

**Code of Ethics of Jan Evangelista Purkyně
University in Ústí nad Labem**

Preamble

The Code of Ethics of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the "Code") expresses the shared values and ethical standards that serve all members of the academic community, employees, and other collaborating persons in education, creative activities, and university administration (hereinafter referred to as "persons"). It is based on the principles of academic freedom and responsibility, honesty, respect, justice, and equal opportunities.

At the same time, it honors the values that define the ethical foundations of the university for fulfilling its vision and mission: freedom of research, creative activity, and expression; integrity and trustworthiness; inclusivity and social relevance; sustainability and social responsibility.

The purpose of the Code is to provide practical orientation, prevent unethical behavior, and support a culture of respect, trust, and impartiality. The Code is not a sanction regulation; in cases of violation of legal regulations or internal regulations of UJEP, procedures are followed according to disciplinary and labor law standards. Submissions made in good faith are discussed impartially. The UJEP Ethics Committee and the relevant UJEP authorities maintain confidentiality regarding the identity of the whistleblower, protect their personal data (including sensitive information), utilize secure reporting channels specified in the Rules of Procedure of the UJEP Ethics Committee and internal regulations, and ensure protection against any form of retaliation; the whistleblower shall receive confirmation of receipt of the submission and, after the conclusion of its consideration, shall be informed in general terms of the outcome.

The Code is supplemented by implementing regulations and methodologies that establish specific procedures (e.g., Rector's Directive No. 2/2025 – Rules of Procedure of the UJEP Ethics Committee, consensual relationships in the workplace). The Code is open to regular revision and professional discussion so that it remains comprehensible and useful in the daily practice of UJEP.

Art. 1: General Principles

1. The general principles of this Code are binding on all persons, regardless of their role, position, or function at Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the "university").
2. The university and its bodies resolve cases of Code violations in a timely and effective manner. They also protect those who, in good faith, report a violation of the Code or in whose favor such a violation was reported.
3. Every person at the university is obliged to:
 - a. Comply with laws and other legal regulations, as well as internal regulations and norms of the university and its faculties. In addition, honor moral principles, principles and rules of polite behavior, and comply with the rules stated in this Code.
 - b. Maintain loyalty to the academic oath, if they have taken one.
 - c. Respect human rights and freedoms, especially the right to life and health, preservation of human dignity, personal honor, and good reputation, and the inviolability of the individual and their privacy.
 - d. Respect the professional standards of educational activities and the ethical principles of creative work arising from international human rights conventions.

- e.** Not favor or disadvantage anyone based on ethnicity, ideology, belief, religion, nationality, age, gender, gender identity, sexual orientation, physical or other disability, or social origin.
- f.** Adhere to the principle of equal opportunities and equal treatment, treat everyone with due respect, and reject discrimination as well as any form of harassment or violence.
- g.** Defend academic freedoms and academic rights, especially the freedom of science, research, artistic creation, and the publication of their results, the freedom of university teaching, the right to education, the right to elect representative academic bodies, the right to use academic insignia, and to hold academic ceremonies. Thereby, simultaneously defend freedom of speech, critical thinking, independent research, and the free exchange of opinions and information. Respect the right to an alternative opinion.
- h.** Honor the autonomy of the academic community and not use academic grounds to promote the interests of religious or political parties or movements.
- i.** Resist external influences and interests that disrupt academic work and academic freedoms.
- j.** Responsibly and properly perform duties arising from their academic position, function, membership in an academic body, job assignment, or student status.
- k.** Use modern technologies ethically and in accordance with academic principles (see Art. 4). In particular, they must not rely on such technologies in a manner that would bypass their own creative, study, or research activity or violate the standards of organizations in cooperation with which the given task is carried out.
- l.** Not misuse university property for private interests or personal benefit, nor for the benefit of other persons.
- m.** Honor the principles of collegiality and open exchange of opinions; the form of cooperation (individual or team) is governed by the nature of the field; within these relationships, the person avoids dishonest behavior and inappropriate pressure on others.
- n.** Recognize the right to criticism; present critical inputs factually and supported by arguments¹, stating relevant facts and sources. Prefer open and transparent communication; anonymous submission is permissible² if there is a reasonable fear of retaliation, a conflict of interest, or another legitimate reason, or if internal regulations so decree. No one may be penalized for criticism submitted in good faith; incorrect or unjustified criticism shall be countered with factual arguments.

