CODE OF ETHICS
Unity in diversity
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**DEFINITIONS**  
We are endeavor to achieve excellence  
We avoid conflicts of interest  
We protect the environment of the University as well as its buildings and other assets  
We protect the reputation of BBS
OUR COMMITMENT

Why did we create our Code of Ethics?

The foundation of the success of our University is a strong organisational culture which supports ETHICAL CONDUCT with each other both inside and outside of the university.

The Code of Ethics is a statement of key principles and norms of conduct of our community of students, teachers, titleholders, researchers and non-teaching staff. All members of the University are expected to adhere to the Code of Ethics.

We conduct ourselves in accordance with the contents of the Code of Ethics in regard to each other, the maintaining authority, suppliers and other partners, competitors and local communities and we expect similar conduct from them.

“What does ethics mean to me? Living together in a community and helping each other.” (BBS student)

“Together we can form BBS to become a likeable university and workplace. Our Code of Ethics helps us with it because it translates our values to clear messages.”

Prof. Dr. Heidrich Baldás, Rector

Further information:

Institutional Strategy of BBS 2016-2020

How can the Code of Ethics help us?

- It serves as a point of reference in our everyday life
- It provides moral stance and guidance
- It supports cooperation
- It inspires the realisation of our strategic goals
- It helps us to become a responsible University
- It strengthens our University’s reputation

Our mission

To become an influential business university of applied sciences in the Central Eastern European higher education region.

Our strategic goals

- Entrepreneurship-Friendly University
- Internationally competitive University
- Experience-based teaching environment
- Socially responsible University

IMPORTANT

Apart from the key principles, the Code of Ethics also highlights the most important points by bringing real life examples in a question and answer format. All topics have a further information section as well.
Why should I read through the Code of Ethics?

The Code of Ethics provides guidance and helps to prevent problems and conflicts.

Why is the Code of Ethics an important document for the achievement of the mission and strategic goals of BBS?

The only way we can achieve success in the future is through cooperation both inside and outside of the university. We also need a community built on solidarity and trust based on ethical conduct.
OUR RESPONSIBILITY

What does responsible university as a strategic goal mean?

Budapest Business School contributes to the economic and social development by providing high quality study programs for future economists. As member of the network of universities committed to responsible management education (PRME – Principles for Responsible Management Education) we show exemplary sustainable development initiatives.

An important element of these initiatives is being ethical towards our internal stakeholder groups (students, teachers and titleholders, other non-teaching staff members) and external stakeholders (maintaining authority, suppliers, competitors, local communities), and various stakeholder organisations.

It is of high importance for our university that our students are professionally well prepared, broad-minded, ethical and once they finish their studies they come through as responsible professionals.

What are our personal responsibilities?

As Academic citizens we should be considerate towards each other and we should also lead by example. We should study the Code and follow its practice guidelines.

How to make ethical decisions?

In some situations, it is not easy to decide if a decision is ethical or not. If we are unsure whether something is ethical or not we should try and ask the following questions in relation to our possible actions:

• Is our action illegal or unlawful?
• Is it against any of the university’s regulations?
• Is it against the Code of Ethics of BBS?
• Is it diminishing the University’s reputation?
• Is it against the core values of BBS?
• Is it damaging to someone?
• Can I look in the mirror without feeling remorse?
• Would I feel uncomfortable if my behaviour surfaced?

We should set an example by conducting ourselves in an ethical manner! Setting an example by ethical conduct is especially important for leaders whether they are heads of departments, various interest groups or student organisations.

The Code of Ethics is a set of guidelines so it cannot regulate all potentially unethical situations. In case there is an ethical issue to be solved, please contact the Ethics Committee on the following email address: etika@uni-bge.hu

Contact information:

BBS Sustainability Centre
Basic Principles of Management Education
SO, SU contact
What shall I do if I suspect something unethical?

If anyone suspects something unethical in relation to them or someone else, first they should try to settle the matter with those involved.

If it is not possible or if they fail at settling the matter they should contact the head of one of the appointed units of the university (e.g. Students’ Office, Students’ Union, Department, Faculty) or the Ethics Committee.
OUR CORE VALUES

What are our shared core values?

Modernity & traditions – BBS is a modern, innovative university which is proud of all its Faculties. It is open to new knowledge and it respects all its past and present students, teachers, researchers and non-teaching staff.

Quality & responsibility – In all areas of life such as studying, teaching, doing research or any other work as well as in our private lives we are seeking excellence and at the same time we take responsibility for our actions. We take great value on others and the environment and we support local communities.

Partnership & respect – We cooperate with each other and with our partners. We also respect and help everyone and we stick together. The unity of our community is important to us.

