



BUDAPESTI  
**METROPOLITAN**  
EGYETEM

The organisational and operational regulations of Budapest Metropolitan University  
Additional regulations Volume 3

# CODE OF ETHICS

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## **PREAMBLE**

The aim of the Code of Ethics of Budapest Metropolitan University (hereinafter: University) is to foster the establishment of proper ethical values, behaviour culture, to make students be aware of rights and obligations.

## **PRINCIPLES**

1. The foundation of European culture is the respect of the individual and the communities, the preference of democratic decision-making procedures. Our University's values lie on these principles.
2. We follow the foundation principle of European culture when we declare that the only way to treat others is to treat them as we would expect to be treated, and what we can expect from others is the same as what we would expect from ourselves in a reverse situation.
3. Everybody in our University is free to act as long as their action does not violate other people's human rights, their physical or mental health, or their dignity.
4. Our University is committed to act against any action led by violence or discrimination, especially any form of violence against women.
5. The core values of our University are modernity, internationality, diversity, openness, and creativity.
6. The relationship between the University and its citizens is governed by contracts. One of the key principles of the European culture is respect for contracts by every party. The relationship of the lecturers and students of the University needs to be based on integrity, collegiality, and cooperation.
7. Our University believes in equality of all cultures, religions and other belief systems. In our University, the presence of diversity of cultures is welcomed.
8. Our University endeavours to create and maintain a healthy environment within the organisation.
9. Anyone who feels that their rights or dignity is prejudiced may appeal to the relevant department of the University.
10. Without an impartial procedure, rights cannot be restricted, or a person be condemned in our University.

**Dr. Bálint Bachmann DLA**  
**rector**



The Senate of the Budapest Metropolitan University hereinafter sets out its Code of Ethics in accordance with act CCIV of 2011 on national higher education, act I of 2012 on the Labour Code and act CXXV of 2003 on equal treatment and promotion of equal opportunities as follows:

## **CHAPTER I THE SCOPE OF THE CODE OF ETHICS**

1. The scope of the Code of Ethic (hereinafter: Code) covers every citizen of the University (including students, instructors, non-teaching employees, and people employed through other types of contractual relationships) irrespective of their nationality, mode of studies, and language of studies, quality, and position.
2. The scope of the Code also extends to academic activities of University citizens and to any behaviour outside the University which may affect the reputation and social status of the University.
3. The University takes the utmost care to make the ethical principles and rules laid out in the Code of Ethics known and have them complied with by every citizen.

## **CHAPTER II GENERAL RULES OF CONDUCT**

4. Citizens of the University and people supporting the aims of the University can expect their dignity of the human being and their fundamental rights to be respected, and, at the same time, it is their obligation to exercise the same with other people.
5. The citizens of the University
  - a) should make every effort to be objective in their decisions which determine their activities and behaviour. When making decisions, they should avoid both unduly advantageous and disadvantageous judgements that are based on previous knowledge as well as discrimination on ethnic, religious, political, and gender bases,
  - b) during their activities and work, they protect their environment from unnecessary damages.
  - c) must use any work and other types of equipment in their responsibility properly and according to the regulations of the University, bearing damage prevention in mind and they need to draw attention of the authorities to unsafe or faulty items or equipment,
  - d) reject any form of violent and offensive insults and act against these,
  - e) should establish a good and supporting rapport with colleagues - students, instructors, researchers and other employees - on the basis of mutual respect and trust and fair cooperation,
  - f) they should exercise their fundamental rights (freedom of conscience, religion, and expression) in a way that they do not prejudice other people's rights,
  - g) they must not offer, ask for, demand, enforce, or accept any financial, sexual, or any other service in favour of their professional career (e.g. acquiring a good mark, an advantageous position, etc.),
  - h) they can use the infrastructure of the University only for such purposes which are necessary for their work or for the accomplishment of their academic obligations, which are allowed, or which serve the interest of the University,
  - i) they must keep confidential information, keeping in mind the requirements of discretion; personal rights, personal data, and any information classified as secret by the University shall be entitled to enhanced protection,
  - j) in case of conflicts, they must aim at resolving the conflict, possibly amicably,
  - k) in their publications and other statements about the University (social media, electronic

media, printed media, internet, online forums) they must endeavour to give credible, objective, and professional information about the educational work and research carried out at the University and about relations within the University,

- l)* can communicate matters related to the University only in a moderate and responsible way and only within their own scope of competencies,
- m)* must comply with ethical rules and in order to foster prestige and respect for the University, they mustn't discredit the institution,
- n)* mustn't disparage colleagues and they must reject any intention to do so,
- o)* should make every effort to showcase the ethical guidelines represented in the present Code in their decisions and behaviour.

