

The text of the Student Code of Conduct of the University of Zagreb School of Medicine comprises the Student Code of Conduct, class: 003-08/20-02/1, reference No.: 380-59-10101-20-2059/6, of 30 June 2020 and the Decision on the Revisions of the Student Code of Conduct, class: 003-08/20-02/1, reference No.: 380-59-10101-19-3049/2, brought by the School's Academic Assembly on 18 September 2020 and the Decision on the Revisions to Supplement the Student Code of Conduct brought by the School's Academic Assembly on 30 March 2021

STUDENT CODE OF CONDUCT

I GENERAL PROVISIONS

Article 1

(1) This Student Code of Conduct (hereinafter: the Code) defines the duties and rights of students, descriptions of unacceptable student behaviour and student dress code at all levels of studies at the University of Zagreb School of Medicine (hereinafter: the School).

(2) Students, faculty, associates and other employees of the School should collaboratively insist on creating an optimal environment and conditions for the achievement of honourable academic process. The Code is primarily based on the desire of students and all employees of the School to avoid and eliminate unacceptable behaviour. All students and employees of the School should be informed of the provisions of this Code.

(3) Expressions used in this Code that have a gender meaning refer equally to all genders.

II DUTIES OF STUDENTS

Article 2

Students shall have the following duties:

1. Preserve the reputation and dignity of the University of Zagreb (hereinafter: the University), the School, students, faculty and associates, and other employees of the School;
2. Attend lectures, practicals, seminars and other forms of instruction;
3. Attend the meetings of the School Council and committees of which they are members;
4. Treat faculty, associates, other School employees and students fairly and correctly;
5. Comply with the rules of conduct in classrooms, laboratories as well as clinical and other affiliated institutions of the School;
6. Protect the assets and the environment of the School.

III RIGHTS OF STUDENTS

Article 3

Students have the following rights:

1. Equal and inalienable rights regardless of race, nationality, religion, gender, political and other beliefs and views, social status, and any other differences;
2. The right to freedom of expression in accordance with the rules and moral principles accepted in the academic community;

3. The right to freedom of association;
4. The right to an official advisor (teacher);
5. The right to be represented by democratically elected representatives with the right to vote in the School's Academic Assembly;
6. The right to a guaranteed access to the School's Bylaws and other general acts relating to them and their rights at the School;
7. The right to a fair relationship with the School's staff, and the right to appeal in the event of infringement of that right;
8. The right to attend lectures, practicals, seminars and other forms of instruction;
9. The right to participate in the teaching process (as student teaching assistants, etc.);
10. The right to participate in scientific research and professional activities;
11. The right to give opinions, through the Student Council representatives, on issues relating to the student rights and obligations;
12. The right to request advisors from among faculty or associates to assist them with advices concerning the studies, in particular in the selection of courses;
13. The right to make an appeal to the competent body of the School to a decision or procedure with which he is dissatisfied;
14. The right to be rewarded for his work, achievements and contribution to the affirmation of the School and the University;
15. The right to participate in extracurricular activities: cultural, sports, professional conferences and seminars, interuniversity and international student meetings, etc.

IV GENERALLY UNACCEPTABLE BEHAVIOUR

Article 4

(1) Generally unacceptable student behaviour shall be considered as follows:

- Tardiness or leaving from any form of lessons as well as non-fulfilment of any other class obligations;
- Interfering with any form of lessons (e.g. by entering the premises where the lesson is held after its beginning, conversation, using mobile phones and other electronic devices for non-teaching purposes without the permission of the instructor, leaving the premises where the lesson is held for the purpose of using mobile phones, consuming food and drinks during lessons, reading newspapers or materials not related to the lesson in progress, making inappropriate comments and slurs pertaining to lessons, faculty, lesson content or other students, explicitly refusing to participate in lessons);
- Disturbing students studying at the School libraries and library staff (e.g. by conversation, using mobile phones, bringing food and drinks, behaving inappropriately, damaging library inventory, not returning loaned books);
- Refusing to identify himself at a direct request of the faculty or the employees of the School;
- Acting in a way that intentionally or with serious negligence harms the School's environment.

(2) All students who, after being warned by the School's faculty or employees, continue with the behaviour that falls under the behaviour stated in this Article shall be removed from the lessons and

School premises, and disciplinary measures shall be initiated against them if it is established that there are grounds for initiating the same.

