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| <i>Approved</i>                        |
| in the Meeting of<br>the Senate of BIA |
| of February 14, 2019                   |
| Minutes of the Meeting No.137          |

## **Code of Academic Integrity and Ethics of the Baltic International Academy**

*Adopted in accordance with Part one of Clause 15 of the Law  
on Higher Education Institutions*

### **1. General terms**

#### 1.1. Explanation of used terms:

1.1.1. quote – the use of a text fragment created by another author, indicating the reference to the author and the work and clearly separating it from your own text (quotes or formatting);

1.1.2. teaching staff – a natural person with appropriate qualifications who implements the study process;

1.1.3. unauthorized aid - a source of information or a method for obtaining information, the use of which was not authorized by the teaching staff in the test;

1.1.4. use of unauthorized aid –use or attempt to use of an unauthorized aid;

1.1.5. copying - rewriting another student's work or part of it and passing it off as one's own;

1.1.6. self-plagiarism – a type of plagiarism, repeated use of one's work or a fragment of a work, claiming it as an original work;

1.1.7. plagiarism – use of another author's published or unpublished works (including words, expressions, etc.) without specifying the exact reference to the relevant author and/or work;

1.1.8. fabrication – fabrication of scientific activities and data with the intention of publishing them as original research;

1.1.9. scientific worker – a natural person with appropriate qualifications who performs scientific activity.

1.2. The aim of the Academic Integrity and Ethics (hereinafter – Code) of the Baltic International Academy (hereinafter – BIA) is to strengthen academic integrity, culture and ethics in the BIA academic environment of BIA.

### 1.3. The basic principles of the Code of Academic Integrity and Ethics:

1.3.1. Academic freedom – the principle provides an opportunity to determine and implement scientific, educational and self-educational interests in a creative, independent and responsible way. Academic freedom respects the right of others to freely express their opinion, honesty in the presentation of ideas and their implementation. Academic freedom is based on developed critical and creative thinking.

1.3.2. Honesty and justice – the principle describes honest, reasoned action based on mutual trust, which discourages from conflict of interest, deception, selfishness, evaluation bias, plagiarism.

1.3.3. Responsibility – the principle means the readiness to fulfil academic obligations, foresee the consequences of one's actions and refrain from actions that may harm academic work, collegial relations and society. Responsibility also refers to self-improvement, recognition and correction of mistakes and deficiencies.

1.3.4. Loyalty – the principle determines voluntary inclusion in the Baltic International Academy, honest and fair observance and defence of its interests, raising the prestige of BIA, promotion of brand recognition.

1.3.5. Respect and collegiality – principle includes good governance practice in creation of open, democratic and equal relations, promotion of mutual cooperation of BIA members for joint responsibility for quality education and scientific work.

1.3.6. The principles of the Code shall be implemented in the joint work of the BIA. The implementation of the principles improves the quality of education and scientific work, promotes reasonable respect and trust, prevents conflicts of interest with regard to the BIA financial resources and property, as well as prevents the use of authority, positions, and academic status for selfish interests.

1.4. The Code of Academic Integrity and Ethics promotes an honest, responsible and ethical attitude towards the study process, scientific activity and everyone involved therein. Academic integrity and ethics include objectivity, accountability, mutual respect and trust, and exclude deception and cheating. The principles of academic integrity and ethics are agreed upon and observed by BIA scientific staff, teaching staff, students, the academy's administration and general staff.

1.5. Academic honesty and ethics are behaviours that include objectivity, responsibility, mutual respect and trust, exclude deception and cheating and promote the quality and prestige of Latvian education and science.

1.6. In order to promote academic integrity and ethical behaviour and not to violate their principles, it is necessary to observe both formal rules (normative acts, rules of internal order, etc.) and to act in ethic, honest and objective way.

1.7. Deception and counteraction to the work of the BIA staff (including intentional falsification of tests or results, damage to equipment, damage to library books, unauthorized use of academic and other resources (including computer programs,

e-resources), damaging or misleading thereof, by denying access to information or knowingly providing false information).

1.8. BIA staff is obliged to cooperate in providing information with heads of structural units, BIA rector, vice-rector or other BIA staff if a violation of academic integrity is detected.

