



## Leading and Managing Change in Higher Education

### CODE OF CONDUCT

The Code of Conduct of the Leading and Managing Change in Higher Education project consortium establishes the guiding principles to be applied by all partner institutions and their project teams when implementing the project.

The Code provides guidance about the partners' activities and behavior and applies in particular to: the partner institutions project managers, researchers, teachers and trainers, technical and administrative staff members engaged in the project implementation, as well as to the students involved in the project activities.

The Code illustrates the values and behaviors expected by the consortium members. It is underpinned by the following principles:

#### **Integrity**

Project partners shall demonstrate honesty, fairness and sound ethical behavior in all project activities and personal integrity in all dealings with others.

#### **Mutual trust and respect**

Relationship between project partners shall be based on trust, mutual respect and dignity.

#### **Teamwork**

Project partners shall work together as a team for the collective success of the project.

#### **Effective communication**

Project partners shall share effectively information with each other. The need to share information should be balanced with the need for confidentiality, where appropriate.

#### **Excellence and commitment to quality**

Project partners shall ensure that the quality of their work is of high standards and sufficient for the purposes of the project. Project partners shall improve their performance continually and always strive to achieve best possible results.

**Conflict resolution**

Project partners shall avoid any conflicts within the consortium. If any conflict between project partners arises, it should be reported to the project manager and the Steering Committee. Project partners shall do all within their power to resolve the conflict in a spirit of mutual understanding and in an amicable manner.

**Conflict of interests**

Project partners shall both be and appear to be free of any interest (financial or otherwise) which might be regarded as being in conflict or incompatible with their integrity and objectivity. Any possible conflict of interest should be reported to the project manager and the Steering Committee in a timely manner.

**Compliance with the law and the Tempus IV programme's rules and regulation**

Project partners shall exercise the responsibilities assigned to them in a consistent and fair manner acting in full compliance with the law on national and European level and with the Tempus IV programme rules and regulations in particular.

**Competency and professionalism**

Project partners shall maintain high standards of professionalism and competence when performing the project activities.

**Consistency**

Project partners shall execute the tasks assigned within the project in a consistent and accountable manner.

**Transparency and accountability**

Project partners shall carry out all project activities in a transparent manner providing access to clear, accurate and up-to-date information.

**Financial integrity and sound financial management**

Project partners shall make sure that their financial reports are correct, consistent, complete and accurate. Project partners commit themselves to the principles of sound financial management.

**Sustainability and cost efficiency**

Project partners shall perform all project activities in a sustainable and cost efficient manner. Project partners shall make sure that all costs incurred are in compliance with the Grant Agreement and the Guidelines for the Use of the Grant and the funding provided is properly spent.

**Partners' participation in the project meetings**

Partners shall ensure that they send to the partner meetings representatives who have followed the project's institutional implementation and are members of the project institutional team.

**Students' involvement**

Partners should make sure that students are involved in the project always where appropriate and in compliance with the project activities.

**Protection of Intellectual property**

Project partners shall respect and protect the intellectual property of each other and of others outside the consortium.

**Non-discrimination and equal treatment**

Project partners are committed to the principles of non-discrimination and equal treatment. There is zero-tolerance towards harassment or discrimination of any kind based nationality, sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

**Respect for diversity**

Project partners shall create within the consortium a tolerant environment where diversity is respected and considered one of the consortium's main assets.

Approved by the La MANCHE consortium  
21<sup>st</sup> November 2012  
Dobrich, Bulgaria