

# Good scientific practices, responsible and ethical research

Most of the information below (incl. this document) can be found on the website 'Ethics and integrity in research'  
<https://www.uni-lj.si/en/research/ethics-and-integrity-in-research>

University Office for Research  
Unit for Research Ethics and Integrity



Contact/Document custodians:  
REI@uni-lj.si

## Codes of ethics and integrity

The European Code of Conduct for Research Integrity (ALLEA code) defines ethical principles, standards, and good research practices, as well as violations of research integrity.

The Code of Ethics for Researchers at the University of Ljubljana addresses general ethical issues that arise in all research work.

The Code of Ethics of the University of Ljubljana contains the fundamental values of the university, its goals, and the minimum ethical conduct expected of its employees and students.

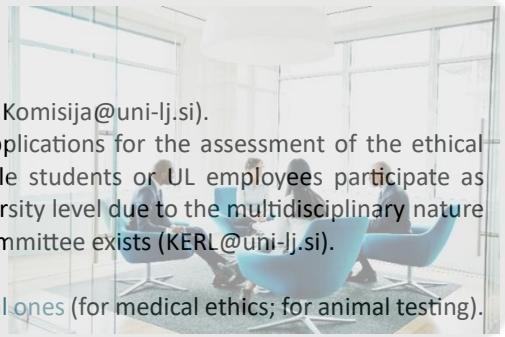


## Committees for assessment of various ethical issues

University committees:

Committee for Ethical Issues (KEV UL) assesses violations of ethics and integrity (Eticna.Komisija@uni-lj.si).

Committee on Ethics in Research Involving Human Subjects (KERL UL) decides on applications for the assessment of the ethical adequacy of research conducted within the framework of UL or in which third-cycle students or UL employees participate as researchers, and which involves work with people and must be carried out at the university level due to the multidisciplinary nature of the research or because the researchers come from a UL member where no such committee exists (KERL@uni-lj.si).



Committees at UL members (FSD, FŠ, FF, PEF, FDV, EF, BF, FU, NTF, TEOF, FRI) and national ones (for medical ethics; for animal testing).

## Ethics assessment of research

Research involving human subjects should follow the Guidelines for Ethical Conduct in Research Involving Human Subjects (UL). General ethics guidelines for various research areas can also be found in the Guidance – Ethics in Social Sciences and Humanities (EU/Horizon Europe) and in the EU Guidance on How to Complete your Ethics Self-Assessment.

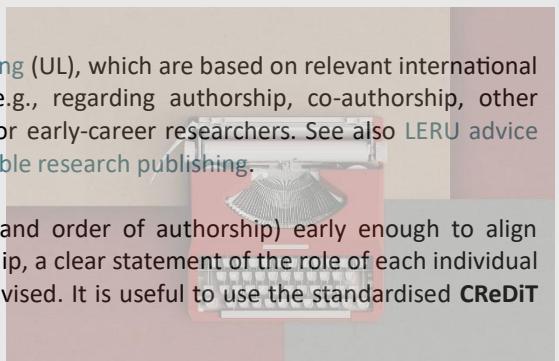


If the research involves the processing of personal data (which often accompanies research involving people), the General Data Protection Regulation (GDPR) and the Personal Data Protection Act (ZVOP-2) must be complied with.

Submit your application for ethical review of your research to the appropriate authority at the national or university level or at the level of UL members (see previous section); the research protocol approved by them must then be followed in full.

## Ethical publishing of research results

When publishing, follow the Guidelines on Ethical Conduct in Scientific Publishing (UL), which are based on relevant international and university documents and contain principles and general guidance (e.g., regarding authorship, co-authorship, other contributions, violations, UI), as well as a special section intended primarily for early-career researchers. See also LERU advice paper on responsible and equitable authorship and COPE guidance on responsible research publishing.



Agree on **authorship or co-authorship** (including anticipated contributions and order of authorship) early enough to align expectations and avoid potential misunderstandings. In the case of co-authorship, a clear statement of the role of each individual author in the publication itself or in an '**Author Contribution Statement**' is advised. It is useful to use the standardised **CRediT** (Contributor Roles Taxonomy) list of roles.

**Citing affiliation with UL** is mandatory for all works prepared during employment at UL. This also applies to all publications related to research work within the framework of doctoral studies, even in cases where the doctoral student, mentor, and co-mentor are employed by another organisation (Rules on Doctoral Studies). In line with the UL Senate decision of 23 Oct. 2018, all publications must first mention the name of the University of Ljubljana, then its UL member, and finally the internal unit of its member.

