

UNIVERSITY OF NICOSIA

INTERNAL REGULATIONS

**CHAPTER ELEVEN: INSTITUTIONAL
VALUES AND CODE OF PRACTICE**

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TABLE OF CONTENTS

11.0. INSTITUTIONAL VALUES AND CODE OF PRACTICE	3
11.1. Institutional Values	3
11.2. Code of Practice	4
▪ Personal and Academic Integrity	5
▪ Knowledge and Academic Freedom	7
▪ Respect for Regulations and Laws	8
▪ Democratic Governance and Management	8
▪ Ethical Behaviour	9
▪ Civic and Social Responsibility and Responsiveness	12
▪ Tolerance and Multi-Cultural Awareness	13
▪ Sustainable Use of Resources	13
▪ Continuous Improvements	14
▪ Code Violations and Enforcement	14

11.0. INSTITUTIONAL VALUES AND CODE OF PRACTICE

11.1. Institutional Values

Universities and other higher education institutions play a central role in the development of society, the economy and culture at a global, regional, national and local level. To ensure the advance of a just, free and ethical society, all the key pillars of that society (such as universities) must stand by certain Values, described in appropriate Codes of Practice.

The Values of our University provide a framework to guide our professional practice and remind us of our responsibilities to our students, our colleagues, our institution, our society and ourselves. Our Values can be used to direct our behaviour, guide our decisions and achieve our objectives.

The University of Nicosia (UNIC) will respect and espouse the values of the European Union, particularly those of liberty, democracy and equality, and of respect for human dignity and human rights. These values will aim at fostering a culture of pluralism, tolerance, justice and non-discrimination.

UNIC will also uphold the values adopted by UNESCO (Bucharest Declaration, Sept 04): Its academic culture will strive to ensure an ethos that is based on the principles of respect for the dignity and integrity of human beings, the advancement of knowledge, inclusive education, life-long learning, participatory democracy, active citizenship and non-discrimination. Although treasuring its autonomy, the University accepts its wider responsibilities to society at large and will always endeavour to promote the public good.

The **Statement of Values** which follows below represents the **core priorities** of our University in summary form, including what should drive our priorities, define our policies and practices, and how we should truly act within the University. These Values will be vital in strategic planning and will be used to determine the intent and direction of the University, as well as, to manage any changes within it. UNIC's Statement of Values provides a foundation upon which to continue building the University's reputation, to achieve the University's objectives, and to represent the University's commitment to all its stakeholders (students, faculty, staff, and the Cypriot community in general).

The University of Nicosia expects its faculty, staff and students to uphold and respect the Values of the University in the continuing quest for "Excellence in Education".

Statement of Values:

To foster within the University community the values of personal and academic integrity, the liberty to question and to pursue knowledge, of respect for the laws of the Cyprus Republic, the European Union and the University, democratic governance and management of the institution, respect for persons, professionalism and diligence, ethical behavior, civic responsibility, multi-cultural awareness, tolerance, and sustainability of resources.

Briefly elaborated, the core values entail the following:

- a. Promoting **personal** and **academic integrity**; especially honesty, trust, fairness, respect, openness, responsibility and accountability. This includes avoiding conflicts of interest, as well as integrity in the conducting of research.
- b. Cultivating, promoting, transmitting and exchanging **knowledge** and safeguarding **academic freedoms**, such as the liberty to question, the free pursuit of knowledge and freedom of expression. This includes the associated issues of autonomy and responsibility.
- c. **Gender Balance** in committees: The University is committed to achieving gender balance among the members of all the decision-making bodies and committees. This especially applies for the committees (both internal and external) where members are invited/selected.”
- d. **Respect** for the University’s **regulations**, as well as, the **laws** of the Republic of Cyprus and the European Union. Emphasis is placed on laws relating to data protection, confidential information and prevention of fraudulent practice.
- e. Promoting and ensuring **democratic governance** and **management** of the University. Emphasis is placed on the effective and efficient operation of the University, ethical leadership and the crucial role all University members play in the running of the institution.
- f. Promoting high **standards of integrity** and **ethical behaviour**, exhibiting professionalism and diligence, and the avoidance of unethical or questionable practices. This includes considerations which arise when making or appealing against decisions, as well as, general courtesy and professional ethics.
- g. Promoting **civic and social responsibility** and responsiveness to the needs of society, the country and the region. This covers the importance of our commitment to the students and the society we serve, of taking a responsible role within civic society and of being responsive to the wider needs of society and the economy.
- h. Promoting **tolerance**, **diversity** and **multi-cultural awareness** through the curriculum, through constant debate and through respect for cultural diversity and for the opinions of others.
- i. **Efficient and sustainable use** of infra-structural, human and financial **resources** so that the University remains financially viable and environmentally friendly. This includes effective management, avoidance of waste and emphasis on health and safety.

