

ANNOUNCED
by the Rector of Vilniaus kolegija/
University of Applied Sciences
Order No V-281, December 3 2015

APPROVED
by the Academic Council
Protocol No AT-10
Resolution ATN –
adopted on December 2, 2015

VILNIAUS KOLEGIJA/UNIVERSITY OF APPLIED SCIENCES THE CODE OF ACADEMIC ETHICS

I. GENERAL PROVISIONS

1. Vilniaus kolegija/University of Applied Sciences (hereinafter the VK) code of academic ethics (hereinafter the Code) describes basic behaviour provisions of academic ethics of VK academic community which are not directly regulated by regulatory acts of the Republic of Lithuania, procedure documents of the VK or employment contracts.

2. The Code is prepared in accordance to the Constitution of the Republic of Lithuania, the Laws of the Republic of Lithuania, recommendations of institutions of Education and studies of academic ethics Codes admission, realization and supervision, the Code of ethics of a Scientist of Lithuania Science Academy, Universal Declaration of Human Rights, European University Charter provisions, European Science Foundation Research Integrity Code of Conduct, European commission recommendation for the Code of European scientists charter and for admission of Scientists behaviour to work Code, the VK Statute and other domestic legislation.

3. Aims of the Code of academic ethics:

3.1. to create democratic working environment which focuses on trust in other people and their creativity and promotes their social responsibility;

3.2. focus on VK academic community which would recognize, support and cherish the most important academic values, such as academic honesty, sincerity, justice, non-discrimination, accountability, transparency, academic freedom, objective education and studies assessment, trust, respect and civic responsibility;

3.3. to set the tolerance limits: to highlight the academic ethical behaviour to be avoided;

3.4. to help the VK academic community to evaluate and solve specific life situations which raise issues related to academic activities;

3.6. to carry out quality supervision and control of the VK academic activities from the point of view of ethics.

II. GENERAL STANDARDS OF ETHICS

4. The VK Academic community standards of ethics establish the fundamental ethical objective (academic) conduct provisions which show the direction of the VK academic community ethics policy.

5. Academic freedom means the right of the VK academic community to freely express their attitude towards organizing studies, scientific research and administration, express uncensored constructive criticism, freedom to develop research activities in selecting methods, protect all members of academic community from constraints. Making use of this right with responsibility

requires from all the members of the academic community to recognize the same right for the rest members of the community.

6. Contradiction to responsive using of academic freedom:

6.1. intolerance towards different opinion and augmented criticism of the members of the Academic community;

6.2. ignorance of the right to express and defend their views or deliberate restriction;

6.3. ignorance or deliberate restriction of the right to respond to criticism or blaming;

6.4. participating in scientific research or testing, the consequence of which is harm for humans, nature, society or culture.

7. Belonging to the VK community obliges paying attention to the interests of the VK, being loyal, giving input to the implementation of the raised objectives for the studies, applied sciences and art activity. It is obligatory:

7.1. actively maintain academic integrity standards and open access principle in the study process, science research and art activity;

7.2. while initiating and/or carrying out projects which are related with the name of the VK should aim at the results which would serve general interests and would be publicly available;

7.3. to inform the Committee of Ethics about the cases of corruption, cheating or trying to have illegal impact on a VK community member;

7.4. not to use the right to vote when the VK municipal authorities deal with the financing, penalty or the promotion of the issue, which may lead to a conflict of interest;

7.5. obtain the written consent of the VK to use the facilities and activities not linked to the name of the VK activity aims (the VK Statute, paragraph 10);

7.6. to share the information on the demand of the Committee and/or academic ethics procedures controller of the Republic of Lithuania.

8. Relations of the members of the VK community members are based on respect, goodwill, impartiality and non-discrimination. Violation of academic ethics:

8.1. discrimination of academic community members in words, actions or academic assessment including tolerance of such discrimination;

8.2. humiliation of an academic community member on the benefit of supremacy;

8.3. discrimination of academic community members for participation in political, social, cultural or sporting activities;

8.4. harassment of the academic community members because of age, sex or sexual orientation, disability, appearance, race or ethnicity, religion or belief dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment, as well as some tolerated violation of human rights and humiliating treatment;

9. relations of the members of the VK community members are based on collegiality and academic solidarity, directed to the assurance of the study and research quality and creative atmosphere. Vulnerability of academic ethics:

