

Effective from: 24th November 2021

**LUDOVIKA UNIVERSITY OF PUBLIC SERVICE
CODE OF ETHICS**



Senate Decision

The Senate approved it with its Decision No. 112/2021. (XI. 24.)
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**Budapest
2021.**

A large, faint, light-colored watermark of the Ludovika University of Public Service logo is visible in the bottom right corner of the page, partially overlapping the text.

The mission of the Ludovika University of Public Service (hereinafter: University) is dedicated to serving the common good, providing professionally prepared and devoted university citizens with education, upbringing, and preparation for their future tasks. To promote this, the Senate of the University, building upon the traditions of Ludovika Academy and predecessor institutions, while respecting and upholding the values of the University, for the purpose of supporting and enhancing scientific work, as well as strengthening university integrity, hereby adopts the following Code of Ethics (hereinafter: Code).

CHAPTER I GENERAL PROVISIONS

Purpose of the Code Section 1

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

- a) that ensure the implementation of fundamental values defined by laws and obligations applicable to the University, the University's foundational documents and regulations, quality policy statements, and development objectives, thus safeguarding the institution's integrity.
- b) that serve as a benchmark for university citizens in the performance of their university duties and their social expressions.
- c) that secure and promote the realization of the common good, the cultivation of science, the respect for European shared cultural values, the honour of the Hungarian nation, Hungarian state and public service, the values of the Fundamental Law, as well as the reinforcement of public trust, professional recognition, and social esteem towards the University.

Scope of the Code Section 2

- (1) The scope of the Code encompasses all university citizens.
- (2) For the purposes of the application of the Code, a university citizen is a person engaged in a contractual relationship with the University, including natural persons who perform the University's core functions under a civil law contract, individuals holding the title of professor emeritus, as well as individuals engaged with the University in the capacity of students or doctoral candidates.
- (3) An ethical proceeding according to the Code can be initiated against and substantive decisions can be rendered regarding an individual only if said individual

was a university citizen at the time of committing the ethical offense under consideration, and they are a university citizen at the time of initiating the ethical proceeding or rendering a substantive decision in the proceeding.

(4) The substantive scope of the Code extends to actions deemed ethical offenses according to the ethical code accepted by the Senate at the time of the offense. During adjudication, provisions in effect at the time must be applied, provided they do not reclassify the action as non-ethical or warrant lighter treatment.

Section 3

In the application of the Code:

- a) *Italicized* text segments represent the relevant organizational operational provisions (hereinafter OOP; not constituting part of the Code);
- b) Regular text segments represent the provisions of the Code.

CHAPTER II

Ethical Requirements and Ethical Offenses

General Ethical Requirements

Section 4

(1) University citizens respect the University's characteristics defined by law, in particular, acknowledging that the University's main objective is to educate administrative, defence, and law enforcement professionals and ensure the supply of officer cadets to defence and law enforcement organizations. Accordingly, attention must be given to the fact that for certain university citizens, more stringent ethical requirements apply beyond the ethical rules specified in this Code due to the specific duties, service conditions, and life circumstances related to the tasks of the Hungarian defence Forces and law enforcement agencies.

(2) University citizens:

- a) respect, reinforce, and seek to uphold the principles and values defined in Section 1(a) and (c) of the Code;
- b) refrain from and endeavour to dissuade others from engaging in any actions that may undermine or jeopardize public trust in the Hungarian State and its institutions, or that may harm or jeopardize the reputation of the University, public trust in the University, or societal perceptions about the University;
- c) refrain from and endeavour to dissuade others from engaging in any actions that violate or jeopardize the human dignity, the right to sexual self-determination, personal privacy, honour, or other personality rights of others;

