



# Code of Ethics and Conduct



INSTITUTO SUPERIOR  
DE TECNOLOGIAS  
AVANÇADAS DE LISBOA

SGQ-COD-01 R0-0921



## **Code of Ethics and Conduct**

### **Preamble**

The academic community of the Instituto Superior de Tecnologias Avançadas de Lisboa, hereinafter referred to simply as ISTEC Lisbon, is required to individually observe high standards of ethics and behaviour, which respect academic integrity, gender equality and the prevention and combat of moral and sexual harassment.

The academic community in the broadest sense means teachers and researchers, students, non-teaching staff, research grant holders, visitors and guests and those included in international mobility programs, as well as representatives of institutions or companies with which ISTEC Lisbon has signed protocols intending to provide services to the community, high-level professional development or carrying out curricular internships.

The rights and duties moulded in this Code of Ethics and Conduct, henceforth referred to as the Code, are incumbent individually on all members of the academic community.

Notwithstanding some matters of this Code, which may already appear, in a dispersed and non-systematized way, in other ISTEC Lisbon regulations, this is the reference document and source of training and disclosure of the principles and norms that frame academic integrity, equality of gender and the prevention and fight against moral and sexual harassment.

### **Chapter I**

#### **Purposes and Principles**

##### **Article 1**

##### **Objectives**

1. This Code aims to implement a moral, ethical and integrity culture in the academic community of ISTEC Lisbon and expresses the institution's commitment to good conduct practices, compatible with the most advanced civilizational values, in the field of ethics and academic integrity, gender equality and preventing and combating moral and sexual harassment.
2. The Code refer to a set of principles that guide the action of members of the academic community, whether in an intra-institutional context or their relationship with the outside world, in the case of ISTEC Lisbon representation.

##### **Article 2**

##### **Personal Ambit**

1. The Code applies to all members of the ISTEC – Lisbon academic community:
  - a) The Teachers and Researchers, regardless of whether they are on a full or part-time basis;
  - b) Non-teaching staff;
  - c) Students from all study cycles and training, including students enrolled in curricular units, under assessment or non-assessment and those who attend cultural extension, specialization, advanced studies and postgraduate courses;
  - d) Research grant holders;
  - e) Collaborators in projects;
  - f) Internship and intern mentors;
  - g) Those who, for whatever reason, relate to and work at ISTEC Lisbon, as visitors or guests,
  - h) Those who, under international mobility programs, relate to and carry out activities at ISTEC Lisbon.
2. The Code encompasses the domain of interpersonal relationships and conduct involving respect for the material and cultural heritage of ISTEC Lisbon, within its campus grounds or outside them, whenever the person represents the institution.
3. The entire ISTEC Lisbon academic community must know and promote this code, as well as comply with and enforce its rules.

### **Article 3**

#### **Values and Fundamental Ethical Principles of ISTEC Lisbon**

The actions and conduct of members of the academic community must be guided by respect for these ethical values and principles:

- a) Human dignity;
- b) Equality;
- c) Autonomy and individual freedom in the production of knowledge;
- d) Diversity of thought and opinion;
- e) Integrity, rigour and academic honesty, in all situations involved in teaching/learning processes or scientific research, as well as in relations with the surrounding environment;
- f) Active citizenship, conscience and social responsibility;
- g) Democracy;
- h) Promotion of environmental, social and economic sustainability;
- i) Transparency in the decision-making process and accountability;
- j) Compliance with the privacy and confidentiality of personal data contained on file and databases of ISTEC – Lisbon and in compliance with the General Data Protection Regulation (RGPD) (EU Regulation 679/2016, of April 27);
- k) Rejection of all discriminatory attitudes based on ethnicity, nationality, gender, political, ideological, cultural or sexual orientation.

