

University of Piraeus Code of Conduct and Good Practice

CHAPTER A

PURPOSE – SCOPE OF APPLICATION

Article 1

Purpose

The aim of the current Code of Conduct is the designation of a system of principles, ethical values, and conduct and good practice regulations regarding the academic, administrative, and scientific issues of the Institution's operation with a view of fulfilling the academic and social mission of the Institution as well as safeguarding and enhancing its prestige.

Article 2

Scope of Application

1. The current Code is to be applied without any exemption by all members of the University Community.
2. In particular, as members of the academic community are regarded the Faculty Members, the Laboratory Teaching staff, the Technical Training staff and the rest categories of Teaching staff, the members of the Special Technical Laboratory staff, the administrative staff, the technical staff, the researchers, the Seconded Staff, the students of all degree courses, as well as any external collaborators and bodies (henceforth 'The Members of the Institution' or 'the Members').
3. The Members of the Institution shall comply with the current Code of Conduct in the course of executing their duties with no effect to any other code of conduct obligations of another industry they might be subject to. The aforementioned obligation is valid independently to whether the relevant work is produced within the premises of the Institution or outside of it.

CHAPTER B

BASIC PRINCIPLES, VALUES AND CODE OF CONDUCT REGULATIONS CONCERNING ACADEMIC AND ADMINISTRATIVE MATTERS

Article 3

Code of Conduct regarding the Members of the Institution

1. The present Code is founded upon the principles of academic freedom of sciences, research, and teaching, as those are defined by the existing legislation. Furthermore, the physical and intellectual integrity of people, dignity, compliance to the principle of equality, respect towards Nature and the Environment, towards intellectual property, and personal data constitute basic principles for the compliance with the Code.
2. The Code is governed by the principles and regulations included in Law 4957/2022. According to Law 4957/2022, Article 4, in Higher Education Institutions the academic freedom in research and teaching is safeguarded and entrenched as it constitutes an institutional guarantee of free and intact scientific

thought, research, and teaching. Academic freedom, as well as free expression of thought and free circulation of ideas are safeguarded within the premises of all Higher Education Institutions against anybody who might attempt to abolish or restrict them.

3. The Members of the institution acknowledge, comprehend, and comply with the aims of the Institution, especially regarding:
 - a. enhancement of education, research, and innovation.
 - b. safeguarding the academic ethos.
 - c. promotion of the University's liaison with society, the economy, other research and technical bodies and the productive fabric of the country.
 - d. enhancement of quality, excellence, effectiveness, and the self-regulatory character of the University.
 - e. governance of the University in compliance with transparency and accountability principles.
 - f. promotion of interdisciplinarity.
 - g. enhancement of extroversion in education and research and development of communication and cooperation channels with institutions abroad as well as mobility of students.
 - h. the meritocratic functioning of the Institution regarding promotion and advancement of its staff.
 - i. prevention of discrimination regarding ethnicity, race, origin, language, sex, religion, age, health, physical ability, economic or social status, gender orientation, and sex discriminations.
 - j. support of accessibility for disabled people and people with special educational needs.
- i. promotion and realization of a strategic plan of the Institution.
- ii. realization of digitalisation.
- iii. protection of copyright and intellectual property.
- iv. protection of privacy and the legal processing of personal data.
- v. protection of the natural and cultural environment and the goals of sustainable development of the U.N. during the educational, research, administrative, or technical activity of the university community members as well as the promotion of an environmental and cultural conscience.
- vi. encouragement of actions which turn the work produced within the Institution to the benefit of the Members and the society in general.
4. The Members of the Institution shall behave with due respect in the course of executing their duties and avoid any direct or indirect discrimination and any kind of harassment.
5. The members of the Institution shall comply with the rules governing the function of the Institution, demonstrate the necessary respect and responsibility regarding the compliance with these rules and aim at the smooth and effective operation of the Institution.
6. The Members of the Institution, in their capacity within the Institution or related to it, shall be characterised by a spirit of cooperation, solidarity, and trust when executing their duties.
7. Each Member of the Institution shall contribute through their actions, projects, cooperations, and good practice developed with the Institution to the establishment of a spirit of academic ethos.
8. Each Member shall contribute accordingly based on their role and duties to adherence to the aforementioned principles of the Institution's operation and the fulfilment of its goals, in compliance with the existing legislation and the Internal Regulations of the Institution.
9. The Members of the Institution shall abstain from any action or behaviour that contravenes the law, the morality, or that may harm the prestige and the repute of themselves or the Institution's.

