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ETHICAL AND ACADEMIC INTEGRITY CODE OF EKA UNIVERSITY OF APPLIED SCIENCES

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DEFINITIONS OF USED TERMS

Ethics is a set of standards and the system of held convictions about what is morally correct and what is not.

Academic integrity is a code of conduct of academic personnel and students, which presumes responsibility, conscientiousness, impartiality, mutual respect, while preventing cheating, lying and deception.

Student is a physical person who is enrolled in full-time, part-time or part-time with e-learning elements program at the University.

Academic personnel – a physical person with appropriate qualifications to implement the study process.

General personnel include administrative, technical support and maintenance personnel.

Final paper is a part of state final assessment or the state final examination, which, depending on the study program type, may be either Qualification paper or Bachelor's thesis or Master's thesis.

1. GENERAL PROVISIONS

1.1. Ethical and Academic Integrity Code (hereinafter referred as the Code) has been developed in accordance with the Latvian Law and the internal bylaws of the EKA University of Applied Sciences (hereinafter referred as the University).

1.2. The Code aims to strengthen the ethical standards, academic culture and academic integrity at the University.

1.3. The objectives of the Code are as follows:

1.3.1. to strengthen the adherence to the principles of ethical standards and academic integrity at the University;

1.3.2. to strengthen the scientific prestige at the University;

1.3.3. to set up procedures that would eliminate academic integrity violations by general personnel, academic personnel and students.

1.3.4. promote adherence to the principles of diversity and equal opportunities at the Higher Education Institution. All human rights and freedoms must be guaranteed to the Higher Education Institution's general staff, academic staff, and students, regardless of age, gender, race, nationality, citizenship, language, origin, social status, faith, beliefs, sexual orientation, disability, ethnicity, religion, or family status.

1.4. General personnel, academic personnel and students of the University shall observe the following ethical principles in their professional, study and research activities:

1.4.1. Respect. General personnel, academic personnel and students of the University shall maintain respectful and beneficial mutual relations, avoid tactless behavior, arrogance, bullying, insults, ridicule, intolerance, as well as violations of human dignity and all forms of discrimination. General personnel, academic personnel and students of the University shall respect customs and traditions of other cultures without emphasizing a perceived superiority of their own.

1.4.2. Responsibility. General personnel, academic personnel and students of the University shall take responsibility for their actions and behavior both either in their professional work or studies or research activities either within the University or outside. General personnel, academic personnel and students of the University shall treat the spiritual and material values of the University with responsibility and respect.

1.4.3. Collegiality. General personnel, academic personnel and students of the University shall form collegial relationships involving supportiveness, tolerance, positive attitude and fair competition. General personnel, academic personnel and students of the University shall express their views either within the culture of political correctness or within the culture of reasonable, substantiated and open criticism, refraining from undue public

criticism of their colleagues and students' work and behavior. Conflict situations shall be resolved through the principles of constructive cooperation excluding harassment.

1.4.4. Confidentiality. General personnel, academic personnel and students of the University shall respect the right to privacy and the confidentiality of private life of other people, ensuring protection of personal data without disclosing personal information (except as set out in the laws and regulations), which was acquired in the performance of their duties.

1.4.5. Integrity. General personnel, academic personnel and students of the University shall behave honestly in the performance of their duties in accordance with their professional competence. General personnel, academic personnel and students of the University shall fulfill their promises and respect the deadlines.

1.5. The principles of academic integrity (responsibility, conscientiousness, impartiality, mutual respect) shall be implemented by the academic personnel in the academic and scientific activities, as well as by the students in their study activities. Sticking to the principles of academic integrity demonstrates a high academic and scientific culture within the University. Dishonest academic behavior undermines the University's reputation reducing its competitiveness.

1.6. General and academic personnel of the University shall cooperate with the University's senior management by identifying and preventing academic integrity violations.

2. THE MAIN ETHICAL STANDARDS TO BE OBSERVED BY THE UNIVERSITY'S ACADEMIC PERSONNEL AND STUDENTS

2.1 The main ethical standards to be observed by *the students* are as follows:

2.1.1. Honestly and responsibly meet the requirements of the study program, according to the study plan and set deadlines and conscientiously fulfill their obligations and commitments.

