



## Code of Conduct and Good Practice

### Introduction

Members of the academic community of Universidade de Lisboa (faculty and researchers, non-faculty and non-research staff, research students, students and visitors) are required to individually observe standards of ethics, justice and equal opportunities, integrating these values in academic life and in the professional work carried out at the University and in its organisational units, as well as in the University's relations with society.

The maintenance of these standards requires as a necessary condition the knowledge and observation of the set of rights and duties set down in the Charter of Rights and Guarantees and in this Code of Conduct and Good Practice.

In no case does the Code of Conduct and Good Practice of the University attempt to limit the freedoms protected by Law, namely freedom of expression and scientific freedom, but rather it constitutes guidelines for their defence, while additionally ensuring equality and non-discrimination.

Accordingly, the Code of Conduct and Good Practice of the University constitutes the set of rules and regulations whose violations give rise to the Disciplinary Rules and Regulations, in accordance with Article 27 of the Statutes of the University, whereby disciplinary power lies with the Rector and the Deans or Departmental Directors of the University, in accordance with Article 28 of these Statutes.

The faculty of Universidade de Lisboa are responsible for carrying out their functions in the public interest, in accordance with the Law, the Statutes, and the Rules and Regulations, as well as adopting best practices for teaching, scientific research and the provision of services to the community in an environment of academic freedom and institutional cooperation, based on the following principles:

- a) The valorisation of knowledge, through practices founded on intellectual curiosity, in the pursuit of truth and innovation, sustained by credible argumentation and information and their transferability to society;
- b) The valorisation of merit, through the correct and strict interpretation of the specific legal rules and regulations and regulations, and based on the qualities, skills and experience acquired by members of faculty in their different contexts;
- c) Respect for the Law and for people, through the observation of the legislation in force and the specific statutes and rules and regulations of the University, as well as the respect of academic freedom in the acts of teaching, research and learning, emphasizing civility, individuality, individual integrity and difference of opinions;

- d) Ethical responsibility, through the application of criteria of impartiality and just decisions, and the conscientious carrying out of tasks, together with responsible supervision and intellectual encouragement that all sustain the development of individuals throughout their careers;
- e) Cooperation and inter-disciplinarity, through strengthening collaborative scientific research, particularly regarding frontier and convergence areas of knowledge, and through sharing experiences and good practice based on shared practice;
- f) Diligence, through the carrying out of tasks within standards and requirements of demanding professionalism.

Thus, in accordance with the proposal of the Rector and the terms of Paragraph j) of No. 2 of Article 20 and Paragraph i) of No. 2 of Article 82 of the Legal Regime of Higher Education Institutions (Law No. 62/2007, of 10 September), and Paragraph n) of No. 2 of Art.º 19 of the Statutes of Universidade de Lisboa, the General Board approves this Code of Conduct and Good Practice of Universidade de Lisboa, under the terms of the following Articles:

## Chapter I

### **Duties**

#### Article 1

#### **General Duties**

In addition to the duties imposed by Law and by the Statutes and Rules and Regulations of the University and its organizational units, in accordance with the rulings of No.2 of Article 75 of the Legal Regime of Higher Education Institutions approved by Law No. 62/2007, of 10 September, faculty, researchers, non-faculty and non-research staff, students and other members of the academic community must:

- 1 - Not commit breaches of a civic and academic nature;
- 2 - Provide, when possible, shelter and assistance to members of the academic community, according to the degree of danger to their physical and moral integrity;
- 3 - Respect moral integrity and treat members of the academic community with civility and loyalty;
- 4 - Not make slanderous declarations;
- 5 - Wear appropriate clothing when technical and working conditions so require;
- 6 - Know and comply with the norms that regulate their activities as members of the academic community;
- 7 - Respect the property of the University and its organisational units and guarantee their good conservation and use;
- 8 - Respect the property of all members of the academic community;

- 9 - Grant access to essential information for the development of University activities, within the limits defined by the competent bodies and in accordance with the Rules and Regulations in force ;
- 10 - Respect the confidentiality of data and information to which they have access, when required to do so;
- 11 - Not commit acts of violence or exert physical and psychological pressure on members of the academic community;
- 12 - Not make false declarations, falsify or adulterate any document of an administrative and academic nature;
- 13 - Not consume alcohol or psychotropic substances in such a way that disturbs or otherwise harms others;
- 14 - Not possess and use illicit substances, or carry out any form of trafficking, facilitation and consumption of the same;
- 15 - Not carry or use any weapon and other instruments of personal defence, or any materials, instruments or devices designed for the same purpose.