9.1. when the professional competition of the colleagues is unfair, participation in illegal and dishonest transactions, information being concealed, conflicts and petty intrigues are escalated;

9.2. when a member of the academic community in the presence of other members downgrades teaching and / or applied scientific, artistic performance skills, theoretical attitudes and personal qualities of an absent member;

9.3. when prevented from providing a scientific degree, academic title, award or evaluation of a colleague in different forms on the basis of personal, business or political provisions;

9.4. when an academic community member is under psychological pressure while trying to achieve undeserved rating or willingness to conceal the fraudulent academic activities;

9.5. when publicized or publicly discussed confidential information about the academic members of the community (such as academic achievements, salary, career intentions, state of health, personal affairs and so on., except the cases when according to the established Vilnius VK

procedures a person claims to serve and his/her academic career achievements, experience, professional and personal qualities are necessary to discuss on the suitability assessment to carry out the duties);

9.6. when constantly and consistently internal procedures of the VK are violated.

10. Material and financial resources of the VK are used sustainably and with responsibility according to assumed commitment of the VK obligations. This provision is violated:

10.1. using material and financial resources of the VK for political activities, private business or personal needs;

10.2. intentional damage, destruction of the VK property, or negligent behaviour with it.

III. THE ETHICS OF PEDAGOGICAL ACTIVITY

11. The relation between a teacher and students is based on the principles of academic collaboration and transparency. Binding non-academic responsibilities can lead to a conflict of interest, so ambiguous relationship with the students should be avoided. Objections to Academic Ethics:

11.1. trying to set non-academic contacts between a student and a teacher during the study period, supervising of a research work or any other direct academic link trying to achieve benefit from academic relationship;

11.2. the role of a teacher as a family member or a close friend (if there are direct or close links or relationship) towards a business partner (examining, supervising paper works, etc.) in the case of possibility to avoid such role;

11.3. directly or indirectly (using other persons) given presents, academic or non-academic services, which are not related directly to study course, requirement and/or accepting from academic community members.

12. The assessment of a student should be right, honest and coordinated with the objectives of a teaching course:

12.1. a teacher must strictly react and announce to the ethics Committee about students' dishonesty cases, such as plagiarism, copying, falsification of data, examination or credit results, using forbidden means during examination or a credit, giving in somebody else's written paper, making money on writing a paper for other students, buying a paper work and giving it in to the member of the academic community for assessment, presenting the same assessed paper work with the intention of accounting for another course, etc.;

12.2. a teacher must protect a student's personal data according to the order of legal protection law set by the Republic of Lithuania;

12.3. a teacher should avoid linking a student's assessment with his/her participation (not participation) for a teacher acceptable (non-acceptable) political or social activities;

12.4. while assessing a teacher should create suitable conditions for students with special needs (e.g. vision, hearing, movement or any other disability), so that they could prepare tasks.

13. The atmosphere of trust for a student could be harmed by publicizing confidential information. The principal of confidentiality requires:

13.1. disclose information about academic assessment and penalties of a student to the third parties, unless a student's written consent is presented or there is legal basis for the expected harm to other persons;

13.2. avoid discussing a student's achievements except the cases when students' appeals are evaluated, examination or credit results are discussed or any other academic questions are dealt with, the objective decision of which obviously justifies the discussion;

13.3. use private information for teaching or scientific research unless a student's written consent is presented;

13.4. assure that comments on the student's written work which is not presented publicly to defend, are not available to the third parties.

IV. THE ETHICS OF APPLIED SCIENCE AND ART ACTIVITY

14. The VK academic community members consider applied science and art activity as freedom of thought, dissemination of ideas, honesty and the pursuit of truth. Acknowledging the truth and the knowledge as the highest applied science and art activity ambition, expecting to get the right evaluation of their achievements, the academic community members engaged in applied science and art activities, commit to behave under the guidance of the principle of academic honesty. The violation of the principle of academic honesty of applied science and art activity includes:

14.1. plagiarism, falsification or manipulating (e.g. creating non-existing data, correcting the existing data with the aim of improving the results or making them worse). Usual cases of plagiarism, falsification or manipulation:

14.1.1. forged signatures, certificates, data or results of reports or any other documents (e.g. academic tasks (laboratory works, course papers or any other tasks) data and results);

14.1.2. indicated non-existing reference or false page number of the reference, false date of visiting the website or any other piece of information of the resource annotation;

14.1.3. concealing of the received data which is opposite to research hypothesis and/or questions, and/or research conclusions;

14.1.4. deliberate presentation of misleading information about the empirical research methodology;

14.1.5. ungrounded (undeserved) enforcement of co-authorship for students, colleagues, subordinates or executives;

14.1.6. unjustified denial or reticence about intellectual and / or financial contribution of the people who assisted in applied science and art activities.

