

A15 _ CODE OF CONDUCT FOR RESEARCH

The Code of Conduct was approved by the Senate and incorporated into the Internal Regulations the PADA (Government Gazette 4621/21-10-2020, Vol 2 letter a) of the law. 4957/2022 (Government Gazette 141/21-07-2022, vol. A).



ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ

***CODE OF CONDUCT AND
GOOD PRACTICE.***

2024

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CONTACT

This Code of Ethics and Good Practice of the University of West Attica (COE) was established by the Ethics Committee of the University of West Attica, which was formed by Act 7/07-11-2023 of the Board of Directors (ID: 62TO46M9XH-OTHA) and by decision of the Rector of the University of West Attica No. 107304/07-11-2023 (ID: Ψ9HF46M9XH-I67).

The Code of Conduct was approved by the Senate and incorporated into the Internal Regulations of the PDA (Government Gazette 4621/21-10-2020, Vol2 letter a) of the law. 4957/2022 (Government Gazette 141/21-07-2022, vol. A).

Ethics Committee of the University of West Attica

The Ethics Committee of the University of West Attica operates on the basis of the article 217 of Art. 4957/2022 (Government Gazette 141/21-07-2022, vol. A).

In application of par. 3 of article 217 of Law No. 4957/2022 (Government Gazette 141/21-07-2022, vol. A).

The Committee deals with cases either ex officio, either following a written and named complaint by a member of the academic community, in accordance with the legislation in force, 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 University of West Attica (UWUA) 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.

Faculty, researchers, students and administrative staff of the University of West Attica form 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) it applies without any exception to all members of the Academic Community of the PADA, i.e. faculty members of all levels, members of EEP, EDI and RTI, 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 context of student exchange (ERASMUS), as well as from employees of the PADA, but also from visitors within the premises of responsibility and operation of the Foundation, who must comply strictly 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 PADA.

The PADA posts this Code of Conduct 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 in no way substitute the applicable legislation (Greek, European or international), nor the regulations of any jurisdiction to which the PADA is subject on the basis of its activities.

Article 3

Basic ethical principles

The PADA operates within the framework of the Constitution and the provisions of the legislation in force, observing the generally accepted rules of scientific and research ethics and the general principles of democracy, academic freedom, equality, fairness, respect for personality, scientific opinions and the rights of others, meritocracy, impartiality and respect for diversity of all kinds,

full transparency of its decisions and general activities and social solidarity.

In particular, under this Code:

a) Academic freedom, as constitutionally guaranteed, is the basic and primary component of the operation of the PADA, is safeguarded by the Foundation and its members and promotes free thinking, critical reflection, dialogue and creative expression in all the Foundation's activities, contributing to the advancement of science, art, research and teaching and, by extension, to social welfare.

b) Academic integrity and academic ethics are the responsibility of the academic community of the PADA 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 PADA are carried out.

c) non-discrimination, equal treatment and impartiality are the right and obligation of all members of the academic community of the PADA. In the performance of their activities of all kinds, including collaborations outside the institution, members of the academic community of the PADA 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 PADA 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 PADA are committed 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 PADA 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 PAA and society at large. Members of the academic community of the PAA have a responsibility to serve these principles, thus contributing to the development of the PAA 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 PAA 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 PADA 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 PADA.

g) the protection of personal data and the privacy of the individual in general is an absolute priority and commitment of PADA and all members of its academic community in the exercise of their activities. 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 PADA. The entire academic community of the PADA 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 PADA.

Article 4

Rules of conduct for teachers

Teaching staff in the PDA of any category and employment relationship are bound and obliged to:

