**CODE OF ETHICS**

**LUDOVIKA University of Public Service**

The National University of Public Service (hereinafter referred to as the University) is committed to serving the public good, educating, nurturing, and preparing professionally competent and dedicated university citizens for their future tasks. To promote this mission, the Senate of the University, building on the traditions of the Ludovika Academy and predecessor institutions, in order to respect and uphold the values of the University, to support and develop scientific work, and to strengthen university integrity, hereby adopts the following Code of Ethics (hereinafter referred to as the Code).

**CHAPTER I GENERAL PROVISIONS**

**Purpose of the Code**

**Section 1**

The purpose of the Code is to define the ethical requirements:

a) that are intended to ensure the realization of the fundamental values defined by the laws and obligations applicable to the University, the basic documents and regulations of the University, its quality policy statement, and development objectives, thereby ensuring the integrity of the institution,

b) which serve as a guideline for university citizens in the performance of their university duties and social expressions,

c) that ensure the realization and enforcement of the public good, the cultivation of science, the respect for common European cultural values, the Hungarian nation, the Hungarian state, and public service, the values of the Fundamental Law, and the enhancement of public trust, professional respect, and social appreciation for the University.

**Scope of the Code**

Section 2 (1) The personal scope of the Code extends to all university citizens.

(2) For the purposes of applying the Code, a university citizen is a person who is in an employment relationship with the University, including a natural person performing the University's fundamental tasks on the basis of a civil law contract, as well as a person with the title of professor emeritus, and a person in a student or doctoral candidate relationship with the University.

(3) Ethical proceedings under the Code may be initiated against and substantive decisions may be made against a person only if that person was a university citizen at the time of committing the ethical offense in question and at the time when the ethical proceedings are initiated or when substantive decisions are made in the proceedings.

(4) The material scope of the Code extends to acts that are considered ethical offenses under the ethical code adopted by the Senate at the time of the offense. The provisions in force at the time of adjudication shall be applied if they no longer constitute an ethical offense or allow for a milder adjudication.

**Section 3**

In the application of the Code:

a) Italicized text segments represent relevant SZMR (not part of the Code);

b) Upright text segments represent provisions of the Code.

**CHAPTER II**

**Ethical Requirements and Ethical Offenses General Ethical Requirements**

**Section 4**

(1) University citizens respect the specific characteristics of the University as defined by law, particularly that the University's main mission is the education of public administration, defense, and law enforcement professionals, and the provision of officer training for the defense and law enforcement agencies. Accordingly, university citizens must take into account that stricter ethical requirements apply to some of them due to their specific service and living conditions related to the tasks of the Hungarian Defense Forces and law enforcement agencies, beyond the ethical rules specified in the Code.

(2) University citizens:

a) respect and seek to strengthen and uphold the principles and values defined in Section 1(a) and (c) of the Code;

b) refrain from and seek to discourage others from engaging in any act capable of undermining or jeopardizing public trust in the Hungarian State and its institutions, damaging the reputation of the University, or impairing or jeopardizing the social perception of the University or public trust in the University."

c) refrains from and seeks to discourage others from engaging in any act that violates or endangers the human dignity, the right to sexual self-determination, privacy, honor, or other personal rights of others;

d) respects the freely chosen political, religious, and other ideological convictions, refrains from imposing their own ideological convictions on others within the University;

e) conducts their university duties in accordance with the requirement of integrity, acting in good faith, showing respect to others, cooperating, being courteous, objective, and collegial;

f) carries out their university duties impartially, avoiding any situation where personal interest, affiliations with groups or organizations outside the Hungarian state organization, or the acceptance or promise of benefits could hinder impartial, legal, objective, and professional task performance;

g) fulfills their duties without prejudice toward individuals or groups, excluding kinship or aversion;

h) refrains from and seeks to discourage others from seeking or offering unfair or unlawful advantages, as well as from abusing influence or position to gain advantages or cause disadvantages; furthermore, they do not request biased actions from other university citizens that jeopardize legal, objective, or professional task performance;

i) refrains from engaging in party political activities or agitation in the course of their university duties;

