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<p>CODE OF ETHICS</p> <p>AMBIS University</p>				
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Art. I Preamble

In accordance with the values, vision, and mission of AMBIS University (hereinafter "**AMBIS**"), as part of the community of higher education institutions, the apex of learning, independent knowledge, and creative activity, AMBIS provides equal opportunities to all students and academic staff—members of its academic community, participants in lifelong studying, and other employees. It guarantees them all fair and equal access in line with their roles, regardless of their gender, age, nationality, race, sexual orientation, gender identity, or religious belief or cultural differences. This ensures they have the space for their full academic, professional, and personal development.

AMBIS adopts this Code of Ethics, thereby committing to the outlined values and desirable approaches in representing and fulfilling the tasks of the university.

For the purposes of this Code of Ethics, participants in lifelong learning programs at are also considered students.

Art. II Scope of Validity and Applicability

- (1) This Code of Ethics represents a moral commitment for the conduct of members of the academic community and other employees of AMBIS and outlines the ethical principles of AMBIS.
- (2) It is binding for all members of its academic community, as well as for scientific, research, management, administrative, and other staff.
- (3) Graduates of AMBIS are expected to act in accordance with the ethical principles outlined in the AMBIS Code of Ethics and the graduation oath, and to contribute to the good reputation of AMBIS.
- (4) The Code of Ethics applies to individuals in a manner commensurate with their job position and role.

Art. III General Principles

Members of the academic community and other employees:

- (1) They comply with the applicable laws of the Czech Republic as well as the internal regulations of AMBIS.
- (2) They embrace the values to which AMBIS is committed and contribute to the realization of AMBIS's vision and mission.
- (3) They uphold the good reputation of AMBIS and avoid actions that could damage the reputation of AMBIS, its students, or its employees.
- (4) They conduct themselves with respect and dignity towards all other members of the AMBIS academic community and other individuals on academic premises, respect their opinions, value their expertise, knowledge, and skills, and do not restrict their

ability to perform their duties. They support collegial behaviour and avoid actions that could harm workplace relationships.

- (5) They respect academic freedom and academic rights guaranteed by law and act in accordance with the principles of this Code of Ethics and in the interest of AMBIS.
- (6) They uphold the principle of equal opportunities and reject all forms of intolerance and discrimination based on gender, religion, ethnicity, language, age, sexual orientation, gender identity, health status, or other criteria. They contribute to supporting disadvantaged groups, removing barriers that cause inequality, and preventing their occurrence.
- (7) They adhere to principles against plagiarism.
- (8) They maintain high standards of human moral principles and ethical conduct in their studies and work, as outlined in the AMBIS Statute and the rich history and culture of the Czech Republic, and fully respect the principles of this Code of Ethics.
- (9) They advocate for freedom of thought, research, expression, exchange of opinions, and information, and do not tolerate unethical behaviour and actions.
- (10) They view pedagogical, scientific, research, and other creative activities as integral contributions to the development of human knowledge and culture and defend them against unjust questioning or misuse.
- (11) They continuously develop their skills, expand and deepen their knowledge and expertise in their professional field, general pedagogical work, or studies.
- (12) They maintain a critical stance towards the results of their work, acquired knowledge, and conclusions, and approach the work of their colleagues or peers objectively, critically, yet collegially, remaining open to discussions and arguments.
- (13) They uphold the objectivity of all forms of assessment of academic knowledge. They do not disseminate, in any form, study materials including test papers, exam questions, or other non-public materials used for acquiring and assessing academic knowledge, without the explicit consent of the author.
- (14) They adhere to principles of fair verbal and non-verbal expression.
- (15) They do not engage in any forms of harassment, including sexual or gender-based harassment.
- (16) They consider principles of social responsibility and sustainable development in their actions.
- (17) They maintain the political neutrality of the academic environment and do not promote the interests of any political parties or movements.
- (18) They use school facilities responsibly and protect them from damage or misuse. When working with computing technology, they use only legal software and adhere to rules for working with such technology.

