

Rector's Directive No. 1/2018				
The Ethics Code for the TUL Employees and Students				
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PREAMBLE

Rules of ethical behaviour and conduct create the prerequisites for maintaining desirable moral standards designed to prevent conflict situations among employees, between employees and students, between employees and third parties, and conflicts of interest, and help improve the relations between the academic community and the general public. The Ethics Code for Employees and Students of the Technical University of Liberec ("the Ethics Code") formulates basic ethical principles of behaviour and conduct. The Ethics Code is binding for all TUL employees and students concerned, while maintaining academic freedoms primarily in the sense of free will and decision-making in the area of teaching students, freedom in self-education, freedom of scientific research, including the choice of research subject matter and methodology. An important aspect of academic freedom of employees and students is the principle of free expression of opinion and freedom of communication.

Academic freedoms and rights guaranteed by the Higher Education Act are inextricably linked to the rules of ethical conduct and behaviour of members of academic communities in universities. Education is one of the basic human values and a means of discovering the world and oneself, as well as adopting universal moral principles. Scientific, pedagogical and other professional activities should be based on respect for truth, freedom of research, verification and honest publication of its results, open knowledge transfer, and critical debate on all aspects of academic work. The need to formulate a system of ethical rules in the form of a code of ethics is based on the historical role of universities as bearers of education, free research, cultural, economic and social development of society. Universities are not a community closed to the outside world and do not fulfil their roles for themselves or members of their academic communities. They are expected, as was the case in the past, to formulate and respect the rules of ethical conduct that will have wider societal reach.

1. General Principles

A TUL employee and student:

- a) Complies with the laws and other legal regulations, including the internal regulations and standards of the Technical University of Liberec.
- b) Maintains a high standard of adhering to moral principles and ethical principles in his/her work, complies with basic rules of interpersonal relationships and good behaviour. Fully respects the principles of this Code and requires adherence to the rules from others.
- c) Acts morally and honestly, does not defend and cover unethical behaviour and conduct, even if such conduct or action is justified by purposefulness, obedience and loyalty. Respects the principles of collegiality and academic cooperation. Possible critical suggestions that he/she submits are based on facts.
- d) An academic, pedagogical and/or scientific employee considers educational, scientific, artistic and generally creative work to be an integral contribution to the development of human knowledge, culture, innovation and the general good, and defends it against unfair doubting or misuse; carefully observes and disseminates the principles of reliable and credible scientific, artistic and other creative work in public, in the circle of his/her collaborators and especially among students.
- e) An academic, pedagogical and/or scientific employee continuously develops his/her abilities, extends and deepens his/her knowledge and skills in the field of his/her professional focus and general pedagogical work.
- f) Retains his/her criticism towards the results of his/her own work, the findings and conclusions achieved, approaches the results of his/her colleagues and students objectively, critically, but collegially, is open to discussions and arguments. Applies criticism and alternative views adequately.
- g) An academic, pedagogical and/or scientific employee guards freedom of thought, research, expression, exchange of opinions and information. In his/her scientific or other creative work and in pedagogical activity, he/she does not adhere to biased ideological or irrational approaches, rejects anything that can offend human dignity or jeopardize the proper functioning and development of human society. He/she honours academic equality in professional debate.
- h) Rejects discrimination based on gender, race, ideology, religion, nationality, age, sexual orientation or physical handicap.
- i) Does not use the academic ground for promoting the interests of political parties and movements.
- j) Does not use his/her position, whether academic or at any level of organizational structure, for personal benefit or the benefit of third parties, or any kind of discrimination. He/she is critical of the abuse of one's position in their neighbourhood.
- k) S/he respects his/her position in the TUL structure and respects its hierarchical organization.
- l) Protects the intellectual property of the results of his/her work and adheres to the rules given for such purposes. Respects the copyrights of others and does not violate them. Quotes properly the ideas that are taken over and does not publish them as his/her own.

2. Principles in Pedagogical Work

TUL academic and pedagogical staff:

- a) In teaching, evaluating educational outcomes, testing, and any other contact with students on university ground, they approach the students objectively and impartially.
- b) Communicate with students in an open and correct manner, do not resort to underestimating, humiliating, and discrediting them in any possible way.
- c) When classifying the learning outcomes, they act impartially, objectively and transparently, always applying a collegial way of dealing with students.

- d) By their behaviour, they set an example to students, they teach their subjects at an adequate level of contemporary knowledge, pass on their knowledge, skills and experience on to students. They respect the established rules of the organization of teaching.
- e) Always behave fairly to students, do not abuse their teacher's authority towards students, and do not require activities from them that belong to the teachers' own duties, do not take credit for the students' work and their achievements.
- f) Devote themselves fully and actively to the group and individual teaching and education of students, help develop their independent and critical thinking, thinking in context, support universally their qualification growth and professional development, creative and publishing activities, help them establish external contacts including international ones.
- g) Draw reasonable consequences from possible failures and unethical student conduct or behaviour.

