

Universidade Católica Portuguesa
Code of Ethics and Conduct

Preamble

As a university, Universidade Católica Portuguesa is an academic community that thoroughly, constructively and critically helps strengthen and develop the human race and its cultural heritage. This strengthening follows a great educational tradition and is achieved by scientific research, teaching and services provided to the local, national and international community that are guided by the principles of the search for truth. Universidade Católica Portuguesa is characterised by a Christian vision of mankind that is deeply rooted in the principles of the Gospel, and governed by the guiding principles of the Magisterium of the Catholic Church, as described in paragraph 3 of Article 4 of its Statutes .

Universidade Católica Portuguesa, hereinafter referred to as UCP, has established a set of values and standards that inspire its practices in its scientific research, teaching and service activities in interaction with society. These values and standards are founded on the ethical principles of the protection of people's dignity, respect for justice and equality, honesty and integrity, while obeying the law in general, UCP statutes and other regulations issued by the competent bodies.

Having been proposed by the Rector, after hearing the heads of the regional centres, unit directors, service directors and academic boards, UCP Council hereby approves this Code of Ethics and Conduct on 30 October 2015.

**Article 1
(Object)**

This Code is the benchmark for the conduct of all managers, teachers, students and administrative staff at UCP and helps maintain a working, teaching and scientific research environment that reflects its Christian, person-based and humanist foundations.

**Article 2
(Scope of application)**

1. The Code applies to all activities performed directly by UCP, its units and subunits, and activities performed by the persons listed in the following paragraphs that may involve the UCP as an institution in any way.
2. The Code is addressed to:
 - a) The members of the management bodies;
 - b) Teachers, including invited professors;
 - c) Students of all levels of education (bachelor, master, doctoral and post-doctoral degrees), including students in training and specialization courses, as well as those involved in international programs;
 - d) administrative staff.

Article 3
(Fundamental principles)

Those covered by this Code undertake to defend and promote the fundamental principles of human DIGNITY, JUSTICE, HONESTY and INTEGRITY that are part of the UCP's Christian, person-based and humanist foundations.

Article 4
(Safeguarding the University's general principles)

1. Further to the principles enshrined in the previous article, the members of the Rector's office, heads of the regional centres, academic unit directors, research unit directors and heads of other departments at UCP also have a specific obligation to comply with and enforce the following principles when performing the functions they have undertaken at the institution:
 - a) NON-DISCRIMINATION: UCP rejects and condemns any form of undue discrimination on or off its campuses, specifically discrimination based on cultural factors, gender, ethnicity, nationality, political or ideological positions and physical or motor disabilities;
 - b) PERSONAL INTEGRITY: UCP rejects and condemns any conduct constituting a physical, verbal, moral or psychological offence as well as coercion, intimidation, humiliation and assault (particularly in the context of "*praxe*" – social initiation rituals) and shall work with the authorities to find the truth;
 - c) CONFIDENTIALITY: UCP should provide privacy and the protection of personal data contained in its archives and databases;
 - d) RIGHT TO INFORMATION: UCP should ensure that its institutional regulations are made public and should guarantee that stakeholders have access to the decisions that relate to them and all relevant information regarding their situation at the institution;
 - e) PROTECTION OF THE ENVIRONMENT: UCP should be committed to actively protecting the environmental values and assets that form humanity's "common home" and to a policy of using available resources sustainably by adopting a culture with a sense of ecological awareness;
 - f) PROMPTNESS: UCP should ensure that all decisions are made in a timely manner and in as short an amount of time as possible, while taking into account the possibilities available to the services.
2. The principles enshrined in this Code should also be respected, with the necessary adaptations, in relations with UCP's suppliers, information bodies, public authorities and private institutions in general.

Article 5
(Teaching staff within the University)

1. UCP recognises the decisive importance of teaching staff to its project.
2. Arising from the principles enshrined in the preceding articles, there are several duties with which UCP should comply which, as a whole, guarantee respect for the dignity of each teacher:

- a) **JUSTICE and EQUALITY:** UCP should provide forms of assessment that recognise merit fairly and transparently for all members of teaching staff and ensure that all members of teaching staff are treated equally;
- b) **FREEDOM and RESPONSIBILITY:** within its framework of fundamental values and standards, UCP should guarantee respect for academic freedom in teaching, learning and scientific research activities within a constructive climate of free criticism and favour a collaborative atmosphere of teamwork in the honest and responsible quest to produce and spread knowledge.

