

APPROVED

Academic Board of Alytaus kolegija
Minutes No. V3-34 of 28-08-2015
Academic Board of Alytaus kolegija
Edition of Minutes No. V3-17 of 14-03-
2018 (since 15 March 2018)

CODE OF ACADEMIC ETHICS OF ALYTAUS KOLEGIJA

CHAPTER I GENERAL PROVISIONS

1. Code of Academic Ethics of Alytaus kolegija (hereinafter – Code of Ethics) is meant to promote the culture of Alytaus kolegija research and study quality and socially responsible behaviour, foster academic integrity, transparency and responsibility of interested parties.

2. The Code of Ethics seeks to contribute to the mission of science and studies defined in the Law on Science and Studies of the Republic of Lithuania, the implementation of the Lithuanian science and studies policy, and the development and implementation of a sustainable science and studies system.

3. Terms used in the Code of Ethics:

3.1. **Academic community** – Alytaus kolegija students, lecturers, researchers, other researchers.

3.2. **Academic ethics** - academic values universally recognized by the academic community and consolidated in the codes of ethics of research and study institutions, ensuring the transparency of the research and study process, the academic integrity of the members of the academic community, mutual trust, respect, equality, justice, non-discrimination, responsibility, resource efficiency, academic freedom, impartiality in the evaluation of research and study and the protection of intellectual property.

3.3. **Commission of Academic Ethics** (hereinafter – Ethics Commission) – a collegial institution constituted by Alytaus kolegija supervising the Code of Academic Ethics.

3.4. **Core values of academic ethics** – academic integrity, responsibility, equality, justice, non-discrimination, accountability, transparency, sustainable use of resources, academic freedom, impartiality of evaluation of research and study papers, trust and respect.

3.5. **Socially responsible behaviour** – deliberate, ethical, mature behaviour of a member of Alytaus kolegija and its academic community in the surrounding environment – both external and internal.

3.6. **Interested parties** – persons who, by their activities or actions, have or may have a direct and / or indirect impact on research and study institutions.

4. Other terms used in this Code of Ethics are understood as definitions established in the Law on Science and Studies of the Republic of Lithuania and other legal acts.

CHAPTER II PURPOSE OF THE CODE OF ACADEMIC ETHICS

5. Aims of the Code of Ethics:

5.1. promote ethical behaviour – prevention is more important than punishing for misconduct;

5.2. define the limits of responsibility – the Code of Ethics must clearly regulate the responsibilities of the members of academic community and protect them from illegal decisions and actions (action and/or inaction);

5.3. perform the function of moral education – the code of ethics can be used in the process of teaching both formal and informal ethical behaviour to encourage members of the academic community to adhere to the principles of academic ethics;

5.4. discipline members of the academic community – on the basis of the code of ethics to carry out ethical supervision and control of the activities of the members of the academic community and the quality of decision-making;

5.5. increase public confidence – the institutional values and standards to be achieved that are set out in the Code of Ethics must be ensured by real action, i.e., members of the academic community must follow the requirements and principles of academic ethics;

5.6. regulate the behaviour of members of the academic community – help members of the academic community to evaluate and address specific situations in academic life that raise issues related to academic ethics.

6. Functions of the Code of Ethics:

6.1. protect the needs and interests of members of the academic community, reconcile organizational behaviour with the values of society and the principles of academic ethics;

6.2. be the main means of ensuring academic ethics in the institution of science and studies;

6.3. help members of the academic community to understand their public mission and social responsibility;

6.4. help to achieve greater transparency in the activities of the institution of science and studies;

6.5. show the public that the institution of science and studies cares about responsible, professional behaviour;

6.6. form and cherish the image of the institution of science and studies;

6.7. establish criteria which are used by members of the academic community in communication;

6.8. encourage the academic community to perform its functions fairly and effectively;

6.9. encourage the academic community to rely on understanding of its own and institutional values;

6.10. specify the measures of behaviour regulation (e. g., incentives - award, thanks, etc., sanctions – temporary suspension of academic activities, dismissal, etc.);

6.11. be a means of competence formation on the basis of professional meetings and discussions (for example, by initiating trainings on ethical behaviour);

6.12. help achieve a high level of academic awareness and social responsibility.

