The Code of Ethics
Approved
Decision No 1SN-44
of the Senate of the University of Mykolas Romeris of 5 April 2007

THE CODE OF ETHICS OF THE UNIVERSITY
OF MYKOLAS ROMERIS

I. GENERAL PROVISIONS

1. The Code of Ethics of the University of Mykolas Romeris (hereinafter – Code of Ethics) sets the moral principles of activities and the provisions of the professional behaviour in relation to the University teachers, academic staff, administration and other University employees (hereinafter – University Community), as well as to the students and hearers (hereinafter – Students), and regulates those principle norms of the derogative behaviour, which are not directly set in the legislation of the Republic of Lithuania, in the employment contracts and the University documentation of the internal procedures.

2. The purpose of the Code of Ethics is to recognise, support and promote justice, honesty, human respect, and tolerance, professional, scientific and civic responsibility, the striving for justice and academic freedom, to build democratic University atmosphere stimulating trust and creativity.

3. Main terms used in the Code of Ethics:

3.1 Teachers: University teachers, academic staff.

3.2 Employees: administrative and other staff related to the University by the formed employment relationship.

3.3 Students: students and hearers, studying at the University according to the consecutive and non-consecutive study programmes.

3.4 University Community: University teachers, academic staff, administration and other employees.

II. GENERAL ETHIC NORMS OF THE UNIVERSITY COMMUNITY

4. A teacher and an employee, recognising the provisions of the Code of Ethics and the principle values of collegiality, self-expression, professional competence, respect for differences of opinion, commit to the following:

4.1 To respect the rights and obligations of the members of the University Community;
4.2 To equally serve the University Community regardless of age, gender and sexual orientation, disability, appearance, race and ethnicity, religion, beliefs, and political opinions;

4.3 Always act rationally and justly without misuse of the conferred powers;

4.4 Be non-partial and personally unprejudiced in decision making;

4.5 Make weighted and lawful decisions, to ensure the transparency of actions and decisions according to the procedure set in the legislations and motivate these decisions;

4.6 Provide the required information to the University Community, Students and other persons according to the procedure laid down in the legislations. Official information shall be provided as defined in the legislation, unless it is restricted or confidential;

4.7 Be careful not to damage the University reputation and its general interests by any kind of activity and, if possible, contribute to the implementation of the University objectives in the field of studies and research;

4.8 Show no tolerance in cases, which may be related with corruption, fraud or attempt of the unlawful influence on the member of the University Community. The disclosure of information regarding any unlawful actions or negligence on the part of the executives shall not be deemed as the breach of the principle of loyalty to the University;

4.9 Restrain from the right to vote in cases of making the financial, disciplinary or encouragement decision in the self-government institutions of the University, when these issues are related to the person’s family member or business partner;

4.10 Act honestly in the field of administrative, studies and scientific activity;

4.11 Follow the University strategy for studies and research and primarily offer the criticism to the University Community;

4.12 When initiating and/or implementing the projects relating to the name of the University, ensure that these projects correspond to the general interest of the University and to the fields of studies as well as research of the University;

4.13 To behave irreproachably, be polite, kind, obliging and orderly;

4.14 To fulfil his/her duties on time, in a qualified and professional manner, constantly improve and develop professional competences, be innovative and creative;

4.15 To show tolerance towards differing opinions and beliefs, be respectful towards the members of the University Community, Students and other persons;

4.16 Not to diminish the name of the University by drinking, drug addiction or other harmful practices unacceptable to society. Smoke solely in the places designated for that purpose;
4.17 To preserve the property of the University, not to use it for any political or religious activity, private business or personal needs and prevent others from doing so;

4.18 Not to use the name of the University for the professional, political, and religious activity and self-promotion;

4.19 Not to misuse the University resources in the implementation of projects;

4.20 Not to falsify and not to manipulate the data of empirical research and the academic work, not to plagiarise or otherwise deceive in the scientific activity;

4.21 To listen to and hear the opinions of the colleagues and Students;

4.22 To disseminate the best practice, share this experience with the colleagues and present it to the Students;

4.23 To promote the positive atmosphere in relationships and team work, the mutual trust; not to vilify, calumniate, offend others or demonstrate negative emotions;

4.24 To share his/her experience with colleagues, especially with those less experienced;

4.25 To discuss and settle all disagreements with colleagues seeking the reciprocal understanding;

4.26 Be respectful to one’s seniors, be polite in communication, fulfil their lawful orders preserving one’s right to personal opinion regarding any issue and express it discreetly;

4.27 Not to spread the confidential information, whose management (use) is entrusted to him during work, not to disclose or lose it and not to pass it to non-authorised persons;

4.28 Disapproval of colleagues opinions and remarks regarding the results of their scientific work or the inadequacies of their academic work shall be communicated to them personally, discreetly, without criticism of their personal qualities, and their intercommunication shall be based on politeness and tolerance;

