

APPROVED
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University of Applied Sciences

THE CODE OF ETHICS OF UTENA UNIVERISTY OF APPLIED SCIENCE

CHAPTER I GENERAL PROVISIONS

1. The Code of Academic Ethics (hereinafter – the Code) of Utena University of Applied Sciences (hereinafter – Utena UAS) defines the standards of ethical academic behaviour of the members of the Utena UAS’ academic community.
2. The Code shall be based on the Constitution of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, the Utena UAS Statute, the recommendations for the preparation, enactment, and implementation of Codes of Academic Ethics of Scientific and Educational Institutions and other legal acts.
3. Key concepts in the Code:
 - 3.1. **Academic community** – students, teachers, scientific staff, emeriti, and other staff directly participating or having participated in scientific and/or study activities;
 - 3.2. **Academic ethics** – a set of universally accepted values, principles, and scientific practices that ensure the transparency, fairness, justice, responsibility, equality, non-discrimination, academic freedom, trust, and respect of scientific activities and dissemination of science (art), studies and study-related activities;
 - 3.3. The **Academic Ethics Committee** (hereinafter – AEC)—a collegial body established by the Utena UAS’ Academic Board—supervising and implementing the Code;
 - 3.4. **Violation of academic ethics** – any act that violates the norms of general ethics, teaching, applied science and research, and the academic activities of students and unclassified students.

CHAPTER II PURPOSE AND FUNCTIONS OF THE CODE

4. Purpose of the Code:
 - 4.1. to guide the academic community of the Utena UAS to support and uphold the most important academic values: justice, integrity, respect, tolerance; professional, scientific and civic responsibility;
 - 4.2. to establish norms of ethical academic behaviour;
 - 4.3. to create a democratic, safe, trusting, and creative atmosphere at the Utena UAS;
 - 4.4. to establish an unanimously understood content of the principles of academic ethics for all members of the academic community.
5. Functions of the Code:
 - 5.1. to define the norms and principles of ethical academic behaviour of the academic community of the Utena UAS;
 - 5.2. to link the science and studies with the legal acts directly or indirectly regulating them.

CHAPTER III PRINCIPLES OF ACADEMIC ETHICS

6. Key principles of academic ethics:

6.1. Integrity. The academic community, in the pursuit of truth, knowledge, education, and equality, must insist on complete integrity in their learning, teaching, research, and performing other academic activities (e.g., administrative functions).

6.2. Trust. The academic community, implementing their rights and duties, fosters the trust that encourages a free exchange of ideas and enables everyone to fulfil their potential.

6.3. Justice. The academic community must develop objective and uniform institutional requirements, practices, and procedures as well as ensure their proper implementation to achieve justice and to build relationships among members of the academic community.

6.4. Respect. By promoting respect in their relationships for themselves, for others, and for scientific activities, study, study-related activities, and other activities (e.g., administrative activities), the academic community must recognise and respect human rights, ideas, suggestions, justified criticism, copyright, etc.

6.5. Responsibilities. The academic community, encouraging each other to be responsible for their actions, must not only follow the requirements of ethical behaviour in research, study, teaching and other academic activities (e.g., administrative activities) but must also hold other members both personally and collectively accountable.

6.6. Equality. Members of the academic community are equal before national legislation and the heads of the institution, i.e. it is prohibited to treat the same facts differently on an arbitrary basis. This does not mean that the application of different conditions or different regulation of the same relationship is prohibited, but it is possible only in case of objective and reasonable reasons.

7. The Code cannot cover all principles and breaches of academic ethics; therefore, representative list is not exhaustive. Hierarchy does not apply to these principles.

CHAPTER IV GENERAL ETHICAL STANDARDS

8. The ethical norms of the Utena UAS' academic community establish the basic provisions of formal and academic behaviour.

9. Members of the Utena UAS academic community are guaranteed academic freedom. Academic freedom means the expression of thought; freedom of choice of methods and access to scientific (artistic) and pedagogical activity, in accordance with recognized ethical principles; protection from restrictions and sanctions for the publication of the results and beliefs of one's scientific research and experimental development (art), except in cases where the published information is a state or service secret and/or a violation of the laws of the Republic of Lithuania. The responsible exercise of academic freedom requires that community members recognise the same right as other community members, support the critical thinking and an atmosphere of open debate in the Utena UAS. The principle of academic freedom is violated by:

9.1. showing disrespect for the different views or argumentative criticism of students or colleagues;

9.2. ignoring or deliberately restricting the rights of the members of the Utena UAS' academic community to express and defend their opinion on matters that are significant for the Utena UAS' community, its departments or personally;

9.3. ignoring or deliberately restricting of the right to reply to criticism or accusations;

9.4. organizing scientific research or experimentation without the necessary authorizations from the authorities.