CHAPTER III STANDARDS OF ACADEMIC ETHICS IN THE ACADEMIC COMMUNITY

General ethical standards

7. The ethical norms of the academic community are established by the provisions of basic ethical professional (academic) behaviour which show the directions of the academic ethics policy of Alytaus kolegija and the implementation of which is ensured by the legal acts of the Republic of Lithuania, agreements, internal documents of the institution of science and studies.

8. Academic freedom means the right of members of the academic community to openly express their views on the organization and administration of studies and research, express uncensored critical remarks, freely develop scientific activities by choosing methods, the commitment of Alytaus kolegija to protect a member of the academic community from constraints. Responsible exercise of this right requires that members of the academic community recognize the same right for others, support the tradition of critical thinking and the atmosphere of open discussion at Alytaus kolegija.

9. Responsible exercise of academic freedom is contrary to:

- 9.1. intolerance to other opinions and critical arguments of members of the academic community;
- 9.2. ignoring or otherwise restricting the right of members of the academic community to express and defend their opinion in making decisions that are significant for the community of Alytaus kolegija, its subdivisions or a member himself/herself;
- 9.3. disregard or other restriction of the right to respond to criticism or accusations;
- 9.4. participation in research and experiments involving damage to man, nature, society and culture,
10. Belonging to the academic community obliges to take into account the general interests of Alytaus kolegija and to contribute to the implementation of study and research goals as much as possible. Therefore, from an ethical point of view, members of the academic community must:
- 10.1. actively adhere to the standards of academic integrity and the principle of open access in the study process and research activities;
- 10.2. when initiating and / or implementing projects related to the name of Alytaus kolegija, seek to ensure that their results serve the general interests of Alytaus kolegija and are publicly available;
- 10.3. report to the ethics commission on cases that may be related to corruption or attempts to make an illegal impact on a member of Alytaus kolegija;
- 10.4. provide the available information to the ethics commission and the Ombudsman of Academic Ethics and Procedures of the Republic of Lithuania examining possible breaches of academic ethics and/or procedures;
- 10.5. refuse to exercise the right to vote when the issue of financing, imposition of a penalty or promotion is resolved in the self-government institutions of Alytaus kolegija, which may cause a conflict of interest;
- 10.6. use the name of Alytaus kolegija and carry out work there for political purposes only with the written consent of Alytaus kolegija;
11. Relations between members of the academic community are based on the principles of respect, goodwill, impartiality and non-discrimination. These principles are violated by:
- 11.1. discrimination against members of the academic community by speaking, action or academic assessment, as well as tolerance of such discrimination;
- 11.2. humiliation of a member of the academic community using supremacy.
12. The relations between the members of the academic community are based on the principles of collegiality and academic solidarity and are focused on ensuring the quality and creative atmosphere of studies and research. These principles are violated when:
- 12.1. professional competition between colleagues acquires unfair forms by participating in illegal, dishonest (shameful and otherwise dishonest) transactions, information for members of the academic community is concealed, conflicts and intrigues are encouraged and/or raised;
- 12.2. a member of the academic community, in the presence of other members, depreciates the pedagogical and /or scientific abilities, theoretical views and personal qualities of the non-participating colleague;
- 12.3. recommending the award of a degree, academic title, award or recognition of a colleague's activities in other forms shall be based on a personal, business or political relationship, rather than a professional evaluation of the submitted work and professional qualities of the applicant;
- 12.4. psychological pressure is exerted on a member of the academic community in order to achieve a personal assessment or to conceal unfair academic practices;
- 12.5. confidential information about members of the academic community is made public or publicly discussed (such as academic achievements, salary, career intentions, state of health, personal affairs, etc., unless, in accordance with the procedure established by the institution, the person applies for the position and a discussion of his/her academic, career achievements,

experience, professional and personal characteristics is necessary for the assessment of suitability for the position);

12.6. the name of a member of the academic community is humiliated systematically (consistently, according to the plan) in violation of the procedure established by the internal procedure documents of Alytaus kolegija.

