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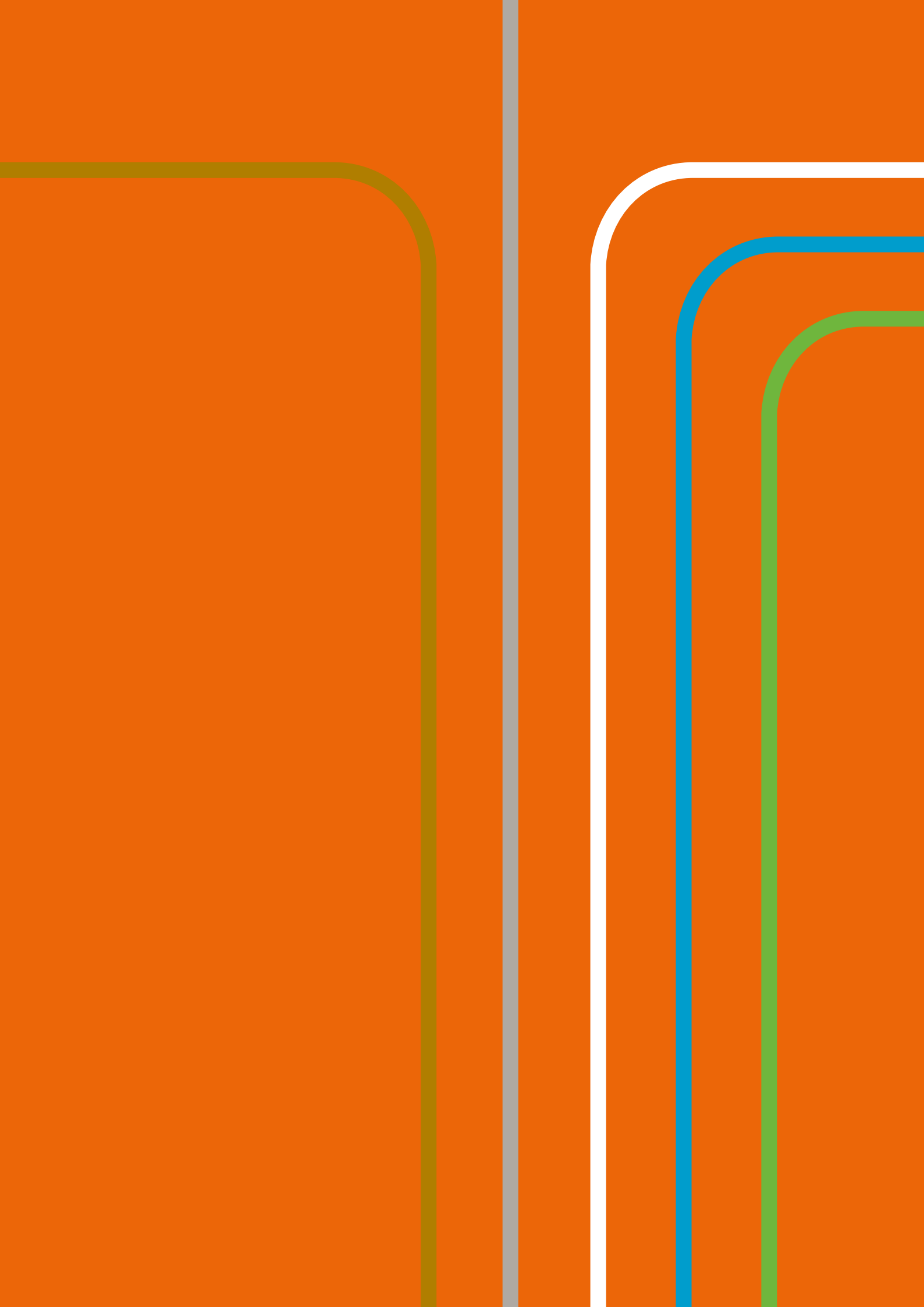
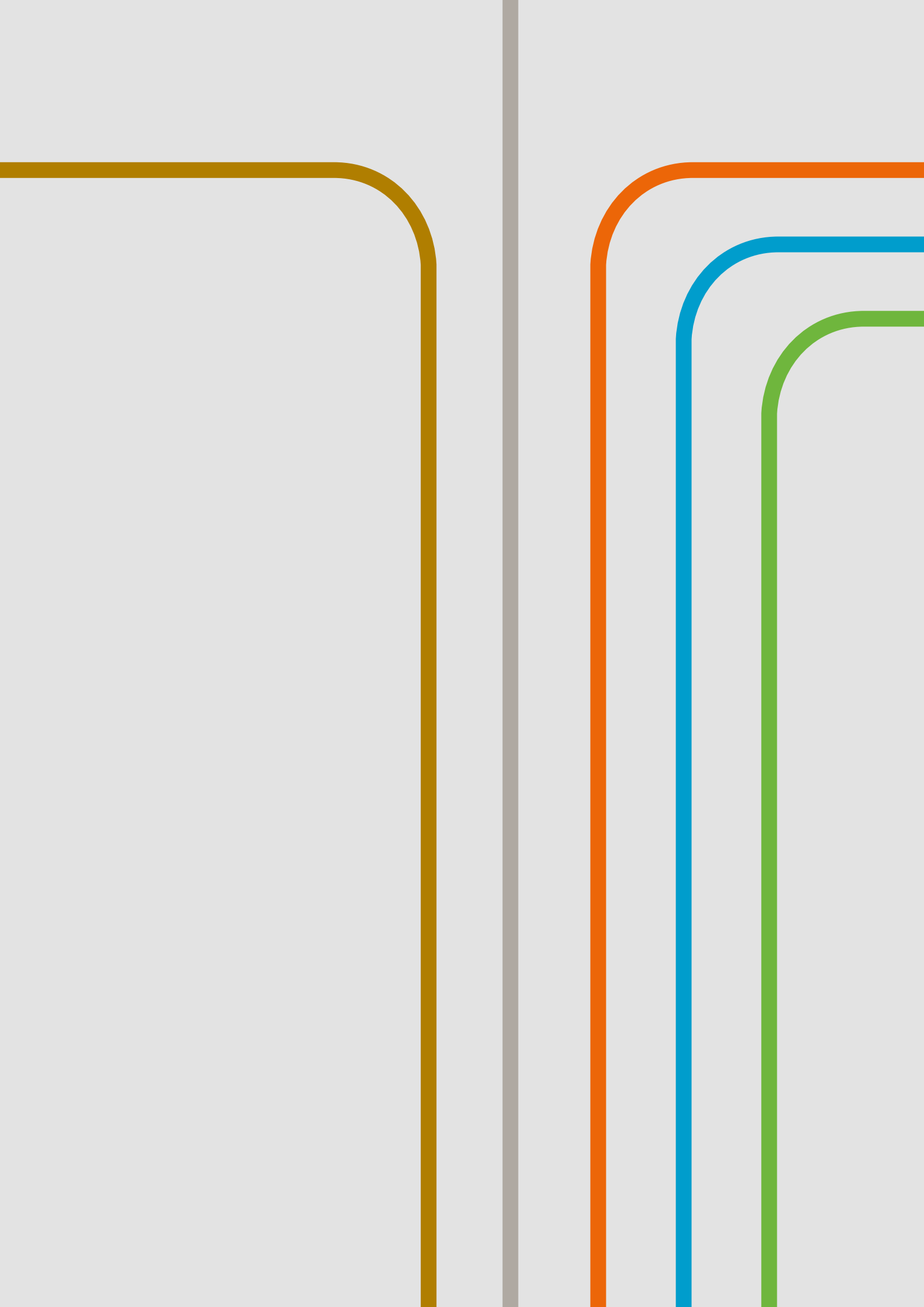




