



**CENIL — CENTRO DE LÍNGUAS, L.<sup>DA</sup>**

**Regulation no. 14/2022**

*Summary:* Approves the Code of Conduct and Good Practices of the Higher Institute of Administration and Languages (Instituto Superior de Administração e Línguas).

**Code of Conduct and Good Practices**

The academic community (lecturers and researchers, non-teaching staff and non-researchers, research grant holders, students and visitors) is required to observe individual standards of ethics, justice and equal opportunities, integrating these values into academic life and into the professional activity developed at the Higher Institute of Administration and Languages, hereafter referred to as ISAL, as well as into relationships with society or other Higher Education Institutions.

The maintenance of these standards requires, as a necessary condition, the knowledge and observation of the set of rights and duties. In no case does the ISAL Code of Conduct and Good Practices serve to curtail the freedoms enshrined in legislation, namely freedom of expression and scientific freedom; quite the contrary, this code aims to create conditions for their defence. The purpose of this code is thus to equip the academic community with an ethical guideline compatible with the promotion of professionalism and excellence in its action, in accordance with the legal and statutory guiding principles of respect for human dignity, equality and justice, free democratic participation and pluralism of opinions and orientations. The academic community is responsible for adopting the best practices in teaching, scientific research and in providing services to the community, in an environment of academic freedom and cooperation guided by structuring principles.

Thus, the Code of Conduct and Good Practices of ISAL - Instituto Superior de Administração e Línguas is approved, under the terms of the following articles.

9 December 2021. — Director-General, *José Manuel Mendes Quaresma*.

CHAPTER I

**General Provisions**

**On the object and**

**principles**

Article 1

**Object**

The present code aims to define a set of norms and values that guide ISAL's mission in its teaching and learning activities, training, scientific research and interaction with society, being based on the ethical principles of fairness and justice, respect for human dignity and personal and professional responsibility, in obedience to the general law and to ISAL's statutes and other regulations and applicable legislation.

CHAPTER II

**Institutional ethical conduct**

Article 2

**Institutional ethical values and principles**

1 — Ethics is a vital pillar of the quality of ISAL teaching and research.

2 — ISAL promotes the values of transparency and academic integrity in all its activities and adopts a conduct based on the ethical principles of justice and equity, respect for the dignity of the human person and professional and social responsibility, which is materialized by norms, duties and attitudes, of which the following are highlighted:

a) Respect for equal opportunities for the entire academic community, not only in terms of access and performance of students, but also in terms of the progression of the professional careers of teachers, researchers, non-teaching and non-researching staff, without any kind of discrimination, dependence or subordination;

b) The condemnation of discriminatory attitudes inside ISAL or outside it, due to cultural, gender, race, ethnicity, nationality or political, ideological, religious or sexual orientations, namely actions of physical, verbal, moral or psychological offence, as well as situations of coercion, intimidation, harassment or humiliation;

c) Respect and compliance with the rights of individuals with disabilities or special needs;

d) The guarantee of confidentiality of personal data;

e) The recognition of merit and the right to a transparent and fair performance evaluation of all members of the academic community;

f) The principle of academic freedom in teaching, learning and scientific research activities, in a constructive and freely critical climate, in an honest and responsible search for the progress of knowledge

g) The recognition of the right to relevant information about the institutional statutes and regulations and decisions of ISAL bodies;

h) The recognition that all members of the academic community have the right to prompt and professional assistance in cases of accident or sudden illness related to the exercise of their functions.

### Article 3

#### **General Obligations of the Academic Community**

The general duties of all members of the academic community, besides the respect for the general law, for the people and for ISAL Statutes and regulations, are namely the following:

a) Promote the public and ISAL's interest in the exercise of their activities;

b) Respect and treat with urbanity and correctness all members of the community;

c) Not to present slanderous allegations, not to provide false information and not to commit falsifications

d) Respect the property of all members of the community, as well as the property of ISAL;

e) Not to commit acts of violence, whatever they may be;

f) Not to consume illicit substances or others that may affect the correct performance of duties

g) Comply zealously with the hygiene and safety rules provided;

h) Preserve the condition of the facilities, equipment and natural environment of ISAL spaces;

i) Adopt a conduct to protect ISAL's interests;

j) Actively participate, with rigour and sense of responsibility, in the internal and external evaluation processes of ISAL projects and activities.