The above core values underpin the **Code of Practice** of the University, which attempts to translate the ethos entailed in the Values into general principles and guidelines.

11.2. Code of Practice

UNIC’s Code of Practice is a point of reference and a shared statement of commitment to upholding its Institutional Values. The Code of Conduct is intended to guide UNIC staff and faculty in identifying and resolving issues of ethical and professional conduct that may arise in their employment, when dealing with colleagues, students, the University and others. The Code is a set of general principles and guidelines rather than detailed prescriptions. It complements, but does not exclude or replace, the rights and obligations of faculty and staff under UNIC’s Internal Regulations or Cyprus or European law.

All University employees - faculty and staff - must have knowledge of and are expected to comply with the provisions of this Code of Practice; both individually and collectively. When situations arise which are not clearly covered by the University's Internal Regulations, one may use their best judgment based on the Values of our institution.

11.2.1. Personal and Academic Integrity

The University of Nicosia believes that integrity is the single most important value which must guide our actions and decisions. Integrity provides a sound foundation for knowledge development, quality teaching and for the training of students as responsible citizens and professionals. It fosters an environment conducive to learning; it must underpin the manner in which our institution specifies its goals, selects and retains its faculty, admits students, establishes curricula, determines programmes of research, pursues service, demonstrates sensitivity to equity and diversity issues, allocates resources, and serves the public interest.

The University will seek to demonstrate its integrity through honesty, trust, fairness, respect, openness, responsibility, accountability and a deep concern for its constituencies and for the public.

University members should avoid situations of conflict of interest on account of personal, intimate, and financial relationships; the latter includes the receipt of gifts, accepting paid outside work and having private interests.

a. General Academic and Personal Integrity

- The quest for **honesty** should start with oneself and be extended to all other members of the academic community, systemically avoiding any dishonest behaviour which could negatively affect the quality status of academic degrees; such as cheating, lying, fraud, plagiarism and theft.
- The **respect** and **trust** that is mutually shared by all members of the academic community will be the backbone of that climate of work which fosters the free exchange of ideas, creativity and individual development; regardless of one's position in the hierarchy of learning and research.
- Ensuring **fairness** in teaching, student assessment, research, staff promotion and any activity related to the awards of degrees, should be based on legitimate, transparent, equitable, predictable, consistent and objective criteria.
- **Responsibilities** should be shared by all members of the academic community, thus allowing for the upholding of **accountability** and for the free expression of attitudes and actions in the face of wrongdoing.

b. Avoiding Conflicts of Interest

- Every effort should be made to avoid a conflict of interest. The potential for a conflict of interest arises when a member of the University is placed in a situation where private interests could influence, or appear to influence, judgements made in matters related to the University.
- Faculty or staff should not participate in decisions affecting a person with whom they have a personal relationship as this may lead to a conflict of interest. Situations that entail such

a conflict include: the marking of student assignments or examination papers; appointment, supervision or promotion of colleagues; and awarding financial assistance. If a conflict arises, the faculty or staff member concerned should withdraw from the situation or make known the relationship to their superior so that the latter can decide on how the issue should be handled.

