

**CODE OF ACADEMIC ETHICS
OF THE LITHUANIA BUSINESS UNIVERSITY OF APPLIED SCIENCES**

I. GENERAL PROVISIONS

1. The Code of Academic Ethics of the Public Institution Lithuania Business University of Applied Sciences (hereinafter referred to as the University) (hereinafter referred to as the Code of Ethics) establishes the principles and norms of ethical behaviour of the members of the University's community, which are not directly regulated by the laws of the Republic of Lithuania and other legal acts, employment contracts and the internal documents of the University.
2. The Code of Ethics has been prepared in accordance with the Constitution of the Republic of Lithuania, the Law on Science and Studies, the Statute of the University, the Guidelines for the Adoption, Implementation and Supervision of Academic Ethics Codes of Research and Study Institutions approved by the Ombudsman for Academic Ethics and Procedures, other internal legal acts of the Republic of Lithuania and the University related to the implementation of the provisions of academic ethics.
3. The purpose of the Code of Ethics is to create a safe, democratic, trusting and creative atmosphere at the University, to establish the basic principles and norms of academic conduct of the members of the University community, and to apply them in a responsible manner; to promote ethical behaviour of members of the University community not only in the performance of their functions, but also in other activities when the University is represented.
4. Cases of violations of the Code of Academic Ethics by members of the University community shall be dealt with by the Academic Ethics Committee, the composition whereof shall be approved by the Director of the University.
5. The University is guided by the principles of transparency, academic integrity, equality, non-discrimination, fairness, protection of intellectual property and other generally accepted principles of study and research processes.
6. The Code of Ethics applies to all members of the University community.
7. The Code of Ethics cannot foresee all cases of breaches of ethical norms, therefore it establishes typical cases of breaches of ethical norms and their list is not exhaustive.
8. The main terms used in the Code of Ethics:
 - 8.1. Academic community means students, teachers, scientific researchers, other researchers and professors emeritus of scientific and educational institutions.

- 8.2. Administrative staff means the staff of the University who administer the academic and economic activities of the University.
- 8.3. Academic ethics means academic values generally recognised by the academic community and enshrined in the codes of ethics of research and study institutions, which ensure the transparency of the research and study process, academic honesty and mutual trust among members of the academic community, respect, equality, justice, non-discrimination, responsibility, sustainable use of resources, academic freedom, impartiality in the evaluation of research and studies and protection of intellectual property.
- 8.4. The Academic Ethics Committee is a collegial body that oversees compliance with the Code of Academic Ethics at the University and investigates cases of violations of the Code of Academic Ethics.
- 8.5. Socially responsible behaviour means the conscious, ethically sound and mature behaviour of a member of a research and study institution and its academic community in its external and internal environment.
- 8.6. The University community is made up of administrative and economic staff, teaching staff, learners, and members of the University's governing bodies.
- 8.7. Confidential information includes the concept of personal data as defined by the provisions of the Law on Legal Protection of Personal Data and other confidential information as defined in the University's internal legal acts.
- 8.8. The fundamental values of academic ethics are academic integrity, responsibility, equality, justice, non-discrimination, accountability, transparency, sustainable use of resources, academic freedom, impartiality in the evaluation of research and studies, trust and respect.
- 8.9. Teaching staff means lecturers of the University, persons who organise practical training, persons employed by the University and other employees whose functions are considered to be pedagogical work according to their job descriptions.
- 8.10. Plagiarism means the use of text presented without citation marks, when a foreign idea is retold or quoted, the illustration material or data is used without specifying the source.
- 8.11. Learners mean students and listeners. Students are persons who study at the University in accordance with study programmes; listeners are persons studying at the University within the non-formal adult education programme or individual study subjects (modules);
- 8.12. Applied research means experimental and/or theoretical work carried out to generate new knowledge, primarily for the purpose of achieving specific practical objectives or solving problems.
9. Other terms used in this Code of Ethics shall be understood as the terms established in the Law on Science and Studies of the Republic of Lithuania, other legal acts of the Republic of Lithuania and internal documents of the University.