Article 4

Code of Conduct regarding Governance and Administration of the Institution

1. Members of the Institution shall acknowledge and comprehend the governance regulations of the Institution, in accordance with what is laid down by the existing legislation and comply with them.
2. The Members of collective bodies of the Institution shall demonstrate diligence and responsibility in the course of execution of their assigned duties and competences, complying with the regulations and provisions of the Instrument's operation. Accordingly, the single body instruments of the Institution shall demonstrate diligence and responsibility.
3. The Members of the collective instrument shall act in a spirit of collectivism, solidarity, and good-fellowship. They shall serve and promote the goals of the instrument performing their duties in accordance with the law and effectively. The professors, and all the categories of the teaching staff are obligated to participate without failure in the collective instruments of the Institution, when and as defined by the Law.
4. All the Members of the Institution shall display due respect to the administrative bodies of the Institution and act according to the requisitions of its functioning.

Article 5

Special Code of Conduct Regulations concerning the Faculty and the Research Staff

1. Members of the faculty and/or research members, for the current document needs, shall refer to all the members of faculty, the research staff, and the rest categories of teaching staff of the Institution in compliance with the existing legislation, in particular the Faculty Members of the Institution, the auxiliary educational and research staff of the Institution, the Laboratory Teaching Staff, the Members of the Technical Training Staff, the Special Technical Laboratory Staff, the assistant academic collaborators, the contract staff, the Adjunct lecturers, the visiting professors.
2. The Members of Faculty and/or the research staff shall execute their duties in compliance with the Law and the specific rules, regulations, and procedures of the Institution. Within this framework, they shall primarily:
 - a. see to the diligent, integral, and responsible execution of their teaching, research, and administrative work.
 - b. execute their duties promoting an atmosphere of cooperation and solidarity with their colleagues, the students, and the other members of the Institution.
 - c. act in an unprejudiced and meritocratic manner complying with the principles of equal treatment of students within the framework of their responsibilities (as educators, examiners, researchers or instruments or members of collective bodies or committees of the Institution or other Institutions of Higher Education in accordance with the Law).
 - d. assess and grade the students in an unbiased and transparent manner.
 - e. behave towards the students with due respect and the necessary care.
 - f. the members of faculty and/or research staff comply with the aforementioned code of conduct as regards any manifestation of their competence, in particular as regards teaching, informing, accepting or listening to their students as well as conducting examinations, assessing, and grading.

Article 6

Special Code of Conduct Regulations concerning the students

1. The students of all degree courses (undergraduates, postgraduates, and doctoral candidates) as well as postdoctoral researchers, as equivalent members of the University community, are obligated to follow the general commitments that concern the totality of the University community members which are included in the present Code.
2. Furthermore, they are obligated to fulfil their educational duties diligently, responsibly, and respectfully towards the totality of teachers and all members of the university community.
3. Within this framework they shall fulfil their student duties with diligence and responsibility and in particular:
 - a. They shall participate in their lessons and laboratory courses in accordance with the provisions of their conduct.
 - b. They shall contribute to the smooth and efficient function of the lesson or the laboratory course, abstaining from any act or behaviour that might negatively influence their functioning.
 - c. They shall respond to the obligations undertaken in the context of lessons or laboratory courses attendance.
 - d. They shall contribute to the shaping of cooperative and collective relations amongst themselves.
 - e. They shall behave with due respect towards the teaching professors and the rest of the Members of Institution.
 - f. They shall comply with research ethics, especially concerning copyright protection in accordance with article 10 of the present.
 - g. They shall participate smoothly and in accordance with the existing rules and regulations of the Institution in the procedure of examinations abstaining from any act or behaviour that might impede or endanger their smooth and fair functioning.
 - h. They shall participate in the procedures of teaching professors' and the Institution's structures assessment submitting their opinion in an unprejudiced, fair and meritocratic manner with a view of improving the quality of studies in the Institution.
 - i. They shall make use of the premises of the Institution, its facilities, its amenities, and its equipment, such as the laboratories, the Information technologies, systems, structures, and their sources lawfully, demonstrating due respect and safeguarding them.
 - i. they shall mind the cleanliness of the site.
 - ii. they shall not participate in acts that are not consistent with the academic mission of the Institution, or that impede the smooth operation of the instruments and the services of the Institution or the academic freedom in research and teaching, as well as the free expression and circulation of ideas.
 - iii. they shall refrain from any act or behaviour that might cause harm to the property of the Institution (e.g., the educational or laboratory equipment) or harm the prestige and repute of the Institution and its Members.
 - iv. they shall participate in the Students' Committee in compliance with the Law ensuring the smooth, lawful, and effective functioning of the Institution in general.
 - v. they shall act while performing their student duties and during their social occasions lawfully and always consistently to the Institution's functioning.