Table of contents

Foreword	5
Reader's Guide and Scope of Application	6
Core values	8
Theme 1: Etiquette	10
Theme 2: Independence	12
Theme 3: Use of company assets	16
Theme 4: Processing information	18
Theme 5: Good research practice	20
Theme 6: Good education practice	26
Theme 7: Responsibility and openness	30
Confidential Advisors & other experts	32
Internal procedures reporting and investigating suspicions of integrity violations	35
Complaints Committee for Aberrant Behavior	38
Central Disputes and Complaints Desk students	39
Complaints procedure for scientific integrity	40
Whistleblower Regulations	42



Foreword

Tilburg University's founder, Martinus Cobbenhagen, felt that anyone who wants to understand society should be actively involved in it. This ideal still forms the basis of our research and educational vision. We educate our students to become TiU shaped professionals: responsible and entrepreneurial thinkers who have an innovative way of influencing and directing a rapidly changing society. In this way, we create an academic community that is aware of the need for transparency and in which the dilemmas inherent in responsible research are openly shared and discussed.

These values and principles imply that our staff, students and guests strive for professional integrity in our actions and dealings with each other on a daily basis. Our university stands for gender equality, inclusiveness, and a culture that is open to employees, students, and guests from a variety of backgrounds. Moreover, we support each other where necessary. Together, we create a culture of openness with scientific integrity as an essential part of the entire research process. Together, we shape an academic community that is aware of the need for transparency and openly shares and discusses the dilemmas inherent in responsible research.

Our values and principles are derived from our history and tradition. They help us face the challenges of our time. Our mission Understanding Society is based on the Christian and humanistic traditions in which we are rooted. Our university has always been committed to the social embedding of our education and research, and our core values are a integrity, respect, expertise and involvement. These values are reflected in our education, research, and impact, within all layers of our organization. They are part of our collective identity.

Our staff, students and guests also put these values and principles into practice in their own work and study environment. We exchange knowledge, share perspectives, and challenge each other. It is normal that during your work, studies, or research you sometimes have to deal with difficult situations or dilemmas. You do not always know for sure how to act. You do not have to. In this Code of Conduct, we offer you some points of reference for this. We do this based on our mission and values.

Openness and vulnerability testify to strength and are appreciated. The most important message of this Code of Conduct is therefore above all: be open, discuss with fellow students, colleagues, and guests how to act in difficult situations and ask for help if you cannot figure it out yourself. In this document, you can find out whom you can ask for help.

Tilburg, January 1, 2020

Koen Becking
President of the Executive Board

Reader's Guide and Scope of Application

Purpose of the Code of Conduct

Everyone is responsible for acting with integrity. Together we (as an organization, staff, students, and guests) are responsible for the integrity of Tilburg University. The rules in this Code of Conduct are intended to ensure decency within the organization. They will help you with your choices regarding behavior and contacts. It is important that, within Tilburg University, there is a culture of helping each other and holding each other to account with regard to observing integrity norms and values.

Seven themes for good conduct and etiquette

Tilburg University's Code of Conduct applies the following seven themes to the actions of employees, students, and guests. Each theme has a number of rules and explains possible dilemmas.

1. Etiquette
2. Independence
3. Use of company assets
4. Processing information
5. Good research practices
6. Good education practices
7. Responsibility and openness

Scope of application

This Code of Conduct applies to all Tilburg University employees, students, and guests. For each theme there is an indication for whom the topic is specifically relevant.



Employee

Scientific and support staff in salaried employment.



Student

The person who is enrolled with the rights associated with enrollment as referred to in Article 7.34 of the HERA or who is enrolled as an external student* or as a course participant**.



Guest

Person who is registered as a user of a Tilburg University facility, other than as a student or employee. For example, a person who carries out work for Tilburg University without an employment contract (such as self-employed worker without personnel (ZZP), temporary employees via KCS, external PhD candidates, and members of PhD committees).

* Enrollment status that only entitles the student to take interim examinations of the units of study belonging to the study program and examinations of the study program and to access of the library facilities (Article 7.36 of the HERA). Following a course and receiving (thesis) supervision is not permitted.

** The student must be a person who is enrolled for contract education, minor education based on a Tilburg University agreement or on a declaration by the board of examiners of his or her own higher education institution. Exchange education based on an international exchange agreement, postmaster education (PMA, EPMA, IPMA) or language center.

Relation to further and/or specific regulations and guidelines

The themes sometimes refer to details of further and/or special regulations and guidelines. These regulations¹ and guidelines are periodically reviewed and adjusted. This Code of Conduct forms the framework and defines the general principles and ground rules. In those cases where a further and/or special regulations or guidelines are not in line with the Code of Conduct, the further and/or special regulations or guidelines take precedence. In the event of any discrepancy between the Dutch text and any translation thereof, the Dutch text is authoritative at all times.

Responsibility Tilburg University

Adopting this Code of Conduct is in line with Tilburg University's responsibility. As an organization, we aim for and facilitate that:

There is a healthy and safe (work or study) environment in which

- clear, unambiguous, and realistic agreements are made
- matters are open to discussion
- mistakes can be made
- employees, students, and guests call each other to account for undesirable conduct and etiquette

Tilburg University attaches great importance to integrity and has a number of positions in the organization that can facilitate and support employees, students, and guests, for example, the confidential advisors (scientific integrity), the deans of students, and student psychologists, and the newly appointed integrity coordinator. More information on confidential advisors and other relevant positions can be found in the appendix.

¹ With regulations, we refer to internal regulations as well as regulations endorsed by Tilburg University (e.g. VSNU regulations, such as the Code of Conduct for Research Integrity).

Core values

The 4 core values that are described below define the values meant to guide those who work and study at Tilburg University.

Integrity

Respect

Expertise

Involvement

Integrity

Our professional organization demands integrity. Integrity implies that staff and students are prepared and equipped to carry out their duties or studies adequately, carefully, and reliably, keeping in mind at all times the values and interests that are at stake. Integrity is conducive to openness, and implies considerate interaction between staff and students. It means that anyone who works at and for Tilburg University, studies, or obtains a PhD is reliable. You do not allow yourself to be guided by self-interest and self-gain.

Respect

We can function well only if we respect each other. We must therefore recognize the value of others (both within and outside the university community), respect their freedom, and refrain from causing them unnecessary harm. An example: the university demonstrates respect by involving staff and students in any decision-making processes that are relevant to them, taking into account cultural diversity, and thus promoting their independence and personal development. In social and professional interaction, we check if everyone speaks the same language. If not, the group switches to English, inclusion being the golden rule.





Expertise

Outstanding teaching and research place high demands on all staff members. These individuals combine expertise in their field of study with excellent didactic skills to contribute to the academic growth of students. Academic staff at Tilburg University challenge students to maximize their intellectual faculties. The university's ambition to rank among the best research institutions in Europe requires us all - both academic and non-academic staff - to continually strive to further develop our professional expertise.

Involvement

of society by providing high-quality teaching and socially relevant academic research. Involvement with each other is expressed in mutual relations. Staff and students look after each other, are prepared to listen to each other, and feel jointly responsible for realizing the university's objectives. We inspire each other and are prepared to call each other to account. By doing so, we increase the quality of work and study.

Those who work or study at Tilburg University:

-  ***behave appropriately, and are conscientious and trustworthy***
-  ***show respect for others***
-  ***use their expertise in their field or study to contribute to an inspiring working environment***
-  ***are involved with both individuals and society***

These core values form the basis for the rules that have been further elaborated in the themes below.

