

# CeiED

INTERDISCIPLINARY RESEARCH CENTRE  
FOR EDUCATION AND DEVELOPMENT

## Code of Ethical Conduct

*Approved in a meeting of the Scientific  
Council  
on 9 January 2024*

## Code of Ethical Conduct

Interdisciplinary Research Center for Education and Development

Lusófona University

### 1. Preamble

The Interdisciplinary Research Center for Education and Development (CeIED) is the R&D unit constituted at Lusófona University for the fields of Education, Heritage, Human Development and Museology.

CeIED integrates researchers from public and private polytechnic higher education, as well as researchers that work in other educational contexts.

The constitution of CeIED pursues three main goals: (i) to undertake scientific research of high quality and social relevance in the fields of Education and Human Development; (ii) to support advanced training, which awards the degrees provided for by the law (doctorate, master and bachelor); and (iii) to foster the provision of services to the community, specifically contributing to the better initial, continuous, specialised and graduate training of teachers and professional educators.

With a view to achieving its goals and, in particular, as regards the pursuit of top-quality, socially relevant scientific research in the fields of Education and Human Development, CeIED attaches the utmost importance to upholding high standards of integrity and ethical responsibility in the conduct of its researchers.

The Code of Ethical Conduct was prepared by CeIED's Ethics Committee, which is responsible for ensuring the safeguard of the values and ethical principles of the CeIED community, as well as support all those who carry out research within the scope of CeIED so that they develop their activity in accordance with the highest standards of ethical conduct, in an environment that ensures the wellbeing, diversity and inclusion of all its members and other actors involved in the research process.

The principles set out in this Code of Ethical Conduct derive, not only from the analysis of the activity undertaken by the different groups at CeIED and their needs, but also from the appreciation of the recommendations adopted by the different international organisations that are relevant in this regard, such as ALLEA (*European Federation of Academies of Sciences and Humanities*) with the European Code of Conduct for Research Integrity, ESF (*European Science Foundation*) with the report that aims to promote research integrity in Europe, or the European Commission with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The recommendations contained in the Ethics Charter of the

Portuguese Society of Educational Sciences, in the Code of Ethics of Lusófona University and in the Statutes of the Interdisciplinary Research Center for Education and Development – CeiED are also taken into consideration.

## **2. General goals**

The aim of the Code of Ethical Conduct is to support all those who carry out research within the scope of CeiED by defining a set of principles leading to the adoption of good practices based on integrity and ethical responsibility in research.

The role of the Code of Ethical Conduct is to guide and regulate action, which does not replace each researcher's and each research group's reflective, critical capacity. They are ultimately responsible for deciding, with integrity and ethical responsibility, the path to be followed. It falls upon each researcher and each research group to reflect critically on their work and the decisions they have to take during the development of their studies, which must follow principles of high professionalism and competence, as well as excellence of action.

## **3. Scope of application**

The Code of Ethical Conduct of CeiED applies to all the researchers who integrate the R&D unit, regardless of the nature of their contractual bond, the career stage they are at, or their institutional framework (integrated researcher with PhD, collaborating researcher, integrated researcher without PhD, Post-Doc researcher, guest researcher).

Within the scope of Code of Ethical Conduct, a researcher is understood to be any individual who contributes to the development of research at CeiED, regardless of their training or the phase or aspect of the research process in which they are involved: design, implementation, supervision or mentoring, management and communication.

CeiED's Code of Ethical Conduct also applies to all its non-researcher members, namely technical, administrative and management staff.

The Code of Ethical Conduct does not replace the duties of conduct resulting from the general law, the statutes of CeiED and of Lusófona University, as well as other regulations issued by the competent bodies. CeiED's Code of Ethical Conduct only complements the status of all those who are covered by it, in terms both of duties and of rights.

#### **4. Ethical values and principles**

CeiED holds the respect for the dignity of the human being as an absolute and unquestionable value, and is governed by a set of principles that aim to safeguard justice and equity, freedom and tolerance, honesty and integrity, individual and collective responsibility, as well as sustainability. This results in the following ethical precepts that shall guide the conduct of all its members:

- i. Recognition of merit and equal opportunities, assuring all members of the CeiED community equitable and non-discriminatory treatment, which respects and considers their dignity and diversity, as well as not being complacent towards any type of intolerance. Any acts of violence, including humiliation, intimidation, abuse of a dominant position, or sexual or psychological harassment, are considered unacceptable.
- ii. Respect for academic freedom, which shall be granted to all members of the CeiED community, in the strictest respect for diversity of thought and opinion, and encouraging critical thinking and the creation of an environment of pluralism, as well as the adoption of an upright and ethically responsible conduct in research.
- iii. Assurance of maintenance of professional secrecy, as well as confidentiality and/or protection of data, facts or other elements which members of the CeiED community (researchers, staff, students and doctoral students) have access to or are aware of, whenever this is legally and ethically required.
- iv. Adoption of a harmonious relationship, of loyalty and cooperation, as well as respect for human dignity, in which all members of the CeiED community are treated with courtesy and civility.
- v. Co-responsibility of all members of the CeiED community, with a view to creating and maintaining an environment that respects the precepts set out above, as well as the fundamental principles of integrity and ethical conduct of researchers, while contributing to the innovation potential and social impact of research.
- vi. Performance of duties with professionalism, competence, impartiality and neutrality, without resorting to subterfuges that may result in harm to third parties (other researchers, students and doctoral students, research participants), abuse of a dominant position, conflicts of interest or incompatibilities.