Art. IV

Principles for Scientific and Other Creative Work

Members of the academic community and other employees:

- (1) They focus their research and other creative activities on expanding the boundaries of human knowledge, developing cultural values, education, or technical innovations. They always adhere to the ethics of their specific field of study.
- (2) They ensure that their activities do not endanger colleagues, society, the environment, or material, cultural, and ethical values.
- (3) When publishing their findings and results, they adhere to correct methodological procedures in scientific work and research. After publication, they retain primary data and necessary documentation for a period that reflects the requirements of the relevant field, unless other commitments or legal regulations prevent this.
- (4) They do not duplicate research unless it is necessary to verify, supplement, or compare results.
- (5) They present themselves as authors or co-authors of results only if they have achieved them themselves or contributed significantly in a creative manner, strictly avoiding any form of plagiarism or self-plagiarism. They present their results not only to the academic community but also to the general public.
- (6) When using artificial intelligence tools, they ensure transparency and adherence to the principles of academic and personal moral integrity.
- (7) In publications, they acknowledge the contributions of their colleagues and predecessors, providing clear and accurate references to cited sources. They also cite significant works that may not align with their own results and opinions.
- (8) If they discover errors in their publications, they take all necessary steps to correct them and do not attempt to conceal or obscure the mistake.
- (9) They refuse to prepare scientific or expert opinions if their conclusions could be influenced by personal interest, or they clearly indicate such potential conflicts of interest and avoid any deliberate conflicts of interest.
- (10) They notify the AMBIS Research Ethics Committee whenever required for the implementation of a research project and in situations that may negatively impact the safety of courses participating in the research project.
- (11) They ensure their actions are in compliance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
- (12) They use research or other creative activity funds in accordance with the rules governing their use.

Art. V

Principles in Approach to Study

Students:

- (1) Broaden and deepen their knowledge, educate themselves, and continuously

develop their abilities to be fully competent for their future profession in the field of study.

- (2) In accordance with their best knowledge and conscience, they attend registered lectures, seminars, and exercises and arrive on time.
- (3) Are cooperative in team efforts and simultaneously respect and properly acknowledge the content and methodological contributions of their colleagues to the final outcome.
- (4) For seminar or final papers, they submit only their own, original work that results from personal study. They do not use the same work for more than one course, i.e., for one credit or exam. Such work may be used as a basis for other papers but must be properly cited.
- (5) When using artificial intelligence tools, they ensure transparency and adherence to the principles of personal moral integrity.
- (6) Do not engage in unethical or fraudulent behaviour, which particularly includes:
 - a. Plagiarism, which particularly includes:
 - using the results of someone else's work without clearly indicating that it is someone else's work and without properly citing the source,
 - using altered or modified results of someone else's work without distinguishing the authorship and without proper citation of sources,
 - using information that is not considered publicly known without citing the source,
 - failing to acknowledge co-authors of the work,
 - self-plagiarism.
 - b. Falsification of data and other information, providing false information, which particularly includes:
 - providing incorrect or nonexistent sources of information and sources that were not used,
 - falsifying, altering, and omitting complete data and information without clearly indicating this fact,
 - using fabricated data without clearly indicating this fact,
 - knowingly concealing and distorting information,
 - knowingly publishing information in a manner that may lead to its misinterpretation or otherwise deceive,
 - knowingly using incorrect information, methods, procedures, and conclusions,
 - misleadingly attributing authorship to someone who contributed to the work,
 - attributing authorship to someone who did not contribute to the work.
 - c. Fraud in Knowledge and Skill Assessment, which primarily involves the use of unauthorized aids and practices with the aim of gaining an unfair advantage or allowing someone else to gain such an advantage. This includes, but is not

limited to, the following activities conducted without explicit permission::

- using unauthorized notes and other aids during the assessment of knowledge and skills,
 - communicating with other students during the assessment of knowledge and skills, including the use of unauthorized technical devices,
 - unauthorized use of others' answers (cheating) and intentionally aiding in such activities,
 - representing another student during the assessment of knowledge and skills or allowing oneself to be represented,
 - failure to follow the instructor's or proctor's instructions during the assessment of knowledge and skills (e.g., modifying or exchanging assigned tasks, not adhering to time limits, not maintaining assigned seating, copying test materials, etc.).
- d. Using information that is not publicly available, obtained from other individuals or companies without their explicit consent for use or potential disclosure (e.g., in a final paper).
- e. Preventing other students from accessing and utilizing information resources.
- f. Recording individuals' personal expressions without their consent, thereby violating their personal rights (e.g., recording lectures, exercises, taking photographs, distributing such recordings via the internet or similar methods).
- g. Engaging in other deliberate or inadvertent activities that contradict the fundamental principles of civil society and result in obtaining an unfair advantage for oneself or others.
- h. Gaining an unfair advantage in study. An advantage is understood as any benefit or relief to which the student is not entitled.

