

7.3. Code of Conduct for Teaching

Academic Staff and Special Teaching Staff (S.T.S.) members, as well as all other members of the Teaching Staff (e.g. Visiting Professors, Special Scientists), along with undergraduate and postgraduate students, are bound, as members of the University community, by the following Codes of Conduct for teaching:

Article 1. For the University of Cyprus (UCY)

1. UCY ensures the provision of the necessary and appropriate facilities to students, in terms of access to its buildings and premises as well as to necessary information regarding their studies.
2. UCY offers, whenever deemed required, support services to students.
3. UCY encourages regular evaluation of teaching by students.
4. UCY does not discriminate between members of the academic or teaching staff or among its students, for any reason such as gender, skin colour, language, religion, political or other opinions, ethnicity, social, community or minority origin, property, birth, sexual orientation, gender identity, disability or any other reason not related to academic life. Provided that the provision of reasonable accommodations to vulnerable individuals or groups for enabling them to enjoy their rights and effectively participate in the University community does not constitute prohibited discrimination.

Article 2. For Academic Staff members

UCY Academic staff members, in addition to their general obligations arising from the laws of the Republic of Cyprus and the legislation, primary and secondary, that governs the UCY operation, must comply with the following, by virtue of their professional status:

1. To be impartial and respect the principles of meritocracy, equality, equal treatment and opportunities for all students and colleagues. Take into consideration each individual's distinctive characteristics and, where necessary, be sensitive to personal needs and special circumstances.
2. To treat their colleagues and all University community members with respect.
3. To be discreet and maintain confidentiality with regard to matters that come to their attention in the course of their duties (e.g. special criteria, personal information). Any information leading to the conclusion that someone's life is at risk, which the appropriate University authorities should be notified of, constitutes an exception to this rule.
4. To follow the recommendations of the competent Committees and cooperate with the responsible Officer concerning accommodations for students with disabilities or special educational needs.

5. To behave in a dignified manner in performing duties related to their profession or their public presence, both locally and abroad.
6. To demonstrate professionalism concerning their social media presence and online posting and comply with the provisions of the Acceptable Use of Services and Information and Communication Systems Policy.
7. To meet all that is set out in the course outline and provide sufficient channels for two-way communication with students.
8. To exert every effort to fulfil their professional duties with all objectivity and professional impartiality.
9. To substantiate their views with composure and seriousness, avoiding any personal confrontation or offensive behaviour, while encouraging and fostering an environment where students can freely express any opposing views.
10. Shall not hinder, either explicitly or implicitly, other members of the academic community from exercising their academic freedom, rights and responsibilities.
11. Shall not exercise any form of violence (physical and/or psychological and/or verbal) or threaten anyone in the academic environment.
12. In the event that they or any of their immediate family members are under assessment or in the event that they or the aforementioned people derive any benefits from said assessment, measures must be taken to ensure impartiality.
13. To comply with the provisions of the UCY Regulations of Student Affairs.

Class hours and academic staff members' office hours should be announced promptly on the Internet and should be strictly followed. If, for particularly serious, professional or personal reasons, or for reasons of public interest, an academic staff member is unable to fulfil their obligations on the date and time announced, they must promptly inform of any postponement and reschedule class or of any changes in the office hours. Participation in conferences (at home and abroad) and administrative obligations to the University that cannot be postponed, such as participation in electoral bodies, are considered particularly serious professional reasons. The completion of any missed class, should be done in principle by the same academic staff member and only exceptionally by another academic staff member.

14. Academic staff members and students must ensure that classes start promptly. The same applies to the exam schedule. No pre-examination or individual examination of students is allowed, unless the academic staff member deems that there are particularly serious reasons involved. In case the request for pre-examination or individual examination is made due to health reasons, a medical certificate must be submitted.

15. The evaluation of students' performance must be done in a timely and objective manner, according to the course outline.
16. Any exploitation or use of students in projects unrelated to their academic or university obligations, especially for purposes of benefit on the part of academic staff members, is prohibited.
17. The use of students' theses or any other assignments for research purposes is prohibited without their prior consent or participation.

Article 3. For Students

UCY students, in addition to their general obligations arising from the laws of the Republic of Cyprus and the Legislation that governs the UCY operation, must comply with the following:

1. To treat their colleagues and all University community members with respect.
2. Shall not exercise any form of violence (physical and/or psychological and/or verbal) or threaten anyone in the academic environment.
3. To support their views with composure and seriousness, avoiding any personal confrontation or offensive behaviour.
4. To be discreet and maintain confidentiality with regard to matters that come to their attention as a result of their participation in University Bodies and Committees, in compliance with the General Data Protection Regulation (GDPR). Data leakage constitutes a serious disciplinary offence.
5. Meetings with teaching staff members concerning student matters are either scheduled in advance, upon prior communication of the student with the teaching staff member or during the latter's fixed office hours.
6. Students have the right to access their academic information as provided by the relevant rules of the University.
7. Students who need support have the right to contact the responsible Officer for help or reasonable accommodations.
8. Academic staff members and students must ensure that classes start promptly. The same applies to the exam schedule. Failure to arrive on time causes disruption and shows lack of respect. No pre-examination or individual examination of students is allowed, unless the academic staff member deems that there are particularly serious reasons involved. In case the request for pre-examination or individual examination is made due to health reasons, a medical certificate must be submitted.
9. Students have the right to see their paper, as well as to ask for explanations regarding the marks they have received.

