

<b>UNIVERSITY OF PARDUBICE</b>	
Directive No. 3/2025	
Subject:	Code of Ethics of the University of Pardubice
Applicable to:	All faculties and units of the University of Pardubice
Effective from:	The date of signature by the Rector
Reference Number:	UPCE/opo/00009209/2025
Submitted by:	doc. Ing. Liběna Černohorská, Ph.D., Vice-Rector for Internal Affairs
Approved by:	prof. Ing. Libor Čapek, Ph.D., Rector

## **Article 1**

### **General Provisions**

- 1) The purpose of the Code of Ethics of the University of Pardubice (“Code of Ethics”) is to establish minimum ethical standards for the conduct of employees and students of the University of Pardubice. The Code of Ethics is based on universally accepted moral principles and values to which the University of Pardubice (“University”) adheres. These include, inter alia:
  - respect for democracy, justice, liberty, and fundamental human rights and freedoms,
  - honesty, decency, and respect for others, commitment to cooperation, and support for equal rights and opportunities,
  - social responsibility and a commitment to sustainable development,
  - respect for cultural and ethical values of society,
  - encouragement of creative, critical, and independent thinking and its free expression,
  - commitment to the integral, ethical development and self-improvement of individuals,
  - openness in communication, teaching, research, and creative and artistic activities.
- 2) The fundamental rules of conduct set out in this Code of Ethics are binding for all employees and students of the University of Pardubice. It is also reasonably expected that other individuals who are active at the University or otherwise affiliated with it will comply with these rules.
- 3) Masculine and feminine forms used in this Code of Ethics are to be understood as gender-neutral in the context of contemporary perception, including emotional, biological, and social dimensions of gender.

## **PART I**

### **General Principles**

## **Article 2**

### **Compliance with Legislation, Internal Regulations, and Rules**

- 1) Employees and students of the University are to maintain a high standard of ethical conduct in all their activities related to work and study. They are to comply with the law, the University’s internal regulations and rules, including those governing the protection of confidential information. They are to uphold the core values expressed in the preamble. They are to act in a socially responsible manner and support sustainable development. In all

activities, whether at the University or outside it, they are to observe standards of civil conduct.

- 2) Employees and students of the University must not condone or conceal unethical behaviour. They are to reject fraudulent conduct such as plagiarism, data or document falsification, or cheating in fulfilling academic obligations. They are to strive to prevent such conduct.
- 3) Members of the University's academic community are to exercise their academic rights and freedoms within the limits of legal regulations, internal University rules, and this Code of Ethics.

### **Article 3**

#### **Responsibility Towards the University of Pardubice**

- 1) University employees are to ensure that their professional commitments at the University and elsewhere remain proportionate. They must not engage in external professional activities that would jeopardise the University's operations, legitimate interests, or the quality of their work for the University.
- 2) Employees and students who accept academic appointments or positions in academic bodies are to perform them properly and responsibly. They must be aware of their heightened responsibility and their duty to uphold this Code of Ethics with particular diligence, serving as examples for others. The same applies to employees holding managerial positions.
- 3) University employees are to promote equal treatment and work to eliminate disadvantages and balance opportunities for marginalised individuals. Within their means, both employees and students are to contribute to improving conditions and promoting inclusion of persons with specific needs within the University community.
- 4) Employees and students are to contribute to the development of the University of Pardubice as a centre of learning, research, artistic, and other creative activities.

### **Article 4**

#### **Collegiality and Fairness**

- 1) University employees and students are to respect differing opinions and remain open to discussion and alternative arguments. They are to engage in discussion in a polite, civil, and respectful manner. Critical views are to be expressed factually, appropriately, and based on sound argument.
- 2) Employees and students are to treat their peers with collegiality and promote cooperation. More experienced employees are to acknowledge their responsibility for the development of their departments and for the support of junior colleagues and students.
- 3) Employees and students are to seek to prevent conflict. Should conflict arise, they are to resolve it amicably and fairly.
- 4) Employees and students must not present the work of others as their own. When using the work of others, they are to acknowledge the author. In the case of collaborative work, they are to ensure that co-authors are properly credited.
- 5) Employees and students are to use artificial intelligence tools responsibly and transparently, i.e. they are to clearly state when and to what extent they have made use of outputs generated by artificial intelligence.

## **Article 5**

### **Protection of the Good Name and Property of the University of Pardubice**

- 1) Employees and students of the University are aware that their conduct in public may be associated with the University. Therefore, they must refrain from any conduct—whether in a professional or private context—that could damage or jeopardise the good name of the University of Pardubice.
- 2) Employees and students are to represent the University with dignity and contribute to a positive perception of the University in society.
- 3) Students are expected to honour the commitment made in the matriculation oath. The University expects graduates to fulfil the commitment made during the conferral of degrees and graduation ceremony.
- 4) Employees and students are to use the University's property and resources exclusively for the fulfilment of their professional or academic obligations, and not for personal gain or the benefit of third parties.

