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Academic Council of Utenos kolegija  
Higher Education Institution  
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Higher Education Institution  
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## **THE CODE OF ACADEMIC ETHICS OF UTENOS KOLEGIJA HIGHER EDUCATION INSTITUTION**

### **CHAPTER I GENERAL PROVISIONS**

1. The Code of Academic Ethics of Utenos kolegija Higher Education Institution (hereinafter referred to as the Code of Academic Ethics) establishes the norms of ethical academic conduct that are guided by the members of the academic community of Utenos kolegija Higher Education Institution (hereinafter referred to as the Utenos kolegija HEI).

2. The Code of Academic Ethics has been prepared in accordance with the Constitution of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, the Statute of Utenos kolegija HEI, the European Code of Ethics for Researchers, the recommendations of the Academic Ethics and Procedures Controller of the Republic of Lithuania to science and studies institutions on the preparation, adoption and implementation of academic ethics codes, and the Guidelines for the Assessment of Compliance with Research Ethics, and other legal acts.

3. Terms used in the Code of Academic Ethics:

3.1. **Academic community** – students and listeners, lecturers, researchers, other researchers and professors emeritus, scientists emeritus, other employees participating in scientific and/or study activities;

3.2. **Academic ethics** – a set of generally recognized values, principles and scientific practices that ensure transparency, honesty, justice, responsibility, equality of persons, non-discrimination, academic freedom, impartiality in the assessment of scientific and study works, trust, respect and protection of intellectual property in scientific activity and the dissemination of science (art), studies and study-related activities;

3.3. **Institution dealing with academic ethics issues** - Academic Ethics Committee (hereinafter referred to as AEC) - a collegial institution established by the Academic Council of the

Utenos kolegija HEI, which supervises and implements the Code of Academic Ethics;

3.4. **Violation of academic ethics** - an act or omission that violates the norms of academic ethics, pedagogical activities, applied science and research activities, and academic activities of students and listeners.

## **CHAPTER II**

### **AIMS AND FUNCTIONS OF THE CODE OF ACADEMIC ETHICS**

4. Objectives of the Code of Academic Ethics:

4.1. to mobilize members of the Utenos kolegija HEI academic community in supporting and fostering the most important academic values: justice, honesty, respect for people, tolerance, professional, scientific and civic responsibility;

4.2. to establish standards of ethical academic conduct;

4.3. to create a democratic, trust-promoting and creative working atmosphere in the Utenos kolegija HEI;

4.4. to establish a universally understood content of the principles of academic ethics for all members of the academic community.

5. Functions of the Code of Academic Ethics:

5.1. define the norms and principles of ethical academic behavior of members of the Utenos kolegija HEI's academic community;

5.2. to protect the legitimate needs and interests of members of the academic community, to help align organizational behavior with societal values and the principles of academic ethics;

5.3. to link the science and studies system with the legal acts that directly or indirectly regulate it.

## **CHAPTER III**

### **PRINCIPLES OF ACADEMIC ETHICS**

6. The most important principles of academic ethics:

6.1. Integrity. Members of the academic community, in promoting the pursuit of truth, knowledge, scholarship, and equality, must demand complete integrity in their teaching, research, and performance of their functions in other academic activities (e.g., administrative functions).

6.2. Trust. Members of the academic community, in exercising their rights and responsibilities, foster a culture of trust that encourages the free exchange of ideas and enables

everyone to reach their potential.

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

6.4. Respect. Members of the academic community, while promoting respect in mutual relationships, for themselves and others, as well as for scientific activities, studies, study-related activities and other activities (e.g. administrative activities), must recognize and respect human rights, expressed ideas, suggestions, justified criticism, copyrights, etc.

6.5. Responsibility. Members of the academic community, while encouraging each other to be responsible for their actions, must not only adhere to the requirements of ethical behavior in the areas of research, studies, teaching and other academic activities (e.g., administrative activities), but also demand both personal and collective responsibility from other members of the academic community.

