**EDUCATION QUALITY ASSURANCE SYSTEM PROCEDURE**



**PU6**

**ETHICS OF STUDENTS, DOCTORAL STUDENTS AND ACADEMIC TEACHERS IN TEACHING**

**1. SCOPE OF THE PROCEDURE**

This procedure applies to students of all levels, profiles and forms of study, doctoral students and academic teachers conducting classes.

**2. TERMINOLOGY**

* ethics – a set of principles and standards defining how a given social group, in this case the academic community, should behave from a moral point of view,
* ethical conduct of a student during the educational process consists in acting in accordance with the content of the oath and fulfilling the obligations specified in the Act on Higher Education and Science, the Study Regulations, the Statute of the Silesian University of Technology and other internal legal acts addressed to students,
* ethical conduct of a doctoral student during the teaching process consists in acting in accordance with the content of the oath and fulfilling the obligations specified in the Act on Higher Education and Science, the Regulations for Doctoral Studies or the regulations of the doctoral school, as applicable, the Statute of the Silesian University of Technology and other internal legal acts addressed to doctoral students,
* ethical conduct of the person conducting classes during the teaching process should be based on:
* reliability and responsibility in the transfer of knowledge,
* fairness, objectivity and consistency in actions, including through clearly formulated requirements provided before the start of the relevant classes, keeping one's word,
* personal culture and the respectful treatment of students, doctoral students, and other participants in education, manifested, among other things, by respect, kindness, and an attitude of dialogue,
* professional competence, manifested, among other things, in thorough preparation for classes and ensuring that students, doctoral students, and other participants in education are interested in them.

**3. RESPONSIBILITY**

- Students/doctoral students are subject to disciplinary responsibility for violating the regulations in force at the University and for acts that violate the dignity of a student/doctoral student.

- The following persons are authorised to take action in disciplinary matters concerning students/doctoral students:

* Dean
* Vice-Dean for Education/Deputy Director for Education
* Rector
* Disciplinary Officer for Students/Disciplinary Officer for Doctoral Students
* Disciplinary Committee for Students and Doctoral Students
* Appeals Disciplinary Committee for Students and Doctoral Students
* students’/doctoral students’ advisor under the Anti-Mobbing and Anti-Discrimination Policy
* Student Rights Officer of the Student Self-Government
* programme coordinator.

- Lecturers/instructors who commit acts that violate the duties of an academic teacher or the dignity of the teaching profession are subject to disciplinary responsibility.

- The following persons are authorised to take action in disciplinary matters concerning academic teachers:

* Dean
* Vice-Dean for Education/Deputy Director for Education
* Rector
* Disciplinary Officer for Academic Teachers
* Disciplinary Committee for Academic Teachers
* supervisor and thesis supervisor – in matters relating to the supervision of a thesis and the preparation of a thesis review.

**4. DESCRIPTION OF THE PROCEDURE**

4.1. All students in their first semester of study undergo compulsory training on the principles of ethics in teaching, confirmed by the student's signature (Z1-PU6). They are familiarised with the relevant sections of the Statute of the Silesian University of Technology and the Study Regulations. They are also informed about the formal disciplinary procedure. An important element of the training is to provide information on how to use other people's intellectual property, whether textual, graphic or multimedia, i.e. the need to properly cite the results of other people's work and to indicate the source works, obtain the appropriate permissions from the authors/editors for reprinting/copying (reproducing) drawings, charts, graphic symbols, fragments of work or entire works, including multimedia works. The training also addresses the issue of reusing one's own work in a way that ensures an original approach to the subject, in particular the need to properly cite the results of one's own work and to indicate the source works. In addition, students should be familiarised with the legal and ethical issues involved in the use of electronic materials provided to them by their lecturers/instructors. The relevant Vice-Dean for Education/Deputy Director for Education is responsible for training in this area.

4.2. Academic teachers promote respect for copyright and intellectual integrity among students and doctoral students, in particular by setting an example themselves, preparing teaching materials in accordance with copyright law.

