



LIEPAJA UNIVERSITY

APPROVED

In LiepU electronic Senate meeting of 14th December 2020, protocol No. 6

CODE FOR ACADEMIC INTEGRITY AT LIEPAJA UNIVERSITY

I. General provisions

1.1. The Code for Academic Integrity (hereinafter – Code) at Liepaja University (hereinafter – LiepU) determines duties which form ethical – fair and responsible action among LiepU staff, including students. The aim of the code is to raise awareness and respect for academic integrity at LiepU. The code has been formed in accordance with the Constitution of the Republic of Latvia, the Code of Ethics for Scientists of the Latvian Council of Science and other regulatory enactments.

1.2. Terms used in the regulations:

1.2.1. Academic staff – professors, associate professors, docents, leading researchers, researchers, scientific assistants, lecturers, assistants, including guest lecturers, reviewers, etc., who perform academic work on the basis of an agreement at LiepU.

1.2.2. Teaching staff – a person who gives a study course and/or leads the classes of lifelong learning courses at LiepU (a professor, an associate professor, a docent, a lecturer, an assistant).

1.2.3. Staff – employees (academic and general staff), including natural persons, who perform an agreement work at LiepU, and students.

1.2.4. Plagiarism – use of another author’s published or unpublished work or parts of it, without giving an exact reference to the relevant author and/or work and presenting it as his/her own.

1.2.5. Student – a person who has entered into an agreement for studies with LiepU, including listeners, course participants, if the agreement with LiepU regarding the acquisition of a training programme has been concluded.

1.2.6. Study process – the acquisition of a study programme and lifelong learning activities (onsite, off-site, including remote studies, involving all forms of work provided for in the study programme).

1.2.7. General staff – administrative staff, study back-up staff, technical, economical and other staff, except for academic staff, including natural persons, who perform an agreement work at LiepU.

1.2.8. Scientific work – a creative activity involving science, research and innovations.

II. Basic principles

2.1. The basics of LiepU academic integrity are formed of staff, including students, who act responsibly and in good faith, respecting all the basic values and principles of academic integrity.

2.2. The Code includes basic values, which are:

- **good faith and fairness:** to act ethically and according to your status at LiepU, by choosing honesty, fairness and tactility in performance and communication of works;

- **responsibility:** to carry out duties at LiepU by the highest standards and to take responsibility for your own action, decisions and their consequences;
 - **loyalty:** to take care of LiepU and the good reputation of its staff and image in society;
 - **respect:** to respect LiepU staff, including students, works of other institute researchers and scientists, society, including differently thinking people.
- 2.3. Actions of LiepU staff, including students, are based on basic values of academic integrity and exclude unethical activities, including deception and fraud.
- 2.4. Fair attitude of students and teaching staff in the study process, including lifelong learning activities, contributes to the acquisition of quality education.
- 2.5. Objective evaluation system shall contribute to a fair representation of the student's level of knowledge.
- 2.6. Research must be carried out in an objective, fair and accurate manner. A responsible manner of research contributes to public confidence in LiepU scientific work by strengthening its reputation.
- 2.7. LiepU staff, including students, shall have the right to academic freedom.

III. Academic integrity in students' activities

- 3.1. A successful study process, including lifelong learning activities, shall be based on the cooperation between the member of academic staff and the student, which is based on trust and mutual respect. A fair student is a knowledgeable and responsible member of society and a future professional.
- 3.2. Studies, including lifelong learning activities, are a priority obligation of LiepU students. Failing to fulfil commitments in a timely manner is justified only on justified grounds which is assessed by a member of academic staff. Work and other foreseeable circumstances are not an excuse for unfulfilled liabilities.
- 3.3. The duty of a student is to observe the ethical norms and regulatory documents of scientific work and discussions: the Copyright Law and the Code of Ethics for Scientists approved by the Latvian Academy of Sciences.
- 3.4. The student shall observe the principles of academic integrity. The student shall act academically honestly, if the following is not allowed:
- write-offs and/or use of unauthorised aids in the study process;
 - submission of plagiarism and self-plagiarism;
 - transfer of one's individual work results to other persons for further use;
 - unauthorised acquisition of test questions, tasks or other works;
 - performance of works, sign-up in an attendance sheet or other documents, etc. in place of another student;
 - fabrication of data, giving false information about oneself and one's work, including document falsification;
 - use of professional and/or personal conditions to obtain unequal conditions in the study process;
 - formal and irresponsible participation in the group work, without contributing to and/or concealing violations of academic integrity made by another group member;
 - offering any remuneration to another person for satisfying the student's dishonest academic interests;
 - showing disrespect or disseminating false information about LiepU staff;
 - any conscious action that delays or impedes the study process and academic work at LiepU.
- 3.5. Regarding the violation of academic integrity, a student may be orally reprimanded and receive a written report of LiepU member of academic staff (Annex 1).
- 3.6. A student has the right to report to the member of academic staff or the programme's director/supervisor of the course programme regarding another student's dishonest behaviour.