6.6. Equality. Members of the academic community are equal before national legislation and before the heads of institutions, that is, it is prohibited to arbitrarily assess essentially the same facts differently. This does not mean that the application of different conditions or different regulation of identical relations is prohibited, but it is possible only if there are objective and justified reasons.

7. The list of principles of academic ethics and forms of conduct that violate them presented in the Code of Academic Ethics is not exhaustive. There is no hierarchy for these principles.

## **CHAPTER IV**

### **GENERAL ETHICAL STANDARDS**

8. The ethical norms of the Utenos kolegija HEI's academic community establish the basic provisions of professional and academic conduct.

9. The community exercises academic freedom, which means: freedom of thought, expression; freedom to choose methods and approaches to scientific (artistic) and pedagogical activities, consistent with recognized ethical principles; protection from restrictions and sanctions for publishing the results and beliefs of one's scientific research and experimental development (artistic), except in cases where the information published is a state or official secret and/or a violation of the laws of the Republic of Lithuania. Responsible exercise of this right requires that all members of the academic community recognize this right in relation to each other, support the tradition of critical thinking and an atmosphere of open deliberation in the Utenos kolegija HEI. The following contradict the responsible exercise of academic freedom:

9.1. intolerance of different opinions and reasoned criticism from students or colleagues;

9.2. Ignoring or deliberately restricting the right of members of the Utenos kolegija HEI's academic community to express and defend their opinion when making decisions that are significant for the Utenos kolegija HEI community, its departments, or themselves personally;

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

9.4. organizing scientific research or testing without the necessary permits from the authorities;

9.5. participation in scientific research or experiments that result in harm to humans, nature, society and culture.

10. Membership in the Utenos kolegija HEI's academic community obliges one to observe the general rules

To contribute to the interests of the Utenos kolegija HEI and, to the extent possible, to the implementation of its study and research goals. Therefore, from an ethical point of view, members of the Utenos kolegija HEI community must:

10.1. to adhere to the directions of the Utenos kolegija HEI's scientific and applied activities, to express constructive criticism primarily to one's own community and its local government institutions;

10.2. actively support standards of academic integrity in studies and scientific research activities;

10.3. report to the Academic Ethics Committee cases that may be related to corruption, mobbing , fraud or attempts to exert illegal influence on a member of the Utenos kolegija HEI community;

10.4. avoid conflicts of public and private interests.

11. Academic ethics are violated by:

11.1. academic community discrimination and/or harassment of members of the academic community – when, due to age, gender or sexual orientation, disability, appearance, social status, race or ethnicity, religion or beliefs, marital status or other status, the dignity of a person is violated and an intimidating, hostile, degrading or offensive environment is sought to be created or is created, as well as when behavior that violates human rights and degrades dignity is tolerated;

11.2. ignoring or deliberately restricting the right to express and defend one's opinion;

11.3. disclosure of confidential information or public discussion about members of the academic community, except in cases where, in accordance with the established procedure, a person is applying for a position and the discussion of his academic, career achievements, experience, professional or personal qualities is necessary for the assessment of suitability for the position.

12. The relationships between lecturers and other employees are focused on ensuring the quality of the Utenos kolegija HEI's activities. Academic ethics are violated by:

12.1. when professional competition between colleagues takes on unfair forms, participation in illegal, dishonest transactions occurs, information intended for all employees is concealed, petty conflicts and intrigues escalate, and a psychologically unfavorable work atmosphere is created;

12.2. when a member of the academic community belittles the pedagogical and/or applied scientific activities, artistic activities, theoretical views and personal qualities of a colleague who is not participating in the meeting in the presence of other members;

12.3. when recommending an award or other forms of recognition of a colleague's work are based on a personal or political relationship, rather than on a factual assessment of the submitted work and the professional qualities of the applicant;

12.4. when pressure is exerted on a colleague or student in order to obtain undeserved grades or to conceal dishonest academic actions.

