

CODE OF ETHICS AND GOOD PRACTICE

INTERNATIONAL HELLENIC UNIVERSITY

THESSALONIKI, APRIL 2024

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CODE OF ETHICS AND GOOD PRACTICE OF THE INTERNATIONAL HELLENIC UNIVERSITY (IHU)

Article 1. SCOPE OF APPLICATION

The provisions of this Code, unless otherwise specified, apply to the entire academic community of IHU, which consists of:

- (a) faculty members (Teaching and Research Staff – DEP) of IHU across all ranks,
- (b) auxiliary teaching and research staff of IHU (Laboratory Teaching Staff – EDIP, Special Teaching Staff – EEP, Special Technical Laboratory Staff – ETEP, assistants, scientific associates, adjunct lecturers, etc.),
- (c) visiting professors,
- (d) administrative personnel and contracted staff,
- (e) students (undergraduate and postgraduate),
- (f) doctoral candidates,
- (g) postdoctoral researchers of IHU, and
- (h) all academic, administrative, and research activities conducted at IHU under the responsibility of faculty members (DEP) and the remaining academic and administrative personnel staffing its services.

Article 2. GENERAL RULES OF ETHICS

1. Members of the academic community must demonstrate dedication, diligence, responsibility, and impartiality, both in the performance of their official duties and in other contacts and activities undertaken on the occasion thereof.
2. Relationships among members of the academic community are founded upon mutual trust, solidarity, respect, and the tasks each individual has undertaken.
3. All members must make every effort to foster a positive working environment and harmonious working relationships, avoid derogatory and offensive remarks regarding the work of others, and conduct themselves in a gentle and constructive manner, avoiding tensions and behaviors that fail to promote dialogue or that undermine the collective effort to fulfill IHU's mission.
4. They must treat all individuals equally, without discrimination based on race, ethnic or national origin, religious or other beliefs, disability, age, sexual orientation, or gender identity.
5. Any form of violence, threat, or sexual harassment is strictly unacceptable. Nor is anyone permitted to exploit their status—in particular their academic rank or institutional role—in order to compel other members of the academic community into a specific act or omission that is not required of them, or to influence their judgment or vote.
6. All members of the academic community are required to participate without fail in the collective bodies or electoral assemblies of IHU to which they have been appointed or elected, performing their duties with responsibility and impartiality. Furthermore, they must not unjustifiably refuse to participate in committees constituted on an ad-hoc basis.

7. When participating in the collective bodies of the Institution, members defend their positions through reasoned argumentation and dialogue. In all cases, the position that secures majority approval is deemed prevailing, and all members must respect it even if it opposes their own.

Article 3. CODE OF ETHICS FOR TEACHING STAFF

1. Members of the teaching staff of IHU (faculty members [DEP], EDIP, EEP, ETEP, assistants, scientific associates, adjunct lecturers, etc.) and visiting professors must carry out the teaching and research assigned to them by the collective and competent bodies of the Institution with responsibility and integrity.
2. They are obligated to respect the views, ideas, and proposals of both their colleagues and students, making sure to cultivate a climate of cooperation and solidarity.
3. Except where required to testify before judicial, disciplinary, or auditing authorities, members must maintain confidentiality regarding the private and confidential matters of their colleagues and students.
4. They must allocate sufficient time to guide their students, including on an individual basis, guided by the best interests of the students and their scientific and academic advancement.
5. They must remain impartial and uphold the principles of meritocracy, equality, equal treatment, and equal opportunity toward students, junior academic staff, and generally in every evaluation they undertake—whether as instructors, examiners, researchers, or as officers/members of collective bodies and committees of the University.
6. They must refrain from any act that constitutes exploitation of their position relative to students or junior members of teaching or research staff, particularly by assigning tasks that fall outside their official duties.
7. They must treat the administrative staff of the Institution with due respect. In particular, they must not undermine the dignity of administrative employees, demand the execution of tasks outside their defined competences, or demand the prioritized satisfaction of personal requests to the detriment of the smooth operation of IHU.
8. In their public life outside the Institution, they must not misuse their academic title in a way that could compromise IHU or secure personal advantages unrelated to their scholarly qualifications. When expressing opinions through mass media and communication channels, they must make it clear to the public whether they are speaking in their scientific/academic capacity or in a private one.

