

**CODE OF ETHICS
OF THE UNIVERSITY OF ECONOMICS IN KATOWICE**

Katowice, 2022

Table of contents

Preamble.....	3
Section I. Fundamental values of the University community.....	3
Section II. Detailed Code of Ethics: internal stakeholders	6
CHAPTER I Rules of conduct of the University authorities	6
CHAPTER II Rules of conduct of academic teachers	8
CHAPTER III Responsibilities of academic teachers as researchers.....	9
CHAPTER IV Ethical responsibility of academic teachers towards colleagues and the University	10
CHAPTER V Recommended course of conduct for academic teachers with regard to students and doctoral students.....	11
CHAPTER VI Desired attitudes of administration employees.....	13
CHAPTER VII Models of conduct for administration employees.....	14
CHAPTER VIII Desired attitudes of students and doctoral students.....	14
CHAPTER IX Models of conduct for students and doctoral students during their studies.....	15
Section III. Detailed Code of Ethics: external stakeholders	16
CHAPTER X Values defining the relationship between the University and its external stakeholders	16
CHAPTER XI Rules of conduct in relations with the environment	17
Section IV. Final provisions: application of the provisions of the Code	18

Preamble

The University of Economics in Katowice, hereinafter referred to as the “University”, is an academic community built on shared values. Those values shall be understood as everything that is important and valuable for the community and that binds it together. They not only co-create social life at the University, but also have a fundamental influence on the conduct of all persons forming the academic community, that is students, doctoral students, academic teachers and administration employees. Therefore, said values should be reflected in the attitudes and conduct of the members of the academic community - both in their interactions with each other and with all who enter the space of our community. The following Code of Ethics, which all members of the University community are obliged to comply with, describes the aforementioned values and attitudes resulting from them. By adopting and implementing the indicated values, each member of the University community contributes to building the moral and social order at our University. In doing so, the academic community pursues the idea of the common good and thus creates the appropriate image of the University.

Section I. Fundamental values of the University community

PERSON is the source of all values and principles. It manifests itself as a unique reality that cannot be reduced to any partial states or processes. Therefore, an individual as a person should be perceived in an integral, that is holistic, manner. They are a fundamental agent in the world of objects. For this reason, the individual becomes the point of reference for all actions and attitudes, which find their justification in a person. The person is the moral basis of all action. Thus, all pursuits of the University community are centered around the person.

DIGNITY is the most characteristic feature of the person. It is thanks to innate and inalienable dignity that a person is the ultimate value to which all social, economic, political, cultural or civilizational phenomena are connected. Hence, the only way to address an individual is to affirm the unconditional dignity of every person. The equality of all people stems from dignity. It manifests itself in all interpersonal relations, including internal and external interactions within the University environment.

TRUTH is both a value in itself and a principle at the core of all cognitive acts. Serving the truth is a fundamental duty of every human being, and therefore the duty of the University employee, especially a scientist or an academic teacher. Moreover, each student and doctoral student is also individually obliged to seek and discover the truth. Thus, the attitude toward the truth becomes the only adequate measure of all research inquiries, scientific works and undertakings at the University, as well as educational processes and other activities of employees. Truth is the cornerstone of all human endeavors. The defense of truth is simultaneously the defense of one's own humanity against becoming dependent on various kinds of ambitions, fashions, achievements, authorities or pressuring forces.

FREEDOM - this fundamental feature of a human existence is extremely important in all kinds of human activity, especially in scientific and teaching work. The personal freedom of the scholar is essential in order to act according to one's own reason, experience and conscience, as well as to prevent all kinds of external factors, which might influence both the validity and effectiveness of the work carried out - and thus, attempt to manipulate the truth. Without freedom, it is impossible to properly teach and educate next generations of students. Freedom is a virtue that molds the identity of the entire University community. It is also a task for the mentioned community, which should be realized solely for the sake of freedom. This value, moreover, is an opportunity for science as a whole, which can yield results that are beneficial to humanity only when accompanied by freedom of research, discussion, and opinion.