Theme 1: Etiquette

Our 6 ground rules regarding Etiquette:

1. Respect

You treat others with respect, both inside and outside the organization, in words, gestures, and in writing. You engage in dialogue with others and you listen to each other.

2. Openness and vulnerability

You work together with others. This means that you can ask others for help, help others, are open, and show our vulnerability. You support and value others. It is important to engage in dialogue with others, for which trust, openness, and transparency are important conditions.

3. Discrimination

You do not discriminate. Discrimination is understood to mean treating a person differently from another person in a comparable situation on the grounds of religion, philosophy of life, political affiliation, race, gender, nationality, sexual orientation, marital status, age, disability or health, or on any other grounds as referred to in Article 1 of the Constitution.

4. Sexual harassment

You are not guilty of sexual harassment. Sexual harassment is defined as any form of verbal, non-verbal, or physical behavior of a sexual nature with the purpose or effect of violating the dignity of a person, in particular when an intimidating, hostile, offensive, humiliating, or offensive situation is created.

5. Aggression and violence

You do not use aggression or violence against others. By aggression and violence, we mean all incidents in which a person is mentally or physically harassed, threatened, or attacked.

6. Bullying

You do not bully. By bullying, we mean any form of intimidating behavior by one or more employees (colleagues, managers), students, or guests directed against a single employee, student, or guest, or a group of employees, students, or guests.

Why do we consider this topic important?

Within Tilburg University, we are open, we get together, and we help each other. Academic freedom is a matter of course in our organization, but this special right is not a license for undesirable behavior or for treating others with disrespect. Everyone deserves respect. Valuing each other and giving each other space ensures a safe working and study environment. Dealing with each other respectfully is the basis of good collaboration.

As a Tilburg University employee, student, or guest, you do not exhibit undesirable behavior towards others. This includes everyone you are in contact with in the context of the university: colleagues, (fellow) students, and respondents to a survey. In addition, this also includes suppliers, guests, and other partners. The importance of being respectful of others does apply in daily interaction with each other, both offline as online, such as via social media.

Student associations during introduction period and other activities

Tilburg University considers it important that students actively participate in student life. Membership of a student association or study association can contribute to your social and civic development. The prerequisite for this is a safe and modern interpretation of the introduction period and other activities. Agreements have been made about this in the [Code of Conduct for promotion and introduction period of student associations in Tilburg](#). Tilburg University expects all student associations and study associations to pay attention to the respectful treatment of others during all activities organized by them.

Suspicion of domestic violence or child abuse

It is possible that you have a suspicion of domestic violence or (child) abuse. Discuss this with the person in question or contact—if it concerns a student—the program coordinator or dean of students or—if it concerns a staff member—a confidential advisor. In some cases, Tilburg University has to report domestic violence and (child) abuse to *Veilig Huis* (Safe Home) within the framework of the Dutch Domestic Violence and Child Abuse (Obligatory Reporting Code) Act. This assessment is made by the student psychologist or integrity coordinator.

Further details and guidelines

- [Complaints procedure for undesirable behavior](#)
- [Social Media Guidelines](#)
- [Student Charter \(Chapter 9, Rules of Conduct and House Rules\)](#)
- [Domestic Violence and Child Abuse \(Obligatory Reporting Code\) Act](#)
- [Code of conduct for promotion and introduction period of student associations in Tilburg \(Dutch only\)](#)

Applicable to:

Employee Student Guest

Theme 2: Independence

Our 7 ground rules for independence:

1. Conflicts of interest

You avoid a conflict of interest or the appearance thereof. This is the case when your private interests conflict or seem to conflict with the performance of your duties and responsibilities within the university.

- You must not use your knowledge and influence to serve your own interests or that of someone else with whom or other organization in which you are personally involved.
- There should be no (potential) (financial) benefit for you, your partner, family member, colleagues or friends.

2. Ancillary activities

You should always ask your manager for written permission to carry out paid or unpaid ancillary activities or if these could harm the interests of the university.

3. Design and content of research²

You do not allow yourself to be influenced by the interests of others in the design and content of your research. This means that you will not give third parties the opportunity to exert unauthorized influence on the design and content of your research and the wording and publication of the research results. As soon as you reasonably doubt this, you should discuss this with your manager, lecturer, or supervisor. We also refer to theme 5: conducting good research practice.

4. Business gifts and donations

You are careful with the acceptance of a gift and you always discuss this (if possible) with your manager. You may only accept a gift if:

- the appearance of a conflict of interest is minimal. Think of usual thank-you gifts such as a book, bottle of wine, chocolate, gift voucher, or bunch of flowers;
- refusal or return would seriously hurt or embarrass the giver, or would be practically impossible. Like a *liber amicorum* or a special farewell present.

It is advisable to share the gift with your colleagues if possible.

² This rule also applies to students. The other rules do not apply.

You never accept a gift

- in the form of money;
- when you are in a consultation, assessment, or negotiation situation with the giver;
- if the value exceeds €50.

5. Invitation to non-work related events

You only accept invitations to business lunches, dinners, receptions, and other events paid for by others if your presence is functional or representative and the appearance of a conflict of interest is minimal. You discuss this with your manager in advance if there is any doubt, for example if you are in a consultation, assessment, or negotiation situation with the organizer/host.

6. Bribes³

You do not take bribes such as money, goods, or services. You are not allowed to bribe others by offering money, goods, or services.

7. Discussing private relationships⁴

You discuss private relationships you have with colleagues with your manager. You take measures to prevent possible undesirable effects of this private relationship. This also applies to an employee's relationship with a student or a PhD thesis supervisor's relationship with a PhD candidate. If, as a student, you have a relationship with another student whom you need to assess, you should discuss this with your supervisor beforehand.

Why do we consider this topic important?

Academic freedom and (scientific) integrity benefit from constant attention to independence. After all, a discussion about someone's independence harms public support for scientific research and makes you personally vulnerable. The same applies to situations in which you are involved in the purchase of products or services. That is why Tilburg University wants to prevent private interests from being unnecessarily mixed up with your responsibilities as an employee or guest.

Deal with this theme consciously so that you avoid unpleasant discussions afterwards about your own independence or conflicts of interest, financial or otherwise. When in doubt about a potential or apparent conflict of interest, it is important to identify it and discuss it with your manager or immediate colleagues, promotor or (PhD thesis) supervisor.

³ This rule also applies to students. The other rules do not apply.

⁴ This rule also applies to students. The other rules do not apply.

Ancillary activities

Ancillary activities can lead to questions about conflicts of interest or the appearance thereof. That is why we have additional regulations in this area. You also need permission from your manager to perform your ancillary activities.

You are not obliged to report ancillary activities (and therefore to ask for approval) if all the following conditions are met:

- the ancillary activities obviously have no connection whatsoever with your work at Tilburg University, and
- the ancillary activities can in no way (manifestly) harm the interests of Tilburg University, and
- the ancillary activities do not compromise the proper performance of your job, and
- the ancillary activities are performed outside working hours, and
- no remuneration of any kind is received for the ancillary activities.

This could include, for example, board membership of an amateur sports club.

If you have any doubts about whether a certain ancillary activity must be reported, you should discuss this with your manager. In general, if you have any doubts, report them. Prevention is better than cure.

After you report any ancillary activities (in My Employee Portal), the Managing Director or Dean will take the decision regarding permission.

