

APPROVED

By the Director of the College of Saint
Ignatius of Loyola
Order No V-70 of 14 June 2019

ST. IGANATIUS OF LOYOLA COLLEGE CODE OF ACADEMIC ETHICS

I.GENERAL PROVISIONS

1. This document, in accordance with the Constitution of the Republic of Lithuania, the Declaration of Human Rights, the Laws on Higher Education of the Republic of Lithuania and other laws, sets out the provisions of the Academic Ethics of the College of St. Ignatius of Loyola (hereinafter referred to as the "College"), which include the basic norms of professional ethics and common human behaviour of the academic community of the College.

2. Terms used in the Code:

Academic community - the students and academic and non-academic staff of a research and study institution.

Academic ethics are academic values generally recognised by the academic community and enshrined in the codes of ethics of research and study institutions, which ensure the transparency of the research and study process, academic honesty, mutual trust, respect, equality, fairness, justice, nondiscrimination, responsibility, the sustainable use of resources, academic freedom, the fairness of the evaluation of research and study work and the protection of intellectual property.

Socially responsible behaviour is the conscious, ethically sound and mature behaviour of a member of a research and study institution and its academic community in its external and internal environment.

3. The general objectives of the ILK Code of Academic Ethics (hereinafter referred to as "the Code") are:

3.1. to uphold and affirm the fundamental principles of Christian academic activity: the pursuit of truth and integrity, academic freedom and its responsible exercise;

3.2. to create a democratic atmosphere of trust, creativity and spirituality in the ILC;

3.3. to base the interpersonal relationships of the members of the ILK community on Gospel and common human values.

3.4. to establish the ILK community as an important part of the ethical dimension of any issue;

3.5. to draw the boundaries of responsible tolerance: to regulate behaviours that should be avoided in terms of academic ethics;

3.6. to assist the ILK community in assessing and dealing with specific situations in academic life where ethical issues arise.

II. GENERAL ACADEMIC ETHICS

4. The Code establishes the basic provisions of ethical academic conduct which are not directly regulated by the legislation of the Republic of Lithuania, contracts of employment and the internal documents of the ILK.

5. The right of expression of members of the ILK community includes academic freedom, which is understood as the right to express one's views openly in academic and administrative activities and

to express critical ideas uncensored. The responsible exercise of this right requires that teachers recognise the same right in other members of the community, maintain a tradition of critical thinking and an orientation towards ensuring the quality of studies and research, ethics and a climate of community.

6. The responsible exercise of academic freedom is contrary to:

6.1. intolerance of dissenting views of students or colleagues;

6.2. ignoring or deliberately limiting the right of the lecturer and the student to express and defend his/her own opinion in decision-making processes that are of importance to the ILK community, its units or the individual;

6.3. ignoring or deliberately limiting the right to respond to criticism or accusations;

6.4. participation in applied scientific research involving harm to man, nature, society, Christian morals or culture.

7. Belonging to the ILK community imposes an obligation to respect the general interests of the College and to contribute to the fulfilment of its study and research objectives to the extent possible. Therefore, from an ethical point of view, a lecturer is obliged to:

7.1. adhere to the ILK's strategy for study and research and to voice constructive criticism, particularly within their academic community;

7.2. to actively uphold standards of academic integrity in study and research activities;

7.3. report to the Ethics Committee any cases that may involve nepotism, corruption or an attempt to exert undue influence on a member of the College community;

7.4. not to exercise his/her right to vote when the issue of funding, sanction or promotion of a family member or business partner is being considered by the ILK Local Government;

7.5. not to use the name of the ILK and its work for political, religious activities or self-aggrandisement;

7.6. not to represent the ILK in public without authority or rights under the Statutes.

8. Relations between members of the ILK community shall be based on the principles of respect, goodwill, impartiality and non-discrimination. Violation of academic ethics:

8.1. discriminating against students or colleagues in speech, action or academic assessment on the grounds of age, gender or sexual orientation, disability, appearance, race or ethnicity, religion or belief, or tolerating such discrimination;

8.2. discrimination against students or colleagues on the grounds of participation in political, social, cultural or sporting activities;

8.3. harassment of students or colleagues - where the dignity of a person is violated on the grounds of age, gender or sexual orientation, disability, appearance, race or ethnicity, religion or belief, and where the purpose is to create, or is created by creating, an intimidating, hostile, degrading, humiliating or offensive environment, or where conduct that violates human rights and violates dignity is tolerated;

8.4. humiliating a student or a colleague by exercising his/her superiority as a teacher or administrator.