4.29 Not to take actions directed to influence a colleague or the Students in order to gain undeserved appraisal or to conceal any improper academic conduct;

4.30 To refer to the colleague’s teaching abilities, theoretical attitudes and personal qualities in a respectful manner;

4.31 Impartially assess the knowledge, activity and behaviour of the members of the University Community and of the Students;
4.32 Not to misuse own occupational status and not to influence the subordinate or non-subordinate persons to reach the decision, which is favourable to him/her, his/her family members, friends or close persons;

4.33 To adhere to the universally accepted conventions in one’s conduct during the non-office time;

4.34 To settle any controversial issues reciprocally and in cases the disagreement cannot be settled, to first address the University Administration;

4.35 To be tidy, dress in the clean business type clothes. Employees, who are not directly involved in citizen or other people’s service, who do not attend sittings and are not involved in work of commissions or in other occupation related to the representation of the University or to acting in the name of the University, may dress in casual wear one day a week.

III. ETHICS OF COMMUNICATION BETWEEN THE UNIVERSITY COMMUNITY AND THE STUDENTS

5. Relations between the University Community and the Students shall be based on the principles of respect, impartiality, good will, non-discrimination and tolerance, academic cooperation and transparency.

Taking on the non-academic obligations may lead to the conflict of interests and should be avoided.

6. In communication with Students, the member of the University Community commits to the following:

6.1 Not to discriminate the Students verbally, by actions and by academic evaluation based on their age, gender and sexual orientation, disability, appearance, race and ethnicity, religion, beliefs, and political opinions;

6.2 Not to discriminate the Students based on their involvement in the political, cultural and sports activity;

6.3 Not to express their sympathies to and dislike of the Students publically, respect all Students equally, make no malevolent comments about the Students’ thoughts expressed orally or in writing;

6.4 Evaluate the Students fairly based on their knowledge;

6.5 Not to undertake the role of the teacher in relation to the family member, close friend, business partner (examination, supervision of papers, etc.) in cases when the role can be avoided;
6.6 Show no tolerance in cases relating to the direct and indirect acceptance of presents, non-academic services or academic services not connected directly with the study courses from the Students’;

6.7 Not to disclose information regarding the Student’s academic evaluation and other persons’ penalties, unless the specific grounds exist (the Student’s consent, legal grounds, advantage to the Student or the foreseen damage to others);

6.8 Not to discuss the academic failures of the Students with other teachers and employees, except for the cases related to the evaluation of the Students’ appeals or course credit marks and other academic issues, whose objective solution evidently justifies the discussion of aforementioned failures;

6.9 Not to use any private information, related to the Student, as a kind of teaching or research material unless the Student issues his/her consent;

6.10 To ensure the non-accessibility of notes and comments about the Students’ study paper that is not submitted for the public defending to other persons;

6.11 Be principled when reacting to the cases of dishonesty on the part of the Students, such as plagiarism, copying, falsification of data, falsification of the results of examination and course credits, use of external auxiliary means during exam or course credit, submitting the study paper of other person as his/her own, earning from writing on behalf of other Students, submitting the paper prepared for another subject course;

6.12 Not to request any confidential and private information from the Student in a group discussion and especially not to relate the submitting of this type of information with the evaluation of Students’ knowledge;

6.13 Maximally reduce the possibilities for the Students’ the academic dishonesty seeking to pass the course work assessment; avoid relating the course work assessment with the Students’ participation in the political or social activity favoured by the teacher.

IV. GENERAL NORMS OF ETHICS FOR STUDENTS

7. Recognising the truth, knowledge, and understanding as the paramount values of the studies, expecting trust and a fair evaluation of their achievements, and seeing the departure from these norms as a serious breach of academic ethics, the Students commit to the following:

7.1 Not to cheat in a course, or part of the course, assessment – in colloquiaums, course credits, examinations and other course assessments:

7.1.1 Not to copy from other Students, and not to use the pre-prepared notes or other forbidden means;
7.1.2 Submit solely his/her own work, not to use other Students’ work and their results in order to pass the assessment;

7.1.3 Not to submit the same course papers when finishing several courses;

7.1.4 Not to pass examinations in the name of other persons.

7.2 Not to falsify the following:

7.2.1 Not to correct the evaluation mark of a study paper seeking a higher evaluation;

7.2.2 Not to forge teachers’ signatures, marks and documents;

7.2.3 Not to falsify academic task (laboratory works, study papers and other work); not to change their data and results.