V PARTICULARLY UNACCEPTABLE BEHAVIOUR

Article 5

(1) Particularly unacceptable student behaviour shall be considered as follows:

- Using aids in exams and other tests (books, notebooks, notes, data, various electronic devices), except when they are explicitly allowed;
- Receiving and providing assistance during exams and other tests;
- Consuming food and drink during written and oral exams without the explicit permission of the competent faculty;
- The theft of exam questions or the written test/exam and their unauthorized distribution among other students;
- Taking an exam for which the student has not applied;
- Presenting other people's work as their own;
- Misrepresentation, attending exams on behalf of another person;
- Falsifying documents related to the study and the exercise of student rights;
- Rude and unfair treatment of the faculty and other employees of the School or students (e.g. all forms of bullying and sexual harassment of other students and faculty, all forms of aggressive verbal and physical behaviour towards students and faculty);
- Attending classes or visiting the School premises under the influence of alcohol or psychoactive substances and consuming them during lessons and at the School premises;
- Failing to comply with the provisions of the Copyright Rules, the Rules and Conditions of Using the LMS and the Rules on the Intellectual Property Management;
- Causing physical damage to the School's assets;
- The theft of the School's assets;
- 'Opening fake social media profiles and every false representation using an e-mail or AAI@Edu identity of the School;
- Unauthorized publication of other people's photographs;
- Posting inappropriate or vulgar material in the name of other people, or about other people under one's own name;
- Unauthorized and /or malicious access to the network or network resources of the School, using internal resources of the School;
- Making actions that could enable unauthorized access to the computer system of the School and other subjects;
- Developing or using a software support whose purpose is a destruction or disabling of the computer, software, data or informative resources of the School and other subjects;

- All other actions that are contrary to the ethical and moral principles universally accepted in the academic community, as well as all offences that have been established by law as criminal offences.
- (2) All students whose behaviour falls under the behaviour stated in this Article shall be subjected to disciplinary measures.

Article 6

- (1) The study of medicine, in its essential part, includes work in a professional environment and direct interaction with patients, qualified medical professionals as well as professional and wider community. Therefore, it is necessary that students of medicine become acquainted with and fully develop professional attitudes and standards of behaviour by which they must not differ from a fully qualified medical professional. These standards include compliance with the rules on confidentiality of medical records, conscientious and professional performance of duties, compliance with the dress code, decent treatment of patients and colleagues, and adherence to the rules of investigative ethics.
- (2) All patient data and medical documentation are an official secret and revealing them is a criminal offence, the personal data of patients are protected by special regulations on personal data protection.
- (3) Patient data must not be removed from the School/hospital/clinical setting, or made available to third parties who are not involved in the patient care or teaching process.
- (4) Students whose behaviour is contrary to the provisions of this Article shall be subjected to disciplinary measures.

VI SPECIFIC GUIDELINES FOR THE PROTECTION OF PERSONAL DATA

Article 7

- (1) It is not permitted to disclose patient identifiers, such as the patient's ID number, name or address of residence:
- When discussing patient cases in any circumstances;
 - When recording in a logbook or reporting on clinical cases for assessment purposes;
 - When given access to patients' electronic records in hospitals;
 - In any personally owned notebooks and electronic devices.
- (2) Students should not discuss patient cases outside the clinical or academic setting, including public places and social networks, in such a way that a patient can be identified.

VII THE DUTIES OF STUDENTS IN CLINICAL INSTITUTIONS

Article 8

- (1) Students shall have the following duties in clinical institutions:
- Welcome the patient appropriately to the period of the day;
 - Introduce themselves to patients as students of medicine, verify the identity of the patient, obtain their consent to conduct a procedure, and respect the right of the patient to refuse consent;
 - Listen to patients and respect their views, treat them politely and considerately, respect patients' privacy and dignity, and their right to refuse to take part in the teaching process, which the student is obligated to report to the instructor;

- Not allow their personal views about lifestyle, culture, beliefs/religion, race, colour, gender, gender identity/sexuality, age, social status, or perceived economic worth to influence any interaction with patients, faculty, or colleagues;
- Be honest and do not misuse the trust of a patient or other vulnerable person, and do not enter into an improper relationship with such a person;
- Always make it clear to patients that they are students and not qualified doctors. Students of medicine must not recommend treatment or advise patients to take any action that might be interpreted as medical advice;
- Perform physical examinations on consenting patients of both genders (which includes physical contact with the patient's body and intimate regions in order to establish a clinical diagnosis, regardless of gender, culture, beliefs, disability, or patient's diagnosis);
- Comply with the regulations, codes of practice and formal procedures of the School, University and its affiliated institutions at all times;
- Treat fellow students and all School staff with courtesy and respect. In turn, students can expect to be treated with courtesy and respect by fellow students and by the School staff;
- Do not use social networks to comment about patients, the School staff and students or the staff of affiliated institutions;
- Don't make any unauthorized recordings of lectures, teaching sessions or patients.

