

**UNIVERSITY OF SPLIT  
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**



**THE CODE OF ETHICS  
OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN SPLIT**

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**Split, April 2019**

Pursuant to Article 112, paragraph 13 of the Act on Scientific Activity and Higher Education (OG 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45 / 09, 63/11, 94/13, 139/13, 101/14, 60/15 and 131/17), Article 4 of the Code of Ethics of the University of Split, Articles 46 and 52 of the Statute Faculty of Humanities and Social Sciences in Split (consolidated text, March - 2018), the Faculty Council of the Faculty of Humanities and Social Sciences in Split, at its 7th regular session in acad. yr. 2018/2019 held on April 16, 2019, hereby adopts

## **THE CODE OF ETHICS OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES IN SPLIT**

### **I. GENERAL PROVISIONS**

#### **Article 1.**

- (1) The Code of Ethics of the Faculty of Humanities and Social Sciences in Split (hereinafter: the Code) determines the basic and general ethical principles and values in research and higher education and their violations.
- (2) Ethical rights and obligations at the Faculty of Humanities and Social Sciences in Split (hereinafter: the Faculty) are based on ethical principles and values.
- (3) The Code promotes and protects ethical principles and values in human and professional relations between scientific, teaching, student, professional, administrative and other members of the Faculty community, as well as in relations with the wider community.
- (4) The aim and purpose of the adoption of the Code of Ethics is to promote values specific to the performance of research and higher education activities and to justify public trust and the credibility of performing these activities at the Faculty.

#### **Article 2**

- (1) In terms of the provisions of this Code, the term **Faculty community** means the totality of members of the Faculty community participating in the work of the Faculty and has the following meaning:
  - all persons in the status of students, participants in lifelong learning programs, participants in the course or some other form of education; persons who teach, engage in scientific and / or professional work, participate in the development and / or implementation of study / educational / scientific / teaching / professional programs or projects; persons who perform tasks within professional services, regardless of the type and duration of the contract on the basis of which they exercise their rights and obligations at the Faculty and regardless of title and employment status if they participate in the Faculty and if their behavior and activities can be directly related to the Faculty.
- (2) The listing of nouns in the Code: employee, student, trainee, author, colleague, member, etc., cannot in any sense be interpreted as a basis for gender discrimination or privilege.

## ***Basic ethical principles and values***

### **Article 3**

- (1) The basic ethical principles and values that the Faculty promotes are:
  - a) protection of human rights and freedoms
  - b) prohibition of discrimination, harassment and / or prejudice
  - c) the principle of observance of laws and legal procedures
  - d) transparency and confidentiality of work
  - e) security and protection
  - f) academic freedom and excellence
  - d) freedom of public expression
  - h) scientific integrity (prohibition of forgery, plagiarism, misuse of authorship)
  - i) the principle of professionalism
  - j) responsibility in interpersonal relations (mutual respect and collegiality)
  - k) attitude towards the Faculty, students and attendees
  - l) prohibition of conflicts of interest and prohibition of nepotism,
  - m) ban on receiving gifts (bribes)
  - n) protection of respondents in scientific research and artistic work.
- (2) The Code promotes human, intellectual and academic freedoms, humane relations among all members of the university and the wider community and responsible exercise of rights in accordance with responsibility in scientific, teaching, professional and other areas of work at the Faculty.
- (3) All organizational units and bodies of the Faculty are obliged, within their competencies, to take care of the implementation of the Code as well as the realization and improvement of ethical principles and values at the Faculty.

## **II. GENERAL ETHICAL PRINCIPLES AND THEIR VIOLATIONS**

### ***Protection of human rights and freedoms***

#### **Article 4**

- (1) The Faculty must ensure to all members of the Faculty community the enjoyment of all human rights that are exercised within that community and other rights guaranteed by the Constitution and positive regulations of the Republic of Croatia.
- (2) All members of the Faculty community should be respected as persons, in accordance with the guaranteed rights arising from respect for their life, integrity and dignity.
- (3) It is the moral obligation of every member of the Faculty community to point out unethical behavior, ie violation of the provisions of this Ordinance.

### ***Discrimination***

#### **Article 5**

- (1) Any conduct and regulation that unacceptably discriminates against another person shall be considered a violation of the Code.
- (2) Any direct or indirect discrimination based on race, color, sex, sexual orientation, marital status, family obligations, age, language, religion, political or other belief, national,

regional, local or social origin, property status, birth, social status, membership or non-membership in a political party, trade union or other association, and physical or mental difficulties is unacceptable.

(3) The only criteria for the professional evaluation of members of the academic community are expertise, ability and professional merit, ie competencies and results in performing a certain type of work tasks.

