Pursuant to Article 59, paragraph 1, item 16 of the Statute of the School of Computing and "Basis for the Code of Academic Integrity at Higher Education Institutions in the Republic of Serbia" adopted by the National Higher Education Council on October 24, 2016, Teaching and Scientific Council of the School of Computing in Belgrade at a session held on 11/15/2018 passed

Professional Code of Ethics at the School of Computing

Code of Academic Integrity and its function Article 1

- (1) The Code of Professional Ethics (hereinafter: the Code) at the School of Computing in Belgrade (hereinafter: the School) protects and preserves the dignity of the profession, promotes moral values and protects the values of knowledge.
- (2) The Code has the function of raising awareness of the responsibilities of all members of the academic community.

Academic community Article 2

- (1) For the purposes of this Code, members of the academic community are considered to be: teaching and scientific staff, students and non-teaching staff.
- (2) The Code also applies to persons who are not members of the academic community, but participate in the work of the Faculty according to the valid legal basis.

Obligation to comply with the Code Article 3

- (1) Members of the academic community are obliged to adhere to the rules of the Code in their professional activities.
- (2) If they act in public as members of the academic community and not as private persons, the rules of the Code will also apply to their public actions.

Other types of responsibilities Article 4

- (1) The procedures determined by the Code protect the prescribed values.
- (2) Determining liability for violation of the Code is not a substitute for civil, criminal, administrative, disciplinary and other liability, as well as other forms of liability prescribed by law and general acts of the Faculty.

Relationships among members of the academic community Article 5

- (1) Members of the academic community are obliged to maintain and nurture cooperative relations, which must be based on mutual respect, esteem and understanding.
- (2) All members of the academic community are obliged in their activities to take into account the interests of the academic community as a whole.
- (3) Taking into the account interests of the academic community and the Faculty, it is the duty of members of the academic community to nurture and develop the spirit of academic freedoms, reasoned discussion, constructive critical attitude, tolerance, and other values that benefit the entire academic community and the Faculty.
- (4) In relation to colleagues, employees at the Faculty as well as to colleagues in other institutions of the academic community, members of the academic community are obliged to execute their duties and relations on the principles of responsibility, conscientiousness, professionalism, objectivity, impartiality and mutual respect.

Respect for academic integrity

Article 6

Members of the academic community, who are engaged in artistic, scientific and teaching work, must respect academic integrity, which is based on independent academic, artistic and scientific work, conducting original artistic and scientific research, presenting their own results, as well as in strict respect of the copyrights of others.

Duties of teachers and scientific staff Article 7

The duties of teachers and research staff are:

- 1) to respect and apply the goals of education, strategies and standards established by the School of Computing and the "Union" University (hereinafter: the University);
- 2) to ensure that the subject they teach and its content are representative, relevant, accurate and precise;
- 3) to take care and strive to achieve and transfer quality scientific knowledge within their artistic, scientific, i.e. professional field and subjects they teach;
- 4) to respect the principle of equality, providing all students with the same opportunities to acquire knowledge;
- 5) to evaluate the student's work and activities in an open, fair, objective and timely fashion;
- 6) to check the written work of students conscientiously and to pay attention to whether the work contains some of the forms of non-academic behavior such as: plagiarism, false authorship, fabrication and falsification of results or self-plagiarism, and
- 7) to conduct examinations publicly and transparently, and to assess them respecting the principle of objectivity.

Work with respondents Article 8

- (1) In the case of scientific research work with respondents, the researcher is obliged to:
 - 1) to take reasonable steps to prevent or remedy any foreseeable harm or inconvenience that the research may cause to the subject;
 - 2) to seek the consent of the parent or competent ethics committee before starting the following types of research:
 - a) research with vulnerable people / groups,
 - b) research that requires the collection of data on respondents, when data are also obtained from third parties who are not the immediate target group of the research,
 - c) research in which respondents participate without their own knowledge or consent at the beginning of the research,
 - d) research on sensitive topics,
 - e) research that requires invasive or potentially dangerous procedures of any kind,
 - f) research that may cause psychological stress, anxiety, discomfort or lead to harm, negative consequences or violation of physical or mental integrity,
 - g) research that involves sampling the body fluids or tissues of the subjects,
 - h) research in which it is not possible to protect the identity of the participants,
 - i) research that, for methodological reasons, requires that the attention of the respondents be temporarily diverted from the real subject of research.
- (1) When the respondents have legal capacity, the researcher is obliged to provide their valid consent which confirms that the respondent understood the purpose of the research, the requirements of the situation during the research and that he/she explicitly consent to all actions of the presented research.
- (2) When the respondents are persons who do not have legal capacity, the researcher is obliged to obtain a valid consent of the parents or guardians.