COMMUNITY - one cannot forget that from the beginning this value has been the foundation of every academic body. It finds its source not only in the autonomic nature of the mentioned collectivity, but also in the sense of striving toward a common goal, which is to cognitively objectify the truth about the reality surrounding us, and thus discover the truth about the human being itself. Community, therefore, should manifest itself in proper relations, imbued with mutual respect, between all colleagues, students and doctoral students of the University. The sense of community, to a significant degree, shapes the relation between the student or doctoral student and the teacher, who takes the role of a master-educator. Such relations should be built on honesty, respect and high esteem shown by students or doctoral students for their teachers. At the same time, the teacher should set a good example in their personal and academic life, and be kind and open to the problems of students and doctoral students.

HARD WORK is a natural part of human existence. It manifests itself in a typically human activity of action and is present in the toil and joy of the mentioned action's results. At the University, this value shall be demonstrated through personal involvement and a deep sense of responsibility for the scientific content produced by the University and its dissemination. While the direct benefits of such conduct accrue to its creator, it is important to remember that in the end this attitude contributes to the well-being and development of a wide group of people sharing the fruits of the work carried out at the University.

INTEGRITY AND FAIRNESS - both of these qualities shall be present in the scientific and teaching work performed by all representatives of the University community. Pursuing the aforementioned values guarantees that the work and its results will be reinforced by the solidity and credibility of actions. Furthermore, seeing as they derive from and focus on the search for truth, it ensures that the scientific activities of the University are grounded in the fundamental principles of morality and logic.

WORK ETHOS involves not only the diligent performance of one's duties, but also the development of proper employee relations at the University. A special part in this process is played by moral attributes of action known as virtues, which can be defined as permanently acquired abilities to achieve a specific moral good. Among these, the following have a significant role: prudence in making decisions concerning accomplishment of various tasks; justice in giving to each what is rightfully theirs - in particular in community relations; patience and hope in waiting for positive changes in the education process, but also in anticipation for the fruits of professional work; forbearance in the effort to understand and individually evaluate the behavior of others; transparency in the skillful and clear expression of one's opinion; and respect visible in all interpersonal relations, especially in regard for those in authority.

SOCIAL RESPONSIBILITY manifests itself in reflecting on and adopting an attitude in which not only one's own interests are taken into consideration, but also the actions and welfare of other people and social communities. Such an attitude involves, among others, healthy competition, multiplication of the common good, and cooperation in implementation of actions aimed at achievement of the above-mentioned.

PATRIOTISM should be expressed in the loyalty to one's homeland and to its heritage and national identity. A huge role in this case is played by national culture, the exploration and creation of which contributes to the personal wealth of each Pole. Patriotism also has a local dimension, which is connected with the love for the so-called "small homeland", that is to be cherished and served for the sake of multiplying the common good. This aspect of patriotism is especially emphasized at the University.

Section II. Detailed Code of Ethics: internal stakeholders

The entire University community shall adhere to the principles of conduct outlined below to ensure that the fundamental values of the University can find expression in action.

CHAPTER I Rules of conduct of the University authorities

§ 1

Holding executive positions, the University authorities shall assume particular responsibility for ensuring that the principles of ethical conduct are observed by their subordinates and set an example with their own attitude.

§ 2

The University authorities shall uphold the fundamental values of the University community and motivate its members to participate in efforts to build and sustain the high quality of the University's functioning, be responsible for its prosperity and plan its development.

§ 3

The University authorities, guided by their sense of responsibility, are obliged to avoid such forms of involvement in activities outside the University, even those unrelated to their permanent employment, that would seriously impede the fulfillment of their assumed duties. If this obligation is violated, there is a moral ground for removal from office.

§ 4

The University authorities may not participate in activities that comprise the prestige of the University and should not be involved in projects that can undermine the competitiveness and image of the University.

§ 5

The University authorities shall perform their duties responsibly and with integrity, in particular:

- 1) ensure the sustainable development of the University by avoiding the pursuit of individual and group interests at the expense of the common good, while creating conditions for University's units to seek external sources of funding;
- 2) ensure equal opportunities for employment, promotion, and professional development in line with the University's Development Strategy, while avoiding any form of discrimination (in particular, discrimination based on race, gender, age, nationality, religion, and personal beliefs);
- 3) strive to create a work environment based on mutual respect and tolerance, as well as personal, partner treatment of employees;