¹ *Criticism factually and argument-supported* is an expression that (i) states specific factual allegations or observations, (ii) relies on rules, data, or other verifiable reasons, (iii) is formulated politely and without personal attacks, and (iv) aims at rectification or improvement of procedure.

² According to the Rules of Procedure of the UJEP Ethics Committee, Art. 4, paragraph 3, anonymous submissions are discussed by the UJEP Ethics Committee only if the Rector so decides.

o. Strive to correct behavior that is contrary to this Code if the person encounters it or commits it themselves; strive to prevent such behavior by guiding themselves by this Code.

p. Be aware of responsibility for team development, the atmosphere in the workplace, prevention of inappropriate behavior, active conflict resolution, and working conditions of persons with less experience, if the person is in a leading position.

q. Prevent conflicts of interest³, avoid them, and at the moment they occur or threaten to occur, actively report them to the supervisor.

r. Act transparently regarding multiple relationships⁴. If such a relationship can raise doubts about impartiality or involves an evaluative or power dependence (e.g., supervisor-subordinate, teacher-student), it is mandatory to report it immediately to the relevant supervisor/authorized person and actively cooperate on measures to exclude bias and ensure integrity (especially exclusion from decision-making/evaluation, change of direct subordination/supervisor, transparent supervision).

s. Act loyally toward the university, fulfill its mission, and protect its legitimate interests and good reputation; outwardly appear factual and correct, and in matters of representing the university as a whole, preferentially use the communication channels and responsible persons established for this purpose by the university. Loyalty does not mean unconditional agreement; a person applies criticism in good faith and reports errors in accordance with academic freedoms and preferentially utilizing internal reporting channels and university regulations; maintain confidentiality⁵ if it is imposed by law, contract, or internal regulation (e.g., in proceedings of ethical, selection, or disciplinary committees, during personnel and evaluation acts); in all other cases, maintain the confidentiality⁶ of internal information (personal data, non-public documents, project proposals, as yet unpublished results, trade secrets, etc.) and handle them according to legal regulations and internal regulations of UJEP.

t. In proceedings before the University Ethics Committee, provide all necessary cooperation upon request, in particular, submit documents, objects, and provide testimony. Cooperation can be withheld only if there is a risk of prosecution for a criminal offense or administrative offense to themselves or a close person. Witnesses testify truthfully and conceal nothing. Procedures are governed by legal regulations, personal data protection, and the Rules of Procedure of the UJEP Ethics Committee;

³ "*Conflict of interest*" = a situation where a personal, proprietary, or other private interest may jeopardize the impartial performance of duties or the interests of the university.

⁴ "*Multiple relationships*" = a situation where, alongside a professional role, there is another level of relationship with another person (e.g., family, partner, personal, economic, or other).

⁵ "*Confidentiality*" = the obligation not to disclose defined information, explicitly imposed by law, contract, or internal regulation (e.g., members of committees, HR agenda, non-public proceedings).

⁶ "*Confidentiality*" = general obligation not to spread and not to misuse internal information, even if it is not covered by formal secrecy.

persons acting in good faith⁷ are protected from retaliation. This protection of persons is ensured by the Rector at the university level and by the Dean at the faculty level in cooperation with leading employees, the authorized person for reporting, and relevant departments (HR, student affairs). Protection includes, in particular, mandatory confidentiality and identity protection, a ban on retaliatory measures in the labor law, academic, and study areas, the possibility of temporary organizational measures (e.g., change of evaluator/supervisor, exclusion from direct subordination, anonymization of data), and the use of secure reporting channels. Violation of the ban on retaliation or confidentiality will be assessed as a serious violation of this Code and internal regulations of UJEP.