## ***Harassment***

### **Article 6**

(1) Any form of harassment between members of the Faculty community is unacceptable.

(2) Any inappropriate behavior towards another person that interferes with his / her work tasks or reduces the quality of life and causes fear or a feeling of hostile or offensive environment, regardless of whether it happens once or repeatedly, whether it is verbal or non-verbal, is considered to be a harassment.

(3) Pressuring a person who has reported this type of behavior as well as ignoring reports of harassment shall be considered unacceptable behavior.

## ***Prejudices***

### **Article 7**

(1) Members of the Faculty community should be objective and must not be subject to prejudices that may lead to bias or discrimination.

(2) The assessment of professional skills, knowledge and abilities of any member of the faculty community may be based only on the criteria of expertise, abilities and professional knowledge and skills, as well as on qualifications and achieved results in performing certain tasks.

## ***Compliance with laws and legal procedures***

### **Article 8**

(1) All members of the Faculty community are expected to comply with all legal regulations and legal proceedings concerning their rights and obligations.

(2) The Faculty is obliged to provide the conditions necessary for acquainting all employees, students and trainees with all relevant rules concerning their rights and obligations.

(3) All members of the Faculty community should be provided with an equal opportunity to complain and an equal position in the procedure of examining violations of the provisions of the Code.

## ***Transparency and confidentiality of work***

### **Article 9**

- (1) The Faculty supports and promotes transparency in regulations and activities as one of fundamental values. All laws, rules and regulations defining the rights and obligations of members of the Faculty community should be available.
- (2) All members of the Faculty community should respect the principle of transparency and accessibility of evaluation criteria and procedures (eg implementation of knowledge testing, enrollment, professional advancement, etc.).
- (3) All members of the Faculty community who, based on their function or position at the Faculty, deal with personal data and / or data with the status of confidentiality should protect the confidentiality of such data. The confidentiality status of the data is either defined by regulations or arises from the need to protect the personal data of the respondents. Confidential information may not be disclosed to other members of the university community or to any other party unless such disclosure is part of usual procedures at the Faculty or in case there is a legal and professional obligation to disclose such information.

## ***Security and protection***

### **Article 10**

- (1) Any action that results in the intentional creation of circumstances that are dangerous to life, health and safety is unacceptable.
- (2) Access or attempt to enter any space with limited access used or controlled by the Faculty, without the approval of authorized persons is considered as Violation of the Code.
- (3) Bringing firearms and cold steel weapons, explosive devices, dangerous chemicals and other dangerous devices and substances into the Faculty building is unacceptable.
- (4) It is unacceptable to take any action that results in or is reasonable to assume that it may intentionally damage, destroy or damage the property of the Faculty.

### **Article 11.**

- (1) All members of the Faculty community are required to respect the right to personal integrity of other persons.
- (2) Any kind of intentional physical and / or mental injury (harassment, bullying, blackmailing, disabling, threatening, coercion, humiliation, intimidation, ridiculisation, insulting, etc.). constitutes a violation of the Code.

### **Article 12**

- (1) Consumption of tobacco products, drugs or other hallucinogenic substances in the premises used or controlled by the Faculty is considered violation of the Code.
- (2) Consumption of alcoholic beverages in modest quantities, after protocol events, is allowed.
- (3) On occasions in direct contact with or during activities related to work for the Faculty, it is unacceptable for members of the Faculty community to appear under the visible influence of alcohol, drugs or other hallucinogenic substances, even outside the premises used by or controlled by the Faculty
- (4) Any activities that qualify as abuse of the listed substances (offering, giving, trading, etc.) is considered as violation of the Code.

## **III. ETHICAL PRINCIPLES IN RESEARCH AND HIGHER EDUCATION**

### *Academic freedoms and academic excellence*

#### **Article 13.**

- (1) Academic freedoms include the freedom of scientific research and creativity, teaching, mutual cooperation and association, in accordance with the Constitution of the Republic of Croatia, international agreements, other positive regulations, general acts of the University of Split and the Faculty.
- (2) Academic freedoms also imply responsibility towards the social community in which it operates.

### *Freedom of public expression*

#### **Article 14.**

- (1) The Faculty supports the right of all members of the Faculty community to appear in public and the freedom to express their views in newspapers, books and magazines, as well as other forms of action for the benefit of the Faculty and the wider community.
- (2) It is unacceptable to limit or condition public appearances of members of the Faculty community by using a superior position or function.
- (3) Members of the Faculty community who are authorized to speak publicly on behalf of the Faculty must clearly state that they present the views of the Faculty, and in doing so should act in accordance with the highest ethical and professional standards and in accordance with the provisions of the Code.