j) uses entrusted public property and public financial resources in accordance with the relevant regulations, even within the framework of authorized private use, related to university tasks, and always in line with the principles of efficiency and cost-effectiveness;

k) offers intellectual property created during their university duties to the benefit and service of the University; when publishing research results achieved with the resources of the University or making statements based on professional work conducted at the University before the public, they mention the University's name;

l) leads a dignified, moderate, and exemplary lifestyle befitting a university citizen;

m) refrains from and seeks to discourage others from engaging in discriminatory practices that violate the requirement of equal treatment and equal opportunities defined in Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities;

n) refrains from making false ethical complaints or providing fabricated evidence in bad faith against another university citizen; o) respects the procedures and decisions of the Ethics Committee and the Ethics Review Board.

**Section 5**

University citizens:

a) in educational and academic tasks, within the framework of the relevant university regulations, participate with mutual respect, courtesy, precision, preparation, and in an honest manner;

b) in education, are obligated to strive for a balanced, objective, and comprehensive presentation of differing views and theories related to the subject matter.

**Section 6**

(1) In interpreting ethical requirements, it must be taken into account that the university citizen has the right and moral duty to formulate constructive criticism related to the operation of the University and to file complaints within the regulated procedural framework.

(2) The university citizen acts in all life situations with the awareness that their professional and other statements have an impact on public trust in the University and other university citizens.

(3) The university citizen reconciles the freedom of scientific research, learning, and teaching with the respect for the ethical requirements defined in this Code with a sense of responsibility.

(4) Non-Hungarian citizens must adapt to the behavioral and cultural norms generally accepted in Hungary.

(5) A university citizen carrying out managerial duties acts with the responsibility that their decisions, communication, and every expression have a significant influence on the enforcement and observance of the ethical requirements of this Code.

**Requirements of Scientific Ethics**

**Section 7**

(1) A university citizen:

a) acts honestly in presenting scientific goals and research intentions, in accurately presenting scientific methods, procedures, and well-founded interpretations, as well as in clarifying the possibilities, risks, and legitimate demands inherent in the application of research findings;

b) demonstrates reliability in conducting research, recording and storing data, and disclosing data, providing comprehensive reports on the execution and results of the research;

c) exhibits objectivity, meaning that interpretations and conclusions may be based solely on facts or unbiased and logical evidence, as well as on data the accuracy of which can be verified at least in theory;

d) remains impartial and independent from group interests, ideological or political pressure, economic or financial influence;

e) shows openness to discussion of results with other researchers and, in the publication of results, contributes to the expansion of common knowledge by making data supporting published results available to all interested researchers and the public, a principle that may be restricted in justified cases due to the specific nature of the research (national security, intellectual property protection, protection of personal rights, etc.), and the limitation of openness may also apply during ongoing research;

f) exercises care in relation to those participating in research, whether they are people, experimental animals, the environment, or cultural artifacts;

g) demonstrates impartiality in presenting the work of others, includes references (citations), and respects the professional integrity of colleagues, handling their results honestly;

h) takes responsibility for future generations of scientists, paying special attention to conveying and respecting ethical norms when guiding and educating young researchers;

i) participates selflessly and impartially in the scientific community, in evaluation processes, and in the work of scientific bodies.

(2) In addition to the requirements set out in paragraph (1), the University considers the additional requirements of scientific ethics contained in the Code of Scientific Ethics of the Hungarian Academy of Sciences, except for procedural rules, as part of this Code. Violation of current requirements during the examination of conduct constitutes an ethical offense in accordance with this Code, with appropriate application of Section 2(4).

**Ethical Offense**

**Section 8**

(1) An ethical offense is committed by anyone who intentionally and severely violates the ethical requirements defined in the Code, induces another to commit an ethical offense, or intentionally assists in doing so.

(2) In cases where the ethical offense constitutes a violation of legal obligations or specific duties defined in university regulations or job descriptions, the provisions of the Code shall be interpreted in harmony with the relevant provisions of the violated law, university regulation, or employment directive.

(3) If the act conflicting with this Code occurs in the course of lawfully performing duties in a professional service relationship, it shall be taken into account in the assessment of the ethical offense.