Article 7

Special Regulations concerning the Administrative and Technical Staff

The administrative and technical staff of the Institution ought to provide their services professionally, responsibly, with a view of supporting the educational and in general the scientific work of the Institution, as well as promoting its academic and social mission. Furthermore, they ought to use the totality of the University's facilities and generally its property responsibly, respectfully, and diligently.

CHAPTER C

CODE OF CONDUCT CONCERNING RESEARCH MATTERS

Article 8

Scope of Application

1. The conditions of the present Chapter shall apply to every research activity conducted under the responsibility or with the participation of the scientific staff of the Institution, especially including the members of the Institution's academic community or other Members.
2. Research activity is mentioned for the needs of the present document and according to the existing Law. Development activity is mentioned for the needs of the present document and refers to any systematic work of using the resources of knowledge aiming at the development of new applications, particularly the creation of new materials, products, equipment, as well as the introduction of new processes, systems, or services or the improvement of existing ones.
3. Within the scope of the Code of Conduct regarding research matters shall also fall:
 - a. The special services offered, training programmes or other scientific applications handled by the Special Account for Research Funds (E.A.K.E.) and the Centre for Lifelong Learning (KE.ΔI.BI.M.) of the Institution as these are defined by the existing Law.
 - b. Any assignments of graduate, postgraduate, doctoral, or postdoctoral level written by students and/or scientific activities, such as their participation as collaborators, with or without funding, in research or development activities that advance researchers including Research Directors in the Institution, the Special Account for Research Funds (E.A.K.E.), or the Centre for Lifelong Learning of the Institution (KE.ΔI.BI.M.).

The conditions of the present Chapter shall be applied subject to the special code of conduct conditions for research as these are laid down by the Conduct of Ethics and Research of the Committee of Ethics and Conduct for Research (E.H.Δ.E.), article 277, Law 4957/2022 of the Institution, as this is laid down subject to the provisions in paragraph 5, article 281 of the aforementioned law.

Article 9

Code of Conduct in Research

1. Every research shall be conducted with due respect to the academic freedom, the scientific truth, life, nature and the environment, the physical and intellectual integrity of people, human dignity, intellectual property, and personal data. Every research should abstain from discrimination among the subjects regarding ethnicity, race, national origin, language, sex, religion, private life, physical skill, or socioeconomic status.

2. While taking on the research, conducting it, or publishing the results of the research, the researchers ought to ensure that:
 - a. all the necessary and obligatory permits for the materialization of the specific research have been acquired by the competent body.
 - b. any conflict of interest that might impede or hinder the purpose and credibility of the research should not arise or occur during its conduct.
 - c. any possible special legislative regulations pertaining to the specific kind of research are complied with.
 - d. special provisions of the existing law regarding the protection of personal data are not breached.
 - e. the copyright and intellectual property regulations are not breached.
3. The researchers shall publicize the source(s) of funding for their research and secure academic freedom during planning, conducting, or formulation of their research conclusions.
4. Planning and conducting a research programme shall comply with the principles and regulations of scientific evidentiary support. Manufacturing or falsification of research results is expressly prohibited.
5. The researchers shall take care to comply with the existing law regarding protection measures and adherence to safety regulations when taking on the research and during the materialization of their research programme.
6. The researchers shall exercise their research activity with a view to expanding knowledge, and to the benefit of society as a whole, following the provisions of the existing law regarding research subjects and the ethics of the present Code.
7. Respect towards the individual contribution of every researcher and transparency and mutual sharing of information constitute an obligation for every participant in the research.
8. In case the Committee of Ethics verifies with the help of the Research Directors or other collaborators any breach of the conduct regulations or commitment of offence, the procedure defined by the existing law shall be followed.