### CHAPTER III

#### EXEMPLARY BEHAVIOUR APPLIED TO SENIOR CITIZENS OF THE UNIVERSITY

6. Employees in top positions of the University are expected to manage their organizations beyond their legal and economic responsibility by taking the moral requirements defined in the Code of Ethics into consideration. Accordingly:
  - a)* they must prepare their decisions thoroughly, and during this they should ask - and possibly consider - the opinion of their subordinates,
  - b)* they must provide subordinates with the necessary freedom and the competence of making independent decisions within the legal framework in order to complete their professional tasks,
  - c)* they must gain and provide the necessary information needed for completing their tasks for the people involved,
  - d)* they must provide their subordinates with moral support and incentivize them for continuous self-education and professional development,
  - e)* they must not belittle their colleagues, and must reject any such intention of others.
7. It is the moral obligation of a leader not to make improper use of their powers. This especially applies when awarding allowances or benefits, making proposals for awards or rewards, or making other decisions. Accordingly:
  - a)* it is the obligation of the leader to provide their subordinates with entirely equal opportunities and the necessary and feasible publicity, especially when making decisions related to applications, publishing and academic qualifications,
  - b)* it is an ethical offence to take advantage of the hierarchical relationship for private interest, even in those situations that are not connected to the employment relationship,
  - c)* it is an ethical offence to exercise political or ideological influence on others or aiming to do that with reference to or by taking advantage of dependency.
8. It is an ethical requirement for executives and leaders to facilitate group-level solution of professional problems, which arise at the department, and they should encourage their colleagues to do so.
9. An executive must always make their decision in compliance with the interest of the University and the department led by them.
10. Every executive and leader is expected to improve their leadership skills and knowledge within the limits of the available resources.



## **CHAPTER IV EXEMPLARY BEHAVIOURS APPLIED TO MEMBERS OF DECISION-MAKING COMMITTEES OF THE UNIVERSITY**

11. It is the moral obligation of each member of the decision-making committee of the University
  - a) to do their best to make well-established decisions,
  - b) to evaluate facts objectively when making decisions, to weigh up the consequences of the decisions responsibly,
  - c) to ask the represented people about the items on the agenda possibly beforehand, and to give voice to their opinion.
12. It is the moral obligation of the members of the decision-making committee of the University to prepare for the sessions and to do their best so that the decisions affecting the lives and conditions of the citizens of the University are well-founded. In that case when the conditions of the well-founded decision (e.g. the required information) are not ensured, it is a moral obligation to initiate modification.
13. It is the moral obligation of every employee participating in the work of decision-making committees of the University to maintain a viewpoint, which weights facts up objectively and reflects the opinion and the interest of the community represented, and to inform them.
14. Members of the decision-making committees are bound to take the interests of the represented into consideration in case of corporate voting.
15. Members of the decision-making bodies must provide the person involved in the decision-making with a fair procedure, considering only the points of view relevant to that particular procedure. In a decision-making situation the members of the decision-making committees must avoid voting by ignoring the aspects of the given procedure, by being influenced via bargains or voting under somebody's thumb. It is an ethical offence to initiate, order or force such vote, and also if such voting is approved.

## **CHAPTER V EXEMPLARY BEHAVIOURS APPLIED TO EMPLOYEES REPRESENTING THE UNIVERSITY AND ITS DEPARTMENTS**

16. Workers representing the University and its departments are obliged to consider the fact that the primary function of the University is education and scientific research.
17. It is the obligation of the workers representing the University or its departments to ponder the consequences of their decisions and statements in a responsible way.
18. It is the obligation of the workers representing the University and its departments to assist the students, instructors, non-university citizens or colleagues of other institutions who need professional or educational help with efficient, accurate, and fast information and administration at appointments, at the given times, or in office hours. In case the problems arisen are not within the limits of their powers, they are expected to inform the people seeking help about the competent person or department.
19. Workers representing the University or its organizational units can expect to be provided with the information necessary for their work by the citizens of the University.
20. It is the obligation of the employees and people representing the University and its organizational units to learn and comply with the directives of the policy of making statements and press releases.



21. The provisions of the current chapter also apply to workers representing the University or its departments in social media.