It may be that the risk of a conflict of interest is very small or that additional conditions are imposed (e.g., no advisory work to relations or employees of the university, limitations regarding time spent on the activity or agreements about income). In some cases, an ancillary activity can be refused because of unacceptable risks.

In addition, full professors are obliged to publish their ancillary activities in the interests of transparency (Research Portal (Pure)).

For further details, see the [Sectoral Scheme covering Ancillary Activities](#) and the [frequently asked questions ancillary activities](#).

Private relationships

It can happen that Tilburg University employees are not only colleagues, but also friends, partners, or family. In these cases, it is particularly important that all parties involved remain professional and objective and are aware of the integrity risks that these private relationships can entail.

Situations in which friends, partners, or family members work in a hierarchical relationship or assess or monitor each other's work are undesirable. If these situations occur, it is important to explicitly discuss the potential integrity risks with the manager(s) involved. Then, together, consider how best to deal with this situation. If necessary, work agreements are made or tasks are redistributed. A transfer to another unit or other measures may also be considered.

Private relationships between students and lecturers who supervise and/or assess them are undesirable and should be reported immediately. The same applies to private relationships between a PhD candidate and his/her thesis (co-)supervisor. A relationship with an underage student is never allowed.

Of course, private relationships amongst students themselves do not have to be reported, unless you have to assess or monitor each other. If this is the case, you should report this to your supervisor.

Accepting gifts or invitations

No matter how personal it may seem, you will always receive a gift or invitation for a non-work related activity because you (also) have a certain position. The best thing is not to accept gifts. Because it can be difficult to refuse a gift or invitation, it is advisable to communicate and explain this clearly in advance.

A number of starting points to help you decide whether or not to accept an invitation to an event (outing, trip, dinner, performance, etc.):

- discuss the invitation in advance with your manager;
- determine whether your presence at the event is functional;
- pay as much as possible yourself and declare the costs incurred in accordance with the internal reimbursement regulations.

See further details in the [Guidelines for Receiving Business Gifts \(Dutch only\)](#).

Consultation with manager or supervisor

In the following situations, always consult with your manager or supervisor:

1. for the acceptance of paid or unpaid work as ancillary activities. This applies to all Tilburg University employees and also to non-salaried full professors who are appointed by the Executive Board.
2. if there is a (potential) appearance of a conflict of interest.
3. if you doubt the influence of others on the design, content, and results of your research.
4. when receiving gifts that do not comply with the aforementioned guidelines. Your manager decides what to do with it. For example, a gift for the benefit of the organizational unit.
5. in the case of a private relationship between employees or between a student/PhD candidate and the professor/lecturer who supervises and/or assesses him/her.

Further details and guidelines

- Sectoral Scheme covering Ancillary Activities
- Questions and Answers to the Sectoral Scheme covering Ancillary Activities
- Guidelines for receiving business gifts
- Code of Conduct on Scientific Integrity

Applicable to:

- Employee Student (not all rules apply) Guest

Theme 3: Use of company assets

Our 4 ground rules for the use of company assets:

1. Carefulness

When using the Tilburg University buildings, grounds, and facilities, you should behave in such a way that you do not

- cause direct or indirect damage to the university and/or third parties or cause nuisance;
- infringe on rights of the university or third party;
- act in violation of statutory regulations or regulations in force at Tilburg University. This includes unwritten social rights.

2. Restrict private use

You do not use the company's assets for any other purpose than to carry out your work or studies.

- You only use rooms for work/studies or activities on behalf of the university.
- You may use a computer, telephone, or other device provided by the university for limited private purposes, as long as this does not interfere with your own work or the work of others, and as long as it does not cause offence to others.
- The use of company assets is personal and you may not give or lend them to others.

3. Legal and ethical use

You do not download illegal software. You are not allowed to view, download, or distribute pornographic, racist, discriminatory, insulting, offensive, or (sexually) harassing texts and images using company assets. The same applies to sending messages that can incite hatred and/or violence.⁵

4. Declaring Expenses

You only incur costs that are reasonable and necessary for the proper performance of your position (lawful and efficient). In addition, expense claims must comply with the guidelines for declaring expenses:

- You often need prior permission from your manager.
- You follow the guidelines on [declaration requirements](#).

⁵ The only exception to this is if this is necessary in the context of scientific research or a thesis. In this context, a review by the School's Ethics Committee is mandatory.

Why do we consider this topic important?

Tilburg University strives to spend as much money as possible on education and research. Company assets are in most cases financed with public money. Allowing colleagues, fellow students, and guests to use company assets as well should be handled carefully, efficiently, lawfully, and transparently. Therefore, lending out company assets is not supposed to happen.

What are company assets?

Company assets are all resources and facilities that Tilburg University makes available for work, promotion, or studies. These include offices, lecture halls, furniture, office supplies, and equipment (software and hardware) but also your Tilburg University card or Tilburg University e-mail address.

Restrict private use

Company assets are intended for your work, research, or studies. In principle, they are not intended to be taken away or used for private purposes. The starting point for the private use of company assets is restraint.

With the advent of flexible working, via laptop and smartphone, it is more difficult to draw a line between work and private life. Private use of a laptop, for example, is permitted. Make sure it is reasonable and does not interfere with your work or your environment. Think of time and data usage (e.g. telephone costs or downloading). Private use of your e-mail account cannot be avoided completely, but is, in principle, undesirable.

Declaring Expenses

It goes without saying that you will declare costs that are reasonable and necessary and that you will not be reimbursed in any other way. Guidelines that determine which costs are eligible for reimbursement apply to claims.

Tilburg University has concluded central purchasing agreements for books, office supplies, business trips, hardware, software, and catering. It is mandatory for these categories to use the [Service Portal](#) or the [Facility Service Desk](#) or, in the event of booking business trips: [the service provider contracted by Tilburg University](#).

Further details and guidelines

- [General house rules \(including additional rules for employees and users of office facilities, house rules for promotional activities, house rules library, Student Charter\)](#)
- [Code of Conduct E-mail, Internet, and telephone facilities](#)
- Declaration rules
- [Regulations reimbursement business trips](#)
- [Reimbursement training costs](#)
- [Reimbursement moving expenses](#)

Applicable to:

Employee Student Guest

Theme 4: Processing information

Our 5 ground rules for processing information:



1. Functional use

You only use information that you possess from your position or studies for the performance of your job within the framework of the law. This means that you do not unjustly use or misuse information that you have at your disposal in the context of your job or studies; not for yourself and not for others.



2. Confidentiality

You treat confidential information as such⁶. You must never give, distribute, or disclose any information that is confidential or of which you may suspect confidentiality.



3. Privacy

You respect everyone's privacy. You act in accordance with the [Social Media Guidelines](#) and the [Privacy & Personal Data Protection Policy](#). If you want to take pictures or make (video) recordings of a person or lecture and/or share information about someone or a presentation, you must ask permission from those involved.



4. Intellectual property

You respect the intellectual property of others. If you want to use something, you have to request permission and/or mention the source. Intellectual property is a collective name for a number of rights, such as copyright or portrait rights. You cannot just use other people's texts or photos. These are protected by these rights and you must have permission to use them. This also applies to images found on the Internet.



5. Adequate protection

You take good security measures (during and outside working hours) to protect information. So:

- clean desk;
- clear screen;
- lock room.

⁶ Wij verwijzen hierbij ook naar artikel 1.16 cao voor medewerkers en de afspraken die contractueel gemaakt zijn voor gasten.

Never leave documents and data carriers (such as a laptop, telephone, or USB stick) unattended. In addition, you ensure that computers are properly secured, with the latest updates of operating software, virus scanner, and/or encryption. This also applies to a private computer or telephone that you use for Tilburg University.

