

KAZIMIERAS SIMONAVIČIUS UNIVERSITY

**PRIVATE LIMITED LIABILITY COMPANY
KAZIMIERAS SIMONAVIČIUS UNIVERSITY**

Code 111968775. Kauno g. 34, LT-03202 Vilnius. Tel./fax (8 5) 213 5172. E-mail
ksu@ksu.lt

CODE OF ETHICS OF KAZIMIERAS SIMONAVIČIUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Code of Ethics of Kazimieras Simonavičius University (hereinafter the Code of Ethics) establishes the ethical principles and provisions of business conduct of the University faculty, researchers, administrators and other employees (hereinafter the University community), as well as student activities, defines the main avoidable norms of behaviour, which are not directly established in the Lithuanian legislation, labour contracts and internal procedural documents of the University.

2. The purpose of the Code of Ethics is to create an atmosphere of democracy, trust and creativity at the University, to bring together the faculty and students of the University, to support and foster the main academic values: justice, integrity, respect to people, tolerance, professional, scientific and civic responsibility.

3. The following definitions are used in the Code of Ethics:

3.1. **Teachers** – University teachers and researchers;

3.2. **Employees** – administration and other staff related with employment relations with the University;

3.3. **Students** – students studying according to the integrated programme of bachelor and master studies at the University;

3.4. The **University community** includes the University professors, researchers, administration and other employees.

**II. GENERAL ETHICAL STANDARDS OF THE UNIVERSITY
COMMUNITY**

4. Faculty and staff, recognizing the core values of the Code of Ethics – collegiality, self-expression, professional competence, and respect for different opinions, undertake to:

4.1. respect the rights and obligations of the University community members;

4.2. serve the University community, regardless of age, gender and sexual orientation, disability, appearance, race and ethnic origin, religion, belief, political beliefs;

4.3. act sensibly and correctly at all times, without abusing the powers conferred on them;

4.4. be impartial and have no prior biases and prejudices in decision-making;

4.5. make informed legal decisions, to ensure the publicity of actions and decisions according to the laws, and to provide a motivation for the reasons for decisions;

4.6. in accordance with the legislation to provide the necessary information to the University community and other studying persons. Official information is provided according to the laws, if it is not restricted or confidential;

4.7. refrain from harming the reputation and general interests of the University in any activities and, to the extent possible, to contribute to the implementation of studies and research of the University;

4.8. refrain from tolerating the cases that may be related to corruption, fraud, or

attempts to make the impact on the University community member. Disclosure of information about unlawful acts or omissions is not considered a violation of the principle of loyalty to the University;

4.9. refrain from using its right to vote when deciding the issues of funding, penalties or incentives in self-governance institutions of the University, related to the family member (s) or business partner (s);

4.10. behave in good faith in administration, studies and research activities;

4.11. follow the University strategies of studies and research;

4.12. in initiating and (or) performing projects related to the name of the University, ensure that projects are in line with the common interests of the University and the fields of studies and research of the University;

4.13. be of impeccable conduct, polite, courteous and orderly;

4.14. perform their duties on time, in a high quality and professional manner, to continuously improve and develop professional skills, be innovative and creative;

4.15. be tolerant to different opinions and beliefs, respectfully deal with the community members of the University, studying and other individuals;

4.16. refrain from diminishing the name of the University with alcoholism, drug addiction and other public inadmissible habits. To smoke only in designated areas;

4.17. preserve the property of the University and refrain from using it for political and religious activities, private business or private purposes and not permit it to be used by other individuals;

4.18. refrain from using the University's name in any work, political, religious activities;

4.19. refrain from abusing the University resources in the projects;

4.20. refrain from forging, manipulating the information of creative empirical research, scientific works, plagiarism or other deceit in scientific activities;

4.21. listen and hear the colleagues and students;

4.22. disseminate best practices, shearing it with colleagues and convey it to the learners;

4.23. promote friendly atmosphere of relations, teamwork of mutual trust, refrain from defamation, gossips, offences and demonstration of negative emotions;

4.24. share own experiences with colleagues, especially with colleagues having less experience and lower qualifications;

4.25. deal with disagreements with colleagues by talking to each other;

4.26. treat superiors with respect, communicate correctly, to carry out their legitimate instructions, reserving the right to have own views on all issues and to express them in a tactful manner;

4.27. refrain from disclosing confidential information entrusted for management or use at work, from using or transferring it to third parties;

4.28. express any disagreement with colleagues, comments on their scientific work or educational shortcomings in person by presenting the opinion in the correct manner, without criticising their individual traits, and ensure that relationships are based on the principles of politeness and tolerance;

