

Document data sheet

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Senate resolution no. 148/2017. (XI. 30.)

on the acceptance of the Code of Conduct

Based on the authorisation received in paragraph (14) of Section 21 of SZMSZ, the Senate of Semmelweis University made the following decision:

1. § The Senate of Semmelweis University accepted the Code of Conduct with the approval of such amending recommendations that the following texts are to be included
 - a) In subparagraph d) of point 2.1.8.3.: “The foreign students shall adapt to the behavioural norms generally accepted in Hungary and the Hungarian universities; they shall strive to become familiar with the customs of our country, learn the Hungarian language as perfect as possible to the extent necessary for the seamless studies (e.g. Communication with patients).”
 - b) In paragraph (13) of point 2.4. “It is not desirable that the examiner stay with the examinee in private.”
 - c) In paragraph (5) of point 2.5. “There is a conflict of interest if the teacher examines somebody who is his/her relative or friend, or out of accord with him/her for some reason. There is also a conflict of interest if the teacher established a close private relationship with the student he/she taught or examined outside the workplace not in connection with the education.”
2. § The text of the Code of Conduct shall be published in all the three teaching languages (Hungarian, German, English) of the University and make it accessible for all citizens of the University.
3. § This resolution and its annex (**the Code of Conduct**) **shall enter into force on the day following the publication** on the website of the Legal and Governance Department.
4. § The committees proceeding in ethical issues shall modify – if necessary – their working order in accordance with the provisions of the Code of Conduct within 90 days after the entry into force of this resolution.
5. § The Code of Conduct accepted with the ET resolution no. 109/2001. (XI. 14.) and the ET resolution no. 75/2005. (XI. 24.) and amended by the Senate resolution no. 128/2009. (XII. 17.) shall be repealed when this resolution enters into force.

Budapest, 07 December, 2017

Budapest, 07 December, 2017

Dr Ágoston Szél
rector

Dr Károly Szász
chancellor

Effective date: 09/12/2017

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PREAMBLE

- (1) The purpose of the Code of Conduct (hereinafter referred to as Code) of Semmelweis University (hereinafter referred to as University) is to determine and describe those ethical norms deemed to be important in the university life which are not included in the university rules facilitating the compliance with behavioural norms for university citizens, the recognition of ethical problems and their solution as well as the sanctioning of misconduct.
- (2) The University shall assume special liability for complying with the norms of ethical behaviour and institutional practice and having their citizens complied with it. These rules constitute stricter requirements and higher expectations in the case of such regulations that are determined by the laws and university rules as minimum compliance.
- (3) The management of the University considers it important that the ethical principles proclaimed in the Code appear in all their decisions and influence the operation and practice of the entire institution.

GENERAL PROVISIONS

1.1. PRINCIPLES

- (1) The University considers it important that
- (2) All manifestations of the institution facilitate the development and maintenance of trust which is necessary for efficient, high-toned and esteemed operation;
- (3) It uses the available material assets taking into account efficiency, economy and effectiveness during the performance of its tasks;
- (4) All citizens get to know and comply with the ethical principles and rules stipulated in the Code;
- (5) The compliance with the ethical norms declared in the Code can be expected outside the school and the working hours;
- (6) In connection with the preparation of the Code, the University shall express that it embraces and recommends the following of all moral values and educational principles as a guideline which effectively motivates University citizens to perform their duties to their best knowledge and the selfless serving of the narrower and broader community.

1.2. THE SCOPE OF THE CODE OF CONDUCT

- (1) The personal scope of the Code shall extend to the University citizens Determined in 1.2. (2) as well as the persons determined in 1.2. (3), hereinafter collectively referred to as university citizen.
- (2) The scope of the Code shall extend to the University teachers, researchers, students, the persons in public employment relationship with the University irrespective of their nationality or the form of training or the teaching language they pursue their studies or work.
- (3) As regards their activity carried out in the University, the scope of the Code shall extend to

the employee of the University in any position as well as persons performing their duties in connection with the maintenance of the University or its professional operation based on another legal relationship (e.g. commission), the former students of the University specified in the SzMSz as well as the persons receiving education not in a student relationship (e.g., those participating in further education) with the University.

