

Pursuant to the provisions in subparagraph n) of number 1 of article 30 of the Statutes of ISCTE – Instituto Universitário de Lisboa (Normative Decree number 18/2009 of 30 April as amended by Normative Decree number 11/2011 of 14 April) and after having been subject to the opinion of the Pedagogical Council of ISCTE-IUL issued on 28 September 2015, I approve the Code of Academic Conduct of ISCTE-IUL.

December, 22 of 2016 — *Luís Antero Reto*, Rector of ISCTE-IUL.

ACADEMIC CODE OF CONDUCT

Article 1

Objectives

The Code of Conduct is a set of general principles, guidelines for the action and conduct of members of the academic community in intra-institutional relations, as well as in their external relations when representing ISCTE-IUL.

Article 2

Values and Principles

All conduct of members of the academic community should observe the following values and principles:

- a) Autonomy and individual freedom in the production of knowledge, without conditions, interferences or constraints with respect to the provisions in article 13 of the Constitution of the Portuguese Republic;
- b) Individual and collective responsibility, understood as the ability to undertake actions and accept the consequences;
- c) Tolerance and respect for diversity of opinions and thoughts;
- d) Academic honesty, rigour and loyalty, in all aspects concerned whether in the learning/teaching processes or in scientific activity;
- e) Active citizenship, awareness and social responsibility, that reflect and promote the principles of freedom and justice, dignity and solidarity.

Article 3

Scope

1. The Code is applicable to all members of the academic community, namely:
 - a) Students;
 - b) Teaching and non-teaching staff, regardless of the nature of their contract with ISCTE-IUL;
 - c) Research grant holders and other project staff;
 - d) Persons carrying out activities at ISCTE-IUL as visitors;
 - e) Persons contractually bound to other entities or institutions.
2. All the members are responsible for knowing the Code and complying with its principles.

Article 4

The Code is applicable to all members of the academic community

In addition to the duties imposed by the Law, by the Statutes and Regulations, the teaching staff, researchers, non-teaching staff and non-researchers, students and all other members of the academic community, pursuant to the provisions established in number 2 of article 75 of Law number 62/2007, of 10 September, should:

- a) Not commit failings of civic or academic nature;
- b) Whenever possible provide help and assistance to all other members of the academic community;
- c) Respect and show courtesy to all other members of the academic community;
- d) Not make slanderous allegations;
- e) Respect the assets of ISCTE-IUL and strive to ensure their good conservation and use;
- f) Respect the personal belongings of all members of the academic community, not committing acts of theft or damage;
- g) Comply with the legal framework on data confidentiality with respect to the access, use, protection, disclosure, withholding and destruction of private or personal information to which the member has had access during course of duties;
- h) Strive to ensure the security of the data, through the implementation of measures of electronic or physical protection;
- i) Not commit acts of violence, physical or psychological coercion, consisting of threats or injury to the physical, moral and patrimonial integrity of the members of the academic community;
- j) Not commit any form of harassment;
- k) Not commit any acts of discrimination, in particular, based on sexual orientation, religion, ethnic group, social origin, nationality, age, gender and physical condition;
- l) Not make false declarations, falsify or alter any document of administrative nature;
- m) Not possess and not consume illegal substances, not consume alcoholic beverages in excess, nor promote any form of their traffic, facilitation or consumption;
- n) Not transport or make use of weapons and other instruments of personal defence.
- o) Make appropriate use of rooms and common areas, complying with the rules on hygiene, noise and security of the premises.

Article 5

Rules of good conduct for the teachers, researchers and non-teaching staff

The teachers, researchers and non-teaching staff are responsible, in particular, for:

- a) Performing their duties in a manner serving the public interest, in conformity with the Law, Statutes and all other legitimate orders and instructions issued by their direct superiors;
- b) Ensuring their professional training, development and improvement;
- c) Showing a sense of responsibility, respect, loyalty and good faith in relations with all the other staff, students and general public;
- d) Being assiduous and punctual in complying with their activities;

