



**ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ** | **DEMOCRITUS UNIVERSITY OF THRACE**

## **Annex 27**

### **Code of Conduct & Good Practice**

**Komotini 2024**

## **Article 1**

### **General Provisions - Key Conduct Principles**

#### **1.1. Preamble - Purpose**

1. The fundamental mission of any University is to produce and develop knowledge, to spread it among young scientists and society at large, as well as to achieve the highest degree possible of educational and research excellence on a national and international level. To fulfil this mission, there is need for a system of principles and values, guidelines and standards that go beyond, but in no way substitute, the self-evident obligation to comply with the applicable legislation. The purpose of this Code of Conduct is precisely to fill this gap.

2. The fundamental academic functions of teaching and research, of the dissemination of knowledge, the production of new knowledge, the utilisation of the findings of research and innovation must be carried out with dedication to the principles of research and scientific ethics, with absolute respect for academic freedom and the general principles recognised by the Institute, and which govern its mission. In order to fulfil the Institute's mission and to safeguard and enhance its reputation, an academic ethos is required, which leads to obligations that go beyond the self-evident obligation to comply with the applicable legislation. To achieve the above, rules of conduct are established for members of the university community that pertain to relations between members of the community and contribute to the foundation of a creative academic environment.

3. The Democritus University of Thrace (hereinafter "DUTH" and/or "the University" and/or "the Institute") has drawn up its Code of Conduct and Good Practice in accordance with the provisions of Article 217 of Law 4957/2022.

4. The rules of conduct are guidelines for the behaviour of members of the university community, which reflect the principles of the day-to-day operation of DUTH. Members of the university community, as well as external associates, must adhere to these DUTH rules of conduct and to the Code of Conduct that governs the practice of the scientist's profession.

5. By drawing up the Code of Conduct, DUTH states its commitment to academic ethos and declares its profound conviction that achieving its mission and objectives is just as important as the procedures that guide and promote their achievement.

#### **1. 2. Scope**

The Code of Conduct shall apply, without exception, to the entire university community of the Institute, composed of teaching staff, students, researchers, governing bodies and administrative staff.

At the same time, the principles of the Code also govern the relations of the University with any external associates and bodies. The latter must comprehend that seamless and efficient collaboration with the University presupposes respect for its rules and good operation conduct.

DUTH:

- Ensures that all members of the university community are informed about the content of the Code of Conduct.
- Posts it on the Institute's main website so that it is immediately available to its members, all interested parties and to society at large.
- Continuously promotes its implementation and enforcement.
- Ensures that it is updated when deemed necessary, and immediately informs all interested parties of any change to it.

#### **1.3 Conduct Principles**

DUTH's Code of Conduct is founded on principles that govern the entire operation of the University. Behaviours that breach, infringe or violate these principles constitute a Disciplinary Offence of Anti-academic Behaviour, if they do not fall under a more specific Disciplinary Offence.

#### **Academic Freedom**

Academic freedom, which is constitutionally guaranteed in Greece, is the cornerstone of the operation of every university community, promoting free thought, critical reflection and creative expression, thus making a substantive contribution to scientific progress and social well-being. Its promotion and preservation are structural elements of the Code of Conduct.

At the same time, abusive use of status, position or rank by certain members of the scientific community in order to compel other members to specific acts, which they are not obligated to perform, or to adopt opinions, constitutes a violation of academic freedom and the Institute has to condemn it and treat it as a serious disciplinary offence.

#### **Excellence and Academic Ethos**

Achieving educational and research excellence is a strategic goal for DUTH. However, this must be accompanied by adherence to the rules of conduct, so that it also complies with academic ethos. Honesty, integrity, meritocracy, sense of duty, self-respect and respect for the personality of others are integral components of academic ethos, but also factors that can establish in the long term the comparative advantage of excellence.

#### **Egalitarianism and Non-Discrimination**

All members of the DUTH university community enjoy – and are accordingly obliged to respect – the right to equal treatment. No type or form of discrimination based on nationality, race, origin, language, sex, religion, age, health, physical ability, private life, sexual orientation, physical condition, and economic and social condition is tolerated or accepted. DUTH vigilantly safeguards the principle of equal opportunities and equal treatment. Social prejudices and ideological blinders are concepts utterly contrary to scientific progress, which the University is committed to serving.

#### **Respect for Intellectual Property and Personal Data**

By virtue of its position and function, the University is both a recipient and a custodian of multiple types of information that is related to privacy and contains personal data of the members of its community. Absolute respect for such information and data is an unwavering commitment of the Institute and all members of its academic community.

At the same time, all activities of members of the university community must be governed by due respect for the intellectual property rights of the Institute or its members, as well as those of the scientific community to which they belong on a national and international level. Plagiarism is a serious disciplinary offence.

#### **Protection and Preservation of the Natural and Cultural Environment**

The protection of the natural and cultural environment during the implementation of any educational, research, and administrative procedure are significant priorities for DUTH. The members of its university community are obliged not only to respect the relevant legislation without delay, but also to adopt good practices and standards, promoting the adoption of environmental and cultural awareness within and outside the limits of the University.