- (4) The material scope of the Code shall extend to all activities, behaviours of the university citizens (irrespective of the location of implementation) with which they act, teach, study, work or do business on behalf or in the interest of the University and have an impact on the social judgment, reputation of the University and all those actions, behaviours to which the law or the internal rules of the University provides for adverse legal consequences.

1.3. MISCONDUCT

Those commit misconduct who do not comply with or ignore the rules, requirements, expectations described in the Code voluntarily, or voluntarily implement actions, behaviours prohibited in the Code.

2. DETAILED PROVISIONS

2.1. GENERAL BEHAVIOURAL RULES

2.1.1. University identity:

- a) All university citizens shall comply with the ethical rules to facilitate the University's reputation and respect.
- b) The university citizens shall be loyal to the University and all of its organisations and citizens. In this context, they shall strive to protect and increase the public respect of the institution, refrain from all declarations and behaviours which are suitable for damaging the University's reputation.

2.1.2. General ethical expectations in connection with work:

- a) Those university citizens who get a contract for performing any community function or university position shall fully perform the committed public duty to the best of their knowledge.
- b) The university citizens may use the services and opportunities provided by the University only in an organised and proper way. Their transfer to incompetent persons or use for financial gain – in addition to the violation of the respective rules – shall represent misconduct.
- c) The reasonable anticipatory care of university citizens in the university clinics may not be objected from ethical aspects; their waiting shall be avoided if possible.

2.1.3. Cooperation obligation:

- a) The university citizens shall act in cooperation with the requirement for good faith and respect during the performance of their duties within which they shall behave according to their position and the organisational rules.
- b) The University citizens shall behave within and outside the University area in a manner worthy of the University's social respect.

2.1.4. Evaluation authorisation

The right and moral obligation of the university citizens to make constructive critics and take actions against the mistakes, anomalies incurring in the University's life. During the performance of their duties, the enforcement of their interests as well as the proposal of their recommendations and complaints, the university citizens shall comply with the chain of command under the University's organisational and command regulations.

2.1.5. Expectations in connection with the information exchange

- a) The notifications and advertisements published by the University shall communicate authentic, accurate and precise information. The publication of misleading, false information, advertisement, notification or that ones which highlight the possible competitors (e.g. partner institutions) in a negative way shall be unacceptable ethically. If the university citizen becomes aware of the fact that somebody provides false or misleading information against or on behalf of the University, he/she shall notify it to his/her superior.
- b) The University shall ensure the possibility of information in the institution's everyday life, decisions, provide access to all data generated in connection with the basic operation of the University, except for the personal data protected by law.

2.1.6. Confidentiality obligation

- a) All university citizens may only make a statement in issues concerning the University according to the respective internal regulation (including social media). During their declaration, he/she shall act within the scope of their own competencies moderately and responsibly.
- b) The citizens of the University shall keep confidential all information and data concerning personal rights which they become aware of during their university activity. They shall take into account the requirements of discretion during their eye-to-eye or external manifestations. The employees of the University shall keep confidential the personal information of students (e.g. Study progress, personal life, political or religious belief, etc.).
- c) The teachers and students – except for the public educational lectures, press conferences and press releases – shall not talk about any issues (e.g. Diseases, autopsies, clinical examinations) in front of the public even without a name which can be fearful or shocking or disgusting for the lay audience.

2.1.7. Protection obligation

2.1.7.1. *The protection of life, health and physical integrity:*

The protection of life, health and physical integrity of university citizens is an ethical expectation both from the University and its citizens.

2.1.7.2. *The prohibition of hazard:*

- a) Neither the University nor its citizens shall endanger the life, health or physical integrity of their own, the employees, students and patients.
- b) In addition to the compliance with the legal provisions concerning the protection of non-smokers, the smokers and non-smokers shall avoid situations in which they disturb each other.

2.1.7.3. The protection of properties:

All university citizens shall assume liability for the proper, due use and safe protection of the University's properties. Tools or equipment which does not operate safely or adequately shall be reported to the competent experts.

