedure. The members of the decision-making committees when making decisions, special agreements should aim to ignore the aspects of the procedure, bargains or voting under somebody's thumb. It is an ethical offence to initiate, order or force, but even to approve such voting.

V. EXEMPLARY BEHAVIOURS APPLYING TO EMPLOYEES REPRESENTING THE UNIVERSITY AND ITS DEPARTMENTS

1. Workers representing the University or its departments are bound to consider the fact that the primary function of the University is education and scientific research.
2. It is the obligation of the workers representing the University or its departments to ponder the consequences of their decisions and statements in a responsible way.
3. It is the obligation of the workers representing the University or its departments to assist the students who need professional or educational help, the instructors, the citizens from outside the University and workers of other institutions with efficient, accurate, and fast information and administration at the given times, in office hours. In case the problems arisen are not within the limits of their powers, they are expected to name the competent person or department.
4. Workers representing the University or its departments can expect to be provided with the information necessary for their work by the citizens of the University. It is the ethical obligation of the citizens of the University to ensure the conditions of effective representation.
5. It is the obligation of the employees and people representing the University or its departments to familiarize themselves with and follow the directive of the chief executive officer, covering the policy of making statements and press releases.
6. The provisions of the current chapter also apply to workers representing the University or its departments in social media.

VI. EXEMPLARY BEHAVIOURS APPLYING TO THE INSTRUCTOR AND NON-INSTRUCTOR EMPLOYEES OF THE UNIVERSITY

Guidelines applying to instructors

General ethical guidelines

1. Instructors

- a)** are not allowed to make remarks, which are disparaging, offensive or unjust from the viewpoint of colleagues or the University neither in front of the students nor in front of other colleagues.
- b)** shall abstain from evaluating the personage, action, or achievement of any of the students offensively.
- c)** shall always be prepared to help and welcome those students and colleagues open-mindedly who appeal to them with questions of any type.
- d)** can only lay charges on the students, which are in connection with their studies.
- e)** shall undertake only such assignments in addition to their scope of activities that do not harm the interests of the University.
- f)** cannot use their status created by social and professional relationships to gain any personal advantage.
- g)** are bound to avoid situations, which result in a conflict of interest.
- h)** Private life problems should be excluded from teaching activity.
- i)** Need to respect the private life of students.
- j)** Only allowed to work in the institution if their mental and physical health enables.
- k)** Shall maintain their relationships with the students within the respective role borders.
- l)** Shall not encourage students to work for them privately.
- m)** Shall keep all personal discussions and consultations, provided to the students in connection with their work, only in official places determined by the University. Anyone, (working based on an employment contract or an agent agreement) who wants to keep discussions and consultations outside of designated by University areas, which can be done only in exceptional circumstances, would need, in all cases, a written permission of the head of department.

In case of heads of departments, using a different venue for the consultation can also be done only in exceptional circumstances and with the written consent of the vice-rector.

Conflicts of interest

2. The rules of conflict of interest shall be applied according to this subsection if other regulations do not stipulate harder or more detailed rules.
3. When an instructor examines, evaluates or assesses a student who is in cousinhood, companionship or personal conflict with them, or whom the instructor cannot judge in an unbiased way, the conflict of interest can be stated. The direct superior shall be denoted about the conflict of interests so that they can make arrangements for the examination and the designation of another examiner or committee.
4. The conflict of interest can be stated if someone becomes their own principal as a result of their external function, their employment outside the University, or multiple commissions. Such conditions shall be ceased without any delay.
5. It is ethically objectionable seriously and the conflict of interests can be stated if a decision harms moral or legal norms, or any other interests as a result of the partnership of a superior worker with an inferior employee or an instructor with a student. In such cases, the instructor or researcher concerned is bound to inform their direct superior colleague about the relationship who takes steps in order to exclude the instructor/researcher from the decisions, which concerns the partner. It is the strict ethical obligation of the manager to treat the information confidentially, which is left to them.
6. Incompatible and subject of conflict of interest if anyone who cannot carry out tasks in unbiased and objective way takes part in preparation and conduct of University's purchases particularly if economic or common, outstanding personal interest is involved between the citizen of the University and people involved in purchases (like family members, relatives, other relatives, friend, or friend's relatives).