- Difficulties in maintaining boundaries between personal and professional life may arise from close relationships, compromising the professional or personal status of those involved. This kind of conflict is particularly heightened in faculty, staff and student relationships.
- A conflict of interest could arise from a financial relationship, whereby the person involved has an economic interest in the company from which their services or supplies are obtained. If such a relationship is present, then it must be revealed prior to any decisions or agreements being made. Those with financial interest must avoid getting involved in such transactions.
- A conflict of interest can be created by receiving gifts as an incentive to act in a particular way or perform duties differently. University faculty and staff should not accept, encourage or request a gift of any form. This does not include special occasion gifts which are offered in accordance with social or cultural practice.
- Faculty and staff are committed to the duties and responsibilities of their appointment at the University. Additional paid, external work may be permitted in accordance with the University policy and guidelines. Similarly, research for pecuniary return should be based on an understanding with the University's appropriate authorities.
- More importantly, prior approval must be sought by faculty before any additional paid, external work is undertaken. Outside work which has the potential of promoting the creation of links between the community and the University will usually be considered in a favourable light; care should be taken, however, to avoid the creation of any unreasonable competition with professionals working in the same field or with any external community activity.
- In cases where conflict may arise between the faculty or staff member's private interests and duties to the University, external work should not be authorized. An example is seeking to secure paid counselling outside of University work, while this would normally be considered as part of one's duties. Approval must be obtained for the use of any University facilities connected to additional external work; the cost of which, the University should be compensated for.

c. Integrity in Research

- Intellectual freedom and social responsibility will be the key values guiding scientific research at the University.
- Researchers at the University are expected to be morally responsible for research processes (choice of topics, methods of enquiry and the integrity of the research) but also for the research outputs. As such, they should adopt and respect the relevant codes of ethical standards that regulate their scientific research.

11.2.2 Knowledge and Academic Freedom

Teaching, research and service are the main pillars of any university and certainly of the University of Nicosia. UNIC places pivotal importance on intellectual and academic freedom and on the associated issues of autonomy and responsibility. The University expects faculty and staff to:

- (a) Promote and sustain advanced knowledge related to their particular discipline or area of work.
- (b) Achieve the highest standards of excellence by carrying out their duties professionally and conscientiously and to the best of their ability.
- (c) Be fully responsible and accountable for their official performance as relates to decisions, actions and behaviour.
- (d) Make continuous efforts to develop and improve their skills and expertise as related to their particular area of work.
- (e) Focus on client service, regardless of whether the clients are students, other colleagues or staff, or the general public.
- (f) Academic freedom is essential to the practice of teaching, research and scholarship. Faculty are expected to be committed to freedom of inquiry, which implies that they have the right to confront and pass critical judgment on the belief systems of society in the spirit of a more conscientious and sincere search for knowledge and its dissemination.
- (g) Institutional autonomy is essential to academic freedom - the freedom to examine data, to question assumptions, to be guided by evidence, and to be a learner and a scholar. In turn, academic freedom builds and strengthens institutional integrity.
- (h) Intellectual and academic freedom entail responsibilities at all levels of the institution – administration, faculty and students.
- (i) On the part of the administration, there is the obligation to provide leadership which will protect all faculty from harassment or inappropriate pressures.
- (j) On the part of the faculty, there is an obligation to distinguish personal convictions from proven (even if provisionally so) conclusions, and to present relevant data objectively to students. Faculty should be careful not to introduce controversial matters into their teaching, which have no relation to their subject. Faculty are also expected to exercise the right of academic freedom and expression without offending others.
- (k) On the part of the students, there is the obligation to be critical and to question. All the parties are expected to be committed and to be actively involved in the life of the institution.
- (l) Intellectual freedom does not rule out commitment and it does not require neutrality on the part of individuals or the institution itself. Individual faculty members or students may hold to particular political, social, or religious philosophies, but they must remain intellectually free, while also allowing others the same freedom to pursue truth. In all cases, faculty and students are expected to exercise the right of academic freedom and expression without offending others.

11.2.3. Respect for Regulations and Laws

UNIC faculty and staff are expected to act in accordance with the prevailing laws of the Republic of Cyprus and of the European Union, as well as, the Internal Regulations of the University. Special mention must be made of the laws relating to data protection, confidential information, and the prevention of fraudulent practices.