## ***Research integrity***

### **Article 15**

- (1) The Code specifically promotes the principles of research integrity.
- (2) Violation of the values and norms of intellectual honesty is considered unacceptable behavior.
- (3) Intellectual outcomes resulting from the undertaking of research activity, and especially as part of research, shall be obtained in accordance with ethical standards and established research practice.
- (4) The original data shall be stored, kept, processed, used and transmitted in such a way as to prevent their loss, access to unauthorized persons, disclosure of confidential and secret data or possible misuse, whilst after publication of intellectual outcomes, they must be made available to authorised persons in an appropriate way.
- (5) Until proven otherwise, it is considered that all participants are trained in the field of their scientific, teaching and professional work, that all processing of data resulting from research is in accordance with scientific methodology and that the presented findings correspond to research results.

## ***Fabrication, counterfeiting and plagiarism***

### **Article 16**

- (1) Any fabrication, presentation, recording and publishing of fictitious data or fictitious results of research activity is unacceptable.
- (2) Any misuse of procedures or of data collected in research, as well as any alteration and afterward manipulation of the original data is unacceptable.
- (3) Any form of plagiarism is unacceptable. Plagiarism is the rewriting of already published results, parts of papers and papers in general, as well as taking over ideas, thoughts, words and results of other authors, without citing the source. When determining plagiarism, the customs and rules for quoting published works within the specifics of individual research fields are taken into account.
- (4) Any false presentation of the status of one's own research or professional work results (eg false statement that the paper is in print or accepted for publication), misrepresentation of academic achievements, falsification of recommendations, concealment of conflicts of interest and attachments, etc. are unacceptable.

## ***Abuse of authorship***

### **Article 17**

- (1) All members of the Faculty community who participate in research / professional / teaching work must guarantee the authenticity of published papers whose authorship is attributed to them.

- (2) Undeserved authorship without fulfilling the conditions of authorship shall be considered abuse of authorship.
- (3) Any form of misuse of authorship is unacceptable, regardless of whether it is an appropriation of authorship, intentional omission of the author, subterfuge of authorship, intentionally wrong or biased citation of the author.
- (4) Authors and co-authors of scientific / professional papers in their work must adhere to the following principles and rules:
  - the author and co-author defend the intellectual content of published works;
  - any participation in the research, which does not represent authorship or co-authorship, should be mentioned in an appropriate manner;
  - each member of the Faculty community has the right to access relevant information as well as the right to use publicly funded equipment and resources, respecting special regulations.

### ***The principle of professionalism***

#### **Article 18**

- (1) All members of the Faculty community should maintain and encourage, within their powers and duties, cooperation in professional relations with other stakeholders of the Faculty as well as the wider community.

### ***Mutual respect and collegiality***

#### **Article 19**

- (1) In their activities and in mutual contacts, all members of the Faculty community are obliged to cultivate tolerance and a culture of reasoned dialogue, especially to respect the personal and professional dignity of younger colleagues and take care of their development, progress and independence.
- (2) Laudative approach to the works of other authors or concealment of their shortcomings due to personal or other interests, but also criticism or ignoring other people's works due to professional or personal intolerance is inadmissible.
- (3) Mutual relations in the Faculty community must be based on mutual respect without exploiting the position or function of superiority.
- (4) In public criticism of another teacher and his work, the teachers should refrain, taking into account that primarily professional Faculty councils, scientific and professional associations, and scientific and professional publications, appropriate places and media for scientific and professional discussions, and grounded scientific and professional criticism.
- (5) All possible mutual disputes are initially resolved by the members of the Faculty community within the Faculty, and the Faculty management is obliged to ensure the resolution of disputes in an appropriate procedure and within a reasonable time.



### *Attitude towards the Faculty*

#### **Article 20**

- (1) Members of the Faculty community should protect the interests of the Faculty.
- (2) The establishment and fulfillment of all contractual, scientific, teaching, professional and other obligations towards the Faculty must be based on the ethical principles and values established by this Code.
- (3) All members of the Faculty community should treat the property and all resources of the Faculty with due care. Using any resources or benefits of the Faculty for commercial, political, personal or religious purposes is unacceptable.
- (4) In political activity outside the Faculty, members of the Faculty community should preserve their reputation, the reputation of the Faculty to which they belong and avoid extreme commitments incompatible with the fundamental values of the constitutional order of the Republic of Croatia and modern understandings of democracy.
- (5) It is unacceptable to use the official name or emblem of the Faculty for private purposes in order to create the impression of a university authority.

