

VOLUME I OF THE ROO
ORGANISATIONAL AND OPERATIONAL
PROCEDURE

I.11. Code of Ethics

The Senate supported the adoption of the Code of Ethics of Corvinus University of Budapest under Resolution 47/2008/09 at its meeting on 23 February 2009.

Amended by Senate Resolutions:
SZ-24.b/2011/12. (2011. XII. 19.) resolution number

Code of Ethics of Corvinus University of Budapest

Preamble

Corvinus University of Budapest considers the creation and transmission of value at international standards to be its mission, and it intends to carry out this mission in the form of education, research and consulting;

The University strives for such operation that is unquestionable legally and also morally. Therefore, it requires all University citizens to comply with laws in force, to unconditionally respect human dignity and fundamental human rights and freedoms, to actively protect the natural environment, and to carry out work responsibly coupled with a high level of professionalism.

The University expects its employees and students to consider the Code of Ethics as binding on themselves and to adhere to it.

1 Lecturers and researchers

The University considers lecturers and researchers to be the most important value creators of the institution. It cares about its lecturers and researchers, and wants to provide them with a long-term, decent livelihood. It helps their creative participation in domestic and international professional life. The University sets the following expectations for lecturers and researchers:

1.1 Responsible work

Lecturers and researchers of the University should carry out their work responsibly and effectively, comply with professional standards, and monitor the work of others.

- (a) Their duty is to continuously monitor domestic and international academic literature and to conduct self-training on a regular basis.
- (b) Their tasks is to provide human and moral education to students; to set a good example for them; and to provide assistance as educators when needed.
- (c) They should make every effort to enable their students to acquire, as effectively as possible, the knowledge content of the subjects they teach and relevant skills.
- (d) They should provide detailed information, in a timely manner, to students about the curriculum and the way progress checks are made.
- (e) They should themselves deliver their lessons they have announced, and organize a substitute only in unavoidable cases, which substitute must be appropriate.
- (f) They should deliver their lessons at the specified place and time without being late. They should properly inform students of any potential changes.
- (g) They should issue instructions to students only in relation to academic or University matters.

1.2 Incorruptibility

Lecturers and researchers of the University should, in their work, act in good faith, impartially, and without discrimination. They should not give undue advantage to anyone in return for financial or other consideration.

- (a) Ethical misconduct is committed by those who do not act impartially when carrying out performance assessment; or apply favourable or unfavourable treatment stemming from acquaintance; or discriminate against anyone on the basis of sex, colour, ethnic or social origin, genetic trait, language, religion or belief, political or other opinion, national minority status, wealth, birth, disability, age or sexual orientation.
- (b) Ethical misconduct is committed by those who offer, promise, give, solicit, demand, or accept financial or sexual or any other service in order to gain an advantage.

1.3 Professional correctness

Lecturers and researchers of the University should act, in their scientific work and publications, in an ethically unquestionable manner.

- (a) In their publications, they should act in accordance with internationally accepted rules of their respective disciplines.
- (b) They should avoid all forms of plagiarism, that is, they should specify accurately whenever they use someone else's written or oral results, thoughts, or data.
- (c) They should always express their thanks to those colleagues who have made a significant contribution to the delivery of their work.

1.4 Respect

Lecturers and researchers of the University should show respect for citizens and partners of the University.

- (a) Ethical misconduct is committed by those who make offensive remarks or violent statements to their colleagues or students.
- (b) Ethical misconduct is also committed by those who violate the privacy rights of others or misuse the personal information of others.
- (c) They should not appear in the territory of the University, as a public institution, under the influence of mind-altering substances (alcohol, drugs). They should respect the rules of smoking.

1.5 Conflict of interest

All forms of conflict of interest should be avoided both within and outside the University.

- (a) Lecturers and researchers of the University should not undertake to do work for institutions whose activities are contrary to the interests of the University.
- (b) A conflict of interest exists if, in the case of relatives or couples, there is a superior-subordinate relationship between the parties.

1.6 Prohibition of causing damage

Lecturers and researchers of the University should not cause any damage to the University in either its reputation or a financial sense. This applies to their activities both within and outside the University.

- (a) They should only undertake work that does not harm the interests of the University.
- (b) They must notify their superiors at work of any external assignments affecting the interests of the University.
- (c) They should not use the name, training materials, or infrastructure of the University for private purposes.

1.7 Authentic representation

Lecturers and researchers of the University should identify with the goals of the University.

- (a) They should represent the University authentically in both their work and their activities in public life.
- (b) They should refrain from referring to the University when displaying their ideological or political preferences.

2 The Leaders of the University

The University expects from its Leaders that they should, in addition to fully observing the standards set for lecturers and researchers, consider the following leadership standards to be binding on themselves:

2.1 Professional competence

The Leaders of the University must have outstanding professional competence, foresight, as well as leadership and dispute resolution skills.

2.2 Responsible decision-making

The Leaders of the University should act responsibly when making their decisions, and consider the aspects of all those concerned, and keep the interests and the future of the University in mind at all times.

2.3 Care

The Leaders of the University should pay maximum attention to, and take maximum care of, any problems of University citizens and partners, by properly keeping in contact with their advocacy groups.