- d) respect the freely chosen political, religious, and other philosophical convictions, refraining from imposing their own ideological beliefs on others within the University;
- e) perform their university duties honestly, in good faith, with respect towards others, in a cooperative, courteous, objective, and collegial manner, adhering to the requirement of integrity;
- f) perform their university tasks impartially, avoiding situations where personal interests, relationships with interest groups or organizations outside the Hungarian state structure, or the acceptance or promise of advantages could hinder unbiased, legal, objective, and professional task performance;
- g) carry out their tasks without prejudice based on individuals or their groups, excluding personal sympathies or antipathies.
- h) refrains from and endeavours to dissuade others from soliciting or providing unfair or unlawful benefits, engaging in abuses of influence or position aimed at gaining advantages or causing disadvantages, and from requesting any actions that compromise impartial, lawful, objective, or professional task performance from another university citizen;
- i) does not engage in partisan political activities or agitation during the performance of their university duties;
- j) uses entrusted public property and public financial resources, within the framework of authorized private use as well, related to university tasks in accordance with relevant regulations, at all times adhering to principles of efficiency and cost-effectiveness;
- k) offers intellectual property created during the course of their university duties for the benefit and service of the University; when publishing research results achieved with University resources or making statements in public based on their professional work at the University, they attribute the University's name;
- l) leads a dignified, moderate, and exemplary way of life befitting a university citizen;
- m) refrains from and endeavours to dissuade others from engaging in any discriminatory behaviour that violates the requirement of equal treatment as defined in Act CXXV of 2003 on Equal Treatment and the Promotion of Equal Opportunities;
- n) refrains from making maliciously false ethical complaints against another university citizen or providing fabricated evidence;
- o) respects the procedures and decisions of the Ethics Committee and the Ethics Remedial Council.

Section 5

University citizens

- a)* in educational and study-related tasks, participate within the framework of relevant university regulations, with mutual respect and courtesy towards each other, in a precise, prepared, and honourable manner;
- b)* in education, are obliged to strive for a balanced, objective, and comprehensive presentation of divergent views and theories related to the subject matter.

Section 6

(1) In the interpretation of ethical requirements, it must be taken into account that it is both the right and ethical duty of university citizens to formulate constructive criticism concerning the operation of the University, as well as to raise complaints within regulated procedural frameworks.

(2) In all situations, university citizens act with a sense of responsibility, understanding that their professional and other forms of expression impact the public trust in the University and other university citizens.

(3) University citizens reconcile academic research, as well as the freedom of learning and teaching, with the respect for the ethical requirements defined in this Code in a responsible manner.

(4) Non-Hungarian citizens studying or working at the University must adapt to the behaviour and cultural norms generally accepted in Hungary.

(5) University citizens fulfilling leadership roles act with a sense of responsibility, understanding that their decisions, communications, and all expressions carry a heightened influence on the application and enforcement of the ethical requirements of this Code.

Scientific Ethical Requirements

Section 7

(1) University citizens:

- a)* act fairly in presenting scientific purposes and research intentions, accurately portraying scientific methods, procedures, well-founded interpretations, as well as clarifying possibilities, dangers, and legitimately assertable demands arising from the application of results;
- b)* demonstrate reliability in conducting research, recording and storing data, and communicating data, providing a comprehensive account of the execution and results of research;

- c) exhibit objectivity, meaning that interpretations and deductions may be drawn solely from facts or impartial and logical evidence, as well as from data whose accuracy can be theoretically verified;
- d) maintain impartiality and independence from group interests, ideological or political pressures, economic or financial influence;
- e) show openness to discussing results with other researchers and, in the course of publishing results, contribute to the expansion of collective knowledge by assuming that openness implies the public disclosure and accessibility of data supporting the results published in scientific papers to all interested researchers and the public, an overarching principle that can be limited in justified cases by specific considerations arising from the nature of the research (national security, industrial property protection, safeguarding personal rights, etc.), and the openness is also limited during ongoing research;
- f) exercise care concerning participants in research and the subjects thereof, whether they are human beings, experimental animals, the environment, or products of culture;
- g) display impartiality when presenting the work of others, correctly citing references, respecting the professional integrity of fellow researchers, and treating their findings fairly;
- h) take responsibility for future scientific generations, paying special attention to conveying and upholding ethical norms during the guidance and education of young researchers;
- i) participate in the scientific community selflessly and impartially, engaging in the peer-review processes, and contributing to the work of scientific bodies.

(2) In addition to the provisions defined in paragraph (1), the University considers the additional scientific ethical requirements set forth in the Code of Ethics of the Hungarian Academy of Sciences as part of this Code, excluding procedural rules. The violation of currently applicable requirements when demonstrating the behaviour under examination constitutes an ethical offense according to this Code, with the 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 requirement defined in the Code, incites someone else to commit an ethical offense, or intentionally aids in the commission thereof.