### *Attitude towards students and attendees*

#### **Article 21**

- (1) Students and participants of lifelong learning programs should be treated with respect, objectively and fairly, and any information on their privacy should be treated as very confidential.
- (2) It is unacceptable to abuse the position of power and superiority over students and participants of lifelong learning programs.
- (3) The exclusive criterion for the assessment of students and trainees should be their knowledge, understanding and commitment.
- (4) It is unacceptable to condition the fulfillment of academic obligations by purchasing certain literature or other tools, sexual offers or blackmail or any kind of material or other extortion.
- (5) It is necessary to ensure transparency and publicity of knowledge tests in order to eliminate objections of bias.
- (6) Students and participants of lifelong learning programs should be assessed in valid, open, fair, objective and timely way.
- (7) In case of personal conflicts, conflicts of interest due to family or close relations with students and participants of lifelong learning programs, impartiality should be ensured, as well as mechanisms for achieving objective and correct relations.

## ***Rights and obligations of students and participants of lifelong learning programs***

### **Article 22**

- (1) Students and participants of lifelong learning programs enjoy full human, academic and intellectual freedoms as do all other members of the academic community.
- (2) Students and participants of lifelong learning programs are expected to fulfill their obligations fairly, strive for academic excellence, have a humane and cultural behavior, with respect and without prejudice.
- (3) Students and participants of lifelong learning programs have the right to free movement and use of all resources that the Faculty owns, uses and controls, all in accordance with Faculty regulations.
- (4) Violation of the Code is any type of fraud related to the implementation of the process of examination or other types of testing of knowledge or learning outcomes.
- (5) In academic work, the same rules apply to students and participants of lifelong learning programs as to other members of the Faculty community who are engaged in academic work.

## ***Receiving gifts and other goods***

### **Article 23**

- (1) Members of the Faculty community may not encourage giving, may not give or receive gifts, when there is a reasonable assumption that such conduct will directly or indirectly affect objectivity, fulfillment of professional obligations and respect for professional rights and duties.
- (2) It is the obligation of the members of the Faculty community to eliminate any attempt at bribery and corruption.

## ***Conflict of interest***

### **Article 24**

- (1) All members of the Faculty community should avoid conflicts of interest.
- (2) It is unacceptable that external activities are in conflict with professional obligations or affect the integrity and objectivity of members of the Faculty community.

## ***Prohibition of nepotism***

### **Article 25**

- (1) Any form of nepotism is inadmissible.
- (2) Nepotism is any form of conduct that, due to family or close relations with a member of the Faculty community, puts a person in a privileged position towards other persons who have equal or better competencies.

## ***Protection of respondents in scientific research and artistic work***

### **Article 26**

- (1) When conducting a research, members of the Faculty community should comply with the relevant international and national regulations on the protection of respondents.
- (2) During research, it is necessary to guarantee the voluntary participation of all respondents on the basis of consent, confidentiality, secrecy and anonymity of data on respondents.
- (3) Research that may result in unreasonable risk or physical and mental injury to humans, animals or the environment is unacceptable.
- (4) In scientific research and artistic work, it is necessary to apply the principle of informed consent on the basis of appropriate information of the participants.
- (5) Members of the Faculty community should adhere to the highest environmental standards in accordance with international and national regulations.
- (6) If children and minors participate in the research, it is necessary to ensure that their rights are respected in accordance with the relevant rules and standards.

## ***Ethics Committee***

### **Article 27**

- (1) Violations of the provisions of the Code are decided by the Ethics Committee (hereinafter: the Committee) appointed by the Faculty Council from among the teachers and students of the Faculty for a period of three years. The same person cannot be elected several times in a row.
- (2) The Committee consists of five members, one of whom must be a student.
- (3) The Committee proposes the Code of Ethics and the Rules of Procedure of the Committee which are adopted by the Faculty Council.

## **IV. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 28**

- (1) With the entry into force of this Code, the provisions of the Code of Ethics of the Faculty of Humanities and Social Sciences in Split of 8 March 2006 shall cease to be valid.
- (2) All proceedings initiated pursuant to the provisions of the regulations referred to in paragraph 1 of this Article shall be terminated in accordance with the provisions in force before the entry into force of this Code, and no later than six months after the entry into force of this Code.
- (3) This Code shall enter into force and apply on the eighth day from the day of its publication on the website and bulletin board at the seat of the Faculty, and after its adoption by the Faculty Council.

CLASS: 003-05 / 19-02 / 0001

REGISTRATION NUMBER: 2181-190-00-19-0006

Split, April 16, 2019

DEAN

Gloria Vickov, PhD

GENERAL SECRETARY

Maja Kuzmanić, dipl. iur.

This Code was published on the official website and bulletin board at the headquarters of the Faculty of Humanities and Social Sciences in Split on April 16, 2019 and will enter into force on April 24, 2019.