

University of Chemistry and Technology, Prague	
Title	INTERNAL STANDARD No. A/N/961/7/2018
Subject	Code of Ethics of the University of Chemistry and Technology, Prague
Applicability	All school
Effective from	September 27, 2018
Effective to	Not specified
Revision	As required
Cancelled	Code of Ethics of the University of Chemistry and Technology, Prague, as at November 11, 2012
Prepared by	Prof. Dr. RNDr. Pavel Matějka, Vice-Rector for External Relations and Communication
Issued by	Prof. Ing. Karel Melzoch, 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 “UCT Prague”) expects from all its members of the academic community, graduates and other employees a high standard of ethical conduct. 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.

The provisions of the Code of Ethics refer to ethical principles which are perceived as general moral principles of behaviour in a developed 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, by which they acknowledge the values and the desirable attitude when representing and performing the tasks of the school.

Article I

General principles

1. The Code of Ethics applies to members of the academic community of UCT Prague (students and academic staff) and other employees (hereinafter the “employees”) of UCT Prague.
2. Members of the academic community and other 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 their colleagues and students.
3. 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.
4. 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.
5. 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.
6. 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 their colleagues and students and they are open to discussions of fact and rational arguments.
7. 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.
8. Members of the academic community and employees reject all forms of discrimination leading to limitation of rights and rightful claims of others, they 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.

Article II

Relation to UCT Prague

1. Members of the academic community and employees are loyal, they are aware of the good reputation of UCT Prague and they strive to contribute to the reputation by their activities.
2. Members of the academic community and employees strive for the school’s integrity and they support mutual collaboration among parts of UCT Prague.
3. 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.

4. Members of the academic community and employees take the results of their creative work performed at UCT Prague as results connected with the school and they respect the fact that the results were achieved thanks to human, material, technical and knowledge support by UCT Prague.

5. 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.

6. 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.

7. UCT Prague graduates observe the commitment expressed in the graduation oath and fulfil its intention. All persons awarded their degrees and titles by UCT Prague are expected to conduct in a manner contributing to the good reputation of the university.

Article III

Principles in educational activity

1. Teaching members of the academic community, 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. Teaching members of the academic community fairly assess 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.

3. By their conduct the members of the academic community 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 colleagues, students, graduates and employers.

4. Teaching members of the academic community and employees draw adequate consequences of any failures and unethical behaviour or conduct of students.

5. Teaching members of the academic community and employees do not request from students to take out any activities which they should carry out themselves, they do not appropriate in any way the students' work and achieved results.

6. Students bear personal responsibility for their conduct and approach to study. They make full use of the study at UCT Prague for their personal and qualification development and they honour the pedagogues' effort to help them achieve high-quality education. Students achieve their results in an honest manner, they do not appropriate results they have not created themselves, they do not try to obtain unjustified advantages during their study, examinations or credit assessments.

7. When presenting their final, seminar, semestral and similar work, students always present only their own original works with properly cited sources of information; such works are results of their personal study and creative effort and one work is not used for more than one course, i.e. one credit or exam.

8. Students do not engage in unethical or fraudulent conduct, namely in:

a) plagiarism (i.e. use of results of intellectual or other activity of other person and presenting them as own results),

b) counterfeiting and falsification of data and other information and provision of false information (e.g. falsification of study documents, counterfeiting, alteration or provision of incomplete data, intentional misinterpretation of information, deliberate use of incorrect information, methods, procedures and conclusions),

c) frauds during verification of knowledge and skills (e.g. breach of teacher's instructions, unauthorised use of notes and other tools, unauthorised communication with other persons, having somebody impersonate them, or impersonating somebody else).

9. Without consent from the respective person, students do not record anybody's speech during any forms of instruction and education and they do not spread any recordings made in such way.

Article IV

Principles for scientific and research as well as other creative activity

1. Members of the academic community and employees focus their scientific, research and other creative activities 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. Members of the academic community and employees:

a) recourse to the Ethics Committee of the University of Chemistry and Technology, Prague (hereinafter the "Ethics Committee") with submissions regarding 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 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;

d) 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;

e) make sure the resources provided to them for research or other creative activity are used appropriately and effectively;

f) make available their results to the community of experts provided such results are not subject to legitimate confidentiality; they inform the general public of the obtained findings prudently and only after 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; in their publications they recognise contribution of their colleagues and predecessors, 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, i.e. they do not divide them into several publications if not necessary;

h) if an error appears in their publication, they take all required and possible steps to their correction, they do not try to conceal or hide them.

Article V

Ethics of expert and economic activity

1. By carrying out economic activity members of the academic community and employees do not act to the detriment of their pedagogical and research activities.

2. 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 school by their expertise, serious approach and effective work.

3. Academic staff and employees carry out their economic activity without unlawfully using the symbols and logo of UCT Prague, misusing the school's devices and know-how. On the contrary, by their economic activity they enhance the expertise and interconnection between research and practice to the benefit of the school.

4. Members of the academic community and employees protect the intellectual 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.

5. 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.

6. 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 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. 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.

3. The composition and procedure of the Ethics Committee are governed by the internal standard "Rules of Procedure of the Ethics Committee of UCT Prague".

Article VII

Final provisions

1. This Code of Ethics of UCT Prague has been discussed by the Academic Senate of the University of Chemistry and Technology, Prague on September 18, 2018.

2. This Code of Ethics of UCT Prague comes to force and effect on the date of its signature.

prof. Ing. Karel Melzoch, CSc.
Rector