IV. Academic integrity in activities of LiepU staff

4.1. LiepU academic staff shall carry out their duties in good faith and responsibly, on the basis of the following activities:

- clearly defines criteria for evaluation of the study courses, attendance requirements and publish them on LiepU e-study environment MOODLE;
- offers a multilateral literature and sources of the industry, uses and acknowledges results of other scientist research activities, and presents his/her own study literature in the study course;
- students' works are assessed carefully and objectively on the basis of the criteria established by LiepU, based mainly on the content of the work, and not just the size and/or lay-out of the work;
- does not request or accept gifts or additional remuneration for the performance of their duties (including advice) outside the procedures specified by LiepU;
- does not accept gifts from the student or persons close to it, if the decision on the assessment may be affected or other interests of the student may be satisfied;
- students' work results and unpublished data shall only be used with an appropriate indication or reference;
- prevents the use of unauthorised aids and other unauthorised actions in examinations, assesses and reports violations of academic integrity to the dean of the faculty (Annex 1);
- provides consultations and timely feedback for the development of qualitative work when conducting students' works;
- prepares original tasks for examinations and updates them regularly;
- provides a different content and/or form of examinations for students who wish to improve their received negative grade;
- treats students, colleagues with dignity and professionalism without regard to personal sympathies or antipathies;
- does not give a negative personal attitude towards LiepU staff, including students, promoting a favourable microclimate;
- does not involve students in the settlement of mutual disagreements between LiepU academic and general staff;
- does not use LiepU resources for activities that are not associated with LiepU.

4.2. LiepU academic and general staff shall respect openness and trust of students, shall not publicly disclose the information entrusted. Protecting the privacy of the student, the academic and general staff shall refrain from publicly discussing students.

4.3. Each member of LiepU academic and general staff shall perform his/her duties in good faith and responsibly by his/her example promoting the observance of the principles of academic integrity.

4.4. LiepU academic and general staff shall facilitate circulation of information and ensure its reliability and confidentiality in good faith and timely.

4.5. The principles of academic integrity are infringed, if the general staff:

- affects and unduly ignores other members of LiepU staff, including students, who report on violations of academic integrity;
- makes the reporting of violations burdensome or even unrealizable by encouraging their concealment;
- conceals or falsifies information by falsely reflecting the functioning and results of LiepU;
- does not comply with the General Data Protection Regulation and discloses data to the third parties;
- allows conflict of interest.

4.6. Observing violations of academic integrity in work of LiepU academic or general staff, those must be immediately reported to the Ethics Commission, by filling out the report (Annex 2) and

accompanying evidence. The violation of academic integrity shall be examined by LiepU Ethics Commission, carrying out the evaluation or directing the examination of the violation to LiepU Academic Court of Arbitration. The final decision upon the opinion issued by LiepU Ethics Commission shall be taken by LiepU rector or his/her authorised person, upon the opinion by LiepU Academic Court of Arbitration – the Senate.

V. Academic integrity in scientific work

5.1. LiepU scientific work shall be performed in accordance with the Code of Ethics for Scientists approved by the Latvian Academy of Sciences.

5.2. The scientific work shall be carried out in good faith and at the highest possible quality on the basis of the recent developments in industry and science.