- (a) University members dealing with personal data shall respect the privacy and the integrity of individuals in accordance with the provisions of Cyprus and EU laws. They are not allowed to process personal data for non-legitimate purposes, or to transmit such data to unauthorised persons.
- (b) Computerised data concerning any individual should be accessed for institutional purposes only; unless the person concerned gives his/her consent. Accessing personal records without a specific, job-related purpose, constitutes a breach of the University's privacy policy. However, the University is legally obliged to respond to any request for information in the form of a police warrant, subpoena, summons or other court order.
- (c) Any password, authorisation code, etc given to a user will be for their use only, and must be kept secure and not disclosed to, or used by, any other person – except in cases in which a University policy or decision determines otherwise (e.g. when a member of staff is to go on leave).
- (d) University members are expected to adhere to the principles of confidentiality and have a duty to maintain the confidentiality and security of any personal information for which they are responsible, including computerised data. Personal information will generally not be released to a third party unless the subject is informed of the reason for the disclosure and provides approval – with the exception of special circumstances where such disclosure may prevent a serious or imminent threat to the life or health of the individual concerned or of another person.
- (e) All members of the University should ensure that they have an email password to prevent fraudulent misuse of personal mailboxes and newsgroups. Leaving workstations unattended while logged into email should be avoided, as this could lead to fraudulent use of individual accounts. University members should not use another person's account without their permission, either to read or send emails, or post articles to newsgroups.
- (f) Members of the University should not send emails which could prove to be defamatory or bring the institution's standing into disrepute; the University's computing facilities should not be used to harass others by sending abusive, threatening or defamatory messages.

11.2.4. Democratic Governance and Management

- (a) The governing bodies of the University will aim to operate the institutions in an efficient and effective way, as is necessary in the modern world.
- (b) In relation to entrepreneurial and commercial objectives and activities, the governing bodies will aim to safeguard the rule of law and the core academic and ethical values of the University.
- (c) Academics, students and staff members will have a critical role to play in making sure that the quest for efficiency and increased revenue does not impair the quality of learning and research outcomes, or the intellectual standards of the University.

- (d) Official views of the University as a corporate body should only be made public by the appropriate officers of the University, as duly designated by the University's statutes.
- (e) The University will aim to maintain a balance between the need to encourage effective leadership and management and the need to encourage participation by the members of the academic community, including students, teachers, researchers and administrators, in decision making.
- (f) University leaders at all levels will be held accountable for the effective management of the University and for providing ethical leadership.

11.2.5. Ethical Behaviour

Ethical considerations often arise when making or appealing against decisions, when ensuring courteous, just and equal treatment of others, and when complying with professional ethics. Professional ethics must be adhered to, representation of a group must be authorised and unethical activities should be disclosed.

- (a) The University aims to foster an environment where all persons are treated equally and with due respect. Faculty, staff and students will be commended for their efforts, and will be given due acknowledgment for their accomplishments.
- (b) Faculty and staff should treat others equally, regardless of gender, race, culture, disability or medical condition, sexual orientation, religion, marital status, age or political belief. For example, it is unfair and irrelevant to determine the grade to be awarded to a student based on factors such as age or gender.
- (c) Actions, practices or rules should not exclude individuals or a group of individuals from opportunities because of personal characteristics, irrelevant to the situation, being applied (whether consciously or unconsciously) as a barrier (e.g. when a person is treated less favourably because of that person's race or gender, or because of stereotypical ideas, practices or rules based on that person's race or gender).
- (d) The University shall also guard against indirect/systemic discrimination from regulations that appear neutral because they are applied equally to everyone but, in effect, may be unfair and unequal.
- (e) University faculty and staff should have respectful relationships with students, colleagues and the community in general. The personal behaviour of faculty and staff is regarded as a crucial part of their responsibilities within their position and duties. Disrespectful, offending or vindictive behaviour is unacceptable in all cases.

f. Making Decisions

- The principles of impartiality, fairness and objectivity should be applied when making decisions, taking action of a discretionary nature, or resolving problems which may negatively affect a person's rights, independence, interest or lawful expectations. This means that those whose rights are affected by a decision shall have the right to react to accusations or claims made against them, by means of a written comment or oral presentation, before the decision is taken.

- Decisions should be made impartially and fairly and be based on relevant matters, without prejudice, preferential treatment or any arbitrary action. Such decisions should never be guided by personal or political pressure or interest. If someone involved in a decision has a personal financial interest, s/he should declare that interest and withdraw from the decision-making process, while also ensuring that s/he is substituted by another appropriate person.
- In making decisions, faculty and staff shall ensure that the principle of equality of treatment and the avoidance of discrimination should be respected; so that people with similar circumstances should be treated in the same manner. If there is a difference in treatment, it must be ensured that it is justified with relevant objective factors in the particular case.

