

# FORWARD COLLEGE

human intelligences

## Code of Ethics and Professional Conduct

8 October 2021

### **Preamble**

Forward College places the principle of academic integrity as one of its highest values in all aspects of academic life. This Code of Ethics and Professional Conduct binds all members of Forward College's academic community, while carrying out their professional duties for Forward College or other parties.

The Code outlines the key values that guide the missions and activities of Forward College as well as the conduct of all members of its community.

### **Ethical Framework**

Academic integrity is demonstrated by upholding the values of honesty, responsibility, and fairness. These values should guide the conduct of each academic staff, student and administrator in all academic matters and activities and translate into the following principles:

1. A rigorous and honest mindset and adherence to scientific and ethical integrity.
2. Commitment and responsibility towards the academic community and society.
3. Respect for and fair treatment of the various members of Forward College, including those in positions of vulnerability.

### **Guidelines for Professional Conduct**

These ethical values are applicable to the entire community of Forward College.

#### *1. Search for truth*

- a. Forward College is committed to encouraging the search for truth by promoting critical thinking through discussion and debate about knowledge, how it is produced and transmitted.

- b. The search for truth requires competence, use of relevant sources, critical observation of facts, experimentation, and knowledge of contrasting points of view. It is open to innovation and creativity. It depends strongly on established discipline-based methods and procedures that can withstand the scrutiny of the wider community of scholars. Presenting different opinions and schools of thought, including critical views, represents a significant contribution to the search for truth.
- c. All those who are engaged in an academic pursuit must ensure that integrity is maintained. This requirement prohibits any form of data falsification and plagiarism and expects that the contribution of any person who has participated in designing and carrying out an academic group project shall be recognised in a spirit of fairness.

## *2. Academic Freedom*

- a. Academic freedom is guaranteed within the scope of the field of training or sector of activity defined by the institution. This freedom is essential to the development, sharing and transmission of knowledge as well as to innovation and creativity.
- b. Academic freedom must be exercised in compliance with laws, study regulations, assigned duties, and competencies and in keeping with both (i) the individual responsibility for all teachers to contribute to the learning outcomes of their students and (ii) the teaching approach of Forward College.
- c. Academic freedom is closely linked to individual responsibility and the obligation to ensure independence and integrity by each member of the community. Facts or situations that could demonstrate ties of interest or create a conflict of interest, whether of a moral or pecuniary nature, must be declared. This includes but is not limited to accepting gifts, favours, invitations, or other benefits, which are subject to an obligation of transparency.

## *3. Commitment and Responsibility*

- a. Academic integrity is anchored in the shared responsibility of all members of Forward College. It is reflected in the student's relationship with academic and administrative staff and in their academic work. Academic staff are expected to foster academic integrity with their students, and to demonstrate integrity in their review of students' academic work, and in their exercise of academic processes. Administrative staff are expected to promote academic integrity in initiating and implementing academic regulations and processes.
- b. In the context of its missions, Forward College guarantees the quality of the training provided to students. The training of future generations is a key objective. Forward College commits to assess, on an ongoing basis, the education provided, the study plans and their content. It commits to respect the standards and procedures that it has established in all its activities.

- c. Forward College and all its members must assess the social consequences of their actions and be able to report on them.
- d. Research projects involving human subjects (including research about students or staff carried out by Forward College) must safeguard against the disclosure of data that could harm them.
- e. Members of Forward College shall respect the laws and regulations that apply to them. They shall recognise the values and standards expressed in this Code when exercising their activities.
- f. Members of Forward College shall use wisely the resources made available to them and justify their rational and transparent use. They shall refrain from fraudulent or dishonest acts.
- g. *Respect for the Individual*
- h. Forward College promotes the principles of equal opportunity and inclusivity in all its activities. This prohibits any discrimination based on, but not limited to, sex, ethnic or social origin, genetic characteristics, religious beliefs, political opinions, membership in a national minority, disability, age, sexual orientation or gender identity. Particular consideration shall be granted to individuals in a position of vulnerability.
- i. Any form of harassment without limitations is prohibited, including psychological and sexual harassment.
- j. The organisation and conduct of examinations guarantee that students are treated fairly based on objective and impartial criteria.
- k. Forward College, together with every member of the academic community, are committed to fostering a work environment where people are treated fairly and with respect, regardless of their post, remit or hierarchical position. Forward College promotes a stimulating working environment, characterised by a commitment to the professional development and personal fulfilment of staff and assurance that potential conflicts are resolved quickly. A climate of trust and collegiality is maintained, allowing for the expression of diverse points of view and criticism in the mutual respect and recognition of the rights of others to express their opinions.
- l. The same spirit of fairness and respect is applied to the procedures for appointing, assessing and hiring staff. All staff members of Forward College have the right to fair remuneration for their services, a description of their responsibilities, and periodic assessment interviews and briefings based on transparency and in accordance with the appropriate procedures, as well as the protection of personal data.

m. This spirit of fairness applies also to disciplinary procedures and decisions. Respect for all members of Forward College includes providing to staff and students easily accessible mechanisms to voice complaints and appeal decisions.