



UNIVERSIDADE
LUSÓFONA

ULHT Code of Ethics

*(Approved in the University,
Scientific and Pedagogical
Councils of 14/02/2019)*

Preamble

The Universidade Lusófona de Humanidades e Tecnologias (ULHT) is a private higher education institution dedicated to the creation, transmission, criticism and dissemination of science, culture, art and technology, which aims to teach, research and provide services in these various fields, with a view to the development of Portuguese-speaking countries and peoples.

The University's motto of *humani nihil alienum* paved the way for the dialogue between the humanities and the technologies, and also to a fusion of different cultures, which has been accentuated with the increasing internationalization of ULHT, making diversity our greatest wealth and our greatest challenge.

In this sense, ULHT now delivers on the preparation of the Code of Ethics, bearing in mind, first of all, the interest and opportunity to inform and clarify the executive bodies, the faculty, the student body, as well as the academic and scientific community, of good practices and also of the behaviours that affect and break ethical values and principles.

ULHT advocates social and economic development, based on the assumption that education is the lever for the elevation and transformation of societies, through the acquisition of technical and scientific knowledge, in strict observance of free and critical thinking, which allows the educational process to take on the role of main emancipatory entity, essential pillar for the promotion of full and responsible citizenship, as well as of inclusion. At the same time, the cultural elevation of the Portuguese-speaking population represents another indispensable axis in upholding the primacy of the educational project as we conceive it. This agenda for the future is a commitment made by the University to contemporary society, and not only to the Portuguese society, to the extent that we welcome many students from other nations, with a special reference to those who come from countries where the official language is Portuguese.

This rationality is based on a culture of empathetic solidarity and the safeguard of human rights, in the diverse dimensions which constitute them, and the grammar that is intrinsic to them, with explicit rejection of acceptance of or support for any activity based on inequality on the grounds of ancestry, gender, nationality, territory of origin, ethnicity, socio-economic condition, sexual orientation, religious belief and political-ideological convictions, also refusing all discriminatory practices, of harassment, in all their manifestations, as well as xenophobic or racist practices, regardless of the actors who engage in them.

In the development of these activities, and in the fulfilment of the recognition of public interest assigned to it, ULHT promotes an academic philosophy subordinated to ethical values and principles, applicable to all members of the community, and which are achieved, namely, by the respect for rigour, freedom, social responsibility and academic and scientific autonomy, and in the uncompromising defence of the quality of





teaching and research , of truth and transparency, from the perspective of the integrity of the results obtained, refusing all actions or omissions that may collide with this objective.

It should be said, finally, that this code does not hinder the application of specific norms that fit ethical concerns arising from research activities, whose provision falls in more detail under the purview of the Ethics Regulation of the Lusophone Institute for Research and Development or the Ethics Regulations for Research, issued by the schools, faculties or institutes, after being homologated by the competent authorities.

The Strategic General Council was heard, which ruled on the draft of this diploma before it was present for appraisal and deliberation by the bodies of the University. The majority of the contributions brought to the discussion was welcomed, and was integrated in the following articles.

Chapter I

Object, scope and principles

Article 1 **(Object)**

ULHT's Code of Ethics lays down the fundamental principles that frame the conduct of the members of the University's academic and scientific community in the development of its activities of teaching and learning, research and service to the community.

Article 2 **(Scope)**

This Code of Ethics applies to all members of the ULHT's academic and scientific community, including the governing structure of the University and the instituting entity, to the teaching and research staff, to the service providers, to the students, regardless of the study cycle they attend or the nature of the programmes in which they are integrated, and the non-teaching staff.

Article 3 **(Application in the specialty)**

This diploma does not hinder the application of the Rules of Procedure of the Ethics Committee of the Lusophone Institute for Research & Development, in the matters comprehended therein that relate to the research activities, as well as the ethics regulations produced by the organic units, regarding the ethical-deontological principles defined nationally and internationally for each scientific area, provided that they do not contravene this code or the aforementioned rules of procedure and have been the subject of the relevant rectoral homologation.





