

CODE OF CONDUCT OF BRNO UNIVERSITY OF TECHNOLOGY

Recitals

Act No. 111/1998 Coll., on higher education institutions (hereinafter the “Act”), lays down in its recitals the basic tasks and mission of higher education institutions. According to the Act, they are “playing an active role in public debate on social issues and ethics, cultivation of cultural diversity and mutual understanding, building of civil society and preparation of young people for a life therein”. Furthermore, the Act stipulates basic academic rights and freedoms, including, *inter alia*, freedom of science and research, freedom of teaching, including openness to various scientific opinions, right to free choice of subject of study, etc.

Brno University of Technology (hereinafter “BUT”) is aware of its position within the society and the tasks associated therewith. However, not all the rights and duties of the academic staff, students and employees of BUT can be embodied in laws or legal regulations.

BUT is mindful of the moral prestige it has as an institution, and emphasises ethical conduct of its academic community and other employees. For this reason, it hereby issues the BUT Code of Conduct (hereinafter the “Code”) as a set of basic moral rules that must be observed by academia.

Article I **Scope of the Code**

1. The Code shall apply to all members of the BUT academic community, i.e. both the academic staff and students. It does not constitute a legal regulation, but all members of the BUT academic community shall be morally bound by the Code.
2. The Code shall also apply to other employees, where the provisions of Articles IV to VI shall apply to the other employees *mutatis mutandis* to the extent to which they pursue the relevant activities.
3. The Code follows up on the basic rights and obligations of the employees set out in the Labour Code, the respective employment contract concluded, the Work Rules and other related internal regulations issued by the employer.

Article II **Relationship to BUT**

1. Members of the BUT academic community and other BUT employees shall perceive and present their educational activities and the results of their scientific, research and creative activities as part of their work at BUT. They shall respect the fact that they achieve their results with the support of BUT, using its facilities.

2. Members of the BUT academic community and other BUT employees shall be loyal to the University, representing, promoting and defending its interests.
3. Members of the BUT academic community and other BUT employees shall participate in promoting the University's reputation, both at home and abroad.
4. Members of the BUT academic community and other BUT employees shall also show respect towards BUT by acting so as not to jeopardise the main objectives and activities of BUT by their activities outside the University or their own business.
5. Members of the BUT academic community and other BUT employees shall act so that the results of their professional activities carried out at BUT be attributed to BUT.
6. In pursuing their professional activities, members of the BUT academic community and other BUT employees shall ensure that neither BUT nor members of the BUT academic community are harmed in any way.
7. Members of the academic community and other BUT employees shall maintain confidentiality of any facts that they learn in connection with the performance of their work and that could harm or jeopardise the activities of BUT. The duty of confidentiality shall not apply to facts that give rise to concerns over corrupt practices or other acts incompatible with ethical conduct on the part of BUT employees.

Article III
General Requirements on Ethical Conduct

1. Members of the BUT academic community and all BUT employees shall maintain high moral and ethical standards, both when performing their activities at BUT and outside BUT. They shall act honestly and in accordance with good morals.
2. Members of the BUT academic community and all BUT employees shall stand in opposition against all forms of discrimination based on any ground, whether racial, ideological, health-related, political, religious or other.
3. Members of the BUT academic community and all BUT employees shall observe not only general moral principles, but also ethical principles customary in the field of their activities.
4. Members of the BUT academic community and all BUT employees shall promote the principles of academic freedom, emphasise the right to independent research, freedom of expression, freedom of exchange of opinions and freedom of critical thinking. They shall treat differing opinions fairly and without prejudice.
5. Members of the BUT academic community and all BUT employees shall co-operate in collegial manner. They shall not discredit others, spread rumours or slander.
6. Members of the BUT academic community and all BUT employees shall continuously develop their abilities and skills, educate themselves and deepen their profession-

al knowledge. They shall maintain the attitude of objective criticism towards their own work, as well as the work of others.

7. Members of the BUT academic community and all BUT employees shall stand up to any manifestations of abuse of position, as well as other forms of bossing, sexual pressure or harassment. They shall not put immoral pressure on other BUT employees or students or tolerate condescending or degrading treatment.
8. Members of the BUT academic community and all BUT employees shall not appropriate the ideas or creations of others. In doing so, they shall diligently make references to authors whose ideas or results they use or base their work on. They shall neither commit, nor tolerate plagiarism or autoplagerism.
9. Members of the BUT academic community and all BUT employees shall perform all their activities with due care and with awareness of the potential risks.

Article IV **Teaching**

1. BUT academic staff shall pass on to students not only their professional knowledge and experience, but they shall also lead them by personal example, especially in observing the ethical principles in education, research, development and creative activities.
2. BUT academic staff shall co-operate with the students in collegial manner, and support the students' critical thinking and development. They shall not insult the students' intelligence, or humiliate or disparage students, their interests or studies.
3. BUT academic staff shall treat students, as well as their studies and activities, in an objective and unbiased manner. The same applies to the course of any lessons and examinations. When evaluating and grading study results, the academic staff shall act fairly, impartially and objectively. BUT academic staff shall not request from students performance of any activities that the staff are to perform themselves, and they shall not appropriate the work and results achieved by the students.
4. BUT academic staff shall draw appropriate consequences from any failures and unethical conduct or actions of the students.
5. BUT students shall use their studies to grow both personally and professionally. They shall respect their teachers and other students. They shall not disparage the results of their work, the work of their teachers or other members of the academic community.

