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### **Preamble**

The University of Crete bases all its activities on universally accepted principles and values, namely respect for human rights and freedom, the dignity of the person, justice, solidarity and meritocracy. It promotes critical thinking and creative expression, contributing to scientific progress and social well-being. The purpose of this Code is to establish rules which should govern the conduct of members of the university community, both in the performance of their duties and in their general presence in society.

1. The community of the University of Crete is composed of the members of the Board of Directors, the members of the E.E.P., the E.I.P. and the E.T.I.P., the students, the researchers (staff of the Institution or external collaborators), the administrative and technical staff and generally all those who work or are employed in any capacity in the Institution in services provided for in its Statutes.
2. The fulfilment of the Foundation's mission requires ethics, which is linked to obligations that are not limited to the obvious obligation to comply with the legislation in force. The essential characteristics of ethics are respect for the rights and personality of others, honesty, integrity, fairness, impartiality and a sense of duty and contribution.
3. The members of the University community of the Foundation, as well as its external collaborators, must observe, in the performance of their work, the principles and rules of the present Code on the one hand, and the Code of Ethics in Research and the Code of Ethics governing the specific professional discipline to which they belong on the other.

### **Article 1**

#### **Basic principles**

1. All activities of members of the university community must be guided by respect for the principles of human dignity, the biological and intellectual integrity of the human person, privacy and intellectual property.
2. Each member of the university community must perform the work assigned to him/her and carry out the mission he/she has undertaken with seriousness, diligence and dedication.
3. In the performance of academic work, any form of discrimination that results in unequal treatment on the basis of nationality, race, descent, language, gender, religion, political and social beliefs, private life choices, sexual orientation, physical ability and economic and social status must be avoided.
4. Any form of gender-based violence, intimidation or harassment, whether verbal, psychological or physical, that violates personal sexual freedom and offends sexual dignity is morally

unacceptable and must be treated with zero tolerance by members of the academic community.

5. Any favorable discrimination arising from family ties or personal relationships between members of the university community should be avoided. Each member of the university community shall, in the performance of his/her duties, refrain from any action which may knowingly serve, directly or indirectly, any private or vested interest, whether financial, family or professional, which may affect his/her impartiality, objectivity and independence. If any of the above ties or relationships exist, the member shall abstain from any participation in the decision-making process and from expressing an opinion, proposal or recommendation.
6. The use of confidential information and documents which come to the knowledge of a member of the university community in the exercise of his/her duties without the consent of the person concerned is prohibited, unless requested by a judicial or investigative authority. It shall be prohibited to use them for personal benefit or for the benefit of a third party.
7. Members of the university community shall not accept gifts or benefits or other advantages connected directly or indirectly with the performance of their duties the nature or monetary value of which raises questions of discrimination in the performance of their duties. Where such benefits arise, the member shall declare them to the Senate, giving specific reasons for accepting them. Any gift or benefit accepted shall be entered in a special list kept by the university authorities.
8. In their public life outside the University, teachers and all categories of lecturers are required to conduct themselves in a manner befitting a public official or member of the University community and not to use their university status in a way that potentially compromises the University or in order to obtain benefits of any kind for reasons unrelated to their university status.
9. When collecting and processing personal data, all members of the university community apply the provisions of European Union legislation (General Data Protection Regulation) and national legislation in order to achieve a high level of protection and the safe circulation of personal data for the achievement of the university's purposes.
10. The protection of the natural and cultural environment in the implementation of any educational, research or administrative process, as well as in everyday life on the two campuses, is an important priority. Members of the university community must comply with relevant legislation and adopt good practices, promoting environmental and cultural sensitivity.
11. The use and trafficking of addictive substances (drugs) is expressly prohibited.

## **Article 2**

### **Relationships between members of the university community**

1. Relationships between members of the university community should be based on mutual trust and respect and should be governed by decency and decency in all activities, whether physically present or online, within and outside the institution.
2. Teachers and all categories of teachers have an obligation not to take advantage in any way of their status, and in particular of the grade to which they belong and of their institutional role, in order to dictate or impose a particular conduct, act, omission, judgment or vote.
3. In the context of the hierarchical structure and relationship between the members of the university community, each member of the community must not violate the principle of respect for the personality of his/her subordinates.
4. All teachers and all categories of teachers, without exception, regardless of their grade, gender or other special characteristics, must not abdicate responsibility in the exercise of their duties and must participate in the collective bodies of the Foundation, when and as required by law. They must also not refuse to take part in committees recommended by the institution without serious grounds.
5. Personal convictions must not interfere with the performance of the duties arising from the

professional status of each member of the university community.

