

GUIDING PRINCIPLES OF ETHICS AND PROFESSIONAL CONDUCT OF THE DEPARTMENT OF PHILOLOGY

Respect for human dignity and the related principle of the primary importance ("inherent worth") of human beings constitute the core of the principles of ethics and professional conduct, which are reflected in the UNESCO Universal Declaration on Bioethics and Human Rights and in national legislative texts, among them the Constitution of Greece.

Integrity and compliance with the principles of ethics and professional conduct are fundamental values of the Department of Philology and of the University of Crete, and they apply both to the research of teaching staff and researchers (doctoral candidates and postdoctoral researchers) and to the examination of undergraduate and postgraduate students in the courses and seminars taught. These principles also apply to the relations linking all members of the academic community, as well as the relations between the academic community and those who wish to join it.

1. RESEARCH

The Department of Philology naturally complies with the Code of Research Ethics and Conduct of the University of Crete (Government Gazette, Series B, 5722/19.12.2018), which is posted here: <https://www.uoc.gr/files/items/9/996/kod-ithik-kanon.leit..pdf>.

Its most important points may be summarised as follows:

The Code of Research Ethics and Conduct of the University of Crete applies to all research activities (funded or unfunded) carried out on or off University premises under the responsibility of its academic staff. All research involving human beings must be conducted in accordance with the fundamental bioethical principles of:

- autonomy of persons
- beneficence
- non-maleficence
- justice

Students of the University of Crete are required to read the code of conduct carefully before undertaking research that involves other persons (whether as collaborators or as research participants).

More specifically:

D) All research must be conducted with a commitment to scientific truth and with respect for human dignity, personal autonomy, the biological and intellectual integrity of persons, intellectual property and personal data, and it must have due regard for life, nature and the environment. The basic principles that underpin research integrity are:

a) Reliability: reflected in the design, methodology and analysis of the research, as well as in the use of resources and the communication of its results;

b) Impartiality / honesty: all members of the University of Crete are bound by the principle of the honest treatment of all members of the research team, and by the principles of justice, merit and impartiality;

c) Equal treatment: all members of the University of Crete enjoy the right to equal treatment and are likewise obliged to respect the corresponding right of other researchers and of their collaborators, without any form of direct or indirect discrimination based on racial, national or cultural characteristics, language, sex and sexual orientation, religious, political and philosophical beliefs, private life, health and physical ability, or the financial and/or social status of individuals;

d) Respect: all members involved shall behave with due respect for the rights and freedoms of the persons with whom they collaborate, rejecting any form of deception, coercion or harassment;

e) Accountability and transparency: every researcher, or research team in which a researcher participates, is obliged to allow access to the full results obtained from a given research project. The research methodology must be clearly stated. Plagiarism, the appropriation of others' achievements and the falsification of results are impermissible and are subject to sanctions under the Internal Regulations of the University of Crete.

II) Every piece of research or study conducted by members of the University of Crete that has human beings as its object shall designate a Principal Investigator. In the case of research by a student at undergraduate, postgraduate or doctoral level, the Principal Investigator is the student's supervisor for the study in question.

III) The conduct of any research involving human beings (minors or adults) requires approval by the Research Ethics Committee (R.E.C.) of the University of Crete. Approval is applied for by the Principal Investigator of the research, who is also accountable in the event of a breach in the application of the Code of Research Ethics and Conduct.

[It is the responsibility of the R.E.C. to establish whether a given research project to be carried out at the University of Crete does not contravene legislation and is consistent with generally accepted rules of research ethics and conduct, both as regards its content and as regards the manner in which it is conducted. The R.E.C. evaluates the research proposal and either a) approves it, or b) issues recommendations and proposes its revision, where ethical and deontological obstacles arise.]

IV) No research justifies the infringement of the individual rights and personal data of participants. The researchers and research communities of the University of Crete are committed to protecting the privacy of individuals participating in research, as well as to protecting them in the processing of their personal data. Researchers acting as processors must process personal data exclusively for the purposes and by the means of processing determined by the person responsible for the research. Any other processing of the data for other purposes, even similar ones, is excluded. Appropriate measures may include the use of pseudonyms, codes or other methods that entirely preclude the identification of participating subjects, to the extent that identification is

not necessary for the purposes of the specific processing. Throughout the processing, researchers acting as processors must comply with the requirements of the legislative framework on personal data, in particular with the General Data Protection Regulation (GDPR) and the relevant legislation of both Greece and the European Union, as well as with the decisions and guidelines of the Hellenic Data Protection Authority (HDPa).