(4) Determination of an ethical offense shall not be excluded if another body or authority competent according to the service relationship has initiated an ethical procedure regarding the same act. The decisions of such other body or authority regarding the same matter may be taken into account by the Committee in the assessment of the ethical offense.

**CHAPTER III**

**ETHICS COMMITTEE ETHICS REMEDIAL COUNCIL**

**Section 9**

(1) The Ethics Committee (hereinafter: Committee):

a) conducts ethical proceedings ex officio or based on an ethical complaint and decides on the commission of an ethical offense and its ethical legal consequences;

b) issues ethical opinions supporting the application of the Code;

c) ensures the continuous development and maintenance of the Code;

d) monitors the enforcement of the provisions of the Code at the University.

(2) Members of the Committee shall be elected by the Senate based on proposals from the faculties and the University Center, as well as the Student Union (hereinafter: HÖK) and the Doctoral Student Union (hereinafter: DÖK), as follows: a) one representative from each faculty; b) one representative from the University Center; c) one representative each from HÖK and DÖK.

(3) Individuals specified in Section 11(2) cannot be nominated or elected as members of the Committee.

(4) The rector appoints the chairperson of the Committee from among its members elected by the Senate.

(5) The Committee meets as necessary to carry out its tasks.

**Section 10**

(1) Committee members are independent in their decisions and cannot be instructed, influenced, or interfered with in their capacity as members within the framework of their employment, service, or student relationship.

(2) Committee members shall act in accordance with the requirements of the Code during their proceedings. If impartiality and the absence of bias cannot be ensured when making a decision, a member shall request to abstain from the proceedings due to a case of ad hoc conflict of interest. Another member may also request an examination of ad hoc conflict of interest with respect to a member. The chairperson shall determine the ad hoc conflict of interest.

(3) If an ad hoc conflict of interest arises regarding the chairperson's personal circumstances, the chairperson shall report it to the rector, who shall assign another non-student committee member to carry out the duties of the chairperson for the specific case, acting in accordance with the relevant procedural rules.

(4) Each member of the Committee has one vote.

(5) Committee members are required to attend Committee meetings in person or must notify the Chairperson in writing if they are prevented from attending.

(6) Committee members and those invited to the meeting are subject to a duty of confidentiality regarding information learned during the Committee's proceedings, both during and after their term in office. The Chairperson may grant a case-by-case exemption from the duty of confidentiality, within the framework of the rules on the protection of personal data.

(7) The Committee exercises its powers as a body during its meetings.

**Section 11**

(1) A party to the proceedings or the respondent (hereinafter together referred to as the "affected party") may appeal against the decision of the Committee to the Ethics Remedial Council (hereinafter: Council), subject to the conditions set out in Section 21.

(2) Members of the Ethics Remedial Council are the rector, the secretary-general, and the chairman of the University Doctoral and Habilitation Council. The Council makes its decisions by the consensus of the majority of its members. The provisions of Section 0 shall apply to the Council, with the rector serving as its chairman.

**CHAPTER IV**

**Ethical Procedure Initiation of the Procedure Section**

**Section 12**

(1) Ethical procedures may be initiated ex officio or based on an ethical complaint. The initiation of an ethical procedure is decided by the Committee.

(2) Ethical procedures are initiated ex officio if the Committee, upon the proposal of the Committee's chairperson or any member, decides to do so. The rules regarding ethical complaints shall be applied appropriately to such proposals.

(3) An ethical complaint can be submitted by the victim or any university community member who has credible knowledge of the reasonable suspicion of an ethical offense (hereinafter referred to as "complainant"). The ethical complaint must be submitted in writing to the Chairperson of the Committee within 15 days from the date the complainant became aware of the act. The official contact information of the Chairperson shall be published on the University's website.

(4) The complaint must specify:

a) the behavior objected to in the complaint;

b) the name and contact information of the complainant;

c) the necessary information for the identification of the alleged offender;

d) evidence to support the allegations in the complaint.

(5) If there is a reasonable suspicion of an ethical offense, the Committee's chairperson may, at their discretion, conduct the ethical procedure in an expedited manner as specified in Section 23.

