

## CODE OF ETHICS OF THE DEPARTMENT OF INDUSTRIAL MANAGEMENT AND TECHNOLOGY

The Department of Industrial Management and Technology is committed to the application of ethical rules, in compliance with the applicable laws relating to higher education and research, and to the decisions of the relevant bodies of the University of Piraeus. In addition, the Department is committed to continuously improving/upgrading its operations in accordance with international practices.

In particular, the Department of Industrial Management and Technology:

- Commits to developing a learning environment based on the principles of moral integrity, respect for individual rights and beliefs, promotion of safety and hygiene, public welfare and environmental protection.
- Seeks to disseminate the principles of professional codes of ethics and business ethics (such as of the Technical Chamber of Greece, of Greek and international companies, of other professional associations, etc.) to students of the Department in order to prepare them properly for their professional and academic career.
- Emphasizes the application of rules of ethical and professional integrity to all aspects of the educational process (conducting examinations, writing assignments, attending courses, behavior within the University premises, communicating with members of the Department) as well as promoting the respect for public property and for the protection of the premises and equipment of the University of Piraeus and the Department.
- Engages in the recognition of the scientific work and for this reason trains the students of the Department in the correct methodology of referring to the work of others. In addition, it mandates the use of Turnitin software in all undergraduate, graduate, postgraduate, research and doctoral theses.
- In all cases of proven violations of the rules of academic conduct, it applies the rules provided by the Rules of Procedure and the relevant decisions of the competent bodies of the University of Piraeus.
- Commits to conducting research in accordance with international ethics and ethical principles of research work.
- It has set up a Committee on Academic Ethics, consisting of the President, the Vice President and the President of the Internal Assessment Team, which examines complaints of such violations and proposes appropriate actions to the Assembly of the Department. The Commission also recommends procedures for dealing with infringements, measures to prevent them and amendments to the Code of Conduct.

### References

- EU Code of Practice for Ethical Conduct in Higher Education Institutions (<https://rm.coe.int/code-of-ethics-eng-final/1680776219>)
- UKRIO Code of Practice for Research: Promoting good practice and preventing misconduct (<https://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf>)
- Επιτροπές Ηθικής/Ακεραιότητας της Έρευνας στην Ελλάδα (<http://earthnet.ntua.gr/research-ethicsresearch-integrity-committees-in-greece/?lang=el>)
- Κώδικας Δεοντολογίας και καλής Πρακτικής του Πανεπιστημίου Πειραιώς ΦΕΚ 489/Β'2-2-2023 (<https://www.unipi.gr/unipi/el/kwdikas-deontologias-kai-kalis-praktikis.html>)

### Student Code of Conduct

The University is an area for free expression and dissemination of ideas, and its members (teachers, administrators and students) must contribute to this goal and respect academic freedom.

Student Code of Conduct concerns (a) work assignments, (b) exams, and (c) behavior.

#### (a) Work assignments

A basic rule of ethics for students is to avoid plagiarism in the various tasks assigned to them during their studies.

*Plagiarism is the incorporation into a work of ideas, extracts or even individual phrases of a third party work, without reference to the source.* That is, plagiarism is: (i) Using third-party intellectual creations and displaying them as anybody else's personal creations. (ii) Submission of group work as work exclusively performed by one individual.

Therefore, students should not:

- Incorporate in their work, identical texts, data, or other elements without reference to their sources.
- Outsource the work they have undertaken.
- Submitting tasks, in whole or in part, already prepared and submitted by them in the past to fulfill previous teaching requirements.

In the case of teamwork, the role of each participant in the submitted work should be clearly demonstrated.

## **(b) Exams**

The basic rules of ethics in exams apply as follows:

- (1) Students only take part in exams after demonstrating their student ID or other relevant photographic document.
- (2) In any form of copying or co-operating with any third party during any examination process, and the use of any aids, notes or electronic means, unless the instructor allows their use.

Except for other instructions given by the teaching staff, only a small calculator is allowed. During the examination, the mobiles are turned off and placed in an inaccessible position for students.

In the case of cheating, the course instructor signs up student's answers sheet and marks it with a zero. The course instructor reserves the right to use the zero mark during the correction of the students' answers if he/she realizes that the answers given by one student have similarities to the answers given by another student to a degree and extent that is not justified by non-infringing reasons. In this case both answer sheets are marked with a zero.

## **(c) Behavior**

Students should treat their classmates, teachers, and staff with due respect and dignity.

In any case, students should:

- Respect the principle of equality and equal treatment, avoiding any discriminatory action.
- Do not violate personal data protection provisions.
- Support any opposing views without fanaticism, personal grudge or inadmissibility, but with calmness and seriousness.
- Not directly or indirectly prevent other members of the academic community from exercising their academic freedoms, rights and responsibilities.
- Use the premises, facilities and infrastructure of the University in a manner consistent with their purpose and the rules governing their operation.
- Do not use any form of violence or threat in the academic environment.