Further information:

Institutional Strategy of BBS 2016-2020
Those we are proud of
BBS Scientific Award
BGE Alumni
BGE Partners

IMPORTANT

We treat all BBS Citizens and external partners equal.
We represent the interests of BBS inside and outside of the university and we behave accordingly.
As a student what expectation can I have in relation to the quality of instruction given the fact that I am paying for the services?

As a student you can expect your lecturer to provide you with up-to-date knowledge accompanied by easy-to-understand explanations and teaching materials in order for you to be able to learn the material. Your teacher should also use high-tech teaching tools during the lessons and learning material should be timely. High quality teaching cannot be provided without considerable contribution from the students though. Students should be actively participating in the teaching and learning process.

Is it allowed for any members inside or outside of the university community to talk to one another with disrespect, humiliate in a patronising, aggressive manner, or is it allowed to humiliate anyone?

No, it isn’t. It is not allowed in any of the relations whether it be teachers and students, administrative staff and students, leaders and subordinates. The same applies to colleagues and partners of the university.

One of my colleagues considers the interests of his/her department a priority over the interests of other departments. Does he/she acknowledge the core values of the university?

No, he/she doesn’t. In order to succeed, all organisational units must be developed equally. If you see someone prioritising the interests of one department over the others you should make your colleague aware of it. Should your attempt to convince your colleague fail please let your supervisor know about the situation.
OUR COMMUNITY

What are the characteristics of our community?

We form a diverse and open community – Our community is enriched by our diverse professional and cultural groups. We respect the various groups by not upsetting or offending one another. We are especially supportive with our foreign students and lecturers in order to help them settling in in our community. Our graduates remain an important part of our community by maintaining a fruitful professional and personal relationship with them.

We ensure equal opportunities – Nobody can be discriminated against based on their gender, age, origin, language, religion, political views or sexual orientation. Our goal is to ensure barrier-free infrastructure and info communication and we also provide help for those who are in need.

We create a supportive atmosphere based on trust – We are polite, understanding and helpful with each other and with our external stakeholders. Our goal is to ensure straightforward and timely communication. We are open and flexible when it comes to solving problems. We do not tolerate violence, harassment or humiliation. We support the achievement of work-life balance.

Our performance assessment is objective, fair and constructive – This is applied to any of our valuations related to our students, lecturers, leaders or any of our non-teaching staff.

IMPORTANT

We should treat people the way we expect people to treat us.

Further information:
Studies and Exam Code
Regulations for Student Discipline and Compensation
Regulations on Motivation and Performance Appraisals of Budapest Business School
As one of the participants of the freshman camp you feel that one of the funny challenges is humiliating. What should you do if you don’t want to be the odd one?

You shouldn’t participate in the challenge. Don’t be scared of saying ‘no’ and report your concerns to the teacher and the organisers. In case of not finding reassurance, you should contact the Head of Faculty or the Ethics Committee.

You are not satisfied with your lecturer and anonymously are posting negative comments online about him/her unanimously. Is it ethical?

No, it is not. As a student you wouldn’t like to see your exam grades being posted online by your lecturer either. You can express your feelings and formulate a critical proposal for your lecturer anonymously in the course evaluation questionnaire. This way the lecturer can have a clear idea about students’ opinion and he/she can improve. This way neither the reputation of the teacher nor BBS will be jeopardised.

Does the Code of Ethics have reference to dressing as well?

Naturally, various fashion styles are accepted at the University inasmuch as respect at special occasions is shown by our choices of clothing. If we are unsure about what to wear we should ask our teacher/leader who will be happy to give advice.

Is it allowed for teachers and non-teaching staff to address students by their first name and vice versa? Is it allowed for them to be friends on social media?

Yes, it is. Both are allowed insofar as both groups agree on it. They can be social media friends but social media is not formal communication channel and harassment is not allowed. Neither first name basis nor being social media friends can put just and fair evaluation into danger. Equal opportunities in administrative assistance should also not be affected.

Does the Code of Ethics have reference to dressing as well?
When I am nervous or angry I often swear. It is not aimed at my subordinates so it is not unethical. Am I right?

No, you are not. Swearing shows aggression so your subordinates can be disturbed by it even if it is not aimed at them. As a leader you must lead by example.

At the meetings one of our colleagues is constantly making critical comments in a particularly cynical manner. Is it right?

If it is constructive criticism it can be considered as a valuable contribution to the improvement of our performance as well as our community. But the person who is criticising should always make sure not to detract from anyone’s reputation and the criticism should not hurt anybody else.

If I receive emails from my supervisor during the weekend do I have to respond promptly?

