

IBS
CODE OF ETHICS
For Faculty Members and Officials

This Code shall not be used as a basis for discipline by the Employer and the School, nor shall it serve as a basis for decisions pertaining to employment, or the status and evaluation of students. Conversely, this Code shall not be interpreted or used to diminish the authority of IBS management and/or that of any disciplinary bodies created under the provisions of IBS's internal rules and regulations and/or under the law to evaluate or discipline any employee, part-time educator or student.

Members of faculty and officials are not only members of the IBS community, but they are also citizens of the larger society. As citizens, they retain those rights, protections and guarantees of fair treatment that are held by all citizens. The enforcement of the faculty members' and IBS officials' duties to the larger society is the responsibility of the legal and judicial authorities duly established for that purpose.

Definitions:

1. The term IBS or „the institution” means International Business School, Budapest.
2. The term "student" includes all persons enrolled in courses at IBS, both full-time and part-time, pursuing undergraduate, graduate, certificate, or professional studies and those who attend educational institutions other than IBS but who reside in IBS's residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University, such as students between semesters, individuals who have pre-registered, individuals enrolled in non-credit courses and individuals who have made application for enrollment or financial aid, etc., are considered students.
3. The term "faculty" means any person hired by the institution to conduct classroom activities, research or other related academic activities on a full-time or part-time basis.
4. The term "IBS official" includes any person employed by the institution and performing assigned administrative or professional responsibilities.
5. The term "Member of IBS community" includes any person who is a student or employee of the institution.

IBS faculty members and officials have a responsibility to:

Maintain high standards of professional conduct, embodying intellectual honesty, diplomacy, tact and fairness.

Nurture the intellectual, physical, emotional, social and civic potential of each student.

Demonstrate respect for the students and the students' rights, and ensure that the students' grades or evaluations will be based solely and fairly on the merits of the students being graded.

Balance the wants and needs, and requirements of students, institutional policies, laws, having as their ultimate concern the longterm well-being of the institution, its employees, students and stakeholders.

Resist pressures (personal, social, organizational, financial and political) to use their influence inappropriately. Refuse to allow considerations of self-aggrandizement or personal gain to influence their professional judgements.

See appropriate guidance and advice when faced with ethical dilemmas.

In their professional preparation and development, IBS faculty members and officials shall:

Accurately represent their areas of competence, education, training, and experience.

Recognize the limits of their expertise and confine themselves to the performance of duties for which they are properly trained and qualified, making referrals when situations are outside their area of competence.

Know subject matters and understand how students learn, establish clear standards of behavior and civility, and support a challenging learning environment.

Respect the reciprocal nature of learning between educators and students.

Engage in a variety of individual and collective learning experiences, ensuring their continuing development and competence.

In relationships with students and colleagues, IBS faculty members and officials shall:

Understand and protect the civil and human rights, and respect the inherent dignity and worth of all individuals. Not discriminate with regard to race, national origin, color, gender, religion, political opinion, sexual orientation, age, or disability.

Recognize their own cultural and value orientations and be aware of how those orientations affect their interactions with people from other cultures.

Demonstrate cross-cultural sensitivity, treating differences between educational systems, value systems, and cultures nonjudgementally.

Not exploit, threaten, coerce, or sexually harass students or faculty members or officials.

Maintain the confidentiality, integrity, and security of student records and of all communications with students. Secure permission of the student, or the other member of faculty and staff before sharing information, with others inside or outside the organization, unless disclosure is authorized by law or institutional policy, or mandated by previous arrangement.

Refrain from becoming involved in personal relationships with particular students or members of faculty and officials when such relationships might result in either the appearance or the fact of undue influence being exercised on the making of professional judgments.

Encourage freedom of inquiry in their students, and respect it in their colleagues. Respond to inquiries fairly, equitably, and professionally.

Seek qualified assistance for students or members of faculty and staff who appear to be experiencing an unusual level of emotional difficulty.

Accept only those gifts which are of nominal value and which do not seem intended to influence the manner in which professional responsibilities are exercised, while remaining sensitive to the varying significance and implications of gifts in various cultures.

In professional relationships, faculty members and officials shall:

Show respect for the diversity of viewpoints found among colleagues, just as they show respect for the diversity of views among students, their parents, and other stakeholders of the institution.

Participate in considerations regarding curriculum, instruction and assessment designs.

Work with new colleagues and participate in their professional development.

Share responsibility in the governance of the institution.

Use their office, title, and professional associations only for the conduct of official business. Refrain from making inappropriate use of IBS facilities or resources, or of the institution's name, in the pursuit of their outside interests.

In making public statements, faculty members and officials shall:

Provide accurate, complete, current and unbiased information about the institution, considering the welfare of both potential and actual students and colleagues as their primary responsibility.

Refrain from sharing their personal or professional discontent with students, parents, other stakeholders or the media before seeking remedy at the appropriate decision-making levels of the institution.

Ethics Committee

In order to accomplish the requirements and expectations prescribed in the Code of Ethics, the College Council shall elect an Ethics Committee with three members from its faculty or other non-student members.

The Ethics Committee shall, upon request, provide guidance in individual cases (cf. last chapter of §3) and releases an annual report on the relevant ethical issues and processes as well as the general ethical situation.

This regulation was approved by the College Council by its resolution No 2/2004 and comes into effect on August 1, 2004.