



ΑΝΟΙΚΤΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΚΥΠΡΟΥ

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**CODE OF CONDUCT
OPEN UNIVERSITY OF CYPRUS**

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Open University of Cyprus

The Open University of Cyprus (hereinafter referred to as the "University" or "OUC") was founded in 2002 with its administrative headquarters in Nicosia. According to the Law establishing the OUC (234(I)/2002), "the University serves the needs of Cypriot citizens and expatriates, as well as foreigners" and "is a legal entity of public law".

OUC Mission

The mission of the University, with the method of open and distance education, is:

- To provide everyone with equal opportunities to learn, regardless of age, place and time of study
- The promotion of science, knowledge, learning, research and lifelong learning

and aims to provide:

- undergraduate and postgraduate education and training, with the development and utilization of appropriate educational material and teaching methods
- special training programs of short duration
- continuous training and further education of Cypriot citizens and expatriates, as well as foreigners.

About the Code of Conduct

Introduction

The OUC Code of Conduct, hereinafter referred to as "the Code of Ethics", reflects values, principles and obligations, useful for guiding employees and students (hereinafter referred to as "the student") at the University. Specifically, the Code of Ethics establishes professional and social behaviors for the interaction between OUC employees, but also between employees-students and employees-associates of the University. The primary purpose of the Code of Ethics is to raise awareness among OUC employees, students, associates and other users to act with respect for academic and social values.

Compliance with the Code of Conduct is necessary and essential, as it indicates the commitment of individuals to specific principles. In addition, it is emphasized that, in addition to the implementation and observance of this Code, it is the responsibility of the employer to ensure a healthy and creative environment, as well as the responsibility of each employee (hereinafter referred to as "the employee") to act with

courtesy and respect towards the University and towards each colleague and/or associate of the University.

Furthermore, it is emphasized that none of the employees, students, associates and other users of OUC will be subject to any form of adverse treatment if they submit complaints, complaints and/or reports, or when they participate or assist in an investigation for a possible violation of the Code of Conduct. In case any allegations are not true or the information they provided is deliberately false, then the corresponding legal investigation procedure will apply. OUC is committed to maintaining the confidentiality of all complaints to the fullest extent possible.

Scope

The OUC Code of Conduct applies to all activities of the University. The implementation of the Code of Conduct concerns all employees, students, associates and other users of OUC and is observed by them during the provision and acceptance of services, both inside and outside the premises of the OUC.

Policy Statement

The University, aiming to create a healthy and creative working environment for both academic and administrative staff and the student community, and in order, among other things, to avoid possible phenomena of mobbing, abuse of power, arbitrary discrimination, marginalization in the workplace, harassment, sexual and/or psychological harassment/mistreatment, proceeded to the adoption of a Code of Conduct. The Code of Conduct expresses the basic values and principles, which should characterize the relations, cooperation, communication and behavior between both academic and administrative staff employees and students and University staff.

OUC is fully committed to maintaining a working environment, where the dignity of the individual will be fully protected by all, while respect for the personality of each employee, trainee, job candidate, student and prospective student is ensured.

Any act or action that constitutes harassment / ill-treatment / sexual harassment is considered as an absolutely unacceptable act. Behavior of this nature constitutes a serious disciplinary offense and will never be tolerated, as it is contrary to the explicit provisions of the current Legislation as well as to the values and principles of the University.

The University is committed as follows:

As soon as it becomes aware of the incident that constitutes harassment/ abuse/ sexual harassment, either following a complaint or ex officio, it will take all necessary

measures to prevent it from being repeated and punishing the person responsible. All actions by the University will be done with respect and confidentiality and will be proportional to the seriousness of each case.

Under no circumstances will victimisation or any direct or indirect adverse treatment against a person be tolerated because that person has repelled or reported a case of harassment/ill-treatment/sexual harassment or testified or otherwise contributed to the investigation of a complaint of harassment/treatment/sexual harassment.

Protection of privacy

The University is committed to protecting and properly managing all types of information, including personal data and private information, which it maintains for all employees, students, associates and other users of the University, always in full compliance with the applicable Cyprus Legislation.

