

CODE OF CONDUCT

This Code of Conduct applies to the entire ITBA community: students, faculty, administrative staff, and volunteers, as well as its suppliers- and to those who provide services for and/or on behalf of ITBA.

It contains guidelines and behavior standards, not an enumeration of all possible situations that can arise and in no way substitutes the application of common sense and good judgment.

The general rule is to conduct yourself with respect for the laws and the values of ITBA, as well as for its specific norms and policies.

No practice at odds with this code will be justified by arguing uses and practices, obedience to higher-ranking authorities, or the search for a higher purpose.

All graduates are requested to extend the practice of these principles to their activities beyond their university environment.

General principles

- Respect for others, as a core behavior guiding our relations among students, teachers and university staff
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Discrimination on the basis of gender, ethnicity, religion, sexual orientation, social status, opinions or political affiliations will not be tolerated.

Everyone must collaborate to maintain a climate of reciprocal respect for personal differences.

All members of the ITBA community must perform their tasks and fulfill their duties in an ethical, transparent, honest and impartial manner, and serve with dedication to the university community. Corruption or influence peddling will not be tolerated in any of its modalities.

Students must respect the teaching authority but no one will misuse the power with which they are entrusted.

The personal data stored at ITBA is confidential. It will not be disclosed, unless required by a competent authority.

- Respect for the truth and the pledged word, as the essence of our university work
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Freedom of thought and opinion is respected within the academic framework. Critical spirit is promoted, when is not intended to offend others.

All contracts, agreements and commitments will be honored.

Resumes and other personal background forms will strictly conform to reality.

Students will take their exams, assessments and work with academic honesty and fulfilling the current regulations.

Both papers and student projects, as well as teachers and researchers publications will be considered joint, original and exclusive work of all authors declared. Due credit will be attributed to ideas, contributions and developments of third parties. Plagiarism is a serious fault that will be treated rigorously.

Intellectual property will be respected including the ITBA's, which may correspond to that of members of ITBA's community and that of third parties. Copyright principles will be granted when providing educational material to the students, as well as when incorporating them to the educational platform.

In dealing with entities or third parties outside ITBA's community, opinions, content and decisions will be differentiated when expressed in a personal capacity and those made on behalf of the Institute or invoking a link with it.

The information requested in accreditation and audit processes will be answered truthfully and without delay.

- Compliance with rules and standards, as an essential coexistence feature both inside and outside the University

Limitations governing teaching staff exclusive dedication and the analogous to senior staff will be observed.

Teaching classes and student evaluation are functions assigned to professors that must be fulfilled in accordance with current academic standards.

Material resources, instruments and communication and software infrastructure will be used only for University activities and by authorized personnel.

Influences will not be used in pursuit of personal interests or objectives, nor to favor close friends. Only symbolic or honorary presents could be received, as long as they are of little value and are not aimed at obtaining improper behavior.

Real or potential conflicts of interest that arise when the relationship of any member of ITBA's community with a third party may affect ITBA's interests, or violate the principles reflected in this code of conduct should be avoided and reported in writing to the Regency Council.

- Capacity to be accountable for one's actions, as a responsible expression of our professional roles

No act should evidence an excess that might affect ITBA's reputation.

Teachers will conduct themselves bearing in mind that they are a model for their students. Authorities will conduct themselves bearing in mind that they are a model for the entire ITBA community.

The decisions taken will meet the requirements of transparency and traceability, in the sense of upper level knowledge, and preservation of action records.

Violation of the rules of conduct may result in penalties, as established by applicable procedures.

If someone's behavior is questioned, the matter will be treated confidentially and the person will have the right to a defense. ITBA commits not to apply any form of reprisal against anyone who reports an incident related to such behavior.

This Code of Conduct is brought to the attention of all members of ITBA's community, who will adhere to it, everyone is expected to report to its immediate superior any transgression to the code and, in case it wouldn't be possible because of the circumstances, to the Board of Directors.

The complainant may request the confidential treatment of its report. The report or complaint will in no way enable the adoption of reprisals or penalties with respect to the complainant.

This code of conduct is effective from October 1st 2015.