2.1.8. Tolerance obligation

2.1.8.1. The tolerance of control:

- a) The citizens and organisational units of the University shall subject themselves to inspections legitimised and certified with the credential of the rector/chancellor/president/dean.
- b) The university citizens shall not hinder the exercise of authorisations included in the university/department regulations.

2.1.8.2. The tolerance of being subject to the procedure:

The university citizens shall subject themselves to the procedure of the ethical committee if its criteria specified in the law or the university/department regulation are fully met.

2.1.8.3. The obligation of professional conduct

- a) A moderate and exemplary way of life shall be expected from all university citizens. Accordingly, any form of life shall be avoided in which their respect and personal dignity or the University's reputation may be damaged from their own mistake.
- b) The teachers, employees and students of the University shall not forget either in university or other situations that they are the citizens of the University since this capacity also includes rank and an obligation.
- c) The cleanliness, neatness and coordination shall be manifested in the dressing and appearance of the university citizens.
- d) The international students shall adapt to the behavioural norms generally accepted in Hungary and the Hungarian universities; they shall strive to become familiar with the customs of our country, learn the Hungarian language as perfect as possible to the extent necessary for the seamless studies (e.g. Communication with patients).

2/2. RESPECT FOR PERSONALITY RIGHTS

(1) A general expectation from all university citizens that they behave respectfully with each other and respect the rights and legitimate interests of the other.

(2) The university citizens shall provide the spirit of fellowship and solidarity to each other until it does not conflict with ethical norms.

2.3. TYPICAL CASES OF VIOLATING ETHICAL RULES CONCERNING OFFICIAL CONTACT

2.1.3. Disrespectful conduct:

All university citizens shall behave in good faith, politely, objectively and friendly. Anyone who materially violates the norms concerning respect for other persons he/she communicates in the University commits misconduct and an ethical procedure lies against

him/her.

2.3.2. Discrimination:

The university citizens shall not give room for indirect or direct discrimination violating equal treatment specified in Act CXXV of 2003 concerning the equal treatment and the facilitation of equal opportunities either among themselves or against outsiders. Anyone who experiences this or becomes aware of this shall be entitled to make a complaint according to the provisions of the Code.

2.3.3. Offensive communication:

The university citizens shall try to communicate in a friendly way equal in rank. As a principle, being on familiar terms shall only be acceptable on a mutual basis. In other cases, a formal address shall be appropriate. Patronising, cocky, offensive and disrespectful behaviours shall violate ethical norms in all cases.

2.3.4. Sexual harassment:

All forms of sexual harassment are prohibited. Sexual harassment means all actions (physical contact, provoking or tacit behaviour), oral comment or written communication in connection with gender or sexuality which the suffering person feels violating concerning his/her gender integrity or privacy and which he/she may feel violating reasonably according to the general belief. Anybody who experiences this against him/herself or his/her environment shall be entitled to specifically express aversion and make complaint according to the provisions of this Code.

2.3.6. Antisocial behaviour:

It is necessary to refrain from harassing, intimidating others, disturbing the peace, disturbances, damaging others' property in an official relationship and others, in life situations in connection with education and outside the studies (cohabitation in a college, entertainment, sports, etc.).

2.3.7. Intentional rumour:

All public communications or rumours not supported with evidences shall be deemed ethical misconduct which suspect the University or any of its organisational units or the university citizens of ethically objectionable behaviour or the commitment of such action, in particular with regard to the fact that such rumours are suitable for damaging the reputation of the University and its citizens and violating their interests.

2.3.8. Deceit:

Those university citizens who misdirect, mislead others by right of their official legal status, student relationship to cause illegitimate disadvantage, obtain illegal advantage commit misconduct and it is possible to initiate an ethical procedure against them.

2.3.9. Official corruption, bribe:

- a) Corrupt behaviour and administration, as well as all occurrences of bribe, are prohibited. In case of such action of the delinquent, it is possible to initiate an ethical procedure in addition to the governing legal rules.
- b) A direct or indirect offer or acceptance of any unauthorised advantage is unworthy of the university citizens and constitutes material misconduct. As a result, the university citizens shall refuse all gifts or any other benefits which are offered to them with the intention of influencing their decisions in their capacity as university citizens, or the gesture is suitable for this resulting from the circumstances.