Relations between members of academia, administrative staff and students

Relations between academic, administrative staff and students must be based on mutual respect and honesty. All members of the University must recognize their limits and obligations and behave with courtesy and dignity in their relations with each other. At the same time, they must refrain from actions that may affect the smooth operation of the University. All employees and students must treat their colleagues and fellow students with respect and dignity, as well as make an effort to create and maintain a good working environment and healthy working relations. A key ingredient is a climate of trust, cooperation, open and honest communication and respect for all.

The members of the University's teaching staff must exercise objective and impartial academic judgment based on sound criteria, with respect to the scientific and teaching work of their colleagues. They must avoid any form of abuse of their academic status and/or rank to serve their personal interests and/or those of their colleagues, as well as any form of influence concerning judgment, action or vote.

The members of the administrative staff of the University should strive to create a healthy and creative working environment, which will be based on communication and teamwork. No employee, whether from administrative or academic staff, should under any circumstances require members of administrative staff to perform tasks outside their responsibilities and/or seek to satisfy personal requests; or requests from other colleagues, in a way that affects the credibility and dignity of the member of the administrative staff concerned and negatively affects the work and mission of

OUC. Regarding the relationship between superiors and subordinates, this must be governed by mutual respect, trust and reasonable freedom in the conduct of their work.

Supervisors, in addition to their general duties, should perform their administrative duties with respect for the dignity of their subordinates, ensure adequate information, support, guidance, training and development, in accordance with the principles and values of the University. They must also ensure the fair and prompt settlement of any issues and complaints of their subordinates.

Supervisors must be a role model to all, exercising their duties fairly, responsibly and impartially, respecting the rights and responsibilities of all their associates. At the same time, they must treat all their subordinates equally, lead, inspire, show proper understanding and sensitivity to human problems and ensure a healthy working environment.

Relations with students

Relations between students and members of the Academic Staff, as well as between students and members of the Administrative Staff, should aim at mutual trust and cooperation and promotion of the educational and scientific development of students. The OUC University Community should treat all students on the basis of the principle of equal treatment and with respect, regardless of gender, gender identity, nationality, religious or other beliefs, racial origin, political beliefs, profession, social status or sexual orientation, but also encourage and guide them, allocating sufficient time, even on an individual basis, in the interest of students. Any action that may be considered favorable to some students or students, as well as any behavior that may work to the detriment of students, as well as the exploitation of students to obtain any benefit from faculty members in projects outside their University duties is not allowed.

Communication and collaboration between employees

Honest and uninterrupted communication between the University's employees (Academic and Administrative Staff) is considered necessary for the smooth and smooth operation of the University, the fulfillment of its academic and research mission and the upgrading of the University's services. For this reason, all employees, regardless of their rank, should aim to create a good working environment, where good cooperation and open communication are promoted.

Supervisors and subordinates in their relations with each other must behave with mutual respect and team spirit. Subordinates must perform the tasks assigned to them by their superiors in a cooperative manner. In the case of superiors, any abuse of their rank or

capacity to the detriment of their subordinates shall not be permitted in such a way as to affect their abilities and personality and hinder their work.

The University, based on its organizational chart, considers its employees to hold different positions within the organization, which differ in responsibilities and hierarchy. However, all employees are considered equal in the right to work in a healthy and safe environment, where the conduct of each employee is characterized by dignity and courtesy, refraining from offensive, hostile, intimidating or degrading behavior.

Conflicts of interest and personal matters

The members of the Academic and Administrative Staff of the University should avoid conflicts of interest and generally the establishment of any relationship or undertaking any activity, which may undermine or harm, in any way, the interests of the University. Also, any behavior of an employee, which results from friendship or kinship or other emotional/personal relationship, it may be considered inappropriate if and to the extent that such a relationship creates an unfriendly or hostile work environment for other employees. At the same time, bias or decision-making based on friendship or kinship or any other emotional/personal relationship that arises or exists between the employees of the University is prohibited. In such cases, employees should prioritise their professionalism, based on good judgment, transparency, discretion and meritocracy.

Behavior outside the University

The members of the Academic and Administrative Staff of OUC are obliged in their public life not to use their university status in a way that exposes the University or to ensure any interest for reasons inconsistent with their administrative and/or scientific skills. In addition, it is recommended that faculty members make it clear when their presence in the media is in their academic capacity and when they are not. It is advisable to avoid participation in public debates, which may affect the prestige of the University.