A TUL Student:

- a) Respects the status of the academic staff of the TUL and the academic freedom of the staff in the declared sense.
- b) Communicates with all TUL employees in an open and correct manner, does not resort to underestimating, humiliating, and discrediting them.
- c) Does not cheat on the examinations and does not enable others to cheat. Does not disrespect the results of his/her work or the work of others.
- d) Does not put emotional or other pressure on an academic staff member with the objective of gaining an advantage.

3. Principles for Scientific, Artistic and Other Creative Activities

A TUL academic and scientific employee and a student:

- a) Focus their research, or their artistic or other creative activities on the extension of the boundaries of human knowledge, the development of artistic and cultural values, education, technical innovations etc. Always ensure that the results of their work are to the benefit of society.
- b) Always take care that these activities do not endanger co-workers, society, the environment, material, cultural and ethical values.
- c) Accept responsibility for the quality and credibility of their research and respect the limits of the methods used. Ensure that the procedures and results of the scientific work are reviewable.
- d) Do not disrespect scientific procedures and respect a different scientific opinion.
- e) When publishing their findings and results, they ensure that these are complete, verifiable and objectively interpreted.
- f) After publishing the results, they store primary data and documentation for a period of time customary in the relevant field, unless this is made impossible by other legitimate obligations or regulations.
- g) Ensures the efficient and effective use of the resources provided to them for research, artistic or other creative activity.
- h) Do not duplicate research conducted elsewhere unless it is necessary to verify, supplement or compare its results.
- i) Pass their results on, unless it is subject to legitimate secrecy, to the scientific, professional or artistic public. Deliberately inform the general public about the scientific knowledge gained only after the examination and publication in professional media.
- j) Present themselves as the authors or co-authors of the results only if they have achieved them or contributed to them in an important creative way; consistently avoids any form of plagiarism.
- k) Adhere strictly to the principles of intellectual property; in publications, acknowledge objectively the contributions of their colleagues and predecessors, always citing a clear and precise reference to the relevant source.
- l) Cite essential works even if they are inconsistent with his results and opinions.

- m) Do not fragment their results, i.e. do not divide them unnecessarily into multiple publications in order to increase their number.
- n) If they discover an error in their publications, they will take all necessary and possible steps to remedy it, do not try to conceal or mask it.
- o) Shall they lead a research team, they act in accordance with ethical principles, ensure correctness and openness in mutual communication, as a member of the team, they respect the opinion of others, honour the principles of collegiality and treat colleagues with reasonable criticism, which they apply in the same extent to all their own scientific and creative activities.
- p) Perform assigned review, peer-review, or other evaluation activity in person, independently, and thoroughly.
- q) Protect the intellectual property of the authors of the manuscripts, drafts of projects and reports, works of art considered, etc., do not use the data contained in the evaluated documents for any purpose other than the elaboration of the relevant review and do not provide them to a third party.
- r) Do not deliberately prolong the time of the evaluation in order to achieve its own benefits or benefits of a third party.
- s) Refuse to draw up a scientific, professional or artistic statement of opinion if the conclusions could be influenced by his or her personal interest or point clearly to this fact; avoid any conscious conflicts of interest.
- t) Formulate expert opinions responsibly, impartially and always only in the subject-matter area of their field; they do not succumb to external pressures.
- u) In evaluation and opponent proceedings, reviews, etc., they ground their opinions on objective criteria as much as possible, adhere to the rules of the contracting authority and requires the same from the other participants in the procedure. If, on the basis of their own critical assessment, they conclude that the criteria set are contrary to general ethical rules, they refuse to give their consent to the evaluation.
- v) If their activity in relation to TUL generates an object worthy of protection of intellectual property, they shall ensure that all relations with TUL are properly settled.

4. Principles for Consultation and Management Activity

A TUL employee:

- a) Respects uniqueness towards all the concerned regardless of their origin, ethnicity; respects human rights.
- b) Is honest in dealing with all the concerned and shows loyalty to the TUL.
- c) Cares for preserving and increasing the prestige and the reputation of the TUL and his/her actions in public do not harm it in any way.
- d) Participates in creating public trust in the TUL and tries to strengthen the public's positive attitude to the TUL.
- e) Avoids possible conflicts of interest and considers enriching him/herself and any kind of gaining benefit at the expense of the TUL or an institution where he acts as a consultant unacceptable.
- f) Does not act on behalf of an institution or a part of it if s/he carries out a private consultation or another activity.
- g) Takes a responsible attitude towards university property as its user and administrator.
- h) Refrains from helping a person gain a certain professional status if s/he is not sure whether the person has the necessary qualifications to perform the profession in terms of character, education, qualifications or other relevant characteristics.
- i) When dealing with a colleague and/or a superior, s/he acts as a partner and they respect one another.
- j) Respects valid TUL regulations.
- k) In the role of a senior employee, he/she ensures that all subordinate employees get equal access to the resources belonging to the institution.

