

CODE OF ETHICS FOR EMPLOYEES AND STUDENTS OF PALACKÝ UNIVERSITY OLMOUC

Preamble

1. The Code of Ethics for Employees and Students of Palacký University Olomouc (hereinafter the “Code”) summarises the general ethical requirements for:
 - Scientific, research, development, artistic and other creative activities (hereinafter referred to as "creative activities") and pedagogical activities of the academic staff of Palacký University Olomouc (hereinafter referred to as "UP"),
 - Pedagogical and related activities of teachers,
 - Creative activities of UP researchers,
 - Activities of other UP employees related to their employment contract and
 - Fulfillment of study and study-related duties by UP students.
2. Furthermore, in the text of the Code, the general term “employees and students of UP” refers to those belonging to the categories mentioned in the above paragraph.
3. Respecting all the moral and social requirements listed in this document while performing the activities listed in paragraph 1 is a necessary prerequisite for being an employee or student of UP.
4. The Code is a morally binding statement by UP which does not have the character of a legal or internal regulation. Its violation constitutes conduct that is contrary to the moral and social principles the observance of which is necessary for the proper performance of the activities listed in paragraph 1.
5. The Code was prepared in accordance with the model Code of Ethics for University Academics approved during the fifth Session of the Council of Higher Education Institutions on 17 May 2007, compiled in accordance with the Code of Ethics for Researchers of the Czech Academy of Sciences and edited in accordance with the requirements of Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education.

Section I General Principles

1. The UP employee or student maintains a high standard of observance of human moral and ethical principles in performing the activities listed in paragraph 1 of the preamble, and fully respects the principles of this Code.
2. The UP employee or student should require the same from other UP employees and students. The UP employee should especially focus on students and serve as a model for them.
3. The UP employee or student should not condone or cover up unethical behaviour and actions, even if they are justified through usefulness, obedience and loyalty.
4. The UP employee or student considers pedagogical and creative activity to be an integral contribution to the development of human knowledge, culture, innovation and general good. They defend it against

unfair questioning or abuse; they carefully observe and disseminate the principles of reliable and trustworthy creative activity in public, among employees and especially among UP students.

5. The UP employee or student constantly develops their abilities and expands and deepens their knowledge and skills in the area of their (future) professional or study focus, as well as in their general creative and pedagogical activities.
6. The UP employee or student retains a critical view towards the results of their work, acquired knowledge and conclusions. They approach the results of other UP employees or students with an objective, critical and collegial perspective and are open to the discussions and arguments of others.
7. The UP employee or student advocates freedom of thought, research, expression, exchange of opinions and information. In their creative activity, pedagogical activity and studying they do not take biased, ideological or irrational approaches. They reject everything that may offend human dignity or endanger the proper functioning and development of human society.
8. The UP employee or student will refrain from any conduct that could be considered discrimination against any group of people or sexual harassment. They also consider it their duty to effectively prevent any such conduct if they become aware of it.
9. The UP academic staff member, in accordance with the duties listed in their employment contract with UP, respects the principles for teachers and researchers listed below.
10. The UP student, in connection with their association with UP, adequately respects the principles for teachers and researchers that apply to their work.

Section II

Principles for Pedagogical Activities

1. The teacher always deals with students on the basis of an objective, proper, in-depth, but sensitive evaluation of their abilities, knowledge, diligence and other personality traits; when classifying study results, they act impartially and objectively. The teacher does not act like the students' superior but treats them as colleagues.
2. The teacher communicates with students in an open and appropriate way. They do not underestimate, humiliate or belittle them.
3. The teacher always treats students fairly and does not require them to perform activities that are not part of their duties.
4. The teacher readily shares their knowledge, skills and experience with their students.
5. The teacher applies pedagogical skills not only for the purpose of teaching and training, but also acts as a role-model who diligently follows the established rules of the study structure.
6. The teacher is fully and actively dedicated to the collective and individual education of students. They help students develop independent and critical thinking, comprehensively support their professional growth and development, their creative and publishing activities, as well as help them establish external contacts, including international ones.
7. The teacher is held partly responsible for the potential failures and unethical behaviour of their students.