Harassment/abuse in the workplace

Harassment/abuse in the workplace, according to the European Agency for Safety and Health at Work (2002), is defined as "repeated and unjustified behaviour towards a worker or group of workers which causes risks to their health and safety". The European Union in accordance with the Framework Agreement on Ill-Treatment and

Violence at Work (2007) and the Republic of Cyprus, in accordance with the enactment of the Equal Treatment of Men and Women in Employment and Vocational Training Law of 2002 (205(I)/2002) and the Equal Treatment in Employment and Occupation Law of 2004 (58(I)/2004), condemn harassment and violence in the workplace.

In particular, the Framework Agreement states that "harassment and violence result from unacceptable behaviour by one or more persons and can take many different forms, some of which are easier to identify than others. The work environment can affect people's exposure to harassment and violence." Harassment occurs when one or more employees or manager are repeatedly and intentionally abused, threatened and/or humiliated in work-related circumstances. Similarly, the agreement states that violence occurs when one or more employees or manager are attacked in work-related circumstances. Finally, the Framework Agreement stresses that "harassment and violence can be carried out by one or more managers or employees, with the purpose or effect of violating the dignity of the manager or employee, affecting his or her health and/or creating a hostile working environment".

Harassment/abuse in the workplace can take various forms, including verbal, written or physical harassment, be intentional or unintentional, and may include less obvious actions such as indifference and/or disrespect. It can be practiced between peer colleagues, from supervisor to subordinate or even by third parties. Harassment/ill-treatment is defined as any hostile behavior, whether it occurs individually or occurs systematically and/or with great frequency and/or for a significant period of time, provided that this behavior aims at the benefit or satisfaction of the person who practices it, while it is psychologically, physically, financially and/or professionally detrimental to the person receiving such behavior, to the point that it can be harmful and even destructive for the person himself. Harassment/ill-treatment is associated with any form of discrimination based on age, gender, gender identity, ethnicity, race, religious/personal beliefs, personal characteristics, marital status, any form of disability and health status.

Definitions

"Sexual harassment" under the Law of 2002 (205(I)/2002) means any conduct of a sexual nature undesirable by the recipient, expressed by reason or deed, which has the purpose or effect of violating the dignity of a person, in particular when it creates an intimidating, hostile, degrading, humiliating or offensive environment, in employment or vocational education or training or in access to employment or vocational education, or instruction.

"Harassment" under the Law of 2002 (205(I)/2002) means conduct related to the sex of a person that is undesirable by the recipient, which has the purpose or effect of violating the dignity of a person, in particular when it creates an intimidating, hostile,

degrading, humiliating or offensive environment.

At the same time, but also in addition to the above interpretation, "harassment", under the Law of 2004 (58(I)/2004), also means unwanted behavior expressed in words or actions and associated with discrimination based on racial or ethnic origin, religion or belief, age or sexual orientation in the field of employment and occupation, with the purpose or effect of violating the dignity of a person and creating an intimidating, hostile, degrading, humiliating or offensive environment.

In addition, regarding the concept of discrimination, it is clarified that based on Article 21 of the Charter of Fundamental Rights of the European Union (2012/C 326/02)

'Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. Within the scope of application of the Treaties and without prejudice to any special provisions contained therein, any discrimination on grounds of nationality shall be prohibited.'

As a working environment is considered any place in which the employee must perform his/her work, whether this is directly or indirectly under the control of the University. This includes locations inside and outside the office, business travel destinations, places to go out for business lunches or dinners, excursions or other social activities organized by the University. Correspondingly, for the student is considered any a place in which he/she must carry out part of his/her training, whether this is directly or indirectly under the control of the University.

Clarifications

- Harassment/abuse/sexual harassment can be done by a man to a woman, or vice versa, or between people of the same sex. It can also be done from supervisor to subordinate and vice versa.
- It is essential for all staff members to cooperate in the common effort for a workplace without incidents of sexual harassment.
- Sexually explicit comments or jokes or personal suggestions that may be made without ill intent may be unwanted and perceived by the recipient as harassment.
- "Romantic mood" arising from a person to another person in the same workplace can develop into sexual harassment if the recipient rejects manifestations of that mood as undesirable.
- The criterion for deciding whether conduct of a sexual nature constitutes sexual harassment is whether such conduct is welcome, desirable or reciprocal (in which case it does not constitute sexual harassment) or is unwelcome, unwanted and unilateral, in which case it constitutes sexual

harassment.