#### **Social Responsibility and Social Accountability**

The University is a social entity which is intrinsically linked to the community in which it functions, influencing and being influenced by the circumstances of the time and place in which it operates. Committed to the principles of transparency and accountability, DUTH has prioritised its smooth and dynamic integration into the sensitive social space it belongs to, seeking feedback from it. Members of its university community should embrace and promote this priority, creating a climate of trust between the University and the society that will contribute to the further development of the Institute and its role.

### **Article 2**

#### **Rules of Conduct for Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, Special**

## **Technical Laboratory Staff, Scientific Associates and DUTH educational staff in general**

The Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates and the teaching staff in general, whether permanent or for a fixed term, constitute the university community and are referred to in this Article of the Regulation by the term “teaching staff”. The Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates, other teaching staff of any category and employment relationship, as well as the members of the Special Technical Laboratory Staff who ensure the operation of the libraries necessary for the University Institutes, are committed:

### **2.1. Duties to the Institute**

1. To comply with their obligations and duties arising from the law, the University Regulations, the decisions of University bodies, and the legislation governing the specific scientific field they serve. To respect the protection policies of any origin that the Institute accepts and implements. To perform with dedication the work they have undertaken, being part of the planning of the Institute, the Schools, the Departments and the Divisions.
2. To protect and promote the prestige of the University they serve, and not to unduly offend the prestige of the university community. The members of the university community are obliged to respect intellectual property rights. Plagiarism on the part of a member of the teaching staff is an act offending the Institute’s prestige.
3. To exhibit decency and academic ethos on any occasion and action they undertake; scientific, social, professional (when exercising any other function or profession, if so permitted by law). In their public life outside the University, they must not use their University capacity in a manner that is likely to damage the University or in order to procure benefits for themselves that are not related to the exercise of their science.
4. To be inspired by freedom of conscience and independence of judgment, and to act based on merit and guided by the interests of the Division, the Department and the Institute in which they serve.
5. To participate, according to the law, in the bodies of the Department and the Institute, as well as in the various committees established in the context of its operation. To cooperate with the Quality Assurance Unit (DUTH-QAU) and the Internal Assessment Teams (IATs) of the Departments, subject without fail to the evaluation of teaching staff and courses, in the manner specified by the Institute or the Department. To respond to proposals for the improvement of the teaching work put forward by the IAT of the Department they serve in.
6. Not to use the infrastructure and laboratories of the University for private professional purposes that are not related to the scientific research work assigned to them, unless said use is permitted by law and subject to permission from the competent body.
7. To protect the privacy of members of the university community, University employees and students, and to comply with the legislation on the collection, safeguarding and protection from the processing of personal data that came into their possession during the performance of their duties, and to fully accept the protection policies implemented by the Institute.
8. To use their precise title and the name of the Institute, School or Department in which they serve, as determined by decision of the Senate.

### **2.2. Relations Between the Teaching Staff**

1. Relations between members of the university community, as well as their relations with students, also have to be governed by academic ethos, honesty, dignity and respect for the personality of others. Establishment of conditions for cooperation and a good working environment, in order to produce teaching, scientific and research work of the highest possible level, is an obligation for all members of the university community and other staff.
2. Personal differences and confrontations must not affect the behaviour of the teaching staff and in general University employees in their workplace, and they must not adopt behaviours that are degrading and demeaning for the University, members of the university community, and the staff. Communication

between members of the university community, through the University's electronic channels, must be courteous, without the messages sent containing untrue, abusive and/or defamatory content.

3. All members of the university community, and the University's staff in general, must demonstrate a team spirit of cooperation, characterised by open and honest communication with each other, in order to successfully fulfil the task assigned to them and, more generally, the mission of the Departments and the Institute, which they are committed to pursue. Harassment of members of the university community in the performance of their duties and obstruction of their work constitutes a disciplinary offence.

4. University community members and other employees must respect the privacy of those working at the university and defend it from malicious invasions related to academic activity and working at the Institute.

5. Members of Rectorate Authorities, Deans, Heads of Departments, Directors of Divisions, Directors of Laboratories, Directors of Post-graduate Study Programmes, teaching staff, as well as all members of the university community must be committed to the democratic functioning of the Institute, to ensuring conditions of personal and scientific freedom, equality in the handling similar cases and preventing favouritism behaviours.

6. Exploitation by a Faculty Member of their status, particularly of their rank, the institutional position they hold, and the administrative powers they exercise, in order to impose on other members of the university community an action, omission, vote in a specific direction or to influence their judgment, constitutes a disciplinary offence.

7. University staff, in whatever capacity they may work at the university, are obliged to separate their personal beliefs and ideological assumptions from their duties, so that the performance of their duties and the performance of their work in general are not affected thereby.

### **2.3 Duties toward Students**

1. The teaching staff are oriented towards the scientific training and development of undergraduate, post-graduate students and doctoral candidates, acting with high professionalism, while always taking into account the interest of the students regarding their studies. They undertake to guide their students, undergraduates, post-graduates as well as postdoctoral researchers, transferring their scientific knowledge, experience and expertise. If asked to do so, they are required to provide specific information and guidance related to their studies, in accordance with the relevant decisions of competent bodies.