Article 6
(Teachers' general duties)

- 1. When exercising the functions at the institution and academic positions that they have undertaken, teaching staff should respect the general law, UCP statutes and other regulations issued by the competent bodies.
- 2. The respect for the person - student, colleague, administrative staff member and others - and for the institution - academic unit, regional centre or administrative services - is the core value to be preserved and promoted; this value gives rise to a set of duties:
- 3. Teachers should conduct themselves by the following values:
 - a) **EXCELLENCE:** teachers should ensure that all the research and teaching activities are guided by high standards of quality and demand;
 - b) **INSTITUTIONAL LOYALTY:** teachers cannot take positions, especially in teaching, which conflict with the founding values enshrined in Christian person-based and humanist worldview that guide UCP;
 - c) **AVAILABILITY:** teachers should be available to provide tutorship and supervision to students, and to fulfil academic management positions;
 - d) **IMPARTIALITY:** teachers should carry out their duties before the members of the academic community and third parties with impartiality and objectivity, and avoid compromising their or the UCP's independence;
 - e) **ATTENDANCE AND TIMELINESS:** teachers should be diligent and punctual in exercising their functions;
 - f) **COMMITMENT:** teachers are required to ensure committed and constructive participation in the activities of the academic unit to which they belong, in the spirit of being at the service of UCP;
 - g) **REPUTATION:** teachers have the obligation to respect and safeguard the UCP name, trademarks and symbols, using them in accordance with the applicable rules and so as not to damage their image and reputation;
 - h) **JUSTICE:** teachers should not accept or make promises of undue benefits, directly or indirectly, nor receive or offer gifts, favours or hospitality that might be deemed improper;
 - i) **LIABILITY:** teachers should use the resources, services and UCP facilities responsibly and diligently in accordance with internal regulations;
 - j) **CONFIDENTIALITY:** teachers should protect all the facts and information to which they have access to while carrying out their duties.
- 4. In case of conflict of interest - academic, financial or personal - teachers should present the situation to the competent body and await decision.

Article 7
(The student community within the University)

1. UCP recognises the decisive importance of the student community to its project.
2. Arising from the principles enshrined in Articles 3 and 4, there are several duties for UCP which, as a whole, guarantee respect for the dignity of each student:
 - a) **EXCELLENCE**: UCP should provide demanding, high-quality teaching, ensure that technical and vocational skills are developed and promote adequate conditions for the development of moral, civic and spiritual awareness among its students in accordance with its Christian, person-based and humanist foundations.
 - b) **JUSTICE and EQUALITY**: UCP should provide forms of assessment that recognise merit justly and transparently for all students and ensure that all students are treated equally;
 - c) **FREEDOM and RESPONSIBILITY**: UCP should guarantee respect for academic freedom in teaching and learning activities within a constructive climate of free criticism in the honest and responsible quest to produce and spread knowledge.
 - d) **SOLIDARITY**: UCP should, using the possibilities available to it, promote financial support for students who do not have sufficient financial resources so that the lack of financial resources does not stop them from attending its courses and training programmes;
 - e) **PROMPTNESS**: UCP should ensure that all decisions regarding assessment and decisions under the responsibility of the academic and social action services are taken and transmitted swiftly;
 - f) **FREEDOM OF ASSOCIATION**: UCP should recognise the importance of Student Associations and guarantee their right to perform their activities and to be represented and participate in university life and the academic bodies that exist for that purpose;
 - g) **AVAILABILITY**: UCP should provide tutorship or supervision by teachers to provide students with the necessary support during their academic career;
 - h) **CONFIDENTIALITY**: UCP should provide special protection for the privacy of all its students' personal data, including information on their assessment and academic career;
 - i) **SUITABILITY OF FACILITIES**: UCP should provide suitable and sufficient facilities, equipment, tools and technical means – libraries, IT, lab resources, etc. – so that students can successfully complete their education project.

