



HUNGARIAN UNIVERSITY
Of SPORTS SCIENCE
Code of Ethics

The Senate adopted the resolution 50/2017 (VI. 15.).

Consolidated version with amendments adopted by 27 January 2022.

Decisions amending:

Senate Resolution 86/2017 (30.XI.) Senate

Resolution 4/2022 (27.I.)

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I. PURPOSE OF THE CODE OF ETHICS

1. The Code of Ethics (hereinafter: Code) is the basic document of the ethical regulation of the Hungarian University of Physical Education and Sport Sciences (hereinafter: University).¹
2. The purpose of the Code is to define and enforce the social and ethical expectations, values and norms of the University's citizens in the course of the University's daily activities, in order to ensure the high level of the University's tasks and a harmonious working environment, thus contributing to the enhancement of the University's reputation, the preservation of its professional integrity and the training of intellectuals in the field of sport, in keeping with the high social prestige of the institution.

II. SCOPE OF THE CODE OF ETHICS

1. The personal scope of the Regulations shall apply to all organisational units of the University, to the University's teachers, researchers and other public employees, as well as to persons with a contract or other employment relationship with the University and to the University's students (hereinafter referred to as "University citizens").
2. The scope of the Code covers all activities of the persons defined in Section II.1 in relation to the University.

III. ETHICAL PRINCIPLES

1. **Equal treatment requirement**

The requirement of equal treatment in the operation of the University must be respected by all University citizens. Under the principle of equal treatment, all citizens of the University are obliged to treat others with equal respect and care, taking equal account of their individual considerations.

2. **Protecting the University's reputation**

Citizens of the University are obliged to refrain from any conduct that could adversely affect the image of the University or diminish its prestige, to protect its reputation. It shall be considered an ethical offence for a member of the University to state or report an insulting or untrue fact or to misrepresent a true fact concerning the University, its organisational units or other members of the University community.

The citizens of the University should strive to enhance the reputation of the University as much as possible.

3. **The integrity and accountability**

Citizens of the University are obliged to comply with the relevant provisions of the Study and Examination Regulations when being held to account.

4. **Prohibition of abuse of power**

Citizens of the University must refrain from abusing their position.

¹ Amended by Senate Resolution 4/2022 (27 I), effective from 1 II 2022.

Instructors shall not abuse the relationship of dependency between instructor and student.

5. **Protection of intellectual property**

As its core mission, the University carries out basic, applied and experimental research and development, science organisation, technological innovation and other research in the fields of education and scientific disciplines related to education. The University shall support and encourage research and creative activity to ensure the effectiveness of research and development. It is the duty of the University citizen to safeguard the intellectual property of the University.

The University prohibits the reproduction of ideas, scientific results and texts of others without acknowledgement of the source and the attribution of these as its own.

IV. GENERAL ETHICAL REQUIREMENTS

1. All citizens of the University are obliged to:

- a) to accept, respect and follow the individual and collective values and traditions of Hungarian and universal human culture
- b) to acknowledge and accept human differences
- c) show tolerance on religious and ideological issues
- d) demonstrate loyalty to the University and solidarity, tolerance and respect for its citizens
- e) to carry out his/her duties to the best of his/her ability, in compliance with the law and other regulations, conscientiously, accurately, in cooperation with other citizens of the University, in a collegial manner and in the interests of the University
- f) to strive to preserve and strengthen the reputation, dignity and honour of the University and its citizens, and to respect their individual rights
- g) refrain from extreme ways and forms of expression
- h) in its statements to the public (in particular: the media), pay particular attention to its obligations under point (g)
- i) to refrain from giving anyone an undue advantage, whether for financial or other consideration
- j) seek to settle ethical conflicts amicably and, if this is not possible, refer them to the Ethics Committee
- k) to refrain from abusing the means and processes of redress provided by the Code, by filing ethics complaints that are manifestly unfounded or frivolous or made in bad faith
- l) be responsible for the proper use and protection of the University's property entrusted to them.

V. ETHICAL RULES IN EDUCATION

1. University teachers are required to carry out their duties to the best of their knowledge and ability.
2. Teachers should monitor students' professional development while providing the necessary professional support.

3. Teachers must respect and act in accordance with the requirements of equal treatment when making decisions about students and teaching, and during class.
4. Teachers should not abuse their teaching **position**.
5. Teachers are obliged to remain politically neutral in their teaching.
6. Teachers are obliged to inform students in good time of any changes to classes or exams.

VI. ETHICS IN EXAMINATION AND ASSESSMENT RULES

1. Teachers are required to make available to students the notes, study resources and the official list of items required for the examination.
2. Teachers are obliged to provide all information on the nature, method, conditions, time and place of the examination within the time limits laid down in the relevant University regulations.
3. Teachers are obliged to provide an exam date.
4. Teachers are required to check the identity of students before the examination and to sign the attendance sheet to indicate the names of the students who will be taking the examination.
5. Teachers are obliged to warn students before the examination of the consequences of behaviour that is not in accordance with the examination regulations.
6. Teachers are required to assess students' performance against the standard criteria set out in the preestablished examination requirements. They must refrain from any insulting or disrespectful assessment of the student.
7. In the case of written examinations, teachers are obliged to provide students with access to the papers and, at the request of the students, to give them appropriate information on the reasons for the assessment, the answers expected and any other questions they may have about the examination.
8. Teachers are obliged to respect the rules on the processing of personal data, about students' marks.