Article 4. CODE OF ETHICS FOR STUDENTS

1. Students must conduct themselves toward their peers and other members of the academic community with appropriate courtesy. They must respect the operation of the collective bodies of the Institution and not obstruct their sessions.
2. They must not litter university premises and must adhere to all applicable safety regulations. They must respect university property, particularly electronic and laboratory equipment essential for the educational process.
3. They must arrive punctually at lecture rooms and laboratories where classes or practicals are

held so as not to disrupt teaching or research, and they must behave with due consideration in IHU Libraries and Reading Rooms so as not to disturb other patrons and staff.

4. Students are required:
 - a) not to present the intellectual creations of others as their own when fulfilling academic or research obligations;
 - b) not to present collaborative work as individual work without explicitly naming all collaborators and their respective contributions;
 - c) not to resubmit for evaluation any work previously produced to fulfill earlier academic or research requirements; and
 - d) to avoid all forms of plagiarism—defined as copying text from third-party works without proper citation of the source—when preparing assignments assigned by teaching staff within courses or tutorials.
5. Students must present themselves in person for every examination or assessment established within the curriculum to evaluate their knowledge, skills, and competencies.
6. During examinations, students must refrain from any form of cheating, illicit collaboration with third parties, and the use of aids, notes, or electronic devices beyond those expressly authorized by the examiner.
7. In all instances, students must comply with established examination rules. They are specifically required to set aside personal belongings, especially mobile phones or other electronic devices, when instructed by invigilators, and to present their student identification card or another valid public identity document upon request.
8. Students are expected to evaluate instructors and University infrastructure periodically to support continuous improvement in academic standards.
9. To ensure laboratory safety and infrastructure integrity, students must adhere to the following:
 - a) Using university laboratories, information technology systems, and institutional resources for unlawful activities or gambling is strictly prohibited.
 - b) Using university laboratory infrastructure to produce personal work for private commercial gain is strictly prohibited.
 - c) Accessing computer systems without prior authorization and permission is strictly prohibited.
 - d) Designated offices for doctoral candidates and postgraduate students must be used solely and exclusively for conducting research and participating in the departmental educational process.

Article 5. CODE OF ETHICS FOR TEACHING AND STUDENT EVALUATION

1. Members of the teaching staff of IHU (faculty members [DEP], EDIP, EEP, ETEP, assistants, scientific associates, adjunct lecturers, etc.) and visiting professors must personally deliver the teaching duties assigned to them by the collective bodies of the Institution. They may not delegate this responsibility to other individuals, except following a formal decision by the

competent bodies of their Department.

2. Teaching staff and visiting professors share common responsibility when teaching a course delivered across multiple Departments. Consequently, they must coordinate regarding course content, pedagogical methods, and common challenges, establishing shared approaches and ensuring equivalent or identical examination topics.
3. Instructors must prepare—at their professional discretion and in accordance with the guidelines of the Quality Assurance Unit (MODIP)—a course syllabus detailing course content, learning outcomes, assignment descriptions, assessment methods, and reading lists to assist students in acquiring the necessary knowledge and skills. Furthermore, instructors must supply all relevant course information requested by students within a reasonable timeframe.
4. Instructors must ensure that student enrollment in laboratories, clinics, tutorials, or capped-enrollment modules is conducted under transparent procedures based on clear criteria.
5. Instructors must inform students at the beginning of each semester regarding the assessment criteria and provide fair and objective opportunities to demonstrate the knowledge and skills acquired during the course.
6. Grading must remain impartial and transparent. To ensure the validity and reliability of assessments, students are examined solely by the instructor who taught the course, under whose responsibility the following principles are observed:
 - A diverse range of evaluation methods is utilized wherever possible.
 - Examinations cover the entirety, or the major portion, of the taught syllabus.
 - The oral examination of an individual student by a single instructor alone is prohibited, except in exceptional, justified circumstances.
 - The final course grade is derived from a synthesis of components (such as assignments, midterm evaluations, and final examinations) that contribute according to predetermined, clearly communicated weighting factors.
 - Final grades are tied to defined learning objectives.
7. Instructors must make graded exam scripts available for inspection by examined students on a specified date and time, providing adequate justification for the marks awarded.