### **Chapter II**

#### **Academic Integrity**

### **Article 4**

#### **General Rules of Good Conduct for the Academic Community**

These are rules of good conduct for all members of the academic community (Article 2), notwithstanding the provisions of the law and regulations applicable to the development of ISTEC Lisbon activities:

- a) Streamline and promote the mission and educational project of ISTEC – Lisbon, in the individual exercise of its functions;
- b) Respect and stimulate the dignity and good name ISTEC–Lisbon, through exemplary academic conduct;
- c) Ensure the interests of ISTEC – Lisbon, practising efficient management of human and material resources, conserving and using installations and equipment properly and complying with the rules for the safety of people and goods;
- d) Stimulate an environment of mutual respect and healthy coexistence among all members of the academic community and the general public, not committing acts that constitute violence, harassment or discrimination;
- e) Respect the ownership of property of all members of the academic community;
- f) Participate, with honesty and responsibility, in the evaluation processes, both internal and external;
- g) Assist other members of the academic community in situations of danger to their physical, psychological and moral integrity;
- h) Comply with the general and internal legislation concerning data confidentiality, access, use, protection, disclosure, retention and destruction of private information to which they have access;
- i) Participate in a responsible and committed manner in the bodies for which they were elected or appointed,
- j) Non-use illicit substances in the performance of their duties;
- k) Not to carry or use weapons and other items of self-defence, in the exercise of their duties as a member of the academic community of ISTEC – Lisbon;
- l) Avoid involvement in professional situations where there may eventually be conflicts of interest;
- m) Respect and stimulate compliance with this Code.

### **Article 5**

#### **Standards of Good Conduct in Management**

Holders of ISTECS Lisbon management bodies must observe the following rules of good conduct:

- a) Contribute, through action and example, to compliance with the good practices provided for in this Code;
- b) Boosting high-quality standards in teaching and research, as well as economic, social and environmental sustainability;
- c) Stimulate social responsibility;
- d) Act with exemption and impartiality, respecting the differences of opinion and the right of criticism of other members of the academic community;
- e) Act with zeal and probity in the management of resources, demonstrating the transparency of processes, rigour and clarity, introducing a culture of accountability;
- f) Stimulate measures to prevent the risk of corruption;
- g) Create conditions for teachers and researchers to benefit from adequate, fair and balanced management of funds allocated within the scope of scientific projects;
- h) Inform the academic community and disclose to society the activity developed;
- i) Not to participate in situations likely to constitute incompatibilities and conflicts of interest.

### **Article 6**

#### **Rules of Good Conduct in Evaluation Activities**

The rules of good conduct relating to candidate access to a study cycle, recruitment of teaching staff, recruitment of researchers, recruitment of non-teaching staff, as well as in performance evaluation processes, projects or scientific articles, academic juries and of juries awarding research grants, are as follows:

- a) Act with exemption and impartiality, respecting the primacy of merit and equal opportunities for all candidates, without any type of discrimination;
- b) Implement practices based on objective and clear criteria, previously disclosed and guarantee the foundation of evaluations;
- c) Avoid integrating juries that appreciate candidates in scientific areas about which you do not have relevant knowledge;
- d) Subordinate to the principle of confidentiality of the information accessed during the evaluation process, not using it for any other purposes;
- e) Avoid participating in the evaluation and ranking of applications in situations that constitute incompatibilities and conflicts of interest.

### **Article 7**

#### **Rules of Good Conduct for Teachers**

Teachers must base their conduct on a high standard of integrity, honesty and responsibility, with the aim of:

- a) Stimulating an adequate and fruitful environment for the development of the teaching and learning process;
- b) Raise students' awareness of the importance of demonstrating civic and upright behaviour;
- c) Stimulate dialogue and participation in learning and update content and pedagogical methods;
- d) Observe the principle of attendance in the fulfilment of all academic activities;
- e) Respect all students, fairly and equitably, without any kind of discrimination;
- f) Respect the sources of the pedagogical materials used and scrupulously observe the intellectual property;
- g) Adopt evaluation methods that are fair and objective and that have been previously disclosed;
- h) Combat academic fraud by legitimate means;
- i) Stimulate the integral formation of students;
- j) Participate in the election process also make yourself available to be elected or appointed.