2.4. ETHICAL RULES IN CONNECTION WITH EDUCATION

- (1) The teachers and students shall perform their duties to the best of their knowledge conscientiously; the teachers shall hold the lectures accurately within the announced time frame.
- (2) The teachers shall prepare for the lectures, consultations conscientiously, start them accurately and hold them completely.
- (3) For the order, calm and efficiency of education, the students shall appear in the lectures accurately and prepared taking into account the rules of the department/institution with the equipment and protective clothing specified by the department/institution and participate in them with due attention. During the lectures, they shall refrain from noisy behaviour, eating, the unreasonable use of cell phones, leaving before time and other forms of disturbances as well as from any other activities not relating to the lecture and endangering its seriousness.
- (4) The teachers shall only give instructions to the students in the lectures and in connection with the studies. The instruction shall be objective, civilised and polite. In other situations, the teachers shall not give instructions to the students.
- (5) The teachers shall hold the exams accurately at the announced time and place. The students shall be notified of the possible changes in due manner and time.
- (6) The students shall appear for the exams accurately, in appropriate (neat, not provoking) cloths with the equipment specified by the department or the examiner.
- (7) The use of any unauthorised tool or help in the exam or mid-year report shall be prohibited both in the exam room and outside. The breach of this rule shall constitute a disciplinary offence which shall carry the suspension of the exam. In addition, a procedure may also be initiated against the examinee breaching this prohibition for misconduct.
- (8) In case of a written exam or an inter-school competition, the preliminary, unauthorised access to or spread of the exam questions, or the falsification of the document shall be not only a disciplinary offence but also misconduct.
- (9) It is prohibited to deceive the examiner regarding the identity of the examinee (taking exams on behalf of others, submitting the paper or essay of others as their own). The examiner or the proctor shall check the identity of the examinee based on the registration book or another suitable identity document.
- (10) It is prohibited to offer or accept any material or other benefit to or from a fellow student, teacher or other university staff to obtain a real or implied (not subject to performance) exam advantage.
- (11) The examinee shall not be abashed. Public humiliation and all forms of personal comments, mockery, threat and intimidation shall be inadmissible.
- (12) The change of the determined and recorded grade/classification shall be materially irregular and ethically unacceptable, except for the apparent administrative mistake.
- (13) It is not desirable that the examiner stays with the examinee in private.

- (14) During examinations of a foreign language, the seamlessness of communication shall be ensured. During the exam, the teachers and examinees shall not talk to each other in a language which is not understood by any of the participants. If the teachers intend to discuss an issue which is none of the student's business, they may discuss it after the student has left, in his/her absence.
- (15) Those persons who cannot fulfil their obligations contained herein because of an unforeseeable irresistible force beyond their control (force majeure) shall not commit misconduct.
- (16) The University prohibits the adoption of the ideas, scientific results and texts of others without quotation and indication as their own (plagiarism) with regard to all citizens.

2.5. RULES FOR CONFLICT OF INTEREST AND COMPETITIVE SITUATIONS

- (1) The University shall draw special attention to managing conflict of interest created during its operation and their elegant solution. A conflict of interest is created if a university citizen or a group of university citizens may provide unauthorised benefit for themselves or others directly or indirectly through their competence or inside knowledge or may create an adverse situation for the University.
- (2) All university citizens appointed to office or a decision-making position shall explore before the authorities which appointed them if the possibility of a conflict of interest is likely to be created in connection with their decisions due to their financial or other interests. The concerned parties may terminate the already created incompatibility or conflict of interest by resigning or in unique cases, by refraining from participating in decision-making processes.
- (3) The teachers shall not misuse their position during their interaction with the students.
- (4) The provision or anticipation of any illegal – not subject to performance – study or exam benefit (advantage), positive or negative favouritism, pressure shall be prohibited irrespective of the fact that they occur in exchange for financial or other advantages and benefits or without any consideration.
- (5) There is a conflict of interest if the teacher examines somebody who is his/her relative or friend, or out of accord with him/her for some reason. There is also a conflict of interest if the teacher established a close private relationship with the student he/she taught or examined outside the workplace not in connection with the education.
- (6) The teachers shall refrain from involving the students in their professional or work-related debate or other conflicts, particularly for pressure. It is not desirable that persons outside the University become part of these debates, except for the activity of the trade unions.
- (7) It is desirable that the students resolve their conflicts and conflicts of interest with each other in a civilised and amicable way without the unilateral involvement of teachers by either party. It should not be criticised that parties to the dispute approvingly and collectively request the help or advice of such teachers to resolve their dispute whose opinion they both accept.

