



Code of Ethics

Vysoká škola finanční a správní, a. s.

**Prague
2017**

Preamble

1. The University of Finance and Administration (hereinafter “VŠFS”) Code of Ethics sets forth principal rules for the behaviour of academics and other VŠFS staff, namely for their professional and academic activities related to education, research, publishing, evaluation and expertise.
2. The provisions of the Code of Ethics are based on ethical principles constituting a pattern of normative behaviour for the whole society which are perceived as a set of standard moral and formal rules of conduct generally accepted by individuals and groups in an advanced society with regard to the character of university education and research.
3. The key provisions of the VŠFS Code of Ethics provide guidance on how to maintain high moral standards, forego conflict situations within the VŠFS academic community and in relations with other VŠFS staff and/or third parties, and how to avoid conflicts of interest, thus boosting the relationship between the academic community and the public.
4. Considering the moral and social aspects of the status of the academic as a university teacher, scientist and research worker, and considering the moral and social aspects of the status of a professional worker ensuing from his or her role or part in the abovementioned activities, the observance of the norms of moral conduct promulgated in this document at and/or outside the workplace is an indispensable prerequisite for a proper working performance of each VŠFS employee.

Article 1

Relationship to VŠFS

1. The VŠFS staff and students perceive the results of their research and development undertaken at VŠFS as the outcome of their creative work inherently embedded within the University, being aware of, and respecting the fact that they can only achieve them thanks to the University’s material and technical assistance and knowhow.
2. All VŠFS staff and students, no matter where they are located or what they do, act in such a manner as to represent the good name of the University.

Article 2

VŠFS Staff General Rules of Conduct

1. Each VŠFS employee honours the socially accepted moral principles and rules, no matter where they are located or what they do.
2. In relation to academic activities, each employee observes:
 - a) ethical rules respecting each branch and its specifics;
 - b) generally accepted conventions of professional ethics in education, research, publishing and related activities;

- c) relevant ethical rules respected at institutional, branch-related, national or, where it applies, international levels;
 - d) an attitude disapproving of any immoral behaviour in education, research, publishing and related activities;
 - e) intrinsic honesty in tuition and research work, including permanent self-education and advancement of the skills of a university teacher and a scholar;
 - f) a positive attitude to education, research and development as a self-evident part of life in an advanced society;
 - g) the principle of academic freedom and zero-tolerance of its violation and/or abuse.
3. No employee makes use of his or her position to their personal benefit or that of third parties, or to any form of discrimination. All staff is critical to any display of misuse of position.
 4. Each employee pursues the equal-rights-policy to information, education and employment. As much as their capacity and legal norms allow them to, they:
 - a) seek to remove all barriers leading to discrimination and exclusion;
 - b) contribute to providing equal opportunities for people with sensory or motion-related handicaps by respecting their specific communication demands and creating a proper technical and organizational background for their education;
 - c) foster positive attitudes of the academic community towards handicapped persons, thus facilitating their independent and fully-fledged involvement in academic and public life.

Article 3

VŠFS Academic Staff's Teaching Practice Rules

1. The attitude of each member of the academic staff to the students is based on a correct, demanding, albeit sensitive evaluation of their skills, knowledge, studiousness and other personal characteristics. All academic staff communicates with students in an open, correct and collegial manner, never resorting to any form of underestimation, humiliation or disparagement.
2. VŠFS academic staff treats all students in a fair way, not requiring anything from them which is part of staff duties, and not appropriating their work or their own results. No unjustified privileges are permitted when assessing the students' performance; each must be graded in a transparent and unbiased way. All staff provides high-quality tuition and training, setting a personal example by observing the tuition rules stipulated by the University.
3. Each academic puts full and intensive effort into the tuition and education of students, advancing their independent and critical thinking, fostering their professional growth, assisting them in their creative and publishing activities, and helping them to close

external links, including international contacts. Each academic is fully committed to passing his or her knowledge and experience on to the students.

