

Ethical Principles Declaration - IPAM Lisboa

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Due to the constant changes in academic and social level, the Technical and Scientific Council of IPAM Lisboa decided to develop a document addressed to the IPAM community in which fundamental rights and duties and guidelines on expected behaviors and their implications are established, in order to avoid breaches of academic integrity.

In case of doubt, the student should contact the person responsible for the Academic Services. In case of any doubt or clarification in the context of a specific study cycle, the student should contact the teacher of the course in question or the Course Director.

1. Core values we believe in:

IPAM-Lisbon's mission is to create, disseminate and apply knowledge, based on the freedom of cultural creation, scientific and pedagogical innovation, promoting higher education in the European area and contributing to the integral development of people and society based on principles that have knowledge, creativity, innovation and entrepreneurship as factors of growth, sustainable development, well-being and solidarity.

IPAM's mission is to motivate the action of learning, in the sense of knowledge, considering:

- Group spirit and mutual assistance;
- Innovation and creativity;
- Honesty and integrity;
- Respect for differences (gender, age, education, social class, professional category, religion, disabilities, races / ethnicities, nationalities).

2. Rights and duties

The student, the teacher and the collaborator have the right to:

- a) Be treated in a fair and non-discriminatory manner;
- b) Be informed of internal rules and regulations of the institution;
- c) Be heard and have their questions answered;
- d) Have access to adequate learning conditions.

The student, the teacher and the collaborator have the duty to:

- a) Treat all elements of the IPAM community fairly and respectfully, fostering a spirit of group and integration in IPAM;
- b) Develop their academic practice in an integral, independent, honest and appropriate style;
- c) To be informed about the internal rules and regulations of IPAM;
- d) Respect the rights and ideas of others even when different from yours;
- e) Respect the deadlines, schedules, documents or other elements requested.

3. Collaboration

- a) In group work, it is expected that each student will contribute equally to the development of that work.
- b) In the case of work developed individually, although it can be discussed with other classmates, it is expected that in the end the work will reflect the conclusions and individual approaches of each student. Otherwise, it may be considered plagiarism.

4. Plagiarism

4.1. It is considered plagiarism:

- a) Direct publication of the thoughts or works of others, including copied material, ideas or concepts from a book, article, website, report or any other written document (whether published or not) without any reference to the original source;
- b) Paraphrasing someone else's work with minimal changes, maintaining the main idea, without the author being cited and referenced;
- c) Add several parts of works by different authors without making the necessary references;

- d) Present a work as an independent when it was produced in whole or in part by another person or a group of people;
- e) Deliver a work that has already been evaluated in another context;
- f) To consciously allow your work to be copied by another student.

4.2. Sanctions:

- a) If plagiarism corresponds to 5% of the total amount of work, it is considered a serious appropriation, with the teacher's warning recorded in the student's individual file as a sanction;
- b) If it corresponds to an interval between 5% and 50% of the total amount of work, it is considered a very serious appropriation, with the teacher's warning registered in the student's individual process and automatic disapproval in the type of assessment of the course unit being considered as a sanction. to attend;
- c) If it corresponds to more than 50% of the total amount of work, it is considered a very serious appropriation, with the teacher's warning recorded in the student's individual process and automatic disapproval in the type of assessment of the course he / she is attending being considered as a penalty. the right of access to the Final Appeal and Special Assessment.

5. Copy in tests or exams

- a) Partial or full copying in a test or exam is totally unacceptable.
- b) It consists of a copy: copying the responses of other students; communication with other students during the test or exam; use of materials not allowed by the teacher; obtaining materials through devices not authorized by the teacher; presentation of falsified answers / results; improperly obtaining a test or exam; any other situations that may be considered a copy.
- c) In the cases described, the teacher reserves the right to partially or fully cancel the test or exam of the student (s) involved, taking into account:
 - I. If plagiarism corresponds to 15% of the total of the test / exam, it is considered a serious appropriation, with the teacher's warning recorded in the student's individual file as a sanction;
 - II. If it corresponds to the interval between 15% and 50% of the totality of the test / exam, it is considered a very serious appropriation, being as a sanction the warning of the teacher registered in the individual process of the student and the automatic disapproval in the type of assessment of the course that is to attend;
 - III. If it corresponds to more than 50% of the totality of the test / exam, it is considered a very serious appropriation, being as a sanction the warning of the teacher registered in the individual process of the student and the automatic disapproval in the type of evaluation of the curricular unit he is attending, without the right of access to the Final Appeal and Special Assessment.

6. False statements

- a) Students must make true statements on their behalf and of others.
- b) In the case of registration of attendance sheets, it is unacceptable to sign this document on behalf of another student, being considered an infraction of ethical conduct by the student liable to sanctions.
- c) In the event that a test or exam is carried out by a student other than his own, the teacher reserves the right to completely annul the test or exam of the student (s) involved, with the student still subject to sanctions. additional.
- d) Falsification or manipulation of data from market studies, whether of a qualitative or quantitative nature, will be liable to be canceled and additional penalties. The teacher may request additional databases or evidence that prove the veracity of the data obtained.
- e) Other false statements not described here will be analyzed on a case by case basis, as well as the sanctions to be applied.

7. Use of electronic devices

- a) The use of electronic devices, be it a mobile phone, tablet / ipad, computer or other electronic device is totally prohibited during the class, except when requested and instructed by the teacher.

b) The teacher may request the student to hand over the electronic device during the class period, when it is being used improperly.

8. Procedures

- a) The alleged violations of the ethical principles of IPAM Lisboa in the context of a cycle of studies are initially dealt by the teacher who teaches the respective course unit.
- b) The teacher must propose the sanctions to be applied to the Course Director according to the seriousness of the infraction that will validate them and if they are not already provided for in this document.
- c) The respective teacher will arrange a meeting with the student, in order to explain the allegations, present evidence and listen to the student's justification. If the misconduct and infraction is concluded, the teacher will also inform the student of the respective sanctions to be applied.
- d) If the student does not attend the meeting to which he was summoned, it is considered that he violated the ethical principles of IPAM Lisbon.
- e) Another member of the faculty may also be part of these meetings. If necessary, the Course Director may intervene in the resolution of the misconduct.
- f) The student can appeal to the President of the Pedagogical Council within 5 days and by written letter, after being informed of the sanctions related to non-compliance with ethical principles.
- g) Infractions not related to a cycle of studies will be dealt with directly by the Academic Services.

9. Final notes

- a) Teachers, students and collaborators have the duty to inform the Course Director and Dean of any situations described above or other verified violations that violate the Ethical Principles of IPAM Lisbon.
- b) They will be considered as serious offenses by collegiate bodies (Pedagogical Council and Technical-Scientific Council) and IPAM Lisbon management.
- c) The found violations may be included in the students' academic records.
- d) Other situations not described in this document will be analyzed on a case by case basis, as well as the sanctions to be applied.
- e) Other additional sanctions are provided for in the Student Disciplinary Regulation.