12.7. Belonging to the academic community obliges to behave collegially and decently towards the members of the college community. This is violated by:

12.7.1. humiliation of a member of the community, especially in the exercise of superiority as a teacher, researcher, or administrator;

12.7.2. sexual harassment.

13. The use of the scientific base and other resources of Alytaus kolegija must be sustainable, responsible and intended for the fulfilment of the obligations assumed by Alytaus kolegija. This provision is violated by:

13.1. use of material, human and financial resources of Alytaus kolegija for political activities, private business or meeting personal needs;

13.2. abuse of Alytaus kolegija resources during project implementation;

13.3. destruction of Alytaus kolegija property.

Ethics of pedagogical activity

14. The teacher's relationship with students is based on the principles of academic cooperation and transparency. Engaging in non-academic commitments can lead to conflicts of interest, and ambiguous relationships with students should be avoided. These principles are violated by:

14.1. endeavour of a student or lecturer to establish a non-academic relationship with a lecturer or student, respectively, when it is related to the course being taught, supervising research work or other direct academic relationship in order to benefit from academic relations;

14.2. assuming the role of a teacher in relation to a family member, close friend (having direct, close connections, relationships), business partner (examination, supervision of written works, etc.) in cases where there is a possibility to avoid such a role;

14.3. requirement and / or acceptance of gifts, non-academic or academic services not directly related to the courses studied, provided directly and indirectly (through other persons) from members of the academic community.

15. The assessment of the student's knowledge, abilities and skills must be fair, honest, consistent with the objectives of the course taught:

15.1. the lecturer must react in principle and report to the ethics commission the cases of student dishonesty, such as plagiarism, copying, falsification of data, fabrication, falsification of exam or credit results, use of outside assistance during the exam or assessment, submitting someone else's written work as their own, earning by preparing written work for other students, the purchase of a written work and its submission for the evaluation of a member of the academic community, the submission of the same evaluated written work in settlement of another course, etc. .;

15.2. the lecturer must reduce the chances of students' academic dishonesty during the settlements for the course;

15.3. the lecturer shall not request personal data from the student or lecturer in group discussions, except in the cases provided for in the Law on the Legal Protection of Personal Data of the Republic of Lithuania;

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

15.5. the teacher must avoid linking the student's knowledge assessments with the student's participation (non-participation) in political or social activities acceptable (unacceptable) to the teacher;

15.6. the teacher must provide suitable facilities for students with special needs (such as visual, hearing, mobility and other disabilities) during the assessment to enable them to complete the tasks.

16. The atmosphere of trust is undermined by the disclosure of confidential student information. The principle of confidentiality of information requires to:

16.1. disclose information to third parties about the student's academic assessments or penalties only with the student's written consent or the legal basis for the intended harm to other persons;

16.2. avoid discussing the student's achievements, except in cases when assessing student appeals, discussing exam or credit results and other academic issues, the objective solution of which clearly justifies their discussion;

16.3. use private information for teaching or research purposes only with the written consent of the student;

16.4. ensure that comments on a student's written work not submitted for public defence are not made available to third parties.

