

CODE OF ETHICAL ACADEMIC CONDUCT

UNIVERSITY OF PORTO

This document is for informational purposes only.
The wording of the [original document in Portuguese](#) is
binding in all respects.

The Code that is now presented to the academic community resulted not only from a request from the former Rector Prof. Marques dos Santos, but also from the very dynamic that the Ethics Committee of the University of Porto (ECUP) has developed since its creation.

This mission was led by Prof. Jorge Sequeiros (Chairman of the ECUP from 2011 to 2014) who, in consensus with the other members of the ECUP, designated as rapporteur Prof. Carlos Cabral Cardoso, to whom we owe the presentation of the first code proposal. The members of the ECUP conducted in-depth discussions regarding the first proposal which led to the final version, unanimously approved in 2014. Handed over to Prof. Marques dos Santos in the final stage of his mandate, the entire process of assessment and approval by the UP senate and subsequent approval, took place under the current rector of UP, Prof. Sebastião Feyo de Azevedo (rectoral order GR 06/12/2017 of 4 December).

We hope that this document will become a fundamental instrument and contribution to develop the best pedagogical, scientific and civic practices within the University of Porto, with the full commitment of the academic community.

Despite being a fundamentally collective work, the following members of the ECUP deserve special acknowledgment for their contributions: Professors Jorge Sequeiros and Carlos Cardoso, Professors José Meirinhos, Manuel Carneiro da Frada and Judge Simas Santos.

Porto and University of Porto, March 2018

Manuel Pestana
ECUP Chairman

Luís Carlos Amaral
ECUP Vice-Chairman

Preamble

The University of Porto (U.Porto), in achieving its aims in education, knowledge creation and dissemination, science and art, is committed to a culture of quality and rigour, meeting recognised ethical and integrity standards suited to its functions and role in society.

The principles of ethical conduct adopted by U.Porto aim at the continuous improvement of its performance in all its areas of activity. These principles concern the entire academic community, which includes all members of the governing bodies, teaching and research staff, students, grant holders, non-teaching staff and other workers, regardless of their professional status, attendance type or the nature of their legal relationship and contracts with the institution. When external entities finance, provide services or collaborate in U.Porto activities, they must be guided by the same ethical principles set out in this Code.

U.Porto is considered a trustworthy and credible institution in its activities of knowledge creation and dissemination in its various forms and applications, open to public scrutiny and whose good reputation stems from the external recognition of the rigour and validity of its practices and its attitude towards knowledge and society. The members of the academic community carry out their activities and perform their duties with efficiency and competence, adopting and observing in all cases the principles of ethics and professional responsibility set out in this code.

The promotion of and respect for autonomy and academic freedom and freedom of enquiry in teaching and scientific research are pillars that ensure a critical spirit, a taste for knowledge and a capacity for innovation, all of which are crucial for carrying out the U.Porto's mission of striving for the common good. Honesty, institutional loyalty and the rigour of procedures in all activities, academic tests and service provision are essential for guaranteeing the safeguarding of the public interest, the prestige, the good name and the social validity of the results and activities carried out at U.Porto, or in the partnerships it maintains with other institutions.

U.Porto and its members carry out all their internal activities or external services with inclusivity in mind, refusing and sanctioning any discrimination, harassment, intimidation, retaliation, physical violence or bullying, upholding in all cases tolerance and respect for diversity of opinions, beliefs and thoughts, with a conscious exercise of freedom of expression.

U.Porto promotes the public interest through diligent and conscientious practices based on a respect of the law, norms and individual responsibility. In all procedures, the privacy of the members of the academic community is ensured and the integrity and confidentiality of all personal data concerning its members or which is in the custody of U. Porto as a result of the studies and scientific research carried out is safeguarded.

Epistemic and moral honesty in the production and transmission of knowledge is intrinsically important to U.Porto, as the recognition of the quality and value of its activities for science, for teaching and for society depend on it. For this reason, and because they constitute a serious damage to the reputation of scientific activity itself, all forms of academic dishonesty and bad scientific practices are actively and rigorously banned. All practices that damage the integrity and quality of knowledge and affect its rigorous transmission are explicitly rejected, namely: plagiarism and self-plagiarism; cheating in examinations or academic tests; the fabrication, falsification or intentional distortion of scientific or empirical data; the manipulation, misrepresentation or fabrication of experimental and scientific data; the destruction of third-party scientific or artistic content; the undue concealment or fraudulent manipulation of manipulation of the sources of knowledge; the misappropriation of others' work, in particular of peers, dependent researchers or younger or lower-ranking faculty members, without explicitly acknowledging their contribution; the use or publication of false or incorrect curricular information.

