

CODE OF ETHICS OF THE STUDENTS OF THE FACULTY OF MEDICINE, UNIVERSITY OF RIJEKA

Preamble

The students of the Faculty of Medicine, University of Rijeka (hereinafter: of the Faculty) adopt this Code, in order to promote ethical values in all aspects of their own daily activities, as well as to point to behaviours that are opposite to the above mentioned. In particular, this Code encourages humanity and collegiality among students, as well as an affirmative relation towards the courses and the scientific-research work.

In the dispositions of this Code, the term *Student* implies all the attendees in all the study programmes, specialisations and academic years present at the Faculty. The term *Professor* comprises all the Faculty's Associates, Professors and External Associates, while the term *Patient* implies the patients who participate in the practical work in the Faculty's Institutions/ Training bases, as part of the course.

This *Code of Ethics of the Students of the Faculty of Medicine, University of Rijeka* (hereinafter: Code) is primarily based on the student and professor's experience, as well as on the *Code of Ethics for the Students of the University of Rijeka* (2005), and it forms a whole unit together with the *Code of Ethics of Professors, Scientists and Associates of the Faculty of Medicine, University of Rijeka* (adopted on October 2010) and the Code of Ethics of the Professional Service Departments of the Faculty (under construction).

Student - Professor Relations

Article 1

The student is obliged to relate to the professors and to the other Faculty members, in the same way he/she would expect them to relate to him/her, with respect and in accordance with the values of the academic community. Therefore, students relate to the professors and to the other Faculty members, with respect and in accordance with the determined values of the academic community.

Article 2

The basis of the student - professor relation is the transfer of knowledge and the acquisition of skills and competencies while teaching. Even in stressful situations, caused by students' duties or personal issues, students are expected to demonstrate a professional attitude towards the professors, without expressing possible positive or negative feelings. Apart from the learning outcomes, every additional form and method, aimed to acquire an advantage in comparison to other colleagues-students, is considered unacceptable and pressurising on the professor.

Article 3

When concluding all duties and passing the exam from the course of that particular professor, the student may develop a cooperation with the professor, based on the principles of research, scientific, teaching work, or another type of relation.

Article 4

The student, as a participant of the course, that is, a demonstrator, is obliged to justify the professor's demonstrated trust, by fulfilling responsibly the given tasks and, together with the professor, by following the lectures and improving them with useful suggestions.

During the practical work, demonstrators are obliged to submit the preparation for the lecture (the practical work) to the professor's review and verification, and to relate to other students with understanding and respect.

Article 5

Students who were assigned a mentor at the beginning of the studies, should inform the mentor more frequently, about the fulfillment of their student duties and about their improvement. In case of difficulties in fulfilling their student duties, students and mentors should work together towards a constructive solution.

Students are obliged to make the first contact with their mentors within a month from the day they receive the information on their assignation, and to work together with their mentors to define common duties, obligations and deadlines.

In case students should notice that their mentors are not complying with their duties, they are responsible to inform the Vice Dean for Teaching and Learning about the matter.

Article 6

Students are obliged to respect the agreed schedule that professors and/or mentors have defined for consultations. For other matters, students may contact their professors and/or mentors outside consultation times, through official communication means.

Article 7

In the realisation of courses that include the participation of patients, students are obliged to relate to the patients with particular respect and appreciation, especially during uncomfortable diagnostic and therapeutic procedures. During their stay in the areas of the hospital or another health institution in which they perform their practical work, students are obliged to wear clean working clothes (uniform) with a visible student card on it.

With this Code, students are particularly obliged to dress inconspicuously and appropriately to their role, as well as to the dignity of the institution they belong to. This is also expected from students during lectures, as well as in contact with patients.

In case students should present themselves as doctors/ physicians or as other health workers with a concluded degree, or somebody else should present them as such (students, doctors or professors), this will be considered an offence to this Code.

In case a professor should present a student as a doctor/ physician or as another health worker in front of a patient, the student is obliged to warn the patient on his/her student status, possibly in presence of the professor.

