

APPROVED:

By Resolution No V 4-4 of the Academic Council of Panevėžys College on 24 February, 2011;

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CODE OF ACADEMIC ETHICS OF PANEVĖŽYS COLLEGE

I. GENERAL PROVISIONS

1. The Code of Academic Ethics of Panevėžys College (hereinafter referred to as the Code) establishes the basic attitudes towards the ethical behaviour of members of the academia and a unified understanding of the content of the principles of academic ethics for all members of the academic community.

2. The Code has been prepared in compliance with the Constitution of the Republic of Lithuania, the Law on Science and Studies, the Statute of the University, the recommendations for the preparation, adoption and implementation of codes of academic ethics of higher education institutions approved by the Controller of Academic Ethics and Procedures of the Republic of Lithuania, and other internal legal acts of the Republic of Lithuania and Panevėžys College (hereinafter referred to as the College) related to the implementation of the provisions of academic ethics.

3. The Code applies to all members of the academic community and members of the governing bodies of the College (hereinafter collectively referred to as members of the community).

4. The following definitions have been applied for the purposes of this Code:

4.1 **Academic ethics** means a set of generally accepted values ensuring transparency, integrity, justice of the higher education and research process, equality of persons involved in this process, non-discrimination, responsibility, sustainable use of resources, academic freedom, impartiality, trust, respect and protection of intellectual property in the evaluation of science and studies.

4.2. **Academic community** – College students, teachers, researchers, other investigators and professor emeritus, scientists emeritus, other employees directly involved in scientific and /or study activities.

4.3. **Violation of academic ethics** means any act violating the norms of general ethics, pedagogical activity, applied science and artistic activity, academic activities of students and listeners.

4.4. **The Ethics Commission** means a collegiate institution established in accordance with the procedure established by the College, which carries out supervision of the Code of Ethics, including the Code.

4.5. **Impeccable reputation** – a person of good repute who meets the following criteria:

4.5.1. His/her conduct complies with the values of academic ethics – principles of academic integrity and protection of intellectual property;

4.5.2. Has not been found to have committed the offence by a final judgment;

4.5.3. Has not been dismissed from service or work for violations of discipline;

4.5.4. Does not abuse alcohol, does not take drugs, psychotropic or toxic substances.

4.6. **Principles of academic ethics** – honesty, trust, justice, respect, responsibility, equality.

4.7. **Socially responsible behaviour** – the conscious, ethically, mature behaviour of a member of the academic community of the College in the external and internal environment around it.

4.8. **Study-related activities** – publication of admission to study, advice on studies, conclusion of contracts for studies and other activities necessary for the execution and /or organization of studies, as well as the issuance of documents confirming the acquired qualification of higher education.

4.9. **Interested parties** are the persons who have or may have a direct and/or indirect impact on the College.

5. Other definitions in this Code are understood as concepts used in the Law on Science and Studies of the Republic of Lithuania and other legal acts.

II. PURPOSE OF THE CODE

6. Objectives of the Code:

- 6.1. To promote ethical behaviour is not about punishing misconduct, but about prevention;
- 6.2. To regulate the responsibility of members of the academic community for violations of academic ethics;
- 6.3. To establish boundaries of tolerance: highlighting behaviours to be avoided from the point of view of academic ethics;
- 6.4. To discipline members of the academia – exercise ethical control over the activities and decision-making of members of the academic community on the basis of the Code;
- 6.5. To establish the basic principles of academic ethics;
- 6.6. To unite the community by supporting and upholding the values of the College: responsibility, respect, honesty, justice, community and creativity;
- 6.7. To create a democratic atmosphere that promotes trust and creativity in the College and promote socially responsible behaviour;

7. Functions of the Code:

- 7.1. To coordinate organizational behaviour with the principles of academic ethics;
- 7.2. To help members of the academic community to understand their mission in the society as well as their social responsibility;
- 7.3. To demonstrate the public that the College cares about responsible, professional behaviour;
- 7.4. To form and protect the image of the College;
- 7.5. To define the criteria for communication among members of the academic community;
- 7.6. To encourage the virtuous and efficient performance of everybody's functions;
- 7.7. To help focus on complex, demanding, conflicting, dynamic and stressful situations.

III. GENERAL NORMS OF ETHICS

8. Members of the academic community are guaranteed academic freedom, which includes: freedom of thought and expression; freedom of choice of methods of scientific (artistic) and access of science (art) and teaching activities, which is in line with the recognised ethical principles; protection against restrictions and sanctions for publishing the outcomes and beliefs of their research and experimental development (art), unless the published information is a state or service secret and /or a violation of the laws of the Republic of Lithuania.

9. The responsible exercise of academic freedom requires members of the academic community to recognize the same right to other members of the community and support the tradition of critical thinking and the atmosphere of open deliberation in the College.

