UNIVERSITY OF BARCELONA
CODE OF ETHICS ON INTEGRITY AND BEST PRACTICES

NORMATIVES I DOCUMENTS

UNIVERSITAT DE BARCELONA

UNIVERSITY OF BARCELONA

CODE OF ETHICS ON INTEGRITY AND BEST PRACTICES

This Code of Ethics on Integrity and Best Practices was developed by the University of Barcelona Ethics Committee, and approved by the Governing Council on 9 October 2018, to provide guidelines and support to the rights and duties of all members of the university community in the exercise of their freedom and responsibility.

Edited by: University of Barcelona Ethics Committee
Published by: Edicions de la Universitat de Barcelona

Contents

Preamble 5

1. Academic freedom 7

2. Professional responsibility 7

3. Scientific and academic integrity 8

4. Honesty 11

5. Equal rights 12

6. Respect 12

7. Privacy and confidentiality 14

8. Sustainability and solidarity 15

9. Risk behaviours 15

10. Interpretation 16

Preamble

The University of Barcelona is a public institution comprising an academic community based on ethical principles and values.

To enable the University, a benchmark and centenary institution, not only to comply with its legal obligations, but also to promote the ethical principles and values inherent in its activity, the University of Barcelona Ethics Committee, announced by the rector to the Governing Council on 20 October 2017 and constituted on 24 October 2017, drew up a draft code of ethics on integrity and good practices. The draft code was then submitted for discussion by the community and to the Governing Council for approval to become a commitment undertaken by all members of the university community.

The purpose of the Code of Ethics is to provide guidelines for action that guide and support the rights and obligations of the members of the University of Barcelona community in the exercise of their freedom and responsibility. This purpose is inextricably linked to the fundamental principles set out in the University of Barcelona Statute — liberty, democracy, justice, equality and solidarity. It is also inseparable from respect for people and the institution, nurturing of coexistence, promotion of the necessary conditions for decent quality work, and the University of Barcelona's commitment, as a public university, to a culture of collaboration amongst all members of its community. The University of Barcelona also has an academic and social commitment to human rights, the democratic institutions, rights and ideals of the people, and, especially, defence of the language, culture and knowledge generated in Catalonia.

To prevent and settle any issues that might arise in relation to integrity and best practices at the University of Barcelona, a set of principles and rules on ethical behaviour must be established that is binding for all members of the university community and guides their actions.

For the purposes of this Code of Ethics, *best practices* is understood to mean the set of rules, recommendations and commitments that the members of the University of Barcelona community must take into account to promote quality in teaching, research, learning, administration and services, and to prevent potential problems of integrity in the personal exercise of these activities. The term *integrity* is used in the ethical and

deontological sense and indicates a commitment to responsibility for one's own actions and respect for the rights of the people who are part of the University of Barcelona.

The Code of Ethics is applicable to the entire University of Barcelona community in the areas of research, teaching, learning, publications, knowledge transfer, lifelong learning, cultural and scientific outreach, communication, management, administration and services, amongst others. All members of the University of Barcelona community are subject to this code: teaching and research staff, trainee research staff, students, and administration and service staff.

The following rules are based on the University of Barcelona's ethical principles and values as a public university committed to quality work and the defence of the rights and obligations of its community's members. Everyone should feel committed to these rules, which are of interest to the community as a whole and to each person in his or her activity.

Proper compliance with this Code of Ethics means acting in accordance with the following rules and principles.

1. Academic freedom

1.1 Everyone has the right to express themselves, participate and organize freely at the University of Barcelona, without any limits other than those established by current law and the University's Statute.

1.2 Academic staff have the right to freedom of scientific, technical, humanistic and artistic production.

1.3 Academic staff have the right to freedom of professorship and the right to the free dissemination of thought in the course of their work, subject to respect for objectivity, scientific rigour and each academic area's specific methodology.

1.4 The University of Barcelona values and ensures students' freedom of expression, participation and organization in its academic spaces and representative and governing bodies.

1.5 The University of Barcelona advocates critical thinking as an essential part of personal freedom, the advancement of knowledge, and the University's social commitment through all its activities. With regard to any topic of special interest, critical thinking requires teaching that lays out the pros and cons of every position.

1.6 The limit of academic freedom is respect for the fundamental rights of all members of the university community. In all areas of university activity, this freedom must be exercised with objective and reasonable criteria that preclude arbitrariness and the lack of academic rigour.

