

APPROVED

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CODE OF ETHICS

GOAL

Goal of the Code of Ethics of "Biznesa, mākslas un tehnoloģiju augstskola "RISEBA"" (hereinafter-RISEBA) students, faculty and staff is to promote honest and fair environment, community spirit, creating a favourable, open and responsible community of RISEBA.

SCOPE

RISEBA Code of Ethics is binding to RISEBA academic and general staff, as well as to students of Riga and Daugavpils branches.

ABBREVIATION AND TERMS

RISEBA community – staff of university in line with Article 26 of the Law on Institutions of Higher Education – academic staff, general staff and students.

Plagiarism - further propagation of ideas, conclusions, opinions, researches or other type of works expressed or written by another person, in one's own name without referring to the primary source – stealing.

Academic fairness – behavioural principle observed by the University's academic staff, scientific workers, students, which prescribes objectivity, responsibility, mutual respect and trust, it excludes deception and fraud and promotes quality and prestige of the Latvian education and science.

Commission – RISEBA Commission of ethics.

DESCRIPTION

1. GENERAL INFORMATION

- 1.1.Code of Ethics of RISEBA includes basic principles of ethical behaviour and norms that shall be observed by students, academic and general staff as regards the University, their work, relationship with others of the University's community.
- 1.2.Academic and general staff and students are responsible not only for ethicalness of their behaviour but also for the creation of the University as an ethical institution. Thereby mutual trust, fellowship and confidence of the society towards the University as such is promoted.
- 1.3.Acknowledging RISEBA Code of Ethics as binding and undertaking to comply with guidelines, principles and norms included therein, student, faculty member and staff becomes a member of RISEBA community.
- 1.4.RISEBA community participates in achieving goal of the University - preparing highly qualified specialists for international, practical work.
- 1.5.RISEBA Code of Ethics is approved by the Senate, supervision is performed by RISEBA Commission of ethics.

2. GENERAL PRINCIPLES OF ETHICS

Each student, academic and general staff is asked:

- 2.1.With one's actions promote the University becoming internationally recognized leader in business education and competitive university in education of social communication;
- 2.2.To be loyal to the University and with one's behaviour shape the good reputation of the University and avoid actions that would bring shame upon the University and destroy its prestige;
- 2.3.To save and promote academic traditions of RISEBA;
- 2.4.To treat carefully property of the University; save resources of the University;

- 2.5. With one's actions support honesty and fairness, stand against ill and amoral behaviour in all forms;
- 2.6. To comply with common human rights norms;
- 2.7. To fulfil one's work duties and liabilities adequately;
- 2.8. To establish environment of mutual trust, tolerance, openness, responsibility and fairness at the University.
- 2.9. To equally treat all members of RISEBA community and guests of the University, turn against any discrimination by race, nationality, religion, culture, social status, political views, gender, age and other features. Not to tolerate mockery, malicious irony, intimidation and arrogance;
- 2.10. To protect freedom of speech and thought, however, not use those for malicious and selfish purposes;
- 2.11. Not to tolerate situations and actions by which information is misrepresented thereby deceiving peers, colleagues, society;
- 2.12. To turn against any forms of corruption at the University and inform management of the university or competent authorities on each separate case;
- 2.13. Not to use lack of knowledge and mistakes of peers for malicious purposes;
- 2.14. To admit one's mistakes and correct them; To be ready to take responsibility for one's mistakes and consequences;
- 2.15. Indicating to other deficiencies, to avoid rude and impudent insults, dishonouring; To criticize openly not behind one's back;
- 2.16. To respect confidentiality of other persons' private life;
- 2.17. To improve one's knowledge continuously and develop skills in the professional sphere, ethics and communication with others.

3. BASIC PRINCIPLES OF ETHICAL BEHAVIOUR OF STUDENTS

Joining in RISEBA community each student undertakes:

- 3.1. To raise prestige of the University's students in Latvia and abroad;
- 3.2. To be always and everywhere a respectful representative and defender of the University;
- 3.3. To avoid and refuse any actions that may destroy student's personal and student's reputation and prestige;
- 3.4. To acquire study programme decently to become an international professional of the respective sphere;
- 3.5. To study independently, honestly and responsibly:
 - 3.5.1. to attend lectures in line with the procedure and schedule and according to study plans participate in internships, timely take examinations - tests, exams, term papers etc.;
 - 3.5.2. not to further propagate papers or their parts, fragments created by other authors as one's own;
 - 3.5.3. not to tolerate taking any examinations, tests of knowledge and skills on behalf of other students;
 - 3.5.4. not to use materials not allowed by teacher during any kind of examinations;
 - 3.5.5. not to offer a bribe, gift or service in exchange for a positive evaluations;
 - 3.5.6. to be an example for other students and by one's actions promote fairness of other students.
- 3.6. To respect work of teachers and other students. To turn off mobile phones and other device not related to lectures during lectures. With one's actions, attitude and behaviour not to interrupt lectures. To arrive at lectures timely at the respective lecture-rooms.
- 3.7. To be objective when publicly assessing skills, competences and professional qualification of a teacher.
- 3.8. Not to tolerate rudeness and usage of vulgar language in communication.
- 3.9. To observe common principles of behaviour and etiquette.