7.3 Be not involved in bribery – not to offer and provide payment for academic and other services (personally and with other persons);

7.4 Not to plagiarise and to do the following:

7.4.1 To mark the text references with the citation symbols – quotation marks or other means of distinguishing from the rest of the text and to provide exact source;

7.4.2 When paraphrasing or quoting a reference text, provide the reference source precisely.

7.5 Not to prompt and to prevent other Students from copying his/her own work;

7.6 Not to assist other persons, involved in dishonest academic activity: plagiarism, cheating or falsification;

7.7 Use the scientific and computer equipment of the University responsibly and according to its purpose;

7.8 Respect the members of the University Community and other employees.

8. Students’ interrelations shall be based on the principles of collegiality, friendship, honesty, tolerance and solidarity and oriented towards ensuring the quality of the process of studies and of the academic atmosphere.

In communication with other Students, the Student commits to the following:

8.1 Respect the opinions of other Students and offer criticism discreetly;

8.2 Be tolerant of other Students personal qualities;
8.3 Not to discuss any confidential information concerning other Students and members of the University Community;

8.4 Preserve academic solemnity during classes and seminars.

V. SUPERVISION OF THE CODE OF ETHICS


V.1 FUNCTIONS OF THE COMMISSION

11. The Commission shall assess the proposals for the improvement of the Code of Ethics and shall initiate its updating and amendment procedures and shall submit these to the Senate for the approval.

12. The Commission receives and assesses the complaints regarding the cases of the breach of the Code of Ethics related to the members of the University Community and the Students.

V.2 THE COMPOSITION OF THE COMMISSION AND ORGANISATION OF WORK

13. The Commission consists of seven permanent members of which one is the member of the Students Representation. The composition of the Commission and its Chairman shall be approved by the Rector on the proposal of the Senate.

14. The office term for the members of the Commission is five years. A person shall hold the office as a member of the Commission for two terms in a row at most.

15. In case the permanent member resigns from his/her position at the University or graduates from the University, the Senate shall appoint a new member on the proposal of the Rector.

16. The sitting of the Commission shall be called in case of the received complaint, or in order to initiate the procedure for the update or amendment of the Code of Ethics.

17. The sittings of the Commission shall be called and presided by the chairman of the Commission. In case the received complaint concerns the Chairman of the Commission, the sitting shall be called and presided by the most senior member of the Commission.

18. In case when the breach of ethics concerns the member of the University Community and the Student, the complaints may be submitted to the Commission by the member of the University Community or the Student. The cases of the breached ethics concerned in the complaint must not date earlier than a year ago.
19. The complaint regarding the breach of ethics shall be submitted to the Chairman of the Commission in writing. Only the clearly motivated complaints shall be accepted for the consideration. Anonymous complaints shall not be considered.

20. The bases to initiate the consideration of the breach of the Code of Ethics are:

20.1 The written complaint of a person (the complainant);

20.2 The facts stated in the statement;

20.3 The information provided in the public media concerning the breach of citizens’ or other persons’ rights;

20.4 Other circumstances.

21. The Commission is obliged to consider the received complaint, make the decision and issue a written reply (signed by the Chairman of the Commission) to the complainant or the interested person not later than within 30 calendar days from the day of the receipt of the complaint. The Commission may extend the term for the consideration of the complaint by issuing a reasoned decision.

22. The member of the University Community or the Student, with regard to whom the complaint or information is received, shall be provided with the information relating to its content (provided with the copy of the complaint). He/she shall provide the written explanations within 5 working days from the day of the presentation of information.

23. The member of the University Community or the Student has the right to attend the sitting of the Commission when the complaint or information concerning him/her is considered. In case the member of the University Community, whose conduct is assessed by the Commission, is the member of the professional union, the representative of the professional union shall attend the sitting. In case the Commission assesses the conduct of the Student, the representative appointed by the Students Representation shall attend the sitting.

24. The members of the Commission must preserve confidentiality and must not disclose information concerning the assessed material when the case is under investigation.

V.3 DECISIONS OF THE COMMISSION

25. The Commission issues decisions with regard to the considered issues.

26. The decisions of the Commission shall be lawful if not less than four permanent members of the Commission attend the sitting.
27. The decisions of the Commission shall be adopted by the general majority of votes. In case the participating members cast the votes equally, the decisive vote shall be that of the Chairman of the Commission.

28. In case the Commission finds the conduct of the assessed person as breaching the Code of Ethics, the Commission, based on the type and level of the breach, shall be entitled to apply the following means:

28.1 Issue a written warning to the member of the University Community or the Student and publish the information concerning the decision of the Commission on the website of the University;

28.2 Submit the proposal to the Rector of the University to impose one of the following disciplinary penalties:

a notice, reprimand, serious reprimand, expulsion from the University – in cases relating to the Students’ conduct;

a notice, reprimand, dismissal from work – in cases relating to the member of the University Community.

VI. FINAL PROVISIONS

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

30. The activity of every member of the University Community and the Student must adhere to the provisions of this Code of Ethics.

31. In cases when the conduct of the member of the University Community or the Student is not regulated in the administrative and academic activity legislation, in the Statute of the University or this Code of Ethics, he/she must comply with the general principals of ethics.