Teaching related ethical guidelines

6. Instructors

- a) Shall stick to facts, scientific truths and data obtained using scientific methods; they shall stand for the resulting conclusions driven by professional integrity.
- b) Can expect the managers of the University to create the conditions necessary for honest and square professional activity (within reasonable bounds).
- c) Can expect their workplace not to impede the acquisition of their professional qualification and the opportunity of continuous professional development (which are in accordance with the employment plan).

It is important to underline that the instructor, person employed as a teacher, academic researcher during the teaching activity in connection with the students, from criminal defence point of view, counts as a **person performing public duties**.

7. It is the moral responsibility of instructors to undertake only such jobs and tasks that they are professionally prepared to fulfil and resolve. They shall aim to keep track of the development of the branch of knowledge they cultivate, to contribute to the results, and to be in possession of the methodology necessary for the transfer of knowledge. The instructor needs to work toward continuous professional improvement and renewal.
8. Instructors shall do the job entrusted to them to the best of their ability and they shall do their utmost so that their students can master the up-to-date knowledge belonging to the subject.

Instructors have the right to carry out their jobs in line with their own ideology and values without pressing or encouraging students to accept them, to choose the curriculum, the teaching and training methods within the set boundaries of the training program. This right shall likewise apply to people in teaching position, to PhD students in educational role and to lecturers.

9. Responsible professional activity necessitates that instructors

- a) themselves shall hold the lessons running under their name, in accordance with their employment contract and the regulations of the University (aside from particularly justifiable and certified cases, such as illness or delegation). They shall attend even those lessons when a guest lecturer is present.

The lecturer shall be prepared for consultations and lessons and shall start them in time and complete fully.

- b) shall start the lesson - in accordance with their employment contract and the regulations of the University - at the given place and time in clothing suitable to the occasion, without being late, finish that at the specified time, and they shall transmit knowledge which is process able and follow able for the students,
- c) shall present the material declared in advance and in case there is a change in the schedule, they shall inform their students and direct superiors in due time and in a proper manner,
- d) shall follow the latest results of their specialty, be aware of them and integrate them into their lectures and seminars.
- e) shall convey knowledge objectively and multilaterally, shall teach and evaluate by acknowledged program, shall respect human dignity and rights of the students, and shall take into consideration the individual skills, ability and disability of the students.
- f) shall communicate in a clear, polished, precise and sophisticated exemplary manner.

10. It is the obligation of the instructors of the University to inform their students in time unambiguously about their professional, educational, and subject-specific requirements. To this end

- a) during the course instructors shall do all they can be expected to do in the given situation in order to prepare students for testing,
- b) they shall make clear for the students yet in the beginning of the semester what kind and level of achievement they require during testing.

11. Instructors shall pay great regard to fair and ethical testing. To this end, the University formulates the following fundamental professional and ethical requirements towards every instructor and employee taking part in testing:

- a) Examination requirements shall be made available in the beginning of the semester. It is a serious ethical offence if it is not the previously declared material, which constitutes the basis of assessment.
- b) Extremities shall be avoided when determining the requirements of a course. When determining the extent of the curricula, the credit value and the body of knowledge already taught in other courses shall be taken into consideration.
- c) Instructors commit ethical offence if they make their own work compulsory - without any professional or subject-specific reason - so that students buy them. Similarly, every behaviour of instructors, which connects testing with profit making (even in an indirect form), is also considered as ethical offence.
- d) It is ethically desirable that in addition to the examined student, another student (e.g. the next student who is preparing for the examination, or if it is not possible a university staff) also shall be present in the oral examination.
- e) During examinations, the cleanliness of testing has to be guarded with strict and person-independent consistency. Neither positively nor negatively biased instructors can examine. Attention has to be paid so that righteous students do not be put at a disadvantage because of a malfeasance committed by a fellow student.
- f) Evaluation shall be done without bias, according to public and uniform criteria.
- g) If asked by the students, they shall be acquainted with the reasons of the evaluation and the expected right answer. If asked by the students, the evaluation of examinations and university papers shall be justified, the corrected test papers shall be shown to the student concerned.
- h) Instructors shall manage marks in a way that the name and the mark of the student do not appear together in public and shall not become available for incompetent people (except the student allows the opposite).