2.6. PROCEEDINGS

2.6.1. THE JUDGMENT OF ETHICAL COMPLAINTS

- (1) For the implementation of proceedings to be conducted in the subject matter of ethical complaints, the committees inspecting and judging ethical issues formed by the Senate: the Ethical and Disciplinary Committee of the Department (hereinafter referred to as KEFB), the University's Ethical Committee and the Ethical and Disciplinary Committee formed by the Doctoral Council (hereinafter referred to as DEFB) and the University's Redress Committee shall be entitled.
- (2) KEFB is a committee exercising powers specified in laws and the university regulation in connection with student issues operating in specific Departments (with their own order of administration), the composition, duties and powers of which shall be determined by the Senate.
- (3) DEFB is a committee exercising powers specified in laws and the university regulation in connection with the doctoral candidates participating in the PhD training, the composition, duties and powers of which shall be determined by the Doctoral Council.
- (4) The University's Redress Committee is a three-person body composing of the rector, the chancellor and the members delegated by the head of the Clinical Centre which proceeds at a second instance in cases where the University's Ethical Committee made the first-instance decision. The head of the University's Redress Committee is the member delegated by the rector.
- (5) The University's Ethical Committee is a permanent committee with powers extending to the whole University formed by the Senate which composes of a president and permanent and temporary members.
- (6) The rector makes a recommendation for the person of the president of the University's Ethical Committee; the Senate selects the president.
- (7) The University's Ethical Committee has fourteen permanent members. From among the permanent members, a member shall be selected from the candidates of the Faculty of Medicine, the Faculty of Health Science, the Faculty of Dentistry, the Faculty of Pharmacy, the Faculty of Public Health Services, András Pető Faculty, Doctoral Council, Chancellor, the President of the Clinical Centre, the Public Employment Council, the Doctoral Government of Semmelweis University as well as the Students' Union.
- (8) The President shall request the participation of temporary members in the work of the University's Ethical Committee in specific cases. Considering the nature of the misconduct being the subject matter of the proceedings, the temporary members of the committee may be persons with appropriate professional knowledge (e.g. Doctor, solicitor, psychologist, etc.). In the case of ethical proceedings initiated against an employee, the participation of the representative of the Legal and Governance Department as well as the Human Resources Department shall mandatorily be ensured as temporary members.
- (7) When developing the composition of the University's Ethical Committee, it shall be

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ensured that both the defendant and the complainant are represented.

- (8) If during the decision-making of the University's Ethical Committee, the votes are evenly divided, the President of the committee has the casting vote.
- (8) In the case of ethical complaints against a student, KEFB shall be entitled to conduct the proceedings at first instance, while in the case of ethical complaints concerning doctoral candidates, DEFB shall be entitled to conduct the proceedings at first instance. The University's Ethical Committee as the committee proceeding at second instance shall be entitled to judge appeals against the decisions of KEFB and DEFB.
- (9) In the case of misconduct where it cannot be established which KEFB is entitled to proceed at first instance, the University's Ethical Committee shall be entitled to appoint the committee with powers and competence to judge the matter considering all circumstances of the case.
- (10) The University's Ethical Committee shall proceed at first instance in all cases subject to this regulation not concerning the students and doctoral candidates. The University's Redress Committee shall judge the appeals against the decisions made by the Ethical Committee as the committee proceeding at first instance.
- (11) Those persons shall not participate in the judgment of ethical complaints:
 - A) who is affected in the case,
 - B) who is involved in the proceedings (defendant),
 - C) who is the offended party in the examined action,
 - D) who is the close relative of persons indicated under points a)-c),
 - E) from whom the objective judgment of the case cannot be expected.
- (12) In cases where the University's Ethical Committee as the second-instance committee and where the University's Redress Committee proceeds, those persons shall be excluded from the judgment:
 - A) who made the contested decision or missed the decision-making,
 - B) who is the close relative of persons indicated under point a),
 - c) from whom the objective judgment of the case cannot be expected.