(6) The Committee's chairperson shall present the ethical complaint to the Committee within 8 days or may request the complainant to provide supplementary information within a deadline of up to 8 days. In the case of supplementary information, the chairperson shall present the ethical complaint to the Committee within 8 days from the submission of the supplementary information or, if not submitted, after the expiration of the deadline.

(7) Based on the presented complaint, the Committee decides whether to initiate the procedure or reject the complaint in accordance with the cases outlined in paragraph (8).

(8) The Committee rejects the complaint if:

a) the complaint is submitted late;

b) the complaint is not submitted by the authorized person;

c) the complaint, based on paragraph (6), is incomplete and the complainant fails to provide the requested information for completion;

d) the alleged offender is not subject to the Code;

e) the complaint is obviously frivolous or unfounded;

f) the act underlying the complaint has already been finally adjudicated by the Committee;

g) two years have passed since the commission of the alleged offense.

**Section 13**

(1) If the Committee decides to initiate the procedure and the case falls under a simplified review, the Committee may conduct the substantive deliberations and make a substantive decision on the case at the same meeting.

(2) The complainant may appeal the rejection of the complaint to the Council within 8 days from the notification of the rejection.

(3) The Committee shall make a decision on the substance of the case within 30 days from the initiation of the procedure.

(4) In an ethical procedure, the person brought under the procedure shall not be considered the perpetrator of the ethical offense until a legally binding decision confirming the commission of the offense is reached. Suspension of the Procedure

**Section 14**

(1) The Committee may suspend the ethical procedure until the final conclusion of a disciplinary, criminal, or misdemeanor procedure initiated for the same facts. The time of suspension does not count toward procedural deadlines. The person brought under the procedure and the complainant shall be notified of the suspension. If the reason for the suspension ceases to exist, the procedure must be resumed immediately.

(2) The person brought under the procedure and the complainant must inform the Committee when the circumstances leading to the suspension cease to exist.

(3) If an ethical complaint is filed against a student or if the Committee learns of a reasonable suspicion of an ethical offense committed by a student, it shall inform the body or authority competent under its disciplinary and compensation regulations, or the relevant head. The Committee may suspend the ethical procedure during the disciplinary proceedings, until the final conclusion of the procedure.

(4) The provisions of this section shall be applied accordingly in cases of violations falling under the jurisdiction of the University's Equal Opportunity Committee. Procedural Actions

**Section 15**

(1) The Chairperson convenes and presides over Committee meetings, indicating the agenda. In case of the Chairperson's impediment, the rector appoints an ad hoc substitute chairperson, who is entitled to convene the meeting. During the meeting, the substitute chairperson exercises the powers of the Chairperson.

(2) The invitations for the meeting must be sent to the attendees at least 5 days before the date of the meeting.

(3) After opening the meeting, the Chairperson checks the number of attending members, the attendance sheet, and determines the Committee's quorum or lack thereof. The Chairperson also checks the representation rights of the involved parties. The attendance sheet is appended to the minutes.

(4) The Committee is quorate if at least four members are present at the meeting.

(5) In case of a lack of quorum, the Chairperson adjourns the meeting, which is rescheduled within 5 days with the same agenda items.

(6) The acceptance of the agenda is decided by a simple majority vote of the Committee.

**Section 16**

(1) In an ethical procedure, the Committee is obligated to clarify the facts. During the process of gathering evidence, it hears the involved parties, assesses the evidence provided by them, and may order further evidence. The Chairperson decides on evidentiary actions and proposals, and in case of a dispute among Committee members regarding the Chairperson's decision, the Committee decides by a simple majority vote on the disputed evidentiary issue.

(2) Committee members, the involved parties, the representatives of the involved parties, witnesses, experts invited by the Chairperson, and the recording secretary may participate in the Committee's meetings.

(3) The Chairperson may, in the interest of the procedure, order that all or part of a meeting be held in closed session. During a closed session, only Committee members and the recording secretary may be present. The reason for convening a closed session must be included in the minutes.

(4) In an ethical procedure, the person brought under the procedure or their representative has the right to participate either in person or through their legal representative. The rules of the Civil Procedure Code regarding representation shall be applied accordingly.

(5) The person brought under the procedure or their representative may make statements during the Committee's meeting or before it, present their defense, submit written statements, present evidence, and make evidentiary proposals. The person brought under the procedure is entitled to inspect the case files, become acquainted with them, request copies while respecting personal data rights, and make notes.