When attending lectures:

- Students must make sure they arrive in class or in the lab on time. If the lecturer considers that the attendance of students after the start of the lecture creates a problem in the course of the lecture, he/she reserves the right to refuse the late students to participate in the class.
- No smoking, food or drink is permitted in classes and laboratories. In general, smoking is prohibited in all indoor areas of the University.
- Mobile phones are not allowed during lectures, and student conversations should be avoided. If the lecturer considers that the lecture is disturbed, he/she reserves the right to ask the students who are causing the problem to leave the classroom.

## **Code of Conduct for Researchers**

### **1. Basic principles of research activity**

(a) Research in the Department of Industrial Management and Technology must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, human biological and intellectual integrity, human dignity, intellectual property and personal data. When conducting research, the rules of demonstrating social,

professional and ethical responsibility and sensitivity to gender, race, ethnicity, ethnic origin, language, religion, privacy, physical fitness and socio-economic status are followed.

(b) Researchers must abide by the rules of professional and research ethics as they apply to their respective disciplines. For the projects handled through the Research Centre, the specific rules of the Research Centre apply. Researchers should not repeat previous research unless otherwise justified scientifically. The plagiarism and exploitation of foreign achievements are prohibited. They are also required to act in a manner that meets the requirements of applicable law for the protection of intellectual property and patentable inventions (Law 1733/1987, Law 1883/1990, Law 2029/1992, Law 2128/1993, P.D. 77/1988, 16/1991, Law 321/2001, Law 8121 /1993).

(c) In conducting the research, those involved shall be required to take all necessary measures to ensure compliance with the basic principles of paragraphs (a) and (b). They must also inform their associates and employees of the protection and security measures that should be taken and their compliance with them.

(d) Conducting research at the University and Departmental areas should not impede other educational processes and functions.

(e) No research justifies infringement of the environment in violation of laws designed to protect it and waste management. (Law 1650/1986, Law 743/1977, P.D. 55/1998, Law 86/1969, Law 998/1979, Law 1892/1990, Law 2612/1998).

(f) No research justifies infringement of cultural heritage in violation of the provisions of Law 3028/2002.

## **2. Communication of research activities**

Signs, announcements and general means of research programs communication are designed and used in a way that informs the scientific and academic community and the public. The mentioning of potential sponsors in the activities or forms of the research teams should be done carefully so as not to confuse who the research body is, not to give a specific product advertising impression, or to give the impression of the sponsor's permanent connection to the University. Signs and communication material of the programs must state all the research participants.

## **3. Research partners and other staff**

(a) In funded projects, the researcher hires his/her associates as specified by the funding provider and the Research Centre of the University.

(b) Research associates are required to carry out their research activity with the principal aim of expanding scientific knowledge and the welfare of the community as a whole, to comply with the relevant laws and ethical rules of their profession and this Code.

(c) In conducting the research, associates enjoy freedom of thought and expression, but must respect the restrictions on that freedom required to organize and direct the research activity by the researcher.

(d) Serious infringement of the provisions stated hereof by research partners or non-compliance with the ethical rules may result in their replacement.

## **Code of Conduct for teaching Staff**

1. Teachers with their behavior should contribute to the formation of a calm, pleasant and cooperative climate within the Department. They must have dignity and authority that are compatible with their role. Relations between them need to be governed by mutual respect and characterized by sincere, brotherly and human communication.

2. Teachers have an obligation to respect the opinions, ideas and suggestions of their students and colleagues. When they have another view, they must defend it with arguments and dialogue. In any case, the view that gains majority acceptance must be considered strong and it applies to the academic unit.

3. It is neither correct nor permissible to express, in particular to students, the view that the role of some courses is more important than that of others in their education. There should be also no conflicts between the teachers on this subject.

4. The role of the teacher within the academic unit is leadership and its impact is crucial. In addition to teaching courses, he teaches by example and by his daily presence. Therefore, its obligations are not limited to its sound scientific training and its teaching effectiveness but extend beyond it.

5. The form and style of the teachers' language, as well as their general presence, create benchmarks for both the students and the local community. It is therefore necessary to give particular weight to issues that shape the teacher's image.
6. Each student is a special personality and has his or her own needs, problems and psychological makeup. This makes the task of learning extremely difficult and complex. This is why the teacher has to observe, understand and interpret correctly any problem of students adapting and assimilating social rules on their part. It will be able to select the appropriate teaching and assessment methods each time and adapt them to the needs of its students.
7. An important virtue of a teacher is to promote, encourage and organize the active participation of students in both the class and other educational activities. Its duty is to harness the creativity of students, to constantly expand the boundaries of their participation in various activities and to encourage them to take initiatives.
8. The teacher has frequent daily contact and communication with students in the classroom during the lecture, in the Department and University areas and in group events. Communication with students must be governed by sincere and human cooperation and interest, respect for the personality, special needs and social, cultural, religious or racial particularities of the students, a firm attitude and tenacity in rules commonly accepted, while requiring adherence to these rules and on the part of the students, ensuring flexibility in the classroom and in the premises of the Department and University, while respecting democratic rules of reference.