Article 4

(Fundamental ethical principles)

1. The ULHT's academic and scientific community shall observe the following fundamental ethical principles:
 - (a) Respect for academic and scientific autonomy and freedom, in the teaching and learning process, in research, in the provision of services and in the performance of functions in all sectors of university life, in line with the applicable good practices, legislation and regulations;
 - b) Carrying out all activities with a sense of responsibility and transparency, as well as impartiality and independence vis-à-vis other interests, namely political, economic, financial, commercial, religious;
 - c) Academic rigour and commitment to the truth and objectivity in all processes of teaching and learning, research or service provision to society;
 - d) Respect for the primacy of fundamental rights and correlative duties, and fight against all actions susceptible of calling into question the grammar of human rights embodied in the Universal Declaration of Human Rights, proclaimed by the United Nations in 1948, and other international conventions on the subject, ratified by the Portuguese Republic;
 - (e) Accountability for any conduct which is likely to call into question the principles set out here and the values underpinning them;
 - f) Tolerance and respect for the right of opinion and free and critical thinking, provided that it does not defend or promote, or appeal to, principles that conflict with the provisions of item d) of this article;
 - g) Implementation of a policy of civic and cultural outreach, contributing to the elevation of the cultural level of the members of the academic community and to the promotion of full and responsible citizenship, observing the principles of human dignity and solidarity;
 - (h) Creation of mechanisms to ensure the protection of the privacy of the personal data of all ULHT members as well as their confidentiality;
 - i) Safeguard of a university culture that respects the values on which the constitution of ULHT and its institutional history were founded;
 - (j) Promotion and dissemination of scientific knowledge, including peer-to-peer dissemination, based on levels that safeguard the specific recommendations of each field of knowledge;
 - (l) Promotion of the quality of teaching and research, as well as the transfer of knowledge and technology, while safeguarding the prestige of ULHT and the integrity of the results obtained.
2. Members of the academic and scientific community shall always act with a sense of mutual assistance, cooperation, intellectual honesty and diligence, in order to bear witness to a healthy atmosphere that is respectful of the rights of the other members.





Chapter II

General ethical rules of conduct of the academic community

Article 5

(General ethical rules of conduct of the academic community)

Without prejudice to what is determined by law, by the University's statutes or by internal regulations, the following are general ethical rules of conduct of the various operating sectors of ULHT, in the implementation of the principles laid out in Article 4, among others:

- a) Assume an academic, scientific and civic conduct that ensures the preservation of the good name and image of ULHT and the recognition of its public interest;
- b) Develop activities with respect for the academic and scientific truth, the acceptance of free and responsible criticism, with rejection of any discrimination based on ancestry, gender, nationality, territory of origin, ethnicity, socio-economic condition, sexual orientation, religious belief and political-ideological convictions, as well as rejecting all discriminatory practices, acts of harassment, in all its manifestations, plus xenophobic or racist practices, regardless of the actors who engage in them;
- c) Ensure, should this be the case, academic management tasks, competently and committedly, and participate in meetings of academic and scientific bodies, or others for which they have been elected or appointed;
- d) Participate, in a responsible manner, in the processes of self-assessment and external evaluation to which the University will be subject by legal imposition or arising from any protocol signed;
- e) Defend the interests of ULHT and actively protect the proper condition and preservation of the facilities, material resources and other equipment made available to all, and contribute to the hygiene and safety of the campus, especially by rejecting any practices that may damage them;
- f) Fight harassment and mobbing in any of their manifestations, as well as violence or humiliation, regardless of the context in which they occur;
- g) Respect the freedom and integrity of all the members of the community and those who resort to the services of ULHT, adopting behaviours that safeguard the civility and transparency of decisions and their respective construction processes;
- h) Adopt practices that can contribute to the good relationship between the various members of the community and prevent situations of conflict, refraining from actions that may call into question a socially responsible environment;
- i) Use the greatest diligence and urbanity with regard to relations with people in the context of the provision of services;
- j) Maintain an ethical and deontologically appropriate attitude in the field of research;





- l) Report any conflicts of interest in which they may incur in the performance of functions for which they have been appointed or elected;
- m) Comply with the rules laid out in the law, the statutes, this Code of Ethics and other ULHT regulations.

Article 6

(Incompatibilities; conflicts of interest and their prevention)

1. Members of the Lusófona community shall act impartially, fairly and neutrally, refraining from intervening in actions that may result in conflicts of interest and, when faced with such a possibility, they shall immediately report the situation to the immediate superior for consideration and decision.
2. In order to pursue the objective set out in the previous paragraph, members of the academic community shall act diligently and irreproachably, prioritizing the defence of the interests and image of ULHT, and its instituting entity, refusing all situations of undue favouritism and avoiding the assumption of behaviours that may generate ambiguity.