Prohibition of the use of illicit means and procedures Article 9

It is prohibited to encourage the use, aiding or abetting the use of illicit technical and other means and procedures when fulfilling pre-examination obligations or taking exams.

Prohibition of setting additional and unethical conditions Article 10

- (1) It is not allowed to set requirements for taking the exam, which are not contained in the elements of the study program.
- (2) It is especially forbidden to impose conditions that would represent the realization of personal material or other benefits.

Guarantees of originality (authenticity) and accuracy Article 11

Members of the academic community personally guarantee the authenticity of the papers they publish, the accuracy in presenting and presenting information, as well as the accuracy of the origin of the ideas and allegations used in the paper.

Types of non-academic behavior and their prohibition Article 12

- (1) When performing artistic, scientific research and professional work, plagiarism, false authorship, fabrication or falsification of results and self-plagiarism are prohibited.
- (2) The mentioned prohibitions refer to seminar, diploma, final and master's theses, doctoral dissertation, doctoral art project, work in a magazine, textbook, monograph, chapter in collections and other written works and artistic production of teaching, artistic and scientific staff, i.e. students.

Plagiarism Article 13

- (1) Plagiarism is the presentation of someone else's ideas or someone else's work as one's own, in whole or in part, without citing the original authorship or the original.
- (2) Plagiarism is also considered to be the illegal appropriation of other people's intellectual creations, artistic and scientific results, and their presentation as one's own.

Forms of plagiarism Article 14

- (1) Forms of plagiarism are:
 - 1) literal downloading and copying, from electronic, printed or handwritten sources of the text of another author or text prepared by a professional agency or other natural or legal person, for the needs of the author or third parties from Serbian or foreign language, in part (regardless of scope), or in full without stating the name of the author and the source from which the text was taken, as well as without clearly marking the downloaded work;
 - 2) retelling or summarizing the text of another author as well as the text prepared by a professional agency or other natural or legal person, for the needs of the author or third parties from Serbian or foreign language, in parts, regardless of its scope, or in full without stating the author's name and the source from which the text was taken as well as without a clear marking of the retold work;
 - 3) imprecise citation, which is not according to the rules of citation accepted in the subject artistic, scientific or professional field, i.e. according to the rules of citation in the subject journals or according to the rules of the publisher;
 - 4) presenting the ideas of other authors as their own.

(2) It is forbidden to omit the appropriate name of the author, i.e. the source from which the text was taken.

False authorship Article 15

- (1) False authorship is the identification of a person who did not participate in the creation of the work as an author.
- (2) Those and only those persons who participated in the process of creating an artistic, scientific, or profession work must be adequately listed as its creators or contributors.
- (3) The relationship between the persons involved in the preparation of the paper, which is expressed through unethical exploitation of student work and activities, failure to state the assistance received or failure to apply the rules on group work on projects, is prohibited.

Fabricating and falsifying results Article 16

- (1) Fabricating and falsifying results is an action that manipulates an object, equipment or research process in order for the results of artistic or scientific research to be intentionally adjusted or interpreted in order to confirm the initial hypothesis.
- (2) A special form of fabrication and falsification of results is the unscrupulous and irresponsible presentation of facts in reports on teaching, artistic creation, scientific research and professional work.

Autoplagiarism Article 17

Autoplagiarism is the republishing in parts or in whole, of a previously performed, published or otherwise used own work, as new and original one, omitting the indication that the work in question has already been published or used for purposes.

Forms of other illicit activities

Article 18

- (1) It is forbidden to invent or rewrite recommendations and misrepresent academic achievements.
- (2) It is forbidden to receive gifts or services, for oneself or other persons, if there is a reasonable suspicion that this will affect the objectivity or fulfillment of the obligations of a member of the academic community.