9. Relationships between teachers shall be based on the principles of neighbourly affection and academic solidarity, with a focus on ensuring the quality of studies and research and a community atmosphere. Violation of academic ethics:

9.1. when professional competition between colleagues takes unfair forms and/or engages in illegal, dishonest transactions and withholds information from the College community;

- 9.2. when a lecturer, in the presence of the students, makes disrespectful remarks about the pedagogical abilities, theoretical views and personal qualities, etc. of an absent colleague. ;
- 9.3. when pressure is exerted on a colleague or student in order to obtain an undeserved grade or to conceal academic dishonesty;
- 9.4. when confidential information about members of the College community is made public or discussed in public;
- 10. The use of ILK's research and development resources shall be sustainable, responsible and dedicated to the fulfilment of the College's commitments. This provision is violated by:
 - 10.1. the use of the material and financial resources of the ILK for political activities, private business or personal needs;
 - 10.2. misuse of the resources of the Higher Education Institution in carrying out projects;
 - 10.3. destruction of the property of the institution, whether caused by malice or negligence.

III. ETHICS OF STUDY ACTIVITIES

- 11. The relationship between the lecturer and students is based on the principles of academic cooperation and transparency. Commitment to non-academic obligations may lead to conflicts of interest and ambiguous relations with students should be avoided. Academic ethics are contradicted by:
 - 11.1. the pursuit of a non-academic relationship by a student or lecturer with a lecturer or student, respectively, where there is a direct academic relationship, for the purpose of obtaining benefits;
 - 11.2. taking on the role of a teacher in relation to a family member, close friend or business partner where it is possible to avoid such a role;
 - 11.3. the solicitation or acceptance of direct and indirect gifts, services of a non-academic nature or services of an academic nature not directly related to the courses being studied.
- 12. The assessment of a student's knowledge and skills must be fair, honest and consistent with the objectives of the course:
 - 12.1. the lecturer must react in a principled manner to cases of student dishonesty, such as plagiarism, scribbling, falsification of data, falsification of examination or assessment results, use of outside help during an examination or assessment, submitting someone else's work as one's own work, employing other students to write written work for them, submitting the work of one year of study for the purpose of payment for another year of study, etc.;
 - 12.2. payment for the course/module may not be linked to students' participation/non-participation in political or social activities that are acceptable/unacceptable to the lecturer.
- 13. The atmosphere of trust is undermined by the disclosure of confidential information about a student. The principle of confidentiality requires:
 - 13.1. in the absence of a specific justification, not to disclose to third parties information about a student's academic grades or penalties;
 - 13.2. not to discuss a student's academic failures with other lecturers, except in cases where student appeals are being evaluated, examination or assessment results are being discussed in detail, and other academic matters where the objective resolution of the matter clearly justifies the discussion of such failures;
 - 13.3. not to use private information about a student without his/her consent;
 - 13.4. to ensure that observations and comments on the student's written work not submitted for public defence are not made available to third parties.

IV. ETHICS IN RESEARCH AND DEVELOPMENT

14. Scientific research must be based on the ideals of ethical, honest inquiry and the pursuit of truth. This is violated by:

- 14.1. falsification or manipulation of empirical data;
- 14.2. deliberate concealment of findings that contradict the hypothesis of the study;
- 14.3. deliberately misrepresenting the methodology of the empirical study;
- 14.4. theft or deliberate destruction of empirical research data, computer programs, samples of empirical material, manuscript;
- 14.5. plagiarism, i.e. representing another's text, idea or invention as your own;
- 14.6. unreasonable imposition of co-authorship on junior colleagues or subordinates;
- 14.7. denying or concealing the contribution of people or organisations that have contributed to the scientific development;
- 14.8. unfair, tendentious criticism of a colleague's work and deliberate belittling of a colleague's work on the grounds of personal dislike, rivalry, political or other motives unrelated to the professionalism of the work being assessed.

