



R E C T O R,
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UNIVERSITY'S CODE OF ETHICS AND PROFESSIONAL CONDUCT

Preamble

This Code of Ethics and Professional Conduct is adopted in accordance with the provisions of Law no. 206/2004, as subsequently amended and supplemented, Law no. 1/2011, as subsequently amended and supplemented and IULS Charter.

The principles of morality and ethics contained in this Code are intended to regulate relations between members of the academic community: teachers, students, university and faculty leaders, researchers, teaching and research support staff. The Code also specifies the nature and type of relations between members of the academic community and external institutions and persons.

The rules of academic ethics and professional conduct contained in this Code represent a set of moral standards, responsibilities and rules of practice that are binding on all members of the academic community in the university.

The University Code of Ethics and Professional Conduct functions as a moral contract between members of the university community and the university community as a whole. The Code is not a substitute for laws and other internal regulations, nor can it be contrary to such laws and regulations.

The Code of Ethics and Professional Conduct complements the University Charter, complies with its provisions and is binding on all members of the academic community.

The Code of Ethics and Professional Conduct and its application do not exclude or replace the legal rights and obligations of members of the University.

CHAPTER I - GENERAL PROVISIONS

Article 1. The Code of Ethics and Professional Conduct comprises the set of ideals, principles and rules that represent the core values on the basis of which IULS activity is carried out.

Article 2. The main purpose of the University's **Code of Ethics and Professional Conduct** is:

- (a) to defend the fundamental right to quality education;
- (b) to respect the professional obligations of members of the academic community;
- (c) to defend the dignity and prestige of IULS;
- (d) to ensure the moral responsibility of teaching staff, non-teaching staff, students and all categories of citizens who are in direct and indirect relations with the University and, at the same time, to contribute to the increase of the quality of educational and research services offered to the

public.

Article 3. (1) In its teaching and research activity, IULS provides specialized services to students and society, without any kind of discrimination.

(2) Relations between members of the university community and the beneficiaries of the services provided must be based on trust in the competence and professional experience of university teaching and administrative staff.

(3) This trust obliges members of the academic community to ensure and maintain their professional and personal performance and conduct at the highest level throughout their careers, and to continuously update their professional knowledge in their field of activity.

Article 4. The core principles on which academic activity is based are the following: academic freedom; personal autonomy; justice, equity, honesty, integrity and intellectual fairness; professionalism and recognition of personal merit; transparency; quality; professional collaboration; politeness, mutual respect and tolerance; courtesy and care; the right to confidentiality; non-discrimination and equal opportunities; loyalty to IULS.

Article 5. In situations where the choice of a solution to a problem is not provided for in the legal rules, members of the academic community must make a decision consistent with academic ethics and take responsibility.

Article 6. IULS guarantees the maintenance of professional standards at the highest possible level, in order to ensure the right to quality education, by supervising the observance by members of the academic community of their professional duties and academic ethics, as well as by defending professional prestige, honour and dignity.

CHAPTER II - PRINCIPLES OF ACADEMIC ETHICS AND PROFESSIONAL CONDUCT

A. Academic freedom

Article 7. Academic freedom implies the right of every member of the academic community to express openly their scientific and professional opinions in courses, seminars, conferences, debates, and in the works prepared and presented or published.

Article 8. (1) Members of the university community shall avoid infringing the freedom of others, show mutual respect, impartiality and cooperation in their work environment, and demonstrate integrity, honesty and responsibility in all their actions.

(2) Critical approach, intellectual partnership and cooperation are encouraged, regardless of political views or religious beliefs.

Article 9. (1) Academic freedom may not be restricted except in accordance with the law.

(2) Manipulation, indoctrination, dogmatic education within the university premises and, by this, violation of the right of students, teachers or researchers to freedom of thought and scientific training is prohibited.

Article 10. The following are contrary to the principles of the Code of Ethics and Professional Conduct:

- (a) Any discrimination based on sex, religion, origin, nationality, race, etc.;
- (b) Propaganda of a political nature carried out within or in connection with university actions;
- (c) Religious proselytism;
- (d) Promotion of racist, xenophobic, nationalist, fascist, communist doctrines or ideas;
- (e) Defamation of the university by members of the academic community;
- (f) Personal attacks or defamatory statements against members of the academic community;

- (g) Attempts to resolve personal conflicts or grievances through the media, prior to attempts to resolve them within the academic community;
- (h) Abusive exercise of academic rights to the detriment of other persons and/or institutions;
- (i) Any acts likely to harm or damage the prestige of the university environment and/or its members.