Article 6. CODE OF ETHICS REGARDING INTELLECTUAL PROPERTY

1. The reproduction of the whole or any part of third-party intellectual works (books, articles, papers, etc.), as well as their translation, adaptation, arrangement, or alteration, is strictly prohibited without the prior written consent of the copyright holder (author and/or publisher). This prohibition applies across all formats and media (printed, electronic, photographic, etc.).
2. All forms of plagiarism—defined as the verbatim adoption and incorporation into an intellectual work of short passages or individual sentences from another author’s work without crediting the source and naming the author and publisher (where available in the original source), are strictly prohibited.
3. Every author or co-author of an intellectual work is entitled to be acknowledged and named as such, enjoying both the economic and moral rights arising from that work. By exception, if an original intellectual creation (“work”) constitutes the deliverable of funded contract

research commissioned by an external entity, the economic rights of the author(s) may be restricted under the terms of the commissioning agreement; however, moral rights remain with the author(s), subject only to the contractual limitations necessary for the commercial exploitation of the intellectual asset.

4. It is prohibited to omit reference to the intellectual contribution of a third party in any published work or, conversely, to designate an individual as an author or co-author if that person did not make an actual, personal intellectual contribution to the work.
5. In collaborative intellectual works where more than one individual contributed creatively, all contributors must be cited as co-authors in order of the importance of their contribution or, where this cannot be objectively measured, according to the extent of their contribution.
6. Copyright in research produced within IHU belongs to the Principal Investigator or, in the case of master's, doctoral, and postdoctoral research, to the author, and to IHU / the Department represented by the supervisor. Every publication presenting results from research conducted at IHU or originating from master's, doctoral, or postdoctoral projects must indicate the affiliation of the relevant Department either as the sole address or as the primary address. When a master's thesis or doctoral dissertation forms part of an externally funded project, the economic rights to the results may be shared with or assigned to the funding body pursuant to specific contractual terms. In all cases, moral rights remain with the authors (the natural persons who completed the thesis or dissertation).
7. When the Principal Investigator of a research project publishes part or all of the research findings in print or digital format, they are obligated to cite the name of the Institution whenever the project was carried out with IHU participation.
8. For research projects conducted by the University, the Institution is required to execute formal contracts and agreements among the University, the project sponsor, the Principal Investigator, and all members of the participating research team. These agreements may establish upfront terms governing intellectual property rights, the legal protection of research outputs, and commercial exploitation. The terms of project agreements may limit the economic rights of individual creators. No contract for the commercial exploitation of protected works or programs over which IHU holds rights may be entered into without the prior formal approval of the competent bodies of IHU. Any person who receives official or unofficial knowledge regarding research progress or outputs prior to formal completion and publication is bound to absolute confidentiality and must refrain from actions aimed at exploiting such knowledge or outputs for personal or third-party benefit.

Article 7. CODE OF ETHICS REGARDING PUBLICATIONS

1. Master's theses and doctoral dissertations must demonstrate academic originality and are evaluated on that basis. Prior to formal submission to the examination committee, manuscripts are subjected to automated plagiarism screening to ensure compliance with intellectual property law and confirm the originality required for the conferral of the relevant academic degree.
2. Where the submission of a doctoral dissertation requires prior publication of at least one peer-reviewed article in a reputable international journal containing part or all of the dissertation

findings, such prior publication does not compromise the originality of the dissertation.

3. When a master's graduate or doctoral candidate publishes original papers derived from their thesis or dissertation following degree conferral, any supervisor, researcher, or contributor who made a substantial and genuine contribution to the development of those papers must, upon their request, be included as a co-author in accordance with their actual contribution.
4. Doctoral candidates and master's students conducting thesis research must maintain complete archives of their research data and records. The research supervisor must retain an exact copy of this archive, which must be made available upon request to institutional authorities, including the Dean of the School, the Head of Department, the Doctoral Studies Committee, or the Thesis Examination Committee.
5. When a student publishes their master's thesis or doctoral dissertation in any format, they must explicitly cite the name of the Institution, the School, and the Department in which the research was completed. The same attribution must appear on all original publications derived from the thesis or dissertation. These details must be noted in the Preface (for a book) or in the first footnote (for a paper published in a journal or edited volume).
6. Whenever IHU research personnel across any category publish research results in print or electronic form that were developed entirely or partially within IHU facilities, they are obligated to state the name of the Institution, the School, and the Department in which the work was carried out.