10. Belonging to the Utena UAS academic community imposes an obligation to respect the interests of the Utena UAS and to contribute to the implementation of its objectives in the field of studies and research. It is compulsory:

10.1. to adhere to the directions of scientific applied activity of the Utena UAS, to express constructive criticism, first of all, to one's community, its self-governing bodies;

10.2. to actively support the standards of academic integrity in studies and applied science activities; to report to The Academic Ethics Committee any cases that may involve

corruption, workplace bullying, and fraud or an attempt to exert undue influence on a member of the Utena UAS' community;

10.3. to avoid conflict of public and private interests.

11. Violations of Academic ethics include:

11.1. harassment and/or discrimination of a member of the community on the grounds of age, gender or sexual orientation, disability, appearance, social status, race or ethnic origin, religion, or belief, marital status, other and the toleration of such behaviour. Such harassment and/or discrimination violates a person's dignity and is intended to create or does create an intimidating, hostile, degrading or offensive environment.

11.2. ignoring or deliberately restricting of the right to say or defend one's views;

11.3. confidential information or public discussion about members of academic community except when a person is applying for a post and discussion of their academic, career achievements, experience, professional and personal qualities is necessary for the purpose of assessing their suitability for the post

12. Relations between teachers and other staff shall be based on the assuring Utena UAS' performance quality. Violations of Academic ethics include:

12.1. unfair professional competition, participation in fraudulent transactions, concealment of information intended for all members of the Utena UAS community, escalation of conflicts and intrigues, psychological pressure within the community;

12.2. belittling by a member of the academic community the pedagogical and/or applied scientific activity, artistic activity abilities, theoretical views and personal qualities of a non-participating colleague in front of other members;

12.3. recommending to grant an award or recognition of a colleague's activity is based on a personal or political relationship, rather than an honest assessment of the submitted work and professional qualities of the applicant;

12.4. psychological pressure on a student or colleague for personal evaluation or to conceal dishonest actions.

CHAPTER V ETHICAL NORMS OF PEDAGOGICAL ACTIVITY

13. The relationship between the teacher and students is based on academic cooperation, respect, and transparency principles, without violating public and private interests. These principles are violated by non-academic relations between students and teacher in pursuit of benefit, for example, requesting and/or accepting gifts and/or services directly or indirectly etc.

14. The assessment of a student's knowledge and skills must be fair, honest and consistent with the description of the subject (module) of the study program:

14.1. a teacher is obliged to react and report to the AEC cases of student dishonesty, such as plagiarism, copying, falsification of examination results, falsification of project work results or other results, using outside help during examinations or other assessments, submitting someone else's written work as one's own, falsification of data, preparing written works for other students for payment, purchasing written work and submitting it for assessment by a member of the academic community, submitting the same assessed written work for assessment for another subject (module), etc.

14.2. a teacher is obliged to keep the student's data following the procedure established by the Republic of Lithuania Law on Legal Protection of Personal Data.

CHAPTER VI ETHICAL NORMS OF IN APPLIED SCIENTIFIC ACTIVITY

15. The applied scientific activity must be based on honest research and the pursuit of truth, and the researcher's behaviour must be based on morality and social responsibility. Applied

scientific research must not cause harm to society or the environment. Recognising truth and knowledge as the highest basis for applied scientific activity and expecting to be trusted and to have their achievements fairly evaluated, members of the academic community engaged in applied scientific activity shall commit themselves to the principle of academic integrity. The principle of academic integrity in applied scientific activity is violated by:

15.1. falsification or manipulation (e.g., creation of non-existent data, adjusting existing data to improve or worsen results). Typical cases of falsification or manipulation:

15.1.1. falsification of signatures, certificates, report data or results and other documents (e.g., data or results of academic assignments (laboratory research papers, course papers and other papers));

15.1.2. a non-existent source, an incorrect source page, the date of access to the website, or other information in the source description is provided;

15.1.3. withholding findings that contradict the hypothesis and/or questions of the study and/or the conclusions of the study;

15.1.4. knowingly providing misleading information about the methodology of an empirical study;

15.1.5. unjustified (unwarranted) imposition of co-authorship on students, colleagues, subordinates or supervisors; denying or concealing the contribution of others who have made significant contributions to applied scientific activity.