### **Article 8**

#### **Rules of Good Conduct for Non-Teachers staff**

Non-teaching staff at ISTECLisbon must observe the following rules of good conduct:

- a) Perform their duties with zeal and diligence, respecting the law, the statutes and regulations of ISTECLisbon;
- b) Patent a sense of responsibility, loyalty and good faith in the relationship with co-workers, teachers, students and the general public;
- c) Reveal assiduity and punctuality in the performance of their activities and tasks;
- d) Demonstrate a professional attitude of high integrity;
- e) Avoid conflict of interest;
- f) Demonstrate willingness and availability for collaborative work;
- g) Refrain from behaviour that could be interpreted as defamatory or pejorative about ISTECLisbon or about third parties;
- h) Guide your behaviour by attitudes that contribute to increasing the efficiency of work processes, as well as to the achievement of the mission and educational project of ISTECLisbon.

### **Article 9**

#### **Rules of Good Conduct for Students**

Students are expected to maintain high standards of integrity and accountability to:

- a) Comply with the rules of good conduct outlined in this Code;
- b) Be diligent and participative, acting with discipline and civility in academic activities;
- c) Know the rules relating to their academic activities;
- d) Comply with the institution's operating and safety standards, preserving facilities and equipment;
- e) Participate with rigour and a sense of responsibility in the information provided on teaching/learning to the Office of the Internal Quality Assurance System;
- f) Exercise your right to actively participate in the bodies of ISTECLisbon;
- g) Comply with the rules set out in the ISTECLisbon regulations.

### **Article 10**

#### **Students Initiation**

Student initiation acts must translate into practices that contribute to the integration of students into higher education and academic life. Under no circumstances can said acts assume a vexatious nature that offends the dignity and physical integrity of any student and be practised without the student's consent. Thus, practices that violate the dignity and physical integrity of any student, and disturb their attendance and permanence in classes, are not allowed inside or outside ISTECLisbon's campus.

### **Article 11**

#### **Rules of Good Conduct in Scientific Research**

Individuals who participate in the scientific research process have objective and undeniable responsibilities regarding the credibility of that research. Whether research, is fundamental or applied, its cornerstone is the honesty of all the stages that comprise it. ISTECLisbon, fundamentally promotes applied research. Therefore, it is important to act following high standards of integrity in the conduct of all those involved, to:

- a) Comply with the European Code of Conduct for Integrity in Research;
- b) Develop research activities with competence, rigour and responsibility, maintaining respect, loyalty and good faith with other members of the academic community and the general public;
- c) Respect the so-called positive ethical opinion, which must precede any investigation;
- d) Ensure that all investigations are carried out by the safety standards and protocols for people, the plant and animal world, and property;
- e) Ensure strict and transparent management of research projects;
- f) Comply with the principles of freedom and the duty to update the investigation;
- g) Advisors/Supervisors or Principal Investigators must adequately orient students and investigators;
- h) Record and maintain an adequate process that allows the verification of the results of the investigation;

- i) Boost the provision of services to the community;
- j) Ensure that the referencing of the sources used in the production of scientific work is rigorous, safeguarding copyright and acknowledgement to other collaborators;
- k) Protect intellectual property;
- l) Ensuring the referencing of entities involved or funders of research processes and the appropriate attribution of authorship in scientific papers, as well as in acknowledgements, whenever justified.

### **Chapter III**

## **Gender Equality, Prevention and Combat of Moral and Sexual Harassment**

### **Article 12**

#### **Gender Equality**

Gender equality is understood as equal rights, responsibilities and opportunities for women, men and those who do not conform to the binary gender system.