II. GENERAL ETHICAL STANDARDS AND VIOLATIONS THEREOF

10. Each member of the University community, in accordance with the provisions of this Code of Ethics and in recognition of the University's core values of responsibility, professionalism, openness, respect and community, undertakes:

10.1. to comply with international and Lithuanian legislation in its activities, regulating higher education and employment relations, employment contract, study contract and other documents establishing the internal order of the University;

10.2. To constantly seek high qualification in their professional (academic) activities;

10.3. Respect the rights, duties and dignity of each member of the University community;

10.4. To treat each member of the University community equally in their activities, regardless of their age, gender, sexual orientation, disability, appearance, race, ethnicity, social status, language, religious and political beliefs, property, origin or other grounds;

10.5. Always do the right thing, and not abuse the powers vested in him;

10.6. Be impartial and free from personal bias in decision-making;

10.7. Not tolerate cases of corruption and/or academic dishonesty;

10.8. To provide the necessary information in accordance with the procedures laid down by law (unless it is restricted or confidential) to the University community and others about the University's activities and/or other members of the University community;

10.9. Behave in a courteous and respectful manner, without infringing the rights of any other member of the University community and freedoms;

10.10. Not to bring the University into disrepute by conduct unacceptable to the public;

10.11. Not to use the name of the University for political and/or religious advertising for personal purposes;

10.12. To represent the interests of the University properly in its relations with the social partners in the development of joint activities and/or cooperation projects;

10.13. To respect the material and intellectual property of the University and not to use it for private, political and/or for religious activities or personal needs, and not to tolerate such behaviour by others;

10.14. Objectively assessing the performance of members of the University community – staff and learners' knowledge, competence, performance and behaviour;

10.15. not to abuse his/her office, power or authority in his/her own name in order to promote family members, relatives and friends, and to protect them in their professional activities.

11. It is not recommended to have direct reporting relationships or to hold a position in one structural unit of the University to persons who are related by close kinship and/or affinity.

12. Members of the University's academic community are guaranteed academic freedom. Academic freedom refers to the right of members of the community to be open about their views on teaching, the organisation and administration of studies and applied research, to express their criticisms, and to be free to pursue their research activities. The University aims to protect the member of the academic community from constraints, possible pressures and influences, and to support critical thinking and traditions of open reflection atmosphere. The responsible exercise of academic freedom requires that members of the community recognise the same right in other members of the community. The principle of academic freedom is violated by:

12.1. Disrespect the opinions of other members of the community;

12.2. Limitation of the rights of members of the community to express and defend their opinion on issues related to the management, study and applied research organization and administration of the University;

12.3. Limitation of the right of reply to criticism or accusations;

12.4. participation in applied research or experimentation, knowing or presumed that such research and/or experimentation causes or is likely to cause damage to man, nature, society or culture;

12.5. Other actions restricting academic freedom.

13. Relations between members of the University community shall be based on the principles of good morals, impartiality, non-discrimination, academic cooperation, openness and transparency, respect for the dignity of the individual and loyalty to the University. These principles are violated by:

13.1. Discrimination against members of community in any form, as well as the tolerance of such discrimination;

13.2. Humiliation of members of the community, in particular by exercising his/her authority as a teacher or administrator;

13.3. Diminishing the member's pedagogical or other activity abilities, attitudes and/or personal qualities in the community expressed;

13.4. Psychological pressure on a member of the community, either for personal approval or to cover up dishonest behaviour;

13.5. Taking advantage of people who are more vulnerable (because of subordination or other social relationships);

13.6. Disclosing or discussing confidential information about faculty, students, or staff members (e.g., academic achievements, salary, career intentions, health, personal affairs, etc.) with others, except when, in accordance with established University procedures, the individual is applying for a position and discussion of his or her academic, career achievements, experience, professional, and personal qualities is necessary for the purpose of evaluating suitability for the position;

13.7. Use of private information about a person for training, research or other purposes without his or her consent;

13.8. Pursuit of an unjust distinction or an unjustified claim of exclusive rights;

13.9. Demand for remuneration of any kind, where that demand is linked to the (non)adoption of decisions, as well as the giving and receiving of such remuneration.