Suppressing corruption Article 19

It is obligatory to suppress any attempt at corruption at the Faculty, as well as to report such a case in accordance with the law.

Prohibition of abuse of the Code

Article 20

Unfounded reporting of plagiarism, false authorship, fabrication and falsification of results, self-plagiarism, inaccuracy of recommendations and corruption are prohibited.

Way of performing professional duties and academic duties

Article 21

- (1) Members of the academic community are obliged to perform their professional duties and academic duties impartially in accordance with the law and the Code.
- (2) We must not use our own position to gain any benefits or benefits for ourselves or a related person, nor act against the interests of higher education as a whole.

Prohibition of abuse of relations with other members of the academic community Article 22

- (1) Members of the academic community must not create unethical relations of interest towards persons that could affect their impartiality, and in the event that such a relationship exists, they are obliged to terminate it.
- (2) Situations and relations that could result in a violation of objectivity and impartiality are prohibited, especially between members of the community who are in a mutual hierarchical relationship, as well as a relationship that includes evaluating other people's work and achievements, or deciding on the status of persons who are hierarchically subordinate. about their professional advancement, benefits, rewards or punishments.

Extra-academic activities Article 23

- (1) It is prohibited to perform any non-academic work or activity that is contrary to the professional obligations of a member of the academic community, or affects their integrity and objectivity in the performance of academic duties.
- (2) This prohibition may not cover activities arising from human and minority freedoms and rights guaranteed by the Constitution.

Conflict of interests Article 24

- (1) Members of the academic community are obliged to make sure not to come into conflict of interests.
- (2) A conflict of interests exists in the event that the private interest of a member of the academic community, i.e. the private interest of a person related to him, affects or may affect the lawful and impartial performance of professional duties and academic duties.

Private interest Article 25

- (1) Private interest is any form of benefit or convenience for a member of the academic community or a person associated with it, which is obtained by performing professional duties and academic duties at a higher education institution or in the academic community.
- (2) Private interest is also considered to be actions and activities, which result from the performance of professional duties and academic duties, and which place related persons in a privileged position.

Connected persons Article 26

Related persons are considered to be persons who are with a member of the academic community:

- 1) in marriage or cohabitation;
- 2) in blood kinship in the direct line, i.e. in the collateral line concluding with the second degree of kinship;
- 3) in in-law kinship concluding with the second degree of kinship;
- 4) in a relationship based on adoption;
- 5) in relation to god parenthood;
- 6) in a relationship of close friendship or intimate relationship;
- 7) in any other type of relationship that can be considered the basis of an interest connection with a member of the academic community.

Performance evaluation

Article 27

- (1) Each member of the academic community is subject to an assessment of the success of professional obligations and professional competence.
- (2) Performance appraisal must be based on pre-established and transparent criteria, based on objectivity and impartiality.

Evaluating the results of the work of other members of the academic community Article 28

- (1) A member of the academic community is obliged to objectively and impartially assess the existence and fulfillment of conditions for professional advancement of other members of the community.
- (2) The assessment must be based exclusively on criteria that are relevant for the performance of professional duties, as well as on demonstrated expertise, talent and results of professional work, and based on the law, bylaws and relevant general acts of the Faculty.

Prohibition of discrimination Article 29

- (1) Any form of discrimination is prohibited during the evaluation of the fulfillment of the conditions for professional advancement, as well as in the implementation of the promotion procedure.
- (2) All members have equal conditions for advancement solely on the basis of an assessment of the fulfillment of professional obligations and academic duties.

Application of the Code Article 30

- (1) In the process of determining non-academic conduct, this Code applies to the investigation of the existence of plagiarism, false authorship, fabrication or falsification of results, or self-plagiarism.
- (2) For other violations of the Code or academic behavior, the measures prescribed by the general act of the Faculty are imposed.