10. Impersonation in any educational procedure, and especially in examination tests established in the context of a teaching or research procedure relating to the assessment of students' knowledge, skills and abilities, is expressly prohibited and shall be subject to disciplinary and criminal sanctions.

11. To comply with the provisions of the Student Disciplinary Regulations.

Any form of copying, unauthorised collaboration with third parties and the use of any kind of resources, notes and electronic media during any examination procedure is prohibited. The use of resources and notes is permitted only if it is allowed by the person responsible for the examination procedure. Academic offences related to written assignments or cases of plagiarism constitute serious disciplinary offences.

Plagiarism is committed when an individual's or an organisation's intellectual work or part of it is published or submitted as an assignment in either printed or electronic form, to meet the students' obligations for an assessment procedure. It also involves the distribution of university notes without the permission of the author and/or the academic staff member.

12. Except in cases when the academic staff member permits it for teaching purposes, the use of mobile phones is strictly prohibited during classes and exams.

13. It is strictly prohibited to photograph, record or film any person in the classroom and in the academic environment, in general, without the express and prior consent of that person.

14. Students are required to use classrooms, public areas and equipment with care. They must also respect class hours and teaching rooms, while complying with the safety rules. Eating in classrooms is prohibited.

15. Any announcements that contain information unrelated to the educational procedure may be posted by individual students or student groups only upon the approval of the competent University authorities and in appropriate places.

References

The Code of Conduct for Teaching was drafted using a great number of published sources available from other Greek and International academic Institutions. The following are indicative:

1. **The University of Birmingham Code Of Ethics**, available at <http://www.birmingham.ac.uk/Documents/university/legal/uob-code-of-ethics.pdf>.
2. **Columbia University, Code of Conduct**, available at http://www.columbia.edu/cu/compliance/docs/code_of_conduct/
3. **Radford University Code of Ethics**, available at <http://www.radford.edu/content/radfordcore/home/about/code-of-ethics.html>.

4. **Code of Ethics of the University of Southern California**, available at https://about.usc.edu/files/2011/07/USC_Code_of_Ethics_2004.pdf.
5. **University of California, Statement of Ethical Values**, available at <http://www.ucop.edu/ethics-compliance-audit-services/files/stmt-stds-ethics.pdf>.
6. **Ethical Principles of Teaching and Studies at the University of Helsinki**, available at <https://www.helsinki.fi/en/university/ethical-principles-of-studying-and-teaching>
7. **UNIVERSITY OF RICHMOND, CODE OF ORGANIZATIONAL ETHICS AND INTEGRITY**, available at <http://www.richmond.edu/compliance/code-of-ethics.pdf>.
8. **BostonUniversity, Code of Ethical Conduct**, available at <http://www.bu.edu/ethics/files/2014/01/ethical-conduct.pdf>.
9. **Κώδικας Δεοντολογίας Πανεπιστήμιο Θεσσαλίας 2009**, available at http://www.uth.gr/static/miscdocs/Kwdikas_Deontologias.pdf.
10. **Κώδικας Δεοντολογίας Πανεπιστημίου Αιγαίου**, available at <http://www.aegean.gr/>
11. **Κώδικας Δεοντολογίας και Καλής Πρακτικής Εθνικού και Καποδιστριακού Πανεπιστημίου Αθηνών**, available at http://www.phed.uoa.gr/fileadmin/phed.uoa.gr/uploads/Epitropi_Deontologias/4_Kodikas_Deontologias_kai_Kalis_Praktikis_Ethnikoy_kai_Kapodistriakoy_Panepistimioy_Athinon_12.2017_PDF.pdf
12. **Κώδικας Δεοντολογίας της Έρευνας Πανεπιστήμιο Κρήτης**, available at [http://www.en.uoc.gr/files/items/1/1244/kodikas_deontologias_tis_ereynas\[1\].pdf](http://www.en.uoc.gr/files/items/1/1244/kodikas_deontologias_tis_ereynas[1].pdf).

Approved by the Senate (meeting No. 19/2019, dated 03/07/2019) and ratified by the Personnel and Regulations Committee (meeting No. 11/2019, dated 30/07/2019).