- Sometimes it is difficult to distinguish welcome and unwelcome behavior. In some cases, due to a person's passive behavior or fear, the other person may mistakenly perceive the approach as welcome and desirable, when in fact the opposite is true.
- An isolated incident may be considered an incident of sexual harassment if it is sufficiently serious.

Forms of sexual harassment

Verbal (uninvited and/or unwelcome comments about the victim's private life, body or appearance, jokes or comments of a sexual nature).

Physical (unwanted touching in a sexual way, such as resting hands on shoulders, touching hands, supposedly accidental touches, kissing, pinching, stroking, etc.).

With gestures (body language and various gestures indicate intent for sexual intercourse).

Visual (exposure of pornographic material or images and posters containing sexual scenes).

Psychological (e.g. a man shows interest in a colleague, but she does not respond and rejects his proposals to leave. While openly declaring that he is not interested, he insists by leaving flowers, teasing her, leaving innuendos and looking for ways to be alone with her. This behavior constitutes sexual harassment).

Sexual harassment as an exchange (forcing one party to have sex in exchange for hiring, promotion or a salary increase, or threatening, e.g. if the offer of sexual intercourse is not accepted, there will be a reduction in salary or dismissal of the employee).

Hostile environment (interference with the victim's work performance in an irrational manner and creating or exposing the victim to a hostile, uncomfortable and rude environment).

Equality, diversity and inclusion

The University attaches great importance to issues of equality, diversity and inclusion both in its actions and in the services it offers. For this reason, the Foundation's Authorities have taken decisions related to the above issues and which apply directly where and where provided. At the same time, the Organization approved *an Equality, Diversity and Inclusion Plan*, which is posted on the University's website

following the options THE UNIVERSITY – LEGISLATION/REGULATIONS OUC / POLICIES and specifically at the link:

<https://www.ouc.ac.cy/index.php/el/the-university-4/nomothesia-kai-kanonismoi-2/21-politikes>

Equality

Equality is about breaking down barriers, eliminating discrimination and ensuring equal opportunities for all. This means giving everyone the same access, both in terms of employment and in terms of managing and channelling resources. Also, the University recognizes that each individual has special characteristics, while at the same time taking into account the specific resources, the different conditions and the respective opportunities required to achieve a comparable result compared to the others.

Diversity

Diversity refers to the differences that distinguish each person. The University emphasizes the fact that there should be respect for the diversity of people, whether they are employees of OUC, students or associates of the Institute. Each person is unique with obvious or unobvious similarities and differences, which should always be recognized and respected by all. These differences can include factors such as race, age, gender, gender identity, marital status and disability, as well as different perspectives, work experience and lifestyles.

Inclusion

Inclusion refers to the importance of integrating all people in the workplace but also to the importance given to different views and perspectives on various issues that concern the Organization. Each employee and/or partner should feel valued for their contribution and opinions, however different they may be; something that is beneficial not only for the individual but also for the University.

Equal Opportunities Policy in the Recruitment Process

The University encourages applications from candidates coming from different countries for recruitment purposes to academic, administrative and/or research positions. Furthermore, the Institute collects, analyzes and studies data on different elements / data of employment applications as part of the process of eliminating any incident of illegal and irregular discrimination in the recruitment process. At the same time, the University encourages gender balance in recruitment processes in all the

jobs it advertises.

In order to consolidate this policy, the Council of the Open University of Cyprus during its 37th Meeting, which took place on 16 December 2020, decided to include in all vacancies of academic, administrative and research staff the following wording:

- i. The Open University of Cyprus applies an equal opportunities policy in the context of recruitment and subsequent career stages and encourages people regardless of gender or gender identity to apply for all levels of academic, administrative and research staff.
- ii. The Open University of Cyprus does not discriminate on the basis of race, colour, religious or other beliefs, gender, gender identity, nationality, origin, age, disability, marital status or sexual orientation, always in accordance with the provisions of the Law of the Republic of Cyprus.