2. The relations between the teaching staff and students, as well as of Special Technical Laboratory Staff (E.T.E.P.) towards them, are to be governed by mutual respect, while the teaching staff are required to be impartial, committed to the concept of meritocracy. Discrimination against students is not consistent with the academic capacity.

3. The use of students by members of the teaching staff in projects unrelated to their capacity, the operation, the activities and in general the mission of the Institute, is not permitted. The participation of students in research programmes is set out in writing and must be explicitly mentioned in the activities of the programme.

4. It is not acceptable for a member of the teaching staff to appropriate the intellectual work of students (excerpts from doctoral dissertations, Master's theses, Diploma theses). In the event that a member of the teaching staff utilises original student work prepared in the context of their educational obligations, the member of the teaching staff undertakes to mention the name of the person who prepared the paper or part thereof that they used.

5. The teaching staff must ensure that students (undergraduate, post-graduate and doctoral candidates) are prevented from cooperating during examinations in order to copy, as this defeats the purpose of the students' assessment, with direct consequences on the quality of the educational process.

6. The teaching staff are required to inspect the originality of the papers submitted by students. They must not tolerate plagiarism on the part of students, and in particular they must ensure that papers prepared in the past for the fulfilment of teaching obligations are not resubmitted.

### **2.4 Relations of Teaching Staff with the Administrative Staff**

1. The relations between the teaching staff and the administrative staff must be based on mutual respect. The teaching staff are obliged to behave courteously towards administrative staff, and they must ask from them to carry out tasks that fall within their work duties, without requiring the fulfilment of their personal requests not falling within the scope of the Institute, or setting priorities that are not related to the work assigned to them, thus hindering the smooth flow of performance of the administrative work to the detriment of the Division, the Department, the School or the Institute.

### **Article 3**

#### **Rules of Conduct for DUTH Students**

Students (undergraduates, post-graduates, doctoral candidates) acquire their student status upon enrolling in the undergraduate or post-graduate or doctoral studies and are treated as equal members of the university community, who are obliged:

- To adhere to the Internal Rules and Regulation of DUTH, to abide by the rules of conduct, which are the guidelines for the activities of all members of the Institute and are the foundation of the principles of the day-to-day operation of DUTH, with the aim of promoting education and knowledge for the benefit of individuals and the society.
- To demonstrate diligence, conscientiousness, respect and responsibility in their activities within the Institute.
- To behave in accordance with the principles that apply to all teaching staff and employees of the Institute.

#### **3.1 Student Rights**

The students at the Institute have the following rights:

1. To freely express their views on educational and other issues, in the context of academic freedom and with respect to the Institute's rules of conduct.
2. To be represented, through their legally designated representatives, in the collective bodies and committees of the Institute/School/Department, as provided for according to the applicable legislation.
3. To participate in student associations or cultural, social, sports student groups operating within the Institute/School/Department, in accordance with the Institute's regulations.
4. To cooperate with the teaching and administrative staff for their educational and other needs, on the days and hours announced at the beginning of each semester, and to come in contact with the Deans of the Schools and the Heads of the Departments regarding matters within their competence.
5. To evaluate the work of Faculty Members and other educational staff, the quality and efficiency of the educational work as well as the University's centres, in accordance with the provisions of the law and the Institute's Regulations, with a view to improving the level of their studies.
6. To submit applications, reports, requests or objections to the competent bodies or committees and the administrative services of the relevant Department, School or Foundation, and to be served promptly and effectively.
7. To have access to their academic personal data as and to the extent provided for by the relevant operating rules of the University.
8. To make use of the facilities, infrastructure and services that support the educational process, in accordance with the Institute's regulations.
9. To benefit from the Institute's organisations/centres (e.g. Psychological and Counselling Support Centre, Student Advocacy Office, Employment and Career Centre, Internship Office etc.), which are provided to DUTH students.
10. Where they belong to vulnerable groups, their participation in the educational process must take place in an environment of respect and acceptance of their individuality, in accordance with the provisions of the relevant section of the Institute's Internal Rules and Regulation.
11. To study part-time or to discontinue their studies in accordance with the applicable legislation and the DUTH Internal Rules and Regulation.
12. To address requests or objections regarding violations of rules of conduct and the

quality of study, in accordance with the relevant Complaints and Objections Regulation, to the competent body of the Department, and/or the Student Advocacy Office, and/or the Gender Equality and Anti-Discrimination Committee, and/or the Ethics Committee.