2. Professional responsibility

2.1 The exercise of freedom entails the exercise of responsibility, which includes compliance with the set of best practices that enable proper individual professional activity in harmony with the work and rights of the other members of the community.

2.2 Quality in learning is the shared responsibility of the academic staff and the students. All University of Barcelona professionals have the responsibility to use the resources and take the steps that enable quality teaching and learning and make it possible to eliminate the obstacles that prevent it.

2.3 Academic staff, administration and service staff, and management must make their decisions based on the regulations applicable to their work. Decisions must be duly justified and must ensure that the processes that depend on them are carried out diligently, transparently and respecting the rights of the people involved.

2.4 The members of the governing bodies and people in management positions must act making appropriate use of their powers and in accordance with duly justified and objective legal criteria that prevent unilateral or arbitrary decisions. Their actions must respect and promote the application of the principles of effectiveness, impartiality, fairness and transparency, whilst at the same time respecting dialogue, communication, and the participation and responsibility of the people under their charge.

As a senior official at the University Barcelona, the rector must act with respect for the law, guaranteeing fundamental rights, public freedoms and statutory rights, and ensuring transparency in his or her actions and decisions, independence and impartiality. He or she must further do so without being conditioned by conflicts of interest, affording equal treatment to all people, avoiding any discrimination or arbitrariness in his or her decisions, and adjusting management and the allocation of public resources to budgetary law and the purposes for which they have been conceived. Additionally, he or she must ensure accountability and responsibility for his or her own actions and those of the bodies he or she oversees, acting in accordance with the terms of the Catalan Transparency Act (Law 19/2014, Articles 54 and 55) and current law on these matters.

3. Scientific and academic integrity

3.1 Academic staff must maintain integrity in the exercise of their work. Meeting this requirement increases the service to knowledge expected of the University, protects the image and value of its degrees, and reinforces everyone's right to recognition of their work.

3.2 Individual merit in scientific and research work as a result of intellectual capacity, personal effort and professional honesty, is a key value at the University, which, with all its members, must recognize and promote this value, especially in academic assessment and selection processes.

3.3 The intellectual authorship of academic work must be respected, and ideas, discoveries and works originally produced by others must not be attributed to oneself.

3.4 Plagiarism is the most serious form of appropriation of intellectual authorship. Plagiarism is considered bad practice at the University, regardless of the legal responsibility it entails. It is likewise bad practice to allow another person to benefit from a paper without having co-authored it or allowing someone who is not the co-author of a paper to sign it.

3.5 The University of Barcelona undertakes to report and sanction plagiarism at the University, promoting actions that help detect and prevent it. The academic staff must inform new teaching staff, trainee staff and students from the outset of the illicit nature of plagiarism and the lack of academic integrity that it entails and warn them that it hurts the people who strive in their work.

3.6 In the publication of research results, internationally recognized standards of authorship must be applied. In addition to rejecting plagiarism, duplicate publications, the falsification or fabrication of data, and the omission of relevant information must be avoided and all people involved in the research must be acknowledged, regardless of the group they belong to: academic staff, service staff, trainee research staff or students. In publications, whether individual or collective, the affiliation with the University of Barcelona must be acknowledged if they were written at the University, with the University's funding, or as a result of research carried out at the institution.

3.7 In writings and presentations, each person's intellectual authorship and contribution to the scientific work must be acknowledged with citations that make it possible to identify what parts are original work and what parts are the work of others. The academic staff is responsible for ensuring that students know and apply this guideline and

properly cite the contributions of other authors in their written and oral work.

3.8 Truthfulness is a basic aspect of scientific activity and academic life. Personal curricula vitae, exams, papers, reports, assessments, certifications, requests and any other academic or administrative document containing a deliberate manipulation, falsification, fabrication or fraudulent omission of data are considered a serious breach of academic duties. Lack of truthfulness is inimical to the fundamental respect for the truth that is part of the University's mission and service. It also undermines fairness, equal opportunity, and the recognition of personal capacity and merit. Therefore, any lack of truthfulness is reprehensible and must be detected and sanctioned by the academic authorities.

3.9 Copying in exams and papers is reprehensible behaviour and is sanctioned according to the University of Barcelona academic regulations.

3.10 Academic staff must see the students, promote their talent, recognize their effort, facilitate participation and discussion, and ensure the impartial, fair and diligent assessment of their work according to objective criteria.