Article 8

In case students should comment about symptoms, medical reports or medical decisions taken by professors, in front of the patients, this will be considered a severe offence to this Code. In compliance with the good medical practice, students are obliged to discuss/ comment every ambiguity related to a taken or pronounced medical decision with the professor, in one form of course work in which patients don't participate. When expressing their issues with regard to the professor's decision, students are obliged to protect the integrity and identity of the patient for whom the decision was made. Jeopardising the integrity and identity of the patient will be considered an offence to this Code.

Article 9

In case students should notice that a professor behaves unethically towards a patient (doesn't respect the patient's dignity, doesn't protect the patient's rights or damages the patient), they are obliged to report about it the Head of the course, or the Vice Dean responsible of the Chair of the course in which the above mentioned professor is teaching.

Article 10

Students are responsible to prepare for practical work. In case they aren't prepared for practical work they have the duty to inform in advance the course professor. They are also obliged to inform the course professor about any question they might have, before contacting the patients. In case students should make a mistake that could result in disturbing or worsening the patient's health condition during their practical work, they are obliged to call the course professor and to prevent/ remedy the incurred mistake together with the professor.

Article 11

Students are expected to attend lectures with neat hair, wearing it in a tight ponytail, and with nails kept neat and short, especially in case they attend clinical lectures, as well as for lectures taking place in Institutes that specifically demand the above mentioned conditions. Furthermore, students are responsible for taking into account potential threats, such as the transmission of infectious diseases and similar, through beards, jewellery, etc.

Student - Student Relations

Article 12

The relationships between students is based on educational-didactic values, mutual respect, equal opportunities and on the principle of social integration. In accordance with this, each student is obliged to respect rights and obligations and the academic integrity of other students. Every disturbance to the smooth participation of students in any type of course work, will be considered an offence to this Code.

Article 13

Every form of discrimination represents a severer offence to this Code. Students are obliged to report to the Dean/ Faculty Administration Office, in written form, every discriminatory attitude based on race, sex, religion, ethnic and national basis, as well as any discriminatory attitude related to sex orientation, property status, family or marital status, pregnancy, family obligations, age, handicap, physical appearance, political orientation and health condition.

Article 14

The sale and consumption of alcoholic and narcotic substances among students is forbidden. In case students should notice such occurrences, they are obliged to report it to the Dean/ Faculty Administration Office. In case students are acquainted with such occurrences and ignore them, they will be considered as collaborators to the above mentioned.

Article 15

Students are obliged to provide other students with truthful, timely, verified and correct informations, as well as course materials. Every form of diversion of the truth, will be considered an offence to this Code.

Article 16

The encouragement and assistance to another student in an active or passive disrespect of the guidelines provided by this Code, as well as the participation in actions contrary to this Code, will be considered a severer offence.

Article 17

Unless otherwise specified by a Law, or an Ordinance, students have the right to access only their own personal data and other data and documentation, which are managed the professors and by the Faculty's Departments.

Student Councils and Representatives

Article 18

The Student Representative is a person chosen by students of a specific year and degree, according to the Statute of Student Council, of the Faculty of Medicine of Rijeka.

Article 19

Elections of Student Representatives take place every two years, within sessions specified by the Law. Student elections are organised and conducted in compliance with the principles of rightfulness and democracy. Students of the Faculty are encouraged to vote at the student elections

and to choose candidates who will contribute to the reputation of both students and Faculty, with their work and moral qualities.

Every student of the Faculty, from each single generation and degree, has the right to run for Student Representative. Every disturbance to a student's candidacy, will be considered an offence to this Code.

The candidate for Student Representative is obliged to publicly inform the students he/she represents about the candidacy, as well as to present a working plan and programme.

Article 20

The Student Representative cannot, in any way, be and act in conflict of interest, take advantage of his/her position with the purpose of material and/or non-material profit, academic advancement or collection of political credits.

Article 21

The Student Representative must be open-minded and ready to cooperate with all the students of the Faculty, be a role model and protect the Faculty's reputation in all the extra-curricular activities. The Student Representative is particularly encouraged to participate and promote student activism in the extra-curricular activities.