12. If instructors or researchers make the results of their scientific research available to the - professional or

broader - public, they shall follow the publication conventions and rules adopted by the members of that particular branch of knowledge. They shall make it clear that for answering the investigated questions how much their own contribution is and what belongs to other researchers.

13. The author owes those colleagues acknowledgments whose work was necessary for the publication or the scientific results to come into existence, but their contribution was not significant content wise.

14. For certifying the genuineness of their own results - retaining the partial results of their research - the used source materials shall be indicated if

- they quote even a short part from the published findings (either written or verbal) of someone else,
- they freely summarize or paraphrase from the published findings (either written or verbal) of someone else,
- they use the idea, opinion, theory (model, etc.) of someone else,
- they use facts, statistics or illustration stated or created by someone else.

15. Those instructors or researchers of the University who produce research results in their scientific work without carrying out a research or by adulterating the results of their own or somebody else's research, and who represent the idea or statement of somebody else - without proper reference – as it was their own, commit a serious ethical offence.

Guidelines applying to non-instructor employees

16. It is the moral obligation of those taking part in student administration to adopt a polite, constructive, and supporting attitude. They shall do their work paying regard to the effective collaboration between the students and the University.

17. It is an ethical requirement towards the rest of those employees doing white- or blue-collar jobs to do their work efficiently, supporting the basic activity in accordance with the interests of the University.

VII. ETHICAL GUIDELINES APPLYING TO STUDENTS

1. It is the ethical right and, at the same time, moral obligation of the students of the University to perform honestly professional activities and prepare themselves for their future profession.

Provisions applying to student representatives

2. It is an ethical requirement towards student representatives to prepare for the sessions of the different bodies of the University thoroughly and, as far as possible, ask a broad range of students in connection with the items on the agenda in advance.

3. To help and support each other in advocacy services and respect each other's work and achievements.

4. Opinions need to be expressed in polite way. They need to be aware that during their public appearances (inside or outside of University) and with their manners beside themselves they represent the University.

5. To take up duties and tasks with responsibility – weighting up their own abilities and conditions necessary to perform these tasks, and deliver them with care, dedication, and honest work.

6. To resolve their conflicts among themselves through respectful dialogue.

7. Student representatives are bound to inform the student community about corporate voting, opinions together with the reasons, if necessary.

Ethical obligations applying to students

8. Students shall be expected to appear at the prescribed lessons and examinations - as far as possible - prepared and in clothing suitable to the occasion.
9. Students shall complete their individual or group tasks and academic obligations using their own ideas and works and using proper references when including the ideas of other authors in that.
10. For taking pictures, recording or using the images the person's consent needs to be obtained.
11. It is a general ethical requirement applying to students that they do not have resort to aids or help that are not permitted when completing their academic obligations or being tested.
12. It is strictly prohibited to use mobile phones or to take pictures of exam papers during the written or oral examination. Exceptions are allowed only - in special circumstances – with a permission of the instructor.
13. It is the moral obligation of students to help the work and academic achievement of their fellow students by fair means. Those students breach this obligation who
 - a) alter, destroy or hold back the written or any other type of professional work of another student which serves the academic development or professional career of that particular student,
 - b) make it difficult or even impossible for another student to obtain sufficient information or hinder their academic development or professional career,
 - c) mutilate or prevent access in another ways to learning tools (library books, periodicals, audio or visual materials, etc.),
 - d) deliberately modify, delete or prevent access to data stored in computer-readable form, necessary for the studies of another student.
14. Students shall refrain from harassing and intimidating others, breach of the peace and affray in situations related to education and real life situations (entertainment, sports, etc.) equally. Behaviours differing from that - if cannot be labelled more seriously - are considered to be ethical violations.
15. Students shall be expected to express a fair, considerate and unbiased opinion (e.g. when evaluating instructors).
16. Foreign students – at reasonable extent - have to adapt themselves to norms and generally accepted customs of the country and Hungarian universities.
17. The University expects its graduated students to assist their former school with their solidarity, creative ideas, and criticism and intellectual contributions. To this end, the University creates the conditions for continuous communication.
18. Provisions of Chapter VII. also apply to students who make an appearance on behalf of the University.