- e) Developing their activities with a professional attitude of integrity, guided by honesty and responsibility;
 - f) Acting with impartiality and objectivity in their decisions and actions, preventing conflicts of interest;
 - g) Not promoting any type of pejorative or slanderous comment;
 - h) Encouraging collaborative work, with responsibility and autonomy;
 - i) Adopting, in a concerted form, proactive attitudes that seek to increase the efficiency of the collective and individual work in a perspective of continuous improvement of the service provided;
 - j) Informing the Rector on breaches of this Code of Conduct, the Regulations and internal good practices.
- 1.1. The teaching staff and researchers should also:
- a) Refuse to obtain projects and funding by using misleading information about expertise and skills or by using incorrect or deliberately misplaced representations of previously obtained results, or by the conscious creation of false expectations in third parties;
 - b) Ensuring that they do not interpret research results in a negligent or deliberately false manner;
 - c) Ensuring that they do not present themselves as author or co-author of articles or any other intellectual creation to which they have not contributed;
 - d) Accepting the supervision of theses and dissertations;
 - e) Asking to be excused from participating in panels that appraise candidates in scientific areas that are unrelated to their speciality or on which they do not have relevant knowledge, as well as when subject to the provisions of article 44 of the Code of Administrative Procedure.
2. None of the personnel of ISCTE-IUL are permitted to carry out tasks or duties when under the influence of alcohol or narcotic substances. Whenever any situation is detected in which the incorrect performance of the worker can be attributed to the consumption of alcohol or narcotic substances, a disciplinary procedure will be filed immediately, without prejudice to any other legal actions.

Article 6

Acceptance of benefits

1. When acting on behalf of ISCTE-IUL, the teaching staff, non-teaching staff and researchers cannot request or accept improper payments, gifts, favours or donations which due to their value, nature or circumstances could be interpreted as compensation conditioning the worker to carry out a certain specific obligation.
2. When any external compensation is received, directly or indirectly, it should be subordinate to the regulation in force at ISCTE-IUL.

Article 7

Limits and incompatibilities

The teaching staff, non-teaching staff and researchers should not hold positions or perform duties related to entities supplying products and services to ISCTE-IUL or in commercial companies that in any manner control or influence these entities, under penalty of conditioning their independence in relation to the institution.

Article 8

Rules of good conduct for the students

1. The students of ISCTE-IUL should observe the following rules:
 - a) Respect and promote the framework of values and principles defined in article 2 of the present Code;
 - b) Diligently observe the duties expressed in the Student Disciplinary Regulation;
 - c) Respect the teaching staff and the other students and their right to education;
 - d) Respect the right of other students to refuse to participate in initiation rituals.
 - e) Be punctual and assiduous and in taught activities/lectures not disturb the classroom learning environment;
 - f) Answer in due time all the institutional questionnaires that ISCTE-IUL must apply both in the context of its quality assurance system and in line with the requirements of national and international certification and accreditation agencies.
 - g) Not commit academic misdemeanours indicating fraudulent behaviour, namely:
 - Plagiarism, acts of self-plagiarism, copying or any other dishonest form of submitting a piece of work for assessment, a master's dissertation or doctoral thesis for defence, including, but not limited to:
 1. Using unauthorised materials or sources at moments of assessment;
 2. Appropriating texts, ideas, data, illustrations or information of other sources or persons and presenting as their own;
 3. Making forgeries, falsifying, distorting, omitting data, results or sources in their reports, essays, monographs, theses or other written works;
 4. Buying or selling reports, essays, monographs, theses or other works for fraudulent use.
 - Access, or attempted to access, without proper authorisation, irrespective of the purpose, of the educational material or official documents of ISCTE-IUL, such as:
 1. Stipulations and resolution of the assessment tests;
 2. Lists of grades, academic records and school historical records;
 3. Work documents and correspondence, irrespective of the nature of their format, of the management bodies of ISCTE-IUL.
 - Unauthorised use of communication devices such as mobile phone, smartphone, tablet, computer, watch, camera, etc. as well as any memory aids during classes and assessments.
 - Fraudulently use the identification card of another person, namely to mark class attendance.
 - h) Not use the resources provided by ISCTE-IUL for the student's training process for other purposes;
 - i) Not capture sounds or images of teaching activities (classes), unless previously authorised by the teacher;
 - j) Not provide false information in ISCTE-IUL forms and documents;
 - k) Not order, help or conceal, even if tentatively, acts of academic fraud;
 - l) Use the information technology material for the authorised purposes, with the following being explicitly forbidden:
 - Breach of intellectual property rights of third parties;

- Unauthorised access or attempted access to information technology systems;
 - Alteration, manipulation, copy or destruction of electronic data, even if attempted.
2. Plagiarism does not include the use, considered by Law as free, of third party works, provided that the authorship is identified, as well as the use of part of an intellectual creation carried out in collaboration, provided that the contribution is significant and relevant. This is applicable even if the part that is used has been exclusively produced by a co-author, in cases when it is not necessary, by convention or by Law, to obtain the co-author's prior authorisation, with the identification of the authorship always being necessary.
 3. With respect to acts of academic fraud, namely plagiarism, the rules of Annex I, of this regulation and the Student Disciplinary Regulation are applicable.