Article 8
(Students' general duties)

1. Students should comply with the general law, UCP statutes and other regulations issued by the competent bodies in their relations with UCP and the academic unit and community of which they are part.
2. The respect for the person - student, colleague, administrative staff member and others - and for the institution - academic unit, regional centre or administrative services - is the core value to be preserved and promoted; this value gives rise to a set of duties:

3. Students should conduct themselves in accordance to the following values:
 - a) COLLEGIALITY:
 - i. students should respect teachers, administrative staff and colleagues;
 4. ii. students should promote harmony and full integration of all colleagues in the academic community, in an atmosphere of freedom and respect, waiving discriminatory practices, intimidation, humiliation or harassment particularly in “*praxe*” – social initiation rituals.
 - iii. students should know the general regulations of UCP and the academic unit of which they are a part;
 - iv. students should comply with the disciplinary regulations, operation of services and the use and safety of facilities;
 - v. students should contribute to the preservation of UCP teaching, research and leisure facilities;
 - vi. students should respect the good name and reputation of UCP, not making improper use of its symbols;
 - b) RESPONSIBILITY:
 - i. students should respect the UCP brand of excellence and take active part in its defence and promotion;
 - ii) students should be honest and forthright in their training and undergo evaluation honestly, abstaining from any fraudulent practice, including cheating or plagiarism;
 - iii. students should cooperate with UCP in the application of internal measuring systems and those for improving the quality of education;
 - iv. students should comply with the duties of the academic or associative organisations for which they were elected or appointed in a responsible manner;
 - c) ATTENDANCE AND TIMELINESS: students should be diligent and punctual;
 - d) ACCURACY OF THE INFORMATION; the student should always provide real information to the UCP services, especially when requesting any type of exemption, scholarship or equivalent economic benefit;
5. e) TUITION PAYMENT: students should contribute to the financial sustainability of the UCP project through the payment of previously established tuition and fees, in regulatory terms.

Article 9
(Administrative staff within the University)

1. UCP recognises the decisive importance of administrative staff to its project.
2. Arising from the principles enshrined in Articles 3 and 4, there are several duties for UCP which, as a whole, guarantee the dignity of each member of staff:
 - a) EXCELLENCE: UCP should encourage high-quality performance from administrative staff by developing their technical and vocational skills and creating adequate conditions for them to further their moral and civic awareness in accordance with its person-based, humanist foundations.
 - b) JUSTICE and EQUALITY: UCP should provide forms of assessment that recognise merit justly and transparently for all administrative staff and ensure all members are treated equally;
 - c) FREEDOM and RESPONSIBILITY: UCP should guarantee respect for the freedom and autonomy of its administrative staff fostering, within a constructive

climate, their co-responsibility of the success of the university project they are a part of.

- d) **PROMPTNESS:** UCP should ensure that all decisions regarding the employment status of its administrative staff are taken and transmitted swiftly;
- e) **CONFIDENTIALITY:** UCP should provide special protection for the privacy of all its administrative staff, including information on their assessment and academic career.

Article 10 **(Administrative staff's duties)**

1. When exercising their functions, members of administrative staff should respect the general law, UCP statutes and other regulations issued by the competent bodies.
 2. The respect for the person – colleagues, teachers, students and others – and for the institution – academic unit, regional centre and administrative services – is the core value to be preserved and promoted; this value gives rise to a set of duties.
 3. Administrative staff members should guide their actions by the following values:
 - a) **COMPETENCE;**
 - i. administrative staff should ensure that all activities and tasks are performed to high standards of quality and professionalism;
 - ii. administrative staff should guide their actions by the fundamental objectives of UCP and the services to which they belong.
 - b) **AVAILABILITY:** staff members should be available to carry out the duties confided in them diligently and thoroughly;
 - c) **IMPARTIALITY:** administrative staff should carry out their duties before the members of the academic community and third parties with rigor, impartiality and objectivity;
 - d) **ATTENDANCE AND TIMELINESS:** administrative staff should be diligent and punctual in exercising their functions;
 - e) **COMMITMENT:**
 - i. administrative staff are required to ensure committed and constructive participation in the projects to which they belong, in the spirit of loyalty and being at the service of UCP;
 - ii. administrative staff have the obligation to respect and safeguard the UCP name, trademarks and symbols , using them in accordance with the applicable rules and so as not to damage their image and reputation;
 - iii. administrative staff should use the resources, services and UCP facilities responsibly, and diligently in accordance with internal regulations;
 - f) **HONESTY AND INTEGRITY:**
 - i. administrative staff members should act in good faith and transparency with all other members of the academic community;
 - ii. administrative staff should not accept or make promises of undue benefits, directly or indirectly, nor receive or offer gifts, favours or hospitality that might be deemed improper;
 - iii. administrative staff should avoid compromising their or the UCP's independence
- CONFIDENTIALITY:** administrative staff should protect all the facts and information to which they have access to while carrying out their duties.