VIII. TYPICAL CASES OF THE VIOLATION OF ETHICAL RULES

The definition of ethical offence

1. Every behaviour is considered to be an ethical offence which is materialized by the citizens of the University either verbally or by action, conflicts with the basic principles and norms worded in the Ethical Code and constrains or hinders them from good functioning.

Typical cases of the violation of ethical norms

2. Subsection VIII provides a list of examples for ethical offences. All of the states of affairs regulated in this subsection are ethical offences, however, all behaviours that are not regulated here but harm any principle recorded in the Ethical Code are considered as ethical offences.

Irreverent behaviour

3. The citizen of the University is expected to build a supporting and good relationship with colleagues - students, instructors, researchers and other employees, the basis of which is mutual respect and trust. Any contradictory behaviour is considered as an ethical offence.

Discrimination

Both direct and indirect discrimination are considered as serious ethical offence.

4. Direct discrimination is a provision as a result of which a person or a group is treated less favourably than another person or group is, was or would be treated in a comparable situation because of the real or perceived gender, race, skin colour, ethnicity, native language, deficiency, health condition, religious- and denominational affiliation, political view, marital status, maternity or paternity, sexual orientation, sexual identity, age, social origins, financial position, the part-time or fixed-term nature of employment, representations of interest membership, other status or characteristic of the particular person or group.

5. Provisions which are not considered to be direct discrimination and which seemingly correspond to the requirement of equal treatment constitute indirect discrimination. This provision put a substantially higher proportion of people or groups having the attributions specified in paragraph 4 at a disadvantage than any other person or group was, is or would be in a similar situation.

Harassment

6. The University prohibits all forms of harassment, and sanctions those, who violates the ban. Sexual behaviour, which is offensive to human dignity or by any other form, is related to the person's characteristics laid down in Paragraph 4. and which purpose or effect developing an intimidating, hostile, degrading, humiliating or offensive environment for a person is considered as harassment.

The concept of harassment prohibits all forms of behaviour against human dignity that could take place in various ways. Violation of human dignity could be in general: any sexually explicit e-mail or text message, unwanted physical advances or contact, sexually coloured remarks, show of pornographic pictures, sexual demands verbally or in action. All forms of offensive and derogatory comments regarding someone's individual characteristics, or their parody is strictly prohibited. They will be considered as harassment even if they are intended as a joke or a light badinage.

Those who experience harassment or witness one, have a right to express their revulsion firmly.

The statements about harassment could be made to Gábor Szabó psychologist, college professor (Head of Lifestyle and Counselling Centre) via e-mail: gszabo@metropolitan.hu or via post: 1148, Budapest, Nagy Lajos király útja 1-9.

The statements should contain the complaint about harassment, its date, time, place, situation and the name of the witnesses if any. All evidence related to objectionable behaviour should be preserved. All statements regardless of content, received via e-mail or letter should be filed. The responsible person for filing the statements is Gábor Szabó, Head of Lifestyle and Counselling Centre, who immediately forwards the documents and his recommendations on the matter to the Ethics Committee.

