



APPROVED by
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS CODE OF ETHICS

I. GENERAL PROVISIONS

1. The Code of Ethics of ISM University of Management and Economics (hereinafter referred to as ISM University) defines the main provisions of ethical conduct expected of members of the ISM Community (comprising ISM University's academic community – as defined by the Republic of Lithuania Law on Higher Education and Research) that are not directly regulated by the legal acts and laws of the Republic of Lithuania, labour contracts, and the University's internal regulations.
2. The aims of the Code of Ethics are as follows:
 - to define and implement the main ethical norms and principles guiding ISM Community Members' activities;
 - to bring together ISM Community Members to acknowledge, follow and promote the values of expertise, entrepreneurship, social responsibility and partnership;
 - to establish the main ethical principles of academic activities – seeking truth and academic freedom – and the responsible application of these principles;
 - to encourage ISM Community Members to consider the ethical aspects and fairness of their decisions.

II. ETHICAL NORMS AND PRINCIPLES

3. The following norms and principles apply to situations that occur on campus and in situations where individuals explicitly act as representatives of the ISM Community. This includes situations where students (which in this Code is understood as students and unclassified students both) or faculty work together on projects or tasks that are related to the University. ISM Community Members commit themselves to the following:
 - to follow the University's Code of Ethics and to represent the University in an appropriate manner;
 - to actively support academic integrity standards in teaching, learning and research;
 - not to tolerate breaches of ISM intellectual property;
 - not to tolerate corruption, cheating or attempts to make a negative impact on an ISM Community Member;
 - not to use University affiliation in expressing personal, political, religious or any other views that could potentially damage the reputation of the University;
 - to contribute to continuous improvement through constructive criticism and engagement;
 - to avoid conflicts between private interests and University interests.
4. Interpersonal relations among ISM Community Members must be based on respect, goodwill, impartiality, freedom of speech, non-discrimination and academic solidarity, and they must be focused on the assurance of teaching, learning and research quality within a creative atmosphere.
5. ISM Community Members must ensure the safety of confidential information of the University and its stakeholders. Confidential University information, which is not made public, is

information about the University's property and financial transactions, and data on University shareholders, customers and ISM Community Members.

6. Any direct or indirect offer to accept or to give a gift for some expected or requested service or obligation that causes a conflict of personal and University interests is considered to be a bribe and is not acceptable.
7. ISM Community Members' relations are based on the principles of collaboration and transparency. Binding non-academic and non-working commitments can provoke conflicts of interest, which should be avoided.

III. ADOPTION AND IMPLEMENTATION OF THE CODE OF ETHICS

8. The mandatory provision for the adoption of this Code of Ethics is the public discussion of the Code of Ethics – the effectiveness of the Code lies in personal commitment rather than obligation. The adopted Code of Ethics is made public and available to every stakeholder of the University.
9. The Committee on Ethics deals with violations of the Code of Ethics. The body is elected by the student association, administrative staff and faculty members and is approved by the President of the University. Committee on Ethics members are elected for a three-year term. The Committee on Ethics' members rotate each academic year by electing new members: in the first year, three academic staff; in the second year, two administrative staff; in the third year, two student representatives. Members of the Committee on Ethics can serve for a maximum of two consecutive terms.
10. Sanctions against ISM Community Members for ethical violations will be discussed and decided by the Committee on Ethics, taking into account the severity of the violation.
11. The Code of Ethics cannot foresee all cases of violations of ethical norms; therefore, the Committee on Ethics has the right to make a decision on unforeseen cases of unethical conduct based on general ethical norms and ISM University's values.
12. ISM Community Members are required to inform the Committee on Ethics about any violation of the Code of Ethics. Notifications are considered to be confidential information, and the Committee on Ethics must ensure that any information about a person who has given a notification is not made public (whistleblower protection status).
13. The Code of Ethics should not hinder any discussions on ethics. On the contrary, it is adopted as a joint agreement by the Community intended to support ethical conduct and encourage discussions about ethical issues and their methods of resolution.

IV. FINAL PROVISIONS

14. The Code of Ethics comes into effect from the signing day.
15. The provisions of the Code of Ethics can be reviewed and amended by the Committee on Ethics or upon the proposal of the ISM Community Members.
16. The President of ISM University approves the Code of Ethics.
17. The Code and the Regulations of the Committee on Ethics are published on the website of ISM.