### Article 4

#### **Specific obligations of lecturers, researchers and non-teaching and non-researching staff**

Lecturers, researchers, and non-teaching and non-researching staff have the following specific obligations:

a) To act with a professional attitude guided by the values of honesty, competence and availability



- b) To be present and punctual in the exercise of their functions, as well as in the participation in mandatory meetings;
- c) Act towards all members of the academic community with responsibility, impartiality and transparency;
- d) Maintain professional secrecy about all facts and elements that come to their knowledge, when required.

#### Article 5

##### **Interaction activities with society**

1 - ISAL has promoted interaction, relationship and sharing with the external community, due to the relevance it has publicly acquired as a centre for the creation of knowledge and enhancer of transfer of that knowledge to the community, namely:

- a) At the level of promotion and dissemination of science, culture, education and citizenship values;
- b) Through inter-institutional cooperation in the pedagogical, scientific and technological plan, translated into training activities, seminars, conferences, congresses and other initiatives;
- c) Through knowledge transfer and innovation programmes, implementation of research and development projects, as well as at the level of entrepreneurship in activities of creation of consortia, institutes and other interface institutions of Higher Education Institution/Business.

1 — In terms of interaction with the external community, ISAL proposes to adopt adequate measures that contribute to the success of cooperation, of which one highlights:

- a) Define its obligations and rights through appropriate contracts or protocols, approved by the competent ISAL bodies;
- b) Promote internal regulations to manage and solve eventual individual, institutional or other conflicts of interest
- c) To develop a strategy to defend the intellectual property of the parties involved;
- d) To ensure the obligation of lecturers/researchers participating in cooperative activities to adopt rules of good conduct and transparency, namely:
  - i) Be guided by values of impartiality, integrity and scientific and professional competence;
  - ii) Preserve the good image of the Institution;
  - iii) Safeguard copyrights and the conditions for publishing the results obtained;
  - iv) Not to jeopardize teaching and research activities under their responsibility at the University.

#### Article 6

##### **Consequences in cases of improper conduct of lecturers, researchers and non-teaching and non-researching staff**

Under the terms of the legislation in force and ISAL Statutes and its disciplinary regulations, ISAL has disciplinary autonomy, to be exercised under the terms of those regulations.

### CHAPTER III

#### **Academic ethical conduct**

#### Article 7

##### **Academic ethical conduct**

In line with ISAL Statutes, the fundamental ethical values and principles for the success of its educational performance and for the education of free, responsible and competent citizens, as well as the rules of academic ethical conduct apply to all ISAL students.



Article 8

**Students' Rights**

Students shall enjoy an appropriate professional and academic working environment based on mutual respect and trust among colleagues and lecturers, and shall benefit from treatment based on the principles of equity, justice and equal opportunities, namely:

- a) Enjoy quality education based on human formation at the highest level in its ethical, cultural, social, scientific, artistic, technical and professional dimensions;
- b) Have timely access to all information relevant to the success of their performance;
- c) Be assured the right to participate in ISAL bodies, through their elected or appointed representatives;
- d) Be informed by the lecturers responsible for the training, about the methodologies, instruments, criteria and evaluation deadlines adopted, under the terms of the academic regulations;
- e) Be informed about the regime of absences and about the elements they can use in the assessment tests of each course;
- f) See their performance evaluated in objective, fair and transparent terms;
- g) Be assured, by their lecturers and/or scientific advisors, of their availability to discuss doubts or matters related to their academic work;
- h) Have access, under the regulatory terms, to all support services and bibliographic, computer, laboratory or other resources necessary for the development of the respective teaching projects;
- i) Be treated with respect and correctness and without any form of discrimination by all the members of the academic community;
- j) Be guaranteed the confidentiality of elements and information of personal or family nature;
- k) Have the rights of students with disabilities or special needs ensured;
- l) Have the rights of students with special attendance regimes safeguarded, under the terms of the regulations.