(2) Where an ethical offense constitutes a violation of legal obligations or a special obligation specified in a university regulation or job description, the provision of the Code must be interpreted in harmony with the violated legal regulation, university regulation, or labour requirement.

(3) If the action conflicting with this Code occurred during the lawful execution of obligations arising from a professional service relationship, this must be considered when assessing the ethical offense.

(4) The determination of an ethical offense is not precluded if another competent body or entity within the professional service relationship has initiated an ethical procedure for the same action. The decision on ethical matters made by another body or entity for the same issue can be taken into consideration by the Committee in the assessment of the ethical offense.

CHAPTER III ETHICS COMMITTEE ETHICAL REMEDIAL COUNCIL

University OOP "Section 47(1) The Ethics Committee is a body promoting the general implementation of the University's Code of Ethics and the behavioural rules defined in the Code.

(2) Detailed rules regarding the composition and operation of the Committee are provided in the Code of Ethics."

Section 9

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

- a) conducts ethical procedures ex officio or based on ethical complaints, decides on the commission of ethical offenses, and determines the ethical legal consequences thereof;
- b) issues ethical opinions supporting the application of the Code;
- c) ensures the continuous development and maintenance of the Code;
- d) monitors the implementation of the Code's provisions at the University.

(2) The members of the Committee for the faculties and the university centre are elected by the Senate based on recommendations from the respective faculties and the university centre, as well as the Student Government (hereinafter: SG) and the Doctoral Student Government (hereinafter: DSG), as follows:

- a) 1 nominee from each faculty;
- b) 1 nominee from the university centre;
- c) 1 nominee from SG and 1 nominee from DSG.

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

(4) The Chair of the Committee is appointed by the rector from among the members elected by the Senate.

(5) The Committee convenes in the necessary order to fulfil its tasks.

Section 10

(1) The Committee member's decision is independent and cannot be instructed or influenced in terms of their employment, service, or student status.

(2) The Committee member acts in accordance with the requirements of the Code during the procedure. If impartial and unbiased decision-making cannot be ensured, the member requests their absence from the procedure due to ad hoc incompatibility with the proceedings. Another member may also propose the examination of ad hoc incompatibility to the chairperson. The chairperson determines the ad hoc incompatibility of the member.

(3) The chairperson shall report their own ad hoc incompatibility related to themselves to the rector, who shall assign another non-student committee member to perform the duties of the chairperson for that case. The member temporarily assigned with the chairperson's duties shall act as the presiding chairperson according to the relevant procedural rules.

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

(5) The Committee member is obligated to participate in person in Committee meetings and must notify the chairperson in writing in advance if they are prevented from participating in the meeting.

(6) The Committee members and invited attendees are bound by confidentiality with regard to the information they learn during the Committee's proceedings – both during their term and afterwards. The chairperson of the Committee may grant ad hoc exemptions from the confidentiality obligation within the framework of rules protecting personal data.

(7) The Committee exercises its jurisdiction as a body within the framework of its meetings.

Section 11

(1) Against a decision of the Committee, the complainant or the respondent (hereinafter together referred to as the "affected party") may appeal to the Ethical Remedial Council (hereinafter: the Council) under the conditions specified in Section 21.

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

CHAPTER IV Ethical Procedure

Initiation of the Procedure Section 12

(1) The ethical procedure takes place ex officio or based on an ethical complaint. The decision to initiate the ethical procedure is made by the Committee.

(2) The ethical procedure is initiated ex officio if the Committee decides on the initiation of the procedure upon a proposal from the President of the Committee or any of its members. The rules for ethical complaints shall be applied appropriately to the proposal.

(3) An ethical complaint can be filed in case of a well-founded suspicion of an ethical violation by the aggrieved party or any university member who has credible knowledge of the fact (hereinafter: complainant). The ethical complaint shall be submitted in writing to the President of the Committee within 15 days from the date the complainant became aware of the action. The official notification address of the President of the Committee shall be published on the University's website.

(4) The complaint shall indicate:

- a)* the behavior contested in the complaint, the subject of the complaint;
- b)* the name and contact information of the complainant;
- c)* the information necessary for the personal identification of the respondent;
- d)* evidence supporting the content of the complaint.