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OPERATIONAL REGULATIONS OF THE COMMITTEE ON ETHICS

1. General provisions

- 1.1. All activities of the Committee on Ethics (hereinafter the Committee) are aimed at focusing the attention of ISM University of Management and Economics (hereinafter ISM University) and ISM Community Members (hereinafter the Community) on the recognition, support and promotion of ISM University's key values, including academic values, academic integrity, and adherence to general ethical norms.
- 8.1 The operational regulations of the Committee on Ethics (hereinafter Regulations) are approved by the President of ISM and become effective from the signing day.
- 1.2. The composition of the Committee is approved by the President of ISM University.
- 1.3. The Chairperson of the Committee will, twice an academic year, account for the operations of the Committee to the President of ISM University.
- 1.4. The Committee will examine cases of ethical misconduct and breaches of the Code of Ethics (hereinafter the Code) by the Community.
- 1.5. All statements and information about their authors will be held confidential. The Committee will ensure that no information about a statement as such or about the person who made it is publicised.
- 1.6. The depersonalised decisions of Committee are published on the website of ISM University, once a year, at the end of the Spring semester as indicated by.

2. Functions of the Committee

- 2.1 The Committee has four key functions, to:
 - 2.1.1 implement, monitor and evaluate the Code;
 - 2.1.2 uphold the Community's shared dedication to ethical conduct;
 - 2.1.3 encourage a strong culture of academic integrity among the Community through educational and advisory activities;
 - 2.1.4 adjudicate cases of ethical misconduct and breaches of the Code by members of the Community and to determine sanctions on Community members.
- 2.2 To effectively serve its purpose, the Committee on Ethics must be neutral, which confers two key responsibilities, one upon the University, and one upon the Committee members:
 - 2.2.1 Independence: The Committee must be independent, meaning that it requires institutional guarantees and safeguards that allow the Committee to be free from external pressures when making decisions;
 - 2.2.2 Impartiality: The Committee must make its decisions impartially, meaning that its decisions and deliberations must be objective and absent of prejudice towards any of the involved parties.

APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

3. Formation and composition of the Committee

- 3.1 The Committee will consist of seven members of the ISM Community:
- 3.1.1 three academic representatives, elected by the academic staff of ISM;
 - 3.1.2 two administration representatives, elected by the administrative staff of ISM;
 - 3.1.3 two student representatives, elected by the ISM Students' Association.
- 3.2 Committee members are elected for a three-year term. The Committee's members rotate each academic year by electing new members: first year, three academic representatives; second year, two administration representatives; third year, two student representatives. Members of the Committee can serve for a maximum of two consecutive terms.
- 3.3 The Chairperson of the Committee will be elected by Committee members each academic year by a secret ballot cast during the newly elected Committee's first meeting.
- 3.4 If any member of the Committee resigns or is withdrawn by the President of ISM before their term expires, another member of the ISM Community will be elected as specified in Art. 3.1 of this Regulation to replace them on the Committee for the remainder of their term.
- 3.5 Members of the Committee will enjoy equal rights, except in a case where, pursuant to these Regulations, the Chairperson's vote is the decisive one.
- 3.6 A member of the Committee may be removed from their position prior to expiry of his/her term, if he/she commits a violation of academic ethics or another violation of legal or moral norms that is incompatible with the position of a member of the Committee. Members of the Committee appointed by the Students' Association may also be removed in cases set by the Students' Association. A decision concerning the removal of a member of the Committee must be approved by the President of ISM University.
- 3.7 Any person who has breached the Code of Ethics will not be entitled to become a member of the Committee for a period of three years.

4 Meetings of the Committee

- 4.1 Meetings of the Committee will be closed, notwithstanding cases where the Committee and parties to the respective dispute agree on broader, Community-wide consideration of the request or complaint.
- 4.2 Meetings of the Committee will be organised upon receipt of a request or complaint, or with a view to drafting supplements or amendments to the Code.
- 4.3 The right to call a Committee meeting lies with the Chairperson of the Committee, who will call a meeting by sending an e-mail with an agenda of the planned meeting to all members of the Committee.

APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

- 4.4 Should unethical conduct by a Community Member attract the attention of the public, meetings may also be organised on the initiative of the Committee.
- 4.5 Meetings of the Committee will be convened and chaired by the Chairperson of the Committee.
- 4.6 If the Chairperson is withdrawn or is absent from a meeting, the Committee will hold a secret ballot to determine which member of the Committee will be Acting Chair of the meeting.
- 4.7 A member of the Committee will have the right to withdraw from the discussion of an issue or a case during a meeting for any of the following reasons:
- 4.7.1 the discussed issue is directly related to the member of the Committee herself;
 - 4.7.2 the discussed issue is related to persons who are close family members of the member of the Committee;
 - 4.7.3 the discussed issue is related to persons who are spouses, partners or carers of the member of the Committee;
 - 4.7.4 the discussed issue relates to a spouse (cohabitant), a close relative, or are directly or indirectly interested in the outcome of a Committee decision;
 - 4.7.5 a Committee member is not fluent in the Lithuanian language and a particular case requires an understanding of Lithuanian written text (e.g. plagiarism or transcription in Lithuanian) or speech. In this case, non-Lithuanian speaking members of the Committee will transfer their rights to Lithuanian-fluent Members who can objectively analyse the evidence. This person(s) must be approved by all members of the Committee;
 - 4.7.6 a perceived conflict of interest;
 - 4.7.7 there are other circumstances that raise doubts about the impartiality of a member of the Committee.
- 4.8 Committee meetings will be legally valid if attended by no less than two thirds of the Committee members.
- 4.9 Other ISM Community Members may be invited to attend the Committee's meetings; however, they will only have an advisory role.
- 4.10 If a request or complaint concerns a Committee member, aside from the usual right of all Community Members to present a response, that member will be dismissed from participating throughout the investigation.
- 4.11 If a request or complaint concerns the Chairperson of the Committee, the President of ISM will be notified about the request or complaint; the relevant meeting will be convened and chaired by the Acting Chair as prescribed in Regulation 4.6.
- 4.12 Minutes of the meetings of the Committee will be drafted and signed by the Chairperson (or Acting Chairperson). Minutes will be stored according to the procedure prescribed in the legal acts of ISM University. Meeting minutes will be written in English and translated into Lithuanian if specially requested.

APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

4.13 English is the first language of the Committee, Lithuanian the second (meaning that if all persons present are fluent in the Lithuanian language the meeting or a segment of the meeting may be conducted in it, otherwise the working language is English). In the event that an invitee does not understand English, that portion of the meeting will be conducted in Lithuanian. Meeting minutes are to be written in English.

5 Requests and Complaints to the Committee

5.1 The Committee will accept a request or complaint within ten days of receipt. Requests and complaints should be submitted to the Committee within ten days of the occurrence of the potential ethics violation, notwithstanding a decision by the Committee to extend this period by up to three months on reasonable grounds. After this period has expired, in extraordinary circumstances the Committee may open a case upon the initiative of the Chairperson and/or the President of ISM.

5.2 ISM Community Members are encouraged to inform the Committee about any violation of the Code of Ethics, and every community member of ISM has a right to submit a request or complaint about a potential violation of ethics.

5.3 All requests and complaints must be submitted via the submission page on the Committee's website or by email to the Committee's address: etika@ism.lt.

5.4 A request or complaint must contain the following information:

5.4.1 The name and surname of the sender, along with their official ISM email address;

5.4.2 A description of the potential violation of academic ethics, and the inclusion of any relevant evidence.

5.5 In the event that the sender of a request or complaint expresses a desire to remain anonymous (i.e. claim whistle-blower status), or does not provide their personal information in the request or complaint, an exception to section 5.4.1 can be made on the determination of the Committee.

5.6 The Committee must consider and make a decision on a submitted request or complaint within 30 calendar days of its receipt, notwithstanding an extension proposed by the Chairperson based on reasonable grounds. This deadline does not include the summer holiday period.

5.7 Community members who are the subject of a request or complaint will be informed of its contents before the Committee convenes to make a decision, in accordance with the time constraints described above.