6. The University's information and communication networks should not be used to promote the personal views of members of the University community.
7. Teachers and all categories of teachers owe students respect and care. Students may not be required to perform work connected with the acquisition of any personal benefit on behalf of teachers.
8. Teachers and all categories of teachers must treat the administrative staff of the Foundation with due respect. In particular, they must not require them to carry out tasks outside their remit or to meet their personal requirements. Nor may they be required to work beyond their normal working hours, except for serious reasons connected with their status and the performance of their duties. The additional working time must be included in the total number of hours worked by the staff member.
9. Teachers and all categories of lecturers, as well as the administrative staff of the Institution, must refrain in their relations with each other, as well as in their relations with students, from any act that constitutes gender violence of any kind, sexual harassment, intimidating behavior and victimisation, especially in cases of unequal power. The above acts, which constitute serious violations of human freedom and dignity and academic ethics, concern both face-to-face direct action and those carried out through social networks online.
10. In the event that a member of the academic community becomes the recipient of an incident described above, he/she must report it to a competent body or committee of the University designated to handle such incidents.
11. The University of Crete discourages romantic relationships between faculty members and members of the student community, which may constitute exploitation and/or unfair discrimination.

### **Article 3**

#### **Academic behavior of students - Use of infrastructure**

Students [undergraduate, postgraduate, doctoral and postdoctoral candidates (hereinafter referred to as students)] acquire student status upon enrolment in the undergraduate/ postgraduate/ doctoral cycle of studies and are equal members of the academic community.

The following provisions specify the duties of students, in the context of the obligations that all members of the university community have by virtue of their status.

1. Students are required to demonstrate diligence, consistency and responsibility in all activities related to their student status and their cooperation with all members of the university community.
2. Students must support their views in a dignified manner, without controversy or derogatory characterizations, with prudence and seriousness, in every form of communication, written or oral.
3. Students must refrain from causing, participating in or abetting acts of violence, including verbal violence.
4. Students must refrain from any act that constitutes gender violence of any kind, sexual harassment, intimidating behavior and victimization, especially in cases of unequal power.
5. Students must not participate in acts that impede the proper functioning of the institutions and services of the Foundation, academic freedom in research and teaching, as well as the free expression and circulation of ideas.
6. Students must protect the buildings, premises, facilities and equipment of the Institution, ensure that they are kept clean, avoid any pollution, including noise pollution, and observe the safety rules, refraining from doing anything that may cause damage to the buildings, facilities and property of the Institution.
7. Students must not use the buildings, premises and facilities of the Institution for any act that

- offends the prestige, image or good reputation of the Institution.
8. The use of the university premises, open or covered, of the facilities, infrastructure and equipment of the Foundation, without the permission of the competent bodies, as well as the use of the premises for purposes that are not in accordance with the mission of the Foundation, or the facilitation of third parties to carry out such acts, is prohibited.
  9. The laboratory infrastructure (computers, logistical infrastructure, equipment) must be used by students exclusively for the production of the Foundation's work. It is the obligation of the students using the laboratories behave with respect and responsibility and report any damage or destruction of the infrastructure to the competent bodies.
  10. In order to manage the security of the laboratory infrastructure, it is essential that students comply with the following:
    - (i) The use of the Foundation's laboratories, information technologies and resources for illegal activities and gambling is not permitted.
    - (ii) The use of the laboratory infrastructure of the Foundation for the production of personal work for profit is not permitted.
    - (iii) Access to computers is not allowed without prior permission and authorisation.
    - (iv) The offices of doctoral and postgraduate students must be used exclusively for the conduct of research and their participation in the educational process of the Department.
  11. Students in all their activities must behave with civility, avoiding behaviour that is not appropriate for an academic institution and that diminishes the University's prestige in society. During the graduation ceremony in particular, graduating students, as well as those students attending the ceremony, should show in every way and behaviour that they understand the seriousness of the ceremony.
  12. Students of Medicine, Psychology, and in general all students who come into contact with persons from vulnerable groups are obliged, during clinical exercises or their practical training and generally during their contact with patients or companions in the context of their training, to show respect for their personality and understanding of the patient's health problem.