## **CHAPTER VI EXEMPLARY BEHAVIOURS APPLIED TO THE INSTRUCTOR AND NON-INSTRUCTOR EMPLOYEES OF THE UNIVERSITY**

### **Guidelines applied to instructors**

22. It is a general ethical requirement that the instructors
- a) are not allowed to make disparaging, offensive or unjust remarks for colleagues or the University itself neither in front of the students nor in front of other colleagues,
  - b) must refrain from evaluating the person, action, or achievement of any of the students offensively,
  - c) must always be prepared to help and welcome those students and colleagues open-mindedly who turn to them with professional or any other type of question,
  - d) can oblige students only with issues in connection with their studies,
  - e) should undertake only such task or assignment or do activities in addition to their scope that do not harm the interests of the University,
  - f) mustn't use their status created by social and professional relationships to gain any personal advantage in the institution,
  - g) must avoid situations which result in a conflict of interest,
  - h) private life problems should be excluded from teaching activity,
  - i) need to respect the privacy of students,
  - j) only allowed to work in the community of the institution if their mental and physical health enables this,
  - k) must maintain their relationships with the students within the actual responsible role boundaries,
  - l) must not urge students to work for them privately,
  - m) must keep all personal discussions and consultations provided to the students in connection with their work, only in official places designated by the University; such a venue can be differed only in duly justified cases and in every case (in case of an employment contract or an agent agreement alike) a prior, written permission of the head of department is absolutely necessary.

### **Conflicts of interest**

23. When an instructor examines, qualifies or evaluates a student who is a relative, a friend or who has a personal conflict with them, or whom the instructor cannot judge in an unbiased way, the conflict of interest can be stated. The direct superior has to be informed about the conflict of interest and they are responsible for the examination and the designation of another examiner or committee.
24. The conflict of interest can be stated if someone becomes their own principal as a result of their external function, their employment outside the University, or multiple commissions. Such condition must be ceased without any delay.
25. It is ethically objectionable seriously and the conflict of interests can be stated if a decision harms moral or legal norms, or any other interest as a result of the partnership of a superior with their subordinate or an instructor with a student. In such cases, the instructor or researcher concerned is obliged to inform their line manager about the relationship who takes steps in



order to exclude the instructor/researcher from any decision which concerns the partner. It is the strict ethical obligation of the manager/leader to treat such information confidentially.

26. It is a conflict of interest and therefore a person is excluded from the preparations and conduct of procurements of the University whose task is to conduct an unbiased and objective procurement in such cases when economic or other personal interest is involved between the citizen of the University and people involved in purchases (e.g. family members, relatives, other relatives, friends, or friend's relatives).

### **Ethical guidelines for educational activities**

27. Instructors
- a) must stick to facts, scientific truths and data obtained using scientific methods; they must represent the conclusions driven by professional integrity,
  - b) can expect the managers of the University to provide the conditions necessary for honest and fair professional activity (within reasonable bounds),
  - c) can expect their workplace not to impede the acquisition of their professional qualification and the opportunity of continuous professional development (which are in accordance with the employment plan).
28. The instructor, the person employed as a teacher, the scientific researcher when conducting educational tasks in connection with the students, from the criminal defence point of view, counts as a person performing public duties, who is not regarded to be a public official, but from the community's interest does exceptionally useful and valuable tasks.
29. It is the moral responsibility of instructors to undertake only such jobs and tasks that they are professionally and personally prepared to fulfil and resolve. They must endeavour to keep track of the development of the discipline they cultivate, to contribute to its results, and to be in possession of the methodology necessary to transfer the knowledge. The instructor needs to work toward continuous professional improvement and renewal.
30. Instructors do the job entrusted to them to the best of their ability and do their utmost to make their students master the up-to-date knowledge of their subject.
31. Instructors have the right to choose the curriculum within the set boundaries of the training program, to select the teaching and training methods and to carry out their job in line with their own ideology and values without pressing or encouraging students to accept them. People employed in a teaching position, as a PhD student in an educational role and lecturers have the right detailed in this paragraph.
32. Responsible professional activity necessitates that instructors
- a) hold the lessons running under their name in person, in accordance with their employment contract and the regulations of the University apart from particularly justifiable and certified cases, (e.g. illness or delegation), even if there is a guest lecturer, the original instructor must be present,
  - b) must be prepared for timetable lessons and consultations at the best of their knowledge and hold all of them fully,
  - c) must start the lesson – in accordance with their employment contract and the regulations of the University – at the given place and time in clothing suitable to the occasion, without being late, finish that at the specified time, and transmit processable knowledge,
  - d) must present the material declared in advance and in case there is a change in the schedule, they must inform their students and line managers in due time and in a proper manner,

