

# **Code of Conduct**



## **rules of behavior**

June 2020

## **Code of Conduct UCR: rules of behavior<sup>1</sup>**

### ***What principles direct our behavior?***

#### **INTRODUCTION**

The Code of Conduct provides the framework for behavior and reflection for employees and students of UCR. The Code describes the values that govern the way people work and study at UCR. The Code enables these individuals to act independently in a responsible manner according to the University's values and standards and offers scope for calling others to account in this respect. The Code of Conduct also provides transparency to the public: our faculty and staff operate within a clear ethical framework and people know what they can expect in their dealings with our faculty and staff. Specific rules of conduct have been laid down in individual regulations. These regulations also provide complaint procedures and the scope for sanctions.

### ***How is UCR different from other universities? What do we wish to achieve?***

#### **MISSION**

UCR is a small-scale and intensive Liberal Arts & Science college offering an undergraduate curriculum of international standing. Its ambitions are:

- ❖ to build the foundation for all academic degrees and professional challenges that lay ahead in the students' future;
- ❖ to provide young people with an academic, intercultural education;
- ❖ to offer an academic program, tailor-made to students' individual interests;
- ❖ to train new generations of researchers;
- ❖ to train academics who are able to combine knowledge and professional skills;
- ❖ to contribute to solutions to complex problems that can no longer be solved with a mono-disciplinary approach.

### ***What do we believe in?***

#### **CORE VALUES AT UNIVERSITY COLLEGE ROOSEVELT**

Inspiration, ambition, independence & integrity and commitment & responsibility are the core values that define both the conduct and attitude of the students and employees of University College Roosevelt.

##### *Inspiration*

Our faculty, staff and students are inspired and motivated in their work and studies. Faculty, staff and students also are an inspiration to each other. Lecturers and researchers act as role models for their students as well as for each other. Students set an example to their fellow students. Being passionate and inspired, it follows that our faculty, staff and our students are inquisitive and eager to learn, they are critical and investigative and open to new ideas, opinions and perspectives.

##### *Ambitions*

Our faculty, staff and student are very demanding of themselves. They appreciate a critical and intercultural dialogue about the ambitions they set themselves. Our degree program seeks to reach the top. Support and administrative staff strive to continue developing professionalism in order to facilitate the primary process of teaching. Initiative and entrepreneurship among faculty, staff and students are valued highly. Exceptional performances gain attention and recognition.

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<sup>1</sup> Partly adopted from Utrecht University

### *Independence & integrity*

UCR creates ample opportunity for faculty, staff and students to nurture their talents. Independent thought is an essential feature for our academic community. The high level of freedom places considerable demands on the fair and responsible behavior of our faculty, staff and students: they are expected to be motivated, conscientious, trustworthy and morally responsible. Integrity requires also an open and respectful interaction between faculty, staff and students.

### *Commitment & responsibility*

UCR is a community of motivated students, faculty and staff; they work together, study together, and discover together. They encourage one other and share their knowledge. Faculty, staff and students feel jointly responsible for the achievement of the objectives of UCR. They are aware of their individual social responsibility and commitments. They contribute to the quality of our society through innovative and intensive teaching and research.

Anyone working or studying at UCR:

- ❖ Is inspired and motivated;
- ❖ Sets ambitious challenges for themselves;
- ❖ Enjoys ample opportunity for independent thought, but respects the considerable demands of responsibility and integrity that go hand in hand with this freedom;
- ❖ Shows commitments and responsibility towards faculty, staff, students and society;
- ❖ Is loyal to the organization and prevents any harm being done to UCR's reputation and interests.

## **UNIVERSITY COLLEGE ROOSEVELT WORKING ENVIRONMENT**

*With its high expectations of staff, faculty and students, University College Roosevelt recognizes that attaining such standards requires good facilities for work and study. UCR has therefore taken steps to create the best possible working environment.*

### **Personal developments**

UCR is a continuously learning, innovative organization. Everyone who works or studies at UCR has the scope to nurture their talents and to continue developing their professionalism. UCR appreciates independent thoughts and initiative. UCR respects the privacy of its faculty, staff and students.

### **Cooperation**

In order to realize the shared objectives, UCR strongly encourages cooperation among faculty and staff, among students and between faculty, staff and students. The cooperation extends across disciplines. Social engagements and commitment to the local and global environments are further principles underpinning UCR's teaching (and research) activities. Cooperation with social partner is sought.

### **Faire remuneration**

UCR faculty and staff can be sure of a fair remuneration of their work; both financially and in terms of professional recognition and appreciation. Appointments and promotions are based on the principle of equal opportunities. UCR attaches great value to creating sufficient training and development opportunities.

### **Information and co-governance**

Faculty, staff and students are provided with clear information about their right to participate in decision-making. UCR encourages the right to vote and stand in elections.

### **Safe and healthy environment**

UCR ensures a safe and healthy working environment. UCR periodically gauges the faculty, staff and students' perception of and satisfaction with their work and study. UCR aspires to make its business operations sustainable.

UCR offers its faculty, staff and students:

- ❖ Sufficient scope for personal development and cooperation;
- ❖ Fair remuneration and appreciation;
- ❖ Co-governance in important decisions;
- ❖ A safe<sup>2</sup> and healthy work environment.