2.1.2. Comply with the principles of academic integrity in the study process.

2.1.3. Attend classes in scheduled order and time, and, in accordance with the study plans, to take tests, exams and other examinations by carefully considering their conditions and deadlines.

2.1.4. Do not be absent from classes as well as from meetings, gatherings and other events organized by the University.

2.1.5. Do not use mobile or electronic devices for personal purposes during this time.

2.1.6. Treat other students, academic and general personnel, and guests of the University in a polite, kind, tolerant, supportive and respectful manner.

2.1.7. Avoid profanity and rude expressions in communication, adhere to the generally accepted rules of good behavior and etiquette.

2.1.8. Adhere to fair competition principles in the discussions while making a constructive and justified criticism.

2.1.9. Solve conflicts in the spirit of mutual respect, be prepared to recognize mistakes and correct them.

2.1.10. When contacting the University's general and academic personnel by e-mail or *Moodle,* adhere to a polite and businesslike communication style, avoiding slang and colloquialisms (e.g., *Hello* is a business style greeting, but *Hi* is a less formal variant), using forms of address, stating your full name, program title/code and course title.

2.2 The main ethical standards to be observed by *the academic personnel* are as follows:

2.2.1. Honestly and responsibly perform their work duties.

2.2.2. Observe the principles of academic integrity in the study and research process, ensure that academic integrity is upheld in students' work, and promote adherence to ethical standards among students and colleagues.

2.2.2. In study and research process, adhere to the principles of academic integrity ensuring that students' work also adheres to the principles and that students and colleagues abide by the ethical standards.

2.2.3. By their actions, attitudes and behavior during classes show example while ensuring that the students conform to the ethical standards.

2.2.4. Treat students, academic and general personnel, and guests of the University in a polite, kind, tolerant, supportive and respectful manner.

2.2.5. Avoid profanity and rude expressions in communication, adhere to the generally accepted rules of good behavior and etiquette.

2.2.6. Ensure equal opportunities and requirements for all students in taught courses.

2.2.7. Before the start of the course, inform students about the study course requirements, posting them in *Moodle*.

2.2.8. Inform students about the requirements for completing the study course, providing the rationale for any changes.

2.2.9. Clearly articulate the conditions of course tests.

2.2.10. Check students' work without negligence and bias by evaluating them in a fair and argued manner.

2.2.11. Do not refuse students consultation on the pretext of the students' low level of knowledge or lack of time.

2.2.12. While communicating with students, have a polite and businesslike communication style, reply to e-mails or messages posted in *Moodle* within three working days.

2.2.13. Do not overemphasize and exaggerate the importance of your course while belittling other courses.

2.2.14. Avoid public criticism of the University’s policies or decisions, disparaging or offensive remarks about personal shortcomings of general and academic personnel and/or students.

2.2.15. Do not be absent from classes as well as from meetings, gatherings and other events organized by the University.

2.2.16. Do not employ mobile phones and electronic devices for personal use during classes, meetings, gatherings, and other events at the University.

2.2.17. Adhere to the culture of dialogue, fair competition principles in discussions while making a constructive and justified criticism.

2.2.18. Solve conflict situations with mutual respect.

3. VIOLATIONS OF ETHICS AND ACADEMIC INTEGRITY

3.1. Violations of ethics and academic integrity with *students*:

3.1.1. Non-compliance with the principles of anonymity and confidentiality.

3.1.2. The use and/or publication without citation of other people's published or unpublished material, research, databases or their parts etc.

3.1.3. Biased and/or selective presentation of research results, e.g., in order to confirm the hypothesis of a study.

3.1.4. The reference to non-existent data, information, work, studies, etc.

3.1.5. Falsification of research results, experimental results or inventing of research results, experimental results with a purpose to publish them as original research.

3.1.6. Forgery of data or other information, presenting of false information.

3.1.7. Submission of work containing plagiarism or self plagiarism (see Section 4).

3.1.8. Cheating and the use of study and technical resources unauthorized by academic personnel in the study process.

3.1.9. Unauthorized acquisition of test questions, tests, tasks, etc. and the submission of ordered or purchased work.

3.1.10. Material or other compensation offered to the University's representative for performing or not performing an activity (e.g., offering a gift in order to get a positive assessment in an exam that has not been taken).

3.1.11. Participation in academic integrity violation, e.g., test taking or putting signature in documents for another student, etc.

