



Code of Ethics
of the University of Finance and
Administration [Vysoká škola finanční
a správní, a.s.]

Prague

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Preamble

1. The Code of Ethics of Vysoká škola finanční a správní, a.s. (hereinafter the "University of Finance and Administration") summarizes the basic ethical requirements for the conduct of members of the academic community and other employees of University of Finance and Administration related to their professional and academic activities, namely teaching, research, publishing, and reviewing or providing expertise.
2. The provisions of the Code of Ethics are based on ethical principles whose content represents a model of normative behavior for all of society and which are understood as a consequence of universal and generally accepted moral and formal principles of behavior of individuals and groups in a developed society, taking into account the character of higher education and research work.
3. The basic requirements of the University of Finance and Administration Code of Ethics create prerequisites for maintaining desirable moral standards so as to prevent conflict situations from emerging within the academic community of University of Finance and Administration, in relation to other University of Finance and Administration employees, and in relation to third parties or conflicts of interest, while helping to improve relations between the academic community and the public.
4. Given the moral and social aspects of the position of academic staff members as university teachers, scientists, and/or researchers, and given the moral and social aspects of the position of professional staff members resulting from their involvement or participation in the above activities, it is a justifiably expectation for the proper exercise of the profession of every employee of the University of Finance and Administration that they shall respect the standards of moral conduct articulated in this document, both in and out of the workplace.

Article 1

Relationship to the University of Finance and Administration

1. The employees and students of the University of Finance and Administration understand the results of their work in research, development, and other creative activities at the University of Finance and Administration to be results connected with the University and are mindful of the fact that they have achieved such results owing to the material, technical, and knowledge-based support of the University of Finance and Administration.
2. During study trips outside the University of Finance and Administration premises at home and abroad, employees and students of the University of Finance and Administration shall act in such a way as to represent the good name of University of Finance and Administration through their conduct.

Article 2
**General principles for the activities of University of Finance and
Administration employees**

1. Employees shall be guided in their activities both within and outside the workplace by moral principles and standards generally accepted in society.
2. In relation to academic activities, the employee shall observe in particular:
 - a) ethical principles respecting the specific features of a given field,
 - b) generally accepted practices of work ethics in educational, research, publication, and other creative activities
 - c) relevant ethical rules recognized at an institutional, disciplinary, or national level, or at the international level in cases of international cooperation,
 - d) an aversive attitude toward immoral behavior in educational, research, publication, and other creative activities,
 - e) personal integrity in one's own teaching and research work, including continuous self-education and the development of one's own skills as a university teacher and researcher,
 - f) the adoption of attitudes promoting the benefit of education, research, and development as a self-evident part of life in an advanced society,
 - g) the principle of academic freedom and intolerance of any breach or abuse thereof.
3. University employees shall not use their position for personal gain or for the benefit of third parties, or for any type of discrimination. They shall be critical of any abuse of position in their environment.
4. University employees shall respect the equal right of all persons to access to information, education, and employment. Within the scope of their abilities and applicable regulations, University employees shall:
 - a) ensure that barriers leading to discrimination and exclusion are eliminated,
 - b) contribute to ensuring equal opportunities for people with sensory and physical disabilities by respecting their specific communication requirements and creating the necessary technical and organizational conditions,
 - c) promote positive attitudes of the academic community towards disabled persons in a manner that facilitates their independent and full-fledged participation in academic and public life.

Article 3
Principles of the pedagogical activities of academic staff at the
University of Finance and Administration

1. Academic staff shall always deal with students on the basis of a fair, demanding yet sensitive assessment of their abilities, knowledge, diligence, and other personal characteristics. They shall communicate with students in an open, fair, and collegial manner, and shall not resort to underestimating, humiliating, or in any way belittling them.
2. They shall always treat students fairly, shall not require them to perform activities that are part of an academic staff member's own duties, and shall not in any way appropriate their work or achievements. They shall not allow students to gain undue advantages in their studies and in the verification of their results and shall be transparently impartial and objective in classifying such results. They shall strive to exert pedagogical influence not only through quality teaching and instruction, but also by personal example: they shall uphold the established rules of teaching.
3. Academic staff shall devote themselves fully and proactively to teaching and instructing students, helping develop their independent and critical thinking, supporting the growth of their qualifications and professional development and creative and publishing activity, and helping them establish external contacts, including international contacts. They shall willingly pass on their knowledge and experience to their students.
4. Academic staff shall incur proportionate consequences from any failures and unethical behavior or actions by students pursuant to the internal regulations of the University of Finance and Administration.
5. Academic staff shall deal with students in an honest, fair, collegial, and open manner and shall not abuse their authority. They shall not engage in demeaning, immoral, or coercive behavior. They shall set an example for students through their behavior.
6. The principles contained in paragraphs 1 to 5 shall apply mutatis mutandis to other staff members.