4. In case of conflict of interest - academic, financial or personal – members of the administrative staff should present the situation to the competent body and await decision.

Article 11 (Scientific research)

1. Researchers should conduct themselves responsibly in order to ensure that the production of science is an endeavour that carries great social prestige.
2. **SCIENTIFIC INTEGRITY** includes using honest, verifiable methods for proposing, performing and evaluating research and presenting results, with particular attention to complying with regulations, codes of conduct and professional standards.
3. UCP researchers should fully respect the three pillars of scientific integrity set out below:
 - a) **TRUTH**: researchers should ensure that in no stage of their research should there be fabrication, falsification or plagiarism; inventing data or results (fabrication), change or writing data or results (falsification), and using another person's ideas or words without giving appropriate credit (plagiarism) are destructive factors of the core and structuring values of science and scientists;
 - b) **ETHICS**: researchers should act ethically in their relations with the scientific community, with host institutions, with financing institution and all parties participating in the research process;
 - i. **HONESTY**:
 1. Researchers shall only assume authorship credits when they fulfill all the following conditions: (a) design, planning, analysis or interpretation of data, (b) drafting the article or revising it critically, (c) responsibility for final approval for publication . All the conditions have to be fulfilled and the contributions of those who do not meet the above listed criteria should be listed, with their permission, in the acknowledgments.
 2. Researchers should respect best practices in the publication of results;
 - ii. **CONFLICT OF INTERESTS**:

Researchers should avoid any form of conflict of interest regarding their research work;
 - iii. **RESEARCH WITH LIVING SUBJECTS**:

Research involving humans and animals should comply with the applicable legal requirements and ethical procedures used by the Foundation for Science and Technology and the European Commission;
 - c) **SOCIAL RESPONSIBILITY**:

Whenever possible, researchers should maximise the positive social impact of their research and should clearly and objectively account for it to the community.

Article 12 (Application of the Code of Ethics and Conduct)

1. Any conduct that allegedly violates the standards contained in this Code should be reported to the Ethics Ombudsman for consideration.
2. This Code does not replace any conduct responsibilities that arise from the general law, UCP statutes or any other regulations issued by the competent bodies; this Code complements the rights and duties of those it covers.

3. Any reprimand inherent to violating the provisions of this Code shall not prejudice the existence of disciplinary liability in proceedings started for that purpose.

Article 13
(Ethics Ombudsman)

1. An Ethics Ombudsman shall be appointed at the main office and at each regional centre for a period of three years.
2. The Ombudsman has the power to consider, without decision-making power, the complaints made to him/her, and shall submit any recommendations necessary to the competent bodies in order to prevent or remedy conduct that does not comply with this Code.
3. The Ombudsman can investigate and request any data and information indispensable to carrying out his/her role.
4. All those covered by this Code have the duty to cooperate with the Ombudsman when exercising his/her responsibilities.
5. The Ombudsmen shall meet regularly to harmonise procedures and ensure that all those covered by this Code are treated equally.
4. The Ombudsmen shall draw up an annual report on their activities and submit it to their hierarchical superiors.

Article 14
(Entry into force)

This Code of Ethics shall enter into force 30 days after it has been published on the University's official website.