## **Article 6**

### **Conflict of Interest**

- 1) University employees are to avoid situations that could give rise to a conflict between their personal interests<sup>1</sup> and the interests of the University. They are required to promptly report any actual or potential conflict of interest to their employer through their immediate supervisor. They must neither offer nor accept undue advantages or gifts, and they must not place their own interests above those of the University.
- 2) A person who is a member of an academic governing body of the University generally does not participate in decisions (voting) that concern them personally.
- 3) Employees and students of the University must not misuse the academic environment to promote their own interests or those of political parties, movements, or religious organisations.

## **PART II**

### **Ethical Principles in Teaching, Study, Research, Artistic, and Other Creative Activities**

## **Article 7**

### **Objectivity, Responsibility, and Freedom of Thought**

- 1) Academic and research staff of the University, as well as other persons involved in research, artistic, and other creative activities, are to remain critical of the outcomes of their own work, findings, and conclusions. They are to approach the work of their collaborators and students objectively, critically, and collegially.
- 2) Academic and research staff of the University, as well as other persons involved in research, artistic, and other creative activities, are to support freedom of thought, independent inquiry, creative activity, and the free exchange of ideas and information. They are to respect freedom of expression.

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<sup>1</sup> A conflict of interest typically arises from an employee's personal or commercial relationship that may compromise their objectivity in professional decisions or actions.

- 3) In their research, artistic or other creative activities, and teaching, academic and research staff of the University are to adopt objective, non-ideological, and rational approaches, and are to reject anything that could offend human dignity.
- 4) Academic and research staff of the University must always ensure that the outcomes of their professional work serve the benefit of society, and that their activities do not endanger colleagues, students of the University, society, the environment, or cultural and ethical values.

## **Article 8**

### **Principles of Teaching**

- 1) Academic staff and other individuals involved in teaching at the University are to interact and communicate with students fairly, openly, and with respect for their individuality and sociocultural differences. They are to strive to establish a collegial relationship.
- 2) Academic staff and other individuals involved in teaching at the University are to assess students objectively, impartially, and transparently.
- 3) Academic staff and other individuals involved in teaching at the University must not belittle, disparage, or humiliate students. They must not engage in any form of harassment or inappropriate behaviour as defined in Part I.
- 4) Academic staff and other individuals involved in teaching at the University must not misuse their position, must not assign students tasks that fall within their own responsibilities, and must not claim credit for students' work or achievements.
- 5) Academic staff and other individuals involved in teaching at the University are to share their knowledge, skills, and experience with students. They are to support students not only through high-quality teaching and training but also through personal example. They are to be aware of the moral obligations associated with their role as university educators.
- 6) Academic staff and other individuals involved in teaching at the University are responsible for the quality of their teaching and are to ensure that it reflects current developments in scientific knowledge.
- 7) Academic staff and other individuals involved in teaching at the University are to foster independent and critical thinking in students and are to support their academic advancement, professional development, creative and publishing activities, and the establishment of external contacts, including international ones.
- 8) Academic staff and other individuals involved in teaching at the University are to observe the established rules governing the organisation of teaching and are to provide information about teaching and study arrangements in a timely and transparent manner.

## **Article 9**

### **Principles of Study**

- 1) Students of the University must not disrupt the course of teaching and are to follow the instructions of teaching staff.
- 2) Students of the University are to treat teachers and fellow students in accordance with the principles set out in this Code of Ethics.

- 3) Students of the University are to use provided study materials solely for their personal academic use. They must not reproduce or distribute such materials without authorisation, nor otherwise violate copyright.
- 4) Students of the University must not engage in cheating when fulfilling academic obligations or during the assessment of their knowledge, nor must they facilitate cheating by others.
- 5) When required to submit any written work, students of the University must submit only their own original work. They must not use essay-writing services (academic ghostwriting), nor may they offer such services to others.
- 6) Students of the University must not engage in plagiarism or self-plagiarism. They are to provide proper citation of all sources used, including outputs generated by artificial intelligence tools.