Statements can be made personally to the Head of Lifestyle and Counselling Centre at the Centre, at the pre-arranged time. The statements made personally should be recorded, and signed by the complainant, the receiving party, and the keeper of the records.

Anyone who is harassed or feels intimidated, or a victim of psychological terror can turn to the Head of Lifestyle and Counselling Centre. The University will not tolerate any retaliation against the complainant, but

will also respect the rights of the accused person.

7. Anyone who violates the intimate sphere or sexual integrity of another person by either a verbal or written remark, or action, commits a serious ethical offence.

It is important to note, that while harassment under the Act of equal treatment and promotion of equal opportunities is a form of discrimination, in the Criminal Code harassment, sexual coercion, sexual assault, sexual abuse and indecency is an offence.

Unsocial behaviour

8. Citizens shall refrain from harassing and intimidating others, breach of the peace and affray, damaging the property of other people and any infringement in office and outside relationships, situations related to education and real life situations (entertainment, sports, etc.) equally.

Denigration

9. Every citizen of the University shall aim to preserve the reputation and prestige of the institution. They shall refrain from any manifestation, which causes interest injury for the University. Every public statement or rumour - not supported by evidence - is considered as ethical offence if deliberately claims untruths and suspects the University, its citizens or departments of ethically objectionable behaviour or the commission of such action. Such rumours are capable of the impairment of the reputation of the University and its citizens and may cause interest injury. All citizens of University should respect the human rights.

Deceit

10. The citizen of the University who deceives somebody by virtue of their official/magisterial status or student (enrolment) status commits an ethical offence and there is room for an ethics procedure against the perpetrator.

Integrity and corruption risks

11. Definitions

Integrity: The proper functioning of the rules, objectives, principles, and values of University set out by the manager and owners of the organization.

Integrity Management System: A functional sub-system of the internal control-system with aim to ensure the management and control system's integrity within the organization. The main elements are the determination of values, the guidance and –if necessary – the enforcement of these values.

Integrity risk: The possible breach of the integrity of the institution.

Integrity advisor: an appointed person by the CEO of the University to investigate abuses, irregularities, reports about integrity and corruption risk, to access the integrity and corruption risk associated with the operation of the institution, to prepare action plan and integrity reports on its implementation and to give advice by rules of professional ethics.

Corruption risk: The possibility of gaining or providing undue advantage.

12. The Code of Ethics prohibits corrupt conduct and administration and any possibility of the occurrence of the bribery. Such case falls under the rules of law and in addition to this, an ethical procedure shall take place.

Services and possibilities provided by the University could only be used in a regulated way, appropriate for the intended use. The use of them for gainful purposes or given access to an unauthorised person– in addition to the infringement of the relevant rules – is considered as ethical abuse.

Offer, acceptance, or request of any undue advantage in direct or indirect form is unworthy of the citizens of the University and considered as ethical abuse.

Consequently, the citizen of the University should reject any gift or any other advantage, which is offered with the intention of influencing its decision, or the circumstances suggest this possibility.

The citizens of the University during their participation in business activities or tendering processes of the University are in obligation to refrain from bribery or blackmailing, therefore cannot offer, pay, or accept bribe or other valuable benefit in the interest of business acquisition or business retention.

13. Statements about integrity and corruption risk can be made via e-mail, via post or personally.

Personal statements can be made to the integrity advisor at a pre-arranged time and place. The statements made personally should be recorded, and signed by the complainant, the receiving party, and the keeper of the records.

The written statements could be made to integrity advisor via post: Samuné Dömötör Réka, 1148, Budapest, Nagy Lajos király útja 1-9, room: F111 or via e-mail: integritas@metropolitan.hu.

All statements regardless of content, received via e-mail or letter should be filed. The responsible person for filing the statements is the integrity advisor who after filing the documents immediately forwards them and his recommendations on the matter to the Ethics Committee.