(5) If a well-founded suspicion of an ethical violation arises from the complaint, and it can be presumed that the termination of the employment relationship or the circumstances stipulated in Section 16/D of Act CXXXII of 2011 on the Ludovika University of Public Service and on Public Administration, Law Enforcement, and Military Higher Education (lack of merit) might apply, the President of the Committee may decide that the ethical procedure be conducted in the accelerated procedure defined in Section 23.

(6) The President of the Committee shall present the ethical complaint to the Committee within 8 days or may request the complainant to remedy any deficiencies within a deadline of up to 8 days. In the case of remedying deficiencies, the President shall submit the ethical complaint to the Committee within 8 days from the submission of the remedied complaint or, in the absence thereof, from the expiration of the deadline.

(7) Based on the presented complaint, the Committee shall decide on the initiation of the procedure, or the dismissal of the complaint as outlined in paragraph (8).

(8) The Committee shall dismiss the complaint if:

- a) the complaint is filed beyond the deadline;
- b) the complaint is not submitted by the authorized person;
- c) the complaint is incomplete according to paragraph (6), and the complainant does not provide the requested supplements;
- d) the respondent is not subject to the scope of the Code;
- e) the complaint is manifestly frivolous or unfounded;
- f) the action underlying the complaint has already been definitively adjudicated by the Committee;
- g) two years have elapsed since the commission of the alleged action.

Section 13

(1) If the Committee decides to initiate the procedure and the case falls under the scope of simple adjudication, the Committee may, at the same meeting, conduct the substantive deliberation of the case and make a substantive decision.

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

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

(4) In the ethical procedure, the respondent is considered the subject of the procedure. The respondent cannot be regarded as the perpetrator of the ethical violation until a final and binding decision establishes the commission of the ethical violation.

Suspension of the procedure Section 14

(1) The Committee may suspend the ethical procedure until the final conclusion of a disciplinary, criminal, or administrative offense procedure initiated for the same factual circumstances. The period of suspension of the procedure shall not be counted in the procedural deadlines. The person subject to the procedure and the complainant must be informed about the suspension of the procedure. If the reason for the suspension ceases to exist, the procedure must be resumed promptly.

(2) The person subject to the procedure and the complainant must inform the Committee about the cessation of the circumstances that led to the suspension.

(3) If an ethical complaint is filed against a student or the Committee becomes aware of well-founded suspicions of an ethical violation committed by a student, it shall inform the competent body or official according to its disciplinary and compensation regulations. The ethical procedure may be suspended by the Committee during the disciplinary procedure until its final conclusion.

(4) The provisions of this section shall be appropriately applied in cases falling within the jurisdiction of the University's Equal Opportunity Committee.

Procedural actions

Section 15

(1) The Chairperson convenes and presides over the meeting of the Committee, indicating the agenda. In case the Chairperson is unable to preside, the Rector designates an ad interim Chairperson, who is authorized to convene the meeting. The ad interim Chairperson exercises the powers of the Chairperson during the meeting.

(2) The invitation to the meeting must be sent to the invitees at least 5 days before its scheduled date.

(3) Following the opening of the meeting, the Chairperson checks the number of attending members, reviews the attendance sheet, and determines the quorum or its absence for the Committee. The Chairperson also verifies the representation rights of the representatives of the involved parties. The attendance sheet of the meeting is an attachment to the minutes.

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

(5) In the event of a lack of quorum, the Chairperson closes the meeting and schedules it for a later date, 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 the ethical procedure, the Committee is obliged to clarify the facts. During the evidence-gathering process, it listens to the parties concerned, evaluates the evidence provided by them, and may order additional evidence. The Chairperson decides on evidence-gathering actions and motions; if a Committee member disputes the Chairperson's decision, the Committee decides on the disputed evidence-related issue by a simple majority vote.

(2) At the Committee meeting, members, parties concerned, or their representatives, as well as witnesses, experts invited by the Chairperson, and the recording secretary may be present.

(3) For the purpose of the proceedings, the Chairperson may order a closed session for a part or the entirety of the meeting. Only Committee members and the recording secretary may be present during a closed session. The reason for ordering a closed session must be recorded in the minutes.

(4) The party concerned, either personally or through their representative, has the right to participate in the ethical procedure. The rules of the Code of Civil Procedure concerning representation must be applied accordingly.

(5) The party concerned or their representative may make a statement, present their defence, submit written pleadings, offer evidence, or file evidentiary motions at the Committee meeting or before it. The party concerned has the right to inspect the case documents, become acquainted with them, request copies while respecting rights pertaining to personal data, and take notes."