4.29. refrain from actions causing pressure to colleagues or students, in pursuit of gratuitous assessment or concealment of fraudulent academic activities;

4.30. respond respectfully about pedagogical skills, theoretical attitudes and personal traits of colleagues;

4.31. be objective in the assessment of knowledge, activity and behaviour of the University community members and students;

4.32. take no advantage of the official position in order to affect subordinate or not

subordinate individuals on making a decision favourable to oneself, their family members, friends or close relatives;

4.33. maintain generally accepted rules of conduct during non-working hours;

4.34. address contentious issues with each other and in case of failure to do so, primarily contact the University administration;

4.35. be tidy and wear clean, business-style clothing. Employees not servicing citizen or other persons directly, and not involved in the activities of meetings, commissions and other, related with the representation of the University, may wear casual style clothing one day per week.

III. COMMUNICATION ETHICS OF THE UNIVERSITY COMMUNITY AND STUDENTS

5. Relations between the University community and students are based on the principles of respect, fairness, goodwill, non-discrimination and tolerance, academic cooperation and transparency. Binding in non-academic responsibilities can lead to a conflict of interest, therefore, ambiguous relationship should be avoided.

6. The University community member, the communicating with students, undertakes to:

6.1. refrain from discrimination of students in speech, actions or academic assessments because of their age, gender and sexual orientation, disability, appearance, race and ethnic origin, religion and belief;

6.2. refrain from discrimination of students because of participation in political, social, cultural and sports activities;

6.3. refrain from publicly expressing own sympathies and dislikes of students, and to demonstrate equal respect to all students, to avoid any malicious mocking them orally or in writing;

6.4. be honest in evaluating students according to their knowledge;

6.5. refrain from assuming the role of teacher in respect of a family member, close friend, business partner (examination, management of written papers etc.), where it is possible to avoid such a role;

6.6. refrain from tolerating the cases related with acceptance of direct and indirect gifts, services of non-academic nature not directly related with the courses, from the students;

6.7. in absence of a specific reason (student's consent, legal basis, benefits for students anticipated damage to third parties), not to disclose information about the academic assessments of students and penalties to third parties;

6.8. refrain from discussing academic failures of students with other teachers and staff, except for the cases when evaluating the appeals of students, or thorough discussions of the results of examinations and credits, other academic matters where an objective decision obviously clearly justifies the discussion of such failures;

6.9. refrain from using private information about students, such as training or teaching materials, unless a consent of the student has been obtained;

6.10. ensure that the observations and comments on the written papers of students not submitted for public defence, are not made available to other individuals;

6.11. maintain high moral standards in responding to cases of disintegrity of students such as plagiarism, cheating, falsifying, altering the results of examinations and credits, using external experience during examinations and credits, presentation of papers written by others as own papers, earning money by writing written papers to students, or presentation of a written paper of one course as the assessment test for other course;

6.12. refrain from requiring confidential private information from the student in

group discussions, and even more so, to link the presentation of such information with assessment of knowledge;

6.13. minimise, as much as possible, the opportunities for academic disintegrity of students during assessment tests, and avoid assessments for the course, relating it to the participation of students in political or social activities acceptable to the teacher.

IV. GENERAL ETHICAL STANDARDS OF STUDENTS

7. Acknowledging that the truth, knowledge and understanding are the supreme values of studies, expecting trust and just evaluation of achievements, the students, perceiving the non-compliance of these provisions as serious violations of the academic ethical, undertake to:

7.1. refrain from cheating during assessment tests of courses, or parts thereof, during colloquiums, credit tests, examinations and other assessment tests:

7.1.1. refrain from plagiarizing from other students or using crib sheets or other illegal means;

7.1.2. present only own papers during assessments and refrain from using work or results of other students;

7.1.3. refrain from presenting the same papers for assessment tests of several courses;

7.1.4. refrain from passing assessment tests for other individuals.

7.2. To refrain from falsifying:

7.2.1. grades of the assessment of written papers, in order to get a higher score;

7.2.2. signatures of teachers, marks and documents;

7.2.3. academic assignments (laboratory, course papers and other works), or changing their data or results.

7.3. To refrain from giving bribes, offering or providing compensation for academic or other services (in person or in conjunction with other persons).

7.4. To refrain from plagiarism:

7.4.1. texts of other authors must be presented with quotation marks – with quotes or other forms of distinguishing from the body of the text, indicating the exact source;

7.4.2. when retelling or quoting someone else's idea, to provide the exact source.

7.5. To refrain from prompting or allowing other students to transcribe from own papers.

7.6. To refrain from providing assistance to other individuals engaged in unfair academic actions: plagiarism, cheating or falsification.