4. Relevant consequences complying with the University's internal regulations will be drawn for any failure and/or unethical conduct on the part of students.
5. Academic staff treats all students in a fair, just, collegial and open manner, not abusing his or her authority or intimidating or humiliating them. He or she refrains from any form of immoral conduct or coercion, setting an example by his or her impeccable behaviour.
6. Rules stipulated in paragraphs 1-5 are adequately applicable to all other University staff.

Article 4

Student-Related Rules

1. To enhance his or her knowledge, each student regularly attends the courses enrolled. They are punctual on arrival and do not haste to leave tuition too early. In class, they refrain from any form of undue or disturbing conduct, respecting the lecturer's instructions and only speaking when asked to.
2. In study teamwork, each student is cooperative and welcomes the contribution of his or her colleagues to the final outcome.
3. All seminar papers, theses and other written materials subject to grading must be the student's own and original results of his or her study and must not be used repeatedly for more than one occasion.
4. No student resorts to unethical or fraudulent conduct which may include:
 - a) plagiarism (wrongful appropriation of another person's thoughts, ideas or expressions and their misrepresentation as one's own original work);
 - b) data fraud and misrepresentation (falsifying student documents, falsifying or changing personal data, presenting incomplete data, deliberate misinterpretation of information, deliberate use of wrong information, methods, procedures and/or conclusions);
 - c) fraudulent behaviour when tested or examined (unauthorized use of notes and other aids, communicating with others, unauthorized appropriation of other students' answers, representing someone else or being represented by someone else, non-observance of the teacher's instructions).
5. No student attempts to acquire unjustified privileges, never resorting to any form of fraud when tested or examined, or offering anyone else the opportunity to cheat. He or she never presents someone else's work as their own. They never belittle or depreciate their study performance, their teachers' or other persons' work or effort.

Article 5

VŠFS Academic Staff Rules for Research, Publishing and Other Creative Activities

1. Each academic focuses his or her research on broadening the limits of human knowledge, fostering education and cultivating all material and immaterial values. They are always mindful not to jeopardize other people's freedom, morality, the social order and the rule of law.
2. In their academic research, the University staff is aware of their responsibility for objectiveness, reliability and accuracy, respecting the boundaries of methods applied. They refrain from duplicating research undertaken elsewhere, unless they need it to verify, amend and/or compare with their own research.
3. When publishing, all University staff bears in mind that the interpretation of their research must be complete, verifiable and objective. After publication, they store primary data and documentation for an appropriate period unless this contravenes other obligations and/or regulations. If and when finding a mistake in their publication, they take all necessary steps to rectify it, without attempting to hide or deny it.
4. Each member of the VŠFS academic community presents his or her research to scholars and experts, unless it is legally subject to confidentiality. It is at each academic's discretion to familiarize the lay public with the outcome of their research only after it has been verified and published in expert media.
5. Each academic presents himself or herself as the author or a co-author of a research study only when they have worked on it themselves or taken a significant part in it, strictly avoiding any form of plagiarism, objectively recognizing the contribution of others and making unanimous and precise reference to the original source. They also quote significant studies which do not comply with their own research and/or professional opinion.
6. All VŠFS staff protects and honours the intellectual property owned by authors of manuscripts under review, draft projects, reports or works of art; they never use the data contained in documents under review for any purpose other than to work out an expert opinion, and they do not supply them to third parties. They do not deliberately protract the evaluation procedure in order to achieve personal privileges for themselves or for third parties.
7. No VŠFS staff resorts to working out scientific or expert opinions if their conclusions might be biased by his or her personal interest. He or she is obliged to report this unequivocally. All University staff also avoids any deliberate conflict of interests.
8. All University academics are mindful of a purposeful and effective use of financial and other material resources provided by the University.
9. Any assessment, review or form of evaluation undertaken by an academic is carried out personally, independently and with due care. His or her opinions are formulated with consideration for the specifics of the relevant branch of study. They do not succumb to external pressures and, wherever possible, they observe objective criteria, complying with the rules set by the contracting party and requiring this approach from all other parties in the evaluation proceedings.