In addition to the **national researcher code** (assigned by ARIS), it is advised to also obtain an **ORCID number**, which is a free, unique, permanent identifier for researchers and ensures your recognition in the international research community.

## The use of (generative) Artificial Intelligence

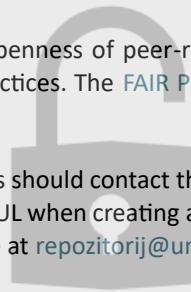
When using GenAI, it is necessary to follow the [UL Recommendations on Using Artificial Intelligence](#) and the [Living Guidelines on the Responsible Use of Generative AI in Research \(EU\)](#). The advice of Digital UL, which regularly monitors this field and provides information on new developments, is also useful. It is important to note that GenAI cannot be the author. The author must acknowledge the use of AI tools in their work, while remaining fully responsible for the use of GenAI tools, which is why it is important to check the results provided by the tool and be aware of its limitations.

With regard to the development, use and deployment of AI in general (not just Gen UI), the [Ethics Guidelines for Trustworthy Artificial Intelligence \(EU\)](#) should be taken into account.



## Data management and Open Science

[Open science at UL](#) is based on sharing the results of scientific research, committing to immediate openness of peer-reviewed publications, and handling research data in accordance with FAIR principles and other open science practices. The [FAIR Principles](#) support the Findability, Accessibility, Interoperability, and Reuse of research data.



To store articles and other publications in the [Repository of the University of Ljubljana \(RUL\)](#), researchers should contact the home library of the UL member institution to have the appropriate version of the publication file stored in the RUL when creating a COBISS bibliographic record. UL researchers can deposit research data in the RUL themselves or request storage at [repozitorij@uni-lj.si](mailto:repozitorij@uni-lj.si).

In addition, the Faculty of Social Sciences (FDV) operates the [Social Science Data Archives](#) – a national data centre for research data in the social sciences and humanities, while the Faculty of Arts (FF) operates the [Common Language Resources and Technology Infrastructure, Slovenia](#). The University of Ljubljana also has a network of data advisors and contact persons to support the handling of research data, with a central e-mail address for questions: [raziskovalni.podatki@uni-lj.si](mailto:raziskovalni.podatki@uni-lj.si).

## Research security

Research security concerns in particular security against misuse or undue influence by third countries. It refers to anticipating and managing risks related to:

- (a) undesirable transfer of critical knowledge and technology that may affect the security of the Union and its Member States, for instance if channelled to military or intelligence purposes in third countries;
- (b) malign influence on research where research can be instrumentalised by or from third countries in order to inter alia create disinformation or incite self-censorship among students and researchers infringing academic freedom and research integrity in the Union;
- (c) ethical or integrity violations, where knowledge and technologies are used to suppress, infringe on or undermine Union values\* and fundamental rights, as defined in the Treaties ([Council Recommendation on Enhancing Research Security](#)).



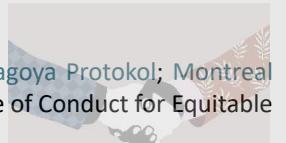
In the case of planned international cooperation, diligently check your potential partners and their institutions, assess the above-mentioned risks of cooperation (also in relation to the field of research) and address them appropriately (i.e., envisage measures to eliminate, reduce or mitigate these risks). On this basis, decide whether cooperation is (un)acceptable or under what conditions.

## Research integrity in a broader context

**Benefit sharing** is important from the perspective of integrity for equitable research partnerships ([Nagoya Protocol](#); [Montreal Statement on Research Integrity in Cross-Boundary Research Collaborations](#); [TRUST Code: A Global Code of Conduct for Equitable Research Partnerships](#)), which includes implementing [data equity](#).



Responsible research includes also an assessment of the **broader impact on society and nature** from [sustainability](#) perspective.



**Integrity in research organisations/UL** also includes avoiding or declaring [conflicts of interest](#) at UL and respecting restrictions and rules regarding the [accepting of gifts](#) at UL. The UL Integrity Plan is accessible to all UL employees on the UL intranet (see the link on the subpage [Integrity](#)).



**A safe, respectful, and inclusive working environment** is also crucial for research integrity (see the [Cape Town Statement](#) on Fostering Research Integrity through Fairness and Equity). This includes zero tolerance towards violence (see [Zero-Tolerance Code of Conduct: Counteracting gender-based violence, including sexual harassment \(EU\)](#)), in relation to which the UL has adopted special [Rules on Measures Against Violence, Harassment and Bullying](#), which also establishes the institution of [Trusted Persons](#) at all UL member institutions. The UL Rectorate also has an Office for [Equality and Inclusion](#).