Why do we consider this topic important?

The university has a lot of information at its disposal, a large part of which is confidential. On the one hand, we as an organization want to be as transparent as possible, but there are situations in which confidentiality is necessary. There are all kinds of rules regarding the protection of personal data and copyrights and portrait rights. Careless processing of this (confidential) information damages the reputation of Tilburg University, the user, and/or the owner of the information. There may also be a violation of laws or regulations, such as the [General Data Protection Regulation](#).

What is confidential information?

Confidential information is information that can harm Tilburg University or individuals and therefore needs to be handled carefully. It is not just about information about individuals. It also includes policy documents, financial information about the university, the content of agreements, examinations, etc.

What can you do yourself?

There is a lot you can do yourself to prevent unauthorized persons from having access to confidential information that you have in your possession or to which you have access. For more details, we refer to [IT security tips for at home and on campus](#).

Further details and guidelines

- [Information security policy](#)
- Webpage [IT security tips for at home and on campus](#)
- [Copyright Information Point](#)
- [Policy on privacy & protection of personal data](#)
- [Social Media Guidelines](#)
- [Student Charter](#) (Chapter 9, Rules of Conduct and House Rules)

Applicable to:

Employee Student Guest

Theme 5: Good research practice

Our 11 ground rules for good research practice that are derived from the [Code of Conduct for Research Integrity](#):

1. Principles of scientific integrity

You conduct scientific research in accordance with the principles of honesty, scrupulousness, transparency, independence, and responsibility in accordance with Chapter 2 of the [Code of Conduct for Research Integrity](#).

2. Standards of good research practice

You meet the standards of good research practice that apply during the various phases of research (design, execution, reporting, assessment and peer review, and communication), in accordance with the [Code of Conduct for Research Integrity](#), Sections 3.2 through 3.7.

3. Open and inclusive culture

As a supervisor, project leader, research director, manager or director you ensure an open, inclusive culture and equal opportunities culture.

4. Encouraging compliance with the Code of Conduct

As a supervisor, project leader, research director, manager or director you stimulate the researcher to comply with the standards for good research practice. You refrain from actions that encourages the researcher not to comply with one or more standards of good research practice.

5. No delay or obstruction

You do not unduly delay or obstruct the work of other researchers.

6. Responsibility for supervision of PhD projects and research

As a thesis supervisor(s) or project leader, you ensure based upon your role as supervisor that the researcher you supervise meets the quality and integrity requirements and that the researcher complies with the procedures. Members of the PhD Committee ensure a professional assessment of the thesis.

7. Discuss/report

You raise the issue if others do not apply good research practices or if the reactions to these practices are insufficient. You can report this to your manager, (Vice-)Dean, or confidential advisor on academic integrity. You do not make an accusation of violation of the scientific integrity that you know or should have known is incorrect.

8. Lawful and efficient use of research funds

You do not make improper use of public and/or private research funds made available.

9. Academic freedom

In scientific research, you ensure that no restrictions are imposed by third parties that conflict with academic freedom. In addition, you carry out your research independently and you prevent conflicts of interest or the appearance thereof.

10. Open Access

In the case of scientific research, you make research information and research data as publicly available as possible (open science) after the research, you choose where possible to publish the research results in an Open Access journal, and you place the digital version of the publication in Pure insofar as permitted by copyright.

11. Declaration of scientific integrity

By signing an employment contract or hosting agreement, academic staff and full professors who do not have a permanent employment contract with Tilburg University confirm that they are committed to responsible research and that they will do everything in their power to promote compliance with this Code of Conduct in their academic environment. All PhD candidates sign such a declaration in the PhD tracking system (Hora Finita).

Why do we consider this topic important?

Tilburg University endorses the [Netherlands Code of Conduct for Research Integrity \(2018\)](#), as adopted by the VSNU. We expect you to comply with this code and to do everything possible to promote compliance in your academic environment. Tilburg University is committed to the protection and safeguarding of scientific integrity and has set itself the goal to

- prevent misconduct and violations;
- raise awareness and create a culture of openness and transparency;
- ensure a transparent process in assessing cases where scientific integrity may be compromised.

Honesty, scrupulousness, transparency, independence, and responsibility are the guiding principles for good research. Not considering these principles as guiding threatens both the quality and the reliability of scientific research and that of the individual scientist and the university as an institution. This can lead to direct damage, for example to the environment or test subjects, but can also damage society's trust or the trust between scientists themselves.

Further explanation of principles for scientific integrity

Good research practices are essential for the quality of and trust in scientific research. Scientific research derives its status from the fact that it is a normatively regulated process. This normativity is partly methodological and partly ethical in nature and can be translated into a number of principles in accordance with the [Code of Conduct for Research Integrity](#):

Honesty

- You refrain from making unfounded claims.
- You report the research process accurately.
- You refrain from fabricating or falsifying data or sources.
- You take alternative views and counterarguments seriously.
- You are open and honest about margins of uncertainty.
- You refrain from presenting results more favorably or less favorably than they actually are.

Scrupulousness

- You use scientific methods
- You exercise the best possible care in designing, undertaking, reporting, and disseminating research.

Transparency

- You make it clear to others what data you have based yourself on, how you have obtained this data, what results you have achieved (by what means), and what role external stakeholder(s) played in this.
- You provide a good account of why parts of the research or the data are not made public, if that is the case.
- Your line of reasoning must be evident and the steps in the research process must be verifiable, so that the manner in which the research process was conducted and phased can be understood by colleagues.

Independence

- When choosing the method, assessing the data, and attributing weight to alternative explanations, but also when assessing the research or research proposals of others, you are not guided by non-scientific considerations (e.g. of a commercial or political nature). Independence therefore includes impartiality.
- Independence is in any case required in the design, conduct, and reporting of the research. Independence is not always necessary in the selection of the research subject and the research question

Responsibility

- You acknowledge that as a researcher you do not operate in isolation. That is why, within reasonable limits, you take into consideration the legitimate interests of persons and animals involved in the research, of any commissioning parties and funding bodies, and of the environment.
- Responsibility also means conducting research that is scientifically and/or socially relevant.

Transparent consideration of ethical dilemmas

In research, you will face ethical dilemmas. Always be open about this! And, make a careful consideration that is justifiable. If you have an ethical dilemma regarding your research, consult with your supervisor or colleagues. Research proposals are tested for ethical aspects within the Schools by the [Ethics Review Boards](#). For each School, it is included in the [School Regulations](#) when you have to have an ethical review carried out.

No animal testing takes place at Tilburg University.

Careful management of research data

The guiding principle in keeping research data and making it accessible is verifiability and, possibly, reuse/replication. The [Research Data Management Regulations](#) reflect Tilburg University's vision on the careful processing, management, and sustainable availability of research data. Some Schools have additional regulations.

We also refer to the ground rules in Theme 4: Processing information.

Open Access

Tilburg University explicitly wants to promote publishing in Open Access as part of its social task and because of the higher level of public awareness of the results of Tilburg University's scientific research that Open Access provides. In addition, Tilburg University attaches great importance to building up a scientific archive of the institution.

According to Tilburg University, this means [Open Access policy](#).

- You follow the green route to Open Access. After formal acceptance, you place a digital version of your publication in Pure. Where possible and to the extent permitted by copyright, this will be made public.
- Where possible, you choose to publish in an Open Access journal, preferably in a journal of a publisher with whom Tilburg University has concluded an Open Access agreement within the framework of the big deal agreements.
- If there is no Open Access agreement with a publisher (yet), true Open Access is preferable to hybrid Open Access.