Article 9

**Students' Duties**

Students are expected to respect intellectual honesty, based on the highest standards of integrity and responsibility, and their duties, in addition to those enshrined in the Statutes and other ISAL regulations, which are the following:

- a) Be present, punctual and disciplined in classes or other work sessions included in the study plan;
- b) Respect and treat with correction and loyalty lecturers, researchers, non-teaching and non-researching staff, colleagues and other members of the academic community
- c) Comply with ISAL's operation and safety rules, respecting the property of all the members of the academic community
- d) Preserve ISAL's facilities, equipment and other teaching, research, social or leisure areas
- e) Contribute to the harmony of coexistence and to the full integration of all colleagues into the academic community, in a climate of freedom and mutual respect, renouncing any act of discrimination, intimidation, humiliation or harassment
- f) Refrain from actions or incidents that by their nature may disturb classes or other normal academic activities;
- g) Comply with the rules set out in the Statutes and regulations, namely the disciplinary regulations;
- h) Comply with the stipulated objectives, work methodologies and knowledge assessment procedures adopted in the respective teaching projects;
- i) Participate normally in the bodies to which they are elected or appointed;



j) Participate actively, with rigour and sense of responsibility, in the completion of the inquiries launched by ISAL

#### Article 10

##### **Situation of improper conduct**

Acts of dishonesty, incompatible with academic integrity, are those that violate the general duties of the students and, in particular, those that favour students under evaluation, with results obtained through fraudulent actions, namely those that violate procedures adopted in the knowledge evaluation processes, as well as those concerning the use of plagiarism, under the terms of the following article.

#### Article 11

##### **Breach of procedures protecting the integrity of the knowledge evaluation process**

In the context of the violation of procedures protecting the integrity of the knowledge evaluation process, the following violations are highlighted:

- (a) The use of cheat sheets, notes, texts, or other unauthorised elements in the performance of the tests;
- b) Copying someone else's work, or part of it, or allowing someone else to copy your work, or part of it, in assessment tests
- c) Using the support of other person(s), present in the examination room or outside it, without following the rules established for the assessment method;
- (d) signing with the name of another person, namely on tests, examinations or work subject to assessment;
- e) Improperly possessing, before the assessment test, forms, questionnaires or other elements included in the same assessment test;
- (f) using unauthorised technological means capable of facilitating access to information relevant to the examination or other assessment test, for one's own benefit or for the benefit of another person.

#### Article 12

##### **Plagiarism**

1 — Plagiarism is understood as any situation in which ideas, statements, data, images or illustrations from another author(s) are used without the proper explicit acknowledgement of that author(s).

2 - Thus, situations of fraud by plagiarism of a literary, artistic or scientific work, adopting the form of a report, article, essay, thesis or dissertation, in paper or digital format, in whole or in part, are considered to be those explained below, in a non-exhaustive manner:

- a) The submission of supposedly personal and original work, prepared wholly or partially by others, without respect for the rules of citation and bibliographic reference of identification of the author or authors;
- b) Incorrect use of ideas or paraphrases of someone else's work, either by their extension or abusive repetition of words and contents, or by the lack of correct identification of their authors
- c) Presentation, as being original work, of a work that has already been presented or published elsewhere, without explicit knowledge of the fact;
- d) Presentation of work done in collusion with another person, resulting from unauthorized collaboration.