(2) Students who do not adhere to the rules of conduct described in this Article shall be removed from the lessons and School premises and shall be subjected to disciplinary measures.

VIII BASIC DRESS CODE

Article 9

(1) The dress code is an important aspect of professional behaviour and an integral part of the student education for medical doctors.

(2) Students are obligated to act professionally, respectfully and safely as follows:

- Professional: patients should be confident that the student is a part of the professional team involved in their care;
- Respectful: patients should never feel that their personal, ethnic or religious beliefs are compromised because of inappropriate clothing;
- Safety: Clothes must conform to the local health and safety regulations. This is to protect the student, patients and other persons;
- Throughout the course of their studies, students are obligated to ensure that their clothing does not offend patients, employees or other persons they are in contact with;
- At lectures, seminars and practicals, students are obligated to wear clothing appropriate to the setting and type of work activity (e.g. closed-in footwear, long pants, T-shirts or shirts with long sleeves at laboratory or anatomical practical lessons). Any form of clothes is permissible providing that it does not cause offense to others. It is not allowed to wear low-cut clothing, body-hugging clothing, clothing exposing midriff, shirts with inappropriate writing, shirts without sleeves, clothing exposing underwear, transparent clothing, extremely short skirts, dresses or trousers, clogs, sandals and high-heeled shoes in cases where they are inappropriate for the intended work activity (especially at the anatomical dissections, autopsies, laboratory

and clinical practical lessons), sunglasses (either on eyes or on the head), and other clothing inappropriate to the professional setting (e.g. torn trousers or shirts);

- The hair should be neat and clean and, if shoulder length or longer, it should be secured back from the face. The beard should be neat and appropriate to the intended work activity;
- Nails should be kept natural, without nail polish, short and clean in order to be able to maintain good hygiene;
- Maintaining good personal hygiene is required;
- Jewellery (including visible piercings) should be minimal and understated. It is not recommended to wear rings and bracelets, hanging earrings, bulky necklaces and visible piercings that could interfere with the student's practical work or pose hygienic risks;
- Visible tattoos of inappropriate content or those that can be considered to harm moral and religious feelings of patients and other persons should be covered during lessons;
- At anatomical dissections and autopsies: students must at all times wear a clean and ironed long-sleeved buttoned-up laboratory coat;
- In practicals: students will be advised on a case by case basis at which practical lessons they are required at all times to wear a clean and ironed long-sleeved buttoned-up laboratory coat;
- In clinical practical lessons: students must maintain appropriate standards of clothing, appearance and personal hygiene so as not to impede the interaction with patients or colleagues. Students are obligated to make sure that they do not offend or impede anyone with their choice of clothes;
- During their stay in the clinical departments, students are required to wear the prescribed coat, scrubs or other clothes, as required by the valid general guidelines for clinical departments and the specific guidelines for individual departments;
- Students should wear special shoes in the hospital which allow them to stand and walk for long periods of time and do not have open toes or holes in them (to protect them from accidents);
- During festive and graduation ceremonies: clothing should be in accordance with the occasion, men should wear suits or trousers with a jacket and shirt; women should wear formal clothing (evening dresses of appropriate appearance and length, women suits, or business attire).

(3) Students who do not adhere to the basic dress codes will be asked to leave the premises where the teaching is taking place or the premises of the School. Students who often and intentionally violate the dress code even after being warned by the faculty shall be subjected to disciplinary measures.

Article 10

All inappropriate behaviour of students during the exam process shall be reported by the faculty to the competent head of the department or the course council as well as to the vice-dean for graduate studies.

IX STUDENT CODE OF CONDUCT DURING A DECLARED EPIDEMIC/PANDEMIC

Article 11

The provisions stated in this Title apply to all students of the School for the duration of a declared epidemic/pandemic of an infectious disease.