Section 17

(1) The parties concerned must be invited to at least one meeting. If the invited party does not attend the meeting and does not justify their absence until the closure of the meeting, the meeting and the proceedings may be concluded, and substantive decisions may be made in the absence of the party concerned.

(2) In the case of a scientific ethical violation, the Chairperson may request the professional opinion of the Vice-Rector for Academic Affairs in the proceedings.

(3) Any member of the university community is obligated to appear before the ethics committee upon the Chairperson's invitation.

The minutes Section 18

(1) Minutes shall be taken of the Committee's meetings, which shall be signed by the Chairperson of the Committee and two members who attended the meeting.

(2) The minutes shall contain:

- a) the location and time of the meeting;
- b) a reference to the application of the expedited procedure and the reason for it, if applicable;
- c) a reference to the holding of a closed meeting and the reason for it, if applicable;
- d) the names of those absent who were previously notified;
- e) the names of the present members;
- f) a reference to the Committee's quorum;
- g) a reference to the repetition of the meeting in case of lack of quorum in the previous meeting;
- h) the names of the invited participants and those participating in the meeting with consultative rights;
- i) the time of the meeting's commencement;
- j) a summary of the case's background;
- k) the approved agenda of the meeting;
- l) the names of those who spoke;
- m) the questions and the essence of the comments, or verbatim statements upon request;
- n) the acts of evidence and motions;
- o) statements made by witnesses and experts;
- p) the results of voting;
- q) other important events that occurred during the meeting;

r) the time of the meeting's closure.

Section 19

(1) The Chairperson manages the minutes of the meeting and other documents related to the case, and these can be inspected at their office. The right to inspect is granted to the complainant, the person subject to the procedure, their representatives, the rector, the exercising authority of the person subject to the procedure's employer, and the members of the Committee.

(2) The Committee makes decisions through an open vote, with a simple majority of present members. In case of a tie, the Chairperson's vote decides.

(3) The Committee accompanies its decision with reasoning. A member who disagrees with the majority opinion is entitled to attach a dissenting opinion to the decision.

First-instance substantive decision

Section 20

(1) The first-instance substantive decision must contain:

- a) a description of the factual circumstances underlying the decision;
- b) the Committee's decision;
- c) the reasoning behind the decision;
- d) information about the possibility of submitting an appeal against the decision;
- e) information about the finality of the decision.

(2) In the case of determining the commission of an ethical violation, the Committee shall specify the ethical consequences to be applied according to this Code, which may include:

- a) Advising the perpetrator of the action to refrain from violating the provisions of the Code in the future;
- b) Ordering the disclosure of the ethical violation within the University and determining the manner of disclosure;
- c) Recommending the withdrawal of the perpetrator's leadership appointment, or in the case of an elected body member, the recall or revocation of the elected body member's position;
- d) Requiring the perpetrator of the action to provide moral satisfaction corresponding to the severity of the norm violation, based on the agreement of the parties involved.

(3) If the Committee believes that the ethical violation may provide grounds for termination of employment, it shall inform the employer exercising labour law authority in advance, or if the determination of undesirability is possible, the rector.

(4) If under legislation or other regulations there is a place for further proceedings within the University regarding the ethical violation in question, the Committee may request the competent body to conduct the necessary measures.

(5) The Committee shall terminate the procedure in the following cases:

- a) The employment relationship of the person under investigation with the University has ceased during the course of the procedure,
- b) The reason excluding the initiation of the procedure existed at the time of initiating the procedure or arose after the initiation of the procedure (Section 12, Paragraph 8),
- c) The person under investigation did not commit the alleged ethical violation or its commission cannot be proven,
- d) The complainant withdrew their complaint, unless the Committee continues the procedure ex officio – considering the alleged severity of the behaviour challenged in the complaint, particularly if the provisions of Section 12, Paragraph 5 are applicable.

(6) The Committee shall record its decision in writing within 8 days following the resolution and shall notify the parties involved and the rector thereof by delivering a copy of the decision and the minutes of the session.

(7) The decision of the Committee – if no appeal has been submitted against it – shall become legally effective on the day following the unsuccessful expiration of the appeal deadline, or if all entitled parties have waived their right of appeal, on the day of the last waiver.