3.1.12. Rude and disrespectful behavior.

3.1.13. Tardiness and misbehavior during classes.

3.1.14. The employing of mobile phones and electronic devices for personal use during classes, meetings, gatherings, and other events organized by the University.

3.1.15. Other types of unethical behavior.

3.2. Violations of ethics and academic integrity with *academic personnel*:

3.2.1. Non-compliance with the principles of anonymity and confidentiality.

3.2.2. Biased and/or selective presentation of research results, e.g., in order to confirm hypothesis of a study.

3.2.3. The use and/or publication without citation of published and unpublished materials, research, databases or their parts etc. of other people (colleagues, students).

3.2.4. The reference to non-existent data, information, work, studies, etc.

3.2.5. Falsification of research results, experimental results or inventing of research results, experimental results with a purpose to publish them as original research.

3.2.6. Forgery of data or other information, presenting of false information.

3.2.7. Submission of work containing plagiarism or self plagiarism (see Section 4).

3.2.8. Taking or requesting material or other compensation from a student or the University's representative for performing or not performing an activity, e.g., requesting a gift in order to get a desirable assessment for a student or not informing about the violations of academic integrity.

3.2.9. Participation in academic integrity violation, e.g., allowing student to cheat during a test.

3.2.10. Rude, disrespectful behavior.

3.2.11. Being late for the class and finishing before the end of the class.

3.2.12. The employing of mobile phones and electronic devices for personal use during classes, meetings, gatherings, and other events organized by the University.

3.2.13. Other types of unethical behavior.

4. TYPES OF PLAGIARISM AND PLAGIARISM DETECTION

4.1. Plagiarism is the use of another author's published or unpublished work without providing a precise reference to the author and/or the work, as well as the use of content generated by an artificial intelligence tool without providing a precise reference regarding the use of that artificial intelligence tool.

4.2. The following types of plagiarism can be found in a work or a study, if the sources are not quoted:

4.2.1. *Full (clone) plagiarism*: the author submits another author's work as one's own.

4.2.2. *Partial (direct) plagiarism*: the author uses large parts of someone else's work without paraphrasing them (one or more paragraphs, work sections) without permission from the original source or a reference to it.

4.2.3. *Compilation*: the author composes his work by using fragments from other sources, by paraphrasing them or making changes in sentence structure, without citing the original sources.

4.2.4. *Paraphrasing*: the author transforms someone else's text by replacing the key words or rephrasing thoughts while retaining content substance of the authentic source, without citing the original source.

4.2.5. *Remix*: the author paraphrases from other authors' texts and fragments so the content could fit together.

4.2.6. *Self plagiarism*: A form of plagiarism that involves the repeated use of one's own work—or a portion thereof—while presenting it as an original piece. In the case of final theses, coursework, and project assignments, references to the author's own previous work are governed by the Regulations on the Development and Defense of Study, Project, and Final Theses at the EKA University of Applied Sciences,

4.3. The text of a paper or a study may be considered as plagiarism, if sources are cited as follows:

4.3.1. *Quote without precise citation*: the author points out the author of quotation, but does not indicate specific information regarding the source (e.g., name of the source, year of publication, publisher, etc.).

4.3.2. *Deception of citation sources*: the author deliberately indicates inaccurate information about the sources of precise citation.

4.3.3. *Deception about citation*: the author deliberately writes citation inaccurately, by accurately indicating its source, or by not writing the citation at all.

4.3.4. *Aggregator*: the author "aggregates" other work fragments by citing or reformulating them, includes proper citation, but produces no original text.

4.3.5. *Mashup*: the author occasionally indicates precise citations of used sources, yet sometimes paraphrases text without the use of proper citation.

4.3.6. *Translation without citation*: the author uses sources with or without used citations in other languages, translates them, and does not indicate the authors of the work translated.

4.4. Concealing plagiarism is a process in which another person's work, ideas, text (or fragments thereof), or data are deliberately altered with the aim of bypassing plagiarism detection software (e.g., CAPS) and presenting this content as one's own original work. Attempts to conceal plagiarism are considered a serious violation of academic integrity.

4.5. Fabrication – the invention of data from research, calculations, etc., with the intent to present them as original research data.