- 4) provide good working conditions and create opportunities for professional and personal development in the field of research, teaching and administration, as well undertake measures to ensure that all employees receive decent and fair compensation for their work;
- 5) ensure that members of the University community have freedom of research and can openly express their personal opinions without fear of losing a job or privileges;
- 6) take care of the conditions for development of young academic staff by supporting those who conduct research, as well as inspiring and facilitating their collaboration;
- 7) engage in activities aimed at introducing standards and procedures that guarantee the high quality of education;
- 8) provide support to student and doctoral student organizations;
- 9) listen carefully to the issues raised by employees, while providing a suitable venue and sufficient time for conversation;
- 10) support the activity of the community - as a place for public debate on issues where the knowledge and authority of scholars can be used for the public good;
- 11) take care of the University property and use it without exposing the University to unnecessary costs;
- 12) ensure that the internal rules and regulations of the University are respected.

§ 6

During the election campaign for new authorities of the University, the University authorities shall demonstrate with their attitude the highest ethical standards and, in particular, foster good conduct in the process of handing / taking over managerial functions at the University.

§ 7

The University authorities shall uphold the good name and proper position in the public life of the University, while maintaining its apolitical nature.

§ 8

When exercising their competences, the University authorities shall cooperate with students and doctoral students for the benefit of the University and with the aim of achieving its mission.

§ 9

The University authorities may not accept material benefits related to or resulting from the functions they hold or the tasks they perform.

§ 10

The University authorities shall not be involved in decisions directly affecting themselves or their immediate family members, which would result in benefits by virtue of their position.

§ 11

In view of their social position and the functions they perform, the University authorities should be particularly sensitive to any irregularities occurring in their environment, and should oppose any form of pathology in academic and social life, as well as corruption or coercion in its various forms, such as mobbing, bribery, blackmail, etc.

CHAPTER II

Rules of conduct of academic teachers

§ 12

Science, as a domain of extraordinary precision and honest approach to the facts and achievements of predecessors, is particularly sensitive to all kinds of discrepancies and unreliability. It is founded on the freedom and diligence of its creators, as well as the pursuit of truth, so the academic teacher should strive to not only discover and understand the truth, but also to disseminate and defend it.

§ 13

The academic teacher should support and protect the intellectual freedom of their students, doctoral students and colleagues, as freedom in the academic community is essential to the entire research and teaching process, and is a guarantee of the ability to express one's opinions.

§ 14

The academic teacher should demonstrate independence and autonomy from non-scientific ideological, political or economic influences. Therefore, they shall not engage in any activities or actions that could limit their independence.

§ 15

The academic community requires that its academic teachers show mutual respect, willingness to cooperate, solidarity, honesty and responsibility towards the University, students and doctoral students.

§ 16

The academic teachers shall avoid tactless words and behaviors that do not reflect the appropriate culture and good manners.

§ 17

The academic teachers shall perform their professional duties with due diligence and care for the good name of the University. They shall take an active part in the life of their alma mater and use their skills and knowledge for its benefit.

§ 18

The academic teacher holding public office in state or local government or in other Polish or international institutions / organizations shall not compromise the dignity of their profession or betray the fundamental values of the University community.

§ 19

The academic teacher shall avoid using University's property for private purposes and, in particular, shall not perform work for other parties on its premises.

§ 20

The undertaking of additional activities outside the University by academic teachers may not be to the detriment of the primary place of employment. The University's employee is obliged to diligently report any conflicts of interest that may arise and to obtain appropriate consent and approval.

§ 21

The academic teacher has the right to demand decent remuneration that corresponds to their qualifications and the difficulty of a work provided, but should not base the quality of their work performance on the remuneration.

§ 22

Any discrimination in evaluation and promotion - whether based on race, color, religion, national origin, sex, sexual orientation, disability, age, or belief, etc. - is unacceptable to the academic community.

CHAPTER III

Responsibilities of academic teachers as researchers

§ 23

The research employee shall continuously improve their knowledge and skills.

§ 24

The research work of the academic teacher should have creative features and follow the requirements of the scientific method, in addition to being reliable and faithful to the truth founded on sound arguments.

§ 25

The academic teacher shall observe the high standards of conducting scientific research and the principles of good scientific practice. They are obligated to propagate the truth in teaching and to disseminate to the public reliable information about the achievements of the scientific discipline they represent.