V) The conduct of research in schools within Greek territory requires an opinion from the Department of Research, Documentation and Educational Technology of the Pedagogical Institute.

2. EXAMINATIONS AND STUDENT ASSIGNMENTS

The learning process, an important part of which is the assessment of student performance, can be effective only under conditions of reliability and fairness, which ensure equal treatment of students and also facilitate their progress towards knowledge, since they strengthen their trust in academic institutions. What follows sets out and explains possible offences during examinations and in the writing and submission of student assignments at undergraduate and postgraduate level, proposes good practice, and states the sanctions and the procedures applicable in cases of violation.

Cheating, impersonation, alteration of marks

Cheating, forgery and impersonation during examinations, as well as the alteration of marks afterwards, constitute deception and violate the principle of justice, undermining the academic aims of the Department and infringing the rights of the other students. Specifically, the following cases are identified:

1. The attempt to obtain, or the possession of, part or all of a copy of the examination questions before these are officially given to students for answering.
2. The use of notes, manuals, mobile phones or any other means of information during examinations, unless explicit permission has been given.
3. Obtaining or exchanging information during the examination.
4. The presence of another person in the student's place for the fulfilment of any academic obligation, without the consent of the instructor.
5. Collaboration with other persons in carrying out one or more of these violations.
6. Following the examinations, the alteration of marks, or the attempt to do so, by any means or in any manner.

Plagiarism

Plagiarism in any of its forms constitutes a serious offence and violates fundamental principles of scholarly conduct and of ethics more generally. Acknowledging our debts to those whose writings or ideas have advanced our thinking and enabled us to understand better the questions we pose in our seminar papers or other assignments is first and foremost a matter of scholarly honesty and integrity. Plagiarism indicates that the author of a given assignment has not responded satisfactorily to the learning

requirements of a seminar. Proven plagiarism can have serious consequences for a scholar's professional career, since it automatically destroys their credibility. It is an offence into which students sometimes fall partly because of an inadequate understanding of its various forms. More specifically, then, plagiarism is understood to comprise the following:

1. **The use of quotations from the work of others which are not credited to their author.** Quotations must be entirely distinguishable through the use of quotation marks, and their provenance (source) must be indicated. In every case it must be clear to the reader what belongs to the author of an assignment and what belongs to other scholars.
2. **Paraphrase.** This refers to the illegitimate use of other scholars' formulations in slightly altered form (e.g. by changing the order of the terms in a sentence or by substituting words), so as to give the false impression that the text is the product of one's own work. References to the pages of the study we are using must be exact. In every case it is preferable to give the outline of other scholars' views in summary form and, of course, to cite them. A faithful summary attests that the positions of the scholars with whom we are in dialogue have been understood in depth.
3. **Copy-and-paste from the internet.** The internet offers today's researchers an enormous wealth of databases, and students' familiarity with electronic media must form an integral part of the teaching process. It must be made clear, however, that the use of material we draw from the internet is governed by copyright rules. This means that we are obliged to attribute the texts we take from it to their authors and also to cite in the bibliography the website we used, together with the most recent date of access to it. It should be noted here that, despite the many conveniences the internet offers today's researcher, the material available is often of doubtful scholarly validity. Authors of assignments must therefore check the reliability of the websites they use by consulting their instructor.
4. **Collaboration,** in the sense of unauthorised collaboration between students in the writing of a written assignment, or the commissioning of its writing to third parties (forgery).
5. **Double submission of an assignment.** It goes without saying that submitting the same assignment (even if only a small part of it) in order to meet the requirements of another seminar is illegitimate.
6. **Indirect references.** In general, indirect references — that is, reference to the work of X by way of Y — should be avoided. Where, however, it is impossible for us to have direct access to the sources we are using (that is, to the work of X), we must explicitly state the source that cites the work we are quoting (e.g. "as Y states in commenting on X").
7. Where, in the course of our research, we have received help from third parties (and not from the instructor concerned), we must state this explicitly in the preface to our assignment. In every case, it is necessary that our debts be credited to all those who agreed to offer their judgement on our work before its final submission.

Use of plagiarism detection tools

The libraries of the University of Crete have acquired a means of detecting and avoiding plagiarism, the Turnitin software (http://turnitin.com/en_us/). Student assignments can therefore be checked free of charge, both by students before submission and by instructors afterwards, at the website: <https://www.plag.gr/>.