14.2. the theft or intentional damage of empirical research data, computer programs, empirical material samples, a manuscript.

14.3. plagiarism, i.e., expropriation of ideas, texts without indicating their authors, i.e., presentation of someone's else ideas as one's own. Typical cases of plagiarism are as follows:

14.3.1. someone's else text is presented without quotation marks – inverted commas or other kind of differentiation from the whole text (e.g. a separate paragraph, in italics);

14.3.2. retelling or citing someone's else idea, illustrative material or data without acknowledgement of the information sources.

14.4. improper, unfair criticism of colleague's work and his/her deliberate disregard because of personal antipathy, competition, political or other motives not directly related to professionalism of applied science and art activity.

14.5. assistance to another person in carrying out academic activities, violating the principle of academic honesty.

14.6. academic bribery, i.e., offering or giving a reward for academic services (personally or in groups).

V. STUDENTS AND UNCLASSIFIED STUDENTS CODE OF ACADEMIC ACTIVITY

15. Students and unclassified students behave under the guidance of the principle of academic honesty during the study process. Violations of the principle of academic honesty during the study process include:

15.1. cheating or permitting others to cheat;

15.2. non-reporting of academic dishonesty incidents noticed among members of the academic community;

15.3. prompting, usage of cheat sheets, usage of electronic and virtual mobile means of communication and other technologies in order to gain underserved assessment outcome, neglecting examiner's instructions regarding assessment procedures;

15.4. plagiarism, i.e., presenting someone's else written work as one's own;

15.5. use of another person's work or results instead of one's own work;

15.6. submitting the same written work for several courses;

15.7. an unfair test taking when another person participates in an assessment instead of the actual student.

16. Students and unclassified students commit to use the VK infrastructure (scientific and computer equipment, library and other resources) responsibly, sustainably and as intended.

VI. MONITORING THE CODE OF ACADEMIC ETHICS

17. Every member of the VK academic community is obliged to follow the provisions of this Code and not tolerate its violations.

18. The supervision of the Code shall be carried out by the Committee of Academic Ethics (hereinafter referred to as the "Committee") in accordance with the provisions of the Code and Committee rules of procedure approved by the Rector.

19. The Committee shall consist of 9 members:

19.1. 7 members shall be appointed by the VK Academic Council in accordance with the established procedures;

19.2. 2 members shall be appointed by the VK Students' Representative Council.

20. The composition of the Committee shall be approved by the order of the VK Rector.

21. The Committee member's activities term shall be 3 years.

22. Only a person of an impeccable reputation shall be appointed to the members of the Committee. The same person may be a member of the Committee for not more than two consecutive terms.

23. A new member of the Committee shall be appointed in accordance with Articles 19.1 and 19.2 of this Code if, after leaving his/her work/studies or under other circumstances, the Committee member cannot perform his/her duties.

24. The Committee initiates additions or amendments to the Code and submits them for consideration and approval by the VK Academic Council.

25. The Committee accepts and considers requests of the alleged Kolegija academic community's violations of ethics.

26. The meetings of the Committee shall be held upon receipt of the written request about the alleged violation of ethics or seeking to initiate the amendments or additions to the Code.

27. The requests regarding the alleged violations of the Code provisions shall be submitted to the Chairman in written form. Only explicitly motivated and signed requests are accepted for consideration. The requests are registered by the Chairman of the Committee. Anonymous requests are not addressed.

28. The requests about alleged violations of ethics of the Kolegija academic community can be submitted by members of the VK academic community. The Committee does not analyse request about alleged violations of ethics if an alleged violation of ethics was committed or revealed later than one calendar year from the day of receipt of the request. The Committee notifies the person the decision not to analyse the request in written form within 5 business days upon receipt of the request.

29. The meetings of the Committee shall be called and managed by the Chairman of the Committee. If the request received is related to the Chairman of the Committee, the meeting is called and managed by the most senior member of the Committee. The Committee shall have the right to invite experts to the meetings.