## **Article 4**

### **Teaching and examinations**

#### **A. OBLIGATIONS AND ETHICAL CONDUCT OF PROFESSORS/LECTURERS**

1. Lecturers at the Foundation must meet their obligations consistently and fulfil them in person. Any delegation of teaching work to third parties is in principle prohibited. This may be done exceptionally for special reasons only and following a decision by the competent body of the department/faculty to which the lecturer belongs.
2. Lecturers during teaching and examinations must behave with courtesy, avoiding any behavior that may offend the personality of the students.
3. Teachers are required to observe the time of arrival and departure from their classes.
4. Any absence of lecturers from their classes for reasons of force majeure must be reported in time on the Department's website.
5. Lecturers are required to inform students of the times they will be available to work with them and to be available to discuss issues related to their studies or academic life.
6. The written examinations are conducted under the responsibility of the lecturer of the course, assisted by examiners, who belong to the categories of members of the teaching staff, temporary teaching staff, SNEs, SNEs, SNEs, PhD candidates and, if necessary, postgraduate students of each Department. Supervisors, in order to ensure the smooth running of examinations, have the right to ask for the identity of students and to take any action to ensure equal treatment of candidates.
7. In the case of students with a proven learning difficulty, who are referred to the relevant Department by the Student Counselling Centre, a special examination must be set by the

lecturer, after informing the student, and a specific date and time of the examination must be set.

8. If oral examinations are held, they must be conducted under transparent conditions, i.e. at a date and time announced in advance, with the presence of at least two students being examined or, in the absence of a second student, with the presence of another lecturer.
9. The grading of students by lecturers is set in an impartial and transparent manner. The results of the examinations are announced within a reasonable period of time, which does not interfere with the students' choices for the continuation of their studies.
10. Lecturers provide feedback to students on their performance in examinations when they request it. This may be done by any appropriate means.

## B. OBLIGATIONS AND ETHICAL CONDUCT OF STUDENTS

1. The learning process, of which performance assessment is an important part, can only be effective in conditions of credibility, meritocracy and fairness, which ensure that students are treated fairly. Therefore, students must refrain from any copying, forgery or impersonation during examinations and from altering marks afterwards. In particular, it is not allowed to:
  - (i) Attempting to obtain or possessing part or all of a copy of examination questions before they are officially given to students to answer.
  - (ii) Use of notes, manuals, mobile phones or any other means of information during examinations, unless explicit permission is given.
  - (iii) Securing or exchanging information during the examination.
  - (iv) The presence of another person in the student's place.
  - (v) Collaborating with other persons to carry out one or more of these violations
  - (vi) After the examination, tampering or attempting to tamper with the score by any means or manner.
2. Respect for intellectual property and scientific truth prohibits the appropriation of work carried out by others. Therefore, students must refrain from any practice that constitutes plagiarism, whether intentional or unintentional. In particular, it is not allowed to:
  - (i) The use of quotations from the work of others, which do not explicitly mention the author and their origin (source). Quotations should be fully distinguishable by the use of quotation marks.
  - (ii) Copy-paste from the internet. As the use of material drawn from the internet is also regulated by copyright rules, there is an obligation to mention the author, the website used in the bibliography and the date of access.
  - (iii) Paraphrasing, i.e. the use of other scholars' formulations slightly varied (e.g. by changing the order of the terms of a sentence or replacing words), so as to give the false impression that the text is a product of personal work. In this case, too, references to the study used must be given and must be accurate.
  - (iv) The appropriation of an author's ideas. When one makes use of an author's ideas, one must explicitly state this ("I follow X's ideas, adapting them to my text").
3. The unauthorized collaboration of students for the preparation of a written work or the assignment of its writing to third parties is prohibited.
4. In case the student has received help from third parties (and not from the lecturer) during his/her research, he/she should explicitly mention this in his/her paper.
5. Double submission of work, i.e. submitting the same work (even if it is a small part of it) in order to meet the obligations of another course is prohibited.
6. Postgraduate students, doctoral students (as well as postdoctoral students) are prohibited from working on other students' papers with or without payment. It is therefore forbidden to advertise the provision of the above services and to announce them in any way and by any means.
7. It is morally and ethically unacceptable for students to exert pressure, individually or collectively, on lecturers regarding their evaluation in general, and in particular regarding