**Section 17**

(1) Involved parties must be invited to at least one meeting. If the invited party fails to appear at the meeting and does not justify their absence until the meeting is closed, the meeting and the procedure may be concluded, and a substantive decision may be made without the presence of the involved party.

(2) In cases of research ethics offenses, the Chairperson may request the professional opinion of the Deputy Rector for Research Affairs during the procedure.

(3) A member of the university community is obliged to appear before the ethics committee at the invitation of the Chairperson.

**The Minutes**

**Section 18**

(1) Minutes shall be prepared of the Committee's meeting, which shall be signed by the Chairperson of the Committee and two members who participated in the meeting.

(2) The minutes must include:

a) the location and time of the meeting;

b) in the case of expedited procedures, a reference to it and its justification;

c) in the case of a closed session, a reference to it and the reason for holding it;

d) the names of absentees based on prior notice;

e) the names of the members present;

f) reference to the Committee's quorum;

g) in case the previous meeting was adjourned due to a lack of quorum, a reference to the meeting's rescheduled nature;

h) the names of those invited to the meeting and those who participated with speaking rights at the meeting;

i) the time when the meeting was opened;

j) a summary of the case's background;

k) the approved agenda of the meeting;

l) the names of speakers;

m) the essence of questions and comments, or, upon request, verbatim statements;

n) evidentiary actions and proposals;

o) statements made by witnesses and experts;

p) the results of votes;

q) any other significant events that occurred during the meeting;

r) the time when the meeting was adjourned.

**Section 19**

(1) The Chairperson shall manage the minutes of the meeting and other documents related to the case, which can be inspected in their possession. Inspection rights are granted to the complainant, the person brought under the procedure, their representatives, the rector, the employer exercising the authority of the person brought under the procedure, and the Committee members.

(2) The Committee makes decisions by open vote, with a simple majority of the present members. In case of a tie vote, the Chairperson's vote shall be decisive.

(3) The Committee's decisions shall be accompanied by justifications. A member who disagrees with the majority opinion may attach a separate opinion to the decision. First Instance Substantive Decision

**Section 20**

(1) The first instance substantive decision shall include:

a) a description of the facts forming the basis of the decision;

b) the Committee's decision;

c) the reasoning behind the decision;

d) information about the possibility of filing an appeal against the decision;

e) information about when the decision becomes legally binding.

(2) If the Committee determines the commission of an ethical offense, it shall specify the ethical legal consequence to be applied under this Code, which may include:

a) advising the offender to refrain from violating the provisions of the Code in the future;

b) ordering the disclosure of the ethical offense at the University and specifying the method of disclosure;

c) recommending the withdrawal of the offender's leadership appointment, or, in the case of an elected body member, the recall or withdrawal of their appointment;

d) obliging the offender, based on the agreement of the parties involved, to provide moral satisfaction commensurate with the seriousness of the norm violation.

(3) If, in the opinion of the Committee, the ethical offense may justify the termination of an employment relationship, the Committee shall inform the employer exercising the authority of the person brought under the procedure, or, if the offense may justify a finding of unworthiness, the rector in advance.

(4) If, based on legal provisions or other regulations, further proceedings are possible concerning the ethical offense within the University, the Committee may call on the authorized party to take the necessary measures.

(5) The Committee terminates the procedure in the following cases:

a) during the procedure, the legal relationship between the person brought under the procedure and the University ceases;

b) a circumstance excluding the initiation of the procedure arises during the procedure or after its initiation (Section 12(8));

c) the person brought under the procedure did not commit the ethical offense charged against them, or the commission of the offense cannot be proven;

d) the complainant withdraws their complaint, unless, taking into account the apparent seriousness of the behavior alleged in the complaint, especially if the provisions of Section 12(5) apply, the Committee continues the procedure ex officio.

(6) The Committee shall record its decision in writing within 8 days after its adoption and shall inform the parties involved and the rector by delivering a copy of the decision and the minutes of the meeting.

(7) The Committee's decision becomes legally binding on the day following the unsuccessful expiration of the appeal deadline, or, if all those entitled to appeal have waived their right to appeal, on the day of the last waiver of the right to appeal.

