

Pursuant to Article 30 of the IPS Statute the IPS Senate at its 119th session on 11 July 2017 adopted the following

## **CODE OF ETHICS OF THE JOŽEF STEFAN INTERNATIONAL POSTGRADUATE SCHOOL**

### **PURPOSE OF CODE OF ETHICS**

The Jožef Stefan International Postgraduate School adopts this Code of Ethics with the purpose to lay a foundation for the ethical conduct of its employees, contractual associates, teaching staff, researches, as well as master and doctoral students in connection with the ethical questions related to academic and research work. The term researchers denotes all professors, working supervisors and industrial supervisors of the IPS. All decisions adopted by them in the framework of their academic and research work should comply with the ethical principles of the IPS.

All individuals are responsible for identifying potential ethical questions in the scope of their research work and, in the event of sensitive ethical issues, for acquiring directions from their superiors (for example supervisors, head of the research project, dean, vice-deans) or approval by the IPS ethical committee (established ad hoc). The IPS Code of Ethics for researchers addresses general ethical questions that may occur in every scientific and research work. All students, professors, researchers or scientists shall additionally follow the ethical standards that apply specifically to their research area. In case a specific body or organisation exists on a national level, which is responsible for assessing ethical issues of a specific research area, the researcher shall acquire its expert opinion.

The IPS Code of Ethics for researchers defines the following ethical principles which together represent the highest standards applying to the professional and scientific work.

### **QUALIFICATIONS**

**Stating qualifications:** Candidates for employment or any other contractual collaboration with the IPS or students state in their presentation or in other documents and communication the qualifications that they in reality do not hold. In the scope of their work, they shall avoid any **conflict of interest**.

**Conflict of interest:** A conflict of interest arises in the circumstances when IPS employees or other individuals, who contractually collaborate with the IPS, or students have a personal interest which influences or gives the impression of influencing the impartial and objective execution of IPS tasks.

Such personal interest includes any type of benefit gained by them, their families, close relatives, friends and persons or entities governed by public or private law with whom they held business or political relations. The personal interest includes any type of responsibility, be it financial or other, that applies to the employee or contractual associate of the IPS.

**Training of subordinates:** IPS officials, heads of programmes or heads of services are responsible for encouraging their subordinates in their professional growth and development.

**Continued professional and scientific education:** All IPS employees or contractual associates or students are responsible for developing their own professional competences, knowledge and achievements and for following the innovation in their particular research fields.

## RESEARCH WORK

**Objectivity:** IPS employees or contractual associates or students shall approach each task with awareness and transparent indication of potential personal bias.

**Openness:** IPS employees or contractual associates or students shall openly share with other researchers – taking into account potential confidentiality requirements – the data, results, ideas, instruments and sources, as well as accept constructive criticism and new ideas.

**Responsibility:** IPS employees or contractual associates or students meet all the commitments and agreements in carrying out all tasks they undertake.

**Prudence:** IPS employees or contractual associates or students avoid carelessness and recklessness. They also critically assess their own work and the work of their colleagues, and diligently document their research activities.

**Documentation:** IPS employees or contractual associates or students document their sources of information and research procedures with a level of accuracy that enables repeating the study.

## CONFIDENTIALITY

**Confidentiality:** IPS employees or contractual associates or students shall respect the confidentiality of data and results when this is required by the ethical standards in research or when the client or employer legitimately demands it. IPS employees or contractual associates are not liable to confidentiality if undisclosed the data leads to a greater social harm.

## SOCIAL RESPONSIBILITY

**Social responsibility and avoiding causing harm:** In the framework of their research work IPS employees or contractual associates or students strive for the wellbeing of others and the entire society. In the scope of their work they avoid causing any harm.

**Respecting personal rights, dignity and diversity:** In the framework of their research work IPS employees or contractual associates or students respect the rights, dignity and wellbeing of all people, as well as cultural and other individual differences. They especially safeguard the rights, dignity and wellbeing of vulnerable persons and persons with special needs that are involved in their research work. A researcher does not exploit the persons he supervises or evaluates and does not abuse the authority for his personal, economic or professional benefit.

**Equal treatment:** IPS employees or contractual associates or students do not discriminate their colleagues or students or others based on their gender, race, ethnicity, or any other reason that may lead to unequal treatment.

## **AUTHORSHIP**

**Authorship:** IPS employees or contractual associates or students make sure that everyone who has contributed to achieving the results is stated as the author. Authorship shall be based on creative and significant contribution to the research (for example contribution to the conception, data collection, analysis or reporting). Formal management of a project or department, or reviewing the manuscript shall not be sufficient to be stated as an author on a scientific publication. Guest authorship (i.e. list of authors that do not meet the criteria) and ghost authorship (i.e. omitting individuals that meet authorship criteria) are not acceptable. All authors are entirely responsible for the content of their publication, unless specifically stated that they are responsible for a particular part of the study or publication.

**Order of authors:** All participants must agree on the order of authors.

**Citations:** Important work and intellectual contributions of others that have in any way influenced the research have to be acknowledged suitably. Related works have to be cited correctly. Arranged citation is unacceptable.

**Public relations:** In communicating with the general public and general media, standards of integrity, credibility and responsibility need to be maintained. Every attempt of overestimating the importance and practical usability of results needs to be resisted.

**Publication:** Researchers shall state the Jožef Stefan International Postgraduate School as their institution on all publications that are in any way related to the IPS.

A multiple publication of the same (or large parts of the same) work is acceptable only with the permission of editors and by suitably referencing the first publication. In the author's biography such related articles shall be stated as one publication.

Researchers shall strive for a prompt publication of research results, unless commercial doubts and doubts related to intellectual property (for example patent application) justify the extension.

**Reviewing:** Reviewers shall provide thorough, credible, unbiased and substantiated evaluations in due time. While reviewing the manuscript confidentiality shall be assured. Reviewers and editors shall not use data or explanations stated in submitted manuscripts without prior consent of the author. Reviewers shall not keep an article in review for an unjustifiably longer period of time in order to finish their own publication of similar results, nor shall they repeat unpublished results from the article in review and publish them as their own copyright.

Dean:

Ljubljana, 11 July 2017

Prof. Dr. Milena Horvat

## **DECLARATION**

**The signature of this Code of Ethics represents my ethical commitment to behave in accordance with the Code. I undertake to show my affiliation to the IPS through my work, to be responsible and fair in the working process, to abide by the law and to avoid conflict of interest diligently. I undertake to act in a way that can be seen as exemplary by everyone I work with. I am aware that breaching these provisions means breaching the rules laid down in the IPS general acts.**

**Name and Surname:** \_\_\_\_\_

**Signature:** \_\_\_\_\_