Article 10

Code of Conduct concerning Copyright and publications

1. It is expressly prohibited to reproduce the whole or part of intellectual work of others (books, articles, assignments, etc.) or to translate, adapt, or counterfeit it without permission by the author. This prohibition is valid irrespectively of the medium used (printed, electronic, photographic, etc.). Without conflicting the provisions regarding civil or criminal law sanctions, any potential violation of the above by a Member of the Institution shall constitute a disciplinary offence liable to the disciplinary penalties of article 179, Law 4957/2022.
2. By way of exception, it is permitted to reproduce articles legally published in newspapers or magazines, short extracts of works or extracts of a short piece of work or a piece of art legally published, for the exclusive purpose of facilitating the teaching process or the conduct of exams within the Institution as long as this serves the aim pursued and is in accordance with the accepted principles of morality and does not impede their legitimate interest. The above does not constitute a violation and does not conflict with the provisions of intellectual property of Law 2121/1993 and the permission of the author or a fee are not required. The reproduction shall be accompanied by a source indication, and the names of the creator and the publisher if these appear in the source.

3. The penalties of paragraph 1 are imposed on the disciplinary offences of copying, forgery, identity fraud, plagiarism, as well as any other relevant infringing behaviour according to the provisions of paragraph 2, articles 177 and 179, Law 4957/2022.
4. Indicative cases of violating the Code of Conduct constitute the following:
 - a. omission of reporting the intellectual contribution of third parties in any published work or on the contrary, inclusion of a person as an author or co-author of a piece to which the relevant person has not contributed personal intellectual work.
 - b. copying a research paper of a third party that has been published (e. g. on the internet).
 - c. falsification of data or other forms of research, non-authorized collection or use of data or other facts and information related to the research or any other deceptive behaviour relating to the use of data, facts, and information.
 - d. unlawful expropriation of ideas or opinions that have been printed or have been imprinted on some operating system, or software, or a combination of the above without the lawful consent of the beneficiary or adherence to the pursuant formalities.
 - e. maltreatment or insufficient data retention and source material when their maintenance is required for the purpose of the project.
 - f. violation of the obligation of disclosing conflict of commitment, including non-disclosure of fund sourcing, especially when the funder has some special interest in the research results.
 - g. violation of the confidentiality obligation as this is imposed in the framework of a contractual or other legal commitment.
 - h. presenting specific research as new while this has been published in the past resulting to misinforming third parties concerning the time of its conduct.
 - i. assigning to a third party the conduct and writing of research, in whole or in part, with or without a fee and its consecutive presentation as personal work of the assignor.
 - j. false or misleading statements regarding the legal relationship or the legitimate interest relevant to the research, particularly including violating the obligation of disclosure of some essential interest of the researcher or the funders of the project or of the fact that the research is funded in accordance with the pursuant agreement.

- a. The use of sections of work by other individuals or organizations, of any type (text, photo, video), in conventional or digital format, without referencing the sources of information.
 - b. The copying of portions of text from a published work of a third party without the existence of a relevant citation or reference.
 - c. Presenting the research work of a third party as a product of personal effort.
 - d. The multiple use of the same work in different courses resulting in the misleading impression that the student is fulfilling their relevant obligations.
 - e. In the case of intellectual work that is the result of collective effort, the failure to reference the co-creator's contribution or the importance of their contribution. It is advisable that researchers agree among themselves and with other assistants or collaborators in writing, or maintain through recording files or other electronic means, the manner of their collaboration and the publication of research work or other works they produce, as well as the terms of reference of the names of co-creators or assistants or collaborators in relevant publications.

5. If the intellectual creation is the final output of compensated research work assigned through a contract, either by a public or a broader public sector entity, or by a private entity, special care should be taken to comply with the contractual obligations undertaken through the terms of the contract.

6. In the case of the exploitation of property rights that may arise from the exploitation of industrial or intellectual property rights, either by the creator or by the inventor, there may be restrictions that need to be investigated on a case-by-case basis. This applies to works produced with the means or funding of the Institution or another entity.

