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A CERTIFIED ENGLISH TRANSLATION

CODE OF ETHICS



UNIVERSITY OF SPLIT
SCHOOL OF MEDICINE

CODE OF ETHICS
FOR STUDENTS OF THE SCHOOL
OF MEDICINE IN SPLIT

Pursuant to provisions of Article 52 of the Statute of the School of Medicine in Split (April, 2008), the School's Council at its 21st regular session held on 16 July, 2009, brought the following:

CODE OF ETHICS FOR STUDENTS OF THE SCHOOL OF MEDICINE IN SPLIT

The University of Split, School of Medicine (hereinafter: the School) teaches students to dignity and responsibilities of medical profession, starting from teachers themselves. Students are not spared of efforts, because medicine is a tough, responsible and laborious profession, and students need to know what the future holds for them through their professional life. Therefore, they are taught how to develop social responsibility, humanity, decency, organizational skills and tolerance from the beginning of their education.

These rules have been made mainly for the respect and dignity of medical students, meaning that by enrolling in the School of Medicine students should consider and respect themselves the same way as medical doctors are considered and respected, and they should be respected like that by all other colleagues, too, regardless of their status, experience and level of knowledge.

These rules are also made for reasons of security and respect for the patients, their privacy, rights, values and feelings, as well as respect for human body, life, disease and death, who in medicine experience challenges of all kinds and intensity, both expected and unexpected. The University of Split, School of Medicine believes that the training of medical doctors, apart from acquiring professional and scientific knowledge and skills, should also include behaviours, habits, appearance and ethics that will enable them to provide the patients not only with the best and most effective treatment, but also with pain-free experience of illness and medicine. Medical doctors have big and important social responsibilities that students of medicine have to recognize, adopt and practice from the very first day of their joining the medical profession.

Students of the University of Split, School of Medicine are expected to act as responsible members of the University community, to respect the School's laws and regulations, patient rights, fundamental human rights, dignity of others, academic freedom, principles of equality and fairness, and to conscientiously and professionally fulfil their obligations. Students and student organizations are obliged to respect the Code of Ethics of the School of Medicine in Split, as well as this Code of Ethics for Students. Students who violate these standards will be subject to disciplinary action, with the purpose of influencing their further personal development and protection of rights of the University community members and property, work and reputation of the School.

The rights and obligations set forth in this Code of Ethics relate only to student's actions and behaviour on the premises owned, used or controlled by the School of Medicine in Split, and on the activities outside the School that relate to presentation and representation of the School, as well as the activities that are subject to positive regulations and laws of the Republic of Croatia.

1 Student Rights

In its essence, the School of Medicine exists for students, and all of its activities should be directed towards the well-being of students. Students are the central interest of the School.

The School's role is not only educational but caring, too. Both roles include student rights and obligations.

The School recognizes and protects the following rights of its students:

- the right to participate in educational process
- the right to freedom of expression and exchange of opinions and beliefs
- the right to scientific research, publication and exchange of research results
- the right to fairness and equality of work and work results evaluation
- the right to protection from violence, coercion, threats, discrimination and disturbance at the School and outside it within the framework of the School's relations

- the right to protection from life-threatening and for physical and psychological health dangerous circumstances during classes
- the right to participate in peaceful, non-violent, announced demonstrative acts or demonstrations, to the extent that they don't violate rights of other members of the University community and do not jeopardize the School's property
- the right to protection from any kind of discrimination, illegal and unauthorized questioning or interrogation of students; if it is about investigative procedure of authorized persons, a student against whom the investigation procedure is going on should be notified and informed about his/her rights
- the right to apply equitable and just procedure to determine the allegations of violation of the School's regulations
- the right to retain unchanged status, rights and privileges of members of the University community during the course of disciplinary proceedings, except in the cases where they pose a threat to the safety and well-being of other members of the university community and University's property
- the right to protection from providing personal information that are not related to educational process
- the right to elect and appoint representative, democratically organized student organizations that are accountable to the School's students, members of student organizations and the School
- the right of student organizations to advocate stand adopted through appropriate decision-making procedures within the student community
- the right of student organizations to be admitted by the School's authorized persons in order to express the stands they represent
- the right to use the School's assets, whether as individuals or members of student organizations, for extracurricular activities aimed to meet academic, student and social needs, provided they are not in conflict with the School's regulations
- the right to claim for damages resulting from negligence, malicious or irresponsible proceedings of any member of the School
- the right to be timely and appropriately informed of studying terms and the School's decisions in regard to studies and student standards
- the right to be notified of the rules and regulations of conduct at the School