Article 6

Rules of Conduct among Staff

1. All VŠFS staff observes rules of collegial behaviour to other employees based on the respect for their personality, their right to voice an independent expert opinion and their right to a free choice of their own attitude to academic work, provided this choice is in harmony with relevant standards and this Code.
2. The rules of the employees' moral conduct includes a collegial attitude towards students based on respecting:
 - a) the students' personality;
 - b) the principle of the freedom of access to education, and the status of students as legitimate and equal members of the academic community;
 - c) the creative performance of students by acknowledging their equal status of authors or co-authors when implementing and publishing the results of research and development;
 - d) a dignified position of those students who help in tuition of other students in a manner exceeding the scope of their study duties by adequate assessment of such work, including material compensation.
3. Each VŠFS employee renounces non-collegial attitudes and displays of discrimination or status-related coercion, refraining from attitudes of false collegiality by tolerating any form of breach of general moral principles and rules of this Code.
4. All VŠFS staff has a collegial approach to teamwork based on mutual trust and shared information in research and development and its publishing, and on respecting the creative contribution, both one's own and that of all others, especially when publishing the joint results of the teamwork.

Article 7

Ethics Commission

1. The newly-established Ethics Commission is to serve as the rector's advisory body in the assessment of compliance with the VŠFS Code of Ethics.
2. The Ethics Commission consists of five members including the chairman, i.e. the chancellor. Other Ethics Commission members are appointed and recalled by the rector in such a way as to include academics, other staff and students.
3. The Ethics Commission conducts its business in a four-year term of office. If the office of any of its members expires prior to their four-year term, a new member is appointed by the rector in compliance with paragraph 2 for the remaining term-of-office period.

Article 8

Ethics Commission Conduct

1. A motion regarding a case of non-observance of the VŠFS Code of Ethics is filed in writing to the VŠFS Rector's Office. The motion always includes the specification of the relevant VŠFS Code of Ethics provision which, according to the sender, has been breached and information on the breaching party, and a summary of facts crucial for the assessment of the case.
2. If the motion fails to contain any of the requirements under paragraph 1, the chairman of the Ethics Commission asks the sender to amend it within 5 days, or it is dropped. The Ethics Commission will also drop any anonymous motion which fails to contain any of the prerequisites contained in paragraph 1. If the chairman of the Ethics Commission decides that the conduct described in the motion shows signs of a disciplinary offence, he or she will submit a proposal to launch disciplinary proceedings in compliance with Article 3, paragraph 1 of the Disciplinary Regulations for VŠFS students. Any motion which has not been dropped or disposed of in a manner mentioned above is regarded as a motion accepted by the Ethics Commission as one to be dealt with.
3. The deliberations of the Ethics Commission are convened as required by its chairman to adopt a stance on each motion accepted within 6 months after its delivery to the Rector's Office.
4. The Ethics Commission rules on each motion with a quorum of more than a half of all its members. Its resolutions are approved by a quorum of more than a half of all members present.
5. The sessions of the Ethics Commission can be attended by the Rector or any authorized VŠFS staff. The chairman is entitled to invite the sender of a particular motion to be dealt with, the person accused of a breach and any other person that may help to find out whether a provision of the VŠFS Code of Ethics has been contravened.
6. Each session of the Ethics Commission is recorded in minutes which contain the commission's standpoint regarding a motion. This standpoint includes the commission's conclusion whether the VŠFS Code of Ethics has been breached or not, and a summary of the principal facts the commission's conclusion is based on.
7. The minutes recorded from the Ethics Commission's deliberations are handed over to the Rector. They are archived and stored in the Rector's Office. Information on the standpoint of the Ethics Commission toward a particular motion is conveyed to the sender and to the person accused of a breach and/or the person found liable for the breach.

Article 9

Concluding Provisions

1. This VŠFS Code of Ethics was approved by the VŠFS Board of Directors on May 22, 2017.
2. This VŠFS Code of Ethics enters into force on July 1, 2017.

In Prague, ... June, 2017

Dr. Bohuslava Šenkýřová
chairwoman of the Board of Directors
and the Rector on behalf of the University of
Finance and Administration