

University of Chemistry and Technology, Prague	
<b>Title</b>	<b>INTERNAL STANDARD No. A/N/961/10/2024</b>
Subject	Code of Ethics of the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	1 January 2025
Effective to	Not specified
Revision	As required
Cancelled	Code of Ethics of the University of Chemistry and Technology, Prague of 27 September 2018
Prepared by	961 – Rector’s Secretariat, 962 – Bursar’s Secretariat
Issued by	Prof. Ing. Milan Pospíšil, CSc., Rector of UCT Prague

## Preamble

With respect to the tradition of higher education as the bearer of erudition and moral principles in the society and with regard to the unique role of higher education institutions as organisations ensuring free research, cultural, economic and social development of the society, the University of Chemistry and Technology, Prague (hereinafter as ‘UCT Prague’ or ‘University’) expects from all students and academic workers (hereinafter as ‘member of the academic community’ or ‘student’ or ‘academic worker’), graduates and other employees (hereinafter as ‘employee’) a high standard of ethical conduct and adherence to moral principles. UCT Prague cares about its prestige as an institution and about ethical conduct of members of the academic community and all employees. Those shall act within the academic premises and outside them towards their environment regardless of any differences among individuals with respect to their personality, culture, customs, opinions and beliefs. All educational, scientific, research and other activities at UCT Prague are based on respect for truth, freedom of research, verification and honourable publishing of results, on open transfer of knowledge and critical debate among the members of the academic community.

UCT Prague creates preconditions for proper fulfilment of its mission, favourable working environment, prevention of conflicts and acting in conflict of interest while building good relationships with the public.

The provisions of this Code refer to ethical principles which are perceived as general moral principles of behaviour in a developed democratic society. Any breach of these principles by individuals has impact not only on the respective person but also damages the reputation of UCT Prague as a whole.

In compliance with their mission at UCT Prague, the members of the academic community and the employees adopt this code (hereinafter as the 'Code of Ethics'), by which they acknowledge the values, principles and attitudes when representing the University and performing the tasks of the University or when conducting any other activity that might be associated with the University. UCT Prague as a public higher education institution in accordance with the legal regulations of the Czech Republic demands that all persons associated with it observe the ethical and moral principles, in their activity create an environment favourable for their fulfilment and thus meet the rightful expectations and requirements of society.

The Czech version of this Code of Ethics uses the generic masculine forms which represents both masculine and feminine gender for easier orientation. The Code of Ethics applies equally to all persons regardless of their gender or gender identity.

## **Article I**

### **General principles**

1. The Code of Ethics applies to all members of the academic community of UCT Prague and other employees of UCT Prague.
2. Members of the academic community and employees respect and protect the basic rights and liberties and values of society, in particular, the right to life and protection of health, the inviolability of integrity of any person and their privacy, personal freedom, the right to preserve human dignity, personal honour and good reputation, freedom of thought, conscience, religious belief and expression, as well as freedom of creation and scientific research.
3. Members of the academic community and employees follow the effective legal regulations as well as internal documents of UCT Prague. During their performance they abide by moral principles and the principles of general and professional ethics, and they fully respect the principles of this Code of Ethics. They expect the same from others.
4. Members of the academic community and employees do not defend or cover unethical behaviour and conduct, even if such behaviour or conduct was reasoned by purposefulness, obedience or loyalty.
5. Members of the academic community and employees consider pedagogical, scientific and other creative work as integral contribution to the development of human knowledge and culture, as asset to the development of society and general profit. They defend the work against unjust questioning or abuse. In their activities they abide with the principles of reliability and trustworthiness, they apply them not only at UCT Prague but also in public.
6. Members of the academic community and employees care for their own personal development and they help other members of the academic community and employees to develop their personalities.
7. Members of the academic community and employees are critical to the results of their work, obtained findings and conclusions. Objectively and critically, however in a collegial manner and with respect, they approach the results of the members of the academic community and third parties and they are open to discussions of fact and rational arguments.
8. Members of the academic community and employees defend the freedom of thought, research, expression, exchange of opinion and information. They care about human dignity and they deliberately do not build on non-objective, ideological or irrational grounds.
9. Members of the academic community and employees treat the results of their work created at UCT Prague as results associated with the University and they respect the fact that they have been able to achieve these results only thanks to the human, material, technical and knowledge support of UCT Prague. Members of the academic community and employees understand that it is unethical to provide the results achieved at the academic soil and/or with the support of the University to third parties for personal gain and/or under unfavourable conditions.
10. Members of the academic community and employees uphold the principle of fair treatment and equal opportunities for all and reject all forms of discrimination, in particular on the basis of race, ethnic origin, nationality, ideology, religion, belief, worldview, age, gender, sexual orientation, gender identity, physical or sensory handicap, language, social origin, marital status or financial circumstances. Members of the academic community and employees are tolerant to different political and religious beliefs as well as to cultural differences which do not contradict the spirit of general ethical and moral principles. Mutual behaviour among members of the academic community and employees shall be correct, they shall avoid dishonest and unethical behaviour and exerting pressure.
11. Members of the academic community and employees reject and actively act against all forms