10. Responsible enjoyment of academic freedom is opposed to:

- 10.1. Being intolerant to other opinions and reasoned criticism of members of the academic community;
- 10.2. Ignoring or deliberately restricting the right of members of the academic community to express and defend their views in making decisions that are relevant to the academic community of the College, its departments or individually to everyone;
- 10.3. Ignoring or deliberately restricting the right to respond to criticism or accusations;
- 10.4. Participating in applied research related to harm to man, nature, society or culture.

11. Membership of the academic community of the College obliges to respect the general interests of the College and, as far as possible, contribute to the implementation of its strategic objectives, including studies and applied research. Members of the academic community must:

- 11.1. Follow academic ethics in the study process and in applied scientific activities;
- 11.2. Initiating and/or carrying out projects associated with the name of the College, seek that their outcomes provide value for the common interests of the College and are publicly available;
- 11.3. Not tolerate the cases that may be related to corruption, fraud or attempts to exert illegal influence on a member of the College community;
- 11.4. Withdraw from decision-making when the issue of financing, sanctioning or promotion is resolved in the self-governing institutions of the College, which may lead to a conflict of interest;

11.5 provide available information to the Ethics Commission and/or the Controller of Academic Ethics and Procedures of the Republic of Lithuania when investigating possible violations of academic ethics and/or procedures.

12. Most important principles of academic ethics:

12.1. Honesty. Members of the academic community are required to maintain full integrity in their learning, teaching, research and other academic roles (e.g. administrative functions), promoting the pursuit of the truth, knowledge, science and equality.

12.2. Confidence. Members of the academic community foster a culture of trust that encourages the free exchange of ideas and enables everyone to reach their potential in the exercise of their rights and obligations.

12.3. Justice. Members of the academic community must develop objective and uniform institutional requirements, practices and procedures, as well as ensure their proper implementation, striving for the realization of justice and building relationships between members of the academic community.

12.4. Respect. Members of the academic community are obliged to recognize and respect human rights, ideas expressed, proposals, justified criticism, copyright, etc., promoting respect in relations between themselves, for oneself and others, as well as for scientific activities, studies, study-related activities and other activities (e.g. administrative activities).

12.5. Responsibility. Members of the academic community by encouraging each other to be responsible for their actions, they must not only comply with the requirements of ethical conduct themselves in the fields of research, studies, teaching and other academic activities (e.g. administrative activities), but also require both personal and joint responsibility from other members of the academic community.

12.6. Equality. All members of the academic community are equal before the law; it is forbidden to treat the same facts differently arbitrarily. However, that does not mean the application of different conditions or different regulation of identical relationships is prohibited, it is possible only for objective and reasonable reasons. The College ensures that the recruitment decisions are made, students and listeners (hereinafter collectively referred to as "students") are accepted and their learning outcomes are evaluated according to the pre-announced criteria that are applied equally to everyone.

12.7. The principles of academic ethics are violated by: language discrimination against members of the academic community, action or academic evaluation on the basis of age, gender or sexual orientation, disability, appearance, race or ethnicity, religion or belief, as well as the tolerability of such discrimination; humiliating a member of the academic community by demonstrating their supremacy.

13. The principles of academic ethics referred to in paragraph 12 of the Code must be guided by the members in all academic relations of the academic community that are related to scientific activities, studies, and other academic activities (e.g. administrative activities), both with other members of the academic community and other persons with whom they have relationships related to studies and/or scientific activities (e.g. commissioned research or training, practice, etc.).

14. The use of the College studies, scientific base and material resources must be sustainable, responsible and has been intended to fulfil the obligations assumed by the College as an institution. This provision is violated by:

14.1. The fact that the material, human and financial resources of the College are used for political activities, private business, or meeting personal needs;

14.2. The fact the resources of the College are misused in the execution of projects;

14.3. The fact the property of the College is destroyed due to malice or negligence.

IV. ETHICS OF STUDIES

15. The relationship of the teacher and students is based on the principles of academic cooperation and transparency. Obligations of a non-academic nature can lead to a conflict of interest, so ambiguous relationships with students should be avoided. Academic ethics is contradicted by:

15.1. The desire of the student or teacher to establish non-academic relations with the teacher or student, respectively, when they are connected by the course being taught or supervision of a research paper and other direct academic relationship for the purpose of obtaining a benefit;