#### **5. Principles of integrity and ethical conduct in research**

The action of CeiED researchers shall be guided by good practices based on the following fundamental principles of integrity and ethical conduct:

- i. Reliability and rigour, with a view to ensuring both the quality of research, from its conception and methodological design to the analysis and use of the resources generated or required by its implementation, and compliance with regulations, codes of conduct or professional standards.
- ii. Honesty in the development, preparation, reviewing and drafting of research dissemination documents (e.g. reports, scientific papers, publications aimed at the non-academic community), as well as in a transparent, fair, complete and impartial communication of research.
- iii. Respect and consideration for the wellbeing and safety of researchers, research participants (human or animal; cultural, biological, environmental or physical factors), as well as for society in its multiple dimensions, including cultural heritage and the environment.
- iv. Adoption of a responsible stance at all stages and levels of research design, implementation and dissemination (including its organisation and management, advanced training, mentoring and supervision), as well as the acknowledgement and appropriate management of potential research-related hazards and risks.
- v. Respect for the legal and ethical provisions in force, including aspects related to the data management and processing, as well as the adoption of a critical stance towards the potential impact of research.

## **6. Breach of the principles of integrity and ethical conduct in research**

Practices that constitute misconduct in the investigation are not considered acceptable, namely:

- i. Fabrication, that is, the contriving of results and recording them as if they were true.
- ii. Falsification, understood as any manipulation of research materials, equipment or processes, as well as the unjustified change, omission or suppression of data or results.
- iii. Plagiarism, which consists both in the use or appropriation of the work and ideas of others, with or without their knowledge, without mentioning the original source, and the reuse of one's own work without proper citation. Plagiarism can be made of published and unpublished material in various formats (manuscript, printed or

electronic), of various types (text, illustrations, graphics, data or computer code) and from different sources (lectures, theses, websites), as well as material generated using artificial intelligence.

- iv. Other forms of misconduct include non-compliance with ethical and legal requirements arising from non-declaration or partial declaration of interests, breach of confidentiality, non-use of informed consent when collecting data from humans, as well as the adoption of abusive behaviour towards research participants and/or the materials necessary for its execution.
- v. Failure to adequately deal with the violation of the principles of integrity and ethical conduct in the investigation, specifically, the concealment or attempted concealment of misconduct, or the exercise of reprisals against whistleblowers of misconduct are also considered misconduct.

## **7. Guiding principles for the conduct of researchers in advanced training, mentoring and supervision activities**

CeiED integrates research and advanced training in an interdisciplinary way. Whenever they are asked to carry out activities within the scope of advanced training, mentoring and supervision, CeiED researchers shall base their conduct on the following guiding principles:

- i. Pursuit of excellence, rigor and quality of training, mentoring and supervision, not only by fostering an environment of dialogue, participation and critical reflection, but also by investing in the continuous improvement of scientific, pedagogical and supervisory skills.
- ii. Fair, respectful and impartial treatment of postdoctoral researchers, doctoral students and students at master's and bachelor's levels, without any type of discrimination and based on transparent, accessible and reasoned procedures and communication, aimed at the eradication of inappropriate behaviour. Everyone's contributions should be acknowledged and appropriately credited with authorship and/or patenting.
- iii. Creation of a relationship of trust and integrity with students, doctoral students and postdoctoral researchers, meeting with them regularly and defining schedules, goals, deadlines, as well as reasonable milestones and results to be achieved. Supervision and guidance should also be based on the transfer of knowledge and the creation of opportunities for the development of scientific and transversal skills, which meet the needs and preferences as well as research and professional interests of master's, doctoral or post-doctoral candidates.

- iv. Compliance with the rules of attendance and punctuality in the exercise of academic activities (classes, seminars, academic exams and competitions, meetings, student service), as well as commitment and dedication to tasks related to their preparation, including the supervision of dissertations, reports, theses and other academic projects.

## **8. Guiding principles for the conduct of students, doctoral students and postdoctoral researchers in advanced training, mentoring and supervision activities**

In turn, students, doctoral students and postdoctoral researchers involved in advanced training, mentoring and supervision activities organised by CeiED shall:

- i. Know and respect the regulations and other rules of conduct that are applicable to them (including but not limited to the CeiED Code of Ethical Conduct) and participate with rigor and a sense of responsibility in all activities of the academic community and/or CeiED (including, but not limited to, research, advanced training, mentoring and supervision).
- ii. Respect the operating rules of CeiED and Lusófona University, contributing to the preservation and safety of equipment, areas (teaching, research, social, leisure) and facilities which they have access to and use.
- iii. Respect and treat with courtesy and loyalty all members of the academic community (including, but not limited to, CeiED), while contributing to the creation of an environment of harmonious coexistence and full integration of all with whom they interact.
- iv. Regularly and punctually attend and genuinely commit to their training, as well as to the application of internal procedures for measuring and improving the quality of training. They must also submit honestly to assessment and refrain from any fraudulent practice or any act that can be construed as misconduct.

