


RM č. 16/2017	Internal regulation of the Institute of Technology and Business in České Budějovice				
CURRENT VERSION STUDENT CODE OF ETHICS AT INSTITUTE OF TECHNOLOGY AND BUSINESS IN ČESKÉ BUDĚJOVICE					
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Information on changes		Annual			
Repealed regulations	Rector's provision No. 16/2013. Student Code Ethics at the Institute of Technology and Business				
Superior regulations	Study and Examination Regulations (Article 27).				
Related regulations	Disciplinary Regulations at the Institute of Technology and Business				
Subordinate regulations	-				
Distribution list	ITB students and employees				
					
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Section 1 General provisions

- (1) The Student Code of Ethics of the Institute of Technology and Business in České Budějovice (hereinafter referred to as “ITB”) is a collection of principles which the student is obliged to obey and comply with.
- (2) The ITB has included this Code of Ethics in its academic standards for the purpose of providing an essential orientation for the choice of possible personal conduct, identification of unacceptable behaviour or the determination of appropriate solution in case of difficulties. The ITB declares that it is necessary to preserve and develop ethical standards.

Section 2 Student’s obligations

- (1) A student shall always act according to the best of their knowledge and beliefs, i.e. they are required to act on the basis of moral principles and categorical imperatives of democratic social ethics and to respect the principles of this Code.
- (2) A student is required to be fully responsible for his or her behaviour both in the Academia and beyond and is expected to be aware of the consequences of such behaviour.
- (3) A student shall always be loyal to the ITB both in the course of study and after finishing it. He or she shall be committed to create and enhance its positive reputation which must not be endangered by misconduct or activities that might dishonest and compromise it.
- (4) A student shall represent both his or her field of expertise and the Institute by proper conduct and sound knowledge according to his or her best consciousness and conscience in order to utilize the course of study for the purpose of his or her personal and professional progress.
- (5) A student shall respect the essential moral regulations, social rules and ethical principles with regards to the academic community and other people. He or she shall respect the teachers and the other ITB staff.
- (6) A student shall respect the ITB organisational structure and all the valid internal provisions and regulations.
- (7) A student shall not cheat, commit plagiarism or appropriate the achievements of other people’s work. His or her work must be independent, all possible citations or copies must be marked according to the particular regulation.
- (8) A student shall not put the academics or the other ITB staff under emotional or inappropriate pressure for the purpose of passing an examination, achieving a credit or improving a mark.

- (9) A student shall respect the national and ethnic minorities or people with disabilities which prevents him or her from misconduct. He or she is tolerant to diverse political and religious opinions and worldviews.
- (10) A student is obliged to appear at examinations and important events (graduation, etc.) in appropriate formal clothes and sober.
- (11) A student shall not commit acts of vandalism and damaging the ITB property.
- (12) A student shall respect the designated areas for smoking in order not to discomfort the persons in the ITB campus.
- (13) A student shall not use any illegal intoxicating substances and drugs in the ITB campus.
- (14) Firearms or other life-threatening arms are not permitted in the ITB campus.

Section 3

Principles in the field of sexual harassment at ITB premises

- (1) Sexual harassment is generally understood to be uninvited, inappropriate behaviour with a sexual subtext. Often it does not have to include physical contact, such as compulsion for sexual activity for reward or under threat, unwanted bodily contact and physical assault; also various forms of psychological blackmail can be included under the term sexual harassment. Specifically, it also includes unwelcome attention, ie inappropriate or offending behaviour of a verbal and non-verbal nature directed towards a specific individual, attention in the form of harassing e-mails and unwanted sexual suggestions, and gender harassment involving gender-based treatment, insults, body and appearance comments, embarrassing comments, inappropriate gestures, use of erotic materials, and more.
- (2) All of the above may result in an uncomfortable learning environment and atmosphere between the persons concerned, ie the student and the teacher, or between the students. Sexual harassment can take place not only during teaching time but also during tutorials, professional practice or various field trips outside the school premises. In most cases abuse by power unequal status (ie teacher-student) is expected, but the opposite situation may also occur. In all cases, the situation needs to be addressed, although it is often a very sensitive issue.
- (3) The individual concerned has the opportunity to initiate an investigation to investigate whether unethical conduct has taken place. The complaint is submitted through the IS system -> Document office -> Rector's Office -> Initiative to be discussed. An employee of the Rector's office will register the complaint and then hand it over to the Ethics Committee of ITB.

Section 4

Ethics Committee of ITB

- (1) In order to deal with complaints concerning unethical conduct, the Ethical Committee of ITB (hereinafter referred to as “the Committee”) is established. The Committee supervises the observance of ethical standards set by the Code of Ethics of the ITB employee and the Code of Ethics of the ITB student. As part of its work, the Committee addresses complaints from ITB employees and students concerning alleged violations of ethical standards at ITB.
- (2) The Committee consists of a total of four permanent members, namely the President of the Committee and three full members. The Rector appoints the President of the Committee from among ITB employees. The term of office of the President of the Committee shall be four years. Full members are appointed by the Rector after approval by the Academic Senate of ITB. The term of office of a Member of the Committee shall be four years. An employee or student of ITB may become a member of the Committee. Apart from the office of the President of the Committee, the membership in the Committee is incompatible with the membership in the management of ITB and in the management of its sections. Members shall attend meetings of the Committee to which they have been invited. A Member of the Committee shall, on taking up his duties, sign a declaration of confidentiality of the facts which he becomes aware of when dealing with the Committee's issues. A member of the Committee may resign at any time. Membership of the Committee expires upon the expiry of the term of office. Membership in the Committee is also terminated if the member ceases to be an employee or student of ITB. The Rector shall remove a Member of the Committee from his office if he is reasonably suspected of unlawful or unethical conduct. Administrative matters relating to the proceedings of the Committee shall be provided by the Secretary. Once a year, the Committee will draw up an activity report, which it will submit for discussion to the Academic Senate of ITB and for information to the Rector.
- (3) The Committee will discuss and investigate a complaint regarding alleged unethical behaviour. When discussing and investigating alleged unethical behaviour, the Committee shall proceed without delay; the President of the Committee shall convene a meeting. The proceedings of the Committee shall be conducted in such a way that the Committee adopts a proposal within 1 month of its first meeting. The Committee shall deal with all the complaints submitted and shall deal with the matter in such a way as to make it clear, without reasonable doubt, whether the student has breached the Code of Ethics. The meetings of the Committee shall be chaired by the President. The Committee has a quorum if all members are present. The resolution is adopted if the majority of the members present speak for it. The President shall make minutes of the meeting of the Committee; a protocol shall be drawn up on the voting of the Committee.

- (4) If the Committee finds the complaint to be justified, ie unethical behaviour has occurred on the part of the student, it shall initiate disciplinary proceedings against the student through the Rector's Office. If the Committee finds that unethical conduct has not occurred, it shall record this fact in the protocol and notify the complainant.

Section 5

The declaration of the institution regarding the acceptance of ethical principles

- (1) Academic rights and liberties are guaranteed by the University Act and they are inseparable from the rules of ethical conduct of the academic community at universities. The ITB has decided to endorse the Code of Ethics in order to contribute to the effort of the universities to become the symbols of education and culture in society.