

CODE OF ETHICS AND GOOD PRACTICE – AUTH

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Article 1: SCOPE OF APPLICATION

The provisions of this Code, unless otherwise specified, apply to the entire academic community of AUTH, which consists of:

- (a) members of the teaching and research staff (DEP) of AUTH of all ranks,
- (b) auxiliary teaching and research staff of AUTH (EDIP, EEP, ETEP, assistants, scientific collaborators, contract staff under PD 407, etc.),
- (c) visiting professors,
- (d) administrative staff and contract workers,
- (e) students (undergraduate and postgraduate),
- (f) doctoral candidates, and
- (g) postdoctoral researchers of AUTH.

Article 2: GENERAL RULES OF ETHICS

1. Members of the academic community are obliged to demonstrate dedication, diligence, responsibility, and impartiality, both in the performance of their official duties and in all other contacts and activities developed in connection with them.
2. Relations among members of the academic community are based on mutual trust, solidarity, respect, and the work that each has undertaken.
3. They are obliged to make every effort to create a good working environment and harmonious working relations, to avoid derogatory and insulting expressions regarding the work of others, and to behave in a mild and constructive manner, avoiding tensions and behaviours that do not promote dialogue or undermine the collective effort for the fulfilment of AUTH's mission.
4. They are obliged to treat all people in the same way, without discrimination on the grounds of race, racial, ethnic or national origin, religious or other beliefs, disability, age, or sexual orientation and gender identity.
5. Any form of violence, threat, or sexual harassment is not tolerated. Nor is it permitted for anyone to exploit their status, especially the rank to which they belong or their institutional role, in order to compel other members of the academic community to perform or omit a specific act that they are not obliged to do, or to influence their judgment or vote.
6. All members of the academic community are obliged to participate regularly in the collective bodies or electoral bodies of AUTH where they have been appointed or elected, carrying out their work with responsibility and impartiality. They are also obliged not to refuse unjustifiably participation in ad hoc committees.

7. When participating in the collective bodies of the Institution, they defend their views with arguments and dialogue. In any case, the view that gathers the approval of the majority is considered valid, and they are obliged to respect it even if it is contrary to their own.

Article 3: RULES OF ETHICS FOR TEACHING STAFF

1. Members of the teaching staff of AUTH (Faculty members, Laboratory Teaching Staff, Technical Staff, assistants, scientific collaborators, contract staff under PD 407, etc.) and visiting professors are obliged to carry out the teaching and research work assigned to them by the collective/competent bodies of the Institution with responsibility and integrity.
2. They have the obligation to respect the opinions, ideas, and proposals of both their colleagues and students, ensuring the formation of a climate of cooperation and solidarity.
3. Except for the obligation they have to testify before judicial, disciplinary, or audit authorities, they are obliged to maintain confidentiality regarding the private data of their colleagues and students.
4. They are obliged to devote sufficient time in order to guide students, even on an individual basis, with the aim of the students' benefit and their scientific and academic development.
5. They must be impartial and adhere to the principles of meritocracy, equality, equal treatment, and equal opportunities for students, junior professors, and in general in every case of evaluation in which they participate either as teachers, examiners, researchers, or members of bodies or collective committees or committees of the University.
6. They are obliged to refrain from any act that constitutes exploitation of their position towards students or younger members of teaching or research staff, such as in particular the assignment of work that does not fall within their duties.
7. They are obliged to behave towards the administrative staff of the Institution with due respect. In particular, they must not offend the dignity of employees belonging to the administrative staff, must not require them to perform tasks beyond their responsibilities, nor demand the priority satisfaction of personal requests to the detriment of the smooth functioning of AUTH.
8. In their public life outside the Institution, they are obliged not to misuse their university status in a manner that may expose AUTH or for the purpose of obtaining benefits unrelated to their scientific skills. When they decide to make their views known through mass media and communication means, they must make it clear to the public whether this is done in their academic capacity or not.

Article 4: RULES OF ETHICS FOR STUDENTS

1. Students are obliged to behave with appropriate politeness towards their fellow students and other members of the academic community. They are obliged to respect the functioning of the collective bodies of the Institution and not obstruct their meetings.
2. They are obliged not to pollute university spaces and to comply with applicable safety rules. They must respect university property, and especially electronic and laboratory equipment necessary for the educational process.

3. They are obliged to arrive on time in classrooms where lectures or laboratories are conducted, so as not to disrupt teaching or research activities, and to behave appropriately in the Libraries and Reading Rooms of AUTH, so as not to disturb other users and employees in those spaces.
4. They are obliged: (a) not to present as their own the intellectual works of others when fulfilling obligations within teaching or research processes, (b) not to present collaboratively prepared works as individual work without naming collaborators and their contribution, (c) not to resubmit for evaluation work previously submitted in the past, and (d) to avoid any plagiarism, i.e., copying texts from third-party works without reference to their source, during the preparation of assignments given by teaching staff.
5. They are obliged to attend in person any examination test set within teaching or research processes for the evaluation of knowledge, skills, and competences.
6. During examinations they are obliged to avoid/refrain from any form of copying, cooperation with third parties, and use of aids, notes, or electronic means beyond those permitted by the examiner.
7. In all cases, they are obliged to comply with examination rules as defined. They must specifically remove personal belongings, especially mobile phones or other electronic devices when requested by invigilators, and present their student ID or other valid public identification document proving their identity.
8. They are obliged to periodically evaluate both the teaching staff and the University structures in order to improve the level of studies.
9. For the management of laboratory security infrastructure, student compliance with the following is required:
 - (i) It is not permitted to use laboratories, information technologies, and institutional resources for illegal activities or gambling.
 - (ii) It is not permitted to use laboratory infrastructure for producing personal work with profit.
 - (iii) It is not permitted to access computers without prior authorization.
 - (iv) Offices of doctoral and postgraduate students must be used exclusively for research and participation in the educational process of the School.