No, you don’t. Email should be responded during working hours. Sometimes there might be assignments that need to be handled flexibly but supervisors must ask for an assent from subordinates.

Is it disrespectful for students to finish their sandwiches during the lesson?

If your lecturer gives you permission to do so it is not considered disrespectful.
OUR CONDUCT

How to protect our rights and the rights of others?

We protect individual rights, reputation and personal information – In the course of the daily operation of the University we ensure the proper use of personal information of our students, co-workers and partners. We don’t harm anyone’s reputation. We respect the right to privacy.

We respect intellectual property – Publications such as course books, theses, lectures, presentations, briefings etc. should always have proper referencing. Our students are provided with all the lecture presentations in an electronic form but students are not allowed to pass the material to anyone else.

We have zero tolerance for cheating and corruption – Zero tolerance against cheating and corruption applies to all of our students, teachers, researchers and partners. We are especially cautious to ensure fairness during test-writing and exams. Students must show their IDs before an exam starts and they can only use authorized equipment.

Further information:
- Data Protection Handbook for Employees
- Data Protection Handbook for Students
- Studies and Exam Code
- Regulations for Student Discipline and Compensation
- The Science Ethics Code of the Hungarian Academy of Science

IMPORTANT

Any form of misconduct such as cheating, corruption or plagiarism is prohibited for all teachers, students and staff members of BBS.
One of the teachers of the University orders students to buy his/her book. The book is expensive but it is obligatory to read and learn. Is it ethical?

The teacher is allowed to ask for monetary compensation for his/her intellectual property but he/she is not allowed to order anyone to buy the intellectual property, in this case a book.

A company is trying to become one of the suppliers of the University through personal contacts. Is there anything wrong with that?

Yes, there is. Potential suppliers should always be treated equally.

Is the teacher allowed to take students’ mobile phones away during exams and read a message out loud in front of the class?

No, he/she isn’t. But in order to ensure fairness during the exam he/she can ask the students to place their mobile phone on the teacher’s desk.

Question?

Answer!
A student is dishonest or deceptive in the performance of academic work but the 'cool' teacher passes by the student's inappropriate action. Is it right?

No, it isn’t. The teacher violates the value of ‘quality & responsibility’ as well as the principle of equal opportunities and both the student and the teacher violate against the Studies and Exam Code. This case is calling for disciplinary actions.

Is it allowed for teachers to criticise the teaching methods of their colleagues in front of students?

No, it is not. It would be a violation of the principle of team spirit and it would also harm the reputation of the colleague.

As a member of one of the political parties I play an active part in the party and I also hold public speeches. Is it a problem?

No, it isn’t. You should not talk politics at the University though and you should not violate the Code of Ethics of the BBS in your political activities.

Is it permitted for BBS citizens to give or to receive gifts in relation to their work at BBS?

Gifts given with the intention of influencing someone is strictly prohibited because it counts as an act of corruption. Small gifts without the intention to influence someone can be given and also can be accepted. If it is possible, the gift should be shared.

Are teachers allowed to use teaching materials made by other teachers or students?

Yes, they are. But those who use somebody else’s material should use proper referencing.
OUR CONDUCT

What shall we do for our University?

We endeavour to achieve excellence – Students, teachers and non-teaching stuff as well as university leaders all know that BBS we can only achieve future success through collaboration which is closely related to our personal success as well. In order to achieve excellence, we develop our skills and abilities and we gain and share up-to-date knowledge. We work as a team.

We avoid conflicts of interest – In certain cases when individual interest collides with the interest of the University or when objectivity is affected by a fulfilled position, or as a result of family members or friends working together we should report the suspected conflict of interest to the head of division or in case of students the dean of the faculty. They are competent decision makers in any issues related to conflicts of interest.

We protect the environment of the University as well as its buildings and other assets – The joint interest of our community is to actively search for solutions to protect our natural environment.

We enhance the reputation of BBS – We are aware that through our behaviour and public statements we valuate BBS as well.

„It is important for me to graduate from a university which I can be proud of so I would never put the reputation of BBS at risk.” (BBS student)

Further information:
Studies and Exam Code
Regulations for Student Discipline and Compensation

IMPORTANT
It is our common interest to thrive for excellence and to protect all the assets of the University as well as its reputation.
A BBS teacher is working for other companies as well. Is there a conflict of interest?

BBS is aiming at providing practical training. In order to do so we need our teachers to know practice equally well. It is the responsibility of the supervisor to decide whether working for another company creates conflict or not.

Can I share my personal view on my social media site?

Yes, you can. Although, you must clearly state your name with your comment and you also have to make sure that your comments are not discriminative or don’t harm the reputation of BBS.