⁷ *"Submission made in good faith"* is a submission in which the reporting person, at the time of submission, reasonably believed that the stated facts were true and that the submission was appropriate or necessary to remedy a possible violation of duties or ethical principles. The motive of the reporting person is not decisive for the assessment of good faith. Protection does not apply to submissions made intentionally false or with gross negligence (deliberate distortion or concealment of essential information).

Art. 2: Principles of Educational Activity

1. Teachers:

- a.** Act with students honestly, fairly, collegially, and openly; they lead by example. They do not engage in personal humiliation, immoral behavior, or inappropriate pressure⁸.
- b.** Support students in team and individual professional work and help them develop professional and creative thinking; teach their subject at an adequate professional and pedagogical level.
- c.** Proceed fairly and transparently when evaluating study results, in accordance with the Study and Examination Regulations of UJEP.
- d.** Do not misuse teaching or other authority; do not demand activities from students that are the subject of their own duties or unrelated to educational activity; do not appropriate the results of students' work.
- e.** At the beginning of the course, establish and announce rules for a safe and confidential environment (including a ban on making recordings without consent) and ensure compliance with them during teaching; proceed in accordance with legal regulations on personal data protection and internal norms of the university.

2. Students:

- a.** Show respect to teachers, university employees, and other students, and adhere to the principles of polite behavior in the academic environment.
 - b.** Do not cheat when fulfilling study obligations, do not give an opportunity to cheat to others, and do not assist in it.
 - c.** Do not commit plagiarism or self-plagiarism; when repeatedly using their own work, they provide proper citations including previous authorship.
 - d.** Do not use services for writing theses to order ("academic ghostwriting"), nor do they offer them.
 - e.** Do not devalue the results of their work and do not disparage the work of teachers or other persons.
3. Information shared within teaching (e.g., professional experience from practice, personal situations, or examples from workplaces) is considered confidential. All participating persons (teachers and students) must not share or use them outside the context of teaching without the express consent of the person who shared them, especially for personal or labor-law disadvantage. This obligation does not prevent the fulfillment of statutory or internal reporting obligations in cases of threat to health and safety, suspicion of criminal activity, or serious violation of duties; during subsequent didactic reflection, anonymization is maintained.

⁸ "Inappropriate pressure" = behavior by which someone tries to influence the free decision-making, professional judgment, or behavior of another person through intimidation, threats, abuse of position, manipulation of information, or by creating a humiliating or intimidating environment.

Art. 3: Principles of Creative Activity

1. The principles of creative activity apply to all persons at the university who perform creative activity (e.g., academic staff, researchers, laboratory staff, etc.).
2. Every person performing creative activity directs their research, artistic, or other creative activity toward expanding the boundaries of human knowledge, developing artistic and cultural values, and supporting education and technological progress.
3. Every person performing creative activity is aware of responsibility toward society, the employer, and providers of support, and uses funds effectively and efficiently.
4. Every person performing creative activity acts ethically and professionally responsibly, and in particular:
 - a. Recognizes and spreads the principles of reliable and trustworthy professional work, rejects any scientific dishonesty or violation of the ethical principles of this Code, does not disparage scientific procedures, and respects a different professional opinion, as well as the plurality of scientific and creative disciplines.
 - b. If they have a suspicion or knowledge of a serious violation of the ethics of creative activity, they do not hesitate to report it to the relevant authorities.
 - c. Does not cover up or defend behavior that is contrary to ethical principles, even under the pretext of loyalty or necessary obedience⁹.
 - d. Does not publish in an ethically questionable manner, including the conscious use of ethically questionable (predatory) publishing platforms.
 - e. Is open to professional discourse; depending on the nature of the field, may cooperate with other persons; communicates factually and openly with correct argumentation, without humiliating others or disparaging their activity.
 - f. If leading a research/creative team, ensures correctness and openness in mutual communication, avoids autocratic management methods, and prevents competition from leading to dishonest behavior.
5. Persons involved in creative activity and persons engaged in creative activity (e.g., project managers, administrative staff) adhere to the following general principles:
 - a. Creative activity does not endanger or damage the environment, material, cultural, and ethical values.
 - b. If creative activities include potential safety, ethical, or legal risks (e.g., work with hazardous chemical or biological substances, with special categories of personal data, research involving humans or animals, operation of equipment with increased risk, field surveys in demanding conditions), they are carried out only in accordance with legal and internal regulations, on the basis of valid permits and ethical approvals, after risk assessment and adoption of appropriate preventive measures. Procedures