g. Appealing against Decisions

- In cases where the rights or interests of individuals are involved, the right of defence should be respected at every stage of the decision-making procedure. Such individuals must be given the opportunity to submit written comments and, if necessary, present their oral clarifications before a decision is made.
- If a decision is made that may adversely affect the rights or interests of an individual, then the University member must indicate the appeal possibilities available for challenging the decision; particularly, informing the person concerned of how s/he may go about appealing, who s/he should direct their appeal to, and the time-limit within which s/he has to react.
- Notification of a decision to the person(s) concerned must be sent in writing as soon as possible after the decision is made. The decision should not be communicated to other people involved, until the person directly concerned has been informed.
- The grounds on which the University bases a decision must be clearly stated if the rights or interests of an individual may be unfavourably affected. In cases where standard replies are issued, given a large number of similar decisions, individual reasons should be provided by the University official to the person involved.

h. Courtesy

- UNIC faculty and staff are expected to be service-minded, courteous, and accessible when dealing with students, other colleagues (regardless of their position or rank) and members of the community. They should always try to be as helpful as possible and reply to any queries as completely and as accurately as possible. If they are unable to assist, they should direct the query to the appropriate person that is responsible for the matter concerned.
- Disrespectful, offending, rude, insulting or vindictive behaviour towards students, colleagues and the public is unacceptable in all cases and could also be a disciplinary offence.
- In cases where an error has occurred, the person responsible is expected to: apologise for it; endeavour to correct, in the most expedient way, the negative effects resulting from the error; and inform the person involved of any right of appeal.

- Harassment and bullying are unacceptable. Faculty and staff must not get involved in anything which could amount to, or may be perceived as, sexual, racial or gender-based harassment. Neither should they behave in a manner that may be perceived as intimidating, threatening, domineering or bullying.

i. Professional Ethics

- University faculty should encourage students in their pursuit of independent scholarly learning, critical judgment, academic integrity and ethical sensitivity. They should, in turn, demonstrate these qualities themselves when interacting with students. Faculty also have the obligation to be courteous and sensitive to the needs of the students. The students' best interests should always be a priority in a relationship of trust between faculty and students.
- Students enrolled in programmes leading to academic awards that allow access to regulated professions are also subject to these standards including those set by the individual programmes and outlined in the relevant handbooks
- Faculty should assess students' work in a fair and accurate way. Details should be given regarding the assessment criteria, making it clear what is expected of students. Feedback should be given within a reasonable timeframe. Faculty also need to allocate sufficient time for personal advising of students. Students adhering to defensible alternative views or approaches should not be penalised.
- Those supervising others have the special obligation of ensuring fair treatment and equal opportunity, and of maintaining open and honest communication and correct understanding of the standards expected from performance. Performance evaluations should be carried out taking into account the above standards in as fair and objective a way as possible. Development and training opportunities should be made available by the supervisors without discrimination or preferential treatment. Departments and sections must always use both formal, as well as, informal means of communication and consultation.
- University members, who work, teach or undertake research related to professional activities, such as lawyers, accountants, therapists etc, may have obligations to abide by principles related to their profession. Professional ethical standards are usually consistent with the standards of conduct outlined in this Code. Those who are subject to professional ethical standards should seek to perform them in a manner that is suitable to the ethical standards of both the University and their profession.
- The ethical conduct of research should be guided by the principles of intellectual honesty and public interest. Therefore, research should be designed to develop the particular field of scholarship understanding, and should thus employ an appropriate and reliable methodology. The accuracy and reliability of the data should be protected. Ideas, information and contributions of others should be appropriately recognized and intellectual property should be respected. Whenever necessary, the consent of the participants in the research process should be secured.
- University members are encouraged to report genuinely suspected or acknowledged fraud, and/or dishonest behaviour, to the appropriate University or external authorities. Those who report or expose fraud or dishonest behaviour should not be subjected to harassment or any other vindictive behaviour.

- Faculty and staff who are considered experts in their area may comment publicly, within their capacity as members of the University, but they should make it clear that the views expressed are not necessarily those of the University. Publicly expressed opinions should at all times be accurate, and respectful of other opinions.
- Whenever members of the University wish to participate in matters of professional or public debate on behalf of a group of colleagues, they must secure formal delegated authority to do so; in such a case, the views presented must be attributed to the particular group that the member represents.