13.10. Lack of qualifications, unwillingness to improve, behaviour that clearly diminishes the University's image, does not meet the expectations of the community;

13.11. Public discussion of the University's problems without exhausting all opportunities to resolve them within the University;

13.12. Use of the University's material, human and financial resources for political activities, for private business or personal needs;

13.13. Misuse of University resources in the course of projects.

III. ETHICS IN TEACHING

14. The relationship between the lecturer and students is based on the principles of academic cooperation and transparency. Engaging in commitments of a non-academic nature can lead to a conflict of interest, therefore ambiguous relationships with students should be avoided. These principles are violated by:

14.1. Pursuit of a non-academic relationship by a student or lecturer with a lecturer or student, respectively, in the context of teaching a course, supervising a research project, or other direct academic relationship, with a view to benefiting from the academic relationship;

14.2. Assuming the role of a lecturer in relation to a family member, a close friend (with direct, close ties, relationships), a business partner (examination, direction of written works, etc.) in cases where it is possible to avoid such a role;

14.3. Requesting and/or accepting, directly and indirectly (through other persons), gifts, favours of a non-academic or academic nature not directly related to the courses being studied, from members of the academic community.

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

15.1. The lecturer must react in a principled manner and report to the Ethics Committee cases of student dishonesty, such as plagiarism, correspondence, falsification of data, cheating, falsification of results of examinations or credits, use of extraneous assistance during the examination or assessment, submission of a foreign written work as his own, earning by preparing written work for other students, purchase of written work and submission thereof for evaluation by a member of the academic community, submission of the same assessed written work at the expense of another course, etc.;

15.2. The lecturer must minimise opportunities for academic dishonesty among students during the settlement process;

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

15.4. The lecturer is obliged to store the student's personal data in accordance with the procedures laid down in the Law on Legal Protection of Personal Data of the Republic of Lithuania;

15.5. The lecturer must avoid associating the student's knowledge assessments with the student's participation (non-participation) in political or public activities acceptable to the lecturer;

15.6. during the assessment, the lecturer must provide appropriate conditions for students with special needs (such as visual, auditory, mobility and other disabilities) to perform tasks.

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

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

16.2. avoiding discussing the various achievements of the student, except in cases of assessment of the student's appeals, discussion of the results of examinations or credits and other academic issues, the objective decision of which clearly justifies their discussion;

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

16.4. Ensuring that notes on the student's written work not submitted for public defence are not made available to third parties.

IV. RESEARCH ETHICS

17. Scientific activity must be based on honest enquiry and the pursuit of truth, and the conduct of the researcher must be based on morality and social responsibility. The research must not cause harm to society or the environment. Recognising truth and cognition as the highest aspiration of scientific activities, hoping for confidence and a correct evaluation of their achievements, members

of the academic community engaged in scientific activities are committed to the principle of academic integrity. The principle of academic integrity in scientific activities is violated by:

17.1. Counterfeiting, falsification or manipulation (e.g., creation of missing data, correction of existing data to improve or impair results). Typical cases of counterfeiting, falsification or manipulation include:

17.1.1. Counterfeit signatures, certificates, report data or results and other documents (for example, data or results from academic assignments (laboratory, coursework and other work));

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

17.1.3. Withholding findings that contradict the hypothesis and/or questions of the study and/or the conclusions of the study;

17.1.4. Deliberate provision of misleading information about the empirical research methodology;

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

17.1.6. Unjustified denial or concealment of the intellectual and/or financial contributions of those who have contributed to the research.