## **9. Guiding principles for the conduct of the members of the coordinating and scientific advisory bodies and the ReLeCo**

CeiED's structure comprises the following coordination and scientific advisory bodies: scientific coordinator (who takes on the position of Director), director, executive committee, scientific council, external advisory committee and ethics committee.

CeiED is also organised in Research and Learning Communities – ReLeCo. The ReLeCo

include researchers, students e doctoral students organised in areas of expertise and research interests. The ReLeCo may also include ongoing R&D projects. CeIED also includes other structures of scientific activity relevant to the achievement of its goals: the *Fórum Ciência Cidadã* (Citizen Science Forum), the *Observatório das Políticas de Educação e Formação - (OP.Edu)* (Observatory of Education and Training Policies), the *Laboratório Experimental de Museologia e Educação* (LEME) (Experimental Laboratory of Museology and Education) and the *Colégio Doutoral Ciência Cidadã* (Citizen Science Doctoral College).

The activity of CeIED's coordination and scientific advisory bodies, as well as the conduct of the representatives/coordinators of the ReLeCo and other structures of scientific activity shall be governed by the following principles:

- i. Procedural transparency and rigour and clarity in decision-making criteria (including recruitment, selection and promotion, or conflict resolution procedures), a sense of fairness and mission, universality of results and recognition of the value and dignity of people (researchers, teachers, students at various levels of training, or third parties) and the institution they represent.
- ii. Adoption of a collaborative attitude, inclusive of the members of the CeIED community, offering them, whenever possible, the possibility to participate in all stages of the process of coordination and/or scientific advice, as well as in the implementation of research activities or other activities developed by the R&D unit.
- iii. Prevention of situations in which incompatibilities and conflicts of interest, or personal benefits or privileged treatment may occur, as well as dubious situations that may give rise to any of the situations mentioned above.
- iv. Neutrality, impartiality, loyalty, transparency and zeal, fight against fraud and corruption, intolerance towards discrimination and misconduct in research.
- v. Respect for its members' right, regardless of their function and/or contractual bond, to balance professional life with personal, family and civic life.

## **10. Breach of the standards of ethical conduct and reporting procedure**

All members of the CeIED community must adhere to the ethical values and principles set forth in this Code of Ethical Conduct. They must also adopt the standards derived from the principles of integrity and ethical conduct in research, as well as the guiding principles for conduct in advanced training, mentoring and supervision activities laid down above. The members of the scientific coordination and advisory bodies and the representatives of all



research structures shall also adopt the rules of conduct derived from the principles that apply to them.

Failure to comply with the aforementioned precepts will lead to situations of inappropriate conduct that breach the standards of integrity and ethical conduct defined in CeIED's Code of Ethical Conduct. The complaint of violation of the standards of ethical conduct must be submitted to the Ethics Committee of CeIED via this e-mail address: **CeCeIED@ulusofona.pt**. Following the expert opinion of Lusófona University's Ethics Committee, the complaint of violation of the rules will be forwarded to the competent bodies of the institutions to which the researchers belong.

Breaches of the rules of conduct laid down in this Code of Ethical Conduct may also be reported to the Authority for the Work Conditions and, should the breach be subject to criminal liability, to the National Ombudsman of Portugal or the competent judicial/criminal investigation body, using the respective contact information and reporting procedures.

## **11. Analysis and referral of complaints**

It is incumbent upon CeIED's Ethics Committee to ensure that all procedures for investigating and analysing complaints are guided by integrity and equity, as well as by coherence and transparency of procedures, specifically:

- i. CeIED's Code of Ethical Conduct and other general procedures for dealing with breaches of good practice must be publicly available and accessible in order to ensure their transparency and uniformity. The whistleblower's right to confidentiality must be protected, and it must be ensured that their employment and/or career prospects are not compromised. Any conflicts of interest of the parties involved in the process (whistleblower, persons reported, members of the Ethics Committee) must be declared before the investigation or as soon as they arise during the fact-finding stage.
- ii. Investigations must be confidential in order to protect the persons involved in them. They shall also be based on a fair process for all parties involved and conducted appropriately, without compromising their accuracy, objectivity and rigour. Investigations shall only be closed when there is a conclusion.
- iii. The persons reported shall be presumed innocent until proven guilty. They must also have access to all the details of the allegations and have the right to fair proceedings in which they can respond to the allegations and provide evidence.

- iv. Should the allegation of misconduct be confirmed, disciplinary action proportionate to the seriousness of the infraction should be taken. Should the infraction be subject to criminal liability, the findings of the Ethics Committee must be sent to the competent authorities.
- v. Should the reported person be cleared of an allegation of misconduct, appropriate remedial measures shall be taken. The case may be referred to the competent bodies of the institutions should it be ascertained that there was bad faith.



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