

# **ETHICAL CODEX OF THE UNIVERSITY OF ECONOMICS, PRAGUE**

The complete reading of the Ethical Codex of the University of Economics, Prague, dated September 23, 2013

## **Preamble**

In compliance with the mission of the University of Economics, Prague as one of the top centres of learning, independent knowledge and creative activities in the Czech Republic, which provides the same study and work opportunities to all its students, teachers, and scientific workers based on their working positions and regardless of their nationality, race, gender, origin, sexual orientation, physical and cultural differences, family status, age or religion, the members of the Academia and employees of the University of Economics, Prague, assume and undertake the present Ethical Codex, by which they stand up for the indicated values while representing their University and fulfilling their tasks.

## **Part I – General Principles**

Each member of the Academia and each employee of the University of Economics, Prague, shall:

1. Adhere to a high standard of moral principles and ethical rules in his/her work and/or studies.
2. Not defend or cover up non-ethical acts even if such doings were pseudo-justified by purposefulness, obedience or loyalty.
3. Defend the freedom of thinking, research, expression of thoughts and of the opinion and information exchange, as well as honour the variability of opinion in the Academia. He/She regards educational, scientific, artistic and generally all creative work as integral contributions to the development of human knowledge and culture and defends them from unjust doubts or abuse. At the same time he/she keeps a critical detachment from the outcome of his/her own work and the findings and conclusions achieved, does not avoid discussion and listens to factual arguments. His/Her approach to the work of other members of the Academia and/or employees of the University of Economics, Prague, shall always be objective and critical, but at the same time respectful and considerate.
4. Continuously develop his/her abilities, extend and deepen his/her knowledge and skills in his/her professional area of expertise as well as in general educational work or studies.
5. Behave honestly and politely to all people he/she meets on the University premises, respect their opinions and not disturb or restrict them at their work and activities for the University. Conform to the rules of etiquette when on the University premises as well as during internships, study stays and other professional and study activities outside of the University premises.
6. Without consent of the person(s) concerned, he/she shall not make any – whether video or audio – recordings of their personal actions, shall not distribute any such recordings and shall prevent any and all third parties from such distribution.
7. Adhere to correctness and objectivity of all forms of testing and verifying the students' knowledge. He/She shall not, without explicit consent from the author, pass or distribute in

any study materials, trial tests, test questions or any other confidential materials to be used for testing and verifying the students' knowledge.

8. He/She shall use the University equipment considerately and in compliance with his/her obligations, and protect such equipment from abuse or damage to the maximum possible extent. He/She shall not use illegal software when using IT equipment, and shall adhere to the rules for all work performed within the University computer network.

9. He/She shall act as an ambassador of respect and goodwill of the University of Economics, Prague, and shall contribute to these standards by his/her activities and behaviour.

## **Part II – Principles of Educational Work**

Each academic worker shall:

1. Always behave towards students on the basis of correct, demanding but sensitive evaluation of their abilities, knowledge, diligence and other personal characteristics. He/She shall communicate with students in an open, correct and collegial way, not descending to underestimating, humiliating or discrediting them.
2. Be fair towards students, not requiring them to perform in activities that are obligations of his/hers own, never seizing students' work and/or results achieved by them. He/She shall not enable students to get unjust advantages at their studies and at the testing and verifying of the students' knowledge. He/She shall be unbiased and objective when grading.
3. Shall endeavour for educational influence not only by high-quality teaching and training, but also by his/her personal example and adherence to the prescribed rules for the teaching.
4. Shall, fully and with initiative, be involved in the teaching and education of students, helping the development of their independent and critical thinking, supporting universal improvement of their qualifications and professionalism, creative and publication activities, helping them in finding external contacts, including international ones. He/She shall willingly pass his/her experience and skills to them.
5. Shall draw adequate conclusions in instances of students' possible failures or non-ethical behaviour.