B. Personal autonomy

Article 11. (1) IULS ensures the exercise of the right to create, modify, expand or improve study and research programmes.

(2) Each member of the university community is guaranteed the right to make and implement decisions regarding their own academic and professional career.

Article 12. Each member of the academic community is free to express their ideas and opinions in any field, to contribute to social progress or to participate in the political actions of the community as a private person.

Article 13. The University shall cultivate an environment conducive to debate, competence and competitiveness.

Article 14. Each member of the academic community shall take responsibility for the quality of the educational process, ensuring that all the content of the material taught is up-to-date, representative and appropriate to the level at which the subject is included in the curriculum.

Article 15. Violations of individual freedom include personal attacks, insults or brutality of any kind, violation of the personal freedom of another member of the community, failure to respect confidentiality in matters of social or private life.

C. Fairness, equity, honesty, integrity and intellectual correctness

C.I. Teaching activity

Article 16. (1) The integrity of the teacher-student relationship is the foundation of the educational mission of IULS.

(2) Teachers demonstrate respect for students as individuals and adhere to their roles as intellectual educators and advisors by cultivating academic behaviour, ensuring fair assessment of students in relation to their true merits.

(3) Members of the academic body must avoid any exploitation, harassment or discrimination of students and must protect their academic freedom.

Article 17. Members of the university community shall promote equal opportunities in access to studies and study programmes, employment and promotion, contribute to the elimination of conflicts of interest by preventing and combating all forms of corruption, favouritism and nepotism, as well as persecution of any kind.

Article 18. The behaviour of students both within and outside the educational process must be decent, polite and respectful towards colleagues, teachers, teaching and non-teaching staff.

Article 19. Violations of the Code of Ethics are any actions or deeds by students that damage the image and prestige of the university and its teaching staff.

Article 20. In terms of teacher-student relations, the following acts constitute breaches of the obligation of integrity:

- (a) Conditioning or influencing the assessment of the student by any means or criteria other

than professional ones, as provided for by the regulations;

(b) Inappropriate behaviour, harassment on the grounds of politics, race, religion, gender, sexual orientation, national origin, marital status, disability and/or medical condition, age, nationality or other arbitrary or personal reasons;

(c) Abuse of power or authority by a teacher to influence the judgement or conscience of a student for arbitrary or personal reasons;

(d) The existence of an extra-professional relationship of any kind that endangers the integrity of the educational process;

(e) Tolerating plagiarism and any other forms of cheating;

(f) Tolerance of cheating and any other form of fraud taking place during the examination;

(g) Making participation in any form of examination conditional on the purchase of the subject coordinator's bibliographic materials.

Article 21. The academic integrity of students implies the avoidance of any act or action that would prejudice the correct and rigorous evaluation of knowledge (cheating or attempting to cheat in any way on examinations) or hinder the smooth running of the educational process by damaging, deliberately destroying, replacing teaching materials or books and journals or computer information.

Article 22. (1) A conflict of interest arises when the direct or indirect personal interests of a member of the academic community conflict with the obligations arising from their status or are such as to affect the independence and impartiality required to fulfil those obligations.

(2) Persons who are spouses, relatives and collateral relatives up to and including the third degree may not hold concurrent positions such that one or the other is in a position of management, control, authority or institutional evaluation at any level in the same university and may not be appointed to doctoral committees, evaluation committees or contest committees the decisions of which affect their spouses, relatives or collateral relatives up to and including the third degree.

Article 23. A conflict of interest may exist both in relation to students (examinations, awards, scholarships of any kind) and in relation to other members of the academic community: promotion committees, research activity (PhD, grants, etc.), awards, scholarships, employment, national or international mobility.

Article 24. In any situation of conflict of interest, the person concerned is obliged to inform the management of the university establishment involved and to refrain from involvement in any decision making in which they have or could create the appearance of a conflict of interest.