13. To have an Academic Studies Advisor appointed for each student, in accordance with the Institute's Regulation.

### **3.2 Student Obligations**

The students at the Institute have the following obligations:

1. To be adequately informed about all academic issues concerning their studies and the benefits to which they are entitled during their studies at the Institute.
2. To be informed about the Institute's Code of Conduct and Internal Rules and Regulation, the protection policies that the Institute accepts and applies, as well as the other individual operating regulations of the School or Department or Student Halls that concern them, and to implement them consistently and responsibly.
3. To be informed about the study programme they attend and the academic calendar applicable each academic year.
4. To perform their educational obligations responsibly and consistently, in accordance with the study programme of the relevant Department, and to follow the examination procedure in accordance with the Internal Rules and Regulation of the Department/School they attend.
5. To participate in the examinations by exhibiting the academic ID, passport or ID card when requested to do so by the examiners, and not to use means or methods that violate the integrity of the examinations. Identity fraud is expressly prohibited and is disciplinary and criminally prosecuted in any educational process, and particularly in examinations related to the evaluation of knowledge, skills and abilities of students.
6. To not use resources that are directly related to the use of technical tools (mobile phones or any other electronic device) during their studies and examinations. This excludes cases where they are used with the professor's permission for teaching purposes.
7. It is strictly prohibited to photograph, record or video capture any person in all education and research areas, as well as in any other virtual room during the distance learning or remote examination procedure, and in the academic premises in general, without the express prior written consent of said person. In any case, publication of any data obtained unlawfully is prohibited.
8. To work by themselves and not to accept the assistance of third parties both during the examination and in the preparation of the assignments assigned to them, and not to present intellectual works of others as their own.
9. To treat students, staff and other members of the university community with due respect and not to use any form of violence (physical, psychological and/or verbal) or threat in academia.
10. To support their views, without personal conflicts or unacceptable characterisations, but with calmness, prudence and seriousness.
11. To maintain secrecy and confidentiality regarding matters of which they become aware as a result of their participation in Collective Bodies and Committees of the University, in compliance with the legislation on personal data protection. Data leakage is a serious disciplinary offence.
12. To use the University's buildings, surroundings and facilities (classrooms, laboratories, sports facilities, libraries), other common areas, as well as the overall educational, laboratory and technical material and equipment diligently, respectfully and responsibly. According to the applicable legislation, smoking is expressly prohibited in all education and sports areas. Furthermore, the consumption of food and drinks in all educational and research areas is also prohibited.
13. To strengthen the academic standing of the Institute through their academic, cultural and social activities.

### **Article 4**

### **Rules of Conduct regarding the DUTH Administrative and Technical Staff**

1. DUTH staff is committed to making every effort to fulfil the Institute's mission and objectives. The administrative and technical staff of the University shall perform its duties based on the provisions of the applicable legislation.
2. The administrative staff is also required to comply with the rules set out in the preamble hereof and to perform the duties it has been assigned with a view to better serving academic research and teaching, as well as the stipulated administrative procedures. As per the obligations arising from its role, the administrative staff is particularly obliged to duly report without delay any present or threatened violation of the legislation, rules and obligations deriving from this regulation or the decisions of the competent bodies, by whoever it may be performed.
3. The technical staff is responsible for the timely renewal of the certificates that legalise it for carrying out technical tasks of any level.
4. The staff is required to use the University's buildings, facilities and its assets in general diligently, respectfully and responsibly.
5. To be represented, through their legally designated representatives, in the collective bodies and committees of the Institute/School/Department, as provided for according to the applicable legislation.
6. To cooperate with the Quality Assurance Unit (QAU) providing, where requested, information on the Institute's internal assessment.

## **Article 5**

### **Rules of Conduct regarding Research**

#### **5.1 General**

1. Research produced in DUTH aims to promote scientific knowledge, in accordance with accepted scientific theories or through the elaboration of new theories that can receive recognition from the international scientific community.
2. Ethics are an integral part of research, from the conception of an idea to the publication of its results. The Rules of Conduct regarding Research apply to all research activities carried out under the responsibility or with the participation of the University's scientific staff, whether within or outside its premises, with or without funding. The Rules of Conduct regarding research also apply to the activities related to the provision of specialised research services, training programmes or other scientific applications managed by the Special Account for Research Grants, and all University centres.
3. For the DUTH Ethics Committee, the general principles governing the implementation of any research activity aim at preventing any discrimination based on racial, ethnic and cultural characteristics, language, descent, gender, sexual orientation, political, religious and philosophical beliefs, health and physical fitness, economic, family and/or social status of individuals. Furthermore, in concluding an agreement for the financing of a research project, terms that restrict academic freedom in research planning, performance or publishing are not legitimate.
4. The DUTH Research Ethics Committee (REC) is responsible for reviewing all research activities.
5. The promotion of the research findings of all research activities of members of the university community aims at promoting new research data by informing the international scientific community and society at large.

#### **5.2 Research**

1. Research must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, human biological and intellectual integrity, human dignity, intellectual property and personal data, while taking into account the Institute's protection policy. Researchers must be committed to upholding the general principles regarding the protection of human rights, equality, the protection of public health, the protection of children and vulnerable social groups, as well as the protection of the environment and biodiversity. They have an obligation of mutual respect, confidentiality and the right to equal treatment.
2. Research on natural persons must be carried out with complete respect for bioethics as well as the



physical and mental being of the subjects, in accordance with the Institute's Research Ethics Code and the applicable legislation. Researchers commit not to exploit persons participating in the research, by fostering power relations or any other form of relationship that may harm the persons under investigation. In addition to the law, they are also bound by generally recognised principles: a) human dignity and prosperity, b) protection of fundamental human rights, c) freedom and equality, d) protection of public health, e) protection of persons who are unable to fully comprehend and consent to the terms of their participation in the research programme, as well as of generally vulnerable population groups, f) protection of personal data, particularly of special data categories.

