



TOMORI PÁL COLLEGE

CODE OF ETHICS

Version number : 3¹

Date of acceptance: 20.05.2025.

Decision number: 8/2/2025

Date of entry into force: 21.05.2025.

Responsible person: Rector

¹ This Code of Ethics supersedes the Code of Ethics adopted by Senate Resolution No. 11/2/2024 and entered into force on 01/09//2024.



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1. General provisions

1. §

(1) The Code of Ethics (hereinafter: the Code) largely sets out moral expectations in matters for which the legislation does not prescribe binding rules of conduct. The purpose of the Regulations is to define and enforce the social and moral expectations, values, and norms of the College as a higher education and scientific institution for its citizens in order to ensure a high level of performance of the College's tasks and a harmonious working environment.

(2) The provisions of the Code of Ethics supplement the legal and other regulatory (e.g. disciplinary) obligations that otherwise apply to the College's citizens. An ethical procedure can be carried out if other regulations of the College do not order the application of a procedure for the violation of the given norm.

2. §

(1) The personal scope of the Regulations covers the citizens of the College, i.e. the students and persons performing teaching activities within the framework of any legal relationship and form of training, as well as the staff of the College performing other duties.

(2) The material scope of the Regulations covers all activities of the persons defined in paragraph (1) that are related to the College's activities or that can harm the College's image and reputation.

2. Ethical rules

2.1. General ethical rules

3. §

(1) All citizens of the College are obliged to:

- a) his duties in compliance with the laws and other regulations, to the best of his knowledge, conscientiously, accurately, in cooperation with other citizens of the College, in a collegial manner, with the interests of the College in mind, and to expect this from others as well;
- b) strive to preserve and strengthen the good reputation of the College and its citizens, as well as the human dignity and honor of college citizens, and to respect their personal rights;
- c) to be responsible for the proper use and protection of the assets entrusted to him by the College;
- d) to lead a moderate lifestyle in accordance with the standards accepted by society, in particular, to refrain from giving or obtaining an unauthorized advantage to anyone in return for financial or other compensation during their activities at the College;
- e) to accept, respect, and follow human rights and fundamental freedoms, to acknowledge and accept human differences, to show tolerance in matters of religion and worldview;
- f) refrain from any partypolitical activity or unilateral expression of opinion during the performance of his/her teaching duties. When presenting competing positions, which also take the form of political debates, you must strive to present all relevant positions. In addition to the performance of his duties, to refrain from extreme ways and forms of expressing opinions;
- g) pay particular attention to the obligations specified in point f) during statements made in his capacity as an instructor in public (such as in the press);
- h) to always act assuming that the behavior of others is also guided by moral and ethical responsibility, at the same time to take action against behaviors that conflict with these Regulations, to strive for a peaceful settlement of ethical conflicts within the framework of this, and if this is not possible, to contact the Ethics Board;



- i) refrain from abusing the claims enforcement options and tools provided by the Regulations, especially from submitting an ethical complaint that is clearly unfounded or frivolous, in bad faith.

(2) Citizens of the College with foreign citizenship are obliged to adapt to the norms of behavior generally accepted in Hungary and at the College, in addition to the possibility of preserving their own culture.

2.2. Managerial ethical rules

4. §

A citizen holding a senior position at the College must:

- a) refrain from abusing your position, make properly prepared, objective, responsible decisions, and evaluate the work of your subordinates objectively;
- b) enforce among subordinates the regulations defined in legislation and other rules;
- c) during the preparation and execution of the tasks, to provide the opportunity for subordinates to express their opinions and suggestions regarding the given task;
- d) to cooperate with the college institutions of the student self-government, in solving any problems that may arise within the framework of the institutional regulations, as well as to listen to the proposals made to amend the given regulation(s);
- e) to create a supportive and constructive workplace atmosphere in the organizational unit under his management, to encourage his subordinates to the best of his ability, and to help them progress;
- f) strive to resolve arising professional, personal, and other problems in an appropriate manner, to resolve conflicts.

5. §

A college citizen participating in the work of the College's decision-making bodies must:

- a) to participate in the meetings of the given board in a prepared manner, to inform the person responsible for the management of the board in case of obstruction;
- b) make decisions in possession of the necessary information, with due consideration, objectively, with the College's interests in mind, and responsibly.

2.3. Ethical rules of educational activity

6. §

(1) The main goal of the citizens performing teaching activities at the College is the professional training of students and the promotion of their human and moral development, and the development of their inherent abilities.