### **FACULTY and STAFF**

*An inspiring and innovative university: what demands does achieve this place on its supervisors, instructors, examiners, academic, support and administrative staff?*

#### **Everyone's input is recognized**

Faculty and staff alike appreciate each other's activities. They treat one another in a respectful and honest way and aspire to use clear and open communication. They are prepared to help each other and work towards a healthy team spirit. Members of faculty and staff do not insult each other and refrain from discrimination and sexual intimidation. Faculty and staff members do act conscientiously when making use of or managing any UCR resources such as budgets, equipment and the computer network.<sup>3</sup> They do not insult, discriminate against, or sexually harass others.

Employees show an active interest in UCR's common good, and hence its policy development. Employees demonstrate this interest by participating in representative advisory committees, for example, and attending the UCR days, open days and townhall meetings. The executive board is open to criticism and suggestions from their employees. UCR embraces the VSNU Code for Good Governance in Dutch Universities (2019).

#### **Model behavior**

UCR supervisors act as role models to others. They set clear objectives, encourage their faculty and staff to perform well, create the conditions for inspiring team cooperation, and call to account any colleagues whose behavior is unacceptable. Supervisors are open to criticism and suggestions made by members of faculty and staff. The annual performance and development reflections (APDR's) lay the foundation for a clear understanding between supervisor and faculty/staff.

#### **Quality and enthusiasm**

Instructors work hard to guarantee a high level of intercultural teaching and educational quality and the sound supervision of students. They continue to develop their skills and keep working towards improvement, which enables them to provide high-quality teaching in various forms that motivate students. Instructors treat their students with respect. They set clear expectations and call to account any student whose behavior is unacceptable and detrimental to the teaching activities and/or other students. Instructors make sure that the assignments and exams are appropriate to the objectives of the course and see to it that these are carefully assessed. They are aware of the larger liberal arts and sciences context of which their courses are separate elements. A fair assessment requires that the instructor prevents any student from taking credit for a fellow-student's achievement and other people's achievements in general. UCR instructors act with integrity, abide by official class schedules, listen to constructive criticism, and are regularly available to consult with students, both during and after lectures, personally, and by e-mail or other digital channels.

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<sup>2</sup> See the social safety statement of the VSNU.

<sup>3</sup> See Code of conduct building and facilities at UCR.

### **Professionalism**

Integrity, conscientiousness and expertise are the foundations of the professionalism of faculty and staff, with regards to teaching, research and administrative support and their cooperation with colleagues. They strive to make excellent and innovative contributions to their fields of expertise and bring these to the attention of their colleagues in the field and – where relevant – to the wider public. Faculty members are aware of their social role. When carrying out their scientific work they are aware of dilemmas and take responsibility for performing their research activities meticulously. They are aware of the guidelines for scientific integrity and *The Netherlands Code of Conduct for Scientific Practice* (VSNU).

### **External employment**

Faculty and staff who perform work for third parties in addition to their position at UCR ensure that such external employment does not impinge on their main duties at UCR, or in any way conflict with their position at UCR. External employment may not harm UCR's academic or business interests. Any such work performed during office hours, or any work that might generate a conflict of interest, must be reported to their supervisor and the executive board.

Faculty and staff at UCR:

- ❖ Behave honestly and respectfully towards each other and towards their students;
- ❖ Work enthusiastically to ensure the professionalism of teaching and research;
- ❖ Show an active interest in the new developments and achievements of UCR, including academic and service/support departments;
- ❖ Make conscientious use of UCR facilities;
- ❖ Are able to keep their university and personal interest clearly separate and are open about their ancillary activities.

### **STUDENTS**

*Students at UCR are preparing for careers and responsible positions in society. This requires intellectual curiosity, active participation in the study program and extra-curricular activities, and the effort necessary to achieve good grades.*

#### **Ambitions**

Students at UCR wish to perform to the best of their abilities. They choose their own major to suit their talents and ambitions and they make sure they are aware of the course requirements. As they are training to become academics, students learn to work independently. To communicate effectively, to meticulously gather information meticulously, and solve problems. When preparing for their exams, assignments or tests, students work very conscientiously. When working in groups, they are cooperative and do not take credit for the achievements of their fellow-students. If they see others doing this, they raise the matter.

#### **Commitment**

Students actively participate during classes. They stimulate each other and their instructors with critical questions and well-sustained discussion; this requires sound preparation. In addition to their studies, student attached great importance to being active in student organizations and student committees as another way of being trained academically and learning to work with others. Anyone studying at UCR is expected to show an interest in social developments and the role of scientists in the public debate.

#### **Respect**

Respect is a key concept in the contacts between students, faculty and staff of UCR. This is evident in, among other things, the style, the tone and form of address in emails and direct contacts. Students, too, show one another respect. Students are prepared to help each other without risking

the others' independence and fair assessment. They refrain from behavior that may harm their fellow-students or the quality of their education. They respect each other's possessions and refrain from verbal, physical and digital violence, discrimination, bullying and intimidation.

Respect is also shown in the mutual contacts between students. In social and study related interaction, we expect that everyone speaks the same language. If not, the group switches to English. Inclusion is the golden rule.

### **Conscientiousness**

Students are very conscientiousness when making use of UCR's resources such as equipment, the computer network, the library, class rooms, educational buildings, and any other UCR facilities, incl. student housing.

Students at UCR:

- ❖ Behave honestly and respectfully towards each other and towards members of faculty and staff;
- ❖ Perform to the best of their abilities by actively participating in teaching and extra-curricular activities;
- ❖ Respect each other's possessions and are careful when making use of UCR facilities;
- ❖ Enable instructors and students to teach and learn under optimal conditions.

### **FURTHER INFORMATION**

UCR has laid down a number of specific rules of conduct in separate regulations. Some of these regulations include complaint procedures and sanctions. For more information can be found on the UCR website.