

## **TBU CODE OF ETHICS**

### **Part I**

#### **General principles and approaches adopted by TBU**

In compliance with the European Charter for Researchers and with the Code of Conduct for the Recruitment of Researchers, TBU applies the following principles based on the above-mentioned European regulations to all employees:

1. Employees of all categories are recognized as professionals and are treated accordingly.
2. TBU avoids discriminating against researchers in any way on the grounds of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.
3. TBU ensures that the most stimulating educational and research environment is created, and offers appropriate equipment, facilities and opportunities, particularly for remote collaboration over research networks, and ensures that the national or sectoral regulations concerning health and safety in research are observed.
4. TBU ensures that the working conditions for employees, including disabled employees, provide, where appropriate, the flexibility deemed essential for successful performance of work activities in accordance with the valid national legislation and with the Collective Agreement. The aim is to provide working conditions which allow both male and female employees to combine family and work, children, and, at the same time, develop their career.
5. TBU ensures that the performance of employees is not undermined by instability of employment contracts, and, therefore, commits itself as far as possible to improving the stability of employment conditions for employees, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work
6. TBU continuously creates a gender balance at all levels of staff, including the supervisory and managerial level and including equal remuneration for the same type of work carried out. This balance is achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria.
7. TBU ensures that all employees at all stages of their career, regardless of their contractual situation, are given equal opportunities for their career development and for an improvement in their skills and competences.
8. TBU ensures that academics and researchers at all career stages reap the benefits of the use of their R&D results through legal protection, in particular through appropriate protection of intellectual property rights, including copyright.
9. TBU ensures that a person is clearly identified whom early-stage employees can contact regarding issues concerning the performance of their professional duties.
10. In compliance with national rules and regulations, TBU pays attention to a precise specification of appropriate procedures, and has, furthermore, appointed an impartial person (ombudsman) to deal with complaints/appeals of employees.
11. TBU recognizes it as wholly legitimate, and indeed desirable that researchers be represented in the relevant information, consultation and decision-making bodies of TBU so as to be able to protect and support their individual and collective interests as professionals and to actively contribute to the activities of TBU.

### **Part II**

#### **General principles applying to all employees and students of TBU**

1. During the performance of their job/during their studies, employees and students of TBU maintain a high standard of respecting human moral and ethical principles, and fully adhere to the principles of this Code. They demand the same from their colleagues and from other students.

2. Employees and students of TBU obey and observe the laws valid in the Czech Republic and the Charter of Fundamental Rights and Basic Freedoms, and adhere to other internal regulations of the University and of its component parts.

3. Employees and students of TBU respect the individuality of each person regardless of his/her origin, ethnic group, race, colour, sexual orientation, or religious and political beliefs.

4. Employees and students of TBU respect human dignity, equal rights for everybody irrespective of differences, they do not discriminate anybody, and refrain from any action that might be considered sexual or gender-based harassment.

5. Employees and students of TBU do not use weapons or violence against others, foster good interpersonal relations, and prevent conflicts.

6. Employees and students of TBU always act, decide and behave in such a manner as to avoid damaging the reputation and legitimate interests of TBU.

7. Employees and students of TBU avoid advocating or covering up unethical behaviour and practices, even if such behaviour and practices were justified by a benefit serving a particular purpose, by obedience and loyalty.

8. Employees and students of TBU may file complaints regarding the observance of this Code of Ethics with the TBU Ethics Committee which shall deal with the complaint.

### **Part III**

#### **Academic and research staff**

##### **Article 1**

###### **General principles**

1. A member of the academic and research staff considers pedagogical, scientific, artistic and creative activities in general an integral contribution to the development of human knowledge, culture, innovations and general welfare, and he/she defends these against being unfairly disputed or against abuse; he/she strictly adheres to and spreads the principles of reliable and credible scientific, artistic and other creative activities in public, among his/her colleagues and particularly among students.

2. A member of the academic and research staff constantly develops his/her abilities, extends and broadens his/her knowledge and skills in his/her field of expertise and in general pedagogical practices.

3. A member of the academic and research staff maintains the ability to be critical of the outcomes of his/her work, acquired knowledge and conclusions; he/she considers the outcomes of the work by his/her colleagues and students without prejudice, critically but friendly. He/she is open to discussion and argumentation.

4. A member of the academic and research staff advocates the freedom of thought, research, expression, exchange of views and information exchange. In his/her research work, in other R&D and creative activities and in pedagogical activities, he/she avoids adopting biased ideological or irrational attitudes, and disapproves of anything that might offend human dignity or endanger the proper functioning and development of human society.

##### **Article 2**

###### **Principles of pedagogical practice**

1. A member of the academic and research staff always treats students on the basis of an objective, fair, demanding but responsive assessment of their abilities, knowledge, diligence and other personal features; he/she acts objectively and impartially when assessing a student, and always treats students as colleagues.

2. A member of the academic and research staff communicates with students in an open and fair manner, and avoids resorting to any kind of underestimation, humiliation or discredit.

3. A member of the academic and research staff always treats them fairly, does not ask them to do any activities that are his/her responsibility, and does not take credit for their results and accomplishments.

4. A member of the academic and research staff willingly passes his/her knowledge, skills and experience on to students.
5. A member of the academic and research staff aims not only to provide high-quality teaching and training, but also, under all circumstances, to serve as an example, and he/she strictly observes the rules for the organization of the teaching process.
6. A member of the academic and research staff fully and actively participates in offering individual and group tuition/training to students, encourages them to develop their independent and critical thinking, provides support for their qualification and professional development, R&D, creative and publication activities in every respect, and helps them to build external contacts including contacts abroad.
7. A member of the academic and research staff draws appropriate conclusions from any failures and unethical behaviour or practices of students.
8. Principles listed in Paragraphs 1 to 7 shall similarly apply to TBU employees carrying out educational activities in accordance with any of the types of agreements on work performed outside regular employment.