Each student shall:

1. Attend the courses he/she is registered for, to increase and deepen his/her knowledge to the maximum possible extent; arriving in time for lectures and workshops and not leave them in an untimely manner. Behave during the teaching in a way not preventing the proper teaching process, follow the teachers' instructions and speak only with the teachers' consent.
2. Be cooperative within teamwork, respecting and honestly admitting his/her colleagues' contributions to the content and methodology of the final result.
3. Only submit his/her original work as workshop final works and theses; such texts shall be the result of his/her own personal study, and no work shall be used for fulfilling more than one study obligation.
4. Not commit non-ethical or fraudulent acts; such acts in particular include:
  - plagiarism (the use of the results of someone else's mental or other activities, and presenting them as their own),
  - fabrication of data and stating untrue information (falsification of study documents, modifying data, submitting incomplete data, purpose-driven

misinterpretation of information, wilful utilisation of erroneous information, methods, processes or conclusions),

- fraudulence in testing and verification of the students' knowledge (unauthorised use of notes and other aids, communications with others, unauthorised use of someone else's answers, acting in place of some else or being thus replaced, and deviations from the instructions given by the teachers).

5. Not try to obtain unjust advantages during the studies and/or the testing and verification of the students' knowledge.

### **Part III – Principles of Scientific, Artistic and Other Creative Work**

Each member of the Academia:

1. Shall focus his/her research and other creative activities towards the extension of the frontiers of human knowledge, education, and tangible and intangible values. He/She shall always be particular in avoiding risk to people, their freedom and moral standards, social order, and the rule of law.

2. Is aware of his/her responsibility for the objective, reliable and exact character of his/her research and respect the limits of the methods utilised. Shall not replicate research carried out elsewhere unless such replication is necessary for verification, completion or comparing results.

3. When publishing his/her findings and results, he/she shall always be careful about their completeness, verifiability and objective interpretation. After publication, he/she shall retain the primary data and documentation for a period of time usual in the respective field, unless such archiving is prevented by legal regulations or other rightful requirements. If he/she has found an error in his/her own publications, he/she shall take all steps necessary for the remedy and shall not try to keep such errors secret or camouflage them.

4. Shall share his/her results, unless subject to rightful confidentiality regulations, with the scientific, professional or artistic public. The general public shall judiciously be informed about his/her results only after such results are verified and have been published in professional media.

5. Shall present himself/herself as the author or a co-author of the results only if he/she has achieved them by himself/herself or has, significantly and in a creative way, contributed to achieving them.; he/she shall consistently avoid any form of plagiarism. He/She shall objectively recognise in all publications the contributions made by others; and shall provide a clear and exact citation of the respective source as appropriate. He/She shall refer to major works even if they disagree with his/her own results and opinions.

6. Review and other evaluation activities shall be carried out in person, independently and with great care. Statements of opinion shall be executed responsibly and with respect to the area of his/her expertise; he/she shall resist external pressure and shall, to the maximum possible extent, base them on objective criteria and comply with the instructions from the party requesting the statement; he/she shall require the same attitude from everyone who participates in the given proceedings.

7. Respect and protect the authors' intellectual property rights regarding manuscripts, proposed projects or reports, and works of art; he/she shall not use the data contained in the reviewed sources for any purposes different from the statement of opinion requested, and

he/she shall not disclose any such data to any third parties. He/She shall not extend the time limit for the execution with the goal to achieve advantages for himself/herself or a third party.

8. Recuse himself/herself from executing statements of scientific, professional or artistic opinion if the conclusions might be influenced by his/her personal interests, or shall clearly point out this circumstance; he/she shall avoid any wilful conflict of interests.

9. He/She shall endeavour to use the provided financial and material means purposefully and efficiently.

#### **Part IV – Ethics Committee of the University of Economics, Prague**

1. The Ethics Committee of the University of Economics, Prague is established to assess impulses submitted with respect to the adherence to the Ethical Codex of the University of Economics, Prague.

2. Details of the Ethics Committee are provided for in the Rules of Procedure of the Ethics Committee, issued by Rector after discussion with the Academic Senate of the University.

#### **Part V – Final Provisions**

1. The present Ethical Codex becomes valid, effective, and binding on the members of the Academia on the first day of the calendar month immediately following the date on which the Codex is approved by the Academic Senate of the University. With respect to other employees of the University, the present Ethical Codex becomes binding on the date on which it is approved by the relevant Trade Union body.

2. The present Ethical Codex was approved on March 4, 2013.

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Amendments to the Ethical Codex of the University of Economics, Prague were approved by the Academic Senate of the University in Prague, on September 23, 2013.

Such amendments to the Ethical Codex of the University of Economics, Prague become valid on the date on which they are approved by the Academic Senate of the University of Economics, Prague.

Prof. Václav Riedlbauch, original signature

Chairman of the Academic Senate of the University of Economics, Prague