1. to fulfil their obligations and duties in accordance with the applicable provisions, the Internal Regulations of the Foundation and the decisions of its organs, with ethics, consistency and professionalism and to promote the prestige of the Foundation,
2. to carry out their teaching work in person and consistently, in accordance with the Regulations and the Programme of Studies of the Department and the Institution and to be available for communication by physical presence. In the case of an emergency postponement of a scheduled course, they must arrange for its substitution in a timely manner and inform students immediately,
3. to 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 observing the rules of confidentiality and discretion,
4. participate in the collective bodies and the various committees of the Foundation without unjustifiably refusing to participate,
5. attend PADA events 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 permitted by law, as well as in their presence in the media and social media, not to make undignified or unscientific statements that may damage their own reputation and, by extension, that of the Institution, and not to use their academic status in such a way as 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 EDA for private or professional purposes not directly related to their scientific or research work, without authorisation from the competent body,
9. strictly respect intellectual property rights. Plagiarism by a lecturer is not only a criminal offence, but also an act of insult to the prestige of the institution,
10. to comply with the applicable legislation on the collection, storage and processing of personal data **that** they receive in the course of their duties in accordance with the protection policies of the Foundation and to protect the privacy of members of the academic community of the PADA,
11. to act in such a way that relations between teachers and other members of the academic community of the PADA are governed by a spirit of cooperation, ethics, honesty, dignity and respect for the personality of others. They must also show respect for the general scientific and teaching work of other members of the academic community, 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. give reasons for their judgement in their capacity as teachers, researchers, members of various committees and provide detailed documentation of 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 judgment, and not to exploit their position and status for personal gain, the satisfaction of personal demands, or exceptional or preferential treatment,
16. in their relations with students of all cycles of study, as well as post-doctoral students and researchers, to be committed to the guidance and transmission of knowledge, to be impartial, to promote meritocracy, to be non-discriminatory and not to appropriate the intellectual work of students; or

- researchers. Also, not to use students or researchers on subjects or projects unrelated to their student status and the general purpose of the institution,
17. provide students in a timely manner with the necessary educational material and fully inform them of the process and the way in which they will be assessed,
 18. in their relations with administrative staff, maintain mutual respect, behave with courtesy and do not demand the satisfaction of personal requests, thereby hindering the smooth running of the administrative work.

Article 5

Rules of conduct for students

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

1. adhere, as members of the academic community of the PADA and for the entire period their membership, to the principles and the general rules of ethics and obligations of this Code, the Internal Regulations of the PADA and the Regulations of their studies, maintaining the right to 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 PADA,
2. to meet their educational obligations with responsibility, consistency and respect for teachers and other members of the academic community, and not to use any form of violence (physical, psychological and/or verbal) or threat in the academic environment,
3. use the facilities, infrastructure and general property of the PADA, including the surrounding area, in a respectful and responsible manner in accordance with the regulations of the Foundation,
4. show their student or police identity card or other identification document during the examination when asked to do so,
5. respect the principle of merit and not compromise or compromise the integrity of the tests by any means or methods. Impersonation in any educational process, and in particular in the assessment of students' knowledge, skills and competences in examinations, is expressly prohibited and shall be subject to criminal and disciplinary sanctions. Attempting to cheat in examinations is liable to prosecution,
6. not to appropriate the intellectual work of teachers or researchers, nor of their fellow students, while respecting intellectual property rights,
7. to actively participate in the evaluation of the work of the teachers and the quality and effectiveness of the educational work as well as of the Foundation's structures, in accordance with the Foundation's Regulations, in order to improve the level of their studies.

Article 6

Rules of conduct for administrative staff

The administrative staff of the PADA is committed and owes:

1. to provide his/her 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 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 PADA must respond at an off-hour or on an off-day,
2. to contribute to the observance of and comply with the administrative procedures laid down in accordance with the applicable legislation and regulations,
3. to use the Foundation's facilities and infrastructure with responsibility, diligence and respect for its property,
4. to be represented in the collective bodies and the various committees of the Foundation in accordance with the legislation in force,
5. participate and contribute to the Foundation's evaluation processes,
6. comply with the provisions of the Code of Ethics and Professional Conduct for Public Sector Employees (Ministry of Interior, July 2022),
7. to demonstrate decency and ethics in public life outside the Institution, to refrain from undignified actions that may damage the reputation of the Institution and to refrain from using his/her 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 PADA under the responsibility of the faculty members and other scientific and administrative staff working in its services.

Researchers are considered to be faculty members, members of the Scientific Council, members of the Scientific Committee, members of the Scientific Council, Emeritus Professors, if they participate in the educational process, PhDs and PhD candidates, holders of a Master's 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 the PADA, research is conducted on the basis of the principle of academic freedom, aiming at the promotion of science and the production of new, substantiated scientific knowledge with respect to scientific truth without falsification or fabrication of research data, the value and personality of man, 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 latter 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 PADA 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 load that the opportunity to conduct research is not compromised.

For the conduct of the research, the provisions of the Code of Ethics for Research of the Research Ethics Committee of the PADA apply.

Article 8

Adherence to the Code of Conduct and Good Practice of the PADA

Members of the academic community of the PADA 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, apart from any violation of the legislation in force.