More information can be found on the website.

Protection of personal data

Are personal data processed during a research? In that case, [additional requirements](#) in het kader van de Algemene Verordening Gegevensbescherming.

Confidential advisor on academic integrity

Discuss suspicions of malpractice and infringement of scientific integrity with the independent [confidential advisor on academic integrity](#).

Further details and guidelines

- [Netherlands Code of Conduct for Research Integrity 2018](#)
- [Complaints procedure Scientific integrity Tilburg University](#)
- [Research Data Management Regulations](#)
- [Thematic Privacy & Protection Personal Data Policy - Scientific Research](#)

Applicable to:

Employee Student Guest

⁷ With green open access, authors make their own work public by placing the post-print version of a publication in the institutional repository. The Tilburg repository is the Tilburg University Research Porta. Often there is an embargo (3-48 months) on making the post prints publicly available. There are no costs associated with green open access.



Theme 6: Good education practice

Our 6 ground rules for good education practice:



6. Standards for good education

As a lecturer, you meet the standards for high-quality education during the various phases of education and assessment. As a manager or administrator, you ensure that the education, including assessment, meets the standards for high-quality education. You abstain from any action that incites you not to comply with these standards.

You raise the issue of non-compliance with these standards of high-quality education by others. This can be done with the Examination Board, your manager, (Vice-)Dean, or confidential advisor.



1. Cheating

You do not cheat and do not give others the opportunity to cheat.



2. Aids

You do not use any aids in examinations, unless otherwise indicated in the [regulations for written examinations](#) or in the reader for the examination, or for students with a provision otherwise specified by the Examination Board in the decision to grant an examination facility.



3. Possession of examination questions and/or answer

You may not possess any examination assignments or their answer keys prior to the date and time of that examination.



4. Attendance list

You always sign the attendance list yourself.



5. Own work and plagiarism

You do assignments and write papers and theses yourself. You do not allow others to do assignments or write papers and theses (commercially or otherwise) and pretend that this is your own work. You mention sources when you include parts of the text, reasoning, or thoughts of others in your thesis or other papers by means of correct quoting and paraphrasing. Self-plagiarism, the use of research and passages from your own previous work, for example for another course, is also not allowed. You can seek help to improve your texts or translation if you inform your supervisor about this. If it concerns a language assignment, you may of course not use (external) translation help either by a person or a translation tool.

Why do we consider this topic important?

Integrity in education is necessary so that we can all rely on the value of a diploma. That means that fraud and plagiarism are out of the question. In order to prevent this, further rules have been laid down in the Education and Examination Regulations or other School regulations.

What is fraud?

Tilburg University understands fraud to be *wholly or in part, to make a correct assessment of the knowledge, insight, and skills of a student or of another student.*

Tilburg University identifies, amongst others, the following situations and behaviors as fraud:

- the possession, during an examination, of documents, electronic devices, or any other means with similar characteristics or functions, the consultation or use of which during the examination is not explicitly permitted;
- during an examination, checking with a fellow examinee or exchanging information with him/her in any way, inside or outside the examination room;
- assuming the identity of another person during the examination or to have another person take the examination instead of the examinee;
- substituting the distributed question and/or answer forms or exchanging them with others;
- prior to the examination, providing yourself or one or more fellow examiners with questions, assignments, or answers to the examination in question;
- making changes to the examination after it has been handed in;
- copying data, texts, reasoning, or thoughts of others in a thesis or other paper without correct reference to the source in accordance with generally accepted rules in science;
- in a thesis or other paper, copying research you have previously carried out or texts previously written for another thesis or paper without the prior permission of the lecturer involved;
- when carrying out a (graduation) research project, manipulating the research results or not reproducing them correctly, all with the aim of misleading the reader;
- creating the opportunity, or inciting of fellow students or fellow examiners to commit fraud.

Prevent fraud or suspicions thereof during written examinations

Sometimes fraud happens unintentionally. Make sure that you do not make a mistake in your written exams:

- As soon as you enter the examination room, place your coat and bag in the aisle, on the windowsill, or at the front of the room; do not take valuables with you; turn off your phone and put it in your jacket or bag.
- Be on time. If you are late, you have no right to continue working for longer. If you are late for the exam for more than 30 minutes, you will no longer be allowed to enter. As a participant, you are not allowed to leave the room until 30 minutes after the start of the examination.
- Make sure you can identify yourself with your Tilburg University card. Put this card on your table so that it is visible. If you do not have a Tilburg University card, please bring your passport, identity card, or driving license with you.

- The use of the toilet is only permitted in very exceptional cases. The invigilator will only allow a short stop and will not allow multiple participants to use the toilet at the same time.
- At the end of the examination, hand in the sheets with the answers and/or answer cards and unused scrap paper to the invigilator's table. The invigilator will place a check mark next to your name to indicate that you have handed in the examination.

What is plagiarism?

Tilburg University is defined as plagiarism:

Copying parts of the text, reasoning, or thoughts of others in a thesis or other paper without mentioning the source.

You have to submit your own work for each thesis or paper. Other people's work that is included in papers must be recognizable as such. This makes demands on the way you should quote and paraphrase.

Quoting

You must quote correctly at all times. This means that you must always indicate when you are quoting literally. You already commit plagiarism when only one line is cited without reference to the source.

Paraphrasing

When paraphrasing, a short reference in the text indicates which texts have been used as a source. For each source to which you refer in the text, a complete and correct title description must be included in a reference list. Frequent paraphrasing of pieces of text, even with text references included, is not permitted. In that case, is no longer considered original work. This will be reflected in the assessment of the paper(s).

Prevent plagiarism and suspicions of plagiarism

Nowadays, copying and pasting is so easy that you sometimes commit plagiarism without realizing it. However, in some cases plagiarism is committed. Among other things, you commit plagiarism if you copy sentences, phrases, paragraphs, or even ideas from (the work of) others, published or unpublished, without mentioning the original author. Even if you replace a number of words in a paragraph, it is plagiarism. So how should it be done?

- Make it clear in the text which ideas are your own and which you have copied from someone else's text;
- If you are paraphrasing, also include a source reference;
- Graphs, tables, statistics, and images also need to be identified as sources;
- Follow the rules for correct quoting and paraphrasing as they apply in your own scientific domain.

More information on fraud and plagiarism per School

In addition to Tilburg University's [general fraud policy](#), each School has its own additional rules for dealing with fraud. You can find them here:

- [TISEM](#)
- [TLS](#)
- [TSB](#)
- [TSHD](#)
- [TST](#)

Further details and guidelines

- [Education and Examination Regulations](#) (per School)
- Rules and Guidelines of the Examination Boards (per Examination Board)
- [Regulations for written examinations](#)
- [Rules on fraud and plagiarism](#)

Applicable to:

- Student Employee

Theme 7: Responsibility and openness

Our 4 ground rules regarding responsibility and openness:



1. Responsibility

You are responsible for your own integrity and compliance with this Code of Conduct.



2. Openness for discussion

You make it open for discussion if you suspect that a colleague, student or guest violates this Code of Conduct. See the roadmap for whom you can contact for this.



3. Dilemmas

You disclose questions, difficulties, concerns, and violations of the Code of Conduct. If you are in doubt as to whether an action involves a violation, discuss it with your manager, the integrity coordinator or confidential adviser (on academic integrity).



4. Duty to report by supervisors/managers

Managers/program coordinators always report a suspicion of an integrity violation to the integrity coordinator or the confidential adviser on academic integrity.

Why do we consider this topic important?