2.6.2. REPORTING THE VIOLATION OF ETHICAL NORMS

- (1) The offended party or anyone who becomes aware of the violation of the ethical norms can report it (hereinafter referred to as declarer) who is willing to participate in certifying his/her report by revealing his/her name in front of the proceeding committee.
- (2) For the fair proceedings, anonymous tips should be omitted. Anonymous tips are usually not ethical, but the declarer may request not to disclose his/her name and to manage his/her data closely if he/she may be afraid on reasonable grounds that he/she may suffer harm due to the reporting.
- (3) Misconduct may be reported within 30 days from becoming aware of the action in a manner specified in Paragraph (6) of 2.6.2.
- (4) There is no need to conduct ethical proceedings if more than 1 year passed from the date of

the alleged fact. In case of continuously committed misconduct, the date of the most recent action shall prevail in time-frame terms, but during the judgment of the action previously actions can also be considered.

- (5) The report shall be as concrete as possible: the name of the person/persons committing misconduct, the place and date of the action and the available evidence (e.g. Witnesses, material evidence, etc.) shall be indicated.
- (6) Reports can be made orally or in writing to the heads of the University and the Faculties, the heads of the organisational units, the students' representation bodies and the public employment trade unions operating in the University.
- (7) The orally made reports shall be recorded by the recipient of the report which shall be signed by the declarer, the recipient and the minute-taker.
- (8) The report shall be examined whether the reported case falls within the scope of the regulation concerning the policy of the management of affairs violating organisational integrity and if so, then there is need to apply this regulation and the recipient shall forward the available documents to the organisational unit/head ex officio within 3 business days. No ethical proceedings shall be initiated concurrently with the proceedings of the Equality Committee, authority, public body, employer; the initiated proceedings shall be suspended.
- (9) If the reported case does not fall within the regulation concerning the policy of the management of affairs violating organisational integrity, there is a need to conduct ethical proceedings under this regulation.
- (10) The recipient shall send the report and the submitted evidence to the ethical committee competent to proceed in the case without delay, within 3 business days at the latest.
- (11) The president of the ethical committee competent to proceed shall notify the declarer of the receipt of the report in writing within 4 business days.

2.6.3. THE PROCEDURE OF THE BODIES INSPECTION AND JUDGING MISCONDUCT

- (1) The committee inspecting and judging ethical issues shall inspect all complaints and reports regarding ethical issues, make a decision on the inspection and inform the concerned parties in writing within 60 days from the reporting.
- (2) The report shall be studied primarily by the president of the committee whether it includes any concrete facts underlying additional proceedings (e.g. Proceedings under the rules for the proceedings of the management of actions violating the organisational integrity).
- (3) Those reports which do not comply with the above formal and content requirements shall be rejected in writing without further inspection with notifying the declarer that he/she can submit his/her report again substituting the indicated omissions. The president of the committee competent to proceedings shall convene the body for a date within 8 business days from the receipt of the reporting.
- (4) The proceeding committees may cooperate with an uninterested and independent expert if a special issue must be clarified to make a decision. In this case, the president shall order the hearing of the expert and the preparation of an expert opinion.