favorable treatment in terms of grades and/or time to obtain the degree. If it is considered that the evaluation by the lecturer(s) repeatedly does not correspond to the student's performance, the person concerned may make use of the possibilities provided for in paragraph 1. 10 of article 33 of Law 4009/2011.

## **Article 5**

### **Principles of research activity**

#### **A. PRINCIPLES OF SCIENTIFIC RESEARCH**

1. In the field of research there is a similar institutional principle to that of academic freedom, which governs higher education. At the University of Crete, researchers enjoy constitutionally guaranteed academic freedom.
2. All members of the academic community who carry out research work must be aware of the principles of research ethics and the specific ethical rules governing their field, as reflected in the Code of Research Ethics of the University of Crete, and cooperate, under conditions of mutual respect, with the Ethics Committee.
3. Research, basic and applied, individual and collective, should promote scientific knowledge, support the educational process and be linked to the use of scientific findings for the benefit of society as a whole.
4. Research must be conducted with a commitment to scientific truth, with respect for human dignity, personal autonomy, the biological and intellectual integrity of persons, intellectual property and personal data. It must also be conducted with due regard for life, nature and the environment.
5. The personality of each individual must be respected in the research environment regardless of gender, gender identity, sexual orientation, ethnicity or nationality, religion, socio-economic status and power.
6. The interests and welfare of the individuals involved in research always take precedence over the interests of science and society. In the event of conflict, the individual must always be given priority. Researchers at the University of Crete are bound by the universally recognised principles of public health protection, child protection and the protection of vulnerable groups.
7. The evaluation and recruitment of new researchers should be carried out in a gender-neutral and gender-neutral manner, taking into account the gender, gender identity and sexual orientation of individuals. In research activities, researchers should not ignore the gender dimension and should ensure that gender stereotypes are neither followed nor reinforced.
8. When communicating research results (written reports, oral reports, publications), it is recommended that language consistent with the principle of equal and non-discriminatory treatment on the basis of gender is used. Linguistic sexism in any form is an unacceptable form of discrimination and should be avoided.
9. All research involving human subjects must be conducted in accordance with fundamental bioethical principles: personal autonomy, beneficence, non-harm and fairness.
10. Research on laboratory animals should be carried out only when no alternative means of research is available, in the number of animals strictly necessary and with particular care by the investigators to avoid unnecessary suffering and distress. The treatment of animals shall always be in accordance with good veterinary practice.
11. All research in relation to the natural environment should be carried out on the basis of the principle of environmental responsibility and support the development of environmentally friendly biotechnologies.
12. No research justifies the alteration or destruction of the cultural environment. In any case, the accepted moral and ethical rules and the legislation in force concerning its protection must be respected.

## B. PRINCIPLES OF SCIENTIFIC INTEGRITY

Good research practices are based on the following fundamental principles of scientific integrity:

1. **Reliability:** All scientific research must be carried out in a way that guarantees its credibility, which is reflected in its design, methodology, analysis and use of resources and communication of its results, so as to ensure its quality.
2. **Impartiality/Honesty:** All members of the research community must be bound by the principle of fair treatment of all persons with whom they work, as well as adherence to the principles of fairness, meritocracy and impartiality. The development, conduct, monitoring, reporting and provision of information on an investigation must be carried out in a transparent, fair, complete and impartial manner.
3. **Equal treatment:** all members of the research community of the University of Crete enjoy the right to equal treatment, but are also obliged to respect the corresponding right of other researchers and their collaborators, without any form of direct or indirect discrimination.
4. **Respect:** during any research activity, all members involved shall behave with due respect for the rights and freedoms of the participants. freedom of persons with whom they cooperate, rejecting any form of deception, coercion or harassment.
5. **Accountability and transparency:** each researcher or research team has an obligation to allow access to the full results of a specific research project. Research protocols, where they exist, must be followed in any appropriate and demonstrable way so that the results of the research can be verified.