IX. THE ETHICS COMMITTEE

1. By adopting the Ethical Code, the aim of the University is to help maintaining the moral, professional, and institutional integrity of the University by enforcing ethical norms. The Ethics Committee exercises this action of the University.

2. The Ethics Committee is entitled to act at first instance in investigating ethical and moral cases, which concern the citizens of the University.

The Ethics Committee is responsible to maintain the Ethical Code, prepare the proposals for amendments, make explanations, and prepare resolutions, set out guidelines and recommendations.

The Ethics Committee is authorised to take decisions and give recommendations, forward them to the CEO of the University, organise workshops, discussions, consultations in the field of ethical questions of attitude and behaviour development.

The Ethics Committee is not competent in administration, in disciplinary actions or legal proceedings. If it is necessary to make a proposal, petition or lodge a complaint to the authorities, it should be done only with the consent and assistance of the CEO of the University.

The Ethics Committee's membership is associated with rights and obligations. The member has the right and duty to participate in the work of the Committee according to his/her best knowledge and ability, is obliged to protect the prestige of the University, to take part in trainings, which are necessary for the position and with given resolutions enforce the regulations of the Ethical Code.

The member of the Ethics Committee has the right to receive all relevant information regarding the ongoing case, from the chairperson of the Committee.

The member of the Committee has the right and duty to share all relevant information deemed necessary with other members of the Committee.

The members of the Ethics Committee are bound by strict confidentiality during, after the end or termination of their mandates. They shall not reveal any information to anyone about the process of negotiations except the official publications by the CEO. Breach of confidentiality will result in immediate suspension from their duties in the Ethics Committee. Experts invited on an ad hoc basis and consultants invited to take part in the procedure at the meetings are bound by strict confidentiality.

3. It is the Secretary General; in his absence is the Legal Advisor, who is entitled to order the ethical action.

Composition

4. The Ethics Committee is a body composed of four members. Two of the members are instructors and another member is a non-instructor employee. The Senate elects them for three years with extendable mandates. The student member is deputed by the Student Union. The chairperson of the Committee is elected out of the members by majority vote during the statutory meeting. The secretary of the Ethics Committee is the legal executive.

5. The Chairperson of the Ethics Committee occasionally may invite ad hoc guests or experts to take part in the process depending on the nature of the ethical offence, which is the subject of the procedure.

The list of the members of the Ethics Committee should be published on University's computer network and website.

During the ethical process, it is essential for people involved in the process be not biased and there should be no conflict of interest. If there is a conflict of interest, the person involved in it shall not take part in the process. In this case, an alternate member should be appointed. If there is a conflict of interest, which involves the alternate member or the whole committee, the rector should initiate the appointment of a new committee by the Senate. The scope of the mandate of this committee is only valid for the case where a conflict of interest is involved.

The chairperson of the Committee shall report the completed cases to the CEO at least once a year, for the purpose of guidance.

The action of the Ethics Committee

6. The action of the Ethics Committee starts based on the Secretary General's –in his absence the Legal Advisor's- initiation after a notification or becoming aware of the fact officially. Notifications can be submitted to the Rector, the Secretary General, the Heads of departments or to the Head of Lifestyle and Counselling Centre either verbally or in writing (in paper-based form or electronically). Becoming aware of a fact officially means the time when the person who is entitled to order action becomes aware of the underlying action.

7. Notifications referring to ethical violations of norms can be reported by the citizens of University within 30 days, but not later than 90 days, after coming to know about the action. In case of ethical violations of norms committed continually, it is the time of action realized at the latest, which can serve as the point of reference.

8. Notifications are required to be concrete. They should include the name of the person who has violated the ethical norm, the place, and time of the action, and any available evidence. The Committee treats the name and other information of the person who makes the notification as confidential.

9. In order to conduct a fair process, the University will not initiate an investigation by anonymous complaint. The complainant may ask for anonymity if it is believed she/he would be discriminated. In case an ethics procedure is initiated against a person based on a malicious and misleading notification, a procedure can be instituted against the person who made the notification because of ethical offence.