Organizational structures/institutions and procedure for preventing and combating harassment and bullying

The Open University of Cyprus, wishing to emphasize its determination both in the prevention and immediate response to harassment and bullying phenomena in the workplace, established institutions and approved corresponding procedures, giving employees three options for reporting/recording complaints. These three options, as well as the procedures for reporting and/or recording complaints, are described below.

Employee and Student Ombudsperson

OUC has established since 2016 (30th Meeting of the Management Committee, dated 30/09/2016) the institution of the Ombudsperson, hereinafter referred to as "the Ombudsperson", who on the basis of international experience in university institutions reports directly to the Council of the Institution. The Ombudsperson, in accordance with the terms of reference, It has the responsibility and competence to accept any complaint, submitted either orally or in writing, with full respect for the confidentiality, objectivity and personality of those involved and to proceed with an investigation based on the procedure described below. The investigation may take place through an informal or formal procedure, taking into account the nature of the alleged incident but also the wish of the complainant.

The informal procedure aims primarily at the immediate and effective treatment of problems as long as they are relatively small in scope and intensity and operates in this sense preventively. The informal procedure takes place on the basis of a written complaint, from the receipt of which the respondent must within three (3) days to submit written comments. During this period, upon the recommendation of the

Ombudsperson, administrative measures may be taken to avoid contact between the two parties.

If the complainant admits the complaint (orally or in writing) within the above deadline, he is called by the Ombudsperson to apologize, the relevant recommendations are made and the procedure is considered closed if the aggrieved member agrees. If the respondent party does not reply or does not admit the complaint within that period, the complainant may make a formal complaint in writing.

During the formal procedure, the examination of the complaint is based on the provisions of the respective Laws and Regulations of the University for disciplinary offenses. It is understood that in any case of harassment, intimidation or sexual harassment, regardless of the complaint to the Ombudsperson, this may be reported to the Police, regarding the possible commission of a criminal offence and/or to the Commissioner for Administration and Protection of Human Rights.

Equality Committee

In addition to the Ombudsperson and for its fuller and better functioning, by decision of the University Council, an Equality Committee is established, in which three (3) employees of both sexes participate for a two-year term, one of whom is a hierarchically senior officer and one of whom is a member of the Teaching Research Staff.

The Equality Committee recommends to the Ombudsperson a program for informing employees and students, measures to improve the policy of prevention and prevention of harassment phenomena and the organization of information programs and actions.

In addition, it evaluates the implementation of the policy and generally contributes to the identification of weaknesses and malfunctions. The Equality Committee supports, if requested, the Ombudsperson during the investigation of complaints.

Information for employees and students

The basis for preventing and combating any form of harassment and/or intimidation towards an employee or student is the systematic and targeted information of OUC staff and students on the concepts of equal treatment, discrimination, forms of harassment in the workplace, as well as the legal basis on which the protection of employees and students from offensive and harassing behaviors is based.

To this end, the Ombudsperson in cooperation with the Equality Committee designs an annual programme of information actions, in partnership with external experts, focusing on the aforementioned legal background, the procedures that can and

should be followed in case of complaint, as well as the support provided by the University. Finally, the annual program of actions is approved by the University Council, which also supervises the Policy in general and is implemented under the care of the Human Resources Department.

Submission and Management of Complaints and/or Complaints to the Human Resources Department

In addition to the aforementioned procedures and the roles of both the Ombudsperson and the Equality Committee, each employee has the option to make any complaint or complaint by name or anonymously, orally or in writing, or even to express concerns about issues related to their working environment to the Human Resources Department. The HRD shall have the possibility to investigate such complaints on the basis of an internal procedure.

How to Submit a Complaint to HRD

The complaint can be submitted by name or anonymously, in one of the following ways:

- Personally, by visiting the HRD offices
- By written letter to HRD
- By phone at HRD offices
- By sending an e-mail to hr@ouc.ac.cy

It is clarified that in case of filing a named complaint, there will be no negative consequences for the complainant.