#### Article 2

### **General Duties of Faculty, Researchers, Non-Faculty and Non-Research Staff and Research Students**

Faculty and Non-Faculty and Non-Research Staff and Research Students are required to:

- 1 - Carry out their functions in the service of the public interest, in accordance with the Law, Statutes, Rules and Regulations and other legitimate orders and instructions from their hierarchical superiors delivered as part of their service, and contribute to the common objectives of their respective organizational unit and those of the University;
- 2 - Recognise and value merit;
- 3 - Act within the scope of their roles, with responsibility, competence, integrity and exemption;
- 4 - Act with dedication, reserve and discretion, as well as value knowledge and cooperation;
- 5 - Be assiduous and punctual in carrying out their professional activities and in their participation in meetings and other moments of teamwork, and respect the dates and deadlines in the fulfilment of their administrative duties;
- 6 - Adjust the methods of communication to the context of globalisation in which the University finds itself, using other languages whenever justified.

#### Article 3

### **Duties of Faculty, Researchers and Research Students**

The following are also duties of Faculty, Researchers and Research Students:

- 1 - Participate in the design and execution of research programs and in the development of projects and related scientific and technical activities;

- 2 - Teach and supervise their assigned course units in a scientific and pedagogic manner, and permanently strive to improve pedagogical methods and monitor and assess the academic performance of their students, according to previously established objectives.

#### Article 4

##### **Duties of Non-Faculty and Non-Research Staff**

The following are also duties of Non-Faculty and Non-Research Staff:

- 1 - Encourage the carrying out of tasks shared with all members of the academic community, focusing on the orientation of their activities to integrate the objectives of the University in the planning of their services and in the quality of the services provided and the results obtained;
- 2 - Promote the establishment of networks and best practice communities with colleagues and with related activities;
- 3 - Respect the duty of confidentiality of documents and decision-making within the scope of their activities.

#### Article 5

##### **Duties of Students**

Apart from the duties obliged by Law, and by the Statutes and Rules and Regulations of the University and its organisational units, in accordance with Paragraph a) of No. 4 of Art. 75 of the Legal Regime for Higher Education Institutions approved by Law No. 62/2007, of 10 September, students must:

- 1 - Contribute to the harmony of the school communal life and to the full integration into the academic community of all students ;
- 2 - Be committed and disciplined in carrying out academic activities, contributing to their efficient performance, while respecting the supervision of those responsible;
- 3 - Respect the norms of knowledge assessment, avoiding any conduct that could unjustly harm or benefit themselves, or another student;
- 4 - Respect instructions or supervision given by faculty, researchers, and non-faculty and non-research staff;
- 5 - Not use the teaching resources of the University or its organisational units inappropriately for diverse purposes.

#### Article 6

##### **Duty to notify**

Without prejudice to the special regime provided for in the Law or in one of the Rules and Regulations, personal communications may also be made by electronic means, while respecting the content and deadlines provided for in the Law. For this purpose, members of the academic community of the University should maintain the respective Services up-to-date with the e-mail address to which notifications can be sent to them.

## Article 7

### **Duty to substantiate**

- 1 - Whenever the Law requires the substantiation of acts, this must be expressed in a clear and accessible manner.
- 2 - In exams, whenever the Law or the Rules and Regulations do not rule on the contrary, the correction of written exams is considered to be an express and accessible substantiation.

## Chapter II

### **The Principles of Conduct and Good Practice**

## Article 8

### **The Principles of Conduct**

- 1 - The following conduct is considered to be a violation of this Code:
  - a) The act of plagiarism, which is understood to be the presentation of other people's work as being one's own work, especially in situations where paraphrases are made of other texts, by merely substituting or changing words, without referencing the original authors, or when significant parts of other authors' work are added to one's own work, without identifying them, even in cases where these works are in the public domain, but prior authorisation was not requested when necessary;
  - b) Carrying out acts of self-plagiarism, consisting of the repeated presentation of the same work, or of important portions of previous works, without adding significantly-new subject matter, with the purpose of pretending it is new and original work;
  - c) The incorrect use of intellectual property, which is understood to be:
    - i. The use of third-party intellectual property, without prior authorisation of the respective author when required by Law or by convention;
    - ii. The unlawful appropriation of data, software or any other work protected by intellectual property, even if those appropriating this information do not extract, or intend to extract any economic advantage from this appropriation, either for themselves, or for a third party;
    - iii. Any attempt, even if not pre-meditated, to intentionally circumvent legitimate measures of intellectual property protection.
  - d) The selective presentation of results, for publication or not, which voluntarily omits undesirable results;
  - e) Obtaining positions or financing through the use of misleading information regarding skills and competencies, or the incorrect or purposeful misrepresented use of interpretations of previously-obtained results, or the conscious creation of false expectations for third parties;
  - f) The negligent or deliberately false interpretation of research results;