5.8 The subjects of a request or a complaint have a right to provide a written response and/or to attend the meeting of the Committee during which the request or complaint is considered.

5.9 If the sender of a complaint requests to remain anonymous to the subject of the complaint, the Committee may inform the subject about the contents of the request or complaint without disclosing the sender's identity.

APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

6 Decisions and Recommendations of the Committee

- 6.1 Upon receipt of a request or complaint, the Committee will make a decision – a resolution of a particular case – upon whether or not a violation of academic ethics was committed.
- 6.2 The Committee may also make recommendations – proposals for a course of action including policy proposals, improvements of procedures, organisational or staffing changes, etc. – to the President of ISM and the administrative units of ISM.
- 6.3 Committee decisions and recommendations will be determined by a majority vote. Where votes are tied, the Chairperson will cast the deciding vote.
- 6.4 Decisions and recommendations made by the Committee will, within five business days of the decision, be issued to the President of ISM, staff members who must implement the decision, and parties subject to the decision, via email by the Chairperson.
- 6.5 Parties subject to a decision or recommendation have a right to a private meeting with the Chairperson to explain the Committee's decision and its rationale.

7 Penalties imposed by the Committee

- 7.1 Upon a decision that a violation of ethics has occurred, the Committee may impose a penalty commensurate with the violation.
- 7.2 Following a decision by the Committee that a student or unclassified student has committed a violation of academic ethics, a penalty listed in Appendix I of the Code of Ethics may be issued.
- 7.3 Following a decision by the Committee that a member of the governing body has committed an ethical violation, the Committee may provide a recommendation to the President of the ISM to initiate procedures for the termination of powers of the member of the governing body of ISM.
- 7.4 Following a decision by the Committee that a staff member has committed an ethical violation, the Committee will issue a warning and/or reprimand to the staff member and officially inform the President of ISM and the Personnel Manager, who will file the decision according to the procedure prescribed in the legal acts of ISM University.
- 7.5 Following a decision by the Committee that a violation of ethics has occurred which compromises the academic integrity of a current or former student's qualification, degree or diploma, a recommendation may be issued to the President of ISM to annul the qualification, degree or diploma.
- 7.6 Following a decision by the Committee that a violation of ethics has occurred in the production of a scientific work by an ISM academic staff member or an affiliate, the Chairperson of the Committee will initiate procedures for the revocation of authorship of that scientific work, including notifying the editor/publisher of the work.

APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

7.7 Following a decision by the Committee that a violation of ethics has occurred or may occur in the implementation of a research and/or experimental development project, the Committee may recommend that the researcher withdraw from the project and/or deny or withdraw ethics approval of the project.

8 Appeal process

8.1 Decisions and recommendations of the Committee are final and may not be appealed within the University. According to state regulations, Committee decisions may be appealed to Lithuania's Ombudsman for Academic Ethics and Procedures.

8.2 The President of the University reserves the right to appeal a penalty imposed by the Committee; this excludes all other aspects of the Committee's decisions and recommendations. Presidential appeals will be made in writing to the Chairperson of the Committee, and a process for a resolution will be determined on an *ad hoc* basis by the Chairperson and the President.

8.3 Penalties determined by the Committee may be appealed to the President of ISM University, who alone reserves the right to appeal to the Committee a penalty imposed by the Committee (see 8.2). The appeal must be made via email to the President, including the Committee's decision. The President must make a decision on the appeal

within five working days, unless the President is unavailable (e.g. on holiday or on a business trip), in which case the President must make a decision within five working days upon return.

ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS
APPENDIX I TO THE CODE OF ETHICS
ACADEMIC ETHICS REQUIREMENTS FOR STUDENTS

Teaching and learning are the core activities of ISM University and its academic community. Academic communities —students, lecturers, researchers, faculty, and emeritus professors — are subject to a unique set of values, which are generally referred to as "academic ethics". The extent to which an academic community and its members respect, and adhere to, these ethical values is known as "academic integrity". The fundamental values inherent in academic ethics and integrity form a general code of conduct, one that is strictly adhered to by academic communities across the world.

ISM University students also belong to this international academic community, and all students of ISM University are responsible for acting ethically and with integrity.

