



Ethics Framework: Our Values in Action

Introduction

This framework articulates the general principles that will guide staff, students and governors in their day-to-day activities in upholding Cardiff Metropolitan University's values. The principles are developed from Cardiff Met's values into more specific practices relevant to particular areas of activity (eg research and enterprise).

This framework was approved by Academic Board in June 2009.

Cardiff Met Ethics Framework

Cardiff Met staff and students will treat people with courtesy and respect and be responsive to the needs of other students, staff and external stakeholders. They will take steps to correct any misrepresentations and resolve conflicts with integrity.

STUDENTS

Cardiff Met will strive to offer students a supportive learning environment enhanced by efforts to maintain a personal touch and enriched by research and scholarly activities, providing courses that will give students a head-start in employment.

Cardiff Met expects students to abide by its regulations and codes of practice, and to ensure their conduct does not bring discredit on the Institution nor harm its members.

LEARNING & TEACHING

Learning and teaching are a two way process. Students and staff are expected to engage together actively so that the learning community is vibrant, committed and challenged, and that inappropriate activity is not tolerated.

ACADEMIC STAFF

Cardiff Met academic staff will aspire to the highest standards of academic behaviour, adhering to the standards and expectations laid down by the various professional bodies that accredit Cardiff Met's programmes.

- Professional activity
Staff who are members of professional bodies will conduct their professional activities in a manner commensurate with such membership. Those who are responsible for the quality of services will ensure that concerns about quality are dealt with openly and honestly, and resolved as quickly as is feasible
- Research, consultancy and knowledge transfer
Staff will ensure that the conduct and reporting of their research is truthful and fair to others, whether other staff, students or researchers outside Cardiff Met. They will apply the same principles to consultancy and knowledge transfer activities, working to achieve the best



outcome for their clients, and additionally ensure that they respond to the needs of clients in a timely way.

COMMUNITY

Cardiff Met will be a responsible neighbour. We share with the communities in which we work a common purpose to develop cultural, social and economic activity, and we will seek collaboration with community and commercial organisations that will contribute to this aim

- **Alumni, donors and sponsors**

Cardiff Met will only accept donations and sponsorship from individuals and organisations that we are proud to be associated with. We acknowledge that alumni and donors will support Cardiff Met because they trust us to carry out our mission, to be good stewards of their resources and to uphold rigorous standards of conduct.

Transparency, openness and responsiveness to alumni and donor concerns will be integral to our behaviour, and we will ensure that we are truthful in our communications. We will respect privacy concerns and expend funds consistent with donors' intent.

- **Academic Partnerships**

We will ensure that the interests and reputation of all parties are respected and adequately protected, that developments of, or changes to, agreements will use mutually approved explicit procedures, involving all those who have a significant part to play in its implementation.

- **Business partners**

Cardiff Met is committed to conducting its business in an ethical, legal and socially responsible manner and expects its business partners to share this commitment.

Cardiff Met will not use business partners who fail to comply with the standards of professional and trade organisations and with the laws, regulations and published good practice relating to the environment, occupational health and safety, equality and diversity, employment practice and fair trade.

Implementation of the Ethics Framework

In order to ensure that the values reflected by the Ethics Framework are maintained, when undertaking activities, staff, students and governors should ask themselves the following questions:

- Is the action legal?
- Is the action fair?
- Will I be proud of it?
- Does it comply with Cardiff Met's values?
- What would other people think of it?
- Will it hurt, disadvantage or offend anyone?
- Do I think it is wrong?
- If you are not sure, ask until you are sure.



The principles outlined in this framework should guide the conduct of staff, students and governors. Individuals may also refer to the following documents which contain additional details in specific areas. Documents of interest may be:

- [The student handbook](#)
- [Cardiff Met Ethics Committee procedures for research](#)
- [Research Misconduct Policy](#)
- Individual school / unit codes of practice

Anyone with a query or concern regarding this framework, or their obligations under it, may take one of the two following courses of action:

1. Contact their Head of Department or Dean of School (for staff), the Dean of Students (for students or those external to Cardiff Met) or the Chair of the relevant committee (for committee of board members).
2. Contact the Chair or any member of the Cardiff Met Ethics Committee (UEC) about their concerns.

Complaints procedure

Complaints regarding adherence to or implementation of this framework may be made via Cardiff Met's [complaints procedure](#) .