10. Statements made verbally have to be registered. The minute book has to be signed by the person who makes, who receives, and who registers the report.

11. Within 8 days after the notification, the Committee institutes an inquiry and within 30 days holds a hearing in a closed session. In addition to the members of the Committee, the Chairperson may invite guests to the hearing.

12. People subject to the procedure or concerned in the case have to be summoned via e-mail to the hearing. The person who made the notification has to be notified.

13. The action of the Ethics Committee has to be registered and it is the Secretary General, who should keep the records. The minutes should contain the summary of the consultation on the agenda and the resolutions. The chairperson and a verifying person should sign the minutes.

The decisions of the Ethics Committee should be secured from external influence; should be taken by simple majority votes, the votes should be made by open vote, after unfettered consideration of evidence. If the votes are evenly divided, the chairperson has the casting vote.

During the investigation, the members of the Ethics Committee endeavour to reach consensus.

Only the members of the Ethics Committee has the right to vote, the invitees have only advisory role. The presence of at least three members requires for the decision. The resolutions shall be numbered consecutively. (Number / year / months / day of the decision)

The Chairperson and the members of the Ethics Committee shall ensure that during the electronic and paper-based administration unauthorised person cannot access the documents related to the ethical process.

Decisions made in the course of the ethical action

14. In the course of the ethical action, the Ethics Committee may make the following decisions:

- a) Ascertains that the complaint is unfounded, rejects it, and terminates the procedure.
- b) Ascertains in a decision that ethical infringement has taken place and imposes the next sanctions:
 - Written warning
 - Suggestion for termination of the person's senior manager/ executive mandate.
 - Suggestion for recall or termination of the mandate of the citizen of University.
- c) Ascertains that ethical infringement has taken place and makes this fact public on the website of the University. (It should be decided, taken into consideration the conclusions of the case and the human rights, that people involved in the process would appear in publications with their full name, initials or unanimously.)
- d) States the occurrence of the ethical offence obliges the person who committed the ethical offence to give recompense appropriate for the nature of the offence to the aggrieved party.
- e) States the occurrence of the ethical offence and initiates a disciplinary procedure if there is a suspicion of criminal offence.
- f) Calls upon the rector to lodge a criminal complaint if a suspicion arrows that it may not only be an ethical norm violation but a crime as well. There is no possibility to lodge an appeal against a criminal complaint.

15. The decision of the Ethics Committee is put down in writing within 8 days after its annunciation by the secretary general and it is delivered to everybody who is concerned.

Appeals

16. Appeals can be submitted against the decisions made during the proceeding of the Ethics Committee:

- a student who is the subject of the procedure can turn to the Committee of Legal Remedy for Students,
- either an instructor or non-instructor employee who is the subject of the procedure can turn to those exercising employer rights, in case of engagement contract to the client's representative.
- the complainant and the declarant can turn to that person or body where the subject of the procedure can turn to

17. The appeals can be submitted to the Ethics Committee within 15 days after the receipt of the decision. Its



consideration falls within the cognizance of the Committee of Legal Remedy for Students or those exercising employer rights or of the client's representative.

18. The submission of the application for appeal has delaying force regarding the decision and putting measures into effect.

19. The body or person who has jurisdiction concerning the subject of the appeal can make the following decisions:

- the application can be rejected,
- the decision may be altered,
- the decision may be discharged and the decision-maker may be instructed to conduct a new procedure.

The competent body or the person during the appeal may seek assistance from a legal expert.

20. There is no possibility for further legal remedy against the decision made in the subject of the appeal.

X. FINAL PROVISIONS

1. The Senate of the Budapest Metropolitan University negotiated and approved the Ethical Code during its session on 3rd of March 2017. Its provisions shall be applied in ethical procedures starting after its entry into force.

Dr. László Vass

Rector

Budapest Metropolitan University