- e) must follow the latest results of their specialist field, be aware of them and integrate them into their lectures and seminars,
  - f) must convey knowledge objectively and multilaterally, teach and evaluate in compliance with the approved curriculum, respect human dignity and rights of the students, and take the individual skills, ability and disability of the students into consideration,
  - g) their communication must be clear, polished, precise, and sophisticated in an exemplary manner.
33. The instructors of the University must inform their students in due time clearly about their professional, educational, and subject-specific requirements. In order to do this
- a) during the course instructors must do everything that can be expected from them in the given situation to prepare students for tests,
  - b) at the beginning of the semester they must make the type and level of testing clear for the students.
34. Instructors must pay great attention to fair and ethical testing. The University states the following fundamental professional and ethical requirements to every instructor and employee taking part in testing in order to reach this goal:
- a) examination requirements shall be made available in the beginning of the semester; it is a serious ethical offence if not the previously declared material is tested,
  - b) extremities shall be avoided when determining the requirements of a course; when determining the extent of the curriculum, the credit value and the body of knowledge already taught in other courses shall be taken into consideration,
  - c) instructors commit ethical offence if they make their own work compulsory – without any professional or subject-specific reason – so that students buy them,
  - d) every behaviour of instructors which connects testing with profit making (even in an indirect form) is also considered as an ethical offence,
  - e) in an oral exam apart from the student taking the exam, another person must be present (e.g. the next student who is preparing for the examination, or if it is not possible a university staff),
  - f) during examinations, the fairness of testing has to be guarded with strict and person-independent consistency; such an instructor who might be either positively nor negatively biased cannot act as an examiner,
  - g) attention has to be paid so that righteous students do not be put at a disadvantage because a fellow student cheats,
  - h) evaluation shall be done without bias, according to public and uniform criteria,
  - i) if required by students, they shall be made aware of the reasons of the evaluation and the expected right answer. If required by students, the evaluation of examinations and university papers must be justified, the corrected test papers must be shown to the student concerned,
  - j) instructors shall manage marks in a way that the name and the mark of the student do not appear together in public and shall not become available for incompetent people (except the student definitely gives consent to that), unauthorized person might not have access to that.
35. If the instructor or the researcher made their scientific results public (to the professional or general public), they must follow the accepted publication methods and rules. It must be obvious how much own contribution has been made to answering the questions under scrutiny and how much was done by fellow researchers.
36. The author owes those colleagues acknowledgments whose work was necessary for the publication or the scientific results to come into existence, but their contribution was not significant content-wise.

37. For certifying the genuineness of their own results - retaining the partial results of their research - the used source materials shall be indicated if
  - a) they quote even a short part word by word from the published findings (either written or oral) of someone else,
  - b) they freely summarize or paraphrase from the published findings (either written or oral) of someone else,
  - c) they use the idea, opinion, theory (model, etc.) of someone else,
  - d) they use facts, statistics or illustration stated or created by someone else.
38. Any instructor or researcher who produces research results in their scientific work without carrying out research or by adulterating the results of their own or somebody else's research, and who represent the idea or statement of somebody else – without proper reference – as it was their own, commit a serious ethical offence.

#### **Guidelines applied to non-instructor employees**

39. It is the moral obligation of those taking part in student administration to adopt a polite, constructive, and supporting attitude. They must do their work paying regard to the effective collaboration between the students and the University.
40. It is an ethical requirement towards the rest of those employees doing white- or blue-collar jobs to do their work efficiently, supporting the basic activity in accordance with the interests of the University.

### **CHAPTER VII ETHICAL GUIDELINES APPLIED TO STUDENTS**

41. It is the ethical right and, at the same time, moral obligation of the students of the University to perform honest, professional activities and prepare themselves for their future profession.

#### **Special provisions applied to student representatives**

42. It is an ethical requirement towards student representatives to prepare for the sessions of the different bodies of the University thoroughly and, as far as possible, ask a broad range of students in connection with the items on the agenda in advance.
43. To help and support each other in advocacy services and respect each other's work and achievements.
44. Opinions need to be expressed respecting the other person. They need to be aware that during their public appearances (inside or outside of the University) and with their manners they represent not only themselves but the University as well.
45. They have to take up duties and tasks in a responsible way – weighting up their own abilities and conditions necessary to perform these tasks, and deliver them with care, dedication, and honest work.
46. They have to resolve their conflicts among themselves through respectful dialogue.
47. Student representatives are obliged to inform the student community about corporate voting, opinions together with the reasons, if necessary.