## **CHAPTER V**

### **ETHICS OF PEDAGOGICAL ACTIVITIES**

13. The relationship between a teacher and students is based on the principles of academic cooperation, respect and transparency, without violating public and private interests. These principles are violated by a student or teacher seeking to establish non-academic relationships with the aim of gaining benefits from it: requesting and/or accepting gifts and/or services, directly or indirectly, etc.

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

14.1. the lecturer must respond and report to the AEC about cases of student dishonesty, such as plagiarism, copying, falsification of exam, project work and other assessment results, use of external assistance during an exam or assessment, submission of someone else's written work as one's own, falsification of research data, earning money by preparing written work for other students, purchasing a written work and submitting it for assessment by a member of the academic community, submitting the same assessed written work to pay for another subject (module), etc.;

14.2. The teacher must protect the student's personal data in accordance with the procedure established by the Law of the Republic of Lithuania on the Legal Protection of Personal Data.

## **CHAPTER VI**

### **ETHICS OF APPLIED SCIENTIFIC ACTIVITIES AND RESEARCH**

15. Applied science and research activities must be based on honest research and the pursuit of truth, and the researcher's behavior must be based on morality and socially responsible behavior. Applied science and research activities must not cause harm to society and the environment. Recognizing truth and knowledge as the highest goal of applied science and research activities, expecting trust and fair assessment of their achievements, members of the academic community carrying out applied science and research activities undertake to follow the principles of academic ethics. Violations of these principles in applied science and research activities are committed by:

15.1. falsification, tampering or manipulation (e.g. creation of existing data, adjustment of existing data to improve or worsen results). Typical cases of falsification, tampering or manipulation include:

15.1.1. forged signatures, certificates, report data or results and other documents (e.g. data or results of academic assignments (laboratory, coursework and other works);

15.1.2. a non-existent source, an incorrect source page, the date of the website visit or other source description data is indicated;

15.1.3. omitting data obtained that contradict the research hypothesis and/or questions and/or research conclusions;

15.1.4. inappropriate use of statistics (for example, unreasonably asserting statistical significance);

15.1.5. Unjustified expansion of the research bibliography in order to please editors, reviewers or colleagues, or manipulation of bibliographic data;

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

15.1.7. unjustified (undeserved) imposition of co-authorship on students, colleagues, subordinates or managers;

15.1.8. Unjustified denial or omission of the intellectual and/or financial contribution of persons who assisted in applied science activities.

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

15.3. plagiarism, i.e., appropriation of ideas, data or texts without indicating their author, i.e., presentation of other people's ideas as one's own. Typical cases of plagiarism:

15.3.1. foreign text is provided without quotation marks – quotation marks or other type of separation from the entire text (for example, a separate paragraph, in italics);

15.3.2. when retelling or quoting someone else's idea, illustrative material or data, the exact source is not indicated.

15.3.3. republishing substantial portions of your previous publications, including

translations, without proper attribution or citation;

15.4. concealment of research data or results without justifiable reason;

15.5. allowing funders, sponsors or other persons to jeopardize the independence and impartiality of the research process or the impartial presentation of results;

15.6. concealment of the use of artificial intelligence or automated tools in the creation of content or preparation of publications;

15.7. unjustified splitting of scientific research results into several publications in order to increase their number;

15.8. journals, publishing houses, events or services that harm the quality of scientific research ("predatory" journals or conferences, organizations providing services for the preparation of scientific and study papers, English: paper mills ), establishment, sponsorship or conscious use thereof;

15.9. participation in cartels of reviewers and authors who, by agreement, review each other's publications;

15.10. abuse of position to promote violations of research ethics or to pursue personal career;

15.11. delaying the work of other colleagues or unreasonably interfering with their work;