Scientific research is conducted in a responsible manner and by qualified staff, and must be planned and conducted in strict compliance with the best preventive practices and respect for ethical principles and procedures, especially when human beings or animals are involved, or potential risks to the environment, heritage or society.

In order to enhance the quality of the knowledge created or transmitted, the forms of assessment adopted must always be fair, proportionate, clear and explicit, aiming at uniformity, rigour and impartiality appropriate to the tests, projects, articles and studies, academic competitions or the professional performance under evaluation, in respect for the regulatory provisions that shape each of these acts.

The actions of the members of U.Porto should be guided by impartiality and exemption, refraining from participating in acts or decisions that involve incompatibilities or may generate conflicts of interest, to their benefit or to the benefit of third parties. In this sense, individually and through the appropriate bodies, all appropriate measures for the prevention and sanctioning of fraud, corruption and the improper or negligent use of public resources are prioritised. For the same reason, no undue or backdoor reward or compensation for the performance of any activity, beyond those authorised by U.Porto and permitted by law.

The professional fulfilment of all members of U.Porto presupposes a healthy, welcoming and motivating work environment, where everyone is entitled to courteous and civil interpersonal treatment, avoiding conflicts and respecting the dignity and the right of each and every person to moral integrity, their good image and good name. This respect for others includes the good practices of regular attendance and punctuality in academic activities, as well as the respect for administrative dates and deadlines.

According to its mission, U.Porto and its members have the social and ethical duty to responsibly inform the academic community and society about matters that are of public interest and about which they have relevant data, or for which they have the capacity and competences to intervene.

It is the ethical duty of all members of U.Porto and, in particular, its governing staff, to contribute to the respect and application of the principles and good practices that form the basis of this document.

Chapter I
**General principles, values and
duties of the members of the
academic community**

Article 1
Scope

1. The Code of Ethical Academic Conduct applies to all members of the academic community, specifically:

- a) Members of the governing bodies, regardless of the nature of their legal relationship with U.Porto;
- b) Teaching and non-teaching staff, researchers, as well as grant holders and other workers regardless of the nature of their contractual relationship;
- c) Students, regardless of their status and attendance type.

2. Members of external entities shall abide by the provisions of this Code, within the scope of their collaboration with U.Porto.

Article 2
Values and principles

The conduct of members of the U.Porto academic community should be guided by the following values and principles:

- a) Promotion of knowledge and its dissemination, with a commitment to the truth;
- b) Respect for autonomy, freedom and truth, in the processes of teaching, learning and scientific research activities, in accordance with the regulations and norms of U.Porto and of each organisational unit (OU), in a constructive and freely critical climate, and in the honest and responsible search for the progress of knowledge;
- c) Individual and collective responsibility, understood as the capacity to assume responsibility and accept the consequences;
- d) Honesty, integrity and academic rigour, in teaching and learning processes, in research activities and scientific publication, in academic tests and in the provision of services and interaction with society, promoting diligent and conscientious practices based on credible information;
- e) Academic loyalty and safeguarding the public interest, prestige and good name of the Institution;

- f) Tolerance and respect for a diversity of opinions and thoughts, fostering the creation of a good environment in its various activities and in interpersonal relationships;
- g) Citizenship and social responsibility, promoting the principles of freedom, justice, dignity and solidarity;
- h) Respecting the privacy of members of the academic community and safeguarding the confidentiality of personal data;
- i) Transparency and fairness in evaluations, promoting the recognition of merit and equal opportunities to all members of the academic community, and refraining from discriminatory practices.

Article 3

General duties of the members of the academic community

1. The following are general duties of all members of the academic community of the U.Porto, in addition to those imposed by law, by the Statutes of U.Porto and by the Regulations applicable to the activities pursued by its OUs:

- a) Respect and actively promote the values and principles mentioned in Article 1;
- b) Respect and promote the dignity and good image of the University, its Faculties and other OUs, through their academic and civic conduct, wherever they are;
- c) Promote the public interest in the exercise of their functions and contribute to the promotion and dissemination of information about U.Porto, in a responsible manner, in particular when speaking with the media;
- d) Protect the interests of U.Porto and its OUs, sparingly managing the human and material resources at their disposal, ensuring the good conservation and use of facilities and equipment, complying with the protocols and standards of hygiene and safety of people and goods, and guaranteeing the highest quality of the services provided;
- e) Respect the physical and moral integrity of all members of the academic community and the general public, treating them with civility and courtesy;
- f) Promote an environment of mutual respect and healthy coexistence among all members of the academic community and the general public, not practicing acts that constitute any kind of physical, psychological or sexual harassment, or acts of discrimination, namely based on university and social status, age, gender, physical condition, nationality, ethnic origin, culture, religion or sexual orientation;
- g) Respect the ownership of personal property of all members of the academic community, of U.Porto and its OUs;
- h) Provide, whenever possible, aid and assistance to other members of the academic community according to the risk to their physical and moral integrity, wherever they may be;