#### **Ethical obligations applied to students**

48. Students are expected to appear at the scheduled lessons and examinations - if possible - prepared and in clothing suitable to the occasion.

49. Students must complete their individual or group tasks and academic obligations using their own ideas and works; in case of mutual scientific work or research the individual performance must be clearly shown.
50. Ideas of other authors must be indicated by using proper references. If they fail to do so, it is regarded to be plagiarism, which means indicating others' intellectual property as the student's own or not using proper documentation of the sources used. This can happen intentionally and unintentionally. It most often happens when texts are taken over (embedded) from printed materials, the Internet or other student's papers without indicating the source. Using references practically means acknowledging another person's property rights to their thoughts. At the same time, references make the professional literature references of the train of thought clear by showing the foundations of the thoughts expressed in the paper available.
51. An important part and a component of a person's personality is their appearance, image and voice; the image is used to express, identify and individualize a person's personality, therefore as part of protecting a person's personality, their appearance must also be safeguarded. The image is in the exclusive possession of the person, that is without the consent of the depicted/recorded person, it can be made public only in the rarest of cases. For taking pictures, recording or using the images the person involved must give their consent.
52. It is a general ethical requirement applying to students that they do not have resort to aids or help that are not permitted when completing their academic obligations or being tested.
53. It is strictly prohibited to use mobile phones or to take pictures of exam papers during the written or oral examination. Exceptions are allowed only - in special circumstances – with a permission of the instructor.
54. It is the moral obligation of the student help their fellow students, the work and their educational advancement only with fair means. This obligation is breached if a student:
  - a) alters, destroys or holds back the written or any other type of professional work of another student which serves the academic development or professional career of that particular student,
  - b) makes it difficult or even impossible for another student to obtain sufficient information or hinders their academic development or professional career,
  - c) mutilates or prevents access in other ways to learning tools (library books, periodicals, audio or visual materials, etc.),
  - d) deliberately modifies, deletes or prevents access to data stored in computer-readable form, necessary for the studies of another student.
55. Students must refrain from harassing and intimidating others, breach of the peace and affray in situations related to education and real life situations (entertainment, sports, etc.) as well. Behaviours differing from that - if cannot be labelled more seriously - are considered to be ethical violations.
56. Students are expected to express a fair, considerate and unbiased opinion (e.g. when evaluating instructors).
57. Foreign students – to that reasonable extent which can be expected – have to adapt themselves to norms and generally accepted customs of the country and Hungarian universities.
58. The University expects its graduates to help and foster their former school with their solidarity, creative ideas, criticism and intellectual contributions. To this end, the University creates the conditions for continuous communication.

59. Provisions of Chapter VII also apply to students who represent the University.

## **CHAPTER VIII TYPICAL CASES OF THE VIOLATION OF ETHICAL RULES**

### **The definition of ethical offence**

60. Every behaviour is considered to be an ethical offence which is done by the citizens of the University - intentionally or out of negligence - either verbally or by action, which conflicts with the basic principles and norms detailed in the Code of Ethics, constrains or hinders them.
61. The present chapter provides a list of examples for ethical offences. All of the states of affairs regulated in this subsection are ethical offences, however, all behaviours that are not regulated here but harm any principle recorded in the Code of Ethics are considered as ethical offences.

### **Disrespectful behaviour**

62. The citizen of the University is expected to build a supporting and good relationship with colleagues - students, instructors, researchers and other employees, the basis of which is mutual respect and trust. Any contradictory behaviour is considered as an ethical offence.

### **Discrimination**

63. Both direct and indirect discrimination are considered as serious ethical offence.
64. A provision is considered as a direct discrimination if it results in such a treatment when a person or a group is treated less favourably than another person or group is, was or would be treated in a comparable situation because of the real or perceived gender, race, skin colour, nationality, ethnicity, mother tongue, disability, health condition, religion or belief denominational affiliation, political view or other opinion, marital status, maternity (pregnancy) or paternity, sexual orientation, gender identity, age, social origin, financial position, the part-time or fixed-term nature of employment or any other legal status of work, representations of interest membership (trade union), other status or characteristic (hereinafter: characteristic) of the particular person or group.
65. Provisions which are not considered to be direct discrimination, and which seemingly correspond to the requirement of equal treatment, constitute indirect discrimination, and which provision puts a substantially higher proportion of people or groups having the attributions specified in paragraph 64 at a disadvantage than any other person or group was, is or would be in a comparable situation.

