

Pursuant to Article 31 of the Statute of the Faculty of Veterinary Medicine of the University of Zagreb (VEFUNIZG), and in accordance with the Code of Ethics of the University of Zagreb and the Regulations on Disciplinary Responsibility of Students of VEFUNIZG, VEFUNIZG's Dean, on 18 September 2023, passes the following

CODE OF CONDUCT FOR STUDENTS OF THE FACULTY OF VETERINARY MEDICINE OF THE UNIVERSITY OF ZAGREB

GENERAL PROVISIONS

Article 1

1. This Code defines student obligations and rights, describes unacceptable student behaviour and defines the dress code for VEFUNIZG's students at all Croatian and English language study levels.
2. Students, teachers, associates and other employees at VEFUNIZG shall undertake joint efforts to create an optimal environment and conditions for honourable academic activities. This Code primarily rests on the desire of students and all employees of VEFUNIZG to avoid and eliminate any unacceptable behaviour, and establish a relationship based on mutual respect. All students and employees need to familiarise themselves with the provisions of this Code.
3. Gendered terms used in this Code apply to all genders equally.

STUDENT OBLIGATIONS

Article 2

1. Students are expected to behave in such a way as to preserve the reputation and dignity of the University, VEFUNIZG, students, teachers and associates and other employees at VEFUNIZG, i.e., to do the following:

- attend lectures, practicals and other forms of teaching without being late
- regularly do their duties and independently organize the fulfilment of their duties (i.e., financial obligations, making and cancelling entries for taking exams, taking exams, attending all forms of teaching, etc.)
- observe the respective opening hours
- attend sessions of the Faculty Council and other committees whose members they are
- behave respectfully and correctly towards teachers, associates and other employees at VEFUNIZG as well as other students
- comply with the rules of conduct in lecture halls, rooms for practicals, laboratories, clinics and institutions collaborating with VEFUNIZG
- handle property with care and treat VEFUNIZG's surroundings with the due care of a diligent person.

STUDENT RIGHTS

Article 3

1. Student rights are defined by the regulations such as the Constitution of the Republic of Croatia (RoC), the Act on Higher Education and Scientific Activity, VEFUNIZG's Statute and the Regulations on Integrated Undergraduate and Graduate Study, and they particularly relate to the following:



- equal and unalienable rights regardless of race, nationality, religion, gender, political and other beliefs and opinions, social status and any other differences among students
- freedom of expression in accordance with legal regulations and moral principles guiding academic citizens
- freedom of non-political association
- democratic elections of their representatives with the right to vote at VEFUNIZG's Faculty Council
- expressing opinions about matters relating to student rights and obligations through students' representatives
- availability of VEFUNIZG's acts concerning students and student rights at VEFUNIZG
- fair handling by VEFUNIZG employees and the right to complain if this right is violated
- attending lectures, practicals, seminars and other forms of teaching
- participating in scientific, research and professional work
- study-related support and counselling by the Office for Career Development and Academic and Psychological Counselling
- filing complaints about decisions or actions to the respective VEFUNIZG body
- receiving awards for their work, achievements and contributions to the affirmation of VEFUNIZG
- participating in additional activities: cultural and sporting activities, expert conferences and seminars, etc.

GENERALLY UNACCEPTABLE BEHAVIOUR

Article 4

1. The following behaviour is deemed to constitute generally unacceptable student behaviour:

- being late to teaching or leaving any type of teaching as well as non-fulfilment of other teaching-related obligations
- disrupting any type of teaching (e.g., by being late, talking, using mobile phones and other electronic devices for purposes that are not teaching-related and without the permission of the respective teacher, consuming food and beverages during teaching, expressly refusing to participate in teaching)
- disrupting students who study at the premises of VEFUNIZG's library and disrupting library staff (by talking, using mobile phones, bringing in food and beverages, inappropriate behaviour, causing damage to the library's inventory, non-returning borrowed books, playing music and similar)
- actions that, either intentionally or due to negligence, result in the littering of VEFUNIZG's surroundings.

2. Any student who, even after being warned by a teacher or an employee of VEFUNIZG, continues to behave as described in this Article shall be removed from the teaching and the Faculty's premises. Disciplinary proceedings will be initiated against such student if it is determined that preconditions to initiate such proceedings have been met.

PARTICULARLY UNACCEPTABLE BEHAVIOUR

Article 5

1. The following behaviour is deemed to constitute particularly unacceptable student behaviour:

- using aids at exams and other knowledge tests (written material, electronic devices), except in cases when the use of such aids has expressly been permitted

- accepting help from and offering help to fellow students at exams and other knowledge tests
- consuming food and beverages at written or oral exams, without the express permission of the respective teacher
- stealing exam questions or stealing and taking photographs of written tests and their unauthorised distribution
- presenting other people's work as their own
- false representation, attending knowledge tests on behalf of another person
- forging documents relating to study and relating to the exercise of student rights
- rude and inappropriate attitude towards teachers and other VEFUNIZG employees or students (all forms of abuse and sexual harassment of other students and teachers, all forms of aggressive verbal and physical behaviour towards students, teachers and other VEFUNIZG employees)
- coming to teaching or at VEFUNIZG under the influence of alcohol or psychoactive substances, consuming such substances and consuming tobacco products during teaching and at VEFUNIZG premises and campus area
- infringement of copyrights and intellectual property rights
- intentionally causing material damage to VEFUNIZG's property
- stealing of property owned by VEFUNIZG
- any other acts that are contrary to the ethical norms and moral principles that are generally accepted by the academic community and acts that are defined as criminal acts by law
- using social networks and network platforms to comment on patients, owners, employees and students of the Faculty as well as on employees of its collaborating institutions.