### **Article 13**

#### **Principles**

The academic community of ISTEC Lisbon, in terms of gender equality, must:

- a) Refrain from gender stereotypes, that is, from preconceived ideas in which women and men are arbitrarily assigned characteristics and roles determined and limited by their gender;
- b) Stimulating gender-inclusive language, that is, gender equality in the language is achieved when women and men, and those who do not conform to the binary gender system, are treated through language as people of equal value, dignity, integrity and respect;
- c) Avoid, under all circumstances, under penalty of disciplinary, criminal and civil proceedings, so-called gender violence, that is, violence directed against a person because of that person's gender, gender identity or gender expression, or that it disproportionately affects individuals because of their sex.

### **Article 14**

#### **Harassment and Non-Discrimination Prohibition**

1. Under no circumstances will any discriminatory, intimidating, hostile or offensive behaviour be tolerated, likely to offend the human dignity of any individual who is part of the ISTEC Lisbon academic community.
2. Bearing in mind the provisions of the previous number, it is considered:
  - a) Harassment, all unwanted behaviour, perceived as intentional and abusive, of a moral or sexual nature, whether verbal, non-verbal or physical, practised with the aim or effect of disturbing or embarrassing the person, affecting their dignity, or creating an intimidating, hostile, degrading, humiliating or destabilizing environment;
  - b) Discriminatory behaviour, which is practised, namely, based on ancestry, family situation, economic situation, origin or social condition, nationality, ethnic origin, sexual orientation, religion, political or ideological convictions and various disabilities;
3. The practice of harassment or discriminatory behaviour gives the victim the right to ask for compensation under the general terms of the law.

### **Article 15**

#### **Preventative Measures**

1. It is incumbent upon the Director of ISTEC Lisbon, Secretary General, Deputy Secretary General, Course Directors and other directors of bodies and intermediate managers, to implement concrete actions to prevent harassment, whether in the work context or the school context.
2. The prevention of moral and sexual harassment is carried out by implementing the following practices:
  - a) By regularly consulting workers and students, through an anonymous questionnaire;
  - b) Promoting, informing and training in terms of preventing and combating harassment;
  - c) Ensuring compliance with legal rules in terms of confidentiality, the process of handling information and the nonexistence of reprisals against plaintiffs and witnesses.

**Article 16**  
**Combating Harassment**

1. The entire ISTEC Lisbon academic community must be actively involved in the prevention and elimination of practices of moral and sexual harassment and discriminatory acts, not tolerating them in the work or school context.
2. Any teacher, student and/or non-teacher who witnesses or is aware of an act likely to include harassment, moral and/or sexual, must report the situation objectively, clearly and impartially through the ISTEC Lisbon reporting channel available online on the institution's website ([denuncias@istec.pt](mailto:denuncias@istec.pt)).
3. Any member of the ISTEC Lisbon academic community who considers himself a victim of harassment must submit a report, in writing, to the director of the respective department or service, without prejudice to being able to use the reporting channel.

**Chapter IV**  
**Final Dispositions**

**Article 17**  
**Failure to comply with the Code of Ethics and Conduct**

Violation of the provisions of the Code of Ethics and Conduct is subject to disciplinary action, under the terms set out in the law, in the statutes and regulations of ISTEC Lisbon.

**Article 18**  
**Subsidiary Law**

For situations not foreseen and regulated in this Code of Ethics and Conduct, the legal provisions that regulate higher education, the statutes and regulations of ISTEC Lisbon apply.

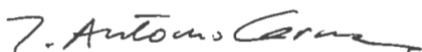
**Article 19**  
**Interpretations and Omissions**

Any doubts and omissions that may exist in the application of this Code will be resolved by order of the Director of ISTEC Lisbon, after consulting the Technical-Scientific Council and the Pedagogical Council.

**Article 20**  
**Effective Date**

This Code of Ethics and Conduct comes into effect on the day following its publication on the ISTEC – Lisbon website ([www.istec.pt](http://www.istec.pt)) and in other usual places.

The Director of ISTEC Lisbon



(José António da Silva Carriço)

Lisbon, September 7, 2021