This document is intended to provide students with guidelines for making ethical decisions in the conduct of their learning activities, and to outline the consequences of failing to do so. It is the responsibility of each student to familiarise themselves with ISM's Code of Ethics as well as this document.

I. Ethical conduct for students

All students of ISM University – whether they are undergraduates, foreign and visiting students, graduate students, Executive School students, or any other learner enrolled in an ISM provided service – are responsible for acting ethically and with integrity. Each student is responsible for their own work and are responsible for their actions. The following are types of violations of academic ethics:

1. **Plagiarism.** ISM University accepts the following definition: *Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.*¹

There are several different forms of plagiarism, including:

- i. **Word for word (verbatim) quotation without clear acknowledgement:** *Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.*
- ii. **Paraphrasing:** *paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using. A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own.*

¹ "Academic good practice – a practical guide". University of Oxford. All subsequent text in italics in this section on plagiarism is from this source.

- iii. **Collusion:** *This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.*
 - iv. **Inaccurate citation:** *It is important to cite correctly, according to the conventions of your discipline [or an approved style guide]. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted.*
 - v. **Failure to acknowledge assistance:** *You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.*
 - vi. **Use of material written by professional agencies or other persons:** *You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it.*
 - vii. **Auto-plagiarism:** *You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Where earlier work by you is citable, i.e. it has already been published, you must reference it clearly. Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.*
2. **Cheating.** Cheating is intentional, dishonest conduct in relation to submitting academic work. Cheating can include, but is not limited to:
- i. copying from another student's test or exam;
 - ii. communicating to other students during the taking of a test or an exam;
 - iii. taking or receiving copies of an exam without the permission of the lecturer;
 - iv. using notes, 'cheat sheets', or any other information devices inappropriate to the prescribed test or exam conditions;
 - v. allowing someone other than the officially enrolled student to represent same.
3. **Falsification.** Typical incidents of falsification are as follows:
- i. correction of a graded paper without a lecturer's consent;
 - ii. forging a lecturer's signature, certificates, or other documents;
 - iii. falsification of University documents, data or results of an academic assignment (course papers and other works);
 - iv. falsifying one's identity at times of an exam or other student knowledge assessment.
4. **Breaches of research ethics.** These include the following acts:
- i. deliberate concealing of research data that contradicts research hypothesis;
 - ii. deliberately misleading provision of information about empirical research methodology;
 - iii. acts of theft or deliberate damage of empirical research findings, software, samples of empirical material, or manuscripts;
 - iv. presenting texts, ideas or inventions that belong as one's own; to another person;
 - v. ungrounded co-authorship enforcement on colleagues or subordinates;
 - vi. denial or concealment of contributions to research made by other persons or organizations

5. **Bribing.** Offering or giving a reward in exchange for an academic favour.
6. **Impolite, disrespectful or disruptive behaviour.** Such behaviour may include but is not limited to:
 - i. disrespectful or bullying remarks towards or about students and lecturers;
 - ii. filming and taking pictures or recordings during (in-person or online) lectures, examinations or consultations without the permission of the lecturer and any other person captured in the picture or recording.
 - iii. Impolite behavior – whispering, sneering, jeering, etc. – that may interrupt or disrupt a speaker.

II. Severity of ethical violations

Ethical violations are considered by ISM's Committee on Ethics according to the procedures set out in the Operational Regulations of the Committee on Ethics. Ethical violations are classified by the Committee according to their degree of severity:

- i. Minor violation
- ii. Moderate violation
- iii. Major violation
- iv. Gross violation

The degree of severity of an ethical violation is determined by evaluating it according to several factors:

- i. whether there is evidence of a deliberate attempt to gain advantage;
- ii. whether there is evidence that the student's conduct was knowing, intentional, reckless, wilful, or premeditated;
- iii. the seriousness of the violation in respect to its actual or potential consequences;
- iv. the extent to which the work or conduct forms a significant portion of the final grade;
- v. whether it caused injury to another student or to the institution;
- vi. whether multiple violations occur within a single incident or work;
- vii. whether the conduct intimidates others or provokes the misconduct of others.

III. Disciplinary actions for ethical violations

The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The penalties imposed should reasonably reflect these circumstances.