7.7. To use the University research and computer equipment, library and material resources responsibly and according to the intended purpose.

7.8. To respect the University community members and other employees.

8. Mutual relations of students are based on the principles of collegiality, friendship, integrity, tolerance and solidarity, oriented to the quality of the process of studies and assurance of the academic atmosphere. In collaboration with other students, the students undertake to:

8.1. respect the opinion of other students, present observations in a correct manner;

8.2. be tolerant in assessing personal traits of other students;

8.3. refrain from discussing confidential information about other students and the University community members;

8.4. maintain academic silence during lectures and seminars.

V. MAINTENANCE OF THE CODE OF ETHICS

9. The maintenance of the Code of Ethics is performed by the Ethics Control Commission (hereinafter the Commission).

10. In its activities the Commission shall be guided by the provisions of the Code of Ethics.

VI. FUNCTIONS OF THE COMMISSION

11. The Commission shall consider proposals on the improvement of the Code of Ethics or initiate its supplements or amendments, and submit them for approval to the University Council.

12. The Commission shall adopt and consider applications about violations of the Code of Ethics by the University community members and students.

VII. FORMATION OF COMMISSION AND ORGANISATION OF ITS WORK

13. The Commission shall be composed of five full-time members, one of them shall be a student nominated by the Student Representative Office. The composition of the Commission and the Chairman (and his deputy) shall be approved by the order of the Rector, with the approval of the University Council.

14. The term of office of the Commission members shall be five years. Individuals can be the members of the Commission for no more than two consecutive terms.

15. When the standing member of the Commission is retired from work or completes his studies at the University, the Rector shall appoint a new member of the Commission with the approval of the University Council.

16. Commission meetings shall be convened upon receipt of an application, or when there is a need to initiate amendments or corrections of the Code of Ethics additions or corrections.

17. Commission meetings shall be convened and chaired by the chairman of the Commission (if he is unable to participate for objective reasons, the meeting shall be chaired by the deputy chairman). In case of receipt of applications related with the chairman of the Commission, the meeting shall be convened and chaired by the oldest member of the Commission.

18. Applications for ethical violations of the University community member or a student to the commission may be submitted by the University community member or a student. Ethics violations must have been committed no earlier than a year ago.

19. Applications on ethical violations shall be submitted to the Commission Chairman in writing. Only clearly motivated application shall be accepted for consideration. Anonymous applications shall not be considered.

20. Grounds for initiating the consideration for the violation of the Code of Ethics:

20.1. a written statement of the individual (the applicant);

20.2. facts set out in the application;

20.3. media information about the violation of rights of citizens or other persons by the University;

20.4. other cases.

21. The Commission must consider the application, make a decision and provide a written answer to the applicant (signed by the chairman of the Commission, and in his absence by the deputy chairman of the Commission) in accordance with resolution No 1491 of 2002-09-25 of the Government of the Republic of Lithuania "On the approval of description of the sample procedure of servicing citizen and other persons in public administration and other institutions".

22. A copy of the application must be submitted to the University community member or a student in respect of whom the application or information has been received. He must respond to the application within 5 working days of receipt.

23. The University community member or a student shall have the right to participate in the meeting of the Commission in considering the application of information related to him. If the University community member or a student under consideration is a member of the trade union, the representative of the trade union shall attend the meetings of the Commission. During the consideration of the student at the Commission meeting, the meeting shall be attended by the authorised representative of the Student Representative Office.

24. The Commission members are required to maintain confidentiality and not disclose information about the investigation before the end of the investigation.

VIII. DECISIONS OF THE COMMISSION

25. The Commission shall make decisions on the matters discussed.

26. Decisions of the Commission shall be legitimate if the meetings are attended by at least three full-time members of the Commission.

27. Decisions of the Commission shall be taken by simple majority of vote. In the event of a tie, the chairman shall have the decisive voice.

28. Having decided that the conduct of the considered individual has violated the Code of Ethics, the Commission, taking into account the nature and severity of the violation, shall have a right to apply the following measures:

28.1. to issue a written warning to the University community member or a student, and announce the information about the decision of the Commission on the University website;

28.2. to propose the University Rector to apply one of the following disciplinary penalties: for students – a reprimand, a severe reprimand, expulsion from the University; for University community members – a reprimand, a severe reprimand, dismissal.

IX. FINAL PROVISIONS

29. The Code of Ethics shall be published on the University's website.

30. Each member of the University community and each student is obliged to follow this Code of Ethics in their activities.

31. If the conduct of the University community member or a student in administrating or academic activities is not regulated by the laws of the Republic of Lithuania, the University Statute or this Code of Ethics, it must comply with the general ethical principles.