1.9. Structural units can develop specific instructions for the good the practice of academic integrity, including prevention of plagiarism, acceptable citation style and methodology for developing studies and scientific works.

1.10. BIA activities not related to studies do not release the student from the complete and accurate performance of the student's duties. Activities not related to the work of the BIA do not release the BIA employee from the obligation to perform the work duties in BIA fully and accurately.

1.11. It is considered that violations of academic integrity and ethical principles in scientific activity especially include the following actions:

1.11.1. referring to non-existing works, data, research;

1.11.2. falsifying or fabricating the results and data of an experiment or study;

1.11.3. selective interpretation of research results in such a way that they confirm the hypothesis put forward in the research or provide only such information which promotes confidence in the research conducted and its recognition in the academic environment;

1.11.4. non-observance of anonymity and confidentiality regarding persons involved in research;

1.11.5. use of information collected by others, databases, published and unpublished studies, without proper reference;

1.11.6. committing plagiarism or self-plagiarism;

1.11.7. filing a patent application for a foreign invention or expropriating inventions made within the scope of the employment relationship with the BIA.

1.12. BIA staff shall report about an academic integrity or unethical violation to the head of the basic structural unit, the vice-rector or the rector.

1.13. Academic integrity is observed in any relationship involving BIA staff. BIA staff shall refrain from spreading false information about other BIA staff members.

1.14. The BIA staff is obliged to cooperate with the Academic Integrity and Ethics Commission, the head of the basic structural unit, the BIA rector, vice-rector or other members of the BIA staff if a violation of academic integrity is found.

1.15. Violations of this Code are subject to the consequences and liability provided for in this Code and other regulatory enactments of the Republic of Latvia and the BIA.

## **2. Academic honesty and ethical behaviour of students**

2.1. Studies are the priority responsibility of students. Students do not use work and other predictable circumstances as an excuse for outstanding obligations.

2.1. The student observes the principles of academic integrity. In particular, the following actions are considered as a breach of academic integrity:

2.1.1. students treat each BIA representative, his/her ideas and opinions with respect, maintain business and collegial relations, observe equality, not allowing arrogance, discrimination and violent incidents;

2.1.2. students are co-responsible for the learning process and its quality, they shall devote all their efforts to acquire the knowledge in lectures, practical lessons and independent work and fulfil academic obligations in good faith;

2.1.3. students observe academic etiquette in speech, mutual relations and behaviour;

2.1.4. students support and maintain academic and professional honesty, do not allow plagiarism, copying, other unfair use of intellectual property or cheating;

2.1.5. students are collegial and mutually helpful, ensure the implementation of common academic goals;

2.1.6. students provide only true information about themselves, without cheating or misleading others;

2.1.7. students do not harm the rights of others to get an education or do their work by using BIA property and teaching aids, do not mislead or prevent other BIA representatives from using them;

2.1.8. in scientific work, students follow the same ethical principles and norms as the teaching staff and scientific staff.

2.1.9. students honestly and fairly evaluate the work of teaching staff and the study process in general.

2.1.11. offering any material value, material or other benefit for performing or not performing an action in the student's or another person's academic interests;

2.1.12. use of unauthorized aids in the study process or plagiarism;

2.1.13. participation in a breach of academic integrity, including transferring the results of one's individual work to other persons or submitting the results of collective work in one's own name, if it has been defined as collective work, performing a test on

behalf of another student, signing on behalf of another student in the attendance sheet or other documents, etc.;

2.1.14. provision of false information about himself/herself and his/her own work;

2.1.15. unauthorized acquisition of test questions or test tasks;

2.1.16. disturbing or delaying the academic work of academic staff or students;

2.1.17. other intentional activity that hinders or interferes with the study process and academic work at BIA.

2.2. The student may be verbally reprimanded by the BIA faculty member for this violation of the Code, or by reporting it to the Academic Integrity and Ethics Commission;

2.2.1. reduce the grade in the test;

2.2.2. to request to repeat the test task (on a different topic or to perform another task);

2.2.3. not allow to take the final exam of the study course - request to retake the study course or a part of it;

2.2.4. cancel the evaluation of course completion if the violation is detected before the next semester;

2.2.5. make a proposal to the Academic Integrity and Ethics Commission to propose to the management of the BIA to apply for the student a warning about unenrolling or to unenroll the student.