- 15.2. Assuming the role of a teacher in relation to a family member, a close friend (with direct, close ties, relationships) and a business partner (examination, supervision of written papers, etc.), where there is a possibility to avoid such a role;
- 15.3. The requirement or acceptance from members of the academic community of direct and indirect gifts (except on the occasion of professional or personal holidays), services of an academic and non-academic nature that are not directly related to the subjects studied.
16. The assessment of the student's knowledge and skills must be fair, honest and consistent with the goals of the subject taught:
- 16.1. The teacher is obliged to respond in a principled manner and report to the Ethics Commission about cases of student dishonesty, such as plagiarism, copying, falsification of the exam or credit outcomes, using external assistance during the exam, presenting someone's written work as his own, or other dishonest actions of the student.
- 16.2. The lecturer is obliged to protect the student's personal data in accordance with the procedure established by legal acts;
- 16.3. The teacher must avoid making influence on the assessment of the student's knowledge with the participation (non-participation) in political or social activities acceptable (unacceptable) to the teacher;
- 16.4. During the assessment, the teacher must provide suitable conditions for students with special needs (for example, visual, hearing, movement and other disabilities) in order to perform tasks.
17. The atmosphere of trust is undermined by the discussion of various achievements of the student, except in the case of evaluation of appeals by students, discussion of the outcomes of examinations or credits and other academic issues, the objective resolution of which clearly justifies the discussion.
18. In the process of studying, students are guided by the principle of academic integrity.
The principle of academic integrity in the study process is violated by:
- 18.1. Cribbing or allowing someone else to crib;
- 18.2. Not to report about observed cases of academic dishonesty on the part of members of the academic community;
- 18.3. Prompting, using of cribs, electronic or virtual means of communication, other technologies to achieve the outcome of the assessment, neglect of the instructions of the examiner regarding the assessment procedure;
- 18.4. Plagiarism, i.e., presenting someone's written work as one's own;
- 18.5. Using another person's work or its outcomes at the time of reporting;
- 18.6. Submission of the same written work in the report for several years/courses;
- 18.7. Reporting for himself with the help of another student, or reporting for another person etc.;
- 18.8. Academic bribery, that is giving or taking some reward for academic services (personal or group);
- 18.9. Other student behaviour incompatible with the principles of academic integrity established in the Code.
19. Each student signs the Declaration of Academic Integrity (Annex No. 1), which is valid for the entire period of studies.
20. Preparing study papers, students undertake to follow the description of the procedure for the prevention of plagiarism at the College and other legal acts detailing the implementation of academic integrity.
21. Students undertake to use the infrastructure of the College (scientific and computer equipment, library and other resources) responsibly, sustainably and for the intended purpose.

V. ETHICS OF APPLIED SCIENTIFIC ACTIVITY

22. Applied scientific activity must be based on honest research and the pursuit of the truth, the behaviour of the researcher is based on morality and socially responsible behaviour. Applied scientific research must not cause harm to the environment and society. Recognizing the truth and knowledge as the highest aspiration of scientific activity, expecting confidence and a fair evaluation of the achievements, members of the academic community carrying out applied scientific activities

undertake to follow the principle of academic integrity. The principle of academic integrity in scientific activities is violated by:

22.1. Cases of counterfeiting, forgery or manipulation:

22.1.1. Forgery of signatures, certificates, data or outcomes of reports and other data or documents relevant to scientific activities;

22.1.2. A deliberate indication of the data of a non-existent source or source description;

22.1.3. Conceal of the data obtained that contradicts the hypothesis and / or questions of the study, and / or the conclusions of the study;

22.1.4. Deliberately providing misleading information about the methodology of empirical research;

22.1.5. Unreasonable assignment or indication of co-authorship;

22.1.6. Unreasonable denial or omission of the intellectual and/or financial contribution of persons who have contributed to scientific activities;

22.2. Theft or deliberate damage to empirical research data, computer programs, empirical material samples, or a manuscript;

22.3. Plagiarism is the appropriation of the authorship (in whole or in part) of a scientific, literary, artistic work or other work, including data from scientific applied research, of a discovery, invention or rationalization proposal where:

22.3.1. The work written by another person or parts of it is presented as one's own;

22.3.2. Paraphrased text by other authors, presented without reference to the sources;

22.3.3. Repeated use of large-scale fragments of one's own text, indicating or not referring to the source (self-citation);

22.3.4. Sources mentioned in the text that are not included in the list of sources of information, footnotes, etc.;

22.3.5. The quote exceeds the limits of maximum citation (more than 800 characters or more than 8 lines).

22.4. Incorrect, biased criticism of the work of a member of the community and deliberate disparage of motives for the reasons unrelated to the professionalism of the evaluated scientific work.

22.5. Bribery, that is, taking or giving reward for academic services (personal or group).

22.6. Other actions that can be evaluated as a violation of the principle of academic integrity.

VI. IMPLEMENTATION AND SUPERVISION OF THE CODE OF ACADEMIC ETHICS

23. The Ethics Commission, which is formed in accordance with the procedure established by the Code, supervises the Code. The Ethics Commission is guided by the Rules of Procedure of the Ethics Commission of Panevėžys College approved by the Director of the College (hereinafter the Regulations), this Code and other legal acts.