Section III

Principles for Creative Activity

1. The researcher focuses their work within the creative activity on expanding the boundaries of human knowledge, developing artistic and cultural values, education, technical innovations, etc. They always ensure that their outcomes serve the benefit of human society.
2. The researcher always makes sure that these activities do not endanger their co-workers, human society, the environment, as well as material, cultural and ethical values.
3. The researcher is aware of their responsibility for the objectivity, reliability and accuracy of their research and they respect the limits of the applied methods.
4. When publishing findings and results, the researcher pays special attention to their completeness, verifiability and objective interpretation.
5. After publishing their research outcomes, the researcher shall keep the primary data and documentation for a period of time customary to their field, unless doing so conflicts with other legal obligations or regulations.
6. The researcher ensures the efficient and effective use of the resources provided to them for their creative activities.
7. The researcher shall not duplicate research carried out elsewhere unless it is strictly necessary for verifying, supplementing, or comparing its results.
8. Unless they are subject to legal confidentiality, the researcher shall make their findings available to the scientific, professional or artistic public. They shall present their findings to the general public only once they have been verified and published in professional media.
9. The researcher presents themselves as the author or co-author of the outcomes only if the outcomes are legitimately theirs or if they significantly contributed to them. The researcher strictly avoids any form of plagiarism.
10. In their publications, the researcher quotes the contributions of their colleagues and predecessors, referencing these sources in a clear and precise manner.
11. The researcher also cites the major works that are not in accordance with their findings and opinions.
12. The researcher does not divide their results. In other words, they do not needlessly divide them in order to increase the number of publications. They do not publish the same or almost the same work in multiple publications.
13. If a researcher discovers an error in their publications, they shall take all the necessary and available steps to correct it and they shall not seek to conceal or disguise it.
14. The researcher performs the assigned evaluation, review or other evaluation work personally, independently and diligently.
15. The researcher protects the intellectual property of the authors of the analysed manuscripts, project proposals and reports, works of art, etc. They do not use the data contained in the evaluated documents for any purpose other than to prepare the relevant report and do not provide them to third parties.
16. The researcher does not intentionally extend the evaluation period to benefit themselves or a third party.
17. The researcher shall refuse to provide a scientific, professional, or artistic opinion if the conclusions could be influenced by their personal interest or they shall make such personal interest clear; they shall avoid any deliberate conflicts of interest.
18. The researcher prepares expert opinions responsibly and does so only for matters pertaining to their field; they will not be affected by external pressures.

19. During assessment and opposition proceedings, reviews, etc., the researcher bases their opinion on objective criteria, follows the rules of the contractor and requires the same from other participants in the proceedings.

Section IV

The UP Ethics Committee

1. The Rector appoints the UP Ethics Committee to assess cases of violation of the provisions of this Code. The UP Ethics Committee is a permanent advisory body to the Rector.
2. The UP Ethics Committee consists of employees of individual faculties, with each faculty being represented by one member. The proposal for the appointment of a member of the UP Ethics Committee is submitted to the Rector by the Dean following approval by the Academic Senate of the faculty. The Chair of the UP Ethics Committee is appointed by the Rector from among the members of the UP Ethics Committee on the basis of their proposal.
3. The UP Ethics Committee also includes two representatives from the student body who are appointed by the Rector following a proposal from student members of the UP Academic Senate. This proposal is forwarded to the Rector by the Vice-Chair of the UP Student Academic Senate. The Vice-Chair of the UP Student Academic Senate and the Chair of the UP Ethics Committee are responsible for the presence of student members within the UP Ethics Committee.
4. If required by a specific case, the Rector may, on an ad hoc basis, appoint additional committee members to participate in deliberations of that case.
5. In the event that a case would affect the rights of UP students, the Chair of the UP Ethics Committee shall invite the student members. In other cases, the student members of the UP Ethics Committee do not participate in the meetings. Whether a given case requires the participation of student members is decided by the Rector when submitting the case for consideration by the UP Ethics Committee. Should the need for their presence arise during case proceedings, the Chair of the UP Ethics Committee may request the presence of the student members. In cases where the UP Ethics Committee is debating potential breaches of this Code by a student, the presence of student members is obligatory.
6. The proceedings of the UP Ethics Committee are governed by its Rules of Procedure. The Rules of Procedure of the UP Ethics Committee are approved by the Rector at the proposal of the Chair of the UP Ethics Committee.
7. Once a case has been submitted, the UP Ethics Committee shall provide a statement on whether or not the provisions of this Code had been violated within the period specified in the Rules of Procedure.
8. In the event that the UP Ethics Committee concludes that the act in question constitutes a disciplinary offense, it may initiate the Dean or the Rector to submit a request for disciplinary proceedings to the appropriate disciplinary committee, in accordance with the Disciplinary Code for Students of UP.

In Olomouc, 13 December 2017

prof. Mgr. Jaroslav Miller, M.A., Ph.D., v.r.
Rector of UP