2.4 Dialogue

The Leaders of the University should, in a transparent manner, engage in a continuous and meaningful dialogue with citizens and partners of the University on issues concerning them and affecting the future of the University, by providing information as necessary for such dialogue.

2.5 Respect

They should not appear in the territory of the University, as a public institution, under the influence of mind-altering substances (alcohol, drugs). They should respect the rules of smoking.

3 Technical staff

The University wants to provide meaningful work and a decent living for the staff who take care of ensuring the technical conditions for the operation of the institution. In return, the University sets the following expectations for them:

3.1 Responsible work

- (a) The technical staff of the University should perform their work responsibly and efficiently.
- (b) They should strictly adhere to professional standards and technology regulations, and take into consideration the work of others.

3.2 Maximum care

The technical staff of the University should take the utmost care to the functioning and condition of systems operated by them.

3.3 Incorruptibility

The technical staff of the University must report any attempted bribery.

3.4 Respect

- (a) The technical staff of the University should show respect for University citizens and partners.
- (b) They should not appear in the territory of the University, as a public institution, under the influence of mind-altering substances (alcohol, drugs). They should respect the rules of smoking.

3.5 Prohibition of causing damage

- (a) The technical staff of the University shall cause no damage to the institution in either a physical or a financial sense, or in its reputation.
- (b) If they notice some damage caused, they must immediately report it to their superiors.

4 Students

The University considers its students to be its strategic partners and strives for a mutually beneficial relationship with them. The University offers its students European-standard degrees, that have the highest market value in Hungary. In return, it expects them to comply unconditionally with the following standards:

4.1 Respect

Students of the University should show respect for citizens and partners of the University.

- (a) They must not infringe in any way on the human dignity and privacy of lecturers, researchers, technical staff, or their fellow students.
- (b) They must not disturb, by their behaviour, the operation of the University, the education process or the work of their fellow students. They must arrive for sessions prepared and on time.
- (c) They should not appear in the territory of the University, as a public institution, under the influence of mind-altering substances (alcohol, drugs). They should respect the rules of smoking.
- (d) They should refrain from behaviour and dress that violate the dignity of University education, public taste, or the ideology of others (touching behaviour expressing sexuality, vulgarity, wearing symbols that reflect aggression).

4.2 Decent work

Students of the University should not use any means of gaining undue advantage in the course of their activities.

- (a) Fraud is committed by anyone who, in the process of a progress check or preparing a thesis, uses, or attempts to use, any unauthorized auxiliary tool or any assistance from another person.
- (b) Fraud is committed by anyone who entrusts someone else to perform their tasks instead of themselves, or attempts to perform tasks instead of someone else.
- (c) Fraud is committed by anyone who obtains, or attempts to obtain, exam questions without authorization.
- (d) Fraud is committed by anyone who presents some work prepared by someone else, or a summary thereof, as his/her own work.
- (e) Plagiarism is committed by anyone who uses external sources in his/her work while failing to comply with professional expectations and rules or to use correct references.
- (f) An offence of bribery is committed by anyone who offers, promises, or provides financial, sexual or any other service to lecturers or technical staff in order to gain an advantage.

4.3 Prohibition of causing damage

Students of the University should not cause any damage to the University in either physical or financial sense, or in its reputation.

- (a) They should not cause any damage to any items of property belonging to the University.
- (b) Students should not trade in the University's training materials or in any intellectual property not owned by them, and they should respect copyright.
- (c) Students of the University are expected to advance the domestic and international reputation of the University in the course of their internal and external activities and to refrain from any activity to the contrary.

5 Ethical Committee of the University

In order to enforce the Code of Ethics, the University will establish an Ethical Committee. The role of the Ethical Committee is to encourage University citizens to follow the Code of Ethics, to give advice to those turning to it in case of ethical problems, and to conduct ethical investigations against violators of the standards set out in the Code of Ethics.

Stakeholders of the operation of the University may initiate ethical investigations at the Ethical Committee. The Committee will only deal with reports that are supplied with names and allow identification. The Committee will ensure the protection of reporting individuals at all times. As a result of an ethical investigation, the Ethical Committee may:

- (i) impose ethical sanctions in the form of public condemnation through public forums of departments or the University,
- (ii) reprimand the offender in writing,
- (iii) make proposals to the Leaders of the University to conduct disciplinary proceedings.

Another important task for the Ethical Committee is to continuously maintain and refine the Code of Ethics and to adapt it to changing circumstances. The Code of Ethics should develop together with the organizational culture of the University, by also reflecting changes in the external environment.

6 Scope of the Code of Ethics

The Code of Ethics is applicable to all citizens belonging to the University (regardless of whether they have an employment relationship, a student status, or any other legal relationship related to performing work, with the University). The Code of Ethics will, after detailed consultation with stakeholders, be adopted by the Senate and may only be amended by it. The Code of Ethics is applicable for an indefinite period from the date when it is adopted. The Code of Ethics of the University is public and accessible to anyone.

The Departments and other institutes of the University may, in accordance with the Code of Ethics of the University, draw up their own, more detailed Codes of Ethics and may also operate their own Ethical Committees.

Dr. Zsolt Rostoványi
the Rector,

In witness whereof:

Dr. Marica Sárközi-Kerezsi
the Secretary of the Senate