5.3. Scientific professionals have a multilateral knowledge of the latest achievements of the relevant industry and share their knowledge with other colleagues and students without hiding them.

5.4. In the scientific work, action shall be regarded as academically honest, if the following is not allowed:

- submission of plagiarism or self-plagiarism, presenting it as a unique, original work;;
- reference to non-existent works, data, research;
- falsification or fabrication of the research results and used data;
- incomplete presentation of research results for approval of a specific hypothesis;
- use of information, data, published and unpublished research without any relevant reference collected by other persons, including colleagues and students;
- presenting other people's developed work as one's own;
- non-observance of anonymity and confidentiality requirements;
- involvement in business and scientific activities which may cause negative consequences and damage LiepU prestige;
- other unfair, unethical or unprofessional action.

VI. Examination of violations of academic integrity

6.1. In respect of the failure to comply with the Code, LiepU member of academic staff shall express an oral admonition to the student and shall write a report on the violation of academic integrity (Annex 1). The member of academic staff has the right to reduce the evaluation of the student, to assign the redevelopment of work or an examination, as well as to suspend from the completion of the examination and to refer the violation to the dean of the faculty /head of Lifelong learning department (hereinafter - LLD). The decision shall take effect upon the approval of the dean of the faculty/head of LLD. The dean of the faculty /head of LLD has the right to impose a more severe disciplinary sanction on the student for the violation of academic integrity.

6.2. In the report on the violation of academic integrity, the student shall provide an explanation of one's own action. The report on the violation of academic integrity, which includes the recommendation of the member of academic staff on the extent of the disciplinary sanction, shall be evaluated by the dean of the faculty/head of LLD. The dean of the faculty/head of LLD may confirm the decision taken by the member of academic staff, as well as to amend or supplement it. In case of exmatriculation, the report shall be submitted to the rector for approval.

6.3. When assessing the evidence attached to the report and determining the amount of the disciplinary sanction, shall be taken into account:

- the extent and importance of the plagiarism in the work (if plagiarism has been established);
- the type of the examination (if the violation occurred within the framework of the performance of the work involved in the study process);
- explanation from the student.

6.4. In determining the use of unauthorised aids during the examination work, the member of academic staff shall be obliged to suspend the student from the examination, to evaluate negatively and to write a report regarding the violation of academic integrity.

6.5. When determining the signs of plagiarism in the student's work (essay, homework, report or study work, etc.), the member of academic staff shall write a report on the violation of academic integrity (Annex 1) and shall refer the matter to the dean of the faculty/head of LLD for the examination.

6.6. If a violation relating to plagiarism is found in the final work, the Regulations on Final Examinations, State Examinations and State Final Examinations shall be applied.

6.7. All violations of academic integrity shall be registered in the student's personal file, including the course listeners.

A student has the right to dispute the decisions taken within three working days upon the application of the disciplinary sanction:

- referring to the dean for the completion of a re-assigned course or part thereof;
- addressing the rector in case of exmatriculation.

6.8. Observing the signs of plagiarism in the academic or scientific work of LiepU academic staff, a member of the staff writes a report on the violation of academic integrity (Annex 2), adding evidence to it. LiepU rector or his/her authorised person shall apply a disciplinary sanction in conformity with regulatory enactments of LiepU and the Republic of Latvia.

VII. Establishment of the code for academic integrity

7.1. LiepU ensures the availability of the Code on LiepU website and on LiepU inner quality management system.

7.2. Starting work at LiepU, the staff is being informed about the Code.

7.3. The director of the study programme/supervisor of the course programme shall instruct students in the Code and promote its observance.

7.4. The implementation of the Code depends on the attitude and performance of each LiepU representative.

7.5. The Code shall be reviewed and updated by LiepU Ethics Commission, submitting proposals for changes to LiepU Senate for the approval.

7.6. The Ethics Commission/Academic Court of Arbitration (in conformity with the violation) shall review violations specified in the Code in accordance with the regulatory enactments of LiepU.

