

Instituto de Telecomunicações

Code of Conduct and Good Practices

(free translation of the official version in Portuguese)

April 2017

Table of Contents

INTRODUCTION	3
CHAPTER I - PRINCIPLES OF CONDUCT AND GOOD PRACTICES.....	4
Article 1 - General principles	4
Article 2 - Respect and impartiality.....	4
Article 3 - Good practices.....	5
Article 4 - Publication and dissemination of research results	6
Article 5 - General duties of IT members and other collaborators	8
Article 6 - General duties of researchers and staff	8
Article 7 - Duties of researchers	9
Article 8 - Duties of grantees and students who collaborate with IT	9
CHAPTER III - VIOLATIONS OF THE CODE.....	10
ANNEX - SANCTIONS	11

INTRODUCTION

This document includes:

- The general principles which shape the code of conduct and the principles of good practice in scientific and research work and in the support of advanced training in IT;
- The duties of the collaborators (researchers, employees, fellows and students) who develop their work in IT;
- The responsibilities and procedures to be applied in case of violation of the principles expressed in this Code;

This Code applies in full compliance with the general laws in force in the Portugal.

CHAPTER I - PRINCIPLES OF CONDUCT AND GOOD PRACTICES

Article 1 - General principles

IT and its researchers shall foster and maintain an intellectually honest, sound and scientifically rigorous research environment.

1. General principles of good practice are:

- a) The diligence;
- b) Verifiability;
- c) Impartiality in executive acts.

Article 2 - Respect and impartiality

- a) Research and interpersonal relationships should be guided by respect for the rights of others;
- b) In the event that an investigation could endanger people (or animals), its pursuit should be re-evaluated taking into account the potential consequences of its continuation and the provisions of the law;
- c) No form of discrimination based on sexual orientation, religion, ethnic origin, nationality, age, gender and physical condition is allowed;
- d) No form of harassment is allowed;
- e) The intentional violation, by any means, of the rights of personality, in particular, of privacy and of image is not allowed;
- f) Relations between supervisor and supervised should not restrict either the freedom or the intellectual achievement of the latter;
- g) All acts of decision, even as a member of a jury, including corrections or arbitrations, must be impartial, even in case of competition with the persons or groups on which the decision-making is exercised;

- h) The separation between the personal sphere and the labor sphere should be the rule to follow as a way to avoid doubts about objectivity of decision, especially in cases that involve subordinates or hierarchical dependencies, as well as close relatives;
- i) Criteria for classification of competitions must be explicit and publicized before the act of classification;
- j) The tender procedures and results of the classifications must be kept for five years.

Article 3 - Good practices

- a) The scientific practitioner must constantly seek to update his or her knowledge in order to maintain it at a high level and refuse to accept tasks for which he or she does not have sufficient knowledge or experience;
- b) All scientific research must be planned and conducted in a way that avoids neglect or inattention. The scientific practitioner should use his or her best efforts to comply with the commitments made to IT and to financing entities at the time of the application;
- c) All activity should be governed by principles of mutual cooperation with open exchange of ideas between peers and respect for freedom of expression and inquiry, with respect for the confidentiality restrictions imposed, for example, by research and development contracts;
- d) It is not acceptable to obtain positions or funding using misleading information about skills and competencies, or using incorrect or purposely misrepresented representations of previously obtained results, or the conscious creation of false expectations in third parties;
- e) The curricula and other declarations provided for candidacies for positions must be true, otherwise they will incur false statements.

Article 4 - Publication and dissemination of research results

- a) Research results must be published in a rigorous manner, so that they may be verifiable;
- b) Source citations must be rigorous and exhaustive;
- c) Copyright, both on the sources used and on the discussions, debates, etc., that contributed to the final work should be mentioned;
- d) Selective omission of results has to be explicit and justified and cannot be used to voluntarily hide undesirable results; the results shall be consistent with the data obtained, the statistical methods used and the calculations made;
- e) All speculation, or hypotheses for continuation of work, which may legitimately be expected from the results, must be presented as such and not as a firm outcome of the results, or mixed with the conclusions;
- f) Data, as well as manuscripts, programs, calculations, publications, reports, etc., must be kept by the researcher for at least five years;
- g) It is not acceptable to interpret results of negligent, deliberately false research or intentional distortion of methods so as to arrive at conclusions different from those justified by the data;
- h) It is not acceptable to perform acts of self-plagiarism, that is repeated presentation of the same work or of important portions of previous works without the addition of significantly new material made for the purpose of impersonating it as new work is original;
- i) Plagiarism, understood as the presentation, as own work, of other people's work is not acceptable. Plagiarism covers, in particular, cases where, without the authors' mention, paraphrases are made of other texts, by simply replacing or changing words or by joining significant pieces of work by other authors in their own works without identifying them and without obtaining its prior authorization, when necessary, even in cases where these works have already fallen into the public domain;