- i) Members should not consume alcohol in excess or other substances that may affect their work performance, nor should they promote any form of drug dealing or facilitate access to or consumption of illicit substances;
- j) Weapons and other instruments of self defence may not be carried or used within the scope of activity as a member of U.Porto;
- l) Preserve the authenticity and integrity of administrative documents;
- m) Comply with the legal and ethical framework of data confidentiality, with regard to access, use, protection, disclosure, retention and destruction of private information to which they have access in the course of their duties;
- n) Maintain professional secrecy about all facts and elements of which they are aware, when required or appropriate;
- o) Actively participate in the bodies to which they are elected or appointed;
- p) Participate actively, with rigour and a sense of responsibility, in the internal and external evaluation processes of teaching projects and other academic activities;
- q) Watch over the conservation and cleanliness of the facilities, equipment and other teaching, research, social or leisure spaces;
- r) Ensure compliance with this Code of Ethical Academic Conduct.

2. The specific duties of the different members indicated in Article 2(1), are set out in Chapters II to V of this Code.

Article 4

Incompatibilities and conflicts of interest

Regarding incompatibilities and conflicts of interest, all members of the academic community of U.Porto have a duty to:

- a) Act with impartiality and independence, refraining from participating in actions or decisions which could lead to conflicts, real or potential, or perceived as such by an independent observer, regarding their individual interests and their professional duties to U.Porto;
- b) Avoid conflicts of interest that may arise in relation to current or future positions, by virtue, in particular, of family relationships or the close social circle, economic or financial interests, affiliations, activities external to the University and use of privileged information;
- c) Always prioritise the interests of the University of Porto in the performance of positions or functions that imply the relationship with entities that supply goods and services to the university;
- d) Consider whether accepting any position or function outside the University might affect their independence and professional dedication to U.Porto;

- e) Avoid other situations of conflict of interests, particularly:
 - i) Refusing to accept undue presents, favours or gifts that due to their value, nature or circumstance may be interpreted as a compensation that compromises the member's obligation towards U.Porto;
 - ii) Refraining from requesting any benefits, in goods or cash, that might compromise their position or that of U.Porto;
 - iii) Reporting to higherups all information related to any situation of conflict of interest.

Chapter II

Standards of good conduct in governing activities and bodies

Article 5

Specific duties of the members of governing bodies

As part of the activities of the governing bodies, their members shall:

- a) Contribute, by their actions and example, to the fulfilment of the general duties and good practices set out in this Code of Academic Conduct and to the development of an ethical culture at U.Porto;
- b) To promote high quality standards of teaching and research, as well as the sustainability and social responsibility of U.Porto;
- c) Act with impartiality and independence, respecting the differences of opinion and the right of criticism of other members of the governing body and other members of the academic community;
- d) Act with loyalty and transparency, promoting cooperation with the various governing bodies and OUs;
- e) Act with diligence and integrity in the management of the resources under the competence of the respective body, reporting to the higher bodies and to the supervisory entity, periodically or whenever required;
- f) Take appropriate measures to prevent fraud and corruption, as well as the improper or negligent use of public resources;
- g) Respect the standards and recommendations of the accreditation agencies;
- h) To responsibly inform the academic community and society about the activity undertaken.

Chapter III

Standards of good conduct of teaching and research staff

Article 6

Specific duties of teaching and research staff

These are specific duties of teaching and research staff, including grant recipients and other research collaborators:

- a) Respect and actively promote the principles, good practices and procedures defined in the European Code of Conduct for Research Integrity;
- b) To promote true knowledge, as well as its transmission in a socially useful manner;
- c) Refrain from engaging in improper conduct, in particular:
 - i) The practice of plagiarism and self-plagiarism, presenting the same work, in whole or in part, without explicitly mentioning the original source and the parts replicated;
 - ii) The intentional fabrication, falsification or distortion of results in order to favour a given line of work or to satisfy interests unrelated to scientific truth;
 - iii) The use or publication of false or incorrect curricular information;
 - iv) The concealment of the sources of knowledge;
 - v) The disregard or ignorance of previous contributions in the thematic area concerned;
 - vi) The misrepresentation of the thought or content of others;
 - vii) Appropriating the knowledge of others, namely of researchers or younger teaching staff, without acknowledging their contribution;
 - viii) Blackmailing or pressuring others in order to obtain knowledge produced by them or assistance in its production.
- d) To promote and participate, whenever possible, in outreach actions and interactions with society, including the provision of services to the community, within the values and principles defined above;
- e) To participate in actions to promote and disseminate science, culture, education and citizenship values;
- f) To fully assume the principle of their social responsibility, namely the impact of their teaching and research activities;
- g) Carry out their academic activities with integrity, competence, rigour and a sense of responsibility, maintaining respect, loyalty and good faith in the relationship with the other members of the academic community and the general public;
- h) To promote the training and the personal and professional development of students, by giving appropriate guidance to their theses, dissertations and other work, and to the work of researchers developing projects under their guidance or supervision, and by cultivating among

students a taste for knowledge, an interest in learning, assuming full responsibility for a sense of citizenship that is solidarity and responsible, the conscious exercise of freedom of expression and a critical spirit.

Article 7

Good conduct in teaching and learning activities

The teaching staff shall ensure the proper functioning of the teaching and learning activities and respect good pedagogical practices, specifically:

- a) Promoting an environment conducive to the development of the teaching process, of learning, and of a civic and upright behaviour of the students;
- b) Regular attendance and punctuality in fulfilling academic activities, including the attendance to students, and respect for dates and deadlines in complying with administrative duties;
- c) The updating and quality of the pedagogical content made available to the students;
- d) The rigorous accreditation of sources and teaching materials used in the teaching activities;
- e) The adoption of assessment methods that are fair and clear, aiming for uniformity possible in the degree of difficulty in the various assessment periods;
- f) The promotion, in all assessment processes, of upright behaviour among students, contributing to the eradication of any forms of fraud, namely those listed in article 12;
- g) Recording, within the fixed deadlines, all the information regarding the assessment of the students, ensuring the conservation of the assessment elements within the deadlines established by the regulations in force;
- h) Fair and rigorous evaluation and classification of all academic acts, in a transparent and accessible manner, stating the reasons whenever required by law or the Regulations.

Article 8

Good conduct in assessment activities

Within the scope of selection panels for admissions to study cycles, for the recruitment of teaching, research and non-teaching staff, as well as in processes of performance evaluation, of projects or of scientific articles, members should:

- a) Act with impartiality and independence, respecting the primacy of merit and equal opportunities for all candidates, without any kind of discrimination, dependence or subordination;

- b) Refrain from participating in processes of evaluation and ranking of applications whenever there are potential conflicts of interest referred to in Article 4;
- c) Refrain from participating, without justified reason, in panels that assess candidates in scientific areas that are outside their specialty or about which they do not have relevant knowledge, when this is required;
- d) Maintain the confidentiality of the information to which they have access during this assessment, not using it for any other ends.

Chapter IV **Standards of good conduct of non-teaching staff**

Article 9 **Specific duties of non-teaching staff**

The following are specific duties of non-teaching staff:

- a) Promoting good professional practices and the adoption of proactive attitudes aimed at greater efficiency in individual and collective work, ensuring the smooth functioning of services and responding diligently, willingly and efficiently to requests and necessities;
- b) To be assiduous and punctual in carrying out their activities, and to respect dates and deadlines in the fulfilment of their duties;
- c) Maintain discretion about their activities and professional secrecy about all facts and elements of which they are aware, when required or appropriate;

Article 10 **Good conduct in assessment activities**

Within the scope of selection panels for the recruitment of teaching, research and non-teaching staff, as well as in processes of performance evaluation, members should:

- a) Act with impartiality and independence, respecting the primacy of merit and equal opportunities for all candidates, without any kind of discrimination, dependence or subordination;
- b) Refrain from participating in processes of evaluation and ranking of applications whenever there are potential conflicts of interest referred to in Article 4;

- c) Refrain from participating, without justified reason, in panels that assess candidates in scientific areas that are outside their specialty or about which they do not have relevant knowledge, when this is required;
- d) Maintain the confidentiality of the information to which they have access during this assessment, not using it for any other ends.