2.3. Based on the report of the BSA teaching staff, for the violation of this Code in addition to the consequences specified in other regulatory acts of the BIA, the authorized person of the BIA structural unit may apply for the student the following:

2.3.1. To annul the evaluation for the completion of the study course if the violation is detected by the end of the next semester;

2.3.2. To propose to the head of the BIA structural unit to issue for the student a warning about unenrolling or to unenroll the student.

2.3.3. All violations of academic integrity are registered in the student's personal file.

2.4. If it is detected that the student uses or has used unauthorized aids or has committed plagiarism, the student is suspended from the test with an appropriate entry in the protocol and a decision is made to apply a disciplinary penalty.

2.5. The student has the right to provide an explanation of his/her actions to BIA teaching staff and the Academic Integrity and Ethics Commission in accordance with the procedures established by BIA.

2.6. The student may appeal the decisions made regarding the violation of this Code in accordance with the procedures specified in the BIA regulatory enactments.

### **3. Academic integrity and ethical behaviour of BIA teaching staff and scientific staff**

3.1. Teaching staff and scientists provide high-quality education, promote the development of the environment of scientific activity, promote students' interest and desire to improve.

3.2. Scientific activity is based on intellectual honesty and is carried out at the highest possible quality, taking care of the development of the industry and science in general and contributing to the welfare of society. When carrying out scientific activities, the phenomenon under study is analysed in a multifaceted and broader context, not allowing a tendency and selective interpretation.

3.3. Faculty and research staff are multilateral in the latest developments in their respective fields and share their knowledge with other colleagues and students without hiding it. Educational work is based on diverse information, not highlighting only own achievements.

3.4. BIA administrative staff, teaching staff and scientists treat colleagues and students with respect, respect their ideas and opinions, maintain business, professional and collegial relations, observe equality, not allowing arrogance, discrimination and academic violence. Academic violence means academically inappropriate behaviour or remarks arising from a person in a position of authority and significantly affect the motivation of BIA representatives to study or perform direct work duties.

3.5. Teaching staff develops creative forms of student work, evaluates student work in a timely, honest and fair manner, supervises student work (especially final and promotion theses), provides consultations and timely feedback.

3.6. Teaching staff use versatile literature and sources in the study course, refer to other specialists in the relevant field and use not only study literature written by themselves, do not disparage the research activity of other scientists.

3.7. The teaching staff prepares original test tasks and regularly renews them.

3.8. The teaching staff does not allow the use of unauthorized aids, plagiarism and other unauthorized behaviour in tests.

3.9. Teaching staff do not request and do not accept gifts, services or additional payment for the performance of their duties (including consulting).

3.10. The teaching staff evaluates student works objectively according to the criteria set by BIA, based mainly on the work content, not only on the scope or design of the work, without allowing any conflict of interest.

3.11. Teaching staff and research staff support and maintain academic and professional honesty, without creating conditions for academic dishonesty, monitor the development

process of students' work, do not allow plagiarism, copying, other unfair use of intellectual property or other forms of cheating.

3.12. Faculty and research staff respect students' openness and trust by not publicly disclosing information entrusted to them. In order to protect personal privacy, faculty members also refrain from publicly discussing the performance and behaviour of their former and current students.

3.13. Teaching staff and scientists treat colleagues' achievements, as well as student performance and ideas fairly and with respect.

3.14. Teaching staff and scientific staff treat persons involved in the research in good faith, do not harm them and respect the confidentiality of the obtained information.

3.15. Faculty and research staff treat the intellectual property of others in good faith and with respect.

3.16. Teaching staff and scientific staff do not involve students in the settlement of disagreements between BIA teaching staff, scientists and general staff.

3.16. Teaching staff and scientific staff acknowledge the mistakes made in the study process or student evaluation and resolve conflicts in direct and open discussions.