### **Harassment**

66. The University prohibits all forms of harassment, and sanctions those who violates the ban. Any behaviour is considered harassment, which is offensive to human dignity by involving sexual or any other form, and which is connected to the person's characteristics laid down in Paragraph 64 and has a purpose or effect developing an intimidating, hostile, degrading, humiliating or offensive environment for any person.
67. The concept of harassment prohibits all forms of behaviour against human dignity that could occur in various ways. In general, the following actions are considered to be a violation of human dignity: any sexually explicit e-mail or text message, unwanted physical advances or contact, sexual remarks, showing pornographic pictures, sexual demands verbally or in action. All forms of offensive and derogatory comments regarding someone's individual characteristics, or their parody is strictly prohibited. They will be considered as harassment

even if they are intended as a joke or a banter. Those who experience harassment or witness one being aimed at themselves or their environment, have the right to express their aversion firmly.

68. The statements about harassment could be made to Gábor Szabó psychologist, college professor and the Head of Lifestyle and Counselling Centre via e-mail: [gszabo@metropolitan.hu](mailto:gszabo@metropolitan.hu) or via post: 1148, Budapest, Nagy Lajos király útja 1-9.
69. The statements should contain the complaint about harassment, its date, time, place, situation and the name of the witnesses. All evidence related to objectionable behaviour should be preserved. All statements regardless of content, received via e-mail or letter should be filed. The responsible person for filing the statements is Gábor Szabó, Head of Lifestyle and Counselling Centre, who immediately forwards the documents and his recommendations on the case to the Secretary General.
70. Statements in speaking can be made personally to the Head of Lifestyle and Counselling Centre at the Centre, at the pre-arranged time, in the office of the Centre. The statements made in person must be recorded in the minutes, and signed by the complainant, the receiving party, and the minute taker.
71. Anyone who is harassed or feels intimidated, or a victim of psychological terror can turn to the Head of Lifestyle and Counselling Centre. The University will not tolerate any retaliation against the complainant, and will also respect the rights of the accused person.
72. Anyone who violates the intimate sphere or sexual integrity or gender of another person by either a verbal or written remark, or action, commits a serious ethical offence.
73. It is important to note, that while harassment under the Act of equal treatment and promotion of equal opportunities is a form of discrimination, in the Criminal Code harassment, sexual coercion, sexual assault, sexual abuse and indecency is a criminal offence.

#### **Unsocial behaviour**

74. University citizens must refrain from harassment, intimidation, disturbance, disorder, damage to other's property, or any form of infringement in official or any other relationship, in educational or social situations (e.g. entertainment, sport, etc.) alike.

#### **Libel or slander**

75. Every citizen of the University must make every effort to preserve the reputation and prestige of the institution. They must refrain from any expression, which collides with the interest of the University. Every public statement or rumour - not supported by evidence - is considered as ethical offence if deliberately claims untruths and suspects the University, its citizens or departments of ethically objectionable behaviour or the commission of such action. Such rumours are capable of the impairment of the reputation of the University and its citizens and may cause interest injury. Every University citizen must respect individual rights.

#### **Deceit**

76. The citizen of the University who deceives somebody by their official/magisterial status or student (enrolment) status commits an ethical offence. Deceit means making falsehood seem to be real, or making reality seem to be something else, keeping somebody in mistake, not dissolving a delusion created irrespective of the deceitful behaviour.

### **Corruption risks**

77. Corruption risk involves the possibility of gaining or providing an undue advantage.
78. The Code of Ethics prohibits corrupt conduct and administration and any possibility of the occurrence of bribery. In such cases the perpetrator falls under the rules of law and in addition to this, an ethical procedure shall take place.
79. Services and possibilities provided by the University could only be used in a regulated way, appropriate for the intended use. The use of them for gainful purposes or given access to an unauthorised person – in addition to the infringement of the relevant rules – is considered as ethical abuse.
80. Offer, acceptance, or request of any undue advantage in direct or indirect form is unworthy of the citizens of the University and considered an ethical abuse. Consequently, the citizen of the University must reject any gift or any other advantage, which is offered with the intention of influencing their decision, or the circumstances suggest this possibility.
81. The citizens of the University during their participation in business activities or tendering processes of the University are obliged to refrain from bribery or blackmailing, therefore cannot offer, pay, request or accept bribe or any other valuable benefit to gain or impede a business transaction.

