



INSTITUT ZA POVIJEST UMJETNOSTI
INSTITUTE OF ART HISTORY

Pursuant to Article 112, paragraph 7 of the Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 and 174/04), in keeping with the obligations assumed by the Institute of Art History through signature of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers on 29 March 2010, and based on the proposal of the Scientific Council of the Institute, dated 01 December 2010, the Managing Board of the Institute of Art History, at the 54th meeting, held on 17 December 2010, hereby adopts the

CODE OF ETHICS OF THE INSTITUTE OF ART HISTORY

This document, based on the guidelines of the Code of Ethics of the Committee for Ethics in Science and Higher Education of the Republic of Croatia, defines and promotes ethics as a positive set of principles governing the standards of personal and professional conduct of the employees of the Institute¹, both in their relations to each other and to their home institution, other individuals and institutions within the science sector, as well as the professional scientific community and the general public.

The Institute's Code of ethics governs the areas of:

- ethical responsibilities of individuals in their professional scientific and public activities. Since the fundamental activity of the Institute is defined as scientific research this document, based on principles of good scientific practice, defines the responsibilities of individuals and the institution in the performance of scientific and professional work.
- ethical responsibilities of the institution.
- methods and persons for declaring potential violations of the principles of this Code and for resolving any professional and interpersonal conflicts that may ensue due to divergence from these principles.

FUNDAMENTAL PRINCIPLES

1.

- In pursuing its activities, with observance of the principles of academic excellence, the Institute of Art History (hereafter: the Institute) shall promote the highest ethical and professional values – honesty, conscientiousness, credibility, accountability, collegiality, openness and mutual respect.
- The purpose of the Code of Ethics is not to limit the human, intellectual, professional or academic freedom of the employees of the Institute, but rather to establish the expected standard of professional and personal conduct. The application of the Code presupposes acting in good faith and honest judgment.

¹ Terms such as *Researcher*, *Employee* etc., as used in this text, refer to persons of both sexes.



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– Apart from Researchers, Professional Associates and other employees of the Institute, adherence to the principles of this Code is also expected from the Institute's external associates (participants in scientific and other projects of the institution), clients and/or users of the services of the Institute, whether they are physical or legal persons.

CONDUCT TOWARD THE INSTITUTION AND THE PUBLIC

2.

Employees of the Institute shall, in their work, their dealings with each other and in undertaking and fulfilling all of their contractual, scientific, professional and other obligations towards the home institution, behave responsibly, honestly, faithfully, openly and truthfully.

3.

All employees shall know the provisions of the legislation listed in the header of this document, the Statute and other normative acts of the institution.

4.

In all public appearances, employees of the Institute are expected to not bring harm to the reputation of the institution or to mislead the public by presenting their own views as the official views of the Institute or the academic or scientific community.

CONDUCT TOWARD COLLEAGUES AND ASSOCIATES

5.

Employees of the Institute shall respect and protect the personal and professional integrity of their colleagues and associates and treat them with courtesy and without prejudice or discrimination based on racial or ethnic origin, political or religious beliefs, academic status, age or gender.

6.

Employees of the Institute shall refrain from harassing their colleagues and co-workers and from inappropriate behavior that may lead to the creation of a hostile work environment.

CONDUCT IN RELATION TO SCIENTIFIC AND PROFESSIONAL WORK

7.

Employees of the Institute carry out their scientific and professional work in accordance with the highest ethical standards and internationally accepted standards of the responsible conduct of work.



8.

In performance of their scientific and professional work, employees are expected to demonstrate conscientiousness, adhere to the principles of scientific integrity, respect authorship, avoid scientific misconduct and fraud, show concern for protecting the integrity of persons and immovable and movable cultural property involved in the research, and avoid conflicts of interest.

9.

Scientific integrity is based on the following assumptions:

- It is assumed that all participants in the scientific and professional activities of the Institute are competent in their field of work;
- It is assumed that, in the process of proposing, performing, reviewing and publishing research, the reported scientific results and interpretations consistently correspond to the process conducted and that they do not contain, even in the slightest measure, any fictitious, counterfeit or plagiarised information, ideas, actions or assertions;
- The results of scientific research should be presented in accordance with the strictest standards of scientific ethics. In doing so, all reasonable measures must be taken to cite in detail all sources of the data collected, interpreted and published by other persons, groups or institutions, after first establishing its accuracy and truthfulness;
- It is assumed that any processing and presentation of data resulting from scientific research is performed in a conscientious manner and elaborated in accordance with established scientific methods;
- The fundamental research-related documentation of the Institute should be stored, preserved, processed, used and transferred in such a manner as to prevent its loss, destruction, unwelcome access, the disclosure of confidential or classified information and potential abuse. After the publication of research results, all original data, or primary documentation, must be made available to the scientific community.