11.2.6. Civic and Social Responsibility and Responsiveness

The mission of most higher education institutions implies a commitment to the students and the community it serves. The University of Nicosia assumes a responsible role for itself and its members within civic society and aims to be an institution that is responsive to the needs of society and the economy.

- (a) Developing academic programmes that meet international academic and professional benchmarks, as well as, local, regional and national needs.
- (b) Seeking and developing ties with outside stakeholders, such as industry groups, whose input and opinion will help the University improve its offerings and increase the employability of its graduates.
- (c) Addressing the specific needs of adults, marginalized groups, or groups requiring special attention.
- (d) Exploring and promoting alternative delivery methods, incorporating the use of state of the art technology.
- (e) Focusing some research on, and organizing activities related to, social, economic, political and other issues of major and current importance.
- (f) The University depends on community debate and support for its mission. Faculty and staff are also members of the community they serve. As part of their civic responsibility, therefore, faculty and staff should offer their expertise on economic, social, cultural, political and scientific matters of concern to the community.
- (g) There are no restrictions to participation in political, professional, interest group or charitable activity, provided that it does not create a conflict of interest or hinder the performance of official duties. In particular, such activities should not be carried out during working hours or cause duties and commitments to the University to suffer.
- (h) The University promotes the democratic participation of faculty, staff and students in many collective bodies and decisions and maintains corporate transparency well within the limits permitted by any laws.
- (i) The University provides for faculty and student participation on many bodies, such as the Council, the Senate, and the various School and Department Councils. It also aims to expand faculty, staff and student participation in as many other ways as possible.

- (j) The University administration has been in the past, and will continue to be in the future, transparent on financial matters, even though this is not required by any law. The University expects its members to view such transparency as a privilege that should be respected and not be disclosed to other people.

11.2.7. Tolerance and Multi-Cultural Awareness

The University of Nicosia places high value on involvement in external activities, particularly those promoting tolerance; of the opinions of others and of diversity and multiculturalism.

- (a) The University prides itself on its commitment to multiculturalism, diversity, democratic values and peaceful coexistence with neighbours at home and around the world. These principles are reflected in relevant UNESCO declarations and are part of the Bologna process. Where possible, these values should be incorporated in the curriculum in order to help students become contributing members of a diverse, multicultural, global community.
- (b) The University accommodates and respects other people's opinions. Disagreements are dealt with by rational debate, giving the opportunity for open discussion and for expressing alternative points of view. Verbal or physical violence or intimidation should not obstruct or halt a rational debate. Criticism of ideas should be differentiated from personal criticism.
- (c) The University aims to encourage respect for cultural diversity and to prevent any discrimination which occurs in the name of cultural differences. Faculty and staff should make it clear that each individual must acknowledge not only otherness in all its forms, but also the plurality of cultural identity as an enrichment of the community. Cultural diversity widens the range of options open to everyone within the University, while multicultural awareness and policies are conducive to the production and dissemination of diverse cultural goods.

11.2.8. Sustainable Use of Resources

The University of Nicosia views the proper use and management of resources and continued financial viability as the two pillars upon which the University will continue to exist and prosper. Effective management of resources, avoidance of waste and emphasis on health and safety, are vital to the efficient running of the University.

- (a) University members have the responsibility to ensure that the resources required, in order to provide teaching, research and community service, are managed effectively and without harm to the University, the community or the environment.
- (b) University property and resources (such as material, financial and computerised resources) should only be used for the legitimate University purposes for which they are intended. Equipment should not be removed from campus, unless there is a University related need for its use, and only after seeking appropriate permission.
- (c) University members should not use the University's computing facilities to access, download, transmit or display material which might be offensive and which is not relevant to their work, study or research.
- (d) Occasionally, University resources may be used for private purposes, such as personal phone calls: in such cases, the University member should be sensitive that in doing so they are using University resources and should make an effort that such use is kept to a

minimum. The rules governing all use of the University's Computer Centre and network facilities, whether accessed through the University's property or otherwise, can be found in the Policy for Information Technology (IT) Use.