Students of medicine are a part of the healthcare system of the Republic of Croatia and should act according to the codes and regulations valid in that system for the duration of an epidemic/pandemic.

During an epidemic/pandemic, students should be aware that a large number of their teachers are employed in healthcare institutions where they come into contact with patients on a daily basis, most of whom belong to groups particularly vulnerable to infectious diseases. Students also spend a certain portion of their time in healthcare institutions working with patients frequently belonging to groups particularly vulnerable to infectious diseases.

Article 12

The code of conduct for students during teaching activities and stays on the premises of the School and its clinical and affiliated institutions is as follows:

1. During lessons, all students are obligated to wear protective masks and to regularly wash their hands and disinfect them when entering those facilities where disinfectants are available.
2. When speaking with teachers and students, they are obligated to wear a protective mask and keep prescribed distance of 1.5 m.
3. During the lectures, practicals, seminars, written exams, and stays on the premises of the School or its clinical and other affiliated institutions as well as stays in libraries, students are obligated to keep prescribed distance of 1.5 m. Every student must bring his pencil and eraser to the written exam.
4. During clinical practicals and stays at clinical and other affiliated institutions, students are obligated to wear appropriate prescribed protective equipment and adhere to the guidelines valid therein.
5. Gathering of students in groups of more than 5 people is not allowed in or in front of the School facilities, as well as facilities of the clinical and other affiliated institutions. When in groups, students are obligated to wear protective masks and respect the prescribed distance, both indoors and in open spaces.
6. Students are obligated to measure their body temperature prior to arriving at the School and its facilities as well as to sign the Statement declaring they shall do so every day before leaving for the School and its facilities and/or to agree to further temperature measuring if required when entering certain School facilities.
7. The student who has an elevated body temperature or has symptoms of a respiratory disease (runny nose, cough, sneezing, sore throat, etc.) should not attend classes at the School while he exhibits any of the aforementioned symptoms. The classes he did not attend must be compensated per agreement with the head of the specific department or course council.
8. The student who is prescribed self-isolation or tested positive for SARS-CoV-2 virus (hereinafter: the virus) must not attend classes at the School during the duration of the self-isolation and sickness. The classes he did not attend shall be compensated per agreement with the head of the specific department or course council.
9. If the student suspects that he has been exposed to the virus, he is obligated to contact his family medicine doctor by phone, who is obligated to issue an electronic test referral. In case of any problems related to testing, the student should act in accordance with the specific guidelines for students with suspicion of an infectious disease published on the School websites.
10. The student who does not adhere to the provisions stated in Items 1-9 in the Paragraph 1 of this Article during teaching activities shall be removed from classes in order to not expose patients, colleagues and teachers to the risk of infection and shall be subjected to disciplinary measures. Those students who violate the self-isolation measures or conceal that they are positive for the virus and incompletely inform the competent epidemiological service about their contacts shall be subjected to disciplinary measures and other appropriate criminal procedures.

Article 13

The code of conduct for students outside of the premises of the School and its clinical and affiliated institutions is as follows:

1. Students of medicine are obligated to adhere to all epidemiological measures in force on the territory of the Republic of Croatia related to a declared epidemic/pandemic.
2. Students of medicine should not expose themselves or their patients, teachers and colleagues, as well as other citizens to unnecessary risks of infection with the virus. Therefore, they are advised to wear masks in all enclosed public areas while observing the prescribed distance.
3. It is not recommended to attend night clubs or stay at larger gatherings of people (e.g. birthdays, celebrations, graduation ceremonies, weddings, and funerals unless these include only the immediate family).
4. It is recommended to do physical activities every day, preferably in open spaces (walking, running, engaging in other forms of sports and physical activities). In case of exercising and training sports in enclosed spaces, students are obligated to strictly adhere to the prescribed epidemiological measures for the particular type of activity.

Article 14

The statements by which students declare that they have read and understood the provisions of the Student Code of Conduct and that they shall act accordingly throughout their studies (Statement No. 1), that is for the duration of an epidemic/pandemic (Statement No. 2) are included in the Annex of this Student Code of Conduct and form an integral part thereof.

X FINAL PROVISIONS

Article 15

This Code shall enter into force within 8 days of publication of its comprising parts on the School notice board and website.

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Professor Marijan Klarica, MD, PhD