5. DETECTION OF ETHICAL AND ACADEMIC INTEGRITY VIOLATIONS

5.1. Ethical and academic integrity violations can be brought forth by anyone from general personnel, academic personnel or student body of the University, by submitting a written letter, informing about the violation, to the Rector of the University.

5.2. The Rector shall review the letter within 30 (thirty) days and shall act according to the type of violation in accordance with laws and regulations of the Latvian Republic and/or the internal bylaws of the University.

5.3. Plagiarism detection in research papers, project reports and final papers occurs through anti-plagiarism system in accordance with the Guidelines on preparation and defense of research papers, project reports and theses.

5.4. If plagiarism or the concealment of plagiarism is detected in course examination assignment (examination work), independent work, research paper or project report, the course instructor shall submit a letter to the Vice-Rector for Studies and Development, by adding written evidence. The Vice-Rector for Studies and Development within 30 (thirty) days shall review the letter and make a decision on the fact of plagiarism or the concealment of plagiarism in the student's work.

5.5. If plagiarism or the concealment of plagiarism is detected in the student's final paper, the decision on the fact of plagiarism is taken using the procedure specified in accordance with the Guidelines on preparation and defense of research papers, project reports and theses.

5.6. If plagiarism or the concealment of plagiarism is detected in academic personnel's work, then the person who discovered the plagiarism, shall submit a letter to the Vice-Rector for Studies and Development, by adding written evidence. The Vice-Rector for Studies and Development within 30 (thirty) days shall review the letter and make a decision on the fact of plagiarism or concealment of it in the academic personnel's work.

6. PREVENTING ETHICAL AND ACADEMIC INTEGRITY VIOLATIONS

6.1. Each case of violation of ethics and academic integrity shall be evaluated separately. In punishing ethical and academic integrity violation, one must take into account their impact on the study and research process at the University.

6.2. The academic personnel, after discovering academic integrity violation in *student's* work, evaluate it within their own course, and may establish the following sanctions:

6.2.1. The expression of verbal warning.

6.2.2. The expression of oral reprimand.

6.2.3. Order a re-submission of work.

6.2.4. Assign other job topic, or other task/s.

6.2.5. Change test type, e.g., from written to oral.

6.2.6. Reduce the final evaluation of the work or tests.

6.2.7. More serious academic integrity violations shall be reported by the academic personnel to the Rector of the University.

6.3. If the Commission (to establish factual determination of plagiarism in the final paper) formed by the Academic Court of Arbitration and the Rector of the University, which reviews the letter on the plagiarism or the concealment of plagiarism in *student's* course examination assignment or independent work, as well as in the research paper, project report, or final paper, is able to prove the fact of plagiarism, then the Academic Court of Arbitration or the Commission shall make a recommendation that the Rector of the University take the following measures:

6.3.1. Written warning;

6.3.2. A fine of 70 (seventy) Euros

6.3.3. Expelling from the University (exmatriculation);

6.3.4. Repeated execution of the task, retaking of the exam or all-over-again thesis defense according to the University's procedures.

6.4. If the student's case is suitable for one of the sanctions listed in Subarticles 6.3.1., 6.3.2., 6.3.3., it does not exempt from repeated execution of the task, retaking of the exam or all-over-again thesis defense according to the University's procedures.

6.5. If the Academic Court of Arbitration reviewing the letter on plagiarism or the concealment of plagiarism in *academic personnel* work proves the fact of plagiarism, then the Academic Arbitration Court shall make a recommendation that the Rector of the University take the following measures:

6.5.1. Written warning;

6.5.2. To issue a reprimand;

6.5.3. To prevent plagiarism in their activities (e.g., the material containing the detected plagiarism shall be withdrawn from the course);

6.5.4. Suspension from the current position.

6.6. If the academic or general personnel, in performing their duties, have been involved in ethical and academic integrity violations, then the University's Rector may impose sanctions, which are stipulated in Article 6.5.

6.7. The application of sanctions does not exempt the general and academic personnel from rectifying the violations in their work.

6.8. The general and academic personnel and the student have the right to appeal the decision on ethical and academic integrity violation within three working days after receiving the written decision.

6.9. The appealed decision regarding academic integrity violation is reviewed by the Rector of the University.

6.10. Academic integrity violations are recorded in personal files of the general and academic personnel and the student.