## **Article 10**

### **Principles of Research, Artistic, and Other Creative Activities**

- 1) Academic and research staff, as well as students of the University, are to uphold the principles of academic freedom in research, while conducting their research, artistic, and other creative activities in a socially responsible manner.
- 2) Academic and research staff and students are to reflect the latest developments in their fields. In their scholarly, scientific, artistic, or other creative work, they are responsible for ensuring objectivity, reliability, and accuracy.
- 3) Academic and research staff and students must not falsify or fabricate data. They are not to duplicate research already conducted elsewhere, unless this is necessary to verify, extend, or compare their own findings.
- 4) Academic and research staff and students are to respect intellectual property rights. They must not claim the work of others as their own. In publications, they are to acknowledge the contributions of colleagues accurately and fairly, and they are to provide clear and precise references to all sources cited (including outputs generated by artificial intelligence). They may present themselves as authors or co-authors of results only if they have genuinely achieved or contributed to them in a substantial and creative manner. They must not engage in any form of plagiarism or self-plagiarism. Neither staff nor students are permitted to use or offer academic ghostwriting services. They are to avoid publishing in so-called predatory journals.
- 5) When publishing their findings, academic and research staff and students are to ensure that the information presented is complete, verifiable, and interpreted objectively. After publication, they are to retain primary data and documentation for the period customary in their field, unless prevented by legitimate reasons or binding obligations.
- 6) Academic and research staff and students are to ensure the protection of individuals involved in their research. Where appropriate to the nature of the research, they must obtain informed consent from all participants and respect their right to withdraw from the research at any time.
- 7) Academic and research staff and students are to maintain appropriate critical distance from the results of their own work and that of their colleagues. They are to cite relevant work even when it contradicts their findings or opinions. Should they discover an error in their publications, they must take all necessary and possible steps to correct it and must not conceal or obscure it.

- 8) Academic and research staff and students are to disseminate their findings to the scientific, professional, or artistic community, unless legitimate confidentiality applies. Scientific findings are to be communicated to the general public only after proper verification and publication in recognised academic media.
- 9) Academic and research staff are to carry out any assessment, peer review, or evaluative duties assigned to them personally, independently, objectively, and carefully, and without external influence. They are to base such evaluations on standard and objective criteria. They must observe the rules set by the commissioning party and require the same from all participants. They must not use information contained in reviewed materials for any purpose other than the preparation of the relevant assessment, nor may they disclose such information to third parties. They must not intentionally delay evaluations in order to gain personal advantage or benefit others.
- 10) Academic and research staff are to decline to issue scientific, expert, or artistic opinions if their conclusions could be influenced by a personal interest or relationship, or they must clearly disclose such circumstances. They must avoid any other known conflicts of interest.
- 11) Academic and research staff or students, when leading a research or creative team, are to communicate openly and respectfully, and are to act collegially towards other team members in accordance with the principles set out in Part I.
- 12) Academic and research staff and students are to use resources provided for research, artistic, or other creative activities efficiently and effectively. They must recognise their responsibility to society, as the University operates with public funds, as well as their responsibility to the employer and, where applicable, to funders or investors.
- 13) Academic and research staff are to respect the University's proprietary rights to employee-created works, i.e. to the results of research, artistic, or other creative activity carried out in the capacity of an employee.

### **PART III**

#### **Safe Working and Study Environment**

##### **Article 11**

##### **Respect and Decency**

- 1) Employees and students of the University are to conduct themselves at all times in accordance with the basic rules of civil behaviour. They are to treat all other employees and students with courtesy, civility, collegiality, goodwill, and respect. They are to uphold the principles of equal treatment and equal opportunities.
- 2) Employees and students of the University are to avoid manipulative behaviour and reject any abuse of power.
- 3) Employees and students of the University must not speak disrespectfully about other employees, students, or academic disciplines.

##### **Article 12**

##### **Inappropriate Conduct**

- 1) Employees and students of the University must refrain from rude, arrogant, demeaning, or vulgar conduct, whether in personal interaction or written communication. They must not misuse their position to act in a superior manner.
- 2) Employees and students of the University must not engage in or contribute to behaviour that could be considered bullying – including mobbing, bullying by superiors (bossing) or subordinates (upward bullying) – discrimination or unequal treatment for any reason, sexual harassment, any form of coercion or violence, intimidation, threats, humiliation, persecution, or any other inappropriate conduct that threatens social safety within the University. They are to actively reject such behaviour and continuously strive to prevent it.
- 3) Employees and students of the University must not spread rumours, engage in hate speech, ridicule others, or damage the professional or personal reputation of other employees or students.
- 4) Employees and students of the University are to contribute to the creation of a safe environment for all. Within their means, they are to help remove barriers that cause exclusion and inequality and are to promote a positive attitude towards persons with specific needs.
- 5) Employees of the University who hold managerial positions must not abuse their authority. They are to treat their subordinates with respect and not in an excessively authoritarian manner. They are to assign tasks clearly and objectively, and to assess performance calmly, impartially, and always with courtesy. They must never resort to humiliation, ridicule, or other inappropriate behaviour towards their subordinates. They are to foster a safe, friendly, and welcoming working environment.

### **Article 13**

#### **Final Provisions**

- 1) This Directive shall enter into force and take effect on the date of signature by the Rector.

In Pardubice, on 29 May 2025

prof. Ing. Libor Čapek, Ph.D.

Rector