Bodies participating in the procedure Article 31

- (1) The bodies participating in the procedure for establishing a violation of academic behavior are:
 - 1) the Ethics Committee of the Faculty as a body of the first degree elected for a term of three years;
 - 2) Scientific-teaching council;
 - 3) an expert committee formed by the Scientific-Teaching Council on the proposal of the ethics committee in order to determine the factual situation and give proposals for action to other bodies in the procedure, for the period until the end of the procedure due to when it was formed;
 - 4) the Dean of the Faculty, who is obliged to ensure that the implementation of the procedure for determining the violation of academic behavior within the time limits provided by this Code and in accordance with other general acts;
 - 5) ethics committee of the University as a body of the second degree.
- (2) All participants in the procedure of determining a violation of academic behavior are obliged to comply with the standards prescribed by this Code, and in case of their violation or exceeding they are subject to the measures prescribed by the Code.

Entities that can submit a request to initiate the procedure Article 32

A request for a violation of academic conduct (hereinafter: the request) may be submitted by:

- 1) employees of the Faculty;
- 2) the students;
- 3) other physical persons (hereinafter accusers);
- 4) organs and bodies of higher education institutions, artistic and scientific research organizations.

Elements of the request to initiate the procedure

Article 33

- (1) Mandatory elements of the request are:
 - 1) evidence of non-academic behavior;
 - 2) explanation of the request;
 - 3) personal data and signature of the applicant.
- (2) If the applicant so requests, his personal data must be treated as confidential.

Submission of request

Article 34

The request is submitted to the ethics committee of the first degree if the person against whom the request is submitted is employed or has been employed, has completed basic, master's or doctoral studies, ie has defended his / her work.

Procedure in case of a co-authorship

Article 35

In case of a co-authorship of teaching-artistic-scientific workers from two or more institutions, the procedure will be carried out in the higher education institution, which has the largest share in the project financing, and if the work is not the result of the project, in an institution determined by the Rectors' Council of the CONUS (Conference of the Universities of Serbia)

*Initiation the Procedure of the first degree*Article 36

- 1) When it determines that the form of the request is valid and contains all of the prescribed elements, the ethics committee is obliged to submit the request to the person against whom the procedure was initiated within eight days from the day of its receipt.
- 2) The person against whom the procedure has been initiated may submit a written statement on the allegations of the request within 15 days.
- 3) A delivery by e-mail is also considered as a delivery.
- 4) If the ethics committee of the first degree concludes that the person against whom the procedure has been initiated is trying to avoid receiving the request, or does not address the accusations in writing within the prescribed time limit, the committee may issue a conclusion, not less than 25 and not more than 30 days from the day of the submittion of the request that there is a reasonable suspicion of the existence of non-academic conduct.

Rejection of the request

Article 37

- 1) The ethics committee of the first degree will reject the request if it determines that the suspicion of the existence of a violation of academic behavior is unfounded.
- 2) When rejecting the request, the ethics committee of the first degree is obliged to consider and determine whether the application contains elements of a false or harassing application and, in case of their existence, to initiate a procedure for determining the responsibility of the applicant.

Request for the formation of an expert committee Article 38

- 1) If the ethics committee of the first degree determines the existence of reasonable suspicion that a violation of academic behavior has been committed, it will submit a request within eight days from the receipt of the written statement of the person against whom the report was filed, i.e. eight days from the day the decision on non-submission (absence), to the teaching-scientific council of the Faculty to form an expert committee.
- 2) The ethics committee of the first degree is obliged to inform the competent body of the University in writing about the initiated procedure, without delay.
- 3) The competent body of the University may at any time request a report on the progress of the procedure conducted at the Faculty.

Members of the expert committee Article 39

The expert committee consists of:

- 1) two members from an appropriate or close artistic or scientific field appointed by the professional body of the parent institution;
- 2) one member appointed by the University in accordance with its general act, who is not employed at the Faculty;
- 3) one member appointed by the National Council for Higher Education, who is not employed at the Faculty.

The procedure for forming an expert committee Article 40

- (1) At the next session, the Teaching-Scientific Council of the Faculty will begin the formation of the expert committee with the decision on the formation of the committee and the appointment of two members.
- (2) At the same time, at the same session, written requests to the competent body of the University and the National Council for Higher Education to appoint one member of the expert committee are sent
- (3) The committee is formed two days after the appointment of the last external member of the committee.
- (4) The Dean of the Faculty is obliged to immediately after the expiration of the deadline referred to in paragraph 3 of this Article, make a decision on the composition of the expert committee and deliver this decision to the members.
- (5) The decision on the composition of the expert committee is also submitted to the institutions that have appointed external members.