Article 22

At the beginning of the mandate, the Student Representative is obliged to collect the data (email addresses and/or cell numbers) of all students of the generation and degree he/she is representing, in order to convey informations and maintain communication.

The Student Representative is obliged to communicate constantly and mutually with students he/she represents and to inform them about all the facts related to their studies once a month or more frequently, according to their needs.

Article 23

The Student Representative is obliged to respond to student inquiries, within two days. Immediately after his/her election, the Student Representative is obliged to introduce himself/herself to the Head of the Course, familiarise them with his/her function and promptly solve issues and inquiries related to the academic course, together with them.

The Student Representative has the obligation to actively participate at all the sessions of the Faculty Council and at other levels of decision-making, to represent the interests and the rights of all students and inform the Faculty Council on their decisions.

Article 24

The Student Representative should take into account opinions and requests of the majority of students, notwithstanding his/her own personal interests or the interests of individual student groups. In case of conflict among requests, the Student Representative has the right to indicate

his/her own point of view, but may not interfere with the implementation of requests of the majority of students he/she is representing.

Lectures and Scientific-Research Activities

Article 25

In all the types of lectures, students have the right to present and exchange opinions and points of view, with regard to the course. In compliance with the good medical practice, students are expected to base their opinions and points of view on knowledge, facts, acquired skills and accomplished competencies.

Article 26

Students must be informed in due time about the lectures' schedule and, through the Student Representative, of all modifications to the schedule. The Student Representative will not be considered responsible for cases in which students are not showing interest towards the above mentioned modifications, nor for cases in which a professor changes the schedule without having used the mentioned information system.

Article 27

Students must be informed in advance (at the beginning of the academic year) on the method of systematic follow-up and grading during courses and exams, as well as on the objective criteria upon which the final grade is formed. These established criteria must be kept until the end of the lectures of that specific course, except for the case where the Student Representative and the Head of the course agree to make the modifications, based on the principle "*in favorem studentum*" (in order to support students).

In case students should request it, they have the right to access and receive an explanation for the achieved credit grades, as well as of the total grade achieved with the conclusion of the course.

Students are obliged to register and cancel exams in due time. Every type of pressure by the students on the Vice Dean for Teaching and Learning, through the course Head and related to the delayed exam registration or cancellation, is in contrast with the Code. In compliance with the Code, every type of pressure on the professors for personal dissatisfaction of the course completion, will be considered inappropriate. In case of appeal for the grade awarded, students are obliged to initiate a procedure provided in the Ordinance on Student Grading of the University of Rijeka and in the Faculty's Ordinance on Grading.

Article 28

Students are obliged to arrive to lectures on time. Every delay without a clearly defined and approved reason by the professor, as well as every absence, will be considered unjustified and inappropriate. An exception to this rule can occur in case the professor is informed about the different beginning/ end of lectures. Cases of unjustified absence from lectures, cannot be a reason to request a compensation.

All cases of absence from lectures will be adjusted with the Ordinance on Grading and with the

Criteria for the realisation of grade credits for the correspondent course.

The percentage of absences from lectures that will be tolerated, based on the existing Ordinances of the University of Rijeka, that is the Faculty (30%), shouldn't be considered as desirable; on the contrary, students are invited to bring their absences to a minimum level and to make them conditional on health or other justified reasons.

Article 29

Copying, or any other form of falsification of objective results from a knowledge verification, will be considered a severer offence of the principles of this Code.

Furthermore, another severer offence of this Code, is also the act of signing the name of a student who is absent from class, on the official evidence of presence.

Article 30

Exam results are public and must be published on the notice board of the main Department and on the internal web pages of the Faculty.

Article 31

Students must be given access to an adequate literature for each course provided by the study programme. A list of compulsory and supplemental literature must be available on the web pages of the Faculty, while for optional courses, that are conceived according to the student's choice of topics, literature will be defined based on the student's personal affinity and in agreement with the professor of the course.

Article 32

Students must be allowed to receive additional course materials, in which they are interested, from their professors. Students may post the given materials on the Faculty's internal student web pages, with the professors' previous approval. Students don't have the right to sell materials received by their professors.