(2) To achieve the goals defined in paragraph (1), the instructor must:

- a) to carry out the teaching tasks assigned to him/her to the best of his/her knowledge and abilities, responsibly, to do his/her best to ensure that the students acquire the knowledge of the taught subject;
- b) to continuously train oneself, to monitor the scientific development of the field(s) one studies, to incorporate its new results into one's educational activities;
- c) to use the tools of personal example, to serve as a role model for the students with their professional activities and behavior. In connection with this, (s)he must clearly separate

his social, economic or political roles unrelated to teaching from teaching activities (see in particular: Section 3 (1) point f));

- d) to hold the lesson announced at the specified place and time in person, prepared, and to inform his supervisor and the students in due time if (s)he is prevented from doing so. (S)He is entitled to take action against behaviors and phenomena that disturb the educational environment;
- e) to clearly inform the students about the requirements, professional, educational and performance expectations. It is obligatory to treat students' data and academic results confidentially;
- f) to appear prepared and dressed for the occasion during examinations and examinations;
- g) not discriminat against students based on non- objective criteria. It is obligatory to strive for an objective evaluation of students' activities, and to clearly inform the students of the basis of evaluation;
- h) to warn and sanction the student if he/she notices that he/she is using an unauthorized device during his/her studies or during the assessment;
- i) to respect the relationship of dependence between the instructor and the student, not to abuse it, to avoid or to eliminate situations that result in a conflict of interest between the instructor and the student exam;
- j) to cooperate with the college institutions of the student self-government in solving the problems that may arise communicated to him in appropriate manner within the framework of the institutional regulations;
- k) to express any possible difference of opinion towards fellow lecturers with due respect, especially in the presence of students. Refrain from using a humiliating, personalizing tone, as well as from communicating negative beliefs or opinions about the teaching colleague to the students;
- l) to help the work and professional advancement of fellow instructors with his activities.

2.4. Ethical rules of scientific activity

7. §

- (1) In order to enforce the fullest possible professional integrity and preserve the independence, autonomy, impartiality, integrity, and credibility of scientific research, the collegey
- (2) citizen performing scientific activities is obliged to:
 - a) refrain from ethically questionable, unrealistic or unfounded research goals when defining their research goals ;
 - b) ensure the verifiability of the research, to document the research process, the methods used, the generated data, the research materials and results in a proper and comprehensive manner. When publishing the scientific results created during the research, strive to publish them in their entirety and in an unbiased manner. To provide accurate data regarding scientific activity;
 - c) refer to the antecedents of the research, the ideas, methods, data, and texts of others in an appropriate manner, in compliance with the scientific ethics rules of citation. Students are obliged to refrain from plagiarism, i.e. taking the ideas, data, scientific results, texts of others and presenting them as own without indicating the source;
 - d) refrain from communicating unsubstantiated, false or falsified scientific results. In case of communication of wrong, incomplete or incorrect results, college citizen is obliged to initiate the correction in an appropriate way.



(2) These Regulations take into account and build on the Hungarian legal provisions regarding scientific activity, as well as the provisions of the Code of Scientific Ethics of the Hungarian Academy of Sciences, which are not detailed here, and which complement it.

2.5. Ethical rules for students

8. §

(1) The student must:

- a) citizens of the College , in particular with the lecturer who teaches him/her;
- b) to show solidarity and respect for the College and its citizens;
- c) to produce the results (s)he achieved with real, personal work. In the course of his/her work, to publish own research results, to mark the data, results, sources, passages, and quotations taken from others in accordance with the provisions of scientific ethics and the relevant regulations;
- d) to help the work and professional advancement of fellow students with his activities;
- e) to refrain from disrupting the course of education and the work of fellow students with his/her behavior;
- f) express an opinion objectively and thoughtfully, especially during the student evaluation of the teaching work.

(2) It is the student's honest, professional obligation to use only permitted tools when performing tasks. The student must refrain from using non-permitted aids.

(3) The use of an impermissible aid is considered especially if during the performance of the student's tasks include:

- a) uses or attempts to use a device that has not been authorized by your instructor;
- b) attempts to use the assistance of another person in an unauthorized manner ;
- c) provision of assistance or participates in the provisions of the previous two points.

(4) The provisions of § 7 of these Regulations must also be applied appropriately to students performing academic activities.

3. Procedure in ethical matters

3.1. Ethical offense

9. §

(1) A college citizen who culpably violates one of the standards of conduct defined in Chapter 2 of these Regulations commits an ethical offense.