V. ETHICS OF ACADEMIC ACTIVITIES OF STUDENTS AND UNMARRIED LISTENERS

15. Recognising truth, knowledge and understanding as the highest values of study, and expecting to be trusted and to have their achievements fairly evaluated, ILK students and free listeners commit themselves to the principle of academic integrity. Violations of academic integrity include:

- 15.1 Plagiarism - presenting someone else's ideas as your own.
 - 15.2. fraud in the payment of fees for a course or part of a course - in colloquia, assessments, exams, etc.
 - 15.3 Forgery - when a piece of written work marked by a teacher is corrected without the teacher's consent; when the signatures, certificates, other documents of teachers are forged; when the data or results of academic assignments are falsified.
 - 15.4. Assisting another in committing an academic dishonesty act such as plagiarism, cheating or forgery.
 - 15.5 "Package" means the offer or giving of remuneration for academic services (personal or group).
16. The use of any recording devices for purposes other than study and without the approval of the lecturer or administration of the particular course of study at the College is considered a breach of ethics.
17. ILK students violate academic ethics when they publicly express hostility to the Christian tenets of the ILK, violate the dignity of each person and respect for authority in a variety of environments.
18. Each student enrolled in the ILK and each available listener shall sign the ILK Student/Listener Declaration of Integrity (Appendix), which is valid for the entire duration of the study contract. The declaration of good faith shall be kept for one year after the student has settled with the College.

VI. FINAL PROVISIONS. IMPLEMENTATION OF THE CODE

19. The Code shall be adopted by the Academic Council of the ILK, approved by an order of the Director and made publicly available on the ILK website. New employees and students shall be

familiarised with the Code when signing their employment/study contract and shall sign a separate agreement to abide by the norms of this Code.

20. The implementation of the Code shall be carried out by the Ethics Committee (hereinafter referred to as "the Committee"), established by order of the Director of ILK, which shall:

20.1. initiate additions or amendments to the Code and submit them to the Academic Council of the ILK for consideration and approval;

20.2. initiate and organise measures to motivate and promote ethical behaviour;

20.3. supervise compliance with the basic provisions of ethical academic conduct set out in this Code,

20.4. receive and consider signed statements and reports of possible breaches of academic ethics;

21. Reports of possible ethical breaches shall be submitted in writing to the Chairperson of the Committee. Only written reports shall be accepted for consideration.

22. The Committee shall not impose sanctions on its own initiative, but shall recommend them to the Academic Council of the ILK, taking into account the seriousness of the violation and previous ethical violations:

22.1. sanctions for breaches of academic ethics - measures of moral influence (e.g. a reprimand, a warning, the publication of an evaluation, etc.).

22.2 The decisions of the Committee shall be of a recommendatory nature for the purpose of deciding on further studies, the extension of a contract of employment, the appointment of a staff member to a higher post, the certification for a higher grade and internal certification.

23. The Committee shall be composed of staff, students and social partners: one representative each from the administration, the Academic Board and the social partners, the curators of each study programme and two student representatives.

24. The members of the Committee shall be appointed by the Director of the ILK for a period of three years. Members of the Committee shall be recommended to serve no more than two consecutive terms.

25. The Committee's activities and meetings shall be guided by the Rules of Procedure of the Ethics Committee of St Ignatius of Loyola, which shall be approved by order of the Director of the ILC.

26. The Committee shall have the right to invite experts to its meetings.

27. As the Code cannot cover all cases of disrespect for recognised academic values, the Commission, when dealing with specific allegations of ethically improper conduct, must decide, in cases not covered by the Code, whether the specific act is compatible with the fundamental values of academic ethics recognised by the subjects of the Code, or whether it can be tolerated.

(Student Integrity Declaration Form)

(Name, legal entity code, address of the institution)

(Student name?)

(Name of study programme/field of study, academic group/PhD student(s))

DECLARATION OF INTEGRITY BY THE STUDENT

20.... m. _____ d.
(Date)

Acknowledging that:

- truth, knowledge and understanding are the highest values of science and learning, and

.....
(Institutional values of the institution of science and higher education, as enshrined in strategic documents)

there is also.....institutional values;
(name of the research and study institution)

By signing this declaration, I freely and knowingly undertake:

- comply with the following throughout your studies
(name of the research and study institution, name of the document regulating ethical standards)

..... and other documents,

provisions governing ethical behaviour;

- to take your responsibilities as a student seriously and carry them out in good faith;
- as a student, to set an example to other members of the academic community, not to tolerate cases of academic dishonesty and to fulfil my duty to report and disclose such cases;
- to contribute actively to the creation and fostering of a fair academic environment

.....
(name of the research and study institution)

I agree that I shall be liable to penalties for breaches of academic ethics in the context of examinations, examinations and other midterm assessments, the preparation and reporting of independent or thesis work, research, and the dissemination of research results (e.g., in publications, at events) ..
(name of the research and study institution, name of the document regulating ethical standards)

the penalties provided for.

(Name) (signature)