


CODE OF CONDUCT

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Guide for DIKU students and staff



Welcome to DIKU.

**Our goal is to promote excellence
in computer science education
and research.**

We strive to have a respectful, inclusive and diverse environment, and encourage open and critical academic discussion.

The purpose of this code of conduct is to outline the main norms and proper conduct for staff and students in our Department, and clearly communicate existing regulations, protocols and pathways for reporting offensive behavior at DIKU, in compliance with official guidelines by the University of Copenhagen.

Scope

This code of conduct applies to staff and students. It concerns all activities taking place at our facilities and digital learning spaces, as well as to any DIKU related activities that might take place elsewhere such as conferences, Study Start trips, work trips and study trips.

This code of conduct also applies when an individual is officially representing DIKU in public spaces. Examples include using an official DIKU e-mail address, posting via an official DIKU social media account, or acting as an appointed representative at an online or offline event. Guidelines for Responsible Conduct of Research at UCPH are out of the scope of this document, and can be found [here](#).

We strive to create a **welcoming** and **respectful** environment

A key value for the University of Copenhagen is to encourage an open and critical academic discussion. Academic freedom does however not exempt staff and students from behaving properly and communicating constructively, also in situations of disagreement.

OPEN & ACCOMMODATING

Being open and respectful of differing opinions, viewpoints, and experiences

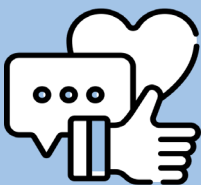


INCLUSIVE

Focusing on what is best not just for us as individuals, but for the overall community

CONSTRUCTIVE

Giving and accepting constructive feedback



RESPONSIBLE

Accepting responsibility and apologizing to those affected by our mistakes, and learning from the experience

RESPECTFUL

Respecting DIKU's facilities by following the current regulations of the Faculty of Science and DIKU



Examples of **unacceptable** behaviour

- Offensive behavior such as **sexual harassment**, which include: unwanted touching, unwanted requests for sexual contact, obscene jokes and comments.
- Offensive behavior such as **bullying**, which include: being ridiculed or yelled at, slander, unfair denigrations of students and employees' performances and skills, unfair removal of responsibility for tasks.
- Offensive behavior such as **denigration on the grounds of race, religion or faith, political views, sexual orientation, gender, age, disability, national, social or ethnic origin.**
- The unnecessary use of **sexualized imagery** or language in classroom settings and in student activities such as orientation weeks' (including Study Start trips).



UCPH guidelines

More information about UCPH guidelines on offensive behavior can be found [here](#).



Reporting pathways for students

STUDENT SERVICES

Contact the Student Services. Weekday 9-12.30 (closed Wednesday): (+45) 35 33 35 33 or studenterservice@science.ku.dk.

Your enquiry will be handled confidentially (unless the legislation stipulates that information should be disclosed in exceptional circumstances).

If the situation cannot be resolved with the help of the Student Counselor, please contact the Student Ambassador or Head of Department or the Head of Studies.

[Read more about the complaint process here.](#)

If the offensive behavior involves either the Head of Studies or the Head of Department, please contact their next-level manager. [Read more about the process in the here.](#)

If you have experienced a criminal offence such as rape, attempted rape, violence, racism or similar, we urge you to contact the Police.

Emergency: (+45) 112,
Non-emergency (+45) 114.

If you have experienced rape or attempted rape, you can also get in touch with the Centre for Victims of Sexual Assault at Rigshospitalet, regardless of whether you decide to report to the police or not. In case of emergency a nurse at the centre is ready to help you 24/7: (+45) 35 45 50 32.

If you have experienced any form of online harassment or offensive behavior, you can also contact the StopChikane hotline for personal advice. Monday, Wednesday, Thursday 11-16: (+45) 28 83 40 70



Reporting pathways for staff

You can contact your [Union Representative](#) at DIKU or the [Occupational Health and Safety Representative](#). Your enquiry will be handled confidentially. Read more about the complaint process in the [Employee Guide](#).

You can contact [your line manager](#). Read more about the complaint process in the [Employee Guide](#).

If the situation involves your manager, you can contact [their next-level manager](#).

If you are a member of a [union](#), you can also choose to contact them.

[The Danish Working Environment Authority Hotline](#) offers professional advice on offensive behavior and harassment, and your inquiry will be confidential.

[The University Psychological Counselling](#) service offers confidential counselling to UCPH staff. Contact Prescriba. Weekday 8-20 and 24 hours a day, all year round for urgent crisis counselling. Prescribas counsellors will help you to identify the right help and refer you to a psychologist.

If you have experienced criminal offences such as rape, attempted rape, violence, racism or similar, we urge you to contact the [Police](#). Emergency: (+45) 112, Non-emergency (+45) 114.

If you have experienced rape or attempted rape, you can also get in touch with the [Centre for Victims of Sexual Assault](#) at [Rigshospitalet](#), regardless of whether you decide to report to the police or not. In case of emergency a nurse at the centre is ready to help you 24/7: (+45) 35 45 50 32.

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Student

Students can find more detailed information about offensive behavior at [The Student Ambassador's site](#).



Employee

As a UCPH employee you can find more detailed information on the protocols and how cases are handled by reading the University of Copenhagen's official [Guidelines for the prevention and dealing with allegations of offensive behavior, including bullying and sexual harassment](#).