3. Special research, which must be conducted in accordance with Greek and European legislation, are the following social research categories and research conducted on vulnerable population groups, which require the filing of the protocol to the DUTH Research Ethics Committee:

4. A) Social research: a) Participation of persons with disabilities who cannot grant their consent on their own; b) Participation of persons between 16-18 years old, persons under 16 years old, participation of minors; c) Participation of adult volunteers; or d) Participation of a special group of patients.

5. B) Research on vulnerable population groups: a) Prison inmates; b) Inmates of psychiatric and other similar institutions (mental health centres, boarding schools); nursing homes; c) Groups with particular racial, religious or cultural characteristics; d) Refugees.

6. Informed consent, in accordance with the terms and conditions of the applicable legislation, must be obtained from all study participants, and it is expressly specified that they retain the right to freely withdraw their consent at the initial stages of implementation of the research. During the process of obtaining consent, special attention must be paid to all information provided to prospective participants.

7. Collaboration in research projects of professors and other categories of teaching staff must not affect the performance of their basic teaching and administrative duties at the University, nor the expression of objective scientific opinions in collective bodies, of opinions on promotion, and the formulation of assessments. Those in charge of collective research must not appropriate research findings for their own individual promotion or present research findings as their own individual work. In collective research, the person in charge must ensure compliance with the principles and ethics by all members of the research team, respecting each researcher's individual contribution.

8. A necessary prerequisite for the use of DUTH facilities is for the Scientific Coordinator to be a member of the DUTH university community, participating in the School's study programme. The performance of research must not hinder the educational and other processes and operations that take place on the University's premises. When implementing programmes that require the collaboration of other Universities or Institutes, researchers must respect the established Conduct principles of all bodies involved.

### **5.3 Researchers**

1. Researchers can be: Faculty Members, members of the Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, Professors Emeriti, actively participating in the educational process as per the School's programme, postdoctoral researchers, PhD holders and PhD candidates, holders of Post-graduate Degrees, students of Post-graduate Study Programmes, holders of University Degrees as well as undergraduate students who have a formal relationship with the Programme being implemented.

2. Researchers must in any case follow the recommendations and instructions provided by the Scientific Coordinator for the organisation of their research activity and guidance on it. Furthermore, they are personally responsible for their acts or omissions in accordance with the applicable legislation, international declarations on bioethics and human rights, and are bound, inter alia, not to fabricate or falsify research data and results, whereas in the event that such violation is ascertained, the competent bodies shall take action, in accordance with the legislation and the Conduct Rules herein.

3. During the performance of research, Researchers are required to apply all Safety Rules recognised in the relevant scientific field, as well as those defined by the Research Ethics Committee (rules on the

protection of people and nature from radioactive materials or other hazardous substances), in all DUTH areas or wherever the research may be taking place. Moreover, researchers must take all the scientific measures that are necessary and imposed by the applicable legislation to protect the health of (co-)researchers and the administrative or other staff participating in any manner in the programmes from accidents or other side effects that may arise in the framework of the specific research conditions.

4. During the performance of research activity, Researchers must take into account and not infringe in any way the intellectual property rights of third parties. They must also adhere to the principles of transparent and effective financial management and of professional conduct, as well as to not succumb to external political, ideological or other type of pressure and interventions. Furthermore, when undertaking, performing and publishing research results, researchers must ensure: a) that the necessary licenses have been obtained from the competent bodies for the implementation of the specific research b) that there is no conflict of interest which would prohibit or hinder the performance of the research in an objective and scientifically sound manner c) compliance with any special legislative regulations for the specific type of research, for example, in the case of management of hazardous substances and waste in clinical research d) that the protection of intellectual property and the provisions of domestic legislation concerning the protection of personal data are not infringed. In order to address any of the above issues or in case of any doubt, researchers are required to get in touch with the DUTH Research Ethics Committee. Furthermore, in the case of clinical studies, researchers are obliged to follow the guidelines of the Hellenic Organization for Medicines (EOF).

5. Researchers must not repeat previous research performed by others, while any work and researchers or authors they refer to must always be cited. Plagiarism and the appropriation of the accomplishments of others are expressly prohibited. Likewise, self-plagiarism without the relevant reference by the researcher is expressly prohibited. Researchers are also required to act in a manner that meets the requirements of the applicable legislation on the protection of intellectual property. They are further required to disclose the source or sources of funding for their research.

6. It is expressly clarified through this regulation that researchers, co-researchers and other programme participants are under no circumstances permitted, when entering into any agreement for the funding of a research project, to accept terms that jeopardise their freedom, scientific truth as well as the prestige and interests of the University, in the framework of planning, performing and publishing their research, while they are obliged to state in every publication the name of the body they serve, using the full Greek and foreign language title. Planning and implementing a research programme must follow the rules of scientific substantiation.

7. Researchers must keep complete records, in electronic or other form, of the design, progress and results of the research programme, in order to enable inspection by the Committee and/or any other competent authority, if required.