Article 33

Students have the right to evaluate the performance of each course, as well as to access the results of the conducted evaluations. Students must be given the opportunity to comment on the quality of the course performance and to suggest improvements, without the fear of eventual sanctions in case they should give a negative assessment.

Article 34

Lectures, as well as consultation and exam sessions must be harmonised with the real and regular commitments of professors and students, whereat bigger intervals ("breaks") in the students' daily course schedule, should be made inevitable.

Article 35

Students have the right and duty to independently and actively participate in the execution of all the practical work, provided by the Booklet of Clinical Skills. Upon this, particular attention should be paid at the truthfulness of the listed statements. Every time students disagree with the outcomes of the practical work mentioned in the Booklet of Clinical Skills, they are obliged to report it to the Vice Dean responsible for the course.

A quality preparation for lectures is an integral part of their duties.

Article 36

During the teaching process, students are obliged to relate with respect and appreciation towards all the participants to the lecture, including patients, laboratory animals, that is, bodies or part of a person's body or a dead person.

Students are obliged to respect the confidentiality of data and all the other information they receive from their contact with patients. Each course professor should inform students about this duty.

Article 37

Students cannot participate at lectures, in case they are under the influence of alcohol or narcotics.

Article 38

Students' absence from the participation at the practical work will be considered as justified in case of conscientious objection, conflict of interest, acquaintance or similar relations with the patient. Students are obliged to report the above mentioned reasons to the course professor, who should take them into account and give students the opportunity to compensate the lecture.

Article 39

Students do not have the right to exercise any type of pressure upon patients who refuse to participate at their practical work.

Article 40

Devaluation of success, derision of achieved results, harm to the academic efforts of other students, will be considered a severer offence to this Code.

Article 41

Plagiarism and forgery of ideas, papers or parts of other people's papers, will be considered a severer offence to this Code. Course professors are responsible to inform students about these occurrences, while a warning on the sanctions in such cases should form integral part of the Faculty's web pages.

Article 42

Students have the right to be mentioned as co-authors of a scientific paper in case they have deserved it and in case they have contributed to the elaboration of the paper.

Student relation towards property

Article 43

It is inappropriate to remove or damage any course material, chemicals, books and any other property of the Faculty outside the Faculty, without a previous permit of the competent person.

A late return of borrowed books, as well as of other properties of the Faculty, professors or other students, will be considered a severer offence to this Code.

Students and the Ethical Committee for the Protection of Academic Integrity, Honour and for the Promotion of the Faculty's Reputation

Article 44

In accordance with Article 24 of the *Code of Ethics for Professors, Associates and Scientists of the Faculty of Medicine, University of Rijeka*, students are encouraged to report, warn and initiate the procedure of ethical assessment in front of the Ethical Committee for the Protection of Academic Integrity, Honour and for the Promotion of the Faculty's Reputation, in case of any occurrence they might evaluate as unethical, in case of any violation or non-implementation of this Code, as well as in case of any issue they might be dealing with at the Faculty.

A common ethical action, as well as the suggested, and taken, solutions by students, professors, associates and scientists of the Faculty, create the basis for the revival of principles and values of the academic community.

In case they should receive a report, the Committee, mentioned in the first paragraph of this Article, together with the Dean, will act in compliance with Article 24, that is, Article 25 of the *Code of Ethics for Professors, Associates and Scientists of the Faculty of Medicine, University of Rijeka*.

Final Provisions

Article 45

In compliance with the good student practice, students must be acquainted with the lines of this Code within the first month of studies at the Faculty. The entire text of the Code must be available to all students on the Faculty's web pages.

Article 46

In accordance with the scientific-technical development and correspondent changes related to it, this Code is subject to changes and amendments of the teaching process taking place at the Faculty.

Article 47

This Code enters into force on the day of its adoption at the Faculty Council's session.

Category: 003-06/12-02/154
Protocol No.: 2170-24-01-12-1
Rijeka, 28 March 2012

THE DEAN
Prof. ALAN ŠUSTIĆ, PhD.