



Code of Ethics

1. Ethical Guiding Principles

The values of the University, expressed in our Charter and Statutes and re-affirmed in the Mission, Vision and Identity included in the institutional Strategic Plan, commit us to the highest standards of ethical conduct. To support this commitment the University has developed a number of guiding principles as a reference point for ethical decision making, namely that the University will:

- Behave with independence, consistency, honesty and transparency in all our activities.
- Carry out research and scholarship of a quality which commands the respect of academic peers, which is open to testing and refutation, and which is undertaken in an ethical and legal manner.
- Defend and promote the freedom to pursue, advance, and disseminate knowledge and ideas.
- Test received wisdom, examine evidence critically, consider and evaluate all opinions, beliefs and arguments with respect.
- Award degrees based on merit.
- Act in accordance with our Charter and Statutes and our Charitable objects

This International Faculty Code is designed to provide an overarching guide to University ethical conduct, with reference to practical application in four broad areas of the IF activity: **education**; **research**; and **finance**.

2. Policies and Procedures

The University deliberately does not attempt to set out a pre-determined list of 'ethical' or 'non-ethical' activities. Rather, there exist established mechanisms by which informed decisions can be taken on matters relating to ethics (and the associated risks) on a case-by-case basis, within the appropriate policy or procedural context.

In the following paragraphs you will find links to the most relevant policies, procedures and guidance in respect of the four broad areas referred to above.

2.A Education When considering ethical matters relating to education, including admissions, teaching partnerships, and awards, relevant procedures are the following:

- Processes and Policies related to Learning and Teaching
<http://www.sheffield.ac.uk/lets/pp>
- Student Admissions Policy <https://citycollege.sheffield.eu/files4users/files/Admissions-Policy.pdf>

- University Framework for Collaborative Provision
<http://www.sheffield.ac.uk/lets/pp/qa/collab>
- Equality and Diversity Policies and Procedures <http://www.sheffield.ac.uk/ssid/equality-and-diversity/policies-and-procedures/index>
- Principles of Engaged Learning and Teaching
<http://www.sheffield.ac.uk/als/current/engaged/principles>
- Guidance for Students on the Use of Unfair Means
<http://www.sheffield.ac.uk/ssid/exams/plagiarism>
- Regulations relating to students, including examinations & awards, discipline, and computing <http://www.sheffield.ac.uk/calendar>
- Our Commitment (a statement of student rights and responsibilities)
<https://www.sheffield.ac.uk/ssid/ourcommitment>

Please contact the Vice-Principal for Teaching & Learning if there are questions which cannot be addressed through the policies and procedures set out above.

2.B Research

When considering ethical matters concerning research, knowledge exchange and related partnerships, relevant procedures are the following:

- Policy on Good Research and Innovation Practices
http://www.sheffield.ac.uk/polopoly_fs/1.588399!/file/GRIPPolicyUpdateJun16.pdf
- Policies and Procedures relating to Research Integrity and Ethics
<http://www.sheffield.ac.uk/ris/other/gov-ethics/index>
- University research misconduct toolkit
<http://www.sheffield.ac.uk/hr/guidance/academicstaff/researchmisconduct>
- Regulations relating to research students, including examinations & awards, discipline, and computing <http://www.sheffield.ac.uk/calendar>

Please contact the Vice-Principal for Research & Innovation Services if there are questions which cannot be addressed through the policies and procedures set out above.

2.C Finance When considering ethical matters concerning finance, relevant procedures are the following:

- Financial Regulations
<https://citycollege.sheffield.eu/frontend/articles.php?cid=427&t=Regulations-and-Policies>
- Fraud <https://citycollege.sheffield.eu/files4users/files/Fraud.pdf>
- Malpractice <https://citycollege.sheffield.eu/files4users/files/Malpractice-Policy.pdf>
- Anti-Bribery <https://citycollege.sheffield.eu/files4users/files/Anti-Bribery.pdf>
- Preventing Tax Evasion <https://citycollege.sheffield.eu/files4users/files/Preventing-Tax-Evasion.pdf>
- Whistleblowing <https://citycollege.sheffield.eu/files4users/files/Public-Interest-Disclosure-Procedure.pdf>

Please contact the Principal if there are questions which cannot be addressed through the policies and procedures set out above.

C - Publication, Monitoring, Reporting and Review

This Code of Ethics will be publicised within the International Faculty website. It will be drawn to the attention of new members of staff and new heads of department. Breaches of relevant policy and procedures may result in disciplinary action. The International Faculty's Public Interest Disclosure (Whistleblowing) Policy provides a means for any individual to raise matters of concern as regards malpractice, impropriety or wrongdoing.