I regularly use one of the printers of the University. Can I also use it to print out the thesis written by one of my friends?

No, you can’t. University resources are not allowed to for private use.

Is it allowed to have an affair with a student as a leader, teacher or any other staff member of the University?

Academic citizens are grown-ups who have the freedom to make decisions about their relationships. But an affair can be a conflict of interest if those who are involved in it evaluate the performance of the other. So, evaluation is not allowed. The employee of the University should report to his/her supervisor that there is a conflict of interest and the supervisor would take care of the situation. The affair should not be based on the intention of harassment or abuse of power. It is highly unethical to request or to offer the possibility of an affair in order to receive better grades.
OUR ETHICS COMMITTEE

What are the responsibilities of the Ethics Committee?

- The committee decides whether an ethical investigation should take place
- It gathers relevant evidence and questions those who are involved in the case
- It decides whether the Code of Ethics had been violated
- It makes recommendations of possible sanctions and preventative actions
- It provides answers for ethical concerns
- It gives suggestions to make changes to the Code of Ethics
- It keeps and writes up records of all the ethical cases, and it also informs the community about ethical cases

How does the Ethics Committee operate?

The Ethics Committee maintains confidentiality of all the information it acquires. The informer can ask for full anonymity. The Ethics Committee is an independent body within the university. It reports directly to the Rector and the Chancellor.

Communications of cases of ethical concern are anonymous. This way the Ethics Committee supports the prevention of future ethical issues. The standard working procedure of the Ethics Committee and the possible consequences of its decisions as well as the process of ethical investigations are regulated by the Procedures of the Ethics Committee.

Who are the members of the Ethics Committee?

The committee includes the Chair and four members. Among the members there is a teacher, a non-teaching staff member and a student as well as an independent external member. They all represent various organisational entities. The gender ratio among members is equal. The members of the Ethics Committee are appointed by the Rector of the University after the Chancellor agreed to it. The members are appointed for 3 years except for the student member who is appointed for one year.

Who can file an ethical complaint?

Anyone, who suspects ethical misconduct in relation to BBS.

Why do I have to report a suspected ethical misconduct?

In case of suspecting unethical behaviour, it is important to report it whether it is related to us or somebody else. The reason for this is that

- we can help by reporting the case and we can also protect ourselves and others (e.g. harassment, discrimination, injustice),
- we can help strengthening our community,
- we can keep more serious legal offences from happening,
- we can help avoid serious financial or reputational consequences,
- we can prevent similar unethical cases in the future.
OUR ETHICS COMMITTEE

In case of reporting an ethical issue, please choose one of the options below:

- etika@uni-bge.hu
- send a written letter to the Chair of the Ethics Committee
- contact the Chair or any other members of the Ethics Committee in person.

Further information:
Members of the Ethics Committee
Common Procedures for the Ethics Committee
Statements on ethical issues, anonymous case studies

IMPORTANT

Nobody should be afraid to report suspected unethical conduct.
Reporting suspected unethical behaviour improves our organisational culture and helps us creating a stronger community. Overlooking unethical behaviour puts the operation of our University in danger. Malicious reporting is unethical. BBS ensures protection and anonymity to honest informers.
DEFINITIONS

Supplier: a private individual (e.g. expert) or an enterprise, which provides a product or service to the University.

Academic citizen: all students, lecturers and teachers, researchers and non-teaching staff of our University.

Stakeholder: all private individuals or groups, who affect and are affected by the operations of BBS. Our internal stakeholders are our Academic citizens, external stakeholders are for example suppliers, partners and local communities.

Ethics: differentiating between right (good) and wrong (bad) behaviour and human characteristics, a science focusing on the moral development of individuals and communities.

Ethics Committee Procedure: a document regulating the operation and procedures of the Ethics Committee and the principles and regulations of investigating and solving ethical issues.

Ethics Committee: a board supporting the ethical operations of BBS.

Code of Ethics (Code): is a written statement of key ethical principles and norms of conduct of our community applicable to all Academic citizens. Our external stakeholders are also expected to comply with the Code.

Ethical conduct: fairness and avoidance of negative conduct towards others.

Responsible University: a university operation based on the principles of sustainability, which takes into consideration the values and expectations shared by its internal and external stakeholders.

Responsibility: fulfilling our obligations and facing the consequences of our actions.

Sustainability: conscious management of social-economic-environmental impacts.

Institutional Strategy of BBS 2016-2020: an official document of the strategy of BBS.

Individual rights: rights stemming from fundamental human rights, for example the right to privacy, good reputation and protection of personal information.