Article 9

Notification

Without prejudice to any special arrangement foreseen in the Law or Regulations, personal notifications, respecting the contents and timeframes established in the Law, can be carried out by the different means available, including electronic means, with the staff of ISCTE-IUL being responsible for informing the Services or Units of their updated contact details so that the notifications involving them can be accomplished.

Article 10

Duty to give reasons

1. Whenever the Law requires substantiation of acts, the underlying reasons should be expressed in a clear and accessible manner.
2. In knowledge assessment tests and whenever the Law or Regulations do not provide for otherwise, explicit and accessible substantiation is considered their correction in written tests and the attributed grade in oral tests.

Article 11

Breach of the Academic Code of Conduct

1. Breach of the Academic Code of Conduct produces a liability and is presumed to embody exceptional complexity for the purposes of articles 39 and 68 of Law number 58/2008, of 9 September.
2. Teaching staff, non-teaching staff and researchers who infringe the provisions contained in the Academic Code of Conduct are subject to Law number 58/2008, of 9 September, which established the Disciplinary Statute of Civil Servants.
3. Offences committed by students are subject to the provisions in the Student Disciplinary Regulation approved by Deliberation number 2246/2010, of 30 September 2010.
4. Without prejudice to the application of the provisions in numbers 1 and 3, the committing of plagiarism, acts of self-plagiarism, copying or any other dishonest form of submitting a piece of work for assessment, a master's dissertation or doctoral thesis for defence, imply the annulment of the test, exam or work and the immediate failure of the student, as well as its disclosure in the student's individual records, pursuant to the terms of Annex I of this Code.
 - 4.1. The present provision is also applicable, with the necessary adaptations, to all and any misdemeanour identified at a time after the student has obtained her/his final grade in the curricular unit or even after obtaining the end of course diploma.

Article 12

Repeal

The present Code repeals the Academic Code of Conduct of ISCTE-IUL, approved in a meeting of the Permanent Committee of the Pedagogical Council of 22 October 2008 and homologated by order of the Chairperson of the former Instituto Superior de Ciências do Trabalho e da Empresa on 6 November 2008.

Article 13

Entry into force

The present Academic Code of Conduct shall enter into force on the day following its publication in *Diário da República*

Annex I

Under the terms commonly accepted, **plagiarism** is considered the use of the work, output, words or any other published or unpublished material of another person or other persons, presenting it as one's own, namely, copying or paraphrasing without clearly identifying the source.

Self-plagiarism is considered the use of the work, output, works or any other material of one's own authorship, presenting it again as if it were original.

With a view to promoting academic integrity and preventing plagiarism, and considering the provisions in article 75 of the Legal System for Higher Education Institutions approved by Law number 62/2007, of 10 September, after hearing the Pedagogical Council and the Management Board of ISCTE-IUL, the following obligations were determined:

1. All items subject to assessment in the 2nd and 3rd cycle are mandatorily submitted to the plagiarism detection tool in use at ISCTE-IUL.

1.1. The items for assessment are submitted by the student on the e-learning platform of each Curricular Unit. Each teacher/supervisor checks the degree of similarity of the submitted work relative to other sources, according to the percentage disclosed in the report produced by the software referred to above.

1.2. Master's dissertations/project work and doctoral thesis should be submitted at the Secretarial Offices of the respective School, together with a sworn statement by the student on the authorship of the work.

1.3. It is the duty of the supervisor to confirm the authorship of the master's dissertation/project work and doctoral thesis, possibly using the plagiarism detection tools in use at ISCTE-IUL.

1.4. The competent services of ISCTE-IUL can, at any time, before or after the defence, investigate the originality of the submitted work.

2. When a piece of work or other item for assessment shows a high level of similarity with other works (percentage of matches with other sources disclosed in the report that the aforesaid software produces), it is the responsibility of the teacher of the curricular unit, supervisor or any member of the panel, after qualitative analysis of this report, and if the suspected plagiarism is confirmed, to instigate the respective disciplinary procedure, in line with the Student Disciplinary Regulation of ISCTE-Instituto Universitário de Lisboa, approved by Deliberation number 2246/2010, of 6 December.