Chapter III

Specific ethical rules of conduct of the academic community

Article 7

(Specific ethical rules of conduct of ULHT's statutory bodies)

Specific ethical rules of conduct of ULHT's statutory bodies are, namely, the following:

- a) Promoting a culture of ethics in the University, setting the example in compliance with the rules contained in this code, during the decision-making process;
- b) Recognize the importance of the permanent dissemination of ethical principles in the development of the teaching and learning activities, of research and interaction with society, within the scope of university outreach activities as well as knowledge and technology transfer;
- c) Promote an environment that respects the rights of the various members of the ULHT community and fulfils their corresponding obligations, from the viewpoint of the rigorous and responsible development of teaching and learning activities, research and the provision of services to and interaction with society;
- d) Establish policies that promote the approximation of students to the practical reality, in the corresponding training and in all cycles taught, in order to equip them for the competent exercise of the professional duties for which they are graduating;
- e) Privilege the permanent training of teachers, researchers, service providers, students and non-teaching staff, in order to enhance pedagogical, scientific and professional performance.





Article 8

(Specific ethical rules of conduct for teachers and researchers)

Specific ethical rules of conduct for teachers and researchers are, namely, the following:

- (a) Promote the quality of teaching and learning by supporting students in their teaching and research activities, which implies:
 - (i) Providing consistent and objective information to students about learning objectives, syllabuses, evaluation methods and recommended bibliographies;
 - (ii) Permanently updating the contents and pedagogical methods, as well as provide a framework for the supervision of theses, dissertations and other essays;
 - (iii) Providing information on the syllabus of the curricular units taught on ULHT's electronic platforms, with respect for copyright, whether moral or property, using these platforms in accordance with the regulations in force at ULHT;
 - (iv) Scrupulously complying with the deadlines laid down in internal regulations, in particular as regards examinations or posting grades;
 - (v) Assuming objective and transparent criteria on the subject matter of evaluation and acting in an impartial and neutral manner, rejecting all discrimination based on parameters unrelated to the evaluation process;
- b) Participate in university outreach activities and interaction with society, with the aim of disseminating knowledge, science, culture and education for full citizenship and social inclusion, fostering students' interest in joining such initiatives;
- c) Integrate a research & development unit and promote the transfer of knowledge and technology framed by the projects undertaken by ULHT;
- d) Make the best application of the codes of ethics of the professions and of national and international guidelines on ethics and bioethics;
- e) Ensure the confidentiality of personal data, taking into account the legislation on data protection and the interest and opportunity in the use or disclosure thereof, as well as the secrecy regarding studies or services performed;
- f) Refrain from behaviour that generates conflicts of interest and act with academic loyalty in the relationship with other members of the community or third parties;
- g) Act, with respect for the academic truth and integrity of the results obtained, which implies:
 - (i) Rejecting any practice which may generally constitute a violation of the internal regulations applicable in this regard;
 - (ii) Refraining from practices of plagiarism or self-plagiarism or other practices that configure similar situations, such as the use of false or incomplete data or data taken from other studies or research;
 - (iii) Not performing any action or omission that may jeopardise the scientific truth, misrepresenting or concealing the origin of knowledge;





- (iv) Safeguarding the formal expressive originality in all academic examinations undertaken and in all the didactic-pedagogical or scientific research work carried out, as well as to fostering this line of conduct in students and researchers;
- h) Not make false statements about their own academic, scientific or professional curriculum or that of third parties who integrate the teaching or research team;
- i) Carry out with due zeal, in the special case of researchers and service providers, all situations involving people, particularly the most vulnerable, as well as animals or biological material of human or animal origin;
- j) Comply with the rules resulting from the law, statutes, this code and other internal and external regulations, especially with regard to professional ethics and deontology and those of scientific research.