⁹ "*Necessary obedience*" (for the purposes of this Code) means invoking the obligation to obey a supervisor's instruction, the pressure of authority, or formal subordination as a justification for behavior that would be contrary to law, internal regulations, or ethical principles. In such situations, the relevant person proceeds according to internal regulations and uses reporting channels.

correspond to recognized professional standards and approved protocols and strive to minimize risks to persons, property, and the environment.

c. They are aware of their responsibility for the objectivity, reliability, and accuracy of their research. They respect the limits of the methods used, reflect the latest developments in their field, are responsible for the appropriateness, accuracy, and objectivity of the methods used, and ensure that they are not distorted; continuously develop professional knowledge and skills.

d. Provide their results to the academic community; approach their work critically, but do not disparage the work of others.

e. When publishing findings and results, ensure their completeness, verifiability, and objective interpretation; ensure the reviewability of procedures.

f. After publishing their results, they retain primary data and documentation for the period usual in the relevant field, unless prevented by other legitimate commitments or regulations; care for their accurate description and standard methods of protection and archiving.

g. Guided by the principle that repetition of already performed research (replication) is permissible and desirable if it takes place with the intention of verification, supplementation, or comparison of its results and in accordance with field methodological standards and with documentation of the procedure and data enabling reviewability.

h. Pass results to the professional or artistic public, unless they are subject to legitimate secrecy; introduce the acquired knowledge to the general public cautiously, only after its professional verification and publication.

i. Publish only results that have actually been achieved or to which they contributed in a significant creative way; avoid any form of plagiarism.

j. In publications and other professional outputs, objectively recognize the contribution of others and predecessors, always accurately cite sources in accordance with academic norms; adhere to principles of intellectual property protection and ensure the correct affiliation of creative activity results; if a work is created within labor obligations, the employee work regime applies.

○ **k.** Citations also include works that are not in line with one's own results or opinions.

l. Do not segment results by unpurposeful division into multiple publications solely for the purpose of increasing their number (e.g., dividing one measurement into several publication outputs).

m. If they find an error in their professional outputs, they take steps to correct it and do not try to conceal or mask it.

6. Persons involved in professional evaluation and peer review activities adhere to the following principles:

a. Perform evaluation, review, or other assessment activities personally, independently, and carefully; proceed impartially according to standard criteria and

with responsible argumentation, guaranteeing the evaluation conclusions with their professional honor.

b. Protect the intellectual property of all evaluated manuscripts, project proposals, reports, and artworks; do not use information obtained during the evaluation for purposes other than processing the review and do not provide it to third parties.

c. Do not intentionally prolong the evaluation period with the aim of obtaining a personal advantage or an advantage for another person.

d. Refuse to prepare an expert opinion if its conclusions could be influenced by personal interest, or clearly point out this conflict of interest; avoid conscious conflicts of interest.

e. Process expert opinions responsibly and always only in the area of their professional specialization, without succumbing to external pressures.

f. In evaluation and review procedures, base assessments on objective criteria, adhere to the provider's rules, and demand the same from other participants.

Art. 4: Use of Artificial Intelligence (AI) Tools in Fulfilling Work, Research, Administrative, or Study Tasks

1. AI is a supporting tool that can assist in study, creative, research, and administrative activities. The person who used AI is always responsible for the content of the output, its correctness, origin, and ethical nature.
2. The use of AI in fulfilling work, research, administrative, or study tasks – especially when writing qualification theses, professional articles, books, projects, reviews, and other academic outputs associated with the attribution of authorship – is always stated in an appropriate manner (e.g., in a methodological note or other suitable form). Unacknowledged use of AI is a violation of the honesty of academic work, principles of academic integrity, and internal regulations of UJEP. In teaching, the rules set by the teacher apply.
3. When using AI for work, research, administrative, or study purposes, personal, confidential, or otherwise protected information must not be entered into AI unless there is explicit consent from the relevant person. AI users are obliged to verify the correctness of facts, data, citations, and code.
4. The use of AI for private or unofficial purposes is not the subject of this Code, unless such behavior has an impact on the activity of the University or its members.