Art. VI

Principles of Pedagogical Work

Academic Staff and Other Experts Involved in Teaching:

- (1) They communicate with students in an open, correct, and non-discriminatory manner, avoiding belittling, humiliating, or demeaning behaviour. They always treat students fairly, do not impose tasks that fall under their own responsibilities, and do not appropriate students' work or achievements. They willingly share their knowledge and experience and provide students with timely and necessary information.
- (2) They assess students based on a fair, rigorous, yet sensitive evaluation of their abilities, knowledge, diligence, and other personal characteristics pursuant to clear and pre-established criteria. They ensure impartial and objective grading of academic results.
- (3) They aim to have a positive pedagogical impact not only through high-quality teaching but also by setting a personal example and adhering to established teaching rules.

- (4) They conduct themselves in a manner that does not harm the reputation of AMBIS or their colleagues.
- (5) They are fully and proactively engaged in teaching, support the development of students' independent and critical thinking, and broadly foster their qualification growth, professional development, creative and publication activities. They assist in establishing external contacts, including international ones.
- (6) They do not allow anyone to gain unfair advantages in their studies, nor do they provide such advantages to anyone themselves.
- (7) They implement appropriate consequences for any failures or unethical behaviour by students.
- (8) They take measures to prevent situations where they might face a potential conflict between their private interests and their professional role, thereby avoiding any unfair advantage or benefit for themselves or others.

Art. VII

Representation of the University

- (1) Members of the academic community and other employees represent the institution at conferences, seminars, and similar events in a manner that aligns with its vision and mission.
- (2) Employees and students of AMBIS ensure that their appearance and attire are appropriate and commensurate with the activities they are engaged in and the dignity of the academic institution.
- (3) During official academic events (such as matriculation, graduation, exams, etc.), they are aware of the significance of the occasion and conduct themselves and dress pursuantly. For these ceremonial events, they choose appropriate formal attire.
- (4) They always ensure adherence to personal hygiene, and the cleanliness of their clothing and footwear.

Art. VIII

Ethics Committee

- (1) The Ethics Committee is established at AMBIS to address reports of violations of this Code of Ethics.
- (2) If a member of the academic community or another employee of AMBIS observes conduct that, in their opinion, is in violation of the principles of this Code of Ethics, they should first, if possible, notify the person they believe has breached the Code. If this does not rectify the situation, the member of the academic community or employee is entitled to submit a report to the AMBIS Ethics Committee.
- (3) The procedures for the appointment and operation of the AMBIS Ethics Committee, as well as the procedures for submitting reports, are outlined in the AMBIS Ethics Committee Regulations.

Art. IX Final Provisions

- (1) Conduct that violates the Code of Ethics, which also constitutes a breach of applicable legal regulations and AMBIS internal policies, establishes legal responsibility for members of the academic community and other employees of AMBIS.
- (2) All members of the academic community and other employees of AMBIS are required to familiarize themselves with this Code of Ethics and adhere to the principles outlined within it.
- (3) The Code of Ethics is published on the AMBIS notice board, and all members of the academic community and other employees of AMBIS have the right to review it at any time.
- (4) This Code of Ethics uses gender-neutral masculine terms to refer to individuals involved.

Art. X List of Related Documents

- (1) Statute of AMBIS.
- (2) Disciplinary Code of AMBIS.
- (3) Employment Regulations of AMBIS.
- (4) Operational Rules for the Information System of AMBIS.
- (5) Regulations of the AMBIS Ethics Committee.
- (6) Act No. 262/2006 Coll., Labour Code, as amended.
- (7) European Charter for Researchers.
- (8) Code of Conduct for the Recruitment of Researchers.

Art. XI Distribution List

- (1) Printout no. 1 administrator's copy.
- (2) Printout no. 2 copy for lending.