#### **5.4 Scientific Coordinators**

1. In addition to the overall relevant legislation concerning the design and implementation of research programmes, Scientific Coordinators of research programmes must also comply with the legislation on personal data protection policy and the corresponding policy of the Institute. More specifically, issues concerning the collection, processing and retention of personal data for the purpose of scientific research are regulated by the applicable legislative and regulatory framework as well as the University's Personal Data Protection Policy. They are also required to design, implement and evaluate their research plans with credibility, reliability and professionalism, following the principles of scientific ethics, and to ensure that all the necessary licenses required have been obtained for performing the specific research by the competent approval bodies, and that during the implementation of research procedures, research data are not fabricated or falsified by any member of the research team. When the performance of the research requires the consent of the individual intended to participate, the briefing must be complete and comprehensible, and a record must be kept of appropriate signed statements of consent to participation.

2. The Scientific Coordinator and the participating researchers must ensure that the applicable

legislation concerning taking measures and complying with safety rules as well as the Institute's Research Ethics Code are complied with during the implementation of their research activities. In the event that inadequate compliance with the safety rules is or may be due to inadequate infrastructure or equipment, then the person in charge of the research project must notify the competent authorities of the University, so that appropriate measures can be taken immediately.

3. Any violations of the provisions of the law by those in charge of the research may constitute, depending on their nature and gravity, grounds for the suspension of the research work following a decision by competent, collective bodies, ex officio or following a well-founded report by a member of the university community of DUTH or another body involved in the research. Any violation of these Rules of Conduct by co-researchers and/or research associates, or failure to comply with the instructions of the Scientific Coordinators, the Committee or any other competent authority or body regarding violation of the rules of conduct, may result in their replacement or any other type of consequence following a relevant decision by competent collective bodies, always in accordance with the applicable legislation.

### **5.5 Intellectual Property Rights and Research Data Publications**

1. Reproduction (printed, electronic, photographic, etc.) of all or part of the intellectual work of third parties, as well as its translation, adaptation, falsification or imitation, without the permission of the author, is prohibited and constitutes a disciplinary infringement.

2. Any creator of any intellectual work is entitled to be clearly stated and recognised as such. Failure to mention the intellectual contribution of third parties or the inclusion of a person as an author in a work to which they did not actually contribute any intellectual work constitute disciplinary offences.

3. "Plagiarism", as the incorporation of excerpts and/or individual phrases from the work of a third party into a piece of intellectual work, without any reference to the relevant source from which they originate, constitutes a serious disciplinary offence for members of the university community.

4. In the case of intellectual work that is a collective result to which more than one person has actually contributed, all such persons must be mentioned, in order of importance of their contribution to the creation of the specific intellectual work, unless a different manner of reference has been determined in writing.

5. In the case of exploitation of property rights by either the creator or the inventor for works of industrial or intellectual property produced with means or with the funding of the University or another body, see the DUTH Intellectual Property Policy Guide as in force.

6. Diploma, Bachelor's and Master's theses, Doctoral dissertations, as well as postdoctoral research constitute original works of the undergraduate and post-graduate students, doctoral candidates and postdoctoral researchers, who submit them to the competent academic assessment committees of the University for their evaluation, while signing a statement regarding their authenticity, and they are filed electronically on the University Library in accordance with its regulations. Approval of theses, doctoral dissertations and postdoctoral research by the competent bodies of the Institute does not constitute approval of the views of the creators. DUTH may use these works for educational and research purposes, provided that the source and creators of the work are referenced.

7. The intellectual property rights of the research produced within DUTH belong to the Scientific Coordinator or the author in the cases of post-graduate/doctoral and postdoctoral research, and to DUTH / the Department represented by the supervisor. All publications containing the findings of research performed and post-graduate/doctoral and postdoctoral research must state the directorate of the respective department, either as the sole or as the first entry.

8. In the event of implementation of research projects carried out by the University, it is mandatory for the latter to request the conclusion of contracts and agreements between the University and the project financier, the Coordinator and all members of the research team who will participate in the performance of the research project. The contracts may secure the principal agreement determining intellectual property issues, the protection of the research product and the possibility of its financial exploitation. The terms of the contract for the implementation of each project may limit the rights of the authors of the specific intellectual work. No operating agreement for a protected project or programme for which

DUTH can claim rights can be entered into, in any form, without prior approval by the DUTH competent bodies. Any person who formally or informally receives information of the research progress or product before the completion and publication of its findings is required to adhere to complete confidentiality and refrain from actions aimed at exploiting the research knowledge or product for their own benefit or for another party's.

### **5.6 Partnerships**

In DUTH partnerships with Legal Entities governed by Public Law or private bodies, the provisions of the Rules of Conduct regarding the proper implementation of their educational and research activities shall be adhered to, while they undertake not to enter into partnerships that may lead to a conflict of interest, or the infringement of the intellectual property rights of any of the contracting parties.

### **5.7 Data Disclosure**

When communicating data and reports to other public, central, local and regional departments, the academic and administrative staff are required to provide complete, comprehensible, up-to-date and accurate data. Any request for an interview, press release or other form of publication must be referred to the competent administrative department of the Institute and the member of the university community responsible for the educational or research activity.