- (e) Waste should be avoided and resources should be used efficiently. University property and equipment should be handled with the proper care and should be safely protected against theft and mistreatment.
- (f) The most significant resource of the University is its members' skill and time. Effective interpersonal and human resource management skills, and the provision of training and development prospects, improve this resource for the benefit of the individuals concerned, the University in general and the community that the University serves.
- (g) When undertaking activities, particularly when the advice or information offered is relied upon by others, University members have a duty to take reasonable care to offer correct guidance and avoid causing harm to anyone.
- (h) University administrative procedures must be accurate and up-to-date. Written instructions, clear explanations and demonstrations must be given when training others on the practice of health and safety in the workplace. Hazardous or infectious material used during teaching, researching or assisting in laboratories, must be handled and disposed of using appropriate and safe procedures. Such procedures must also be thoroughly demonstrated and explained to students using such materials, while the supervisor must ensure that the correct procedures are implemented properly.
- (i) The University is committed to safe and healthy working practices in a safe environment. Consequently, all University members are encouraged to regard accident prevention and working safely as both a collective and individual responsibility.

11.2.9 Continuous Improvements

Like everything else, the Institutional Values and the Code of Practice are subject to periodic revisions, as the organisation, its aims, and its environment are subject to change. All organizations are human creations, set up to achieve specific aims.

- (a) The basic core values and the basic principles of ethical behaviour may not change over time. What are likely to change are the specific types of unethical behaviour.
- (b) It must be stressed that some types of unethical behaviour may also be illegal, but some other types of unethical behaviour may not necessarily be illegal. On the other hand, any illegal activity is unethical.
- (c) It is suggested that this Code of Practice be periodically reviewed, perhaps every 5 years, so that it is kept up-to-date with new University decisions and regulations.

11.2.10 Code Violations and Enforcement

It was mentioned by way of introduction that UNIC's Code of Practice is a point of reference and a shared statement of commitment to upholding its Institutional Values. The Code of Practice is intended to guide UNIC staff and faculty in identifying and resolving issues of ethical and professional conduct that may arise in their employment, while dealing with colleagues, students, the University and others. The Code is a set of general principles rather than detailed prescriptions.

It complements, but does not exclude or replace, the rights and obligations of faculty and staff under UNIC's Internal Regulations or Cyprus or European law.

- (a) All university employees - faculty and staff - must have knowledge of and are expected to comply with the provisions of this Code of Practice, both individually and collectively. When situations arise which are not clearly covered by the University's Internal Regulations, one may use best judgment based on the values of our institution.
- (b) The Code of Practice will be used to regulate University members' behaviour. University members may be counselled in accordance with common management strategies if their performance falls below the standards outlined. The inadequate performance of one individual may lead to the inadequate performance of a whole department.
- (c) Grievance procedures exist in respect of many University policies. Any concerns regarding the application or breach of the Code in a particular situation should be raised with the official designated to that particular policy. In any other situations, the University member should consult their immediate supervisor or other designated person.
- (d) The University is obliged to take effective measures to publicize the rights of University members specified in this Code; the Code should be available at all times in electronic form on the website, and must also be published and distributed in the form of a brochure.
- (e) The Ethics Committee is assigned with the overall responsibility for the enforcement, violations and suggested reviews of the Code. Each School and Administrative Department within the University is responsible for helping to ensure legal and ethical compliance by everyone within its area of responsibility.
- (f) The Ethics Committee supports the School and Department Heads in their efforts to ensure that the University is following this Code of Practice, policies and procedures and other applicable laws. When employees are not comfortable going to their Department or Section Head, the Ethics Committee serves as an additional direct resource for suspected compliance violations, or any questions or concerns about compliance issues within the University.
- (g) One aspect of unethical behaviour is whether it is also illegal. Certainly, all illegal actions are unethical, but this does not mean that unethical behaviour is always illegal.
- (h) Another aspect is whether unethical behaviour is a disciplinary offence. Disciplinary offences are defined in the University's Internal Regulations and such offences are brought in front of a Disciplinary Committee. The Committee follows the Law of Natural Justice, ensuring the right of the defendant to defend him/herself and also the right of appeal. The Disciplinary Committee and the Appeals Committee are not courts of justice and, therefore, no legal representation is either necessary or allowed.

Acknowledgement of Sources: This document has used material from a diverse variety of sources. These include the Draft Constitution for Europe, the UNESCO Bucharest Declaration on Ethical Values and Principles of Higher Education in the Europe Region, The Code of the University of Queensland and the European Code of Good Administrative Behaviour.