3.11 The University must ensure that students doing internships receive appropriate practical training for their studies, recognition, and a corresponding report on the work done from the partner organizations. The University must pursue internships with organizations that respect this Code of Ethics.

3.12 Trainee teaching and research staff have all the rights and duties that the law and the University of Barcelona grant them. The University must guarantee quality training for this staff in a research environment that recognizes their merits and must ensure that they work under the responsibility of an academic director or supervisor.

3.13 Research internships and protocols must take into account the bioethical principles of respect for life, dignity and the rights of persons, as well as respect for the life and conditions of laboratory animals. The University of Barcelona has a Bioethics Committee and sever-

al ethics committees, which are responsible for implementing and regulating the corresponding aspects of this Code of Ethics and for developing the corresponding regulations.

3.14 In all aspects of research integrity not regulated by this Code, the applicable regulations are the European Code of Conduct for Research Integrity, adopted by the European Federation of Academies of Sciences and Humanities (ALLEA).

4. Honesty

4.1 University life is based on academic quality, which is inextricably linked to the intellectual and professional honesty of all participants. It is thus necessary to act honestly in all of the University of Barcelona's areas of work, and the academic authorities must encourage and recognize this.

4.2 Working in any University of Barcelona area or group is not only a right that entails duties, but also an opportunity. Therefore, it is necessary to encourage and recognize motivation at work, participation in team activities and commitment to the institution.

4.3 The University of Barcelona built its reputation on the work and engagement of the academic staff, trainee teaching and research staff, students, and administrative and service staff who have and continue to be part of it. Consequently, the members of the university community must distinguish between when they are acting on a personal basis and when they are doing so on behalf of the institution, always safeguarding its reputation.

4.4 The University of Barcelona's resources may not be used for personal or group interests or economic benefit in ways that are contrary to their intended use or incompatible with the University's mission and service.

4.5 In cases of conflict of interest in which a decision affecting the University of Barcelona might be influenced by an individual's personal interests, that person must refrain from participating in the decision-making process in order to prevent irregular or suspect situations.

5. Equal rights

5.1 All members of the University of Barcelona community have the right not to be discriminated against on grounds of their place of birth, racial or ethnic origin, ideology, language, religion, sex, gender identity, age, disability, socioeconomic status or any other personal or social circumstance, with the sole condition that they respect democratic and statutory rules.

5.2 Behaviour consistent with democratic and statutory rules must entail respect for difference and acceptance of discrepancies in interpersonal relations at the University.

5.3 The academic authorities must defend and guarantee the right to equality and respect for diversity and take the necessary measures to prevent discrimination, intolerance and obstacles to free debate at the University.

5.4 No one has the right to discredit anyone else or prevent them from expressing themselves freely and respectfully.

5.5 The University of Barcelona must guarantee equal opportunity for the members of its community and ensure fairness in the treatment of persons and the distribution of resources.

5.6 In the academic, administrative and service areas, the University's government must take actions to prevent discrimination and ensure that the merits and competence of each of its community's members are equally respected.

5.7 As an inclusive institution, the University of Barcelona must ensure the appropiate support and treatment that each person needs.

6. Respect

6.1 To fulfil the University's mission and ensure its survival as a university community, it is essential for all members to engage in mutually respectful behaviour in the exercise of their respective duties. Students, academic staff and administrative and service staff have the right to respect for their person, their rights and their work.

6.2 Because peaceful behaviour and dialogue are the proper means of interaction at the University of Barcelona, acts of force or violence that disturb or impede the normal course of activities, the rights of persons and free debate amongst them are not acceptable at the institution's facilities. The academic and administrative authorities must ensure this respectful coexistence at the University.

6.3 Slanderous and libellous behaviours undermine the image and honour of people and, therefore, are not tolerated at the University.

6.4 Behaviours involving intimidation or coercion are unacceptable, as they violate a person's freedom, rights and dignity, prevent them from doing their job and interfere with coexistence at the University.

6.5 Sexual, workplace or other types of harassment, understood as insistent pressure for one person to submit to the will of another, is prohibited by the University of Barcelona and under current law. The University's academic authorities and senior officials must act swiftly to prevent, correct, avoid and report such behaviour in accordance with the approved provisions and protocols.