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- (5) Primarily those persons can be experts who are in an employment relationship with the University.
- (6) In the first session, the proceeding committee studies the report reviewing the president's proposal and the available documents and evidence, then sets the date of the next session for a date beyond 8 business days but within 16 business days. It shall notify the defendant of the start of the ethical proceedings and send the counterpart of the complaint.
- (7) In the second session, the committee hears the declarer, the defendant, the offender and all those who have or may have relevant information regarding the issue (witnesses).
- (8) The proceeding committee shall hear those listed above separately (in each other's absence) at first, later – if necessary – in front of each other.
- (9) The body initiates conciliation if in the relationship of the offended party and the defendant it shows sufficient.
- (10) For the straightness of the university life, all university citizens shall cooperate with the committees inspecting and proceeding ethical issues, appear upon request in front of the given committee and provide all information – apart from the data against themselves – which they became aware of in connection with the issue.
- (11) After the study of the reporting and the hearings, the committee shall take a stand on:
 - a) Whether there was misconduct,
 - b) Whether the defendant named in the reporting committed the misconduct,
 - c) What kind of measure or sanctions it deems reasonable.

2.6.4. SANCTIONS FOR THE VIOLATION OF ETHICAL NORMS

- (1) In case of a suspicion not supported with sufficient evidence, no measure shall be taken or applied without legal consequence which may cause disadvantage to the defendant.
- (2) The committee proceeding in the case may decide on the application of the following legal consequences in the subject matter of misconduct indicated in the reporting:
 - A) it does not establish misconduct and terminates the proceedings,
 - B) establishes the occurrence of misconduct and notifies the defendant that in the future he/she shall refrain from the violation of the provisions of the Code or
 - C) establishes the occurrence of misconduct and orders the publication of the misconduct (without a reference to the personal data) on the central website of the University, or
 - D) obliges the defendant to provide a non-financial compensation equivalent to the weight of misconduct, or
 - e) E) initiates a disciplinary procedure in the subject matter not concerning public employees if a suspicion for disciplinary offence incurs, or
 - F) if there is a need for additional proceedings in the University in the subject matter of the misconduct underlying the procedure under the rules for the management of events violating the organisational integrity, it requires those entitled to conduct the

proceedings to take the necessary measures.

- (3) The decision shall be communicated to the declarer, the complainant and the defendant in writing within 8 days. If those entitled to appeal do not exercise their right to appeal against the committee's decision, those included in the decision shall become enforceable on the day following the expiry of the deadline for appeal.
- (4) If anyone of the concerned parties reports that it wants to lodge an appeal against the decision of the committee or propose a redress application, it has a delaying force regarding the enforcement of the measures.

2.6.5. APPEALS

- (1) It is possible to appeal against the decision, measures, the omission of the measures by KEFB and DEFB to the University's Ethical Committee. In cases where the University's Ethical Committee proceeds at first instance, the University's Redress Committee can be seen about an appeal.
- (2) An appeal can be lodged by:
 - a) The university citizen subject to proceedings (defendant),
 - b) The offended party,
 - c) The declarer,
 - d) The representative of persons specified in points a-c)
- (3) The appeal can be lodged in writing within 15 days from becoming aware of the decision. The submission shall include the reasons based on which the applicant requests for the review of the first-instance decision.
- (4) The committee may employ an uninterested and independent legal expert when considering the application.
- (5) Those shall not consider the appeal
 - A) who made the contested decision or missed the decision-making,
 - B) who is the close relative of persons indicated under point a),
 - c) from whom the objective judgment of the case cannot be expected.
- (6) The University's Ethical Committee and the University's Redress Committee may make the following decisions at second instance:
 - a) Refuse the application (e.g. it is incomplete, delayed, etc.),
 - b) May oblige the person who missed the decision to make a decision,
 - c) Establishes the cogency of the first-instance decision and keeps it effective,
 - d) If it does not find the first-instance decision fully grounded,
 - da) repeals it and terminates the proceedings,
 - db) repeals it and requests the committee proceeded at first instance to conduct new

proceedings,

E) change the decision made at first instance.

(7) If the misconduct is also an illegal act, there is a need to initiate the appropriate procedure in accordance with those specified in the rules for the management of events violating organisational integrity.