## **Article 6**

### **Rules of Conduct regarding Teaching**

#### **6.1 Definitions**

1. As determined by the decisions of the competent bodies, outlined in the study programme and described in the module outlines, teaching work, which is divided into modules, is in particular considered to be:

- a) The autonomous and independent teaching of a module.
- b) The autonomous and independent teaching of in-depth understanding classes to small groups of students, as well as tutorials.
- c) Laboratory exercises, field work exercises as well as simulation exercises in computer laboratories.
- d) Providing guidance on group issues with distinct roles to small groups of students.
- e) The organisation of special seminars.
- f) The supervision of assignments or theses.
- g) The overall practice of students.

2. All printed or electronic books, including free-access e-books, as well as printed or electronic academic notes, are considered to be textbooks, following their annual approval by the competent bodies of the Departments. Textbooks correspond comprehensively to the field of study of a module and cover all or most of its subject matter and content, as defined in the regulation for undergraduate studies, according to the approved study programme of each Department.

#### **6.2. Principles of Study Programme Development**

1. The Departments, as the competent DUTH academic units, develop their study programmes and conduct their studies according to the Institute's main mission in the framework of:

- a) Constant modernisation in order to ensure:
  - a.1) The provision of a solid theoretical scientific background of high quality.
  - a.2) Advanced knowledge of the specialisation, entailing critical and creative assimilation of science and technology, in the most beneficial (optimal) way in technical, economic, aesthetic and social terms and in terms of sustainability.
  - a.3) Advanced skills required for solving complex problems and designing new approach strategies in unpredictable and changing environments and in conditions of risk.
  - a.4) Skills for managing complex technical or professional activities, while assuming responsibility both for the management and professional development of individuals and groups, as well as for decision-making in their areas of professional activity.
- b) Systematic development of skills and competencies through continuous in-depth learning and effective utilisation of science and technology. This enables the student to attempt to innovate by

combining their scientific and technical education, and by having the ability to communicate and collaborate with other scientific specialities in order to resolve a wide range of problems. This collaboration takes place in the framework of fruitful communication with the political, economic and legal environment, as well as with the cultural, social and historical background of each region, the provision of services and the projects. More specifically:

b.1) Highly specialised knowledge, which is often at the cutting edge of technology, in various fields of study, as a basis for original thinking or research.

b.2) Critical thinking on knowledge issues related to different intersecting fields.

b.3) Special knowledge required to resolve research and/or innovation problems in order to generate new knowledge and develop procedures for comprehensively dealing with issues in various fields, as well as to manage complex and unforeseen problems that require new response strategies.

b.4) Assuming responsibility for contributing to professional knowledge and practice, as well as reviewing the strategic performance of teams.

c) Balanced completion of personality and virtues by developing the ability to think critically, manage staff, manage projects and manage the overall resources in their area of responsibility. This is the decisive factor for another important part of the scientist's mission.

d) Enhancing the quality of study programmes by providing high-quality education worthy of the Institute's tradition, with the main goals of:

d.1) Consistency and scientific depth.

d.2) Meeting the current and future development needs of the Greek society.

d.3) The methodical adaptation of the educational process to active forms of teaching, and more specifically with original research application of general knowledge in the resolution of unstructured problems, which are the starting point of the educational process and the trigger for investigation.

d.4) Optimisation of teaching content and methods in order to save critical forces and time for creative learning.

d.5) Linking studies and practice, whether professional or research.

e) Exploring modern or innovative teaching approaches and their experimental application in practice.

f) Study and application in the educational process of multidisciplinary methods for supporting students with learning difficulties.

g) Use of the existing educational material in electronic form and its adaptation to modern teaching methodologies and techniques.

### **6.3. Professors' Rights**

1. Teaching, research, art and science are free. Professors of Higher Educational Institutions are public officials, and the rest of the teaching staff also provide a public service, under the conditions laid down by law.

2. Every faculty member fully enjoys the right of academic freedom regarding teaching and shall be entitled to participate in all decision-making processes regarding the overall operation and administration of the Institute, the School, the Department, or the Division - if established, they are employed in.

3. During the conduct of academic teaching, there is no hierarchy of any kind between professors, regardless of rank and age, beyond what is expressly provided for the module coordinators.

4. In cases of co-teaching, the autonomy and independence of the teaching of each member of the teaching staff is preserved, within the common framework of the study programme, and with coordination on issues regarding the syllabus, workload, textbooks, examination issues and the assessment method.