Sanctions and procedure

Sanctions and the relevant procedure follow Article 26 of the Internal Regulations of the University of Crete, posted here:

https://www.uoc.gr/files/items/6/6113/esoterikos_kanonismos.pdf

i) Sanctions

In cases of cheating, forgery and impersonation, sanctions are imposed in accordance with the procedure described below. In the latter two cases in particular, sanctions are imposed on all students involved. Sanctions include a ban on participation in the examinations of some or all courses for one or, at most, two semesters. Students against whom a sanction procedure has been initiated do not obtain their degree before the procedure has been completed.

ii) Procedure for the imposition of a sanction

The instructor who establishes the offence shall, having first summoned the student, submit a written complaint to the Head of the Department. The Head is obliged to order an administrative inquiry, which is assigned to two faculty members. The findings of the administrative inquiry are submitted to the Departmental Assembly. The Departmental Assembly decides on the student's acquittal or on the imposition of a specific sanction. Both the student against whom the complaint has been made and the complainant instructor are invited to the meeting. Should the student disagree with the decision of the Assembly, they have the right to appeal to the Senate of the University of Crete.

3. RELATIONS AMONG MEMBERS OF THE ACADEMIC COMMUNITY

The Department of Philology of the University of Crete is unswervingly committed to the principle of equality and to combating discrimination of every kind, such as discrimination on grounds of sex, national origin, colour, sexual orientation, gender identity and expression, physical and mental condition, private life, learning characteristics, age, religion and political beliefs. This stance applies both to the relations between existing members of the academic community and to the treatment of those who wish and seek to join it, whether as employees or as undergraduate or postgraduate students and researchers.

Measures taken

The Department of Philology aims to create a safe, free and democratic environment for research and learning, in which people learn, work, conduct research, create and express themselves without suffering the violence and injustice of discrimination. To this end it makes, on the one hand, special provision where needed (facilitation of access and special arrangements regarding compulsory attendance at seminars for

students with mobility difficulties; modes of assessment adapted to students' learning difficulties following consultation with the Student Counselling Centre — see in detail the Regulations of the Department's Undergraduate Programme of Study), and, on the other hand, it has established a Committee on Ethics and Against Discrimination, which has an advisory role in relation to incidents of discrimination, sexual harassment and bullying.

According to current legislation, direct discrimination (Law 4443/2016, Government Gazette 232/A/9-12-2016, art. 2) exists "when one person is treated less favourably, on grounds of race, colour, national or ethnic origin, descent, religious or other beliefs, disability or chronic illness, age, family or social status, sexual orientation, or gender identity or characteristics, than another person is, has been or would be treated in a comparable situation".

Sexual harassment is defined (Law 3896, Government Gazette A'207/8.12.2010, art. 2) as "any form of unwanted verbal, psychological or physical conduct of a sexual nature, with the effect of violating the dignity of a person, in particular by creating an intimidating, hostile, degrading, humiliating or offensive environment around them".

Bullying is understood as the physical and psychological abuse or belittlement of weaker individuals within a group (see also Article 312 of the Penal Code: "Where no more serious criminal offence is involved, whoever, through continuous harsh conduct, causes bodily injury to another or other damage to their physical or mental health shall be punished with imprisonment").

In addition, the Department categorically discourages potential consensual romantic relationships between members of the university community where there is a hierarchical difference and a relationship of power, since these are liable to be regarded as relationships of exploitation and/or favouritism.

The Committee on Ethics and Against Discrimination organises information sessions on all the issues mentioned above, addressed equally to the staff and to the students of the Department.

Those affected by the incidents described above of course retain all their legal rights, and in addition they have the option of turning to the Academic Adviser assigned to each student upon enrolment in the Department, and/or to the Department's Committee on Ethics and Against Discrimination — all of whom have an advisory role — and/or to the Head of the Department, and/or to the Student Ombudsman, and/or to the Ethics Committee of the University of Crete (Law 4485/2017, art. 47), which have jurisdiction for legal action.

The actions to be taken by the Department, depending also on the position of the member(s) of the academic community concerned (student, or member of the teaching staff, Special Technical Laboratory Staff (ETEP), Laboratory Teaching Staff (EDIP), or administrative staff), include referral of the case to higher competent bodies such as the Senate and the Disciplinary Council of University Professors, redress for the injustice caused by discrimination, and psychological support for the victim, as well as counselling sessions with the perpetrator, both provided by the Student Counselling Centre of the University of Crete.

Translated by AI