Art. 5: UJEP Ethics Committee

1. To assess submissions regarding compliance with this Code, the Ethics Committee of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as "EC UJEP") is established.
2. Details on the establishment of EC UJEP are regulated, in accordance with the Organizational Regulations of the university, by the Rules of Procedure of EC UJEP (Rector's Directive No.

2/2025). These rules further regulate details on receiving submissions and the rules of procedure of EC UJEP.

3. EC UJEP proceeds without undue delay within the time limits set by the Rules of Procedure of EC UJEP. Any disadvantage, penalization, or pressure on whistleblowers and persons who provided cooperation in connection with a submission or testimony is impermissible and will be assessed as a violation of this Code and internal regulations of UJEP. EC UJEP and the participating persons protect personal and sensitive data; they disclose information about the proceedings only to the necessary extent, usually in an anonymized form. EC UJEP confirms receipt of the submission (if possible) and, after the end of the proceedings, informs the whistleblower that the proceedings have been closed, within a general framework, without disclosing protected data.

Art. 6: Faculty Ethics Committees

1. A Faculty Ethics Committee (FEC) is established at each faculty as an independent advisory body to the Dean for supporting ethics, assessing submissions, and preventing unethical behavior. The FEC proceeds impartially, and members are bound by confidentiality. The FEC does not replace disciplinary or labor law proceedings.
2. The FEC in particular:
 - a. Receives and assesses submissions regarding compliance with the Code in education, creative activity, and the working environment arising at the given faculty.
 - b. Formulates opinions and recommendations for corrective measures (including mediation, prevention, development of good practice).
 - c. Methodically assesses conflicts of interest and consensual relationships in the workplace to the extent entrusted by the code and implementing regulations.
 - d. Issues ethical approvals for research projects implemented at the faculty, deals with questions of the ethics of scientific and creative activity, and ensures that research is conducted in accordance with legal regulations, international standards, and principles of research integrity.
 - e. Cooperates with EC UJEP; forwards summary, anonymized evaluations (without personal data) to it. If necessary for the assessment or recording of ethical approvals for research projects, the FEC may also forward non-anonymized background materials to EC UJEP, only to the necessary extent, in a secure manner, and exclusively for this purpose, in accordance with legal regulations on personal data protection and internal regulations of UJEP; for sensitive data (special categories of personal data), increased protection and appropriate technical and organizational measures apply.
3. EC UJEP discusses cases transcending the faculty, systemic or precedent matters, submissions directed against the management of the faculty/university, disputes between faculties, and appeals against FEC procedures, and issues methodical opinions binding on the FEC. The FEC shall forward a submission to EC UJEP if the majority of FEC members are biased or if the nature of the case exceeds the competence of the FEC.

Temporary Provisions

1. Submissions discussed by EC UJEP are assessed according to the UJEP Code of Ethics effective at the time when the alleged violation occurred.
2. EC UJEP discusses only submissions that are not considered statute-barred according to Art. 4, paragraph 4 of the Rules of Procedure of EC UJEP; submissions filed after this time limit shall be shelved by EC UJEP.
3. Continuing or continuous behavior that began before the effectiveness of this Code and lasted after it is assessed such that the part before effectiveness is evaluated according to the earlier UJEP Code of Ethics of March 28, 2018, and the part after effectiveness according to this Code; EC UJEP shall take into account the unity of the act and proportionality.
4. Procedural steps (time limits, requirements, delivery, confidentiality, etc.) are always governed by the currently effective Rules of Procedure of EC UJEP and other internal regulations.
5. This Code comes into effect on November 20, 2025; on the date of effect, the UJEP Code of Ethics of March 28, 2018, is repealed.

Final Provision

The updated wording of the Code of Ethics of Jan Evangelista Purkyně University in Ústí nad Labem was discussed by the Academic Senate of Jan Evangelista Purkyně University in Ústí nad Labem on October 29, 2025.

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