2. In accordance with the Regulations on Disciplinary Responsibility of Students, disciplinary proceedings may be initiated against any student who behaves as outlined above.

Article 6

1. It is required that veterinary medicine students familiarise themselves with and act in full compliance with the standards of professional conduct, whereby they must not act differently from a fully qualified Doctor of Veterinary Medicine. These standards include the rules on keeping the confidentiality of the data from medical records, conscientious and professional performance of duties, compliance with the rules of civilised conduct towards the owners of patients and colleagues and compliance with the rules of ethics in research.

2. All data about patients and patient medical records constitute professional secret. Disclosing such data represents a violation of the Code of Conduct for the Students of VEFUNIZG. Data about patients and personal data about the owners of patients are protected by separate personal data protection regulations.

3. Data about patients that enable their identification and personal data about the owners of patients must not be taken out from VEFUNIZG or extracted from the teaching database, i.e., made available to third parties which do not participate in caring for the respective patient or in the teaching process.

4. In accordance with the Regulations on Disciplinary Responsibility of Students, disciplinary proceedings may be initiated against any student who behaves contrary to the above-outlined standards and regulations.

STUDENT OBLIGATIONS AT VEFUNIZG CLINICS

Article 7

1. At clinic premises and on the VEFUNIZG's campus in general, students are obliged as follows:

- to wear their ID cards placed on clothing in such a way that cards are visible
 - to behave towards the owners of patients and present teachers and colleagues in a respectful and considerate manner
 - not to allow their personal opinions about the way of life, culture, religion, race, sex, gender identity, age, social status or the value system to impact their relationship with the owner of the patient or the patient and their relationship with their teachers and colleagues
 - to examine patients solely with the permission and under the supervision of the respective teachers/associates
 - to comply, at all times, with the regulations on studying, codes of conduct and formal procedures of VEFUNIZG, the University of Zagreb and collaborating institutions
 - not to use social networks and social media platforms to comment on patients, owners of patients, employees and students of the Faculty or employees of collaborating institutions.
2. Students of veterinary medicine are strictly prohibited from giving any recommendations as to the treatment, or from consulting the owners of patients about undertaking any activities that may be construed as giving medical advice.
 3. In accordance with the Regulations on Disciplinary Responsibility of Students, disciplinary proceedings may be initiated against any student who behaves contrary to the above outlined.

BASIC PRINCIPLES OF THE DRESS CODE FOR VEFUNIZG STUDENTS

Article 8

1. The rules of the dress code are an important part of professional behaviour and make an integral part of the education of veterinary medicine students.
2. Clothes and personal hygiene should be compliant with VEFUNIZG's acts on biosafety and safety at work. Students are obliged to wear such clothes and footwear on VEFUNIZG premises and its campus as is appropriate, considering the type of premises, work assignments and activities.

THE FOLLOWING IS UNACCEPTABLE DURING ANY TYPE OF TEACHING:

- To wear the following clothes:
 - clothes with a low-cut neckline
 - clothes exposing bare stomach and/or back
 - T-shirts with inappropriate (offensive or disturbing) slogans
 - clothes exposing underwear
 - extremely short skirts or trousers
 - sunglasses either on one's eyes or on one's head, except with the express permission of the respective teacher
 - other clothes that are unsuitable in a professional environment (e.g., ripped jeans or T-shirts).
- Shoulder-length or longer hair should be tied, i.e., moved away from the student's face; beards must be neat and appropriate with respect to the planned work assignments.
- Nails should be short and clean to comply with biosafety measures.
- In general, it is required to maintain personal hygiene.
- Jewellery, if worn during teaching, must not interfere with practical work, endanger students' and patients' health and safety or represent a hygiene risk.
- Tattoos with inappropriate content should remain covered during teaching.
- In practicals, students should always wear a clean, ironed, fully buttoned-up laboratory coat with long sleeves.

- During their stay at VEFUNIZG's clinics, students are obliged to wear the prescribed coats or other clothing, depending on the applicable instructions for clinics and specific instructions applicable for each clinic.
 - During practical work, students are obliged to wear footwear for the University Veterinary Teaching Hospital that enables them to stand and walk for long periods and complies with biosafety and safety at work standards.
 - Clothes worn at ceremonies and promotions should be appropriate for such occasions.
3. Students who do not comply with the basic principles of clothing, wearing footwear and maintaining personal hygiene and personal identification shall be asked to leave the premises where teaching is held or other VEFUNIZG premises.

Article 9

1. Teachers must report any inappropriate student behaviour during the examination process to the Head of the respective department/clinic/chair or the Vice-Dean for teaching or quality control.

FINAL PROVISIONS

Article 10

1. This Code shall enter into force within 8 days from its publication on VEFUNIZG's notice board and VEFUNIZG's website.


 Dean 
 Prof. Marko Samardžija, PhD

This Code was published on VEFUNIZG's notice board and VEFUNIZG's website on 20 September 2023.

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