### **Article 6**

#### **Intellectual property rights**

1. Plagiarism, misappropriation of foreign intellectual work and infringement of intellectual property rights in any way are impermissible and subject to sanctions.
2. Every member of the academic community must acknowledge the intellectual contribution of third parties to any published work. On the contrary, it is prohibited to include a person as author or coauthor of a work to which he or she has not contributed personal intellectual work.
3. In the case of a collective intellectual work, the persons who have contributed to its creation must all be listed as co-authors, taking into account the order of importance of their contribution.
4. If the intellectual creation is the final output of a paid research project, commissioned through a contract either by a public or wider public sector body or by a private body, then special care must be taken to ensure that the contractual obligations undertaken through the terms of the contract are met.
5. The property rights of the author or inventor, which arise from the exploitation of intellectual property rights in works produced by means or with the funding of the University of Crete, in whole or in part, may be subject to restrictions which should be investigated on a case-by-case basis. The individual terms and conditions for the above are regulated in the Foundation's Product Disposal Regulations.
6. When members of the academic community of the institution publish the results of research work and any scientific publication in printed or electronic form, they are obliged to indicate the name of the University. They must also use precisely and fully the title and subject area in which they have been elected.
7. The intellectual property rights of postgraduate theses and doctoral dissertations, which in themselves constitute original works, belong to the postgraduate and doctoral student respectively.
8. If the postgraduate or doctoral student publishes his/her postgraduate thesis or doctoral dissertation in any form, he/she is obliged to mention the name of the Institution, the Faculty and the Department in which it was prepared. The same must be done in the case of

all types of scientific publications.

9. The reproduction of all or part of the intellectual works of third parties (books, articles, works, etc.), as well as their translation, adaptation or imitation, without the author's permission, is prohibited. This prohibition applies irrespective of the form of reproduction (printed, digital, etc.).
10. The above prohibition excludes the reproduction of articles or short extracts of a work or a work of fine arts, provided that it is done exclusively for the teaching or examinations and shall not prevent normal exploitation. Reproduction must be accompanied by an indication of the source and the name of the author.
11. If extensive quotations from a third party's work are used, such use must be justified by the purpose of the research, which may consist of an overview or review of the literature.

## **Article 7**

### **Protection of personal data**

1. The University of Crete, in fulfilling its constitutional mission and its duty as an HEI, acts as a controller of personal data. All members of the university community who collect and process personal data are bound by European Union and national legislation to take into account the instructions and decisions of the Data Protection Authority (DPA) and to act in order to protect the privacy of the persons concerned, as well as to protect their privacy.
2. The University of Crete, as controller, and members of the university community are committed to implementing appropriate technical and organizational measures to ensure and demonstrate that the collection and processing of data is carried out in accordance with the above rules. Appropriate measures include, but are not limited to, the use of pseudonyms, passwords or other methods that completely exclude the identification of the persons involved, to the extent that identification is not necessary for the purposes of the specific processing, as well as access by unauthorized persons.
3. The University's staff who carry out processing on behalf of the Foundation must handle personal data exclusively for the purposes of processing and by the means of processing determined by the University, in compliance with the same principles and provisions as mentioned in par. 1 of this Article. Any processing of data for other purposes, even similar ones, is prohibited.
4. Data storage and processing systems must be secure and up-to-date. The key principles that all secure systems must incorporate are confidentiality, integrity and availability:
  - (i) Confidentiality: Data must be able to remain confidential and not be leaked. It is necessary to control access to data so that only authorized persons can access the data, and to have mechanisms in place to control the making of copies and to record all access to the data.
  - (ii) Integrity: The system must guarantee the integrity of the data, i.e. it must ensure that the data has not been altered by unauthorized intervention. If a change has been made, it should be traceable. -
  - (iii) Availability: The system must be available to users when they need it. If a system ceases to be available, as in the case of failure or malicious action, it must be able to be restored to normal operation within a reasonable period of time, or substituted as necessary, through an alternative system available for operation.
5. In the case of video recording of courses, students should know whether the cameras are active, either for live broadcasting or for filming and posting university courses/performances on the internet. If a student does not wish to have his/her image and voice data processed through video and audio recording during his/her participation in the course, an alternative way of participation must be provided and care must be taken to ensure that his/her voice is not transmitted in any way.