30. The Committee examines the request, makes a decision and replies to the applicant in written form within 30 calendar days of the date of the receipt of the request. The term needed to examine the request may be extended by a motivated decision of the Committee.

31. The member of the VK academic community involved in the request is informed about the contents of the request and provides a written explanation within 5 business days of the day of notification about it. The Committee has the right to make a decision if the member of the academic community involved refuses to provide or does not provide any explanation during the set time period.

32. The member of the academic community involved in the request has the right to participate in the Committee meeting dealing with the request related to him/her.

33. The members of the Committee must respect confidentiality and not disclose the material and/or information about the investigated material while under investigation. The Committee work material is confidential. Only the decisions made by the Committee are made public.

34. The decisions made by the Committee are legitimate if at least five members of the Committee participate in the meeting. The decisions of the Committee shall be taken by a majority of votes. If there are equal numbers of votes, the vote of the Chairman of the Committee is final.

35. The Committee, analysing the request and identifying the violation of ethics, taking into account the severity of the violation, makes a decision. The decision of the Committee about the violation of ethics is reported to the applicant, the offender, the VK Academic Council, the VK Rector.

36. The VK Rector, after receiving the decision of the Committee, taking into account the recommendations from the Committee, may impose appropriate sanctions against the violator of the Code.

37. Possible sanctions include:

37.1. personal warning (not disclosing publicly information about the violation of ethics);

37.2. public warning (publicly disclosing information about the violation of ethics);

37.3. disciplinary penalty set in the laws of the Republic of Lithuania or the documents governing study procedures of the Kolegija.

38. The decision of the Committee may be appealed to the Inspector of academic ethics and procedures of the Republic of Lithuania. The Inspector makes a decision in accordance with the procedures laid down in paragraph 11 of Article 18 of the Law on Higher Education and Research of the Republic of Lithuania.

39. The Code cannot outline all possible incidents of non-ethical conduct, therefore, the Committee, analysing specific applications concerning inappropriate behaviour which is not foreseen in the Code, have the right to decide if specific behaviour is consistent with the established fundamental values of academic ethics of the VK academic community and if it can be tolerated.

VII. FINAL PROVISIONS

40. The Code and its amendments or additions shall be approved by the Academic Council of the Kolegija.

41. The Code is publicly available on the website of the VK.

42. Every member of the Kolegija academic community shall act according to this Code of Academic Ethics in his/her activities.

43. The member of the academic community, taking up office or studies in the VK, shall sign the Declaration of Academic Honesty (as the contract of employment or study contract appendix).

(Name of higher education and research institution, code, address)

(Student's name and surname, personal ID code)

(Faculty, study programme)

STUDENT DECLARATION OF ACADEMIC HONESTY

Day _____/20....
(date)

Acknowledging that:

- truth, knowledge and understanding are the highest values of science and study;
- an advantage over other members of the academic community is gained only by fair means.

Evaluating the fact that academic honesty:

- contributes to the openness of science and study system and integration into the international Research and Higher Education Area, the development of sustainable science and education system as well as the development of ethically responsible personality;

- promotes academic ethics, responsible use of academic freedom and the principle of fair competition;

- reinforces trust in the values of higher education and scientific research and has a positive direct influence on the quality of the studies, the name of Vilnius kolegija/University of Applied Sciences;

- restricts the tolerance of the society vices (corruption in particular) and their propagation.

Moreover, realizing that:

- every member of the academic community must take the initiative and responsibility for finding solutions to academic dishonesty and their application in every aspect of an academic activity;

- determination to unconditionally follow the principle of academic honesty and regulations helps to reduce the prevalence of this issue.

By signing this declaration, acting on my free and conscious will, I commit myself to:

- following the provisions of the Vilnius kolegija/University of Applied Sciences; Code of Academic Ethics and other documents governing ethical behaviour during the whole period of my studies;

- responsibly taking into account responsibilities as a student and honestly fulfilling them;

- as a student, showing an example for other members of the academic community, not tolerating cases of academic dishonesty and fulfilling my obligation to report, disclose such cases;

- actively contributing to the development and fostering honest academic environment in the Vilnius kolegija.

I agree that I may be imposed on the sanctions outlined in the Vilnius kolegija/University of Applied Sciences; Code of Academic Ethics for the violations of academic ethics taking credits, examinations or submitting other mid-term papers, preparing and submitting self-study work papers, final project, conducting scientific research, reporting scientific research results (for example, in publications and events).

(Name and surname)

(Signature)