(8) If the ethical procedure is terminated according to point a) of Paragraph (5), and the person under investigation establishes a new relationship with the University within 2 years from the commission of the contested act, the ethical procedure must be resumed before the new relationship is established, unless, according to the provisions in force during the adjudication, the previous act is no longer an ethical violation. In the resumed procedure, the results of the evidentiary procedure from the previous procedure can be utilized, and the processing time for the case restarts. In case the application of point a) of Paragraph (5) is relevant, the person under investigation must be informed about the provisions of this paragraph in the decision terminating the procedure.

Legal Remedy Section 21

(1) Against the rejection of an ethical complaint or the termination of the procedure, the complainant, and against a decision establishing an ethical violation, the party involved, within 15 days from the communication of the decision, may exercise their legal remedy by submitting an appeal.

(2) The appeal must be addressed to the rector and submitted in duplicate to the Council.

(3) The appeal has a suspensive effect on the execution of the provisions contained in the Committee's decision.

(4) The Council shall decide on the appeal within 30 days from its submission and, if the appeal is substantiated, may annul the decision of the Committee – if necessary, ordering a new procedure and decision – on grounds of procedural defects.

(5) The Council shall base its decision on the records of the Committee's ethical procedure and may, if necessary, conduct further evidence.

(6) Against the decision of the Council made within its legal remedy jurisdiction, there is no further legal remedy available within the University.

Ethical Opinion Section 22

(1) The Committee, upon the initiative of the Chairperson or upon a written request of any member of the university community, may issue an ethical opinion with the purpose of supporting the application and interpretation of the Code. The initiative or request may not relate to the evaluation of a specific action raising reasonable suspicion of an ethical violation.

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

(3) The request shall be submitted in duplicate, addressed to the Chairperson of the Committee, and shall specify:

- a) the name of the requester;
- b) the ethical question for which the requester seeks the Committee's opinion.

(4) The Committee shall render a substantive decision in response to the request within 30 days.

(5) The substantive decision may consist of:

- a) issuing an ethical opinion;
- b) rejecting the request if it does not warrant the necessity of an ethical opinion.

(6) The procedural provisions applicable to the consideration of ethical complaints shall be appropriately applied to the procedure for issuing ethical opinions, with the understanding that there is no place for recourse against the decision of the Committee.

(7) All members of the university community are obligated to respect the content of ethical opinions issued by the Committee.

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

Accelerated Procedure Section 23

The accelerated procedure shall be conducted in accordance with the provisions of Sections 12-21, with the following deviations:

- a)* The Chair of the Committee shall notify the employer exercising the employing authority within 3 days about the ethical complaint;
- b)* The Chair of the Committee shall submit the ethical complaint to the Committee within 3 days or, if necessary, call upon the complainant to supplement their complaint within a deadline of up to 2 days, indicating that in the event of supplementation, the Chair shall submit the ethical complaint to the Committee within 2 days after the expiration of the supplementation deadline;
- c)* The Committee shall decide 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 must be sent to the invitees at least 2 days before the scheduled date;
- f)* Taking into account the provisions of Section 16(5), the respondent must be given the opportunity to become acquainted with the circumstances underlying the decision and to present their defence within 15 days of being informed, as well as to present evidence;
- g)* In the event of a lack of quorum, the Chair shall close the meeting and reschedule it for a later date within 2 days, with the same agenda items;
- h)* The Committee shall put its decision in writing within 1 day following the decision and shall notify the individuals concerned, the employer exercising the employing authority, and the rector thereof – through the delivery of a copy of the decision and the minutes of the meeting;
- i)* If the employment relationship of the respondent is terminated, the ethical procedure shall cease.

**CHAPTER V
FINAL PROVISIONS**

Section 24

(1) The Code of Ethics was adopted by Resolution No. 112/2021 (XI. 24.) of the Senate at its meeting on November 24, 2021.

(2) The Code of Ethics shall enter into force upon its adoption, simultaneously repealing the Code of Ethics adopted by Resolution No. 32/2019 (VII. 10.) of the Senate. The provisions of this Code shall apply to cases initiated after the entry into force of the Code.

Budapest, November 24, 2021.

Szalontainé Dr Czettisch Barbara

Secretary of the Senate

Dr András Koltay

President of the Senate