- j) Presentation as co-author of articles or of any other intellectual creation for which it has not contributed significantly is not admissible;
- k) The omission of names of co-authors is not admissible;
- l) The usurpation of intellectual creations is not admissible, this being understood as the use of intellectual creation of others, without previous authorization of the respective author, when necessary by virtue of law or convention;
- m) Infringement, illegitimate appropriation of data, software or any other intellectual property protected by intellectual property is considered to be illegal, even if the usurper does not withdraw, or intends to withdraw, from this appropriation any economic advantage, either his own or others';
- n) All procedures, even if in the intended manner, intended to eliminate legitimate measures of protection of intellectual creations protected by intellectual property are considered illegitimate appropriation.

CHAPTER II - DUTIES

Article 5 - General duties of IT members and other collaborators

1. In addition to the duties imposed by law, by the Statutes and by the Regulations and by the Principles of Conduct and Good Practices, any collaborators (researchers, employees, grantees and students) who carry out their work in IT should:
 - a) Always act with respect for ethics and professional deontology;
 - b) Demonstrate dedication, updating, discretion and solidarity;
 - c) Collaborate and treat IT members with civility and loyalty;
 - d) Care for the good image of IT and actively contribute to the common objectives of IT;
 - e) Respect the material assets of IT, ensure its good conservation and use and do not use them for purposes outside the objectives of IT;
 - f) Be sparing in the use of the funds for which they are responsible;
 - g) Respect the confidentiality of data and information to which he has access;
 - h) Do not make false statements, nor falsify or adulterate any document.
2. Without prejudice to a special regime provided by law or regulation, personal notifications, respecting the contents and deadlines provided by law, may also be made by electronic means, to the electronic address listed in the IT portal.
3. Whenever a statement of reasons is requested, it must be expressed in a clear and accessible manner.

Article 6 - General duties of researchers and staff

In addition, researchers and staff are responsible:

1. To act within the scope of its functions with responsibility, competence, integrity and neutrality, carrying out its activity with rigor, impartiality, courtesy and probity;
2. To participate in meetings and other moments of teamwork (should advise in case of impossibility);
3. To respect the dates and deadlines in the fulfilment of scientific and administrative duties.

Article 7 - Duties of researchers

It is also the duty of researchers:

1. To promote and participate in the design and implementation of research and development programs for research projects and related scientific and technical activities, maintaining a permanent technical and scientific update;
2. To supervise or cooperate in the scientific and pedagogical orientation of fellows and students according to the previously established objectives;
3. Convey the culture-oriented good practices and quality standards as part of the supervision process.

Article 8 - Duties of grantees and students who collaborate with IT

Grantees and students who carry out their school activities in IT, in addition to the duties imposed by law, the Statutes and in the cases applicable by the scholarship contract and their fellowship status, must:

1. Be disciplined and follow the guidelines regarding their teaching and learning process;
2. Have a professional attitude towards research.

CHAPTER III - VIOLATIONS OF THE CODE

The intentional and conscious violation of the Code of Conduct and Good Practices and the General Rules for the Use of the Means Provided by IT is liable to sanctions. Details and penalties are set out in the Annex.

Reporting or verifying a Code violation involves a response that may involve one or more of the following steps:

- a) Verification of the existence of the infringement;
 - b) A formal inquiry;
 - c) Assessment of the results of the investigation and hearing of the offender;
 - d) Imposition of a penalty or sanction;
 - e) Action to correct the effects of the infringement.
-
1. Once the infraction has been verified by those responsible for the management of the IT site or Branch to which the offender belongs, if it is considered to be light, the penalty provided for in the applicable Regulation will be automatically applied without further procedures;
 2. In case the infringement is considered medium, severe or very serious, a formal investigation will be carried out;
 3. The investigation shall be conducted by a Senior Investigator of the IT site or branch other than that to which the offender belongs who, following the hearing of the offender, shall prepare a detailed report of the facts and propose to classify the seriousness of the infringements at the following levels: absence of penalty, medium or severe and very serious penalties;
 4. This report shall be evaluated by the Committee of Management of the IT Site or Branch which, after hearing the offender, shall propose to the IT Directorate the application (or not) of a sanction;
 5. The implementation of sanctions is the responsibility of the IT Directorate;
 6. Malicious reports of non-genuine violations will also be subject to sanctions.