Handling of Personal Data

The Responsible Officer of the HRD has the obligation to keep these data confidential and to make every reasonable effort to ensure their preservation and their non-reproduction, display, deletion, modification or use or the pursuit thereof, except for the investigation and examination of complaints and complaints. It is also committed to support and facilitate effectively and lawfully the examination of any complaints and to ensure the accurate, timely and correct conclusion of the examination of complaints and complaints, in accordance with the respective Laws and Regulations.

Transparency and Accountability

All Faculties and Services of the Open University of Cyprus should adopt objective

evaluation methods and mechanisms when implementing decisions, policies, procedures and any other issues adopted by the University and applied to it. This will promote the principle of transparency in all directions.

In addition, the University prepared and published the *Open University of Cyprus Publication Plan* in accordance with Article 7 of the Right of Access to Public Sector Information Laws of 2017 and 2018. Both the implementation of the Legislation and the *Publication Plan* aim to strengthen the Principles of Transparency and Accountability in the Public and Wider Public Sector, thus creating the obligation for the authorities to categorize and publish information, so that citizens do not have to submit a request to receive it. The *Publication Draft* is posted on the University's website following the options THE UNIVERSITY – LEGISLATION/ OUC REGULATIONS / POLICIES and specifically at the link: <https://www.ouc.ac.cy/index.php/el/the-university-4/nomothesia-kai-kanonismoi-2/21-politikes>

Research

The Open University of Cyprus is active in a wide range of research fields, related to the research interests of the members of the Teaching and Research Staff of the Organization and participates in research projects funded either by internal OUC funds or by national or European funds. Research at the Institute is free within the framework of academic ethics and is transparent. It is allowed, however, the confidentiality of survey data for a period to be determined on a case-by-case basis as necessary.

The University encourages and supports:

- basic theoretical research aimed at advancing scientific and technological knowledge, and
- applied research that aims to investigate issues, mainly technology and innovation, the development of new services and products, processes and methods, as well as the improvement of existing ones.

OUC, aiming to include in a short text the procedures followed in its research projects and activities, has prepared a *Research Guide* while offering the members of the Academic Research Staff a unique point of reference for the procedures followed by the University. In the *Research Guide* This includes provisions, inter alia, on ethics and ethics issues and extra-university activities of the members of the University's Academic and Research Staff. The *Guide* is posted on the OUC website following the instructions THE UNIVERSITY – LEGISLATION/REGULATIONS OUC – POLICIES and specifically at the link:

<https://www.ouc.ac.cy/index.php/el/the-university-4/nomothesia-kai-kanonismoi-2/21-politikes>

Privacy Policy

The Open University of Cyprus considers the protection of personal data and the observance of confidentiality as matters of paramount importance and for this reason a Privacy Policy has been drafted and approved governing the way Personal Data is collected, used, disclosed, transferred and stored. The *Privacy Policy* is posted on the University's website and specifically at the link <https://www.ouc.ac.cy/index.php/el/data-policy>

In general, the University is committed to protecting and properly managing the Personal Data it holds for all its employees, students and graduates. Furthermore, it is committed to the collection and processing of such data, always in full compliance with the General Data Protection Regulation of the European Union (Regulation 2016/679) and the applicable legislation in Cyprus governing the collection and processing of Personal Data of Individuals.

Rights of Persons with Disabilities

The University makes every effort to promote and implement what is provided by the current Legislation/Regulations/Directives/ Treaties of the Republic of Cyprus, the European Union and the United Nations respectively, regarding the protection of the rights and service of people with disabilities in the context of OUC activities. In addition, for the University it is the duty of each employee to apply the principles of equal treatment, non-discrimination and equal access of people with disabilities to the services provided by the Foundation, with the ultimate goal of fulfilling the dual goal of their effective integration both in the various jobs and in their smooth participation in the University's programs of study in case of attendance.

Relationship of OUC with the current Legislation and Government Services

The Open University of Cyprus is committed to comply with all Laws, Regulations and decisions of the Bodies of the University aimed at maintaining the legal and smooth operation of the Organization. Any violation of a provision that is part of the legal and regulatory framework of the establishment and operation of the University may result in disciplinary and/or criminal prosecutions.

At the same time, the Institute's relationship with the executives of the state body and with the State in general is of great importance. For this reason, the transactions of employees, students and associates of the University with state bodies should be

governed by the principles of mutual respect, honesty, honesty and good cooperation.