7. In the case of the preparation of postgraduate theses and doctoral dissertations, their intellectual rights belong to the respective postgraduate and doctoral student. Both the postgraduate thesis and the doctoral dissertation are original works of the candidate, who submits them for evaluation to the relevant evaluation committees of the University.

8. When a postgraduate or a doctoral student publishes original work that results from the postgraduate theses or dissertations and in the case of the faculty advisor or other researchers had substantial, real contribution to the development of the specific work, each of them shall be mentioned as co-author, according to their contribution to the development of this work.

9. In case the postgraduate or doctoral student publishes their dissertation or thesis in any form, they are obliged to mention the name of the Institution, the Faculty, and the Department in which the specific work had been produced. The same accounts for original publications.

10. When the scientific managers of the research have published in print or electronically part and/or the whole of the research results, they are obliged to mention the name of the Institution, in case the specific work had been materialized as part of research with the contribution of the Institution.

11. Each member of the Institution's teaching and research staff is obliged to mention the name of the Institution on all their scientific presentations and publications, while mentioning the name of the Institution in a foreign language shall be done according to the approved name by the Institution.

CHAPTER D

CODE OF CONDUCT COMMITTEE: RESPONSIBILITIES REGARDING COMPILING AND REVIEWING THE CODE OF CONDUCT- COMPLIANCE PROCEDURES AND EXAMINATION OF POSSIBLE VIOLATIONS

Article 11

Compilation Procedure and Validity of Code of Conduct

The current Code is compiled by the Code of Conduct Committee and is valid after its ratification by the Senate according to Law 4957/2022, article 217. The Code of Conduct is integrated in the Rules of Procedure of the Institution, in line with all the provisions of the law.

Article 12

Provisions for the Compilation and Reviewing of the Code of Conduct

1. The Code of Conduct Committee shall draw a plan for the Code of Conduct taking into consideration the provisions of the law, the good practices adopted concerning the function of Higher Education Institutions nationally or abroad, as well as the regulations of the Institution.

2. The Code of Conduct Committee may propose a review of the Code of Conduct to the Rector and notify the Senate of the Institution regarding the proposal according to what is defined by the law. This proposal shall be submitted at the beginning of each academic year as a supplement to the Annual Report of the Code of Conduct Committee submitted to the Rector, and the Senate shall be notified in compliance with what is laid down by the law concerning its legal responsibilities. The review proposals may also be submitted after the aforementioned, regular time period following a relevant notification of the Rector, provided the Rector does not object.

Article 13

Compliance Procedures

1. In order for the Code of Conduct to be applied the relevant services of the Institution, especially the Human Resources Department and the Secretariats of the University Departments shall take care that the Members of the Institution are aware of the provisions of the Code and confirm in writing that they will act in compliance with it.
2. The Code of Conduct Committee shall be informed concerning the above procedures and the process of their application by the aforementioned authorized services of the Institution.
3. Compliance with the regulations of the Institution and the provisions of the current Code constitutes separate liabilities and is each Member's own responsibility. The Code of Conduct Committee attends any cases of examination of suspected violation in accordance with the provisions and the procedure of article 14.
4. It is recommended that the Members of the Institution inform the Rector regarding any suspected violations of the Code of Conduct or any suspicions, or any signs of acts of violation. The Code of Conduct Committee shall proceed to examine the case in accordance with the provisions of articles 14 to 17.

Article 14

Examination of Suspected Violations

1. The Code of Conduct Committee does not act as a disciplinary body neither does it have authority of imposing disciplinary sanctions.
2. The Code of Conduct Committee proceeds to an examination of suspected violations of the provisions of the Code of Conduct in the following cases:
 - a. At the Rector's command,
 - b. On receipt of a written report or denunciation by a Member of the Institution (students, Faculty Members, Members of the Technical Training Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, researchers, visiting lecturers, and administrative staff),
 - c. Ex-officio, in case it has become aware of the suspected violation. The Code of Conduct Committee becomes legitimately aware if it is informed concerning the suspected violation:
 - i. by the duly authorized services of the Institution,
 - ii. by a Member of Institution providing they have sufficient evidence and information submitted in writing.