4. GUIDELINES OF ETHICAL BEHAVIOUR OF ACADEMIC STAFF

Each teacher of the University acknowledges one's will to act ethically and comply with the following guidelines:

- 4.1. To take care that pedagogic work and contribution to science would promote prestige of the University in Latvia and abroad;
- 4.2. To highly appreciate one's personal and professional honour and reputation. In work and private life avoid morally ambiguous situations and actions that do not comply with common norms of behaviour and may negatively impact the image of teacher and University in general.
- 4.3. To ensure qualitative education, to perform scientific work compliant with contemporary level, to facilitate the students' wish to improve, to promote one's own creative development as well as that of students and colleagues.
- 4.4. To be self-critical as regards one's professional qualification and be open to criticism by colleagues and students to improve one's pedagogic and academic competences;
- 4.5. To provide one's knowledge and pedagogic experience to less experienced colleagues, including doctoral students;
- 4.6. In scientific work, comply with requirements of Code of Ethics of the Latvian Scientist;
- 4.7. Not to express personal opinion on behalf of the University or its structural units;
- 4.8. Not to perform political, religious or other propaganda during lectures and consultations; not to evaluate students by their opinion compliance with one's own political or other views;
- 4.9. Not to act arrogantly, commanding and tutorially towards students, colleagues of employees of the University;
- 4.10. To adhere to scope of requirements for the study course without exaggerating significance of the study course compared to other study courses.
- 4.11. To ensure availability of requirements for study course, handouts and list of literature sources to all students;
- 4.12. To provide equal opportunities and requirements to all students at one's study courses;
- 4.13. To be fair when evaluating students and their results;
- 4.14. Not to demand and not to accept unlawful payments from students for trainings and consultations;
- 4.15. Not to propagate ideas created by students as one's own and not to use those in publications without referring to author;
- 4.16. To use privileges provided by the position only to achieve pedagogic goals;
- 4.17. To serve as an example of ethical behaviour with one's knowledge, presentation methods and action.

5. GUIDELINES OF ETHICAL BEHAVIOUR OF GENERAL STAFF

Each employee of the University:

- 5.1. Is aware that actions and decisions taken by him / her impact prestige and performance of the University;
- 5.2. Forms the University as an ethical institution depending upon attitude towards duties, decisions, action and ethical values;
- 5.3. Is competent in the sphere and is not avoiding to take decisions in line with competence; takes professional responsibility;
- 5.4. Continuously improves knowledge and skills;
- 5.5. Takes care that settling casual and personal relationship matters at work is not tolerated;
- 5.6. Takes good care, saves and protects property of the University. Takes care that resources of the University are used only for the prescribed purposes;
- 5.7. Is polite, friendly, helpful, acts with due respect towards all professionals respecting their work, rights and duties;
- 5.8. Observes work discipline, performs work accurately and dutifully taking responsibility for work;
- 5.9. Complies with requirements of laws and normative acts and the requirements of RISEBA personal data protection policy and regulations for the receipt and transfer of information.

6. IMPLEMENTATION AND COMPLIANCE WITH CODE OF ETHICS

- 6.1. Prior to implementing the Code of Ethics a mandatory public discussion procedure shall be ensured. The basis of efficiency of the Code of Ethics is personal contribution rather than mandatory implementation;

- 6.2. The approved Code of Ethics is publicly available to all involved parties – students, general and academic staff etc.;
- 6.3. Staff entering in employment relationships with the university confirms by signing that they have got acquainted with the Code of Ethics;
- 6.4. Each employee is responsible for fulfilment of work tasks in line with Code of Ethics of the University and other regulations and guidelines of the University.

7. SUPERVISION OF CODE OF ETHICS AND SANCTIONS

- 7.1. Reputation of University is shaped by all its staff together – students, academic and general staff - as each of them takes decisions, performs actions in their sphere of competence, each is characteristic of certain conduct and University is identified with each of them. Staff of university might come in conflict, therefore management of University and Commission of ethics supervises application of Code of Ethics, periodically checking its suitability, adequacy and efficiency in all spheres of University, and, if necessary, improves it.
- 7.2. Reprimands for non-compliance with the Code of Ethics are confidential and information on person who has provided information on other person's violation of ethical norm (-s) is not made public;
- 7.3. Violations of the Code of Ethics at the University can be reported to the Commission of ethics;
- 7.4. Supervision of compliance with the Code of Ethics is performed by RISEBA Commission of ethics;
- 7.5. Composition of the Commission is determined and approved by the Senate;
- 7.6. Commission of ethics is entitled to apply the following sanctions for violation of ethical norms:
 - to general staff: to reprimand, to demand public apology and change of behaviour, information on violations is submitted to department of human resources and is considered when performing assessment of the respective employee;
 - to academic staff: to reprimand, to demand public apology and change of behaviour, information on violations is submitted to department of human resources and head of department and / or programme director and is considered when performing assessment of the respective employee;
 - to students: to reprimand, to demand public apology and change of behaviour, to forbid applying to RISEBA funded study places and discounts on tuition fees, demand repeated taking of examination, if necessary.
- 7.7. The Commission counts and records all notifications received on violations of ethical norms.
- 7.8. Information on severe violations is spread at the University to reduce possibility of recurring of such cases in future and establish concept that such action is condemnable.

8. RELATED DOCUMENTS

- 1) Akadēmiskā godīguma koncepcija (*Concept of academic fairness*). Akadēmiskā godīguma centrs, Rīga, 2007
- 2) Latvijas Zinātnieka ētikas kodekss (*Code of Ethics of the Latvian Scientist*), 04.11.1997.
- 3) RISEBA Internal regulations NT 0001.