Decision-making of the expert committee Article 41

- (1) The committee works in full capacity and decides by a majority vote of the total number of members.
- (2) A member of the committee must not be in a conflict of interests referred to in Article 24 of this Code.

Persons who cannot be members of the committee Article 42

Persons who have previously written a positive review of the paper as teachers or researchers, mentor and members of the evaluation committee and the defense committee, signatories of the report, as well as the accuser, cannot be appointed as members of the expert committee.

Methods of work of the expert committee

Article 43

The expert committee examines and evaluates the originality:

- 1) by direct comparison;
- 2) taking into account the results of software analysis;
- 3) using other methods and standards that are similar, adequate and suitable for the artistic, ie scientific research area in which the examined work or work was done;
- 4) obtaining the opinion of the mentor, members of the evaluation committee and the defense committee, the reviewer, the appropriate professional body of the higher education or scientific institution;
- 5) by obtaining the opinion of other experts and bodies, whose activities are related to the University and its activities.

Giving an expert opinion

Article 44

- (1) The expert committee must, within 60 days from the day of its formation, pass a reasoned expert opinion by a majority of votes and submit it to the ethics committee of the first degree.
- (2) The deadline referred to in paragraph 1 of this Article may exceptionally be extended upon a reasoned proposal of the committee for an additional 30 days.
- (3) In the period from July 15 to August 20, the deadlines are idle.
- (4) At each stage of the procedure, the expert committee may send a proposal to the Dean of the Faculty for the suspension of the person against whom the procedure was initiated.
- (5) The suspension may last until the end of that procedure.

Report of the ethics committee of the first degree

Article 45

- (1) Based on the opinion of the expert committee and the written statement of the person against whom the procedure was initiated, the ethics committee of the first degree will, within 15 days from the day of submitting the opinion of the expert committee, make a report with an opinion and submit it to the dean of the Faculty.
- (2) In addition to the Report containing the opinion, the ethics committee of the first degree may propose to the dean of the Faculty, along with education, a measure of suspension against the person whose non-academic conduct is being decided.

Liability of other persons involved in the procedure

Article 46

When determining the existence of a violation of academic behavior, the ethics committee of the first degree within the Report may propose the imposition of measures for violation of the Code to the mentor, reviewers and members of the committee for writing reports on teaching, artistic and scientific research.

Malicious report

Article 47

If the ethics committee of the first degree determines that there is no violation of the Code and academic conduct and that, at the same time, the application is mostly based on untrue allegations or contains harassing elements, a procedure will be initiated to determine the applicant's responsibility.

Making decision of the first degree and imposing a measure

Article 48

(1) Upon receiving the Report of the ethics committee of the first degree, the Dean forwards it to the Teaching-Scientific Council for a decision.

- (2) The teaching-scientific council makes a decision, by a majority vote of the total number of members, at the first following session.
- (3) If the Teaching-Scientific Council of the Faculty makes a decision that a violation of academic behavior has been made, the Dean of the Faculty pronounces the measure for violation of the Code within 15 days.
- (4) The actions resulting from mistakes behind which are honorable intentions, which led to a negligible amount of plagiarism or autoplagiarism, are not considered a violation of the academic integrity of the action.
- (5) The existence of errors referred to in paragraph 4 of this Article must be explained in the Report of the ethics committee of the first degree.

Measures for violation of the Code Article 49

For violation of the Code, measures for established non-academic behavior in the form of plagiarism, false authorship, fabrication or falsification of results and self-plagiarism, or measures for established minor violations or negligent attitude towards the obligation of correct academic behavior may be imposed.

Measures for plagiarism, false authorship, fabrication or falsification of results and self-plagiarism Article 50

- (1) Measures that can be imposed for non-academic behavior of plagiarism, false authorship, fabrication or falsification of results, i.e. self-plagiarism are:
 - 1) Declaring the diploma on the acquired scientific title of Doctor of Science null and void in the case of the final decision which determined that the doctoral dissertation is not the result of the original scientific work.
 - 2) On the day of annulment of the diploma referred to in paragraph 1, item 1 of this Article, the rights and obligations arising from the acquisition of the annulled diploma shall cease.
 - 3) The same procedure is applied to a master's thesis, master's or diploma thesis.
 - 4) Withdrawal of the teaching or associate title in case new facts are found out, i.e. evidence appears from which it unequivocally follows that at the time of election to the title the candidate did not meet the legally prescribed conditions, i.e. if it is determined that the works on which the candidate was elected are the result non-academic behavior.
- (2) The procedure referred to in item 4, paragraph 1 of this Article shall be initiated by the Dean and shall be conducted in accordance with the procedure provided for the acquisition of the title.