3.17. In their academic work, teaching staff and scientists refrain from agitating for some political force, interest group, religious organization, etc. in selfish interests. In their academic work, teaching staff avoids self-agitation and agitation in communication with colleagues and students when running in elections.

3.18. The teaching staff, by their role model, promotes a culture of academic behaviour and interpersonal relations within BIA and beyond.

3.19. Teaching staff and scientific workers do not engage in transactions and scientific activities that weaken academic freedom and independence. Teaching staff and scientific workers refrain from engaging in transactions that harm the reputation of BIA and science in general.

3.20. Teaching staff and scientific workers, on their own initiative or referring to the call of mass media representatives or other representatives of society, express their opinion on problems and current issues of importance to the society, raise problems that need to be solved in the present and in future.

#### **4. Academic integrity and ethics in the action of the BIA administration and staff in general**

4.1. The general staff and administration of BIA promotes compliance with academic integrity and ethical principles in their activities and this Code.

4.2. Each employee of the general staff performs his/her duties in good faith and responsibly.

4.3. The general staff adheres to a culture of mutual respect.

4.4. The general staff promotes the circulation of information in good faith and in a timely manner and ensures its reliability and confidentiality.

4.5. BIA general staff and administration violate the principles of academic integrity if:

4.5.1. BIA faculty members, scientists or students who report violations of academic integrity and ethics, are unjustifiably punished or ignored;

4.5.2. reporting of violations is made difficult, burdensome or even unenforceable encouraging the ignoring or concealment of the facts of violations, a discrimination in the evaluation of the violation is allowed;

4.5.3. information about achievements and other indicators is hidden or falsified in order to get a higher rating or avoid negative publicity;

4.5.4. a confidentiality in the compilation of assessments of expertise and other academic works is not observed;

4.5.5. a conflict of interest is allowed.

4.6. A conflict of interest is a situation when the BIA academic staff has to make decisions, participate in decision-making or perform other actions that may affect the academic growth of the related person, in particular the evaluation of all types of tests, courses, final and promotional theses, management of study theses, final theses and promotion theses, awarding of scholarships and awards, allocation of funding for scientific activity, recruitment or election to academic and administrative positions.

4.7. In order not to create an apparent conflict of interest situations, the BIA faculty member has the right to recuse himself/herself from decision-making in cases where there are other circumstances that could cause justified doubts about his/her objectivity.

4.8. In order to avoid a conflict of interest, a person related to a BIA teaching staff chooses to take a study course with another teaching staff as far as possible. The BIA teaching staff refrains from supervising the related person's course, final or doctoral thesis.

4.9. If, due to a narrow specialization, the academic staff must participate in the assessment of the related person's exam or final exam, then the assessment is carried out by the examination commission or at least by another neutral representative of the academic staff - the head of the structural unit. The academic staff of the BIA, with whom the related person is evaluated, refrains from the evaluation, and is also not present in the examination room.

4.10. For academic and general staff who violate this Code, the Academic Integrity and Ethics Commission examines the case and provides the commission's decision within three business days. The rector of the BIA or a person authorized by the rector applies disciplinary punishment in accordance with the regulatory enactments of the BIA and the Republic of Latvia.



## **5. Implementation of the Code**

5.1. The implementation of the Code depends on the work, integrity, self-monitoring, self-control and self-improvement of every BIA representative.

5.2. BIA management shall provide availability of the Code.

5.3. The administrative and academic staff of the BIA promotes the implementation of the principles and norms of the Code by their example, as well as by improving the regulatory enactments and work organization of the BIA.

5.4. The implementation of the Code is promoted and supervised by the BIA Academic Integrity and Ethics Commission, which examines violations of academic integrity and ethics in accordance with the Regulations of the BSA Academic Integrity and Ethics Commission.

5.5. The BIA Academic Integrity and Ethics Commission expresses the opinion, supports actions in accordance with the Code, condemns violations of the Code and proposes action to the rector of the BIA for their prevention.

5.6. Each BIA representative is invited to honestly and fairly inform the BIA Academic Integrity and Ethics Commission about violations of the Code.

5.7. Each BIA representative has right to submit proposals for improvement of the Code and its implementation to the BIA Academic Integrity and Ethics Commission.