2) Student Obligations

During the course of curriculum, students are required to:

- Respect the Statute of the University, the Statute of the School, other general acts of the University and the School, and the decisions of the Rectors' Conference, the Deans' Conference and of the relevant Ministry, in regard to students, studies and student standard.
- Maintain the reputation of colleagues, the School and University, and to respect the general principles of professional orientation, and thus in respect to:
 - achieving the best possible success in training for their future occupation
 - complying with the curriculum schedule and attending mandatory courses
 - appropriate attitude towards patients, including keeping the medical secrets
 - appropriate attitude towards colleagues
 - appropriate dressing code and behaviour in accordance with the applicable standards of courtesy
- use of Croatian language in accordance with the norms of the Croatian literary language and the tradition of the Croatian culture, avoiding any forms of profanity, inappropriate and unacceptable expressions
- acceptance of ethical norms of scientific research
- compliance with copyright laws

- a conscientious attitude towards their work, excluding any dishonourable actions, in particular, cheating on exams and dishonourable assisting in examinations
 - avoiding any form of sexual harassment
 - avoiding discrimination, abuse, mockery and harassment of any kind
 - avoiding any form of corruption, offering and receiving bribes
 - appropriate relation towards the public, including openness, but also avoidance of sensationalism.
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- All forms of plagiarism, counterfeiting and other forms of fraud represent forms of academic dishonesty and perceived as violation of the Code of Ethics.
 - Failure to report cases of academic dishonesty is not a neutral act, because it allows that such acts take root in the School's work, and directly endanger the School's reputation and is considered to be an ethical offence.
 - Any form of fraud related to the registration, testing or some other kind of knowledge examination, constitutes a violation of this Code of Ethics, including, but not limited to, the following:
 - acquisition, copying, duplication, use or intent of use of testing materials without permission of authorized persons
 - use or intent to use of notes, data, during exams, unless expressly permitted
 - false presentation and representation of someone else's work as his/her own
 - helping others during knowledge tests, when it is expected that a student should perform a task independently
 - use of already rated papers for re-evaluation on the same or another course without teacher's permission
 - altering or intention to re-evaluate the marks of results of exam evaluation, or reports from other knowledge tests
 - intentional destruction of an academic work or efforts of other students
 - unauthorized copying of textbooks and other educational materials that are not personal property and for which no appropriate permission was obtained.
 - Plagiarism and counterfeiting of other people's works or parts of their works and disclosure of other people's ideas as their own, without the author's knowledge or the reference of sources, is a violation of this Code of Ethics.
 - Production, use, forgery, printing, copying, alternation, transfer or destruction of any of academic materials, University files, documents or identity documents, without permission of authorized persons, constitutes a breach of this Code of Ethics.
 - Impact or attempt to influence the impartiality of teachers or bodies that conduct evaluations.
 - Access to private offices or premises of any member of the School without permission of authorized persons.
 - Public representation or presentation of the School or Student organization without permission of authorized persons.
 - Public submission of unverified and inaccurate information about other students and other members of the School or University community.
 - Improper behaviour in relation to teaching process is a violation of this Code of Ethics, and thus by
 - production, counterfeiting, printing, reproducing, copying, exchanging, transferring or destroying any of the University files with intention to deceive, disinform or deny information to another person
 - intentional interruption or interruption of teaching, research or other academic activities.
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- Unauthorized access, theft or destruction of another person's intellectual property is a violation of this Code of Ethics
- Any kind of deliberate physical injury, abuse, harassment, blackmail, disabling, threatening, forcing, humiliating, intimidating, mocking, insulting or the like constitutes a violation of this Code of Ethics.
- Harassment is any kind of inappropriate behaviour towards another person in a way to offend that person's personal dignity, hinders the performance of work tasks, or reduces the quality of life. Harassment is also any procedure which lacks the consent of the other person, which creates or contributes to the creation of unpleasant or hostile working and educational circumstances that intimidate, insult or humiliate another person.
- Sexual harassment in which a male/female student conditions another male/female person's consent to a forced sexual intercourse, or for that reason verbally or physically assaults another person is a violation of this Code of Ethics.
- Sale and consumption of alcoholic beverages in premises that are owned, used or controlled by the School; alcoholic drinks may only be consumed in premises and occasions approved by authorized persons.
- Participation in educational process under influence of narcotic drugs or alcohol.
- Actions or deliberate creation of life-threatening circumstances and circumstance detrimental to physical or mental health and safety are violations of this Code of Ethics.
- Deliberately damaging, destroying or tampering with the School's property or property owned by other persons at the School.
- The School's property, as well as the property of persons at the School is necessary to be protected from the fire. Therefore, the following standards are introduced:
 - Smoking is forbidden.
 - Moving, relocation and deliberate disabling of any of the fire extinguishers without permission of authorized persons shall be considered as unacceptable behaviour.
 - Intentionally improperly activation of a fire alarm is considered unacceptable behaviour.
- Bringing of fire and cold weapons, explosive devices, dangerous chemicals and other dangerous devices and substances is a violation of this Code of Ethics.
- Intentional disclosure of inaccurate information with intention to the false alarming of any member of the university community is a violation of this Code of Ethics (e.g. false telephone notification of a bomb threat, fire, etc.)
- Misuse of University computer systems or technological equipment for inadmissible purpose is a violation of this Code of Ethics (e.g. deliberately infecting the computer with viruses, causing damage, disrupting the work of the program etc.
- Abuse of computer systems or technological equipment for inadmissible purposes is a violation of this Code of Ethics (e. g. searching, copying and distributing non-exhaustive content from Internet etc.