Ethics of applied research

17. Applied research must be based on honest research and the pursuit of truth, and the researcher's behaviour must be based on morality and socially responsible behaviour. Applied research must not harm society and the environment. Recognizing truth and cognition as the highest goal of applied research, in the hope of trust and fair evaluation of their achievements, members of the academic community engaged in applied research commit themselves to the principle of academic integrity. The principle of academic integrity in applied research is violated by:

17.1. forgery, falsification or manipulation (e. g., creation of missing data, correction of existing data to improve or degrade results). Typical cases of forgery, falsification or manipulation are as follows:

17.1.1. forged signatures, certificates, data or results of reports and other documents (for example, data or results of academic tasks (laboratory, term and other work));

17.1.2. indication of a non-existent source, an incorrect source page, the date the website was visited or other source description data;

17.1.3. omission of the data obtained that contradicts the research hypothesis and / or questions and / or research conclusions;

17.1.4. deliberate submission of misleading information about empirical research methodology.

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

17.1.6. unjustified denial or omission of the intellectual and/or financial contribution of those who have contributed to the research.

17.2. theft or intentional damage of empirical research data, computer programs, samples of empirical material and manuscripts.

17.3. Plagiarism, i.e., submitting ideas, data or texts without indicating their author, i. e., submitting ideas of another person as one's own. Typical cases of plagiarism are as follows:

17.3.1. another person's text submitted without citation marks – inverted commas or other type of distinction from the whole text (e. g., a separate paragraph, italics);

17.3.2. the exact source is not indicated when retelling or quoting another person's idea, illustration, or data.

17.4. Incorrect, biased criticism of a colleague's work and deliberate humiliation due to personal antipathy, competition, political or other motives unrelated to the professionalism of the research work being evaluated.

17.5. Assisting another in performing academic actions that breach the principle of academic integrity.

17.6. Academic bribery , i. e., offering or giving remuneration for academic services (individual or group).

Ethics of editors of scientific journals

18. In their activities, editors of scientific journals shall be guided by principles of justice, honesty , integrity and impartiality:

18.1. establish clear rules and requirements for members of the editorial board, authors of articles and reviewers, publish the rules and requirements and ensure compliance.

18.2. aim for higher quality of journal articles by constantly improving the rules and requirements and their enforcement procedures; guarantee the timely issue and periodicity of each journal

18.3. the decision whether to publish an article is based solely on its relevance to science, originality, clarity and relevance to the theme of the journal;

18.4 ensure fair, impartial, anonymous and timely review of the articles submitted;

18.5. seek to avoid conflicts between editors and publishers, editors and authors, editors and reviewers; conflicts that have occurred shall not be silenced and shall be resolved to the end, if necessary, they shall be made public in one way or another.

18.6. provide opportunities to publish corrections, explanations and apologies, if necessary.

Ethics of reviewers of scientific journals

19. Reviewers of scientific journals shall agree to review only those articles on the subject of which their competence is sufficient and with the authors of which there are no conflicts of interest; inform the journal editor about the disagreement as soon as possible, stating the reasons for the disagreement;

20. shall not refuse to review an article on the grounds of busyness if they published an article in that journal;

21. shall review objectively, professionally, honestly, in good faith and impartially and submit the review within the term set by the editor.

22. shall respect the confidentiality of the review process and discuss the reviewed article only with the editor.

23. the review shall be in writing with a clear recommendation to publish or not to publish the article, identifying the shortcomings that can still be corrected when the article is proposed for publication and very clear reasons for the decision when the article is proposed not to be published;

24. shall comment on the article professionally, objectively, impartially, avoiding personalism; shall not express a private opinion on the article that differs from the one formulated in the review;

25. on suspicion of the ethical misconduct of the authors of the article, shall inform the editor and shall not disclose this suspicion until the editor has completed the investigation.

26. The first reviewer of the article shall be nominated by the authors themselves and the review shall be submitted.

Ethics of authors of articles

27. Authors of articles shall provide scientifically valuable articles, original, not previously published in full or in part, if there is no reference to an already published publication.

28. Research methods, research data and results shall be presented clearly so that they can be replicated by others.

29. Ideas, statements, research methodologies or discussion of the results of other researchers shall not be provided in the articles without references to the publications of their authors.