## **Article 8**

### **Provision of services to third parties**

1. Faculty members and all categories of staff may provide consultancy services to third parties (individuals and all types of organisations) in accordance with their specialized knowledge and experience, with the aim of disseminating knowledge and helping society as a whole. The provision of consultancy services must be carried out in accordance with the rules and conditions laid down by the competent bodies of the Foundation.
2. The university laboratories may provide services to third parties (individuals and all types of organizations) in accordance with the provisions of Presidential Decree 159/1984 (Government Gazette A' 53) which defines the conditions for the provision of services.
3. When providing services to third parties, both by faculty members and by university laboratories, educational and research activities must not be hindered or impeded, the service provided must be of scientific interest and must promote science in practice and research, and must not have as its sole purpose profit. The service provided should in no way affect the reputation of the University and the procedure and approval should always be followed,
4. In the event that, during the provision of a service, such as the preparation of special studies, the performance of tests/inspections, measurements, laboratory examinations, analyses, the provision of opinions or any other related work, personal data is collected and processed, the members of the laboratory providing the service must strictly comply with the provisions of Article 7 of the present before, during and after the performance of the service.
5. The members of the laboratory must ensure the security of the systems that process and store personal data, as specified in Article 7, par. 4 of this Code.

## **Article 9**

### **Policy of avoiding retaliation**

1. All members of the university community have the right to submit a written report/complaint/complaint to the Ethics Committee of Article 10 of this document, stating the incident of breach of ethical rules, the time and place of its occurrence, as well as any witnesses or other evidence. The procedure for investigating an incident of unethical conduct shall be initiated only on the basis of such a written report/complaint.
2. University authorities are committed to protecting and not taking any adverse action against a member of the University community who files a complaint, report or grievance, or who participates or assists in an investigation of a possible violation of this Code. If the allegations of such member or the information provided by such member are found to be intentionally false, the procedure prescribed by the institution shall be followed, in accordance with the applicable provisions.
3. All relevant bodies of the University are committed to maintaining the confidentiality of complaints made about violations of this Code, so that all members of the University community can be assured that their problem will be dealt with discretely and responsibly by the Institution.

## **Article 10**

### **Ethics Committee: members, responsibilities and functioning**

1. The Ethics Committee of the University of Crete is established by decision of the Senate and is composed of the Deans and the Vice-Rector for Academic Affairs. The Vice Rector chairs the Committee, and in case of absence or inability to attend, he/she is replaced by the most senior Dean, based on the date of publication of the act of appointment to the rank of first-grade faculty member. Members of the Ethics Committee shall not receive any remuneration or other compensation for their participation in the Committee.

2. The Ethics Committee shall in particular have the following responsibilities:
  - a) draws up a "Code of Ethics and Good Practice" for academic, administrative and research issues (rules of bioethics, etc.), which is approved by the Senate and incorporated into the Foundation's Internal Regulations
  - b) ensure the observance and application of the rules of ethics by all members of the Foundation and identify breaches of the rules of ethics
  - c) prepare a general annual report on the observance and implementation or the need to revise the rules of conduct, which is submitted to the Rector and communicated to the Senate of the institution concerned at the beginning of each academic year
  - d) examines ex officio or following a written report-complaint by students, members of the teaching staff, members of the teaching staff, members of the E.E.P., E.D.I.P. and E.T.E.P., researchers, visiting lecturers and administrative staff on matters within its competence, in order to establish the violation of the rules of the code of ethics or investigates relevant incidents on the order of the Rector. If a breach of the code of conduct is established or if the investigation reveals the commission of disciplinary misconduct, it sends the relevant findings to the Rector, so that he or she can assess the incident and take the necessary legal action.
3. Any other issue related to the establishment and operation of the Ethics Committee is regulated in the Internal Regulations of the Foundation.