15.12. Incorrect, biased criticism and deliberate belittling of a colleague's work due to personal antipathy, competition, political or other motives unrelated to the professionalism of the scientific work being evaluated;

15.13. ignoring other individuals' alleged violations of research ethics or covering up unacceptable institutional responses to misconduct or other violations;

15.14. The list of cases of plagiarism, forgery, manipulation and falsification is not exhaustive.

## **CHAPTER VII**

### **ETHICS OF ACADEMIC ACTIVITIES OF STUDENTS AND AUDIENCES**

16. Students and listeners shall be guided by the principles of academic ethics in the study process. The principles of academic ethics in the study process are violated by:

16.1. copying or allowing someone else to copy;

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

16.3. cheating, use of blanks , use of electronic or virtual communication means, other

technologies to achieve an undeserved assessment result, disregard of the examiner's instructions regarding the assessment procedure;

16.4. plagiarism;

16.5. using another person's work or results during settlement;

16.6. concealing the use of artificial intelligence or automated tools in creating content or preparing reports;

16.7. falsification of research data, earning money by preparing assignments for other students, purchasing such work and submitting it for assessment by a member of the academic community, submitting the same work for multiple courses (multiple times);

16.8. student's payment for himself/herself through another person or payment for another person, etc.

17. Teachers have the right to apply the procedure of promising to behave honestly during the assessment (for example, instructing students to write the following sentence on the first page of the assessment: "I undertake to independently and honestly complete the tasks of this assessment"), to make an audio and/or video recording.

18. Students and listeners may make video and audio recordings of lectures and take photographs of the study environment only with the consent of the lecturer.

19. Students and listeners who sign the declaration of honesty undertake not to discredit the name of the Utenos kolegija HEI.

## **CHAPTER VIII**

### **ADOPTION AND IMPLEMENTATION OF THE CODE OF ACADEMIC ETHICS**

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

21. For the adoption of the Code of Academic Ethics, public presentations of the draft Code and discussions/deliberations with the academic community/its representatives are organized, publicly announced on the Utenos kolegija HEI's website.

22. Amendments and/or additions to the Code of Academic Ethics are submitted for review to the Utenos kolegija HEI's faculty councils.

23. The Code of Academic Ethics is approved by a decision of the Academic Council of the Utenos kolegija HEI.

24. Members of the Utenos kolegija HEI community are made aware of the ethical



principles and the documents regulating their implementation by publishing the Code of Academic Ethics on the Utenos kolegija HEI website. Each member of the Utenos kolegija HEI academic community signs the Declaration of Integrity (Appendices 1-2) upon taking up his/her duties or studying at the Utenos kolegija HEI.

25. The Utenos kolegija HEI may organize training in ethical behavior for its academic community, publish practical publications on the implementation of the principles of academic ethics, and, at the proposal of the Academic Ethics Committee, award incentives for 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 the Code of Academic Ethics of Utenos kolegija HEI is carried out by the AEC, guided by the Code of Academic Ethics and the AEC's operating regulations, which are approved by the Utenos kolegija HEI's Academic Council.

27. The Academic Council is composed of members of the academic community – staff and students.

27.1. each faculty proposes two employees to the AEC;

27.2. The Utenos kolegija HEI Student Representative Council proposes two members to the AEC, representing each faculty;

27.3. The Utenos kolegija HEI's Labor Council proposes one member to the AEC.

28. The members of the AEC are approved by the Academic Council of the Utenos kolegija HEI for a period of three years. The members of the AEC sign a Declaration of Impartiality during their first meeting.

29. Members of the AEC may hold office for no more than two consecutive terms.

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

31. AEC accepts and considers requests, reports or information about possible violations of academic ethics and imposes disciplinary measures in accordance with the procedure established in the AEC's operating regulations.

32. AEC has the right to make a decision on other cases of potentially unethical academic behavior not specified in the Code of Academic Ethics, based on general ethical norms and principles and the values of the Utenos kolegija HEI.

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