

APPROVED:  
RISEBA Scientific Committee  
June 25, 2018, minutes No. 2018/3, decision No. 1.1.  
RISEBA Senate meeting  
10.10.2018. minutes No 18/1.1-07/07

## **RISEBA University of Business, Arts and Technology CODE OF ACADEMIC INTEGRITY**

### **1. THE IMPORTANCE OF A CULTURE OF ACADEMIC HONESTY AND FAIRNESS**

1.1. The University's academic integrity policy means a commitment to the values of honesty, ethics and fairness that should facilitate the academic, personal and professional success of faculty members and students.

1.2. Academic honesty can be regarded as a link between academic honesty and a long-term professional and academic career for faculty members and students of the University.

1.3. The ultimate **goal** in following academic honesty and fairness is the creation and development of an honest culture and climate at the University rather than exposing academic violations of faculty members and students and punishing them for such incidents.

1.4. Respect for the Code of Academic Integrity should be supported by the whole University's team, including all faculty members, visiting faculty, faculty colleagues, study programme administrators, deans and management of the school.

1.5. RISEBA University of Business, Arts and Technology, hereinafter referred to as RISEBA University, regards the following as its framework for the Code of Academic Integrity:

- Fairness
- Responsibility
- Objectivity
- Openness, mutual respect and trust.

### **2. CLASSIFICATION OF VIOLATIONS OF ACADEMIC INTEGRITY**

**Violations of academic integrity by students, researchers and faculty members can take the following forms.**

#### **2.1. Plagiarism**

2.1.1. The definition of "plagiarism" includes but is not limited to the act of a student or a faculty member of misrepresenting someone else's work as their own and/or pretending to hold the intellectual property rights. In this case, an individual attempts to steal the work, thoughts or ideas of another person, regardless of where these were published or expressed in written form.

2.1.2. Plagiarism includes but is not limited to:

- Quoting the text in an improper way;
- Paraphrasing the text without proper citation;

- Absence of a literature source in the List of References.

2.1.3. Plagiarism on the part of a student can take the form of an exam task, home assignment, course paper, or bachelor, master's or doctoral thesis that has been submitted to the teacher as the student's own work.

2.1.4. Plagiarism includes downloading and copying pieces of text from the Internet without properly citing the source used.

2.1.5. Plagiarism also includes submitting a paper by another author that was purchased or stolen from a student of another university.

2.1.6. Plagiarism on the part of a researcher or faculty member may occur in a research paper as the following:

- Word-for-word copying of a text from another source without quotation and references;
- Plagiarism of ideas, which means putting another person's ideas, thoughts and inventions in one's own words and presenting them as one's own intellectual property.

## **2.2. Cheating**

2.2.1. The definition of "cheating" includes but is not limited to the action of a student, researcher or faculty member who intentionally tries to use unauthorised information, study and other types of materials, academic assignments and exercises which belong to another person, submitting them as one's own work.

2.2.2. Cheating on the part of a student may occur during their studies as:

- Unauthorised usage of various notes and/or a "cheat sheet". A "cheat sheet" can be regarded as a piece of paper bearing written notes intended to aid one's memory, used surreptitiously in an examination or other instance when students' knowledge is tested;
- Copying from another student's work, research paper, coursework, laboratory assignment, computer files, etc.;
- Submitting a written paper from another study course as an original assignment without the explicit permission of a teacher (faculty member);
- Providing or selling another student's answers or solutions for an assignment or an exam, informing a student / classmate of the correct exam answers after having taken an exam, etc.;
- Submitting as one's own work a paper, assignment, exercise or other written work prepared by another person or purchased from another person or from a company.

2.2.3. Cheating on the part of a researcher or faculty member can take the following forms:

- Usage of another faculty member's study materials without permission and without quotations and submitting them as one's own intellectual property;
- Usage of a student's coursework or bachelor, master's or doctoral thesis and submitting it as one's own research results without the explicit permission of the student as a co-author.

## **2.3. Violation of intellectual property rights including copyrights**

2.3.1. The definition of "violation of intellectual property rights including copyrights" includes but is not limited to the action of a student, researcher or faculty member who intentionally tries to use any copyrighted materials – including copying and duplicating computer software or duplicating and/or reproducing audiovisual materials, films, video, architectural designs, schemes, or any other creative and innovative results which belong to another person – submitting them as his/her own work.

## **2.4. Falsification and/or fabrication of data**

2.4.1. The definition of "falsification and/or fabrication of data" includes but is not limited to the action of a student, researcher or faculty member who intentionally tries to use false or fictional data for any purpose.

2.4.2. Falsification and/or fabrication of data means that an individual – faculty member, researcher or student – deliberately takes the action of fabricating or falsifying information or a theory for his/her own purposes. Such fabricated or falsified data might be used for coursework, research papers, scientific monographs, projects, or other academic and research activities. This action can take the form of unauthorised and intentional falsification, fabrication and/or misinterpretation of data.

### **2.5. Dishonesty and inappropriate collaboration**

2.5.1. The definition of “dishonesty and inappropriate collaboration” includes but is not limited to the action of a student, researcher or faculty member who intentionally tries to hide or conceal a collaboration or simply does not acknowledge a collaboration, including co-authorship or any other type of shared work with another colleague and/or another student.

2.5.2. This action can take the form of claiming sole authorship of research papers, coursework, bachelor and master’s theses, the results of a creative performance, competitions, audiovisual materials, films, video, architectural designs, schemes, or any other creative and innovative results.

### **2.6. Hiding an engagement with another education institution**

2.6.1. The definition of “hiding an engagement with another education institution” includes the action of a researcher or faculty member who intentionally tries to hide his/her formal engagement with another educational institution where he/she is teaching study courses, supervising bachelor, master’s or doctoral theses, participating in any type of project, or engaging in any other type of paid work without informing RISEBA University and getting formal permission for this engagement from RISEBA.

### **2.7. Following and respecting Latvian state legislation and regulations**

2.7.1. Students, researchers and faculty members must follow and respect the laws and state regulations of the Latvian Republic. This ultimately means that in every oral or written expression they should respect the “spirit and letter of the law”, including in research papers, coursework, radio and television programmes, interviews, or any other types of academic activity.

2.7.2. This clause does not contradict the definition and spirit of academic freedom, which allows one to express research results and any thoughts, but simply asks one to respect state policy and maintain business ethics in any academic activities.

## **3. JURISDICTION**

3.1. RISEBA University has the full authority and official power to make legal decisions and judgments as well as impose penalties in cases of academic violations of the Code of Academic Integrity.

3.2. The actions of RISEBA University in case of violation of this code are regulated by the respective articles of the RISEBA Internal Regulations, which are mandatory for every RISEBA student, researcher, and faculty member.

3.3. In the RISEBA Internal Regulations, the procedures for checking and verifying cases which may be suspicious in terms of academic integrity are described, including assigning a penalty for every case of violation.

3.4. Each case of academic integrity violation on the part of a student, researcher or faculty member should be reported to the Faculty Dean, who will initiate the process for convening a meeting of the Academic Integrity Committee.

## **REFERENCES**

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McGill, S. (2008). Integrating Academic Integrity Education with the Business Law Course: Why and How? *Journal of Legal Studies Education*, 25 (2), pp. 241-82.

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