(2) The Ethical Board regulated in this chapter (hereinafter: the Board) is entitled to proceed with proceedings due to an ethical violation, and to establish legal consequences as a result thereof, based on these Regulations. The procedure indicated there shall be applied to actions classified as disciplinary offenses by other regulators of the College.

(3) If the action of the college citizen is also subject to a violation or criminal procedure or other official procedure, this is not an obstacle to the conduct of the ethical procedure, but in view of the possible obligation of the College to cooperate with the body or institution conducting it, in such a case the Board is entitled to suspend its own proceedings until the completion of the official proceedings.



3.2. Ethics Board

10. §

- (1) The Ethics Board is the body that ensures the general application of the rules of conduct defined by these Regulations.
- (2) The Board:
- a) acts ex officio or upon request based on an ethical complaint in ethical matters;
 - b) issues a principled ethical position on controversial issues from an ethical point of view;
 - c) ensures the continuous development and maintenance of these Regulations, paying special attention to the regulations specified in Section 7 (2);
 - d) monitors the enforcement of the provisions of the Regulations at the College.

11. §

- (1) The number of members of the Board is at least five people and one alternate member, who are appointed by the rector for a three-year period. During the selection of the members of the Board, an equal participation of the sexes must be strived for. The President of the Board is the College's **Vice Rector for Science**.
- (2) Each member of the Board has one vote. The member has the right to participate in the preparation of the Board's decisions, and in making, implementing, and monitoring the decisions. The member is obliged to participate in the meetings of the Board and is obliged to notify its chairman in a certified manner in advance if he is prevented from participating in the meeting.
- (3) Based on the president's decision, the Board may hold meetings and vote online in justified cases.

3.3. Ethical procedure

12. §

- (1) In case of commission of an ethical offense or a well-founded suspicion thereof, the victim or any college citizen who has credible knowledge of this fact may file a written ethical complaint with the Board within 30 days of becoming aware of the act. The complaint must be addressed to the Chairman of the Board and submitted in two copies.
- (2) The following must be indicated in the complaint:
- a) the subject of the complaint, the behavior objected to in the complaint with reference to the appropriate section of these Regulations;
 - b) the complainant and the person complained about (hereinafter referred to as: affected person);
 - c) evidence to support the contents of the complaint, its designation.
- (3) The Board may act ex officio upon learning of an ethical violation or a well-founded suspicion thereof. The rules of the ex officio procedure are the same as the rules of the complaint procedure, but in this case, Articles 13-14. The provisions of § do not apply, except for the provisions of § 14, paragraphs (4)-(5) .

13. §

- (1) There is no reason to initiate an ethical procedure, and the Board rejects the received complaint if:
- a) the complaint is late;
 - b) the complaint is obviously frivolous or unfounded;
 - c) the act on which the complaint is based has already been judged by the Board as final;



- d) one year has already passed since the offending act was committed, with the exception of violations of the rules of conduct specified in Section 7 (1) points c) - d) and Section 8 (1) point c)

(2) If the adjudication of the complaint may fall under the jurisdiction of a court or other authority or organization, the Board shall, in addition to accepting the complaint, inform the complainant of this possibility. The initiation of the procedure of the relevant organization does not hinder the procedure of the Board, but the President of the Board may, taking into account the circumstances, decide to suspend the procedure for the time being or take measures to cooperate with the given organization following the provisions of the applicable legislation.

14. §

(1) The Board shall decide on the acceptance of the complaint within 15 days, in a closed meeting.

(2) In addition to indicating the deficiencies, the Board shall return the complaint to the complainant for correction within eight days if it does not contain the mandatory content elements specified in Section 12 (2) or if it needs to be supplemented or corrected for other reasons. At the same time, if the complaint is submitted repeatedly in an incomplete form, the Board will reject it. If the indicated deficiency is made up within the set deadline, the complaint must be considered as if the complainant had already submitted it correctly in the first place.

(3) The Board shall put its decision on accepting or rejecting the complaint in writing and deliver it to the complainant. In addition to sending a copy of the complaint, the Board also notifies the person complained about the receipt of the complaint. In case of rejection of the complaint, the Board will inform the person complained of at its discretion, taking into account the circumstances and possible consequences of the case.

(4) The Board shall put its decision on the initiation of the procedure ex officio in writing and deliver it to the person concerned.

(5) There is no legal remedy against the decision of the Board specified in paragraphs (3)-(4).