of bullying, threats, abuse, humiliation as well as sexual coercion and harassment. They do not put pressure on other members of the academic community and other employees, do not tolerate condescending or humiliating treatment. They consistently strive to prevent such conduct, including conduct that may or is taking place in cyberspace.

12. Establishment and activity of political parties and political movements, campaigning to win a position in a state or local self-government body are prohibited at UCT Prague.
13. Members of the academic community and employees accept as a given that people are fallible and that learning is incomplete and that they themselves err and make mistakes and they are ready to accept and cope with the criticism of the results of their work, acquired knowledge and conclusions, while at the same time they approach the results of the activity and arguments of others in an objectively critical and collegial manner. They do not commit fallacies and are open to discussion.
14. Members of the academic community and employees strive for the University's integrity and they support mutual collaboration among parts of UCT Prague.
15. Members of the academic community and employees adopt responsible attitude towards the assets of UCT Prague as users and, according to their possibilities, they protect the assets against misuse or damage.
16. Academic staff and employees in the role of supervisor assess their subordinates in an unbiased manner and help ensure the creation of the best possible working environment.
17. Members of the academic community and employees do not abuse personal relationships in order to influence working relationships, namely if they are in a management position.
18. The Code of Ethics is a fundamental document for the meetings of the Ethics Committee, or the activity of a contact person for social safety as specified below.
19. Members of the academic community and employees strive to achieve a balanced working environment. They strive to avoid situations that might lead to mental exhaustion, chronic stress or inappropriate workload and they aim at a balanced approach to their professional duties. Managers work together to create a work environment that supports the mental health of all members of the academic community and employees, especially through a fair workload and open communication. The University actively promotes access to information and services to support mental well-being.

## **Article II**

### **Principles in educational activity**

1. Teaching members of the academic community (hereinafter as 'instructors'), students and employees set among themselves collegial, open and balanced manner of conduct and communication. They do not perceive their position as superior, they do not require or accept from others any favours. They protect justified rights to privacy.
2. Instructors treat students as partners, communicate with students in an open and correct manner, with respect and will not underestimate, humiliate and belittle them. Instructors will give students feedback that is comprehensible, sufficiently detailed, based on constructive arguments and at the same time sensitive and respectful. Feedback must not be offensive, ridiculing or humiliating. They will not create hateful environment of inadequate competitiveness.
3. Instructors assess objectively, correctly, in an unbiased manner and fairly the students' achievements based on transparent and pre-defined terms. They do not accept any forms of influencing the results. They motivate students to personal and professional development.
4. By their conduct instructors set an example to their students, they readily transfer their

knowledge and experience to them. They teach them the principles of team and individual creative work, they teach students to approach the findings and methods in the field critically and in context. They apply relevant forms of instruction, taking into account feedback from other

5. . The author is solely responsible for the content.

6. Without consent from the respective person, members of the academic community and employees do not record anybody's speech without their consent, including during instruction and education and they do not spread any recordings made in such way.

### **Article III**

#### **Principles for other creative activity**

1. Members of the academic community and employees focus their scientific, research and other creative activities (hereinafter as 'creative activity') on expanding the limits of human knowledge, increasing the quality of life, development of education, technical innovations, etc. with regards to sustainability of environment.

2. The provisions in this section of the Code of Ethics are in compliance with the [European Code of Conduct \(Revised Edition 2023\)](#).

3. In their creative members of the academic community and employees reflect the latest development in their field, are responsible for the appropriateness, accuracy and objectivity of the applied methods and avoid their misrepresentation. In a similar way they take care of the data and studied materials, their accurate description and standard way of archiving. They must make sure that the methods and results of their creative activity are reviewable.