Article 25. Serious forms of corruption are considered:

(a) Cheating examinations of any kind (admission, subject examinations, final examinations, doctorate, etc.);

(b) Sale, purchase or substitution of written works, projects, etc.;

(c) Solicitation of money or property by university staff, bribery or attempted bribery, and any other form of incentive;

(d) Soliciting personal services of any kind from persons who are or will be in the process of being evaluated, hired or promoted, and offering such services in exchange for goodwill.

Article 26. (1) The following are prohibited: misinformation, slander, public denigration of university programmes and persons by members of one's own academic community.

(2) Behaviours that show envy, cynicism, vanity, unkindness, disinterest, systematic indifference to the requests of students, teaching, administrative or auxiliary staff, carelessness, in cases where it seriously affects the educational process, research, etc. are discouraged and considered

undesirable.

CHAPTER II. Scientific research activity

Article 27. (1) IULS promotes quality and honest scientific research, in compliance with all national and international norms, which ensure the recognition of the merits, priority and probity of any research.

(2) The University shall encourage and support the activity of publishing and promoting valuable results obtained in scientific research.

Article 28. (1) Through its structures with a role in the evaluation and supervision of ethics in research projects, IULS is responsible for the ethical dimensions of activities of any kind and of research carried out at university level.

(2) IULS ensures that special ethical rules are respected in research activity carried out through experiments on animals.

(3) The research undertaken shall respect the principle of collective and individual welfare, while taking into account the potential impacts on the environment, individuals and society.

Article 29. (1) IULS shall defend intellectual property rights.

(2) All those who participated in the various stages of research, the results of which become public, should be mentioned, in the spirit of professional honesty, recognition and gratitude. The University must ensure that intellectual property rights of all researchers, including students involved in research, are recognised.

(3) Benefits and rewards must be granted to all those who are at the origin of the intellectual property.

Article 30. (1) The following shall constitute serious misconduct in scientific research and academic activity:

- (a) Plagiarism of results or publications of other authors;
- (b) Fabrication of results or replacement of results with fictitious data;
- (c) Inclusion of false information in grant or funding applications.

(2) The following shall constitute violations of scientific research ethics:

(a) Fraud in science: the deliberate act of fabrication, falsification, plagiarism or illicit alienation of the results of scientific research;

(b) Data fabrication: recording and presenting imaginary data, which are not obtained by the working methods used in research;

(c) Falsification: tampering with research materials, equipment, processes or results, omission of data or results that could distort research results;

(d) Plagiarism: appropriating a person's ideas, methods, procedures, technologies, results or texts, regardless of the way in which they were obtained, and presenting them as one's own creation;

(e) Conflict of interest: a situation of incompatibility in which a person has a personal interest which influences the impartiality and objectivity of their activities in the evaluation, monitoring, conduct and reporting of research activities; personal interest includes any advantage for the person concerned, their spouse, relatives or collateral relatives up to and including the fourth degree.

CHAPTER III. Administrative activity

Article 31. Integrity in administrative activity implies the correct conduct of all procedures for the selection, election or appointment of staff assuming administrative responsibilities and of all working

procedures in administrative activity (asset management, procurement, secretariat, maintenance, etc.).

Article 32. (1) It is prohibited to receive/accept, ask for, give/offer money, goods or any other benefits or favours in exchange for support in holding an administrative position.

(2) The use of an administrative position for the purpose of obtaining advantages of any kind for personal gain or for the benefit of others constitutes a breach of the duty of integrity.

D. Professionalism and recognition of personal merit

Article 33. IULS ensures the recognition, based on well-defined criteria, of personal and collective merits that lead to the fulfilment of its institutional mission.

Article 34. The only qualitative hierarchy accepted in IULS is that of professionalism and merit.

Article 35. For teachers and researchers, professionalism and merit are determined by the prestige brought to the institution and the speciality in which they work, the quality and timeliness of courses, seminars and practical work, the work of mentoring students, the quantity and quality of scientific publications, individual and institutional research and development grants won, involvement in the development of the discipline of study, faculty and university, evaluation by students, national and international recognition, solving students' problems.

Article 36. For students, professionalism and merit are determined in the context of certain criteria for evaluating performance in courses, internships, seminars and practical work, professional contests, bachelor's and master's theses, involvement in associative life, civic and voluntary actions.

Article 37. For auxiliary and administrative staff, professionalism and merit shall be determined by the degree, complexity, quality and manner of performance of the duties set out in the job description, loyalty to the institution.