30. Articles shall not be „duplicated“: the results of the same research shall not be published expanding them, slightly supplementing and conveying them in other sentences.

31. Each author of the article shall agree with all the statements of the article and shall be responsible for them and ready to defend them in a scientific discussion.

32. When submitting an article, heads of institutions, editors or members of editorial boards shall not use their positions in order to obtain exceptional conditions for the publication of the article.

33. The authors shall follow the principle that the list of sources of an article cannot be dominated by their own articles.

34. The authors shall edit the article taking into account reasonable comments of the reviewers during the time allotted by the editor.

35. The authors shall not seek to improve their research metrics in unethical ways.

Standards of ethics for students and unclassified students

36. Students and unclassified students follow the principle of academic integrity in the study process. The principle of academic integrity shall be violated by:

36.1. cheating or knowingly letting others cheat;

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

36.3. prompting, use of cribs, use of electronic or virtual means of communication to achieve an undeserved evaluation result, disregard of the examiner's instructions concerning the assessment procedure;

36.4. plagiarism, i. e. submitting someone else's written work as one's own;

36.5. use of someone else's work or its results in settlement of academic tasks;

36.6. submitting the same written work for more than one course;

36.7. the settlement of a student for himself/herself using another person or the settlement of a student for another person;

37. Every student who has entered Alytaus kolegija shall sign the Student's / Unclassified Student's Declaration of Integrity (Appendix 1), which is valid for the entire period of the study contract. The form of each examination assignment includes the student's commitment to act honestly during the assessment and, unless otherwise instructed by the teacher, not to use any additional means (books, notes, etc.), a mobile phone and other means of communication and not to cheat, etc., which shall be signed by the student before the assessment.

38. In order to protect a person's privacy when using mobile phones with integrated video and photo cameras and sound recording equipment or other audio and video recording devices, when photographing, filming or using an audio recording device in an academic environment, the person must be informed and his/her consent must be obtained.

39. Students and unclassified students undertake to use the infrastructure of Alytaus kolegija (scientific and computer equipment, library and other resources) responsibly, sustainably and in accordance with its purpose.

CHAPTER IV SUPERVISION OF THE CODE OF ETHICS

40. The following provisions are provided to ensure the supervision of the Code of Ethics:

40.1 The supervision of the Code of Ethics is executed by the ethics commission in accordance with the provisions of the Code of Ethics.

40.2. The ethics commission consists of 7 members. The commission is elected by the Academic Board from the candidates proposed by the faculty councils and the director. One member is delegated by the Student Embassy. The commission shall be chaired by the chairperson elected by the majority of all of its members. Members of the administration may not be members of the commission.

40.3. The members of the ethics commission are approved by the Academic Board of the Kolegija for three years.

40.4. The members of the ethics commission shall serve for a maximum of two consecutive cadencies. The ethics commission operates in accordance with the regulations of the ethics commission, which are approved by the head of Alytaus kolegija. The ethics commission has the right to invite experts to its meetings.

40.5. The members of the ethics commission should meet the following requirements: impeccable reputation, experience in the implementation of the principles of academic ethics.

40.6. The Student Embassy of Alytaus kolegija may form a separate commission for the investigation of possible ethical violations of students.

40.7. The ethics commission initiates additions or amendments to the Code of Ethics and submits them to the Academic Board of the college for consideration and approval.

40.8. The ethics commission accepts and considers reports or information on possible violations of academic ethics.

40.9. Meetings of the ethics commission are convened upon receipt of a notice or information about possible violations of academic ethics and /or procedures or to initiate additions or amendments to the Code of Ethics.

40.10. Meetings of the ethics commission are convened and chaired by the chairperson of the ethics commission. If the received report or information relates to the chairperson of the ethics commission, the meeting shall be convened and chaired by the oldest member of the ethics commission.