Article 4

Principles of student activity

1. To increase and deepen their knowledge, students shall attend as many courses as possible. They shall attend classes on time and shall not leave early. During classes, students shall not hamper the orderly conduct of the class with their behavior, shall follow the instructions of their teachers, and shall speak only with their permission.
2. During team study work, students shall be cooperative and shall respect their colleague's contributions to the final result.
3. Students shall only ever as term papers and qualifying papers consisting of their own original work generated through personal study and shall not use the same work for more than one course requirement.
4. Students shall not engage in unethical or fraudulent conduct, including in particular:
 - a) plagiarism (using the results of someone else's intellectual or other activity and presenting them as one's own),
 - b) falsifying data or other information or providing false information (falsifying study documents, providing data that is incomplete or has been falsified or altered, purposefully misinterpreting information, and consciously using inaccurate information, methods, procedures, or conclusions),
 - c) cheating on tests of knowledge and skills (unauthorized use of notes or other aids, communication with others, unauthorized use of other students' answers, impersonating or representing another person, failure to follow the teacher's instructions).
5. The student shall not seek to gain undue advantage in studying and shall not cheat or give others the opportunity to cheat during the testing of learning outcomes. They shall not pass off the work of others as their own. They shall not disparage the results of their own work, the work of their teachers, or the work of others.

Article 5
Principles of research, publishing, and other creative activities of members
of the academic community of the University of Finance and
Administration

1. Members of the academic community shall devote their research and other creative activities to expanding the limits of human knowledge, cultivating scholarship, and generating both material and immaterial value. They shall always ensure that these activities do not endanger human beings or their freedom and morality, the social order, or the rule of law.
2. Members of the academic community shall be conscious of their responsibility for the objectivity, reliability, and accuracy of their research and mindful of the limits of the methods used. They shall not duplicate research conducted elsewhere unless needed to verify, supplement, or compare results.
3. When publishing their findings and results, members of the academic community shall ensure that they are complete, verifiable, and objectively interpreted. Upon publishing results, they shall retain primary data and documentation for a period of time customary in the relevant field unless prevented from doing so by other obligations or regulations. In the event of discovering an error in their publications, they shall take all necessary steps to correct it and shall not attempt to conceal or cover it up.
4. Members of the academic community shall share their results with the academic and scholarly community except when subject to confidentiality under applicable legislation or obligations. They shall only judiciously communicate research findings to the general public only once they have been verified and published in the scholarly press.
5. Members of the academic community shall present themselves as the author or co-author of results only if they have achieved them or made substantial creative contributions to them; they shall strictly avoid any form of plagiarism. In publications, they shall objectively acknowledge the contribution of others and when citing sources shall always give a clear and precise reference to the relevant source. They shall cite important work even if is not consistent with their results and views.
6. Members of the academic community of the University of Finance and Administration shall respect and protect the intellectual property of the authors of manuscripts, project proposals or reports, or works of art under review, shall not use the data contained in the reviewed documents for any purpose other than the preparation of the relevant opinion, and shall not provide such results to any third party. They shall not deliberately extend the review period in order to obtain personal advantages or advantages for a third party.

7. Academic staff members of the University of Finance and Administration shall refuse to issue academic or professional opinions if their conclusions could be influenced by personal interest or shall make clear that such is the case; they shall avoid any intentional conflict of interest.
8. Academic staff members of the University of Finance and Administration shall ensure the efficient and effective use of the financial and material resources provided.
9. Academic staff members shall carry out assessment, review, and other review activities personally, independently, and carefully. They shall prepare professional opinions responsibly and in relation to the subject area of their field of expertise; they shall not submit to external pressure and shall base their opinions to the greatest possible extent on objective criteria, respecting the rules of the client and requiring the same from other participants in the given proceedings.