3) Dress Code

- In occasions when medical students act as healthcare workers, with patients, patient-instructors, corpses or body parts, they have to wear clothes that are appropriate for

the profession of a physician, not only for appearance but also for personal hygiene and work safety in given circumstances.

- All questions that arise in relation to these instructions shall first be addressed to the Head of the Department, then to the Vice Dean, while the final decision lies with the School's Council at the proposal of the Dean's Management Board.
- At the School, use of the cloak-room is mandatory. Coats, umbrellas and other items that are not required inside the School shall be deposited in the cloak-room, and the mobile phone shall be silenced.
- First of all, students have to adapt to the criteria required by an institute or a clinic. When the rules don't exist, it is imperative to retain the standard of personal hygiene and to dress properly.

4) Compliance with Rules and Disciplinary Proceedings

Intentional violation of rules at the School and obstruction of disciplinary proceedings before School Bodies is considered to be a violation of this Code of Ethics, and thus namely:

- non-responding to calls in regard to disciplinary procedure.
- counterfeiting and destruction of data, and giving false testimonies before the School Bodies that conduct the disciplinary proceedings.
- intentional initiating of a disciplinary action without justified cause.
- preventing or attempting to prevent or discourage the participation of another person in disciplinary proceedings.
- deliberately assisting or encouraging another person to disrupt a disciplinary procedure in any way.
- influencing or attempting to influence the impartiality of the body conducting disciplinary proceedings.

5) Helping, Encouraging and Attempt

The following is also considered to be a violation of the Code of Ethics:

- intentional helping or encouraging another person to do something that is considered a violation of this Code of Ethics.
- requiring, requesting, encouraging or hiring another person to commit an action that is considered a violation of this Code.
- attempting to publish and action considering to be a violation of this Code.

6) Committing to the Code

By subscribing his/her signature, a student confirms that he/she is acquainted with the rules of conduct at the School of Medicine of the University of Split, and that he/she is aware of his/her responsibilities and possible consequences of inappropriate and unacceptable behaviour, in accordance with the Statute and the School's relevant regulations.

Number: 15/21-5a
Split, 16 July 2009

Dean

Professor Stipan Jankovic, MD, PhD /Signature/

I, Goranka Tomčić, court interpreter for English and Arabic language, as re-appointed by the President of the County Court in Split Decree No. 4 Su-653/2015 of September 12, 2015 hereby certify that the above translation is a faithful and complete translation of the original document written in Croatian language.

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