40.11. The ethics commission shall not examine the report or information on possible violations of academic ethics, except for the violations specified in sub-paragraphs 17.1 and 17.3, if more than one calendar year has elapsed from the date of making or clarification of possible violations of academic ethics. The Ethics Commission also does not examine reports or information on possible procedural violations at Alytaus kolegija. The ethics commission shall notify the person in writing of the decision not to examine the report or information and the transmission of the report or information to the Ombudsperson of Academic Ethics and Procedures of the Republic of Lithuania not later than within 10 working days from the date of the receipt of the report or information.

40.12. The ethics commission shall immediately notify the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania of the decision not to examine the report or information and forward the relevant material to the Ombudsperson, who shall decide on the initiation of the investigation on his/her own initiative.

40.13. If possible evidence of ethical violations are established at Alytaus kolegija, the ethics commission, notified thereof, shall examine such a report in accordance with the procedure established in sub-paragraph 40.11.

40.14. Reports of possible ethical violations shall be submitted in writing to the chairperson of the ethics commission. Only motivated reports shall be accepted for investigation. Anonymous reports shall not be investigated.

40.15. Grounds for initiating an investigation on a possible violation of academic ethics:

40.15.1. Written report of the person (applicant) with the indicated facts and supporting documents.

40.15.2 When the ethics commission becomes aware of information about a possible ethical violation.

40.16. The ethics commission must examine the report or information received, make a decision and respond in writing (signed by the chairperson of the ethics commission) to the applicant or interested person no later than within 60 calendar days from the date of the receipt of

the report or information. The ethics commission may extend the term for report or information examination by a reasoned decision.

40.17. The member of the academic community in respect of whom the report or information has been received shall be informed of the content of the report and shall provide written explanations within 5 working days from the date of notification. Upon the request of the members of the academic community in respect of whom the report or information has been received, in the presence of another person's data., the information may be depersonalized, if necessary. The ethics commission has the right to make a decision if a member of the academic community in respect of whom a report or information has been received refuses to provide or does not provide explanations within the specified time.

40.18. A member of the academic community in respect of whom a report or information has been received shall have the right to attend a meeting of the ethics commission at which the report or information relating to him or her is discussed.

40.19. The members of the ethics commission must maintain confidentiality and not disclose (disseminate) the investigative material and /or information about the investigative material while the investigation is being conducted, to ensure the confidentiality of the notifier.

40.20. Decisions of the ethics commission are taken by a simple majority of votes. If the votes of the members of the ethics commission present at the meeting are evenly distributed, the vote of the chairperson of the ethics commission should be decisive. The nature of the decisions of the Ethics Commission is determined by the measures provided for in sub-paragraphs 40.21.1 and 40.21.2 of the Code of Ethics of Alytaus kolegija.

40.21. After examining the report or information and finding a violation of academic ethics, the ethics commission shall make a decision, taking into account the seriousness of the violation:

40.21.1. to issue a written warning to a member of the academic community and to publish depersonalized information about the decision of the ethics commission on the website of Alytaus kolegija.

40.21.2. To recommend to the head of Alytaus kolegija to impose one or more sanctions provided for in the legal acts of Alytaus kolegija.

40.21.3. To recommend measures for ensuring academic ethics at Alytaus kolegija.

40.22. The Ethics Commission evaluates its annual activities and publishes a public report of its annual activities.

CHAPTER V FINAL PROVISIONS

41. Every lecturer who has taken up a position at Alytaus kolegija shall sign the Lecturer's Declaration of Integrity (Annex 2) as an annex to the employment contract. The Declaration of Integrity applies both to scientists and other researchers.

42. The Code of Ethics shall enter into force on the day of its adoption. The provisions of the Code of Ethics may be reviewed and amended upon the proposal of the members of the ethics commission and the Alytaus kolegija community.

43. The Code of Academic Ethics of Alytaus kolegija shall be approved by the meeting of Academic Board.