Article 13

**Other illegal situations**

Other illicit situations shall also constitute serious offences, namely the following

- a) The presentation of assignments, essays, reports, theses or dissertations with falsified, fabricated or biased interpreted results;
- b) Destroying or altering the work of others, for one's own benefit
- c) The purchase or sale, in whole or in part, of dissertations, theses, reports or other academic works, used in evaluation processes;
- d) Falsifying information in forms or other official documents.

Article 14

**Consequences in situations of improper conduct**

1 - Without prejudice to not limiting violations or infractions to the cases explained, it is also warned that, in general, any dishonest and fraudulent act that is carried out for the direct or indirect benefit of the offender or offenders shall be considered a violation of academic integrity and subject to sanctioning procedures.

2 - Disciplinary sanctions for acts of unlawful academic conduct are defined in general law, and in ISAL Statutes, student disciplinary regulations and other relevant regulations.

CHAPTER IV

**Ethical Conduct in Scientific Research**

Article 15

**Ethical Conduct in Scientific Research**

1 — The code applies to everyone involved in ISAL scientific research activities or in collaboration with ISAL, namely teaching and research staff, non-teaching researchers and students and research grant holders.

Article 16

**Principles**

1 — The code aims to highlight principles of good practice in the field of scientific research and fundamental principles such as research ethics, respect for human dignity, for the progress and development of knowledge, for the quality and originality of research, for scientific truth and for the freedom of research.

2 — It is an obligation of all lecturers and researchers to adopt a conduct that respects the following principles and attitudes:

- a) Ensure an ethical basis in all research activities;
- b) Ensure that all research is carried out in compliance with the standards and protocols of safety of people and property;
- c) Manage with transparency, justice and parsimony the financial resources obtained from the funding entities, so as to ensure the success of the project within the foreseen deadline;
- d) Guide the students' work appropriately;
- e) Keep an appropriate record that allows the verification of the research results;
- f) Ensure confidentiality in order to protect intellectual property, whenever applicable;



- g) Ensure that the referencing of the sources used in the production of the scientific work is rigorous and comprehensive
- h) Ensure the respect for copyrights, making appropriate reference to the sources used in the work
- i) Ensure that the names of authors and co-authors are correctly inserted in the respective publications, as well as expressing due acknowledgement to other collaborators, when justified;
- j) To safeguard the principle of freedom of research.

#### Article 17

##### **Situations of improper conduct**

The following are situations that violate the integrity of the researcher and, as such, are liable to sanctions:

- a) The practice of plagiarism;
- b) The appropriation of intellectual creations of others, protected by the rules of intellectual property, without legal consent;
- c) Fabrication of results or their falsification;
- d) The use of false curricular information;
- e) Presentation of the same work, in whole or in part, in subsequent publications, without explicitly mentioning the original source and the parts replicated;
- f) Intentional distortion of results to favour a given line of orientation of the work or to satisfy interests other than the scientific truth;
- g) Participation in juries of recruitment and promotion competitions for academic and professional careers or for assessing applications for funding in which there are potential conflicts of interest.

#### CHAPTER V

##### **Ethical conduct of non-teaching staff**

#### Article 18

##### **Duties of non-teaching and non-researching staff**

In addition to the duties established in the Statutes, regulations and individual contracts, the non-teaching and non-researching staff have the following duties:

- a) To encourage the execution of shared tasks with all the members of the academic community, giving priority to orienting their activities towards the integration of the institution's objectives in the planning of the respective services and towards the quality of the services provided and the results obtained;
- b) To encourage the establishment of networks and communities of good practice with colleagues of related activities;
- c) To respect the duty of professional and institutional secrecy.

#### Article 19

##### **Doubts and omissions**

Doubts and omissions arising from the interpretation and application of these regulations shall be resolved by an order of the Director-General or the Vice-Director General of ISAL, after consultation with the competent bodies, as the case may be.



Article 20

**Entry into force**

These regulations shall enter into force on the day following their approval.

Approved by the Scientific-Technical Council on 7 December 2021.

Approved by the Pedagogical Council on 7 December 2021.

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