7.7. LiepU staff has the right to inform about violations of the Code (Annexes 1 and 2).

Deputy Speaker of the Senate

(signature)

Z.Gūtmane

Code for Academic Integrity at Liepaja University is developed based on:

1. General guidelines for Academic Integrity. Available:

[http://www.academicintegrity.eu/wp/wp-](http://www.academicintegrity.eu/wp/wp-content/uploads/2019/10/RED_Guidelines_RTU_VS_amended_v2.pdf)

[content/uploads/2019/10/RED_Guidelines_RTU_VS_amended_v2.pdf](http://www.academicintegrity.eu/wp/wp-content/uploads/2019/10/RED_Guidelines_RTU_VS_amended_v2.pdf), reviewed on 07.07.2020.

2. Regulations for Academic Integrity at the University of Latvia. Available:

[https://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-](https://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf)

[information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf](https://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf), reviewed on 10.07.2020.

3. Code for Academic Integrity at Riga Technical University. Available:

https://www.rtu.lv/writable/public_files/RTU_rtu_studiju_reglaments_7.1.1.4..pdf, reviewed on 10.07.2020.

4. The European Code of Conduct for Research Integrity. Available: https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf, reviewed on 25.09.2020.

Document is developed in the framework of SAM 8.2.3. “To ensure better management in higher education institutions” project No. 8.2.3.0/18/A/017 “Provision of better management at Liepaja University”.

To the dean/head _____
of the Faculty/Lifelong learning department _____

at Liepaja University

Report on the student's violation of academic integrity

Name, surname of the student	
Study programme	
Study course*	
Type and form of the examination *	
Date of violation detection	

Violation:

- submission of plagiarism or self-plagiarism;
- write-offs and/or use of unauthorised aids in the study process;
- transfer of one's work results to other persons;
- unauthorized getting of examination questions, tasks or other works;
- performance of works, sign-up in the attendance sheet or other documents, etc. in place of another student;
- fabrication of data, giving false information about oneself and one's work, including document falsification;
- showing disrespect or disseminating false information about members of academic staff, colleagues, LiepU administration and general staff;
- any conscious action that delays or impedes the study process and academic work at LiepU.

Detailed information on the violation

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Decision of the member of academic staff:

- to reduce the evaluation of work of ___ units;
- to assign redevelopment of work (on a different topic or in another form);
- to assign repeated examination;
- to suspend from the examination and to assign to the dean of the faculty/head of the Lifelong learning department to examine the violation;
- to recommend to the dean of the faculty/head of the Lifelong learning department to assign to the student to acquire the study course or its part repeatedly before the examination;
- other: _____

Member of academic staff

Signature

Date

I confirm that I have taken note of the report:

Student

Signature

Date

* Shall be indicated, if the student's violation is related to a specific study course and/or examination.

Report on the violation of academic integrity of the staff

Name, surname of the member of the staff (violator)	
Position	
Date of violation detection	

Violation:

- unfair research practice (submission of plagiarism or self-plagiarism or use in the study work, reference to non-existing data and research, falsification or fabrication of results and data used, incomplete presentation of research results for the approval of a given hypothesis);
- presenting other persons' developed work as one's own, including the use of information, data, published and unpublished research without a relevant reference collected by colleagues and students;
- not objective and/or careless evaluation of students' works;
- requesting additional remuneration for the performance of duties, including individual consultation;
- non-professional attitude to students/colleagues (disrespectful attitude, expression of personal attitude, involvement of students or other colleagues in dealing with disagreements between the staff, in this way promoting unfavourable microclimate);
- influence and unreasoned disregard of LiepU academic staff, scientists or students, who report on violations of academic integrity and/or make the submission of reporting burdensome or even unrealizable by encouraging their concealment;
- concealment of information and falsification, falsely reflecting the actions and results of LiepU;
- non-observance of anonymity and confidentiality requirements (Personal Data Processing Law);
- use of LiepU resources for activities which are not associated with LiepU;
- involvement in deals and scientific activities which may have negative consequences and damage LiepU prestige;
- other form of dishonest, unethical or unprofessional action.

Detailed information on the violation

In the annex is attached:

1.	
2.	
3.	

Name, surname

Signature

Date