2.1. The Student Disciplinary Regulation of ISCTE-IUL defines the applicable disciplinary penalties and their enforcement, which can vary from warnings to an attendance ban for educational activities at ISCTE-IUL for up to five years.

3. Without prejudice to the application of the provisions in the previous number of the present Order and Student Disciplinary Regulation of ISCTE-IUL, the:

3.1. Possession or use of unauthorised material in a test/attendance/exam implies the annulment of this test/attendance/exam by the teacher, the student's failure of the curricular unit in the academic year to which it refers, its reporting to the Rector and disclosure in the list of grades of the curricular unit and in the student's individual records. In the event of re-offence, the disciplinary penalty could go from temporary suspension of attendance of educational activities at ISCTE-IUL up to prohibition of attending educational activities at ISCTE-IUL for a period up to five years, under the terms of the Regulation referred to above;

3.2. Communicating with another student or copying from another student (detected during a test or after it has been held) implies the annulment of this test by the teacher, the student's failure of the curricular unit in the academic year to which it refers, its reporting to the Rector and disclosure in the grade of the curricular unit and in the student's individual records. In the event of re-offence, the disciplinary penalty could go from temporary suspension of attendance of educational activities at ISCTE-IUL up to prohibition of attending educational activities at ISCTE-IUL for a period up to five years, under the terms of the Regulation referred to above;

3.3. Plagiarism, self-plagiarism or copying in a piece of work for a curricular unit implies the annulment of this work by the teacher, the student's failure of the curricular unit in the academic year to which it refers, its reporting to the Rector and disclosure in the grade of the curricular unit and in the student's individual records. In the event of re-offence, the disciplinary penalty could go from temporary suspension of attendance of educational activities at ISCTE-IUL up to prohibition of attending educational activities at ISCTE-IUL for a period up to five years, under the terms of the Regulation referred to above;

3.4. Plagiarism, self-plagiarism or copying in a master's dissertation/project work implies the annulment of the dissertation/project work and its defence if it has already taken place and of the respective academic degree, and a disciplinary penalty never less than the temporary suspension of educational activities, specified in the Regulation referred to above and its disclosure in the student's individual records;

3.5. Plagiarism, self-plagiarism or copying in a doctoral thesis work implies the annulment of the thesis and a disciplinary penalty never less than prohibition of attending educational activities at ISCTE-IUL for up to five years, as specified in the Regulation referred to above and its disclosure in the student's individual records.

In order to strengthen ethical conduct and good academic practices, I also determine that:

A) Upon enrolment, it is mandatory for the student to submit a Sworn Statement, testifying that the student is aware of the Rules and Regulations in force at ISCTE-IUL.

B) Upon submission of the master's dissertation/project work and doctoral thesis, the student should attach a suitable Sworn statement, testifying that the dissertations/project work does not contain plagiarism, self-plagiarism, copying or any other situation that could be considered a breach of the legal provisions.

**Sworn Statement
Enrolment**

I, the undersigned, hereby declare on my honour that I am aware of the Rules and Regulations in force at ISCTE-IUL.

- Academic Code of Conduct;
- General Regulation for Assessment of Knowledge and Competencies;
- Student Disciplinary Regulation;
- Internal Regulations for Students with Special Status;
- Regulation for Part-time Study;
- Regulation of Fees;
- Order of Payment of Fees in Arrears.

Furthermore, I hereby declare that I am aware that the voluntary and intentional committing of plagiarism, self-plagiarism or copying constitutes an academic misdemeanour.

Full name _____
Course _____ Student number _____
Email address of ISCTE-IUL _____
Other personal email address _____
Telephone _____

ISCTE-IUL, ____ of _____ 20____

Signature

Sworn Statement
Submission of master's dissertation/project work and doctoral theses

I, the undersigned, hereby declare on my honour that:

- The submitted work is exclusively of my authorship, it is original and I have referenced and quoted all the sources used.
- I authorise my work to be submitted to the SafeAssign plagiarism detection tool.
- I am aware of the Student Disciplinary Regulation of ISCTE-IUL, as well as the Academic Code of Conduct of ISCTE-IUL.
- I am aware that committing plagiarism, self-plagiarism or copying constitutes an academic misdemeanour.

Full name _____
Course _____ Student number _____
Email address of ISCTE-IUL _____
Other personal email address _____
Telephone _____

ISCTE-IUL, ____ of _____ 20____

Signature