(6) an ethical procedure is launched against the complainant who makes an obviously frivolous or unfounded report in bad faith based on Article 3 (1) point i) of these Regulations

15. §

The Board decides on the merits of the ethical case within 30 days from the receipt of the complaint or the ex officio initiation of the procedure, at its meeting convened for this purpose.

16. §

(1) The person concerned may participate in the ethical procedure in person or through a representative in accordance with the legal requirements.

(2) During the procedure, the person concerned or his/her representative:

- a) may participate in the meeting of the Board convened for this purpose;
- b) can make a statement (in particular: you can speak at the Board meeting, explain your arguments, submit a written submission to the Board);
- c) can ask questions to the members of the Board and the participants of the meeting;
- d) you can present your evidence (in particular: you can call witnesses, use the assistance of an expert at your own expense, submit documents);
- e) you can look into the documents of the case
- f) , get to know them, request a copy of them, and make a note, while respecting the personal rights of the participants in the procedure.

17. §

- (1) The Board holds a regular meeting at least once per semester and meets as necessary to investigate a given case.
- (2) The meeting of the Board is convened by the president. At least 5 days before the date of the meeting, members and stakeholders must be informed of the place, time and planned agenda items of the meeting.
- (3) The meeting must also be convened if at least one-third of the members request it in writing from the chairman, stating the reason. If the president does not comply with the request of the members, the requesting members can call the meeting themselves.
- (4) The meeting of the Board is open to the public, unless the present Regulations require the holding of a closed meeting or the chairman orders the holding of a closed meeting. This can be done if the circumstances of the case justify it if one of the parties involved justifiably requests it, or if the majority of the members suggest it, specifying the reason. The reason for ordering a closed meeting must be indicated separately in the minutes.
- (5) Those affected by the question examined must be invited to the meeting. In addition to them, the Chairman of the Board can invite any member of the college to the meeting - with the right to consult - and can also use the assistance of an expert on the subject of the examined question.

18. §

- (1) The meeting is chaired by the Chairman of the Board. If the president is obstructed, the members present will elect an acting president from among themselves by a simple majority. The presiding chairman exercises the authority of the chairman at the meeting.
- (2) Those who have announced their absence from the meeting in advance must be named before the start of the meeting.
- (3) After the opening of the meeting, the chairman checks the number of members present, as well as the attendance sheet, and establishes the Board's quorum or lack thereof. The chairman also checks the identity of the parties present, as well as the right of representation of any of their representatives. The attendance record of the meeting is attached to the minutes.
- (4) The Board has a quorum if at least two-thirds of the members are present at the meeting.
- (5) In the event of a quorum, the chairman closes the meeting and reschedules it - with unchanged agenda items - for a later date within 5 days.
- (6) The president makes a proposal regarding the acceptance and order of the previously established agenda items, on the basis of which the Board establishes the agenda. The adoption of the agenda must be decided by a simple majority.
- (7) The members of the Board may address questions to the present invitees, who answer them orally at the meeting or, in justified cases, in writing within 5 days.
- (8) At the meeting, the Board is obliged to clarify the facts, to this end listen to the parties involved, and take into account the evidence provided by them.
- (9) If the complexity of the case justifies it and the Board cannot make a decision at the meeting, the chairman will adjourn the meeting and schedule a new meeting within 5 days.

19. §

- (1) After clarifying the facts and considering all the circumstances of the case and the evidence, the Board makes its decision in person, by open vote, by a simple majority of the members present. In the event of a tie, the president's vote is decisive.

- (2) The Board provides reasons for its decision. A member who disagrees with the majority opinion is entitled to add a dissenting opinion to the decision.
- (3) The decision must include:
- a) a description of the facts underlying the decision;
 - b) the Commission's decision;
 - c) the justification of the decision;
 - d) information on the possibility of a legal remedy against the decision;
 - e) information about the entry into force of the decision.
- (4) The Board may make the following decisions in the ethical procedure:
- a) It does not establish that an ethical offense has been committed and terminates the procedure;
 - b) Establishes the commission of an ethical offense and calls on the perpetrator of the act to refrain from violating the provisions of the Regulations in the future;
 - c) Determines the commission of an ethical violation, orders the disclosure of the commission of an ethical violation at the College, and determines the method of disclosure;
 - d) Besides stating that an ethical offense has been committed, it proposes the revocation of a managerial assignment, or, in the case of an elected board member, the recall of the elected board member or the revocation of his assignment;
 - e) Besides stating that an ethical offense has been committed, it obliges the perpetrator of the act to provide non-pecuniary compensation commensurate with the weight of the norm violation;
 - f) Besides stating that ethical offense has been committed, the Board may also apply the consequences contained in points a)-e) together.
 - g) If, on the basis of legislation or other regulations, there is room for further proceedings within the College or before another body or authority regarding the subject of the ethical offense, in addition to making the decision specified in points b)-e), the person authorized to conduct the proceedings shall be called upon to take the necessary measures.
- (5) The Board shall put its decision in writing within 8 days of making the decision and shall notify the affected parties and the rector thereof by delivering a copy of the decision and the minutes of the meeting.
- (6) The Commission's decision - if no appeal has been filed against it - becomes final on the day following the unproductive expiry of the appeal deadline, or, if all those entitled to appeal **have** waived their right to appeal, on the day of the resignation of the last entitled.