Article 8. CODE OF ETHICS REGARDING RESEARCH

Ethical rules governing research at IHU are codified in the "Code of Ethics for Research," established under the operational framework of the Special Account for Research Funds (ELKE) of IHU. This document, alongside its periodic amendments and additions, forms an integrated body with the present Code.

Article 9. ETHICS COMMITTEE – OPERATION, MEMBERS, COMPETENCIES

1. The Ethics Committee of IHU is established and operates pursuant to Article 217 of Law 4957/2022. It consists of the Vice-Rector for Administrative Affairs, Student Welfare and Lifelong Learning as Chair, and four (4) faculty members (DEP) of the University, appointed by the Governing Council of IHU and drawn as far as practicable from different Schools. The term of office of the Committee is two (2) years.
2. The Vice-Rector presides over the Committee. In the event of absence or impediment during Committee meetings, the Chair is substituted by the most senior regular faculty member (DEP) serving on the Committee, determined by the date of publication in the Government Gazette of their initial appointment to the rank of Professor at IHU.
3. Members of the Ethics Committee receive no financial remuneration or other compensation for their participation.
4. The Committee convenes in ordinary session once every two (2) months, and extraordinarily whenever required upon convocation by the Chair, who establishes the Agenda. The Chair is

obligated to convene the Committee if requested in writing by at least two (2) of its members.

5. The operations of the Committee are supported by a designated secretariat, which drafts the official minutes, registers all incoming requests and complaints addressed to the Committee, and oversees the execution of its decisions. An administrative officer of University Education category (PE) of IHU is appointed as Secretary of the Committee.
6. The Committee reaches decisions by a qualified majority of all its members, and under no circumstances with fewer than four (4) affirmative votes.
7. The primary mandate of the Committee is monitoring compliance with, implementing, and investigating violations of the rules of ethics committed by any member of the academic community of IHU. To this end, the Committee ensures that these rules are publicized to all members of the academic community through suitable channels, including lectures, seminars, printed and digital publications, and direct institutional email communications.
8. The Ethics Committee must review master's theses and doctoral dissertations to verify that they provide adequate guarantees respecting constitutionally protected rights and values, including human dignity, the right to health, academic freedom and research independence, personal privacy, personal data protection, intellectual property, and environmental protection. For this purpose, the Committee prepares and distributes an ethics assessment questionnaire to the academic community, which researchers must complete and submit to the Committee for review.
9. The responsibilities of the Committee also include investigating suspected violations of research and academic integrity, acting either *ex officio*, upon a written complaint submitted by members of the academic community, or pursuant to an order issued by the Rector. Whenever an alleged violation is identified or reported, the Chair appoints a three-member fact-finding committee which gathers all relevant evidence and submits a formal advisory report to the Ethics Committee, convened specifically to adjudicate the matter. The Committee is empowered to require involved parties to submit relevant documentation and appear in person to testify if deemed necessary. If the Committee concludes that an ethical violation has occurred or that a disciplinary offense has been committed during the investigation, it transmits its formal findings to the Rector for subsequent legal and disciplinary proceedings. Otherwise, it dismisses and archives the case.
10. At the conclusion of each academic year, the Chair presents to the Committee a Draft Annual Report detailing compliance with ethical standards, violations identified, and any recommendations for revising this Code. Following formal approval by the Committee, the Annual Report is submitted to the Rector and communicated to the University Senate at the start of the following academic year.
11. Any other matter relating to the composition, internal procedures, and operation of the Committee is governed by the Internal Regulations of the Institution and applicable national legislation.

This decision shall be published in the Government Gazette.

Thessaloniki, ...

The Rector