

Code of Ethics of the Prague University of Economics and Business

The full text of the VŠE Code of Conduct, dated September 23, 2013

Preamble

In accordance with the mission of VŠE as one of the top centers of education, independent knowledge and creativity in the Czech Republic, which offers the same educational and employment opportunities to all its students, teachers, and researchers, in accordance with their classification, regardless of their nationality, race, sex, origin, sexual orientation, physical or cultural differences, marital status, age or religion, members of the VŠE academic community and employees of VŠE accept this code, and these values in representing and performing all tasks at VŠE.

Part I – General principles

Member of the VŠE academic community and employee of VŠE:

1. Maintains in his/her work and study a high standard of respect for moral principles and ethical principles.
2. Does not advocate nor hide unethical behavior, even if it is being justified by target utility, feeling of obedience or loyalty.
3. Advocates freedom of thought, research, expression, exchange of opinions and information, and honors a variety of opinions within the academic community. Considers the pedagogic, scientific, artistic and generally creative work as an integral contribution to the development of human knowledge and culture and protects it against unfair questioning or abuse. Accepts criticism for the results of his/her work, gained knowledge and conclusions, and does not prevent discussions. Listens to general arguments. Approaches the work of other members of the academic community as well as of employees of VŠE objectively and critically, but with respect and consideration.
4. Constantly develops his/her capabilities, widens and deepens his/her knowledge and skills, not only within the area of his/her professional focus, but also within general pedagogic work and study.
5. Behaves honestly and politely towards all persons on the academic grounds, respects their opinions and with his/her behavior does not disturb nor limit anyone completing their work or activities at VŠE. On the academic grounds, and throughout the practices, study stays and further professional or study activities outside the premises of VŠE his/her behavior is ruled by the general ethics of social behavior.
6. Filming or photographing of anyone's activities is prohibited, without the consent of the person in question. Such material, if allowed, is then not spread, nor allowed to be spread to third persons.
7. Preserves correctness and objectivity in all forms of testing. Does not hand over nor spread any form of study materials, including tests, test questions, or any other non-

public materials, serving the objective of testing, without the explicit consent of the author.

8. Considerately and in accordance with his/her mission uses the school premises and according to his/her possibilities protects it from abuse or damage. When working with IT, he/she does not use illegal software and respects the rules for work on the school computer network.
9. Cares for, and by his/her activities and behavior strengthens the respectable reputation of VŠE.

Part II. – Principles of pedagogical work

Academic staff:

1. Always deal with students based on a correct, demanding, but sensitive evaluation of their capabilities, knowledge, diligence, and other personal characteristics. Always communicate in an open, correct and helpful manner, do not resort to degrading, humiliation or any other form of disparagement.
2. Always act righteously, and do not require activities from students which belong to their own obligations, do not take for themselves student work or their achieved results. Do not enable students to obtain unfair advantages when studying, nor verifying their study results. When evaluating, the staff act objectively and impartially.
3. Try to act pedagogically not only with quality teaching and training, but also lead by example, and respect established rules of teaching.
4. Staff act with initiative, and are dedicated to their teaching and the education of their students. They help their students' development of independent and critical thinking skills, and support their academic growth and professional development, as well as creative and publishing activities. They help them to establish external contacts, including international contacts. Staff willingly give their knowledge and experience.
5. From possible failure or non-ethical behavior of students draw adequate consequences.

A student:

1. With the objective of deepening and expanding his/her knowledge attends as much as possible enrolled courses, arrives punctually for lectures and seminars, and does not leave prematurely. During lessons, does not interrupt with improper behavior the proper course of the lesson, and respects instructions of the teachers, and only talks when called upon.
2. During teamwork, a student is cooperative and respectful while fairly indicating the content and methodological contributions of his/her colleagues to the end result.
3. All seminar papers and theses have to be submitted only as a student's own original works, which are the results of personal study, and are not re-used for more than one study obligation.
4. Does not commit unethical or fraudulent behavior, which mainly means:
 - plagiarism (using the results of someone else's intellectual work or other activity, and presenting it as his/her own),

- falsification of data and other statements, and providing untrue information (falsification of study documents, tampering, altering or providing incomplete data, purposeful misrepresentation of information, deliberate use of false information, methods, procedures and conclusions),
 - fraud in verifying and testing of knowledge and skills (unauthorized use of notes and other aids, communication with others, unauthorized use of the responses of others, representing someone else, or being represented by someone else, failure to comply with the teacher's instructions).
5. Does not try to gain unfair advantage during studies and while verifying/testing his/her learning outcomes.

Part III. – Principles in scientific, artistic and other creative work

Member of the Academic Body of the Prague University of Economics and Business:

1. Focuses his/her research and other creative activities on expanding the frontiers of human knowledge, development of education and of tangible and intangible values. Always ensures that these activities do not endanger people or their freedom and morality, social order and the rule of law.
2. Is aware of his/her responsibility for the objectivity, reliability and accuracy of his/her research, and respects the limits of the methods used. Does not duplicate research conducted elsewhere unless it is needed to verify, complement, or compare results.
3. When publishing his/her findings and results, ensures their complete, verifiable and objective interpretation. Upon publication of the results, retains primary data and documentation for a time period common in the relevant field, unless there are other lawful obligations or regulations. In case of detecting an error in his/her publications, takes all necessary steps to remedy it and does not try to conceal or disguise it.
4. Imparts his/her results, unless they are subject to secrecy, to the scientific, professional or artistic public. Introduces prudently the acquired scientific knowledge to the general public only after it has been verified and published in professional publication media.
5. As the author or co-author presents himself/herself only if the results were reached by him/her, or if he/she has contributed to them in a major manner; thoroughly avoids any form of plagiarism. Objectively recognizes the contributions of others in publications, always presents a clear and precise reference to the appropriate source when quoting. Cites also substantial works, which are not in accordance with his/her results and opinions.
6. Appraisal, review or other evaluation work is carried out personally, independently and thoroughly. Opinions are processed responsibly and with respect to the subject area of his/her field; is not subject to external pressure and where possible bases opinions on objective criteria, respects the rules of the contracting authority.
7. Respects and protects the intellectual rights of the authors of assessed manuscripts, project proposals, works of art, does not re-use information contained in the documents reviewed for any other purpose than processing relevant reports and

does not provide it to a third party. Does not deliberately prolong the evaluation period in order to obtain personal advantage or advantages for a third person.

8. Refuses to provide scientific, professional or artistic opinion if his/her findings could be influenced by his/her own interests, or clearly highlights this fact; is aware of any willful conflicts of interest.
9. Ensures effective and efficient use of financial and material funds provided to him/her.

Part IV. – Prague University of Economics and Business, Ethics Committee

1. For assessment of complaints regarding compliance with the Code of Conduct at the Prague University of Economics and Business, an Ethics Committee has been set up.
2. Details of the Ethics Committee and receiving suggestions are regulated by the Rules of Procedure of the Ethics Committee, which are published as a Rector's Provision after a debate of the Academic Senate of the Prague University of Economics and Business.

Part V. – Final provisions

1. Effectiveness and validity for members of the academic community of this Code of Conduct comes into force the first day of the month following approval by the Academic Senate of the Prague University of Economics and Business. For all other employees of the Prague University of Economics and Business, this Code of Conduct becomes effective on the date of approval of the relevant union body.
2. This Code of Conduct was approved on March 4, 2013.