Chapter V **Standards of good conduct for students**

Article 11 **Specific duties of students**

The following are specific duties of students:

- a) Remain informed about all matters considered necessary and of interest for their performance as U.Porto students;
- b) Comply with the duties expressed in the Student Disciplinary Regulations and other regulations of the University, its Faculties or other OUs;
- c) Respect and treat teaching and non-teaching staff, researchers, students and other members of the academic community properly and with loyalty;
- d) Contribute to a good environment for coexistence and the full integration of all students in the academic community, respecting their dignity and privacy and preserving their physical and moral integrity and freedom, refraining from any act of discrimination, intimidation, humiliation or harassment, within or outside the University premises, its Faculties and other OUs;
- e) Students may not misuse any equipment, computer equipment or other resources of their own or made available to them by the University, its Faculties and other OUs.

Article 12 **Good conduct in teaching activities**

Within the scope of teaching activities students should:

- a) Be assiduous, punctual and participative, and act with discipline and civility in their academic activities;
- b) Only sign attendance sheets for themselves at sessions where they are present and refrain from asking or accepting others to do so for them;

- c) Refrain from actions or incidents that, by their nature, might disturb the environment of the teaching and learning process;
- d) Comply with the stipulated objectives and work methodologies adopted in the curricular units;
- e) Refrain from capturing images or sound, in an unauthorised manner, during teaching activities;
- f) Participate with rigour and a sense of responsibility when completing pedagogical surveys.

Article 13

Good conduct in knowledge assessment processes

1. As part of the knowledge assessment processes, students should:

- a) Be punctual and act with discipline and civility during the tests;
- b) Refrain from actions or incidents that, by their nature, may disturb the environment and the smooth running of the tests;
- c) Refrain from behaviour incompatible with academic integrity, namely conduct that violates the general duties of students and the procedures adopted in the knowledge assessment processes.

2. The following constitute improper conduct in knowledge assessment processes:

- a) Using cheat sheets, notes, texts and other unauthorised elements or equipment;
- b) Copying the work, or part of it, of another student or allowing another student to copy your work, in whole or in part;
- c) Giving or receiving support from other people, present in the evaluation process space or outside it, without following the established rules;
- d) Signing another person's name to tests, examinations or work subject to evaluation, or asking or accepting that someone else signs your name to their work;
- e) Improperly obtaining, prior to an assessment test, forms, statements or other unauthorised auxiliary elements;
- f) Using technological and other unauthorised means capable of facilitating access to information relevant to examinations or other assessment tests, for their own benefit or for the benefit of others;
- g) Presenting works, essays, reports, theses or dissertations that are plagiarized or contain results that are falsified, fabricated or biased;
- h) Destroying or altering the work of others;
- i) Acquiring in any way, by purchase or sale, in whole or in part, dissertations, theses, reports or other academic works, used as their own in evaluation processes;

j) Committing plagiarism or self-plagiarism, or other practices involving violations of intellectual property rights and copyright, namely:

- i) Using ideas, observations, data, images or illustrations from other authors, without citing and duly crediting the respective sources and obtaining authorisation for their reproduction where necessary;
- ii) Misusing ideas or paraphrases of other people's work, either by their extension or abusive repetition of words and contents, or by the absence of a correct quotation or the identification of their authors;
- iii) Submitting supposedly personal and original work, prepared in full or in part by others, without respecting the citation and bibliographic referencing rules of identification of the author or authors or other sources used;
- iv) Present as an original work a work that has already been presented or published by the author on another occasion, without explicitly acknowledging the fact.

Article 14

Declaration of honour

In order to strengthen respect for good academic conduct, students should:

- a) Include in all papers, reports, thesis and dissertations the following statement, signed by the authors: "I declare that I am the author of this work/thesis/dissertation/report/... and that it has not been previously used in another course or curricular unit, of this or of another institution. References to other authors (statements, ideas, thoughts) scrupulously respect the rules of attribution and are duly indicated in the text and in the bibliographical references, in accordance with the referencing rules. I am aware that the practice of plagiarism and self-plagiarism constitutes an academic offence";
- b) Sign, when registering or upon signing a contract, a Declaration of Honour, attesting that they are aware of the existence of the rules and regulations in force at the University, including the Disciplinary Regulations for Students of the University of Porto and this Code of Ethical Academic Conduct, committing themselves on their honour to respect it.

Chapter VI
Violation of the Code of Ethical Academic Conduct

Article 15
Violation of the Code of Ethical Academic Conduct

The violation of the Code of Ethical Academic Conduct may constitute a breach of duties that the members of the academic community of U.Porto are, under legal and regulatory terms, bound to comply with towards U.Porto, under the terms of current legislation and applicable regulations at U.Porto, with disciplinary implications.

University of Porto, 04 December 2017

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