17.2. Theft or deliberate destruction of empirical research data, computer programs, samples of empirical material, manuscript.

17.3. Plagiarism, i.e., expropriation of ideas, data or texts without specifying their author, i.e. the submission of someone else's ideas as one's own. Typical cases of plagiarism:

17.3.1. Extraneous text is presented without citation marks – quotation marks or other forms of exclusion from the whole text (for example, a separate paragraph, italic);

17.3.2. Retelling or citing a foreign idea, illustrative material or data without specifying the exact source.

17.4. Unfair, biased criticism of a colleague's work and deliberate belittling of a colleague's work on the basis of personal dislike, competition, political or other motives unrelated to the professionalism of the scientific work being assessed.

17.5. Assisting another in an academic act that violates the principle of academic integrity.

17.6. Academic bribery, i.e., the offering or giving of remuneration for academic services (whether personal or group).

V. ETHICS OF ACADEMIC PERFORMANCE OF STUDENTS AND LISTENERS

18. Members of the learning community, recognising knowledge, truth, and understanding the highest values and in the expectation of a fair evaluation of their achievements, commit themselves to abide to general norms of academic integrity. Standards of academic integrity in the study process are also infringed by the following actions:

18.1. Cheating during the assessment of academic performance or allowing notes to be taken from one's work to another person;

18.2. Prompting, use of prepared materials, electronic or virtual communication tools, other unauthorised use of technology, disregarding the instructions of the assessor or other unfair behaviour in the assessment of academic performance;

18.3. Using mobile phone for lectures, consultations and tests;

18.4. Using the work or results of other learners;

18.5. Submitting the same work for multiple subjects, except in cases where the consent of the teaching staff is obtained;

18.6. Delivering tests for another person;

18.7. Correcting the assessment of coursework to get a better grade;

18.8. Forgery of teachers' signatures, grades and study documents;

18.9. Falsification of the results of the assigned tasks (independent work, interim tests);

18.10. Offering unlawful remuneration for academic and other services, directly or through other persons;

18.11. Actions that violate the principle of academic integrity in applied scientific and artistic activities;

18.12. Actions consistent with signs of plagiarism;

18.13. Provision of assistance to other persons carrying out acts of academic dishonesty;

18.14. Rude behaviour (interruption of the speaker, whispering, covert or open mockery, etc.) or other acts that interfere with the conduct of a lecture or consultation or the evaluation of knowledge; rude or humiliating communication, whether oral, written or electronic;

18.15. Filming and/or taking photos during a lecture, examination or consultation without the teacher's consent;

18.16. Any other conduct of the learners that is inconsistent with the requirements of integrity set out in the Code.

19. Learners interacting with other members of the Lithuania Business University of Applied Sciences community, commit to:

19.1. Respect the views of other members of the University community and make comments in a fair manner;

19.2. Be tolerant of the personal qualities of other members of the University community;

19.3. Not to discuss confidential information about other members of the University community;

19.4. Ensure rational and responsible use of the University's resources (computer and laboratory equipment, materials, library equipment, etc.)

20. Each learner shall sign a Declaration of Integrity, which shall be valid for the entire duration of the study contract (Annex 1).

VI. OVERSEEING THE CODE OF ETHICS AND ENFORCING ITS PROVISIONS

21. Each member of the University community undertakes to abide by the provisions of this Code of Ethics and not to tolerate its violation.

22. The activities of the Academic Ethics Committee shall be governed by this Code of Ethics and the Regulations of the Academic Ethics Committee.

23. The Academic Ethics Committee is composed of 5 members.

24. The Academic Ethics Committee shall initiate additions or amendments to the Code.

25. The Academic Ethics Committee receives and considers reports of possible ethical violations by members of the University community. Reports of possible breaches of the Code of Ethics shall be made in writing. Only reasoned reports will be accepted for consideration. Anonymous messages will not be considered. Reports of breaches of the Code of Ethics are confidential information and therefore the members of the Academic Ethics Committee shall ensure that information about the person who has made the report is not disclosed to persons outside the activities of the Academic Ethics Committee.