VII. ETHICAL RULES FOR STUDENTS

1. Students are required to pass their exams based on their own knowledge.
2. Students are required to appear for the exam in their own name.
3. Students are not allowed to use any aids not authorised by the teacher teaching the subject to complete the examination.
4. Unauthorised obtaining or attempting to obtain examination questions is an ethical offence.
5. Students may not submit other students' research or work as their own work.
6. Students are required to attend classes in the proportions set out in the Study and Examination Regulations. It is an ethical offence to ask another person to certify attendance in their place.

VIII. ETHICAL RULES FOR RESEARCH

1. The University supports scientific research to contribute to and ensure the development of the field of sport sciences and to promote the University's competitive position in the field of sport science research and development.

2. The University seeks to obtain public funding for research and development through competitive tendering.
3. A university citizen engaged in research activities shall carry out his/her duties in accordance with the University's objectives in the field of research and development, in accordance with the University's scientific reputation and with a view to increasing competitiveness.
4. A research participant must safeguard the University's trade secret information and comply with the rules on the management of intellectual property.
5. The research supervisor is responsible for providing information on the performance of the students involved in the research.
6. The research supervisor is responsible for promoting the professional development of students.
7. When conducting research at an external research site, citizens of the University are also obliged to comply with the rules required by the external site.

IX. ETHICS COMMITTEE

1. It is an ethical offence for anyone to violate any of the standards of conduct set out in this Code.
2. The Ethics Committee (hereinafter: the Committee) shall act in the event of a breach of the Code and in any other situation raising ethical concerns, except for matters falling within the competence of the Research Ethics Committee.
3. The Commission consists of three members. The members of the Commission are elected by the Senate. The President and the members of the Commission are proposed by the Rector.
4. The Commission shall adopt its rules of procedure within 2 (two) months of the inaugural meeting.⁵ The President of the Commission reports to the Senate as necessary, but at least once a year.²

X. ETHICS COMMITTEE PROCEDURE

1. In the event of a breach of the Code, a complaint may be lodged with the Rector's Office within 30 (thirty) days of the date on which it came to the attention of the Commission.
2. The notification can be made orally or in writing. In the case of an oral notification, the notification shall be recorded in the minutes.
3. If the notification is based on evidence, the notifier must attach it to the notification.
4. The notification, together with the attached documents, must be sent to the Commission within 8 (eight) days at the latest.
5. The Commission shall convene a meeting within 8 (eight) days of becoming aware of the notification.
6. The Commission is obliged to examine the documents available and may, if it considers it necessary, request other documents from the notifier or any other person who may have relevant information on the case.
7. During the investigation, the Commission may also hear the persons concerned in person.

² Amended by Senate Resolution 86/2017 (XI.30.), effective from 15 December 2017.

8. The complainant must always be heard unless it is clear from all the circumstances of the case that the complaint is unfounded.
9. The Commission must inform the persons to be heard in writing of the hearing, indicating the date, subject and place of the hearing, 8 (eight) days before the hearing.
10. The whistleblower shall not suffer any disadvantage because of the whistleblowing, except in the case of a manifestly unfounded or frivolous or bad faith ethics complaint.
11. The Commission must take a decision within 15 (fifteen) days of the investigation.
12. The Commission takes a decision on the notification:
 - a) may refuse.
 - b) uphold the decision by
 - i order the ethical misconduct to be published on the University's website
 - ii initiate the proceedings of the Disciplinary Committee in the case of misconduct committed by a student of³, and the action of the employer in the case of misconduct committed by a university employee.
 - iii propose the initiation of infringement or criminal proceedings.
- 13.⁴
14. The Commission must notify the decision to the parties concerned within 8 (eight) days.
- 15.⁵ The parties concerned may appeal against the Commission's decision within 15 (fifteen) days of the date on which they became aware of the decision.
- 16.⁶ The competent body or person must decide on the appeal within thirty (30) days.

XI. FINAL PROVISIONS

The Code of Ethics was approved by the Senate at its meeting of 15 June 2017 by Resolution 50/2017 (VI. 15.) and shall enter into force on the 15th day following its approval. The Code of Ethics shall be published on the University's website, and a certified copy shall be kept by the Legal Department.

Budapest, 15 June 2017.

Dr. Ferenc Genzwein s.k.
Chancellor

Prof. Dr. h. c. Lajos Mocsai s.k.
Rector

³ Amended by Senate Resolution 86/2017 (XI. 30.). Effective from 15 December 2017.

⁴ Repealed by Senate Resolution 86/2017 (XI. 30.). Effective from 15 December 2017.

⁵ Amended by Senate Resolution 86/2017 (XI. 30.). Effective from 15 December 2017.

⁶ Amended by Senate Resolution 86/2017 (XI. 30.). Effective from 15 December 2017.