### **CHAPTER IX THE ETHICS COMMITTEE**

82. By adopting the Code of Ethics, the aim of the University is to help maintaining the moral, professional, and institutional integrity of the University by enforcing ethical norms. The Ethics Committee exercises this activity of the University.
83. The Ethics Committee is entitled to act at first instance in investigating ethical and moral cases, which concern the citizens of the University.
84. The Ethics Committee is responsible to maintain the Code of Ethics, prepare proposals for amendments, make explanations, and prepare resolutions, set out guidelines and recommendations.
85. The Ethics Committee is authorised to take decisions of principle and give recommendations, forward them to the CEO of the University, organise workshops, discussions, consultations in the field of ethical questions to develop attitude and behaviour.
86. The Ethics Committee is not competent in administration, in disciplinary actions or legal proceedings. If it is necessary to make a proposal, petition or lodge a complaint to the authorities, it can be done only with the consent and assistance of the CEO of the University.
87. The Ethics Committee's membership involves rights and obligations. The members have the right and obligation to participate in the work of the Committee according to best of their knowledge and ability, is obliged to protect the prestige of the University, to take part in trainings, which are necessary for the position, and by giving resolutions they enforce the regulations of the Code of Ethics.
88. The members of the Committee have the right receive appropriate information about every announced or ongoing case. providing information is the duty of the chairperson of the Ethics Committee.
89. The members of the Ethics Committee have the right and obligation to share any relevant information regarded to be necessary for the Committee with every member of the Committee.

90. The members of the Ethics Committee are bound by strict confidentiality during their mandate, and after its expiry or termination. They are not allowed to reveal any information to anyone about the process of negotiations except the content of the official publications by the CEO and lawful exemptions. If there is breach of confidentiality, it will result in an immediate suspension of that member from their duties in the Ethics Committee. Experts invited on an ad hoc basis and consultants invited to participate in the procedure at the Ethics Committee meetings are bound by strict confidentiality.
91. It is the Secretary General, in their absence the Legal Advisor, who is entitled to order an ethical procedure.

### **Composition**

92. The Ethics Committee is a body composed of four members; one chairperson and three other members, having two members who are instructors, and another member is a non-instructor employee; the Senate elects them for three years with extendable mandates. The student member is deputed by the Student Union for one year. The chairperson of the Committee is elected from the members by majority vote during the first meeting. The secretary of the Ethics Committee is the Secretary General.
93. The Chairperson of the Ethics Committee may occasionally invite ad hoc guests or experts to participate in the procedure, depending on the nature of the ethical offence on the agenda.
94. The list of the members of the Ethics Committee should be published on the University's IT network and the website.
95. During the ethical procedure people involved in the procedure cannot be involved or interested in it and there should be no conflict of interest or the participants cannot be blamed for being prejudiced. If there is a conflict of interest in case of any member of the Ethics Committee, that person cannot participate in that particular case. In this case, an alternate member should be appointed. If there is a conflict of interest, which involves the alternate member or the whole committee, the rector should initiate the appointment of new members by the Senate without delay. The scope of the mandate of such committee members is only valid for the case where a conflict of interest is involved.
96. The chairperson of the Committee shall report the completed cases to the CEO at least once a year, for the purpose of guidance.

### **The procedure of the Ethics Committee**

97. The procedure of the Ethics Committee is started on the basis of the Secretary General's – in their absence the Legal Advisor's - initiation after a statement is submitted or becoming aware of the fact officially. Statements can be submitted to the Rector, the Secretary General, the Heads of departments or to the Head of Lifestyle and Counselling Centre either verbally or in writing (on paper or electronically), depending on the subject matter. Becoming aware of a fact officially means the time when the person who is entitled to order an ethic procedure becomes aware of the underlying action.
98. Statements about ethical violations of norms can be reported by the citizens of University within 30 days, but not later than 90 days, after becoming aware of the action. In case of ethical violations of norms committed continually, it is the time of action realized at the latest which can serve as the point of reference.
99. The statement is required to be concrete. The person who reports the case must include the name of the person who has violated the ethical norm, the place and time of the action, the



circumstances and any available evidence. The Committee treats the name and other personal information of the complainant confidentially.