Article 15

Examination Procedure

1. Concerning the examination of a suspected case of violation in accordance with the provisions of article 14 the Code of Conduct Committee shall primarily take into account:
 - a. the kind of suspected violation or suspicion of violation or the denunciation and the real facts that are brought to its attention based on the reporting, or the denunciation, or edification of paragraph 2, article 14.
 - b. the available evidence and information related to the suspected violation or the suspicion or its indication.
 - c. the content of the report or denunciation or edification of paragraph 2, article 14.
 - d. the degree of urgency regarding the measures needed to be taken.
 - e. the number and progress of possible pending cases of examination as well as the relevant workload.
 - f. the time that the Committee has available to attend to the matter.
2. In the case of vague reporting or denunciation or edification of paragraph 2, article 14, the Code of Conduct Committee is entitled to requiring further details or information or the confirmation or clarification of the submitted data related to the case, necessary for the ascertainment of the suspected violation from the complaining Party and/or the authorized services of the Institution, following a relevant update of the Rector. The Code of Conduct Committee shall not proceed to the examination of the case if it is not supplied with the required data and information related to the suspected violation or suspicion or signs of violation if the aforementioned are not sufficient and documented. In the above case, the Code of Conduct Committee files the submitted reports or allegations or edifications. The relevant archives are made available to the Rector, at first request.

The Code of Conduct Committee reports data anonymously of cases of reports or allegations or edifications that have been archived as above in its Annual Report in accordance with article 12.
3. In cases of urgent dealing with a suspected violation or suspicions or indications of a violation, especially due to the degree of gravity of the infringement or a matter of overriding public interest, it is of utmost importance to take disciplinary measures to avert risks. When in the above cases the Committee has no adequate time to attend to the matter immediately or deal with the assessment of the case by priority, based also on the degree of importance, the Code of Conduct Committee shall inform the Rector immediately and receive instructions and commands concerning the handling of the matter.
4. The Code of Conduct Committee adjudicates concerning the confirmation of violations of the Code or the commitment of disciplinary offence based on the data and information that it collects during examination, investigation and assessment of reports or denunciations or edifications of paragraph 2, article 14 or based on oral clarifications provided within the framework of its legal duties by the person who submitted the report, or the one who filed the complaint or who provided the relevant information. For this purpose, the Committee is eligible to calling the aforementioned person via e-

mail or printed mail declaring the place, the date and time of their appearing in person for further supply of clarifications and report of their views.

5. If the Code of Conduct Committee ascertains during the investigation of the case that it is deemed necessary to call in witnesses or to conduct any other disciplinary procedure, it shall inform the Rector and proceed to a reference of this issue to the Rector in compliance with article 16.

Article 16

Outcome of the Investigation – Decision Making

1. In the case of detected violation of the Code of Conduct, or of disciplinary offence, including the cases where there is circumstantial evidence of violation or relevant offence, subject to the conditions laid down in articles 11 to 15, the Code of Conduct Committee compiles a relevant inquiry report which is sent to the Rector for further action, in accordance with what is provided by the law.

The Code of Conduct Committee shall also compile a report concerning the cases where after the investigation there is no in fact violation, at its discretion. In this case, the relevant inquiry report shall be archived and be made available to the Rector, at first request.

2. According to the 'Code of Administrative Procedure', The Code of Conduct Committee adjudicates concerning cases of infringement or non- infringement of the Code of Conduct as above, provided 2/3 of its Members are present in the relevant meeting.
The meetings of the Code of Conduct Committee relating to the aforementioned cases are held after a call by the Chairman of the Committee. The meetings may take place face-to-face in the place assigned or via conference calls.
3. Decisions on matters relating to the aforementioned cases shall be taken provided 2/3 of the present Members of the Committee agree. In the event of a tie, the Chairman shall have the casting vote. In the event of a tie or a minority position, this is recorded in the inquiry report.

Article 17

Confidentiality- Secrecy – Privacy

The Members of the Code of Conduct Committee shall commit themselves to confidentiality, secrecy, and privacy, in compliance with the law regarding the submitted reports, denunciations, and edifications of paragraph 2, article 14, and any form of information and data that they become aware of in the course of investigating the cases in accordance with the present Chapter.

Article 18

Validity

This Code is valid as from the date of approval in accordance with the provisions of article 11.

This Decision shall be published in the Government Gazette.

Piraeus, 23rd January 2023

Rector

MICHAIL E. SFAKIANAKIS