### **6.4. Obligations of the Teaching Staff**

1. Faculty members, members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, members of other auxiliary and temporary teaching-educational staff, professors emeriti and honorary professors, undergraduate students and post-graduate students,

doctoral candidates, post-doctorates, and the administrative staff of the University based on general or special provisions of each category, as members of the academic community, are particularly bound by the following rules of academic conduct:

- a) To ensure in an appropriate manner that the level of teaching is maintained.
  - b) To respect academic freedom and the freedom of teaching/learning, to promote scientific dialogue and to be imbued with a spirit of cooperation.
  - c) Not to hinder, directly or indirectly, other members of the university community from exercising their academic freedom and the freedom of teaching/learning, their rights and duties.
  - d) To cultivate the development of a critical spirit, creative ability and the acquisition of skills by students.
  - e) To use the Institute's premises, facilities and infrastructure in a manner that is consistent with their intended purpose and the rules governing their operation.
2. In the workplace, all members of the university community must behave with due respect, and not use any direct or indirect form of discrimination, exertion of pressure or any form of harassment.
  3. The obligations of the teaching staff must be complied with consistently and must be fulfilled by them in person. Any assignment of teaching work to third parties may only take place by way of exception, and after the consent of the competent bodies of the Department or Division, if established, or the School to which the Faculty Member, Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff belongs.
  4. Full-time professors shall perform their research/administrative obligations in accordance with the law and with the Internal Rules and Regulation and the decisions of the Institute's bodies.
  5. All teaching staff members must distribute (post on the <https://eclass.duth.gr/> website) to all students enrolled in the module, during the first week of studies, an outline of the module they teach, stating the content of the module, the learning goals, the outline of the assignment, the assessment process, indicative literature, etc.; information which the teaching staff member believes will assist the students to acquire as much knowledge and as many skills as possible in the framework of the specific module. Furthermore, the teaching staff are obliged to submit, within a reasonable period of time, any useful information about the module they teach which evidently arises following a relevant discussion and request by the students. All the information in this section is published on the open eclass website (<https://eclass.duth.gr/>), in the study guides of the Departments, which are posted on the official website of the Departments.
  6. The educational material of the modules, the lectures - notes of the modules taught and examined, texts, articles, exercises, assignments, etc., can be posted by the teaching staff on the open eclass website (<https://eclass.duth.gr/>) of DUTH, while ensuring students' access thereto (taking into account the special needs of students belonging to vulnerable groups).
  7. As part of the Department's internal assessment process, Faculty Members and other teaching staff are required to undergo evaluation of the teaching of their modules by students through the DUTH-QAU Information System, as well as to respond to proposals for improvement of the teaching work put forward by the Internal Assessment Team of the Department they teach in.

#### **6.4 Examination and Grading**

1. The determination of the content taught, studied and examined, the method of examination (with or without aids) as well as the grade for each module are determined by the teaching staff, who may prepare, at their discretion, written and/or oral examinations, or rely on interim tests, assignments or laboratory exercises.
  - a) University professors and other categories of teaching staff are obliged to give the Institute's students the opportunity to be examined in an equivalent manner on the knowledge and skills they acquired during the educational process.
  - b) Students' grades should be awarded by the teaching staff in a non-discriminatory and transparent manner. To ensure the validity and reliability of the students' grading, the teaching staff are obliged to adhere to the following:

- b.1) To use as wide a variety of assessment techniques as possible.
- b.2) The final grade obtained as part of the learning process should be a synthesis of factors such as assignments, interim assessment tests, final assessment tests, etc., which, however, must participate with specific weighting factors in the calculation of the final grade.
- b.3) The final resulting grade has to be linked to specific learning goals. Specific arrangements may be provided for in the Department/School regulations, which, however, may not conflict with the provisions hereof.
- b.4) The final grade is submitted by the responsible Faculty Member in accordance with the provisions of the DUTH Examination Regulation.

## **Article 7**

### **Rules of Conduct regarding Knowledge Dissemination and Publicity**

#### **7.1. Intellectual Property Rights**

1. The reproduction of all or part of intellectual works (books, articles, assignments, etc.) of third parties, as well as their translation, adaptation, falsification or imitation, without the permission of their author, irrespective of the form in which it is made (print, electronic, photographic, etc.), constitutes a civil and criminal offence, as well as a serious disciplinary infringement, and is prohibited.
2. Every creator or co-creator of intellectual works is clearly entitled to be referred to and recognised as such, while also enjoying any property rights deriving from said work. Failure to refer to the intellectual contribution of third persons to any published work or, conversely, the inclusion of a person as author or co-author in a work in which they did not have a personal creative participation, constitute serious disciplinary offences.
3. In cases of intellectual work resulting from the actual contribution of more authors, these persons must all be referred to as co-authors of the work in order of importance of their contribution.
4. In the case of an intellectual creation which is the result of paid work contracted by a public or private body, particular attention must be paid to ensure compliance with any contractual obligations that may have been undertaken and which may limit the property and moral rights of the creators. The exploitation by the creator or inventor of the property rights arising from industrial or intellectual property rights may be subject to restrictions, in particular for works produced with the means or financing of DUTH or another body.

#### **7.2 Plagiarism**

1. Plagiarism is the incorporation of ideas, excerpts or even individual phrases of the work of a third person into a work, without reference to the relevant source. It is prohibited a) to use the intellectual creations of third persons and present them as personal creations of a member of the university community; b) to submit assignments prepared in collaboration with others as products of solely personal work of a member of the university community.
2. Plagiarism is a serious disciplinary offence, especially when committed by members of the university community and identified in works presented as original works of their author. DUTH members must refrain from publishing the same work in different forms or different publications, without or with immaterial changes, so that the resulting publications are falsely presented as multiple independent and original works of the publisher. (See Guide against plagiarism of DUTH-QAU, as in force based on decision 143/59/21-6-2018 of the DUTH Senate).