§ 26

The academic teacher shall observe the principles of scientific integrity in their research and shall not permit plagiarism or falsification of research results.

§ 27

The academic teachers shall avoid conflicts of interest and be guided by objectivity, punctuality, and principles of competence when evaluating scientific achievements and papers. It is inappropriate to accept gifts, presents or other benefits that could compromise the autonomy of their evaluation.

§ 28

The academic teacher undertakes to prepare opinions, reviews and expertise reports only within the scope of their specialization and shall not be guided by the commissioner's expectations or allow the pressure exerted by the commissioner to influence the substantive content of the work. Sponsorship or payment for research shall be disclosed. It is unacceptable to make research results dependent on any non-scientific benefits.

§ 29

The academic teacher shall observe the principles of copyright and the intellectual property law.

§ 30

The academic teacher is obliged to condemn scientific dishonesty and the violation of good scientific practice.

CHAPTER IV

Ethical responsibility of academic teachers towards colleagues and the University

§ 31

The academic teachers shall observe the principles of courtesy, loyalty, and collegiality in relations with their co-workers. They should show mutual respect, offer advice, and provide assistance in their professional interactions.

§ 32

The academic teacher, while ensuring the continuous development of their skills and knowledge, shall strive to improve the professional environment and the education quality at the University, and support their colleagues, especially subordinates, in developing professional competences.

§ 33

The academic teacher, respecting the achievements of their colleagues, shall use substantive arguments in the exchange of scientific opinions, both in relation to superiors and subordinates.

§ 34

The academic teachers shall react if they notice someone else's improper conduct. At the same time, they shall not make unfavorable public comments about another teacher's professional activities. It is unacceptable to unjustifiably portray a colleague in a bad light, thereby putting them at risk of losing respect, reduction in salary, removal from their position, or undeserved omission from promotion.

§ 35

The academic teacher shall adopt an attitude of friendly criticism towards the works and concepts of other authors, combined with criticism towards themselves and their own scientific achievements.

§ 36

The academic teachers are obligated to be loyal to colleagues working within the same department as themselves and to refrain from actions that may violate such loyalty even after the working relationship has ended. They shall react if their colleagues violate ethics.

§ 37

The academic teacher shall demonstrate loyalty to the University, which manifests itself in adherence to the employee's discipline, support of democratically elected authorities, and assistance in building the prestige of the University.

§ 38

The academic teacher may not demand of their colleagues and subordinates behavior that is contrary to the fundamental values of the University community.

CHAPTER V

Recommended course of conduct for academic teachers with regard to students and doctoral students

§ 39

The education at the University shall result in the development of a morally responsible person equipped with knowledge of the scientific disciplines constituting the core of their studies and appropriate practical skills. The academic teacher shall therefore support students and doctoral students in improving their cognitive abilities while pursuing the truth.

§ 40

The academic teacher shall carefully prepare for classes and use teaching methods appropriate to the problems of the subject taught; the content of classes shall be in line with the current state of a global science.

§ 41

The academic teacher of the University shall teach others in a responsible manner - within their area of professional competence and with particular emphasis on:

- 1) letting go of prejudices and becoming free from the influence of different views - presenting different scientific opinions, concepts and claims, and informing students of their personal point of view on matters discussed;
- 2) formulating impartial opinions on other people's work and analyzing it critically;
- 3) admitting one's mistakes, acknowledging the potential inaccuracy of one's own ideas, approaches and formulations;
- 4) taking an individual approach to every student and doctoral student, and offering opportunities for personal and scientific dialogue;
- 5) promoting among students and doctoral students the habits of diligent studies and reliable performance of professional work;
- 6) fostering scientific inquisitiveness of students and doctoral students and ensuring that they improve their cognitive skills and methods of conveying knowledge.

§ 42

Before the beginning of a teaching cycle, the academic teacher shall provide students and doctoral students with information on the course syllabus, rights and obligations related to participation in classes, and the criteria for evaluation of course participants.

§ 43

The academic teacher shall:

- 1) adopt fair and equal rules for evaluating students and doctoral students;
- 2) openly refer to the content and form of oral and written contributions of students and doctoral students, with respect for their privacy and dignity.