Article 38. For the members of the management structures, the criteria of professionalism and merit refer especially to the efficient management of resources, institutional development, creation and maintenance of high professional and moral standards in the institution, rigorous application of legal and institutional regulations and ethical norms, evaluation by student representatives, collaborators, etc.

Article 39. The following shall constitute violations of the Code of Ethics and Professional Conduct:

(a) Evaluation of professional competence by criteria other than the quality of teaching, scientific performance, professional results, merit, etc.;

(b) Hindering the promotion, presentation of the doctoral thesis, grants, scientific publications by colleagues or hierarchical structures in the university;

(c) Intentionally misinterpreting the results of research in order to substantiate a theory that the person concerned supports;

(d) Forcing students to adopt a particular point of view exclusively or refusing to consider other points of view;

(e) Using examination criteria and methods which are not in line with the course objectives or which are not mentioned in the Course Outline.

E. Transparency

Article 40. (1) IULS respects the principle of transparency of all categories of information of interest to members of the university community, potential candidates, graduates, collaborating institutions and the general public, ensuring consistent and accurate information. This facilitates equal

opportunities in competition and ensures fair access to university resources.

(2) The concealment, falsification or distortion of information to which members of the academic community and the general public are entitled is prohibited.

Article 41. The selection criteria for holding teaching and administrative positions must be rigorously and clearly specified, legal provisions must be respected and the corresponding publicity must be ensured.

Article 42. Students and other beneficiaries of the educational and scientific process have the right to clear information about the evaluation criteria for examinations, colloquial examinations, ever since the beginning of the teaching process, as well as to explanations of the grades obtained.

Article 43. All members of the university community have the duty and moral obligation to inform the university management or the Ethics and Professional Conduct Committee of any case, act or phenomenon of violation of the moral and ethical rules contained in this Code, which is a beneficial action, aimed at establishing a climate of trust and stimulation in the activities conducted, and a sure way of increasing the prestige of the entire academic community.

F. Quality of services

Article 44. In their teaching activity, teachers shall provide education services specific to their field of activity at a high level of quality in accordance with the law, standards and regulations of the university.

Article 45. The rules of good practice specific to the field, the legislation on genetically modified organisms, the legislation on the protection of animals subjected to scientific experiments and the legislation on the protection of the environment must be observed in scientific research.

Article 46. The administrative and management activities must comply with the quality assurance rules that the university has assumed by adhering to the ISO 9001 certification system.

G. Professional collaboration

Article 47. (1) The members of the university community shall cooperate for the proper conduct of professional activity in the interest of providing quality services to students and the interested public, and in the interest of the development of the university and higher education.

(2) Collaboration shall take place on the basis of the principle of collegiality, within the framework of the professional relationships established in the university, in the performance of the activities carried out in accordance with the profession, academic office, managing job and position.

H. Politeness, mutual respect and tolerance

Article 48. (1) The University shall be an academic environment suitable for study and research, open equally to all members of the university community. The academic environment cultivates the values of rationality and exchange of arguments, individual autonomy and responsibility. Maintaining an appropriate academic environment requires mutual respect, tolerance and cooperation among all members of the academic community and between them and their external collaborators. Respect for others is demonstrated by the fact that disagreements must be resolved through rational arguments and not through the use of certain types of language (unkind labels, style and tone) or actions that are attacks on the individual.

(2) Respect for the dignity of each individual shall be promoted within the University in a free climate, in which humiliation, contempt, threats or intimidation are excluded. The University adheres

to the value of tolerance of differences between people, opinions or beliefs.

(3) The following shall constitute violations of the Code of Ethics and Professional Conduct: harassment in its general sense of degrading, intimidating or humiliating conduct that seriously impairs a person's ability to carry out their professional and study activities or to exercise their rights, regardless of the forms in which it may manifest itself (sexual harassment or that caused by rivalry for power); insulting behaviour, manifested by abusive, humiliating, intimidating expressions, etc.; repeated submission of complaints or manifestly unfounded complaints against a colleague; use and disclosure in teaching or research of information passed on in confidence by another colleague (personal data, experiences lived, etc.).

I. Kindness and caring

Article 49. (1) The University shall encourage acts of goodwill and concern towards members of the academic community and towards any persons or groups in need. Kindness and caring must not undermine impartiality in evaluation and may not be used as a pretext for bias.