26. The Academic Ethics Committee shall examine the application received, take a decision and respond to the applicant in writing not later than within 30 calendar days.

27. If it is determined that the conduct of a member of the University community violates the Code of Academic Ethics, the Academic Ethics Committee shall have the power to impose such measures, taking into account the nature and degree of the violation:

27.1. Instruct the Chairperson of the Academic Ethics Committee or any member to give an oral warning to a member of the University community. In such a case, the members of the Committee must refrain from disseminating information on the statement considered;

27.2. Notify a member of the University community in writing and publish the decision of the Academic Ethics Committee on the University's website;

27.3. Notify a member of the University community in writing of the decision of the Academic Ethics Committee and, if the violation has caused widespread publicity, to inform the public;

27.4. Recommend that the Scientific and Applied Research Unit and the Administration consider terminating the contract of employment of a member of the community who has committed a serious breach of academic ethics.

VII. FINAL PROVISIONS

28. Every member of the University community is obliged to comply with this Code of Ethics in their activities.
29. If the conduct of a member of the University community in administrative and/or academic activities is not regulated by legislation, the Statutes of the University or this Code of Ethics, he/she shall be obliged to comply with the general principles of ethics.
30. The Code of Academic Ethics cannot foresee all cases of unethical behaviour, therefore the Academic Ethics Committee has the right to decide on an unforeseen case of unethical behaviour on the basis of general ethical standards and the values of the University.
31. This Code of Ethics shall enter into force on the date of its approval and shall be made publicly available on the University's website.
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Lithuania Business University of Applied Sciences

(name of the scientific institution)

(name of student/listener)

(student group code)

DECLARATION OF INTEGRITY OF THE STUDENT/LEARNER

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Acknowledging that:

- Truth, knowledge and understanding are the highest values of education and studies, and responsibility, professionalism, openness, respect and community are the most important values of the Lithuania Business University of Applied Sciences;
- only fair means gain an advantage over other members of the academic community.

Recognising that academic integrity:

- contributes to the openness and integration of the science and studies system into the international research and higher education area, to the development of a sustainable science and studies system and to the development of ethically responsible individuals;
- promote academic ethics, the responsible exercise of academic freedom and the principle of fair competition;
- builds confidence in the value of higher education and research and has a direct positive impact on the quality of studies and the reputation of the Lithuania Business University of Applied Sciences;
- limits the tolerance and flourishing of societal vices (in particular, corruption).

And being aware that:

- Each member of the academic community must take the initiative and responsibility for finding and applying solutions to academic dishonesty in every academic activity;
- The determination to unconditionally adhere to the principle and rules of academic integrity helps to reduce the prevalence of this problem.

By signing this declaration, I freely and knowingly undertake to:

- comply with the Code of Academic Ethics of the Lithuania Business University of Applied Sciences and other documents of the University regulating ethical behaviour throughout the entire period of study;
- take a responsible approach to his/her duties as a student and to perform them in good faith;
- as a student, to set a model to other members of the academic community, not to tolerate cases of academic dishonesty and to fulfil my duty to report and disclose such cases;
- to contribute actively to the creation and promotion of a fair academic environment at the Lithuania Business University of Applied Sciences.

I agree that I shall be subject to the sanctions provided for by the Lithuania Business University of Applied Sciences for breaches of academic ethics in the course of taking assessments, examinations and other intermediate reports, preparing and reporting on independent or final theses, conducting research, publishing the results of research (e.g., in publications, at events). I am familiar with and agree with the consequences of the violation of the academic ethics requirements established by the Lithuania Business University of Applied Sciences.

(signature of the student/listener)

(full name)