§ 44

It is deplorable to express, outside of the official sphere, negative opinions about one's students in a manner that makes it possible to identify the discussed person.

§ 45

It is morally reprehensible to give paid tutoring, lessons or consultations to one's own students.

§ 46

The academic teacher shall provide friendly assistance in developing the interests of students and doctoral students, both individual and associated in organizations, and foster an atmosphere that stimulates the creativity of all participants of the academic life.

§ 47

The academic teacher in their role of a master-educator shall influence the attitude of students or doctoral students by setting a good example and inspiring them to reflect on values beyond the core knowledge related to the program curriculum. Through their attitude and commitment, the employee educates students.

CHAPTER VI

Desired attitudes of administration employees

§ 48

Each person employed as an administration employee shall:

- 1) contribute to the implementation of the University's mission with their attitude, behavior, and words;
- 2) be aware that their actions will assist in promoting the good name of the University in the community;
- 3) cooperate with other members of the academic community in order to improve the quality of services provided by the University;
- 4) observe generally accepted forms of courtesy in face-to-face interactions and correspondence with other members of the academic community and third parties;
- 5) remember that a neat and aesthetically pleasing appearance is an important element in contacts with stakeholders;
- 6) maintain order and tidiness at their workstation;
- 7) fully utilize their skills and qualifications in the interest of the University;
- 8) pay particular attention to their own conduct and that of other members of the University community in order to protect the University from any loss or damage;
- 9) familiarize themselves with and abide by the principles contained in the Code.

CHAPTER VII
Models of conduct for administration employees

§ 49

Administration employees of the University shall demonstrate the following characteristics:

- 1) appropriately use their working time;
- 2) uphold their image by completing the tasks entrusted to them in a timely manner;
- 3) constantly improve their qualifications and skills in order to perform their duties to the best of their abilities;
- 4) show a high level of personal culture;
- 5) be courteous, tactful and sensitive in their actions;
- 6) be loyal and honest towards stakeholders, superiors and co-workers;
- 7) be impartial and objective in their approach to the professional matters entrusted to them;
- 8) perform their duties with due diligence.

CHAPTER VIII
Desired attitudes of students and doctoral students

§ 50

Students and doctoral students shall demonstrate honesty and integrity in their conduct, and in their relations with others shall observe the principles of good manners and social propriety, bearing in mind the dignity of every person.

§ 51

Students and doctoral students shall not be involved in any activity that compromises their dignity or the dignity of others, nor should they take any action that might damage their good name or undermine confidence in them or the University.

§ 52

Students and doctoral students, even after graduation, are obliged to protect the good name of the University by maintaining high moral and intellectual standards.

CHAPTER IX

Models of conduct for students and doctoral students during their studies

§ 53

Students and doctoral students are required to work diligently and scrupulously in order to constantly improve their qualifications and acquire knowledge throughout their entire period of study.

§ 54

Students and doctoral students shall make every effort in order to enrich their knowledge, also by participating in extracurricular activities, and to develop practical skills related to their future profession.

§ 55

Students and doctoral students shall treat examinations, as well as any other form of verifying their knowledge, as a fair test, during which they should only rely on their own knowledge and skills. Any dishonest behavior aimed at achieving positive results is highly reprehensible.

§ 56

Students and doctoral students are expected to take special care in implementing the fundamental values of the University in their student life.

§ 57

Students and doctoral students shall follow the principles of courtesy, loyalty and comradeship in their relations with fellow students. In their professional relations, they shall demonstrate mutual respect and willingness to provide advice or assistance.

§ 58

Students and doctoral students shall support other students in their studies, help them adjust to academic life and provide them with assistance in understanding and following the rules adopted by the University.

§ 59

If a student or doctoral student is absent during the presentation of a group work, they are required to provide all necessary materials in time for the rest of the group to properly prepare for class.

§ 60

Students and doctoral students shall treat the rest of the academic community with due respect, observing the principles of good conduct and academic customs in their relations with other members of the community. They shall avoid any intimate personal contacts within the University.

§ 61

Students and doctoral students shall not exploit private contacts and personal relations with University employees.

§ 62

Students and doctoral students shall react appropriately to any displays of unethical behavior by University employees. They shall notify the unit responsible for ethical issues at the University when the mentioned behaviors violate the applicable provisions of this Code.