4.3. Written theses are subject to mandatory checking using JSA [Uniform Anti-Plagiarism System]. The thesis advisor and the thesis supervisor are responsible for checking the theses. The use of JSA does not exclude the obligation of the advisor and the thesis supervisor to supervise the preparation of the thesis on an ongoing basis through consultations with the student or during a thesis seminar.

4.4. In the event of unethical conduct on the part of a student/doctoral student, they shall bear the following consequences:

4.4.1. If, during the assessment or examination procedure, the lecturer/instructor finds that the work is not independent or that unauthorised materials have been used, the work shall be retained with a note of unethical conduct. The student/doctoral student shall receive a failing grade for that assessment or examination and shall not be entitled to an additional assessment or examination date, but shall retain the right to take the assessment or examination on the remaining scheduled dates.

4.4.2. If a student/doctoral student submits as their own work (project, report, presentation) content that has been illegally copied from other sources, the work shall be retained with a note of unethical behaviour. The lecturer/instructor shall give a failing grade for the work received and shall set a new scope of work and a deadline for its completion. In the event of grossly unethical behaviour by a student/doctoral student, other than that specified in point 4.4.4, the lecturer/instructor shall notify the Vice-Dean for Education/Deputy Director for Education, who shall inform the Rector of the matter.

4.4.3. If a student replaces themselves with another person during a credit assessment or examination, the lecturer/instructor shall notify the Vice-Dean for Education/Deputy Director for Education, who shall inform the Rector of the matter.

4.4.4. In the event of a reasonable suspicion that a student/doctoral student has committed an act consisting in:

1. appropriating authorship or misleading as to the authorship of all or part of another person's work or artistic performance,
2. disseminating, without giving the name or pseudonym of the creator, someone else's work in its original version or in the form of an adaptation,
3. disseminating, without giving the name or pseudonym of the creator, someone else's artistic performance or publicly distorting such a work, artistic performance, phonogram, videogram or broadcast,
4. infringement of another person's copyright or related rights in a manner other than that specified in points 1-3,
5. falsifying scientific research or its results or committing other scientific fraud,

the lecturer/instructor, thesis advisor or supervisor is obliged to immediately notify the Vice-Dean for Education/Deputy Director for Education or the head of the doctoral school, who informs the Rector about the matter.

4.4.5. Upon receiving information about a student/doctoral student committing an act constituting a disciplinary offence, the Rector shall take a decision in accordance with the provisions of the Act on Higher Education and Science.

4.5. In the event of unethical conduct by an academic teacher, they shall bear the following consequences:

4.5.1. In the event of receiving information about:

* the acceptance or demand of financial gain by a lecturer/instructor, supervisor or reviewer in exchange for a positive assessment,
* another act that violates the duties or dignity of the academic teacher profession

the head of the internal unit is obliged to immediately notify the head of the basic unit or university-wide unit, who informs the Rector of the situation.

4.5.2. Upon receiving information about an academic teacher committing an act constituting a disciplinary offence, the rector shall take a decision in accordance with the provisions of the Act on Higher Education and Science.

**5. DOCUMENTS RELATED TO THE PROCEDURE**

Academic teachers:

* Act on Higher Education and Science,
* Regulation of the Minister of Science and Higher Education on the detailed procedure for mediation, investigation and disciplinary proceedings in matters of disciplinary responsibility of academic teachers, as well as the manner of enforcing disciplinary penalties and their expungement,
* Statute of the Silesian University of Technology,
* Code of Ethics for Academic Teachers of the Silesian University of Technology,
* Anti-Mobbing and Anti-Discrimination Policy,
* Resolution of the Senate of the Silesian University of Technology on the requirements for the profession of academic teacher;

Students/doctoral students:

- Act – Law on Higher Education and Science

- Regulation of the Minister of Science and Higher Education on the detailed procedure for explanatory and disciplinary proceedings in student matters, as well as the manner of imposing disciplinary penalties and their expungement

- Statute of the Silesian University of Technology

- Study regulations

- Regulations for Doctoral Studies

- Regulations of the Joint Doctoral School

**6. ATTACHMENTS**

- Z1-PU6 Form confirming participation in training on the principles of ethics in teaching