15.2. theft or deliberate damage to empirical research data, computer programs, samples of empirical material, manuscript;

15.3. plagiarism, i.e. the appropriation of ideas and texts without attribution. Typical cases of plagiarism include:

15.4. text by a different author is presented without quotation marks, such as quotation marks, or any other form of distinction from the rest of the text (e.g., as a separate paragraph, in italics);

15.3.1. paraphrasing or quoting someone else's idea, illustrations or data without indicating the correct source.

15.5. unfair, tendentious criticism of a colleague's work and deliberate belittling of a colleague's work on the grounds of personal dislike, competition, political or other motives unrelated to the professionalism of the applied scientific activity being assessed.

15.6. assisting another person in committing academic acts that violate the principle of academic integrity

CHAPTER VII

ETHICAL NORMS IN THE ACADEMIC ACTIVITIES OF STUDENTS AND UNCLASSIFIED STUDENTS

16. Students and unclassified students are guided by the principle of academic cooperation, respect, and academic transparency and integrity in their studies. The principle of academic integrity in the study process is violated by:

16.1. copying other person's work or allowing someone else to do so;

16.2. failure to report perceived cases of academic dishonesty by members of the academic community;

16.3. spreading the answers, use of prepared materials, unauthorised use of electronic or virtual communication devices, other technologies, disregarding the instructions of the assessor, or other dishonest behaviour during the assessment of academic performance;

16.4. plagiarism;

16.5. use of the work or results of other students' work.

16.6. falsification of research data, earning money by preparing written work for other students, buying a written work and submitting it for assessment by a member of the academic community, submitting the same written work while taking (several times) several courses;

16.7. settlement by another person or for another person, etc.

17. The Utena UAS may apply the procedure of pledging to act honestly during each assessment (for example, instructing students to write the following sentence on the first page of the assessment letter: “I pledge to independently and honestly complete the tasks of this assessment”), and make audio and / or video recording.

18. Filming, photographing, and audio recording during a lecture without the teacher’s permission is not allowed.

19. Students and unclassified students who sign the declaration of integrity pledge not to discredit the Utena UAS’ name.

CHAPTER VIII ADOPTION AND IMPLEMENTATION OF THE CODE OF ACADEMIC ETHICS

20. The Code of Academic Ethics is prepared, changed or supplemented by order of the Director of the Utena UAS by forming a working group, which includes members of the academic community. If necessary, representatives of other institutions and/or social partners may be invited.

21. For the consideration of the adoption, amendment or addition of the Code of Academic Ethics, the Code project public presentations and discussions/deliberations with the academic community/its representatives are held, making it publicly available on the Utena UAS’ website.

22. The approval of the majority of members of the academic community is required for the adoption, amendment or addition of the Code of Academic Ethics.

23. The Code of Academic Ethics is approved by the decision of the Academic Board of the Utena UAS.

24. Members of the Utena UAS community are introduced to the documents governing the principles of ethics and their implementation provisions by publicly publishing the Code of Academic Ethics on the Utena UAS’ website. Each member of the Utena UAS academic community signs the Declaration of Integrity (appendices 1-2) upon starting a position or studying at the Utena UAS.

25. The College can organize ethical behaviour training for its academic community, publish practical publications on the implementation of the principles of academic ethics, and at the suggestion of the AEC, award incentive measures to the members of the academic community for fostering and disseminating the principles of academic ethics.

CHAPTER IX SUPERVISION OF THE CODE OF ACADEMIC ETHICS

26. The supervision of Utena UAS' The Code of Academic Ethics shall be carried out by the AEC, in accordance with the Code of Academic Ethics and the regulations of the AEC.

27. AEC shall consist of members of the academic community - employees and students. If necessary, representatives of other institutions and/or social partners may be invited.

27.1. each faculty shall offer one employee to AEC;

27.2. Utena UAS student representation shall offer one member to AEC, representing each faculty;

27.3. The Work Council shall offer one member to AEC.

28. AEC members are approved by the Academic Board of the Utena UAS for three years. AEC members sign the Declaration of Impartiality during the first meeting.

29. AEC members shall hold office for a maximum of two consecutive terms. AEC shall operate in accordance with the regulations of AEC activities, which are approved by the Academic Board of the Utena UAS.

30. AEC members must meet the following requirements: impeccable reputation (as defined in the Law on Science and Studies), experience in the field of implementing the principles

of academic ethics.

31. The Utena UAS' student representation can form a separate commission/committee to examine potential ethical violations by students.

32. AEC shall accept and consider requests, reports or information about possible violations of academic ethics and impose disciplinary measures in accordance with the procedure established in the regulations of AEC.

33. AEC has the right to make a decision on other cases of potentially unethical academic behaviour not specified in the Code of Academic Ethics, based on general ethical norms and principles and Utena UAS values.