- l) In the role of an employer, s/he evaluates his/her subordinates fairly and advocates for the creation of the best working environment for them.
- m) Does not misuse personal relationships to influence work relationships, especially in the role of a manager.
- n) Avoids any form of discrimination.

5. Dealing with Cases of Ethics Breach

- 5.1 Discussing unethical conduct takes place along the lines of organizational structure with the possibility of submitting the case for consideration to the TUL Ethics Board at any stage of its discussion.
- 5.2 If during discussing the case it is found that general moral principles have been violated or the rules of this Code have been breached, the case may be made public in an appropriate manner.

6. Ethics Board of the TUL

- 6.1 In order to assess cases of breaching the provisions of this Ethics Code, the Rector appoints the Ethics Board of the TUL (hereinafter referred to as the "Board"). The Board is a permanent advisory body of the Rector.
- 6.2 The Board consists of academic staff of the individual faculties and higher education institutes, each faculty/institute being represented by one member. The proposal of a member of the Board shall be submitted to the Rector by the Dean of the Faculty/Head of the Higher Education Institute after approval by the Academic Senate of the faculty TUL. The chairperson of the Board is appointed from among its ranks by the Rector. If required by the nature of the case under consideration, the Rector may appoint other members of the Board to discuss this particular case, on the proposal of the Chairperson of the Board.
- 6.3 The Board's meetings shall be governed by its rules of procedure.
- 6.4 Upon submission of the case, the TUL Board shall, within the time limit set by the Rules of Procedure, declare whether or not the Ethics Code has been infringed in that particular case. In justified cases, the Rector may, at the request of the Chairperson of the Board, prolong the time limit. In that case, the Rector shall set a final date.

7. Rules of Procedure of the TUL Ethics Board

- 7.1 The Board shall be managed by its chairperson. In the absence of the Chairperson, the Board shall be managed by another Board's member authorized by the Chairperson.
- 7.2 The Chairperson shall convene the Board at the request of the Rector or by his/her own decision. The Chairperson shall announce the date of the meeting to the Rector.
- 7.3 The Ethics Board, in accordance with the TUL Statutes and the Ethics Code, shall discuss:
 - a) motions submitted by the Rector,
 - b) other motions; the Board shall inform the Rector in writing of the receipt of the motion.
- 7.4 Members of the Board participate in the Board's meetings and take an active part in its work.
- 7.5 The Board's meetings are not public. If the Rector takes part in the meeting, s/he has an advisory voice.
- 7.6 The Commission has a quorum if the majority of its members are present.
- 7.7 The adoption of a resolution requires the consent of at least two thirds of the members present.
- 7.8 The resolution is voted about by acclamation. Upon a proposal of any member, the Board may vote in secret on the given case.
- 7.9 A record shall be made on the proceedings containing the resolution.



7.10 The motion under paragraph 7.3 (b) may be presented to the Board by any person, in writing. The motion is submitted directly to the chairperson of the Board.

7.11 The motion must explicitly include a statement from the submitter about which of the generally accepted moral principles, or which provisions of the Ethics Code have been violated. The motion must be justified by the submitter, must state the name, surname and address of the submitter and must be signed by the submitter in person. Anonymous motions are not discussed, unless the Rector decides otherwise.

7.12 In order to discuss the motion, the Board may request the cooperation of any employee or student of the TUL. An employee or student of the TUL is required to provide the Board with information on the case to the best of their knowledge and in accordance with the Ethics Code.

7.13 The Board's resolution includes:

- a) a statement whether there has been a breach of the generally accepted moral principles or the provisions of the Ethics Code,
- b) an explicit wording of the moral principles or the provisions of the Ethics Code that have been violated,
- c) an assessment of the seriousness of the violation of these principles or the provisions of the Ethics Code.

7.14 The report containing the resolution shall be submitted to the Rector by the Chairperson of the Board. If the motion has been submitted under paragraph 7.3 (b), the Rector shall discuss the report with the submitter of the motion.

8. Concluding Provisions

8.1 This Ethics Code abolishes and fully replaces the Code of Ethics for TUL staff of August 20, 2013.