(8) If the procedure is terminated according to Section 5(a), and the person brought under the procedure establishes a new legal relationship with the University within 2 years from the commission of the alleged offense, the ethical procedure must be resumed before establishing the new relationship, unless, at the time of adjudication, the earlier offense is no longer an ethical offense according to the effective provisions. In the case of applying Section 5(a), the person brought under the procedure must be informed about the provisions of this paragraph in the decision terminating the procedure

**Remedies**

**Section 21**

(1) Against the rejection of an ethical complaint, the termination of proceedings, or a decision finding an ethical offense, the complainant or the affected party may file a remedy within 15 days from the communication of the decision.

(2) The remedy shall be addressed to the Rector and submitted to the Council in two copies.

(3) The remedy has a suspensive effect on the execution of the Committee's decision.

(4) The Council shall consider the remedy within 30 days from its submission, and in case of thorough examination, it may annul the Committee's decision – if necessary, instructing a new procedure and decision-making.

(5) The Council shall decide based on the records of the Committee's ethical procedure and may conduct further evidence if needed.

(6) There is no further remedy within the University against the Council's decision made in the remedy procedure.

Ethical Opinion

Section 22

(1) Upon the proposal of the Chairperson or upon a written request from any university citizen with the aim of supporting the application and interpretation of the Code, the Committee may issue an ethical opinion. The proposal or request shall not pertain to the evaluation of a specific act raising a well-founded suspicion of an ethical offense.

(2) If the content of a request for an ethical opinion corresponds to an ethical complaint, the Committee shall treat it as such and inform the requester accordingly.

(3) The request shall be addressed to the Chairperson of the Committee in two copies and shall specify: a) the requester's name; b) the ethical issue for which the requester seeks the Committee's opinion.

(4) The Committee shall render a substantive decision within 30 days of the commencement of the request procedure.

(5) The substantive decision may be: a) the issuance of an ethical opinion, b) the rejection of the request if it does not justify the need for an ethical opinion.

(6) In other respects, the provisions governing the ethical complaint procedure shall be applied to the procedure for issuing an ethical opinion, with the exception that there is no right to remedy against the Committee's decision.

(7) All university citizens are obliged to respect the contents of the ethical opinions issued by the Committee.

(8) Ethical opinions issued by the Committee shall be published on the University's website. The Committee shall ensure the accessibility of its ethical opinions.

**Expedited Procedure**

**Section 23**

The expedited procedure shall be conducted in accordance with Sections 12-21, with the following differences:

a) The Chairperson of the Committee shall notify the employer exercising the authority of the person brought under the procedure regarding the ethical complaint within 3 days;

b) The Chairperson shall submit the ethical complaint to the Committee within 3 days or, if necessary, set a deadline of up to 2 days for supplementary information from the complainant, in which case the Chairperson shall submit the ethical complaint to the Committee within 2 days of the expiration of the deadline for supplementary information;

c) The Committee shall make a decision on the merits of the case within 20 days from the initiation of the procedure;

d) The procedure cannot be suspended;

e) The invitation to the meeting shall be sent to the invitees at least 2 days before the meeting date;

f) Considering Section 16(5), the person brought under the procedure must be given the opportunity to become acquainted with the circumstances forming the basis of the decision and to present their defense and evidence within 15 days from receiving information about it;

g) In case of a lack of quorum, the Chairperson shall adjourn the meeting and schedule it for a later date within 2 days, with the agenda unchanged;

h) The Committee shall document its decision in writing within 1 day after the decision-making, and it shall notify the parties involved, the employer exercising the authority, and the Rector of it by delivering a copy of the decision and the minutes of the meeting;

i) If the employment relationship of the person brought under the procedure is terminated, the ethical procedure shall cease.

**Section 24**

(1) The Code was adopted by the Senate at its meeting on November 24, 2021. (XI. 24.) number adopted by its decision.

(2) The Code enters into force after its adoption, and simultaneously expires a Senate 32/2019. (VII. 10.) Code of Ethics adopted by resolution no. This Code its provisions shall be applied in cases initiated after the entry into force of the Code.