

Issued, pursuant to
the Code of Academic Integrity and Ethics
of the Baltic International Academy

Approved at the
BIA Senate
meeting
On February 23, 2023,
Minutes No. 156

Baltic International Academy ACADEMIC INTEGRITY AND REGULATIONS OF THE ETHICS COMMISSION

1. General provisions

- 1.1. The Academic Integrity and Ethics Commission (hereinafter - the Ethics Commission) of the Baltic International Academy (hereinafter - the BIA) is an independent and collegial decision-making body that oversees and promotes implementation of the Academic Integrity and Ethics Code (hereinafter - the Code) of the BIA, as well as expresses an opinion, supports actions in accordance with the Code, condemns violations of the Code's norms, proposes action to the rector of the BIA to prevent them and makes decisions in accordance with the procedures set forth in these Regulations.
- 1.2. The Ethics Commission examines issues about violations of the norms of the Code of academic and general personnel.
- 1.3. The Ethics Commission takes note of the BIA teaching staff's report on the student's violation of the Code's norms and:
 - 1.3.1. reduction of assessment in the test;
 - 1.3.2. assignment to repeat the test task (on a different topic or to perform another task); refusal to take the final exam of the study course - request to repeat the study course or a part of it;
 - 1.3.3. annulment of the course completion assessment if the violation is detected until the next semester;
 - 1.3.4. makes a proposal to the Ethics Commission to propose to the rector of BIA to issue a warning about exmatriculation to the student or to exmatriculate a student.
- 1.4. The Ethics Commission has the right not to consider anonymous submissions.

1.5. BIA personnel are obliged to cooperate with the Ethics Commission, if a violation of academic integrity is found, to inform the Ethics Commission in good faith and fairly about violations of the Code's norms.

2. Composition and election of the Ethics Commission

2.1. The Ethics Commission consists of three members: the Vice Rector of BIA Studies, a representative of the Legal Commission of the BIA Senate and a representative of the BIA teaching staff.

2.2. Composition of the Ethics Commission is determined and approved by the BIA Senate.

2.3. The Ethics Commission is appointed by the BIA Senate for 3 (three) years.

2.4. The members of the Ethics Commission must be free of disciplinary and academic ethics violations.

2.5. The mandate of an elected member of the Ethics Commission in the Ethics Commission ends if he terminates his work (study) relationship with the BIA or is unable to fulfill his duties for any reason. The BIA Senate elects a new representative for the remaining term of office of the Ethics Commission.

2.6. The Ethics Commission appoints a chairman and a secretary from among themselves, by open voting.

3. Decision-making procedure of the Ethics Commission

3.1. The Ethics Commission makes a decision on violations of the norms of the Academic and General Staff Code within 3 (three) working days.

3.2. The Ethics Commission shall make a decision on applying a warning to the student about exmatriculation or exmatriculation of the student within 30 days from the day of receiving an application. In case of necessity, the chairman of the Ethics Commission can make a decision on extension of deadline for consideration of the issue.

3.3. The work of the Ethics Commission is carried out in closed sessions. They are convened and chaired by the chairman of the Ethics Commission, who is responsible for conduction of the commission's meetings.

3.4. The Chairman of the Ethics Commission may, if necessary, invite the representative(s) of the relevant structural unit for matters under consideration.

- 3.5. Minutes of meetings of the Ethics Commission are provided by the Secretary of the Ethics Commission.
- 3.6. The Ethics Commission shall determine the true circumstances of the violation in good faith and fairly.
- 3.7. In cases of conflicts of interest, the member of the Ethics Commission refrains from participating in the meeting, which is indicated in the minutes of the commission meeting.

4. Decisions of the Ethics Commission and their execution

- 4.1. The Ethics Commission has decision-making power if at least two members of the Ethics Commission participate in it.
- 4.2. The Ethics Commission makes decisions by a simple majority of votes, openly voting "for", "against" or "abstentions" by all present members of the Ethics Commission. If the votes are equally divided, then the vote of the chairman of the Ethics Commission is decisive.
- 4.3. The Ethics Commission can make a decision and recognize that there has been no violation of the norms of the Code.
- 4.4. The Ethics Commission can recognize that there has been a violation of the Code's norms and make a decision:
 - 4.4.1. **For general personnel:** express reprimand, demand a public apology and change of behavior in accordance with the norms of the Code. The decision is submitted to the BIA Personnel Department and is taken into account in the evaluation of the relevant employee;
 - 4.4.2. **For academic personnel:** express reprimand, demand a public apology and change of behavior in accordance with the norms of the Code. The decision is submitted to the BIA Personnel Department and to the head of the relevant BIA field of study and/or the program director, and is taken into account in the evaluation of the relevant lecturer;
 - 4.4.3. **For a student:** propose to the BIA rector to apply a warning about exmatriculation to the student or to exmatriculate the student.
- 4.5. The decision of the Ethics Commission is signed by all members of the Ethics Commission who participated in the vote.
- 4.6. The decision of the Ethics Commission within its competence is final.
- 4.7. The Secretary of the Ethics Commission sends the adopted decision to the interested parties, the rector of the BIA, the head of the basic structural unit and the corresponding structural unit for registration in the personal file within 10 days after the adoption of the decision.
- 4.8. The rector of the BIA ensures implementation of decisions of the Ethics Commission.
- 4.9. The rector of the BIA informs the Ethics Commission about the decision and its implementation

within 30 days from the implementation of the decision.