Students

The Open University of Cyprus is primarily an anthropocentric organization, which places students at the core of its activities and interest. For this reason, it has adopted a series of Internal Regulations aimed at providing basic information to undergraduate and postgraduate students about the procedures of the University, as well as about the rights and obligations that their attendance at the University entails. Specifically, the University approved the following Internal Regulations for Students:

- Internal Regulations of Studies
- Internal Regulations for Persons with Disabilities
- Internal Tuition / Management Cost Rules
- Internal Regulations for Doctoral Studies
- Internal Student Disciplinary Regulations
- Internal Examination Regulations
- Internal Student Mobility Regulations.

All the above Internal Regulations are posted on the University's website following the options STUDENTS - RULES OF ATTENDANCE or THE UNIVERSITY - LEGISLATION/REGULATIONS OUC - INTERNAL REGULATIONS and specifically in the links <https://www.ouc.ac.cy/index.php/el/students/kanones-foitisis?layout=table> and <https://www.ouc.ac.cy/index.php/el/the-university-4/nomothesia-kai-kanonismoi-2/20-esoterikoi-kanonismoi> respectively.

Plagiarism

Plagiarism is the incorporation and publication in any work (printed, electronic and even university notes), of ideas, opinions, arguments and / or phrases (unaltered or paraphrased) from the intellectual work of third parties, without identification and attribution of the author with a relevant source.

Plagiarism falls completely short of the principles of academic ethics and may constitute a violation of copyright law. In cases where it may under certain circumstances not constitute a violation of copyright law in the strict sense, it constitutes a serious disciplinary offense, especially when committed by members of the University community and found in works that appear as original works of their author. The members of the University must avoid publication of the same work in different forms or in different publications, without or with minor changes, so that the resulting publications appear, misleadingly, as original works of the publisher.

At the same time, members of the University should exercise due rigour in matters of

plagiarism committed either by faculty and/or researchers, or by students, as well as copying during student examinations. Regarding cases of plagiarism in student assignments or examinations, the University has included relevant provisions in the Internal Student Disciplinary Regulations, which are posted on the University's website by following the options THE UNIVERSITY – LEGISLATION/REGULATIONS OUC – INTERNAL REGULATIONS and specifically in the link:

<https://docs.google.com/viewer?url=https://www.ouc.ac.cy/index.php/el/the-university-4/nomothesia-kai-kanonismoi-2/22-esoterikoi-peitharxikoi-kanonismoi-foititon/download?p=1>.

Corporate Social Responsibility (CSR)

The University, as a research and educational institution, implements a series of actions with added value, aiming at the sustainable, socially responsible development of the economy and society. These actions are implemented taking into account all seventeen (17) Sustainable Development Goals of the United Nations, which were set with a view to designing a sustainable future, for all nations, by 2030. These objectives relate to the successful treatment of humanity's most important challenges in relation to the economy, society, environment and governance, in particular the eradication of extreme poverty, the fight against inequality and the protection of the planet.

The social contribution and the substantial contribution of the University to the wider society and the cultural development of the country is its main objective. At the same time, open dialogue with society is cultivated and actively supported, while through extroversion and social contribution, the development of people, sciences and culture is promoted and enhanced. In this context, and with the aim of developing actions with a positive impact on society and promoting sustainable development, cooperation and interconnection within and outside the University are developed and promoted, while social responsibility is supported and encouraged (OUC Strategic Planning 2021-2024).

Update and update of the Code of Conduct

All members of the University community should be aware of the Code of Conduct, which is accessible in electronic form on the University's website.

The Code of Conduct will be checked at regular intervals for issues of completeness and validity, and where necessary, will be updated and approved by the Rector's Council of the University.

Policies/Procedures/Internal Regulations

All the Policies, Procedures and Internal Regulations of the University, together with the provisions of this Code of Conducts, constitute an integral part of the Legal Framework of the University. Any failure to implement and/or violation of the provisions of this framework may lead to the investigation of disciplinary and/or criminal violations.

Policies, Procedures and Internal Regulations regulating University matters are posted on the University's website (www.ouc.ac.cy).

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