20. §

- (1) Minutes of the Board's meeting are drawn up and signed by the Board's chairman and two members.
- (2) The protocol contains:
- a) the place and time of the meeting;
 - b) in case of holding a closed meeting, the reference to it, as well as the reason for holding the closed meeting;
 - c) the names of those who were absent based on the prior notice, the names of the members present, the reference to the quorum of the Board;
 - d) in case of lack of quorum at the previous meeting, the reference to the repeated nature of the meeting;
 - e) the names of those invited to the meeting and those participating in the meeting with the right to consult;
 - f) the opening date of the meeting;



- f) the agreed agenda of the meeting;
- g) the names of the speakers;
- h) the questions and the essence of the comments, or, upon request, verbatim what was said;
- i) those presented by the witness and the expert;
- j) the results of the polls;
- k) other important events that took place at the meeting;
- l) the closing time of the meeting.

(3) The minutes of the meeting - except for the minutes of closed meetings - are public. The minutes are managed by the president and can be inspected by him.

(4) In order to prepare the minutes accurately, the Board may make an audio recording of the meeting based on the decision of the chairman. Those present must be clearly informed about this.

21. §

(1) The complainant or the person against whom the decision contains a provision may appeal against the Board's decision on the merits of the case within 15 days of receiving the decision. The affected parties must be informed of this in the written decision.

(2) The appeal must be addressed to the rector and submitted to the Board in two copies.

(3) The appeal has the effect of postponing the implementation of the Board's decision.

(4) The rector will assess the appeal within 30 days, and if it is well-founded, he can annul the Board's decision - if necessary, with instructions to conduct a new procedure and make a decision.

(5) There is no further legal remedy within the College against the Rector's decision on appeal.

3.4. Ethical statement

22. §

(1) At the written request of any college citizen, the Board may issue a principled ethical position on a controversial issue from an ethical point of view.

(2) The application must be submitted to the President of the Commission and must be indicated:

- a) the applicant's name;
- b) the ethical issue on which the applicant requests the Board's decision.

(3) The Board shall decide on the subject of the application within 30 days from the date of receipt of the application.

(4) The Board shall reject the application if:

- a) the application does not contain the mandatory content elements defined in paragraph (2);
- b) the ethical issue is not within the scope of these Regulations ;
- c) the subject of the application is not related to the College;
- d) the Board has already issued a resolution on the subject of the application;
- e) the subject of the request may be the basis for a complaint procedure.

(5) If the application is rejected for the reason specified in point b) of paragraph (4), the Board is obliged to inform the applicant to which body or body (s)he can address his question. If the application is rejected for the reason specified in point c) of paragraph (4), the Board is obliged to inform the applicant of the lack of connection. If the application is rejected for the reason specified in point d) of paragraph (4), the Board is obliged to inform the applicant about the previous decision. If the application is rejected for the reason specified in point e) of paragraph (4), the Board is obliged to inform the applicant about the possibility of submitting a complaint.



- (6) In other respects, the provisions of the procedure for the evaluation of the ethical complaint must be properly applied to the procedure for issuing the ethical statement, with the exception that there is no appeal against the Board's decision.
- (7) The contents of the principled ethical position issued by the Board must be recognized as binding by all college citizens. The ethics statement must be published on the College's website and in other college publications.

4. Miscellaneous

23. §

- (1) These regulations enter into force with the approval of the Senate.
- a) Decision number: 8/2/2025
 - b) Date of decision: 20.05.2025.
 - c) Effective date: 21.05.2025.
- (2) The **Rector** shall be responsible for the preparation, and updating of the Regulations in accordance with the provisions of law and for the annual review.