Article V **Scientific, Research, Artistic and Other Creative Activities**

1. BUT academic staff shall focus on their scientific, research, development, artistic and other creative activities aimed at expanding the boundaries of human knowledge. They shall ensure that their results are used to serve the society and they shall be aware of their responsibility for what they present to the society.
2. In pursuing their scientific work, BUT academic staff shall take into account the latest developments in their field and continuously deepen their professional knowledge and skills.
3. BUT academic staff shall take responsibility for the objectivity, accuracy and trustworthiness of their results, and methods and data used. They shall strive for their results, methods and data to be complete and verifiable.
4. BUT academic staff shall interpret the results of research and development fairly and objectively, both in the case of their own results and the results of others.
5. BUT academic staff shall disclose the results of their scientific, research, artistic and other creative activities under the conditions usual in the given field. They shall ensure that findings following from their professional activities are disseminated among the relevant scientific or artistic public and that they are applied in teaching or in practice as soon as possible.
6. If BUT academic staff discover a significant mistake in their published texts, they shall not attempt to cover up or conceal it, but they shall take steps aimed at remedying the situation without undue delay.
7. BUT academic staff shall comply with the ethical rules associated with respect for intellectual property rights. They shall also quote significant works that are at variance with their own results and opinions.
8. BUT academic staff shall present themselves as the author or co-author of the results of professional activities only if they attain the results themselves or in cooperation with others, provided that they substantially creatively contributed to the results attained. BUT academic staff shall not divide mutually related results into several publications in order to increase the number of their publications, and they shall not allow purpose-driven expansion of the team of authors by persons who do not substantially creatively contribute to the presented results.
9. As members of working teams, BUT academic staff shall acknowledge the contributions of other team members to the results of the team, especially as regards the order in which the authors are listed and the share in the publication attributed to them. BUT academic staff shall be open and willing to hold objective professional discussion. They shall respect the opinions of other team members. Through their objective approach, they shall contribute to functioning teamwork.
10. BUT academic staff shall lead by example in observance of moral principles in scientific, research, artistic and other creative activities in which the students participate.

11. BUT academic staff shall ensure purposeful and efficient utilisation of the resources they have received for their creative activities. They shall distribute the funds fairly and transparently.
12. BUT academic staff shall draw appropriate consequences from any unethical conduct of their colleagues and students.

Article VI **Expert and Economic Activities**

1. In performing the role of an expert (including any and all assessment, review or other evaluation activities, as well as participation in the relevant panels), BUT academic staff shall perform their work in person, independently, and using all their professional competences.
2. In performing their expert activities, BUT academic staff shall strive to promote the reputation of BUT, in particular by their expertise, dignified conduct, quality and efficiency of their work.
3. BUT academic staff shall refuse to prepare an expert opinion if the conclusions could be influenced by their own personal interests, or they shall clearly indicate this fact. BUT academic staff shall avoid any forms of conflict of interests including intentional extension of the duration of evaluation with a view to obtaining benefits for themselves or a third party, as well as using the information from the provided underlying documents for other purposes, and they shall not succumb to external pressure.
4. In pursuing their economic activities, members of the BUT academic community and other BUT employees shall promote the interconnection of research with the industry for the benefit of the University. They shall not take on tasks that could result in conflict of their and BUT's interests. In pursuing business and other activities, they shall not use the name of BUT without authorisation, and they shall not misuse the University facilities and know-how.

Article VII **Ethics Committee**

1. In order to assess any complaints concerning compliance with this Code and breaches hereof, the Rector of BUT shall establish BUT Ethics Committee (hereinafter the "Committee").
2. The Committee shall be an advisory body of the Rector. The Committee shall have 5 members appointed by the Rector after discussion with the BUT Academic Senate.
3. Such academic staff or other BUT employees who enjoy general trust of the academic community due to their morals and who exhibit exemplary relationship to their colleagues and to BUT as a whole may be appointed members of the Committee. Membership in the Committee is incompatible with the office of Rector, Vice-rector, Bursar, Dean, Vice-dean, Secretary of the faculty and head of a BUT institute.

4. Unethical conduct shall be discussed by the Committee based on a written complaint submitted by a member of the BUT academic community or other BUT employee to the Rector of BUT. A complaint must contain a clear and specific definition of the unethical conduct, i.e. specification of the generally accepted moral principles or provisions of the Code that have been breached. The complaint must be substantiated by the submitter, include the submitter's name, surname and position (details of the complainant's working position/studies, as applicable), and must bear the submitter's handwritten signature. The Ethics Committee shall not discuss anonymous complaints, unless the Rector of BUT decides otherwise.
5. Meetings of the Committee shall be convened by the Chairman of the Committee at the Rector's request. Details of the Committee's activities are governed by a separate Rector's directive.

Article VIII
Final Provisions

1. The BUT Code of Conduct was discussed by the Academic Senate of Brno University of Technology on 3 May 2016.
2. The BUT Code of Conduct is effective from 1 June 2016.

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Rector of Brno University of Technology