Section III. Detailed Code of Ethics: external stakeholders

CHAPTER X

Values defining the relationship between the University and its external environment

§ 63

PARTNERSHIP. In dealing with the external environment, principles such as honesty and integrity shall be observed. Because partners may have different, often conflicting interests, the primary goal is to pursue the common good. The University strives to recognize the benefits of working together as partners and to pursue those benefits with genuine commitment.

§ 64

EDUCATING SPECIALISTS. The University actively monitors economic trends and flexibly develops its educational system in order to adapt the qualifications of graduates to the current situation on the labor market. Educated professionals are able to effectively and responsibly manage and act for their employers, while pursuing the common good. To meet the market demand, the University cooperates with representatives of enterprises and various socio-economic organizations.

§ 65

ACCESSIBILITY OF EDUCATIONAL OFFER. The educational offer of the University successfully attracts potential students. The main goal is to recruit the most talented candidates in order to effectively carry out the educational function of the University.

§ 66

IMAGE. The University maintains its positive image on a regional, national and international scale. Through cooperation with the mass media, the University informs a wide range of people about its activities. The University ensures that the information included in promotional materials, on websites, as well as in other media, is reliable and has accessible form.

§ 67

COOPERATION WITH OTHER ACADEMIC CENTERS. The University authorities, with the goal of comparing the University's achievements and educational standards with those developed by other academic centers, strive for a closer cooperation and exchange of views between universities. This provides an opportunity to determine the most effective way of organizing the functioning of a higher education institution. The mentioned cooperation shall be established between academic centers in the region, the country and the world.

CHAPTER XI

Rules of conduct in relations with the environment

§ 68

The University authorities shall ensure the promotion of the University's image as a center of knowledge and economic practice by popularizing economic knowledge and entrepreneurship. The University shall foster entrepreneurial attitudes, as well as investment and managerial skills, of not only future economists it educates, but also of entrepreneurs and the general public.

§ 69

Scientific research and economic analyses conducted at the University shall be prepared observing the highest level of reliability and accuracy, and their implementation shall meet the economic and social objectives of companies and organizations requesting these services. The University shall ensure that its intellectual property rights are respected.

§ 70

The University promotes the principles of sustainable social and economic development, providing the necessary knowledge to facilitate optimal economic decisions.

§ 71

Employees of the University support civic initiatives and engage in activities for the benefit of the local community. They promote the idea of corporate social responsibility and realize it in practice. The University recognizes charitable activities as a particularly important manifestation of social responsibility, and supports philanthropic attitudes among employees and the business community.

§ 72

Attitudes that help realize the ideas connected with the common good, both in interpersonal and social relations, are of particular importance to the University.

§ 73

The University shall act in accordance with the principles of fair competition, striving to maintain the image of an academic center with the highest standards of teaching and professional ethics.

Section IV. Final provisions: application of the provisions of the Code

§ 74

All members of the University community, i.e. academic teachers, administration employees, students and doctoral students shall observe the provisions laid down in this Code.

§ 75

A member of the University community shall have the right to obtain clarification of any unclear provisions or doubts concerning the contents of this Code, to submit comments, and to propose amendments or additions to the Code. The body responsible for such matters is the Ethics Committee, and as a higher instance - the Rector.

§ 76

A member of the University community shall disclose and counteract any violations of the Code.

§ 77

Compliance with the Code shall be supervised by the Ethics Officer who heads the Ethics Committee appointed by the Rector.

§ 78

The Ethics Committee shall serve as an advisory body of the Rector.

§ 79

1. The duties of the Ethics Officer shall include, in particular:
 - 1) promoting the contents of the Code among the members of the University community;
 - 2) initiating the investigation concerning the violation of the ethical conduct by members of the University community.
2. The Ethics Officer shall inform the Rector of the investigation and its outcome. If the Ethics Officer determines that an employee, student or doctoral student may be liable to disciplinary action for a breach of the principles of ethical conduct, they shall promptly inform the Rector thereof.

§ 80

A member of the University community with respect to whom an investigation has been initiated by the Ethics Officer, and persons who have submitted a request to the Ethics Officer concerning a breach of ethical conduct, shall have the right to submit a complaint against the Ethics Officer's actions to the Rector.