10.

Respect for authorship

- It is assumed that every person claiming authorship or co-authorship of a scholarly work shall meet the following criteria:
 - (A) active participation in the development of the idea and formulation of the concept, methodology and research plan;
 - (B) active participation in collecting, processing and interpreting data
 - (C) active participation in writing and editing or critical review of the scientific text
- Every author should meet at least one condition from each category: (A), (B) and (C), and be able to defend the intellectual content of the published work.
- A managerial or senior position in the institution, acquisition of funding or other support for the work does not, by itself, qualify as authorship.
- Any participation in the research by persons who have not been named as authors or co-authors, i.e. participation not covered by these definitions, such as work developing fundamental textual, architectural and photographic documentation, must be appropriately cited in the published scholarly work.



11.

Avoiding scientific misconduct and fraud

Scientific misconduct in developing research proposals and conducting research projects, reviewing proposals or publishing research results is contrary to the principles of the responsible conduct of research. The following inappropriate activities are defined as scientific misconduct and fraud:

- (1) fabrication – making up data or findings and recording or reporting them;
- (2) falsification – misuse of materials and documentation produced in the course of research, modification and manipulation of original data, or the underreporting or omission of such data from the analysis;
- (3) plagiarism – copying or appropriating other authors' ideas, thoughts, language and findings and representing them as one's own;
- (4) sabotaging the work of other scientists, scientific groups, etc. by intentionally concealing, stealing, damaging or destroying materials, equipment or data owned by the institution;
- (5) redundant, i.e. duplicate or multiple publication of the same research findings (except where this is officially regulated differently, with a clear indication and the approval of the primary publisher);
- (6) simultaneously submitting scientific papers for review or publication in several journals;
- (7) abuse of authorship:
 - a. gift authorship – undeserved authorship, unfulfilled criteria of authorship
 - b. false authorship – adding persons to an author list without their knowledge or consent
 - c. exclusion of persons fulfilling criteria of authorship from an author list
- (8) intentionally incorrect or biased citing of sources and/or literature;
- (9) distorted and untruthful reporting on the status of one's own work (such as "in press" or "accepted for publication", when it is not true);

12.

It is assumed that the researcher shall seek to preserve the personal or artistic integrity of persons whose works, being the subjects of research, serve as a source of data or are in any other way included in the research, whether they are authors of scientific or other texts, or of art works.

13.

If the research involves work on movable and immovable cultural property (conservation and restoration research) or contains proposals for activities for their protection or restoration, the researcher undertakes to respect the tangible or nontangible integrity of the monument and its environment, and to strictly comply with the provisions of the Law on the Protection and Preservation of Cultural Property (OG 69/99, OG 151/03; OG 157/03 Corrigendum, OG 87/09, OG 88/10).



14.

- **Conflict of interest** is a situation in which an employee's private interest does or may have an adverse impact on the performance or the quality of the employee's work in the institution.

- Employees of the Institute shall not use their position for personal gain or the gain of a family member or a person connected to them through an interest-based arrangement.

RESPONSIBILITY OF THE INSTITUTION

15.

The institution shall promote standards of excellence, lawfulness and truthfulness of scientific research.

16.

The institution shall provide every researcher the right to the access to relevant information, while respecting special provisions.

17.

The institution has an ethical responsibility to consistently verify the compliance with the rules prescribed by the Code of Ethics by all parties involved.

18.

The institution seeks to secure compliance with the principles of the Code of Ethics by appointing an Ethics Commission (hereinafter: Commission).

ETHICS COMMISSION

19.

The Commission shall be appointed by the Scientific Council of the Institute from the ranks of the Institute's staff. The Commission shall consist of 5 members – 3 scientists, 1 professional associate and one research assistant.

20.

The Commission shall assess and condemn any practices contravening the principles of this document and find a method for resolving any professional and interpersonal conflicts.

FINAL PROVISIONS

21.

By signing the employment contract, the employee agrees to abide by this Code of Ethics and accepts responsibility for acting in accordance with it.



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22.

Amendments to the Code of Ethics shall be made through the same procedure that was required for its adoption.

23.

This Code of Ethics shall enter into force on the eighth day after its posting on the notice board of the Institute.

President of the Managing Board of the Institute
Academician Igor Fisković