3. ANNEXES

1. Annex no: Audit trail
2. Annex no: Minutes for oral complaints
3. Annex no: Decision sample

CODE OF CONDUCT

Annex 1: Audit trail

	Steps of process	Steps of preparation	Levels of responsibility					Document generated as a result of the process
			Task administrator	controller	Control method	approver	Approval method	
1	The submission of a complaint/report due to misconduct	The inspection of a complaint/report made in writing/orally, recording an oral complaint	University/head of faculties/head of organisational units/students' union/public employment trade unions		The control of complaint/report	n/a	n/a	The transfer of a document generated as a result of the complaint/report to the body competent to proceedings
2	The inspection of the report	The inspection of the reported case to establish if it falls within the scope of the rules of the management of events violating organisational integrity.	The recipient of the report: University/head of faculties/head of organisational units/students' union/public employment trade unions	n/a	n/a	University/head of faculties/head of organisational units/students' union/public employment trade unions	The allocation of the reported case under the rules for the management of events violating organisational integrity	The transfer of the report and the available documents and evidence to the competent manager to conduct proceedings based on the rules for the management of events violating the organisational integrity

CODE OF CONDUCT

	Steps of process	Steps of	Levels of responsibility					Document
2	A measure of the committee proceeding in ethical issues	The study of complaint/report	The president of the ethical committee competent to proceedings	n/a	n/a	The president of the committee competent to proceedings	Making a decision	The convening of committee meeting/request for supplying a deficiency/document on the refusal of the report without inspection
3	The convening of the first committee meeting	The study of evidence, available documents	committee competent to proceedings	n/a	n/a	committee competent to proceedings	Setting the date of the second session	Document on the start of the proceedings (communicating to the defendant)
4	The convening of the second committee meeting	The hearing of the defendant, complainer, and witnesses; conciliation if the misconduct does not constitute a statement of fact defined in law and if it deems sufficient in the relationship between the offended party and the defendant.	committee competent to proceedings	n/a	n/a	committee competent to proceedings	decision	The decision in the case of misconduct
5.	Taking measures	The establishment of	committee	n/a	n/a	committee	decision	Committee

CODE OF CONDUCT

	Steps of process	Steps of	Levels of responsibility					Document
		the fact of misconduct	competent to proceedings			competent to proceedings		decision on the application of a sanction
6.	The judgment of appeals against the decision/omission of the body proceeding at first instance	The inspection of the written submission and the deeds of the first-instance proceedings	University's Ethical Committee as a second-instance body, University's Redress Committee	n/a	The inspection of the appeal, the first-instance decision and the first-instance proceedings	n/a	decision	Second-instance committee decision on the appeal

CODE OF CONDUCT

Annex 2: Minutes for oral complaints

MINUTES

on oral complaint made due to misconduct

The unique file number of the complaint:	
Name, (position), address (known residence) of the complainer:	
Name, (position), address (known residence) of the defendant:	
Detailed description of the complaint:	

Date of minutes:

Signature of declarer

Signature of the minute-taker

Annex 3 decision sample

DECISION

In the ethical proceedings initiated against (name) on (date) the Ethical Committee made the following

decision

The committee establishes that (name) violated those included in paragraph... of the Code of Conduct of Semmelweis University. The committee establishes that (name) did not violate those included in the Code of Conduct of Semmelweis University.

(In light of the above, the committee orders the following measures/

In light of the above, the committee orders the application of the sanction included in paragraph of 2.6.4. of the Code of Conduct.

In light of the above, the committee terminates the proceedings according to those included in paragraph a) of 2.6.4. of the Code of Conduct.

In light of the above, the committee decides under paragraph of 2.6.5. Of the Code of Conduct. ...)

The university citizen subject to proceedings (defendant), the offended party, the declarer and their representatives may lodge an appeal against this decision of the committee based on paragraph (2) of 2.6.5. Of the Code of Conduct to committee.

Reasoning

(The description of the established statement of facts, the accepted and disregarded measures of inquiry and all facts underlying the decision).

In light of the above, the committee decided based on those included in the governing section.

Budapest, 20..

.....
(Signature of the president of the Ethical Committee)