Article 6

Principles of employee collegial behavior

1. Employees shall be guided by the principles of collegiality with other employees, which consist of respecting their person, their right to express independent professional opinions, and their right to freely choose their own approach to academic activities, provided that such choice is in accordance with the standards customary in the field and with this Code.
2. The principles of ethical conduct of staff include collegial behavior towards students based on respecting:
 - a) student personalities,
 - b) the principle of freedom of access to education and the status of students as full-fledged and equal members of the academic community,
 - c) the creative work of students by recognizing their equal status as authors or co-authors when submitting and publishing results of research and development,
 - d) the dignity of the students' position when assisting with teaching other students beyond the scope of their academic duties through suitable recognition of their work, including material compensation.
3. Employees shall refuse to engage in uncollegial behavior, discrimination, or coercion based on their functional position. They shall not adopt an attitude of false collegiality consisting of tolerating violations of the general moral principles and rules of this Code.
4. Employees shall adopt a collegial approach to teamwork based on mutual trust and information when performing research and development and publishing the results thereof and on respect for the creative contributions of themselves and others, particularly when publishing the collective results of the team.

Article 7

Ethics Committee

1. An Ethics Committee has hereby been established as an advisory body to the Rector for hearing complaints regarding compliance with the Code of Ethics of the University of Finance and Administration.
2. The Ethics Committee shall have 5 members including its Chair, who shall be the Prorector for Legislation and Study Programs. The other members of the Ethics Committee are appointed and dismissed by the Rector in such a way that academic staff, other employees, and students are represented.
3. The term of office of the Ethics Committee shall be four years. If a member of the Ethics Committee ceases to be a member of the Ethics Committee before the end of the term of office of the Ethics Committee, the Rector shall appoint a new member for the remainder of the term of office of the Ethics Committee, while preserving the representation mentioned in paragraph 2.

Article 8

Ethics Committee Meetings

1. Complaints regarding compliance with the Code of Ethics of the University of Finance and Administration shall be submitted in writing to the Rector of the University of Finance and Administration. It shall always cite the provision of the Code of Ethics of the University of Finance and Administration which the submitter deems to have been violated, identify the person who committed the violation, and state the facts decisive for reviewing the matter.
2. In the event that the complaint does not contain any of the particulars mentioned in paragraph 1, the chair of the Ethics Committee shall request that the submitter complete the complaint within a period of at least 5 days, otherwise he/she shall defer it. Anonymous complaints that do not contain one of the particulars referenced in paragraph 1 shall also be deferred. If the Chair of the Ethics Committee finds that the conduct described in the complaint has the characteristics of a disciplinary infraction, he/she shall submit a proposal to initiate disciplinary proceedings in accordance with Article 3(1) of the Disciplinary Regulations for Students of the University of Finance and Administration. Complaints that have not been deferred or resolved in the manner provided for in the preceding sentence shall be deemed to have been accepted for consideration by the Ethics Committee.

3. Meetings of the Ethics Committee shall be convened by its Chair as necessary so that it takes a position on each complaint received no later than 6 months after its delivery to the Rector's Office.

4. The Committee shall have a quorum if more than half of its members are present. Resolutions of the Ethics Committee are carried by an absolute majority of all members present.

5. The Rector or an employee of the University of Finance and Administration authorized by him/her may attend meetings of the Ethics Committee. The Chairperson is entitled to invite the submitter, the person identified as the violator, and other persons who can help establish whether the Code of Ethics of the University of Finance and Administration has been violated to discuss a specific complaint.

6. Minutes shall be taken of the Ethics Committee meeting, which shall contain the Committee's opinions on the individual complaints received. Each opinion shall state the conclusion of the Committee as to whether or not the Code of Ethics of the University of Finance and Administration has been violated and shall summarize the factual findings on which basis the Committee has reached this conclusion.

7. The minutes of the proceedings of the Ethics Committee shall be forwarded to the Rector by the Chair of the Committee. The minutes are recorded in paper form and stored at the Rector's Office. Information about the Ethics Committee's opinion regarding a specific complaint is forwarded to the submitter and to the person who was identified in the complaint as the violator or was found by the Committee to be the violator.

Article 9

Final provisions

1. This Code of Ethics of the University of Finance and Administration was approved by the Board of Directors of the University of Finance and Administration on 12 July 2021
2. This Code of Ethics of the University of Finance and Administration shall enter into force on the day following the date of approval.

In Prague, 12 July 2021

Bohuslava Šenkýřová
Chair of the Board of Directors and Rector
for Vysoká škola finanční a správní, a.s.