4. Members of the academic community and employees:

- a) are aware of their responsibility for objectiveness, reliability and exactness of research, respecting the limits of the applied methods; when publishing their findings and results they make sure such results and findings are at that time complete, verifiable and objectively interpreted;
- b) in connection with their creative activity and in the performance thereof, they accept their responsibility for the selection of the topic of research and development from the point of view of contribution to scientific knowledge, in particular when this concerns revision of research topics that have already been explored, the selection of topics that incur extensive costs compared to the expected contribution of the achieved results;
- c) are aware of their responsibility for unbiased research and the appropriateness of the selection of the research methodology, the reproducibility of research and development results and the correctness of the methods of their further processing, including appropriate, or prescribed method of data archiving, the correctness of the interpretation of research and development results, both their own and of other members of the academic community and third parties;
- d) pledge to conduct ethically correct research and respect internationally accepted standards regulating this area;
- e) ensure efficient and effective use of resources provided to them for research or other creative activity;
- f) transfer their results, unless they are subject to legitimate concealment, to the professional public; they judiciously present the knowledge gained to the general public only after an independent assessment by experts;
- g) present themselves as authors or co-authors of results only if they achieved them themselves or contributed to them in a significant creative way, they rigorously avoid any

form of plagiarism;

- h) respect intellectual property of others;
- i) in their publications they recognise contribution of other members of the academic community or third persons, when citing they provide a clear and correct reference to the respective source, they cite also relevant works which are not in compliance with their own results and opinions; they do not fragment their results without serious reason, ie they do not divide them into several publications if not necessary;
- j) do not use dubious (predator) publication platforms;
- k) if they find an error in their publication, they take all required and possible steps to their correction, they do not try to conceal or hide them;
- l) are aware of their responsibility in relation to handling of information and in relation to the transfer of knowledge to other countries, especially in connection with warnings issued by the intelligence services of the Czech Republic;
- m) are obliged to inform the University about the possibility to patent or in other way protect the results of research conducted as part of the fulfilment of work obligations.

5. Members of the academic community and employees in cases listed in Para 4, letter d):

- a) submit proposals to the Ethics Committee of the University of Chemistry and Technology, Prague (hereinafter as the 'Ethics Committee') on approval of research activity (project) and the respective outcomes always when required so. If a positive statement from the Ethics Committee is obtained, a new submission to the Ethics Committee has to be presented in case of major changes and new facts that may negatively influence the security of the subjects involved in the research activities (project);
- b) make sure their results serve to the benefit of UCT Prague and the society, that they do not put in danger their collaborators, the society, the environment or material and ethical values; any research involving human subjects, including work with biological materials of human origin is performed only upon prior approval by the Ethics Committee to which they submit reasoned request;
- c) ensure the protection of dignity, freedom, health, quality of life and security of all persons involved in the research after prior approval by the Ethics Committee to which they recourse with their reasoned request.

## **Article IV**

### **Principles in expert, economic and support activity**

1. In carrying out their expert, economic and support activity, members of the academic community and employees act obligingly, helpfully and politely without prejudice and unnecessary delays when in contact with other members of the academic community and employees and the public, they respect the knowledge, experience, individuality and communication and social skills of others and use them for their professional and career growth.

2. When taking decisions, members of the academic community and employees act professionally, unemotionally and without promoting their own private interests or interests of persons close to them as defined in Act No. 89/2012 Coll., the Civil Code, as amended.

3. By carrying out economic activity, members of the academic community and employees do not act to the detriment of their pedagogical and research activities and duties. In consulting and expert activities performed at UCT Prague the members of the academic community and employees seek to strengthen the good reputation of the University by their expertise, serious

approach and effective work

4. Members of the academic community and employees carry out their economic activity without unlawfully using the symbols and logo of UCT Prague, misusing the school's devices, know-how or other tangible and intangible assets. On the contrary, by their economic activity they enhance the expertise and interconnection between science and research and practice to the benefit of the University.

5. Members of the academic community and employees protect the intellectual property rights of authors of the assessed manuscripts, project proposals and reports etc., they do not use the information contained in the assessed documents for other purpose than preparation of the respective assessment and they do not make the documents available to third parties, including to other academic workers or employees, unless they need to be made available to them for purposes of their work activity.

6. Members of the academic community and employees refuse to produce an expert opinion if the conclusions might be influenced by their personal interests, or they clearly point out such fact; they refrain from any deliberate conflict of interest.

7. Members of the academic community and employees perform evaluation, review or other assessment activity in person, independently and free of external pressures. They vouch for the conclusions of their assessment with their professional honour. In assessment and review proceedings, reviews, etc., they use objective criteria and observe the rules of the contracting authority. They produce expert opinions only on topics within the area of their field.