6.6 It is not acceptable to impede or interfere with the holding of or initiative for university activities (whether scientific, cultural, artistic, sporting, social or civic) based on academic or supposedly higher reasons, provided these activities are consistent with the University of Barcelona's mission, abide by its Statute and are not detrimental to its academic programmes or the members of the university community.

6.7 Disrespect of the University's academic and administrative representatives and authorities is not admissible. Scorn for the officials is an attack against their person and undermines the University's image and operation, which depends on the responsibilities and decisions of its governing and representative bodies.

6.8 In the elections for collective decision-making bodies or individual offices, the candidates and teams or groups that support them must behave respectfully towards the other candidacies and towards the University institution itself.

6.9 In the elections for collective decision-making bodies or individual offices, the University of Barcelona must efficiently and impartially guarantee the secret, free and universal nature of the vote, equal means and conditions of action for the candidacies and enforcement of the election regulations. These election regulations must include a guide of best practices that guarantees that the result faithfully reflects the free will of the electorate from the groups involved in each election without undue interference.

7. Privacy and confidentiality

7.1 The privacy, personal data and, where applicable, confidentiality of the information given by members of the University of Barcelona community or external partners must be scrupulously respected. The University must promote and guarantee this right with the appropriate rules and means, preventing the release of personal information to third parties without the consent of the interested party.

7.2 Care must be taken to prevent the identification and exposure of the data of persons or organizations external to the University of Barcelona that are not already publicly available.

7.3 University of Barcelona staff may provide personal academic information, such as that related to assessments, exams, exercises or tests, only in the cases provided for under current law.

7.4 Students doing internal or external internships at the University must maintain the confidentiality of the restricted data of the institution where they have worked. Breach of this rule directly harms the parties involved and puts their collaboration and that of future students at risk.

7.5 The information submitted by internal or external members to the University of Barcelona in relation to tenders, as well as the deliberations of the corresponding committees, must be kept confidential in accordance with current transparency law.

8. Sustainability and solidarity

8.1 All members of the University of Barcelona community must, in the exercise of their activities, adopt attitudes and take steps to respect and conserve the environment and make rational and balanced use of available resources in their work.

8.2 In accordance with its social responsibility, the University must promote academic, social, economic and environmental values and actions that are compatible with sustainable development.

8.3 The University of Barcelona and its government must support the many services the University provides to society as a public university, as well as the fair implementation of these activities, and encourage and facilitate initiatives with this purpose.

8.4 As a higher education institution, the University of Barcelona and its government must echo the value of and commitment to support for socially disadvantaged groups at home and abroad and support actions aimed at cooperation and solidarity.

9. Risk behaviours

9.1 Proper use must be made of the libraries, archives, computer system, scientific and technical instruments, laboratories, workshops and, in general, all rooms and structures that the University of Barcelona makes available to its community. The basic rules for using these resources and those concerning the places where they are located must be respected.

9.2 Misuse of the materials that the academic and service staff make available to students to promote their learning is not allowed. Negligent or fraudulent use thereof, as well as use that infringes intellectual property rights, must be avoided.

9.3 The sale of academic works, such as exams, exercises, essays, bachelor's or master's degree final projects or doctoral theses, is not allowed.

9.4 Illegal, fraudulent or improper use of university facilities (whether teaching, research, administrative, cultural, sporting, dining, leisure or

any other kind) is not allowed. The operating rules and established hours must be respected and, where applicable, the necessary permission to use them must be requested. Under no circumstances may the University of Barcelona's facilities be used for unauthorized activities or activities contrary to the rights and coexistence of people.

9.5 The infrastructure and facilities of the University of Barcelona's campuses and schools must be kept in good condition. Safety measures must be taken to prevent or correct dangerous situations. The members of the community must report the risk of these situations to the security services and participate in the centres' emergency and evacuation plans.

9.6 All forms of undue appropriation, theft or robbery at university facilities are unacceptable and criminally punishable.

9.7 Freedom of professorship and academic freedom do not authorize the existence of sectarian organizations or the formation of groups that, using study or research as an excuse, operate according to ideas, methods or behaviours that are contrary to the fundamental rights of people, the University's scientific and social mission and its good name.

10. Interpretation

The University of Barcelona Ethics Committee is responsible for the interpretation of this Code of Ethics.

Barcelona, October 2018

[**NORMATIVES I DOCUMENTS** FROM THE UNIVERSITY OF BARCELONA]

UNIVERSITAT DE BARCELONA
Edicions