(2) Kindness and caring play a major role in creating an environment conducive to personal and professional development and in increasing the confidence that each person is part not only of an institution, but also of a community that can be reliable, supportive and appreciative.

(3) At the same time, the University discourages behaviours of envy, cynicism, vanity, unkindness and disinterest.

J. Right to confidentiality

Article 50. Teaching and administrative staff are obliged to respect confidentiality in matters relating to the private lives of students, not to give information about them unless authorized by the Dean or Rector and only when there are justified reasons. This rule also applies to personal requests for confidentiality regarding marital status, sexual orientation or hidden disabilities, residence, political or religious affiliation, etc. Staff members who have access to documents and information must maintain the confidentiality and privacy of such information and protect those who do not wish such information to become public. Members of the University must maintain the privacy of requests for confidentiality. Personal records are confidential. Breaches of confidentiality shall be sanctioned.

K. Principle of non-discrimination and equal opportunities

Article 51. (1) Discrimination in the academic environment is the unequal treatment of a person, which aims at or leads to the violation or limitation of that person's rights on the basis of gender, race, age, disability, sexual orientation, nationality, ethnicity, religion, social category, material status or background. In the spirit of this Code, affirmative action on the basis of gender, race, age, disability, ethnicity, nationality, area of origin, material status or background is permitted and, in certain situations, encouraged, precisely to ensure equal opportunities. The University ensures public transparency regarding the access of any person concerned by such policies.

(2) Discrimination may take indirect forms when rules and practices that are neutral in relation to the criteria mentioned in this Code (e.g. gender, race, age, disability, sexual orientation, nationality, ethnicity, religion, etc.) *de facto* disadvantage certain persons on the basis of one or more of the said criteria.

(3) Direct and indirect discrimination shall be sanctioned institutionally, depending on their seriousness.

L. Principle of loyalty

Article 52. Loyalty to IULS implies the obligation of each member of the university community to act in the interest of the University, to support its objectives, strategies and policies, in order to achieve its mission and increase its competitiveness.

Article 53. The University highly values the commitment and loyalty of those who build their academic careers in the service of the University, without discouraging participation in public life or involvement in activities other than those required by membership of the University community.

Article 54. The following shall constitute violations of the Code of Ethics and Professional Conduct in terms of the respect of the principle of loyalty to IULS: actions intended to lead to the loss of patrimonial or non-patrimonial rights legally acquired by the University; teaching or research activities that compete with those organized by the IULS; encouraging students to abandon courses at IULS in favour of other educational establishments; hiring and carrying out activities outside the IULS that significantly affect teaching and research obligations; actions intended to discredit IULS or to affect its image and prestige.

CHAPTER VII. FINAL PROVISIONS

Article 55. Members of the University community are disciplinary liable for non-compliance with the Code of Ethics and Professional Conduct and University regulations, as well as for any acts committed within or outside the University, which are likely to damage the honour and prestige of the profession or of IULS.

Article 56. (1) Any conduct of a member of the University community that violates the provisions of this Code may be the subject of a complaint or referral of a violation of University ethics.

(2) The evaluation and settlement of complaints and grievances relating to academic ethics shall be carried out by the Ethics and Professional Conduct Committee, in accordance with its Regulations.

(3) In the event of finding of a violation of the rules of academic ethics, the Ethics and Professional Conduct Committee is empowered to take decisions to apply the sanctions established by the legislation in force.

(4) Persons who have been sanctioned for serious breaches of the Code of Ethics and Professional Conduct may not hold positions in the university's management structures.

Article 57. This Code, **which is an integral part of the University Charter**, shall enter into force from the moment of its adoption by Senate Decision and shall be published on the IULS website.

This Code of Ethics and Professional Conduct was approved in the meeting of the IULS Senate held on 21 December 2021.

I, VERDEȘ ELENA ALINA, English and Italian sworn translator and interpreter, holder of the Licence no. 24515/2008 issued by the Romanian Ministry of Justice, hereby certify that this is a true and accurate translation of the document from ROMANIAN into ENGLISH submitted to me, that the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and meaning.

SWORN TRANSLATOR AND INTERPRETER,
VERDEȘ ELENA ALINA
(SIGNATURE AND SEAL)