Article 9

(Specific ethical rules for student conduct)

1. The following are specific ethical rules of conduct for students:

- a) Respect all members of the academic community, creating an environment conducive to the healthy development of the teaching and learning activities, of research and service provision and interaction with society, rejecting any discrimination, harassment or humiliation of new, current or former colleagues, especially in the case of academic hazing;
- b) Monitor with interest, responsibility, regularity and punctuality the development of school activities, which implies:
 - (i) Actively participating in classes, with good manners and loyalty, refraining from behaviour that may disturb their functioning;
 - (ii) Refusing unlawful practices concerning the signature of attendance records in place of other students, or requesting that someone else signs for them;
 - (iii) In the context of the evaluation process, refraining from procedures that compromise the academic truth and transparency as well as the integrity of the results obtained therein;
 - (iv) Safeguarding the formal expressive originality in all academic examinations they take and in all the work they submit;
 - (v) Answering the pedagogical surveys, within their due time limits, with exemption and impartiality;
 - (vi) Actively protecting the condition and preservation of facilities and other equipment;
 - (vii) Not breaking the commitments taken on vis-à-vis the University, including financial commitments;
 - (viii) Participating in extra-curricular activities that are indicated to them by academic bodies, adopting an appropriate stance during them;
 - (ix) Carrying out with diligence and assiduousness the positions they are elected for or appointed to, either in ULHT bodies or in the bodies of the student union and of the clusters;
- c) Comply with the law, statutes, this code and other regulations, internal and external, especially those that regulate professional ethics and deontology and those of scientific research.





2. The following constitute procedures that compromise the academic truth and transparency of the evaluation process and the integrity of the results obtained therein:

- a) Engaging in an action or omission that is, in general, a violation of ULHT's Disciplinary Regulation;
- (b) Using or making available to colleagues any cheat sheets or other unauthorised study elements or technological equipment;
- c) Copying answers or parts of answers prepared by other students in an evaluation examination environment;
- d) Practicing plagiarism or self-plagiarism, especially in master's dissertations and in doctoral theses;
- e) Misrepresent or failing to mention sources of knowledge that were used in scientific or academic works, as well as in any publications.

Article 10

(Specific ethical rules of conduct for non-teaching staff)

Specific ethical rules of conduct for non-teaching staff are, namely, the following:

- a) Interact, in the exercise of the good practices of academic management, with the other members of the community with rigor, loyalty and respect for academic truth and transparency;
- b) Ensure the confidentiality of personal data, taking into account data protection legislation, and the interest, legitimacy and opportunity of the use or disclosure thereof;
- c) Treat all members of the academic community and the public with respect and urbanity, seeking to simplify procedures in the relation to users, without prejudice to the corresponding legal and regulatory frameworks.
- d) Comply with this Code of Ethics and other regulations of ULHT.

Article 11

(ULHT Ethics Committee)

1. ULHT's Ethics Committee shall rule on the ethical issues raised by the application of this Code, in accordance with and for the purposes of the provisions of the respective Regulation.
2. The Disciplinary Regulation shall determine the procedures for investigating violations of this Code, as well as the legal rules that typify and penalize behaviours provided for in this regulation, setting the corresponding framework for sanctions.

Article 12

(Regulations and ethics committees of the organic units)

1. The organic units must have an ethics regulation to be appraised and approved by their scientific and pedagogical councils, the object of which focuses exclusively on the definition of ethical and deontological principles applicable to research, in accordance with the lines applicable, nationally and internationally, to each specific area.





2. The regulations which the previous paragraph refers to shall be submitted to the Rector for homologation within ninety days after the entry into force of this Code.
3. Cumulatively with the drafting of the regulation, the organic units shall provide for the constitution of ethics commissions, with the composition set by their respective regulation, the approval of which falls under the purview of their respective scientific and pedagogical councils, under the applicable legal terms.

Chapter IV

Final provisions

Article 13 **(On review)**

1. This code may be revised in the wake of a proposal to be submitted by the Rector and the Administrator, or by a number of members of the elective bodies of the University no fewer than 20%.
2. The proposal for a revision shall include the rules to be modified, deleted or added, with an indication of the corresponding new wordings, in case of amendment or addition, and always with the necessary reasoning.
3. The preparation of the final proposal shall be the responsibility of a committee appointed by the Rector, after hearing the elective bodies of ULHT.
4. Once the review process is completed, with the appraisal, voting and approval of the revised text, the Code of Ethics will be republished, and this will accompany the joint order that homologates it.

Article 14 **(Doubts and omissions)**

The doubts and omissions raised in the interpretation and application of this Code will be resolved by order to be issued by the Ethics Committee of Universidade Lusófona.

Article 15 **(Entry into force)**

This Code of Ethics shall enter into force on the date of approval by joint order of the Rector and the Administrator.

*(Homologated by Joint Order
12/2019, of 14/02).*