- g) The intentional distortion of methods, in particular statistics, to support conclusions that differ from those supported by the data;
  - h) The presentation as a co-author of papers or of any other intellectual work for which no significant contribution has been made;
  - i) The omission to publish co-authors' names, or the insertion as co-authors the names of those who did not contribute to the publication in question;
  - j) The acceptance to be a supervisor for dissertation theses, or failing to request to be excused from participating in examination boards in cases of a subject that is well-removed from one's area of specialization, or about which one has no relevant knowledge, or when direct family members or up to third degree relatives are being examined.
- 2 - The following conduct is also considered to be a violation of this Code:
- a) That which, within and outside the University, constitutes a threat or infringes on the physical, moral and patrimonial integrity of members of the academic community, or on the integrity of the University, in particular:
    - i. Any form of harassment;
    - ii. Discrimination on the basis of family background or descent, gender, ethnicity, language, country of origin, religion, political or ideological beliefs, economic situation, social condition, physical condition or any other or any other factors of a discriminatory nature;
    - iii. Initiation, admission or affiliation rites, involving any activity, group or organisation that may endanger the physical and mental integrity of a person which constitutes humiliation, intimidation and degrading treatment, or which involves the consumption of drugs or other toxic substances, especially the excessive consumption of alcohol;
    - iv. The intentional violation, by any means, of personal rights, especially of privacy and of image;
    - v. Infringement of the rules for the use of computer networks, in particular damage or unlawful access and interference to computers, computer networks, data and files;
    - vi. The illegitimate appropriation of assets and funds of the University or its organisational units, including, in particular, those that are, or could come to be protected by intellectual property.
  - b) The deceitful possession of any official University documents, including identification documents, passes or similar cards, as well as access passwords;
  - c) The intentional violation of the security procedures of the University or its organisational units, provided that these have been made public and the perpetrator acted with a view to committing unlawful acts, even if only attempted;
  - d) The unauthorised invasion or un-authorised use of areas, services or facilities of the University or its organisational units, which are not public or open to the public, or commonly accepted use, with intention to carry out unlawful acts, even if only attempted;
  - e) The instigation of third parties to violate this Code.

Article 9

**The Principles of Good Practice**

- 1 - The University recognises that the exercise of its role in society presupposes the adoption by its members of best practices in scientific research, in the provision of services to the community and in education, in an free academic environment, in accordance with the principles enshrined in the Charter of Rights and Guarantees.
- 2 - The general guiding principles of good practice are:
  - a) The principle of diligence;
  - b) The principle of credibility;
  - c) The principle of verifiability;
  - d) The principle of impartiality;
  - e) The principle of transparency;
  - f) The principle of the usability of information and content.
- 3 - Good practice for safeguarding diligence in scientific work and teaching is based on the following principles:
  - a) Respect for the rights of others and for the rights of animals, in the case of their use in scientific research;
  - b) The strict and exhaustive citation of the sources used in carrying out scientific work;
  - c) The mention of copyright regarding sources used and discussions, debates, etc. which contributed to the final work;
  - d) The separation between personal sphere and work sphere, in order to avoid doubts about the objectivity of judgment, especially in cases involving subordinates or hierarchical dependents, as well as close relatives;
  - e) The explanation and publication of the grading criteria before the act of grading;
  - f) The permanent updating of faculty and researchers, with the aim of maintaining a high level of knowledge.
- 4 - Good practice for safeguarding that the credibility of scientific work and teaching is based on the following principles:
  - a) Consistency between the results presented and the data obtained, the statistical methods used and the calculations made, as well as the explanation and justification of the selective omission of results, if applicable;
  - b) The autonomous exposition of speculations or hypotheses for the continuation of the work carried out that can legitimately be interpreted from the results, so as not to be confused with the presentation of conclusions;
  - c) The completeness and rigor of curricula;
  - d) Distinction, in the context of lectures, between personal opinion, speculation and facts.

- 5 - Good practice for safeguarding the verifiability of scientific work and teaching is based on the following principles:
- a) The replicability of research, whereby scientific texts must be written in such a way that the research carried out can be replicated by other authors and at other sites;
  - b) The archiving, for at least five years, of data, as well as manuscripts, programs, calculations, publications, reports, etc., in order that they can be supplied to those requesting them, with the exception of those works covered by specific rules and regulations themselves and those that are subject to confidentiality clauses;
  - c) The accurate writing up of lecture summaries, in such a way that they can be used to extract the necessary information about the subject matter;
  - d) The archiving, for five years, of the results of the examination grades of the various course units.
- 6 - Good practice for safeguarding the impartiality of scientific work and teaching is based on the following principles:
- a) The guarantee of freedom and space for the intellectual achievement of students and those supervised within the scope of the hierarchical relations between faculty and student, and between supervisor and those supervised;
  - b) The impartiality of all acts of judgment and assessment, including corrections or peer-review, even during situations of competition with those people or groups who are subject to judgment or assessment;
  - c) The inexistence of close family or professional relations between examiners and those being assessed.

#### Article 10

#### **Violation of the Code of Conduct and Good Practice**

The disciplinary implications of violating this Code of Conduct are those stipulated in the General Law for Working in the Public Sector, Law No. 35/2014, of 20 June and the Disciplinary Rules and Regulations governing students of Universidade de Lisboa.