Publication and effect of the final decision Article 51

The final decision on the pronounced measure for violation of academic behavior is announced at the session of the Teaching-Scientific Council, the session of the Faculty Council and the session of the University Senate, as well as on the websites of the Faculty and the University.

Measures for minor violations or negligent behavior Article 52

Measures that can be imposed for minor violations or negligent attitude towards the obligation of correct academic behavior are:

- 1) warning,
- 2) public reprimand, and
- 3) public condemnation.

Proportionality of measures and violations Article 53

- (1) The type of measure referred to in Article 52 is determined in proportion to the severity of the violation, the damage caused to the reputation of the Faculty, the activities proposed by the perpetrator to eliminate the consequences of violating the Code and the assessment that the measure will sufficiently affect it.
- (2) The type of measure referred to in Article 52 is decided by the Teaching-Scientific Council, and the decision must contain an explanation why certain behavior is considered a minor violation or negligent attitude, and not non-academic behavior determined by Article 49 of this Code.

Warning Article 54

A warning for violation of the Code is issued in the form of a written warning without publication and is entered in the records on the pronounced warning measures, but it does not form an integral part of the file of a member of the academic community.

Public reprimand Article 55

A public reprimand for violating the Code is published at the session of the Teaching-Scientific Council and the session of the Faculty Council and is entered in the file of the member of the academic community.

Public condemnation Article 56

Public condemnation for violating the Code is published at the session of the Teaching-Scientific Council, the session of the Faculty Council and the session of the University Senate, as well as on the websites of the Faculty and the University and is entered in the file of the academic community member.

Publication of imposed measures Article 57

Public reprimand and public condemnation are published immediately after the finality of the decision.

Appeal against decision of the first degree Article 58

- (1) The person against whom the measure was imposed, as well as the applicant with whom the procedure was initiated, may, within 15 days from the day of receiving the decision, file an appeal to the body of the second degree for professional ethics, established by the general act of the University.
- (2) When considering the allegations of the appeal, the body of the second degree may request additional explanations from all participants in the procedure, as well as other experts, who did not appear in the first degree procedure.

Making Decision of the second degree Article 59

- (1) Within 60 days from the day of receipt of the appeal, the body of the second degree for professional ethics makes a decision by which it can confirm or change the first degree decision, or cancel it and return it for a new decision.
- (2) In case of annulment and return, the body of the second degree must state the reasons for such a decision and instruct the body of the first degree which actions or evidence it must report again.

Legal effect of decision of the second degree Article 60

The decision of the body of the second degree for professional ethics is final and is submitted to the appellant, the Faculty and the National Council for Higher Education.

Submission of the final decision to the National Higher Education Council Article 61

The Faculty is obliged to forward the final decision imposing the measure for violation of the Code to the National Council for Higher Education, within eight days from the day of finality.

Renewal of procedures Article 62

In case of finding out about the existence of new facts important for making a decision, which were not known while the procedure for determining the violation of academic behavior was conducted, the ethics committee may, upon submission of a reasoned request or on its own initiative, initiate renewal of that procedure.

Second degree bodies Article 63

- (1) The second degree bodies are:
 - 1) University Ethics Committee
 - 2) expert committee of the second degree
 - 3) University Senate
- (2) The bodies referred to in paragraph 1 of this Article shall act in accordance with the Code of Academic Integrity of the University "Union" of December 25, 2016. years.

Concluding remarks Article 64

With the entry into force of this Code, the Code of Professional Ethics at the School of Computing from 09.05.2008 ceases to be valid.

Article 65

This Code shall enter into force on the eighth day from the day of its publication on the bulletin board and the website, and shall apply to the acts of academic misconduct committed since this Code entered into force.

Chair of the Teaching-Scientific Council Union University - School of Computing

Prof. Stevan Milinkovic, PhD