Everyone is responsible for acting with integrity. Because we are jointly responsible for the integrity of Tilburg University, a culture in which matters can be discussed is important. We help each other and allow ourselves to be called to account for compliance with integrity rules. After all, this is also part of working in a professional way.

Tilburg University encourages discussion and disclosure of integrity issues!

Openness and vulnerability testify to strength and are appreciated

It is quite complex in a world full of temptations, risks, and moral issues and dilemmas to always act with integrity. That is why it is pleasant and necessary to be able to talk about this with each other. Be open, discuss with fellow students, colleagues, and guests how best to act in difficult situations and ask for help if you cannot figure it out yourself.

Openness and vulnerability testify to strength. It makes us learn from each other. You are responsible for discussing questions, difficulties, concerns, and violations of these rules. However, you are also responsible for ensuring that others can turn to you with their dilemmas or questions.

Please refer to the [Integrity Roadmap](#) for more information on who to turn to.

***It is important that you do not keep worrying about it!
Together, you often come up with good solutions.***

Confidential Advisors & other experts

Confidential advisors on behavior and integrity

The confidential advisors are there for everyone at Tilburg University and are the point of contact for employees, students, and guests who have to deal with undesirable behavior, such as sexual harassment, bullying, aggression and violence, or discrimination. The confidential advisors help a complainant to solve problems and conflicts. You can also contact them if you suspect abuse. The Confidential advisors on behavior and integrity are appointed by the Executive Board.

Due care and confidentiality are key words in the working method of the confidential advisor. The confidential adviser is therefore obliged to treat all information confidentially. A complainant must always give explicit permission before the confidential adviser can obtain information from other persons or bodies.

Confidential advisors are also the point of contact for employees who have been involved in a conflict in the employment relationship and who have not been able to find a solution through the regular channels. In principle, the starting point for this is that problems should be solved via the manager and the managers' manager, supported by the HR advisor.

The confidential advisor does not replace existing procedures. If a problem is reported to the confidential advisor, he or she will first check whether the issue is not already being dealt with by the responsible authorities or officials, or whether it can be placed there. If this is the case, the confidential adviser will to adopt a reticent attitude. The confidential adviser can also refer which will be always discussed with the complainant.

Learn more about the confidential advisors on the website.

Confidential Advisor on Academic Integrity

Tilburg University attaches great importance to disclosing wrongdoings or infringements of scientific integrity. Suspicions of wrongdoing and infringement of scientific integrity can be reported to the independent [confidential advisors on behavior and integrity](#) who is appointed by the Executive Board and is the point of contact for questions and complaints about scientific integrity. Everyone has the right to consult the confidential advisor in the event of a suspected violation of scientific integrity. The confidential advisor

- acts as an accessible point of contact for questions and complaints about scientific integrity;
- tries to mediate or otherwise resolve the complaint amicably if that is a possibility;
- informs the complainant about the procedure for submitting a complaint to the Executive Board;
- may not, at the same time, assist both the complainant and the defendant;
- only acts on behalf of the complainant or the defendant with their consent.

More information about the Confidential Advisor on Academic Integrity can be found on the website.

Confidential Advisors PhD candidates

PhD candidates can report suspicions of abuse or other breaches of integrity to the confidential advisor for PhD candidates who have been appointed by the Schools.

Deans of students

According to the HERA (Higher Education and Research Act), every student is entitled to the services of a dean of students. Tilburg University has three deans of students, who operate independently and university wide and have a position of confidentiality. The dean of students assists students with study-related problems and/or problems of a personal, financial, and legal nature, provides information transfer, and functions as a policy advisor. The dean of students does not solve the problem, but can advise, mediate, and/or refer students. The dean of students advises the Examination Board and the Executive Board if a student wishes to deviate from the rules due to special circumstances.

More information about the dean of students can be found on the website.

Student psychologist

The student psychologists offer targeted help with academic and study-related problems, personal problems related to the students' phase of life, and guidance with problems that directly affect the students' study process. The student psychologists' help is easily accessible and is available to all students. More information about the student psychologist can be found on the website.

Student chaplain


Students can go to the student chaplain with personal questions of life and death, existential questions, questions about the meaning of life, questions that express a desire to discover what good living is and how to shape this. More information about the student chaplain can be found on the website.

Integrity coordinator

The integrity coordinator supervises and implements the integrity policy and functions as a point of contact. The tasks of the integrity coordinator are

- monitoring the implementation of the integrity policy;
- acting as a central information point and guardian of the coherence and completeness of regulations, research, and enforcement;
- serving as a contact point for reports on integrity violations (with the exception of undesirable behavior and scientific integrity and the situations to which the Whistleblower Regulations apply);
- coordinating and investigating reports on integrity violations on behalf of the Executive Board.

⁸ Violations of integrity occur in the case of:
- conflicts of interest;
- manipulation or misuse of information (with the exception of scientific integrity);
- abuse of power or position;
- incompatible positions/activities;
- crimes such as theft, embezzlement, fraud, or corruption;
- abuse of university property.



The integrity coordinator can also refer to one of the other officials such as confidential advisors, deans of students, or student psychologists. The integrity coordinator reports directly to the President of the Executive Board and also has access to the chair of the Audit Committee and/or the Board of Governors. More information can be found [on the website](#).

Internal procedures reporting and investigating suspicions of integrity violations

Integrity Violations

In the event of undesirable behavior and/or scientific integrity violations, other procedures apply that are included in the complaints procedure for undesirable behavior and/or complaints procedure for scientific integrity or situations to which the Whistleblower Regulations apply.

Integrity violations occur in the case of:

- conflicts of interest;
- manipulation or misuse of information;
- abuse of power or position;
- incompatible positions/activities;
- crimes such as theft, embezzlement, fraud, or corruption;
- abuse of university property.

Duty to report

Managers and program coordinators must always report any suspected breach of integrity to their Division or School Director.

Division or School Directors must always report any suspected breach of integrity to the integrity coordinator.

Investigation into compliance with the Code of Conduct

If, whether or not following a notification or complaint, the Executive Board has a concrete suspicion that this Code of Conduct or specific rule of conduct is not complied with, the Executive Board may give instruction to enter into a joint discussion on the matter, to conduct a (personal) investigation, or to carry out a risk analysis.

A personal investigation of employees, students, and guests is conducted as follows:

- The integrity coordinator examines whether a notification is admissible and how best to deal with it. This depends on the severity, nature, urgency, and extent of the suspicion.
 - If the notification is related to undesirable behavior or scientific integrity, the integrity coordinator will refer to the confidentiality advisor or the confidentiality advisor scientific integrity.
 - If the notification is related to a situation to which the Whistleblower Procedure applies, the Integrity Coordinator refers, depending on the report, to the supervisor, promoter or student counselor, or the confidential adviser or the Whistleblower House.
- The integrity coordinator is authorized to discuss the notification and initial findings with the Legal Affairs team and/or the Director Human Resources and may seek advice from them.
- The integrity coordinator advises the Executive Board (and the relevant Director) on how to handle the notification.
- In some cases, a manager can handle a notification him/herself and the integrity coordinator offers advice on how to handle the issue or makes recommendations for improvement.
- In those cases in which the Executive Board, after prior advice from the integrity coordinator, considers that the seriousness of the notification gives rise to further investigation, the Executive

Board commissions a (preliminary) fact-finding study.

- After prior advice from the Legal Affairs team and based on instructions from the Executive Board, the integrity coordinator is authorized to gain access to the Tilburg University account and data carriers and to conduct research using public sources (social media, etc.).
- The intensity of the investigation will be determined after weighing the proportionality (justified purpose and privacy of data subjects) and subsidiarity (least burdensome and infringing option preferred) of the investigation. If possible, the person(s) concerned are informed of a personal investigation in advance and, in any case, afterwards.
- In the case of personal investigations, there is always an oral hearing with the person(s) concerned prior to the final determination of the outcome of the investigation.