24. The Ethics Commission is composed of the three interested parties: personnel, students and social partners. Principles for the formation of the Commission:

24.1. Each academic unit of the College (the election of the candidates from each academic unit is carried out at the meetings of those academic units) appoints 1 (one) candidate to the Ethics Commission (with his/her consent);

24.2. The student representation of the College appoints 1 (one) member to the Ethics Commission (with his/her consent);

24.3. The Labour Council of the College appoints 1 (one) member to the Ethics Commission (with his/her consent);

24.4. By common agreement of the academic units, 2 (two) candidates are appointed to the Ethics Commission from the social partners (with their consent);

24.5. The academic council of the College approves the members of the Ethics Commission for 3 (three) years.

24.5.1. Without the approval of the candidate/candidates from the groups of the interested parties specified in clauses 24.1, 24.2, 24.3, 24.4, no later than before the beginning of the term of the new composition of the Ethics Commission, the Academic Council of the College appoints the candidate/candidates (with their consent) on its own initiative.

24.6. The members of the Ethics Commission perform duties for a maximum of two

consecutive terms.

24.7. The members of the commission must meet the following requirements: impeccable reputation and experience in the implementation of the principles of academic ethics.

24.8. The student representation of the College may form a separate commission for the examination of possible violations of ethics by students.

24.9. Any member of the College community can apply to the Ethics Commission. Having received a notification or information about possible violations of academic ethics and / or procedures or in order to initiate amendments to the Code, meetings of the Ethics Commission are then convened.

24.10. If more than 1 (one) calendar year has passed from the date of possible violations of academic ethics to the date of notification or information, the Ethics Commission does not examine the notification or information about possible violations of academic ethics, except for the violations specified in clauses 22.1 and 22.3. The Ethics Commission does not examine reports or information about possible violations of procedures in the College either.

24.11. Reports of possible ethical violations are submitted in writing to the Chair of the Ethics Commission. Only reasoned reports are accepted for consideration. Anonymous reports are not considered.

24.12. A member of the academia who is the subject of a report or information has the right to attend the meeting of the Ethics Commission at which a report or information relating to him or her is being considered.

24.13. The members of the Ethics Commission are obliged to observe confidentiality and not to disclose (not disseminate) the material under investigation and / or information about the material being studied while the investigation is being carried out.

24.14. The Ethics Commission, having examined the report or information and having identified an ethical violation, taking into account the gravity of the violation, makes a decision:

24.14.1. Warn the community member in writing;

24.14.2. Director of the College is recommended the imposition of one or more sanctions provided for in the legislation of the College;

24.14.3. It is recommended to ensure academic ethics in the College.

24.15. The Ethics Commission makes public the annual activity report, resolutions or conclusions on the website of the College.

VII. FINAL PROVISIONS

25. By resolution of the meeting of the Academic Council of the College, the Code is adopted, amended or repealed.

26. The Code is made publicly available on the College's website.

27. Each member of the community must follow the Code in his/her activities.

28. Members of the College community who have started working, performing duties or signing a study contract are familiarized with the Code in accordance with the procedure established by the legal acts of the College.

PANEVĖŽYS UNIVERSITY OF APPLIED SCIENCES

(Student's name and surname)

(Name of the study programme)

DECLARATION OF ACADEMIC INTEGRITY

Day... Month... Year

Recognising that:

- The truth, knowledge and understanding are the highest values of science and studies, and responsibility, respect, honesty, justice, community spirit, creativity are also the institutional values of Panevėžys College;

- Advantage over other members of the academic community is gained only in fair ways.

Evaluating the fact that academic integrity:

- Contributes to the openness and integration of the higher education system into the international space of research and higher education and develops an ethically responsible personality;

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

- Strengthens confidence in the value of higher education and scientific research and makes a direct positive impact on the quality of studies and on the name of the higher education institution;

Realizing that:

- Every member of the academic community must comply with the requirements of academic ethics.

By signing this declaration by free and conscious will, I undertake:

- To comply with the provisions of the Code of Academic Ethics of Panevėžys College and other legal acts regulating ethical behaviour throughout the whole period of my studies;

- To conscientiously perform my duties as a student, setting an example to other members of the academic community, not to tolerate cases of academic dishonesty;

- Actively contribute to the creation and fostering of fair academic environment at Panevėžys College.

I agree that I may be subject to sanctions for violations of academic ethics provided for in the legal acts regulating the ethical norms of Panevėžys College as well as the legal acts regulating studies.

(Name and surname)

(signature)