100. In order to conduct a fair procedure, the University will not initiate an investigation on the basis of an anonymous complaint. The complainant may ask for anonymity if there are reasons to believe that they would be discriminated as a result of the complaint. In case an ethics procedure is initiated against a person based on a malicious and misleading statement, a procedure can be initiated against the person who made that because of an ethical offence.
101. Statements made verbally must be registered and the minute book has to be signed by the person who makes, who receives, and who registers the report.
102. Within 8 days after the complaint, the Committee initiates an inquiry and within 30 days holds a hearing in a closed session. In addition to the members of the Committee, the Chairperson may invite guests to the hearing. Every invited person is bound by strict confidentiality.
103. People subject to the procedure or involved in the case must be summoned via e-mail to the hearing. Complainant must be notified about the hearing.
104. The Ethics Committee's procedure must be recorded in the minutes, and the Secretary General must keep the records. The minutes must contain the summary of the consultation on the agenda and the passed resolutions. The chairperson and a verifying person must sign the minutes.
105. The decisions of the Ethics Committee should be made independently of any external influence; should be taken by simple majority votes, the votes should be made by open vote, after unfettered consideration of evidence. If the votes are evenly divided, the chairperson has the casting vote. During the decision-making procedure, the members endeavour to reach a consensus.
106. Only the members of the Ethics Committee have the right to vote, the invitees have only an advisory role. The presence of at least three members is required for the decision. The resolutions shall be numbered consecutively. (Number / year / months / day of the decision) The Chairperson and the members of the Ethics Committee must make sure that during the electronic and paper-based administration no unauthorised person can have access to the documents related to the ethical procedure.

#### **Decisions made during the ethical procedure**

107. During the ethical procedure, the Ethics Committee may make the following decisions:
  - a) Ascertains that the complaint is unfounded, rejects it, and terminates the procedure,
  - b) Establishes in a decision that ethical infringement has taken place and imposes the following sanctions,
    - ba) written warning,
    - bb) suggestion for termination of the person's senior manager/ executive mandate,
    - bc) suggestion for withdrawal of the elected University citizen or the termination of their mandate,
  - c) ascertains that ethical infringement has taken place and makes this fact public on the website of the University,
  - d) ascertains the occurrence of the ethical offence and obliges the person who committed the ethical offence to make appropriate amends taking the nature of the offence in consideration to the aggrieved party,
  - e) States the occurrence of the ethical offence and initiates a disciplinary procedure if there is a suspicion of criminal offence beyond the ethical abuse,

f) calls upon the rector to lodge a criminal complaint if there is a strong suspicion of a crime having been committed not only an ethical norm violation.

108. There is no possibility to submit an appeal against a criminal complaint.

109. The Secretary writes down the decision of the Ethics Committee within 8 days of its announcement and send it to the people involved.

### **Legal Remedy**

110. Appeals can be submitted against the decisions made during the procedure of the Ethics Committee

a) a student who is the subject of the procedure can turn to the Committee of Legal Remedy for Students,

b) either an instructor or non-instructor employee who is the subject of the procedure can turn to those exercising employer rights, in case of a contracted status to the client's representative,

c) the complainant and the person reporting the case can turn to that person or body where the subject of the procedure can turn to.

111. The written appeals can be submitted to the Ethics Committee within 15 days after the receipt of the decision. Its consideration falls within the cognizance of the Student Legal Remedy Committee or those exercising employer rights or of the client's representative. The appeal must contain those reasons which lay the foundation for the modification of the ruling of first instance.

112. The submission of the application for appeal has delaying force regarding the decision and putting measures into effect.

113. The authorized body or person can make the following decisions about the subject of the appeal:

a) the application is rejected,

b) the decision is altered,

c) the decision is annulled and the decision-maker is instructed to conduct a new procedure.

114. The authorized body or the person may seek assistance from a legal expert during the appeal procedure.

115. Further legal remedy against the decision made in the subject of the appeal can be initiated by the people involved in the decision and it can be found in a court proceeding.

## **CHAPTER X FINAL PROVISIONS**

116. If the content of the University's internal rules and instructions contain different regulations than that of the Code of Ethics, in that case the internal rules and instructions must be taken into consideration.

117. The Code of Ethics should be available to all citizens of the University, in both Hungarian and English.



118. The present Code of Ethics was passed by the Senate of Budapest Metropolitan University by the decision number 92/0706/2021 and it shall enter into force on 1st September 2021, and at the same time the Code of Ethics of 3rd June 2019 shall be repealed.

Budapest, 19th July 2021

**Dr. Bálint Bachmann, DLA**  
**rector**