Fraud and plagiarism in education

If a lecturer or invigilator detects fraud during a paper, thesis or examination, or if he or she suspects it, he or she can draw up an official report and confiscate any evidence. The official report is sent to the School's Examination Board together with the work. In the case of plagiarism, the lecturer concerned will report this to the Examination Board.

Which sanction a student can expect in case of fraud or plagiarism depends on the seriousness of the fraud committed. The Examination Board may impose one or more of the following measures:

- in all cases: the invalidation of the examination;
- exclusion of a maximum of five specified examinations, whereby the Examination Board takes into account the candidate's study phase;
- in case of fraud when writing a paper or thesis: writing a new paper or thesis.

As soon as the Examination Board has determined the sanction, it will inform the student of this in writing. If you, as a student, do not agree with the measure or sanction imposed, you can lodge an appeal with the [Examination Appeals Board](#).

Scientific Integrity

In the event of non-compliance with the Code of Conduct on Research Integrity, a complaint may be submitted to the Academic Integrity Committee, and the Executive Board may request this Committee to carry out further (factual) research. The Academic Integrity Committee investigates the complaint and advises the Executive Board. See: Tilburg University Complaint Procedure Scientific Integrity.

Cooperation with investigation

A defendant—an employee, student, or guest against whom a complaint concerning undesirable behavior has been submitted in accordance with the [Complaints Procedure Undesirable Behavior](#) or the [Complaints Procedure for Scientific Integrity](#) or any other Regulations—is expected to cooperate in the investigation of the complaint, to settle the possible dispute, and then to act in accordance with any specific measures.

Sanctions and measures

The Executive Board is authorized to determine whether, and to what extent, this Code of Conduct or a special rule of conduct has been breached.

If the Code of Conduct or a special rule of conduct has been violated, the Executive Board will consider whether it is possible and desirable to impose a sanction or measure. Of course, a sanction must be appropriate and proportionate. The Executive Board is authorized to impose legal sanctions in serious cases, such as a reprimand, transfer, downgrading, or dismissal. In the event of serious violations, the Executive Board is also authorized to suspend or cancel a student's enrollment. In less serious cases, the Executive Board may opt for a warning or other measure.

The Executive Board may decide to turn to bodies responsible for external supervision or those that are authorized to impose (other) administrative, disciplinary, or criminal sanctions.

Tilburg University always reports a criminal offence to the police.

Further details and guidelines

- [Confidential Advisors](#)
- [Complaints and appeals for students](#)
- [Complaints Procedure Undesirable Behavior](#)
- [Whistleblower Regulations](#)

⁹ Or a person mandated or authorized by the Executive Board (see Mandate and Power of Attorney Regulations).

Complaints Committee for Aberrant Behavior

Complaints procedure for undesirable behavior

Undesirable behavior including (sexual) harassment, aggression, violence, and discrimination is not permitted. If it happens, you should contact one of the confidential advisors who will act as your first point of contact. You can also submit a complaint about this to the Complaints Committee for Aberrant Behavior. The confidential advisor can support you in this.

The complaints procedure focuses on the handling of complaints about the following forms of undesirable behavior:

- Direct or indirect undesirable statements or actions, which are expressed in verbal, non-verbal, or physical conduct towards a person, which is considered undesirable and unwanted by that person and constitutes a violation of his or her integrity in such a way that this leads to psychosocial (work or study related) pressure, which includes (sexual) intimidation, discrimination, aggression, violence, and bullying in circumstances that are directly related to the performance of studies or work.
 - Sexual harassment: any form of verbal, non-verbal, or physical conduct of a sexual nature, which has the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating, or offensive environment.
 - Discrimination: treating an employee, student, or guest differently from how anyone else is, has been, or would be treated in a comparable situation on the grounds of religion, philosophy of life, political affiliation, race, gender, nationality, homosexual or heterosexual orientation, marital status, age, disability, chronic illness, or on any other grounds as referred to in Article 1 of the Constitution.
 - Aggression and violence: incidents in which an employee, student, or guest is mentally or physically harassed, threatened, or attacked under circumstances that are directly related to the performance of work or studies.
 - Bullying: all forms of intimidating behavior of a structural nature by one or more employees (colleagues, supervisors) or students directed against an employee or student or a group of employees or students.

More information about the complaints procedure can be found at [Complaints Procedure Undesirable Behavior](#).

Official complaints must be submitted in writing to the Complaints Committee for Aberrant Behavior. The committee investigates the complaint and advises the Executive Board. Complaints can be submitted to (stating personal and confidential on the envelope):

Tilburg University
Complaints Committee for Aberrant Behavior attn. the official secretary
Room C125
PO Box 90153
5000 LE Tilburg

Central Disputes and Complaints Desk students

Central Disputes and Complaints Desk students

If you have a complaint as a student or do not agree with a certain decision, there are a number of possibilities to do something about it.

- [The website of the Central Disputes and Complaints Desk](#), which was set up pursuant to Article 7.59(a) of the Dutch Higher Education and Research Act (HERA), provides information on submitting complaints, objections, and appeals.
- If you are a student enrolled at Tilburg University, you can also submit an online complaint, objection, or appeal via this site.

More information can be found on the website.

Complaints procedure for scientific integrity

Netherlands Code of Conduct for Research Integrity

Tilburg University subscribes to the [Netherlands Code of Conduct for Research Integrity \(2018\)](#). This Code applies to all research projects and activities started after October 1, 2018. For research projects and activities that started before October 1, 2018, the [Netherlands Code of Conduct for Academic Practice \(revised version, 2014\)](#) applies.

More information about support for researchers in the various phases of their research, contacts and procedures concerning scientific integrity can be found on the [intranet page](#).

Suspected violation of scientific integrity and submitting complaints

If you suspect a violation of scientific integrity, you can contact the [confidential advisor on academic integrity](#). The confidential advisor mediates or gives advice on submitting a complaint to the Academic Integrity Committee. It is possible to submit complaints anonymously.

Official complaints must be submitted in writing to the Executive Board or to the [Scientific Integrity Committee](#). The Committee investigates the complaint and advises the Executive Board. Complaints can be submitted to :

Tilburg University
Executive Board
Room C125
PO Box 90153
5000 LE Tilburg

The Executive Board and the Scientific Integrity Committee can also be reached by e-mail: cwi@tilburguniversity.edu.

Advice on the initial opinion of the Executive Board may be requested from the National Board for Research Integrity (Landelijk Orgaan Wetenschappelijke Integriteit (LOWI)), an independent advisory body of the KNAW, VSNU, and NWO. See also the LOWI regulations.

More information can be found at [Complaints procedure scientific integrity Tilburg University](#).





Whistleblower Regulations

Whistleblowing can be described as the disclosure, by an employee or student, of misconduct, or the suspicion thereof, which takes place under the responsibility of Tilburg University and for which an important public interest is at stake. This concerns, among other things, misconduct at Tilburg University that pose a threat to public health or misconduct in which the public interest is at stake due to a (threatening) flagrant violation of statutory regulations by Tilburg University.

Use the Whistleblower Regulations to report suspicions of misconduct. These Regulations protect you from harm to your position as a result of your report. The Whistleblower Regulations are drafted to contribute to an honest and transparent organization and good governance.

More information can be found at [Whistleblower Regulations](#).