Article 5: RULES OF ETHICS REGARDING TEACHING AND STUDENT ASSESSMENT

1. Members of the teaching staff of AUTH (as described above) and visiting professors are obliged to carry out personally the teaching work assigned to them by the collective bodies of the Institution. They are not entitled to assign this work to other persons, except following a decision of the competent bodies of their School.
2. Full-time faculty members are obliged to teach independently (not in collaboration with other faculty members) at undergraduate and postgraduate level at least six (6) hours per week, distributed over at least two (2) days. They are also obliged to provide at least six (6) hours of student office hours per week, distributed over at least three (3) days. Part-time faculty members are obliged to teach independently at undergraduate and postgraduate level at least three (3) hours per week. They are also obliged to provide at least three (3) hours of student office hours per week, distributed over at least two (2) days. When a course is assigned to two

or more faculty members and is taught in one Department, teaching hours are distributed equally among instructors, even when they certify that all are present throughout the course.

3. Members of the teaching staff and visiting professors share responsibility when teaching a course in more than one Department and therefore must discuss the syllabus, teaching method, and all problems encountered, adopt common approaches to their resolution, and ensure common or equally weighted examination topics.
4. They are obliged to prepare, at their discretion but in accordance with MO.DI.P. guidelines, a course syllabus including content, learning outcomes, assignment outline, assessment procedure, indicative bibliography, etc., which assists students in acquiring knowledge and skills. They must also provide any useful information regarding the course upon student request.
5. They are obliged to ensure that student registration in laboratories, clinics, tutorials, or other courses with limited enrolment is carried out using clear criteria and transparent procedures.
6. They inform students from the beginning of each semester regarding assessment methods and provide them with an objective opportunity to be examined on the knowledge and skills acquired.
7. They grade students in an impartial and transparent manner. To ensure validity and reliability of grading, students are examined only by the instructor who taught the course, under whose responsibility the following apply:
 - A wide variety of assessment techniques is used.
 - All examinations cover the entire syllabus or most of it.
 - Oral examination of a single student by a single instructor is prohibited except in special cases.
 - Final grades are composed of multiple components (assignments, midterms, final exam, etc.) with defined weighting factors.
 - Final grades are linked to specific learning outcomes.
8. Teaching staff must submit final grades to the Department Secretariat within twenty (20) days from the examination date. When teaching assignments exceed the normal workload, this deadline may be extended if justified by the number of examinees. Pass rates must also be published within the same period.
9. Teaching staff are obliged to show examination papers to students and adequately justify grading.

All information in this Article is published in Study Guides and on the official website of each Department.

Article 6: RULES OF ETHICS REGARDING INTELLECTUAL PROPERTY

1. It is strictly prohibited to reproduce in whole or in part copyrighted works of third parties (books, articles, papers, etc.), as well as translation, adaptation, or any modification thereof without written permission of the rights holder (author and/or publisher).

2. Any “plagiarism,” i.e., the direct appropriation and incorporation into a work of short excerpts and/or individual phrases from a third-party work without reference to the source and authorship, is prohibited.
3. Every author or co-author of any intellectual work is entitled to be recognized as such and enjoys moral and economic rights arising from the work. Exceptionally, where the work is the result of commissioned research funded externally, economic rights may be restricted according to contractual terms, while moral rights remain with the creators.
4. Failure to acknowledge intellectual contribution of third parties or inclusion of persons as authors without contribution is prohibited.
5. In collaborative works, all contributors must be listed as co-authors according to the extent of their contribution.
6. In postgraduate theses and doctoral dissertations, intellectual property rights belong to the student unless otherwise agreed in writing, subject to funding agreements where applicable.

Article 7: RULES OF ETHICS REGARDING PUBLICATIONS

1. Master’s theses and doctoral dissertations must be original and are evaluated accordingly. They are subject to plagiarism detection prior to submission.
2. Prior publication of parts of a dissertation does not affect its originality.
3. Proper co-authorship must be ensured in publications derived from theses.
4. Research records must be maintained by doctoral and postgraduate students; supervisors must retain copies.
5. Institutional affiliation must be stated in publications.
6. Research conducted at AUTH must acknowledge the Institution, School, and Department.

Article 8: RULES OF ETHICS REGARDING RESEARCH

Research ethics rules at AUTH are included in the “Code of Ethics for Research,” established under the Special Account for Research Funds (ELKE), forming an integral part of this Code.

Article 9: ETHICS COMMITTEE: OPERATION, MEMBERS, RESPONSIBILITIES

1. An Ethics Committee of the Institution is established by decision of the Senate of AUTH, consisting of the Deans and the Vice-Rector for Academic Affairs and Student Welfare, who serves as Chair.
2. The Committee meets regularly every two (2) months and extraordinarily whenever necessary upon invitation of the Chair.
3. Its work is supported by a secretariat.

4. Decisions are taken by simple majority of present members, but in no case with fewer than four (4) votes.
5. The Committee ensures compliance with ethical rules and promotes awareness of them.
6. It investigates violations either ex officio or upon complaint or Rector's order.
7. It submits an annual report to the Rector and Senate.
8. All other matters are regulated by internal regulations and applicable legislation.