### **Article 3**

#### **Principles for scientific, artistic and other R&D and creative activities**

1. A member of the academic and research staff focuses his/her research or his/her artistic and other creative activities towards extending the boundaries of human knowledge, developing artistic and cultural values, level of education, technical innovations and other fields, etc., so that the results of his/her activities should be beneficial for the society.
2. A member of the academic and research staff particularly pays attention to the fact that these activities must not endanger his/her colleagues, the society, environment, or material, cultural and ethical values.
3. A member of the academic and research staff is aware of his/her responsibility for the objectivity, reliability and accuracy of his/her research, and he/she respects the limitations of the methods used.
4. When publishing his/her findings and outcomes, a member of the academic and research staff pays attention to the fact that they must be complete, verifiable and objectively interpreted.
5. After publishing his/her results, a member of the academic and research staff stores the primary data and documentation for a period common in the relevant field unless otherwise required by legitimate obligations or regulations.
6. A member of the academic and research staff respects the fact that financial resources provided for his/her research, artistic or other creative activities must be used purposefully and effectively.
7. A member of the academic and research staff does not duplicate research conducted elsewhere unless it is not absolutely necessary for the verification, completion or comparison of his/her results.
8. A member of the academic and research staff passes on his/her results to researchers, experts or artists unless the results are legitimately confidential. He/she presents his/her research findings to the general public only after careful consideration and after these findings have been verified and published in specialized media.
9. A member of the academic and research staff presents himself/herself as the author or co-author of the results only in the case that he/she has achieved them himself/herself or has significantly contributed to achieving them in a creative manner; he/she must consistently avoid any form of plagiarism.
10. In his/her publications, a member of the academic and research staff objectively acknowledges the contribution of his/her colleagues and predecessors, and, when citing, he/she always clearly and exactly acknowledges the relevant reference sources.
11. A member of the academic and research staff also cites those important papers and theses that are not consistent with his results and ideas.
12. A member of the academic and research staff does not divide his/her results, without good reason, into more publications for the purpose of increasing their number.
13. If a member of the academic and research staff finds an error in his/her publications, he/she will take all steps possible and necessary to correct it. He/she avoids hiding or concealing his/her errors.

14. A member of the academic and research staff makes assessments, writes reviews or carries out other types of evaluation by himself/herself, independently and carefully on the basis of the assigned task.

15. A member of the academic and research staff protects the intellectual property of the authors of any assessed manuscripts, project proposals, report proposals, works of art, etc. He/she does not use the information contained in the documents assessed for any other purpose but for writing the relevant review and he/she does not provide it to any third party.

16. A member of the academic and research staff does not intentionally extend the evaluation period for the purpose of gaining advantages for himself/herself or for a third party.

17. A member of the academic and research staff will refuse to write a scientific, expert or artistic opinion if the conclusions might be influenced by his/her personal interest, or he/she must explicitly point out this fact; he/she will avoid deliberate conflicts of interest.

18. A member of the academic and research staff writes expert opinions responsibly and always only within his/her expertise; he/she resists any external pressure.

19. For evaluation and external evaluation procedures, reviews, etc., a member of the academic and research staff uses objective criteria if possible, adheres to the rules set out by the client and demands the same from other participants in the given procedure.

20. A member of the academic and research staff must be familiar with the national, sectoral or institutional regulations governing professional training and/or working conditions; this also includes regulations regarding intellectual property rights.

21. A member of the academic and research staff adopts safe working practices at all times in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. He/she is also familiar with the national legal requirements regarding data protection and confidentiality protection requirements, and undertakes the necessary steps to fulfil them at all times.

22. A member of the academic and research staff seeks to continually improve his/her skills and competencies, e.g. by means of formal professional training, courses, conferences and e-learning.

#### **Part IV**

#### **Student**

1. A student is a member of the academic community of TBU with all the rights and obligations. He/she acts in an honest and dignified way so as not to harm the reputation of the membership of the academic community of TBU.

2. A student behaves in a friendly manner towards other students and does not refuse to help when his/her help is needed.

3. A student acts in a way that helps to create an atmosphere of high work morale and good social morals; he/she contributes to the development of positive interpersonal relations.

4. A student represents TBU and its ideals in and outside the academic world.

5. A student uses the possibilities given by the academic world to acquire scientific and professional knowledge in a free and objective way.

6. A student has a responsible and active approach to his/her studies, and he/she aims to acquire the best possible knowledge, competence and skills.

7. When writing his/her papers and theses, a student must avoid any form of plagiarism, which means any form of borrowing or rephrasing any text without acknowledging the sources.

8. When being examined or when his/her knowledge is being tested, a student only uses his/her own abilities and knowledge, and must avoid cheating.

9. A student respects his/her own authorship as well as the authorship of his/her colleagues, and adheres to the citation rules and standards.

10. Towards other legal entities, companies and state bodies, a student acts professionally, and presents his/her field to the best of his/her knowledge and ability.

11. A student maintains professional behaviour also after graduating from the University so as not to damage its reputation.

#### **Part IV**

##### **TBU Ethics Committee**

1. The TBU Ethics Committee has been established at TBU in order to investigate complaints concerning the observance of principles set in the TBU Code of Ethics by TBU employees.

2. Details regarding the TBU Ethics Committee and procedures to be followed when receiving and dealing with complaints are regulated in the Rules of Procedure of the TBU Ethics Committee, issued by the Rector as a TBU internal regulation after having been approved by the TBU Academic Senate and the TBU Internal Evaluation Board.