

APPROVED

at the Senate

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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.

Committee – RISEBA Ethics Committee.

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 the goal of the University - developing socially responsible entrepreneurs, leaders, managers and professionals for Latvian and international businesses;
- 1.5.RISEBA Code of Ethics is approved by the Senate, supervision is performed by RISEBA Ethics Committee.

2. GENERAL PRINCIPLES OF ETHICS

Each student, academic and general staff is asked:

- 2.1. With one's actions promote the University becoming an 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 treat all members of the RISEBA community and guests of the University equally and with respect, to oppose any discrimination based on race, nationality, religion, different culture, social status, political beliefs, gender, sexual orientation, age, etc. Not tolerate ridicule, bullying, arrogance and other negative forms of staff and student behaviour, including physical, emotional and sexual violence. Defend freedom of speech and thought, but not use it for malicious or selfish purposes;
- 2.10. Not to tolerate situations and actions where information is misinterpreted thereby deceiving peers, colleagues, society;
- 2.11. To oppose any form of corruption at the university and to inform the university management or the competent authorities of any such case;
- 2.12. Do not exploit fellow citizens' lack of knowledge and mistakes;
- 2.13. Recognize your mistakes and correct them. Be prepared to take responsibility for your mistakes and the consequences they cause;
- 2.14. Indicating to others' shortcomings, refrain from disrespectful or defamatory language. Offer constructive, direct, and specific feedback rather than criticizing indirectly behind one's back;
- 2.15. To respect confidentiality of other persons' private life;
- 2.16. 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

By joining RISEBA community, each student commits to:

- 3.1. To raise the prestige of University's students in Latvia and globally;
- 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, course papers etc.;
 - 3.5.2. not to assign work prepared by others, or parts or fragments thereof, as their 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 evaluation;
 - 3.5.6. to be an example for other students and promote the integrity of other students by their actions.
- 3.6. To respect the work of the lecturer and other students. Switch off mobile phones and other devices unrelated to the lectures. Not to disrupt lectures by their actions, attitudes and behaviour. To arrive on time, without being late, for lectures in the classrooms indicated;
- 3.7. To be objective when publicly assessing skills, competences and professional qualification of the lecturer;

- 3.8. Not to tolerate rudeness and the use of obscene language in communication;
- 3.9. To observe common principles of behaviour and etiquette.

4. GUIDELINES OF ETHICAL BEHAVIOUR OF ACADEMIC STAFF

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

- 4.1. Strive to enhance the University's prestige in Latvia and internationally through dedicated pedagogical work and contributions to science;
- 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 the faculty member 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 about their own professional qualification and be open to criticism from colleagues and students in order to improve their pedagogical and academic knowledge;
- 4.5. To selflessly pass on knowledge and pedagogical 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, domineeringly, or patronizingly toward students, colleagues, and university staff;
- 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 claim the ideas created by students as one's own and not to use those in publications without referring to the author of the idea.
- 4.16. To use the power granted by your position only to achieve pedagogical goals;
- 4.17. To serve as an example of ethical behaviour for students with one's knowledge, teaching 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 the 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. Each employee and student is obliged to perform his/her work and study tasks in accordance with the University's Code of Ethics, as well as other University regulations and guidelines.

7. SUPERVISION OF CODE OF ETHICS AND SANCTIONS

- 7.1. Reputation of the 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 the University and Ethics Committee supervises application of Code of Ethics, periodically checking its suitability, adequacy and efficiency in all spheres of the 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 Ethics Committee;
- 7.4. Supervision of compliance with the Code of Ethics is performed by RISEBA Ethics Committee;
- 7.5. Composition of the Committee is determined and approved by the Senate;
- 7.6. In cases where the Ethics Committee reviews ethical violations by students, the Student Council shall delegate a student representative who shall participate with voting rights in the Ethics Committee's consideration and decision-making on this matter;
- 7.7. Ethics Committee 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 the Department of Human Resources and the 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.
- 7.8. The Committee counts and records all notifications received on violations of ethical norms;
- 7.9. 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) Code of Academic Integrity NL 0078-01
- 2) Code of Ethics of the Latvian Scientist, 16.05.2017.
- 3) RISEBA Internal regulations NT 0001-02
- 4) Student Council Regulation NL 0010-11

- 5) The European Code of Conduct for Research Integrity (revised edition 2023) https://riseba.lv/wp-content/uploads/2024/09/eng_european_code_of_conduct.pdf
- 6) Guidelines on the Responsible Use of Generative AI in Research https://riseba.lv/wp-content/uploads/2024/09/guidelines_for_generative_ai.pdf