

Pursuant to Article 47 of the Statutes of the University of Ljubljana (OJ RS, No. 8/2005 and the amendments), the Senate of the University of Ljubljana, at its 12<sup>th</sup> session on 25 November 2014, adopted

## **CODE OF ETHICS FOR RESEARCHERS AT THE UNIVERSITY OF LJUBLJANA**

### **Purpose of the Code of Ethics**

The University of Ljubljana (hereinafter UL) adopts the Code of Ethics in order to provide ethical behaviour standards to guide teachers, researchers and doctoral students when ethical issues arise. All decisions in regard to their academic research work (irrespective of the source of funding) require compliance with the ethical principles of the UL as adopted in the Code of Ethics of the UL, the Code of Ethics for researchers at the UL and the Code of Ethics for researchers in the EU.

Each individual shall act responsibly, identify possible ethical issues and gain instructions from his superiors (a mentor, a research project supervisor, the chair or vice dean for research work) or acceptance from the ethics committee of their faculty (regularly appointed body or ad hoc). The Code of Ethics for researchers at the UL discusses general ethical issues, which arise in all research activities. Each researcher shall abide by the ethical standards compliant with his specific field of research (e.g. medicine, social work, sociological studies, animal testing work, ...). If a body or an organization exists on the national level (e.g. the National Medical Ethics Committee of the RS, Administration of the RS for Food Safety, Veterinary Sector and Plant Protection) that discusses the ethical issues of the relevant field of research, a researcher shall obtain the opinion from the relevant body or organization.

The Code of Ethics for researchers at the UL includes the following ethical principles, which set forth the highest standards of professional and scientific work.

## **COMPETENCE**

**Listing the competences:** A researcher does not list the competences he does not have in his application letter, presentation or other documents or communications.

**Training subordinates:** A researcher is obliged to encourage his subordinates in their professional growth and development.

**Continuing professional and scientific education:** A researcher is responsible for developing his professional skills, knowledge, achievements and for promptly following new achievements in his respective field of research.

## THE CONDUCT OF RESEARCH

**Objectivity:** A researcher is aware of and transparently cites the potential personal subjectivity.

**Conflict of interest:** A researcher shall reveal situations in which financial or other personal doubts could affect decisions, conduct, review or editorial work.

**Openness:** A researcher, accepting possible confidential demands, shares data, results, ideas, tools and sources with other researchers and accepts criticism and new ideas.

**Responsibility:** A researcher's responsible attitude towards work is demonstrated by complete and regular fulfilment of his work obligations.

**Carefulness:** A researcher avoids carelessness and negligence and carefully and critically evaluates his work and his colleagues's work and carefully documents his research activities.

**Documentation:** A researcher documents the sources of information and research methods in detail to enable the study to be reproduced.

## CONFIDENTIALITY

**Confidentiality:** A researcher shall protect the confidentiality of all information when it is required by ethical standards or by an employer. A researcher is not bound to confidentiality when disclosure is necessary to prevent serious harm to broader society.

## ATTITUDE TOWARDS SOCIETY

**Social responsibility and avoid causing harm:** When carrying out research, a researcher has an obligation to act for the benefit of others and the whole society. He avoids causing harm.

**Respect for private rights, dignity and diversity:** A researcher respects the rights, dignity and welfare of all people and accepts cultural and other individual diversity. He particularly protects the rights, dignity and welfare of vulnerable individuals and individuals with special needs involved in his research work. A researcher does not take unfair advantage of individuals who are monitored, evaluated by him or use his authority for his own private, economic or professional gain.

**Equal treatment:** A researcher does not discriminate his colleagues or students and others on the basis of gender, race, ethnicity or other reasons leading to unequal treatment.

## **AUTHORSHIP**

**Authorship:** A researcher assures contributors who have made substantive intellectual contributions to a paper that they are given credit as authors. Authorship is based on creative and important contribution to a study (e.g. a contribution to draft, acquisition of data, analysis or presentation). Formal supervisor of a project, the head of a department/cathedral/institute/faculty, proofreading or editing alone are considered insufficient for attributing authorship. Guest authorship (the list of authors who do not meet the criteria) and invisible/ghost authorship (an individual who meets the criteria, but is not listed as an author) are not acceptable. Unless the paper explicitly assigns responsibility for particular parts of the study or paper to particular authors, the authors must share responsibility for all of it.

**The sequence of authors:** All the contributors have to agree with the sequence of authors' names.

**Citation:** Other scholars's important works and achievements which have an impact on the study should be properly recognized. Consolidated papers require proper citation. Agreed citation is unacceptable.

**Communication with the public:** Communication with the general public and media requires maintaining the standards of honesty, credibility and responsibility. Every single exaggeration of the importance and practical use of results should be avoided.

**Publication:** Researchers have to list the University of Ljubljana as their institution.

Multiple publication of the same paper (or its major part) is acceptable only with editors' permission and appropriate reference to the first publication. In an author's CV such consolidated papers shall be listed as one publication.

Researchers shall strive for prompt publication of their research results, except when commercial or intellectual property doubts (e.g. patent application) justify the postponement.

**Review:** Reviewers shall assure detailed, reliable and objective critiques. A review of a manuscript requires confidentiality. Reviewers and editors are not allowed to use data or explanations from manuscripts without the author's permission. Reviewers are not allowed to keep a paper longer than necessary in order to complete and publish their own similar results. They are not allowed to use the results from a reviewed paper which have not been published and publish them as their own author paper.

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Ljubljana, 10 December 2014

Chairman of the Senate UL  
Rector Prof. Dr. Ivan Svetlik