## **Article V**

### **Conflict of interest**

1. For the purposes of this Code of Ethics, a conflict of interest refers to, on the one hand, the personal interest, and on the other, the interests that the subjects of these personal interests are obliged to promote or protect in relation to their position or role. A personal interest is an interest that gives its subject personal advantages or prevents the potential reduction of property or other benefits. A conflict of interest may concern instruction, creative activity, expert and assessment activity and other support activities.
2. A conflict of interest also refers to a family, partnership, intimate, friendly, business or external employment or other close relationship (hereinafter as 'close relationship') between persons in a hierarchical structure, as it gives rise to doubts about objectivity, impartiality and equal treatment. Instructors, employees or persons contractually bound to the University must not in any way favour or, on the contrary, discriminate against and make the studies more difficult for students with whom they want to have, have or had an intimate or other close relationship.
3. In mutual interactions, instructors and students avoid such conduct that may be understood ambiguously, may show signs of flirtation or even sexual interest. The persons concerned must handle these situations by following the steps described in Para 9 thereof.
4. In case the procedure defined in Para 9 thereof is not observed on the part of the instructor, it will be considered an especially egregious violation of the obligation of an employed person.
5. It is prohibited to incite students in a consensual relationship with an instructor to interrupt or terminate their studies because of this relationship. If these persons are in a hierarchical relationship and the measures to prevent a conflict of interest cannot be taken, the responsibility for its resolution lies with the person with a higher position in the hierarchy, see Para 9, letter b) below.
6. If a student has a close relationship with an instructor, this must not affect their evaluation of courses.

7. Members of the academic community and employees pledge to accept as the basis or one of the bases of their professional activities full responsibility for the obligation to fulfil their obligations towards the University. They may perform work activities outside the University only provided their performance supports the basic mission and prestige of the University and provided it does not violate their obligations towards the University and it does not meet the definitions of conflict of interest.
8. The fact that a potential conflict of interests exists does not automatically exclude a third party from relations with the University. However, if a conflict of interest between an interest of the University and a personal interest occurs, the subject of these interests must not give preference to their personal interest before the interests that they are obliged to promote and protect as members of the academic community or employees. At the same time, it must be evident from the situation that this third person has not gained any advantage as a result of their relationship with the members of the academic community or employees of the University.
9. Members of the academic community and employees will prevent and avoid conflict of interest. It is recommended to use the following procedure to tackle situations where a conflict of interest may occur:
  - a) the person concerned must report, to the maximum extent sanctioned by the law, to their superior situations leading to the occurrence of a real or supposed conflict of interest,
  - b) subsequently, the superior of the persons concerned is responsible for resolving the real or supposed conflict of interest,
  - c) a person who has a conflict of interest must not participate or be in any way involved in the decision-making process related to the conflict of interest,
  - d) resolving of the conflict of interest must be well-documented.
10. An instructor with a conflict of interest in relation to a student will report this fact without delay to their superior and will actively cooperate in resolving the conflict of interest and mitigating the impact on all parties involved, including third parties. The superior will subsequently, in cooperation with the contact person for social safety and the management, ensure the prevention of any direct and indirect influence of the instructors on the assessment and activities of the concerned students (eg by appointing assessors to take part in examinations).
11. The University actively supports the participation of members of the academic community and employees in professional organisations, associations, expert panels etc. However, the extent of this participation must not interfere with the impartiality and obligations of the members of the academic community and employees towards the University.

## **Article VI**

### **Dealing with offenses against the principles set out in the Code of Ethics of UCT Prague**

1. If any member of the academic community or employee of UCT Prague identifies any conduct which does not comply with the principles of the Code of Ethics, first they point out such fact, if possible, to the person engaged in such violation.
2. If a member of the academic community or employee considers an informal manner of discussing and resolving an issue more acceptable, they may contact the contact person for social safety.
3. In any other cases described in this Code, members of the academic community and employees have the right to make a written submission to the Ethics Committee.



4. The composition and procedure of the Ethics Committee are governed by the internal standard 'Rules of Procedure of the Ethics Committee of UCT Prague'.
5. The appointment of a contact person for social safety and the rules for the performance of this role are regulated in the directive 'Social Safety at UCT Prague'.

## **Article VII**

### **Final provisions**

1. This Code of Ethics of UCT Prague was discussed by the Academic Senate of the University of Chemistry and Technology, Prague on 10 December 2024.
2. This Code of Ethics of UCT Prague comes to effect on the day it is issued and it comes to force on 1 January 2025.

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