These guidelines are not intended to restrict the authority or flexibility of the Committee on Ethics in imposing the penalties contained in this policy. In each case, the Committee on Ethics will exercise its discretion taking into consideration the relevant factors, as outlined below.

There are three general types of disciplinary actions for students:

- i. A **warning** is a cautionary measure that serves as a response and deterrent to a particular action or behaviour that is deemed inconsistent with ISM University's values and ethical principles. Warnings are issued where poor academic practice has occurred;
- ii. A **penalty** is a punishment that serves as a response and deterrent to a particular action or behaviour that is deemed inconsistent with ISM University's values and ethical principles. Penalties are applied when conduct is deemed to be academic misconduct;
- iii. **Expulsion** is reserved for students whose conduct justifiably bars them from future studies for a certain period or permanently at ISM University.

The actions that constitute specific offences of academic integrity vary in terms of severity (see Section II). Any penalty should reflect the extent and severity of the departure from academic integrity, along with precedent, taking into consideration the:

- i. Severity of the violation;
- ii. Whether the student's explanation is consistent with other supporting evidence;
- iii. Level of the student's academic experience;
- iv. Relative significance of the assignment/exam;
- v. Extenuating circumstances that may help explain the action taken by the student with due weight being attached to those circumstances; the onus is on the student to provide evidence of mitigating circumstances;
- vi. Prior/multiple incidents (if the offence is a second (or subsequent) one for the student and/or is in combination with another offence.

Disciplinary penalties may include one or more of the following:

- i. Written warning;
- ii. Required completion of an academic integrity assignment(s) or course(s);
- iii. Required completion of a make-up assignment or rewriting of an assignment or examination;
- iv. Lower grade on the assignment, examination or work;
- v. Lower grade in the course;
- vi. Failure in the course;
- vii. Denial of Erasmus+ opportunities for one or more semesters;
- viii. If an exchange student, notification sent to the home university;
- ix. Denial or revocation of an ISM-awarded scholarship;
- x. Delay or denial of BA, MA or PhD thesis submission and/or defence for one or more semesters;
- xi. Expulsion for a period of no more than two years from the University, except in cases where the President determines the expulsion should be permanent;
- xii. Such other penalties as may be appropriate in the circumstances.

III: Appeal process

As detailed in Regulation 8 of the Operational Regulations of ISM Committee on Ethics:

- i. Decisions and recommendations of the Committee are final and may not be appealed within the University. According to state regulations, Committee decisions may be appealed to Lithuania's Ombudsman for Academic Ethics and Procedures.
- ii. In accordance with Regulation 8 (of the Operational Regulations), penalties may be appealed to the President of ISM University, who alone reserves the right to appeal to the Committee a penalty imposed by the Committee.

ISM University of Management and Economics
Appendix II to the Code of Ethics
Academic ethics requirements for lecturers

Teaching and learning are the core activities of ISM University and its academic community. Academic communities —students, lecturers, researchers, faculty, and emeritus professors — are subject to a unique set of values, which are generally referred to as "academic ethics". The extent to which an academic community and its members respect, and adhere to, these ethical values is known as "academic integrity". The fundamental values inherent in academic ethics and integrity form a general code of conduct, one that is strictly adhered to by academic communities across the world.

ISM University lecturers also belong to this international academic community. Accordingly, all lecturers of ISM University are responsible for acting ethically and with integrity. It is the responsibility of each lecturer to familiarise themselves with ISM's 'Code of Ethics' as well as this document.

This document is intended to provide lecturers with guidelines for making ethical decisions in the conduct of their teaching activities.

I. Ethical conduct for lecturers

Lecturers at ISM university – any employee or contractor of the University that is engaged in teaching or evaluating ISM students – have a particular set of responsibilities according to academic ethics and integrity.

The ethical responsibilities of lecturers are:

1. Lecturers must encourage the free exchange of ideas between themselves and their students;
2. The assessment of students' knowledge and skills must be fair, transparent, and compatible with the objectives of the subject taught;
3. It is unethical for lecturers to exploit students for their private advantage. It is unethical for them to utilise the work of students in a publication without appropriate attribution;
4. Lecturers must be proactive in reducing opportunities for, and diligent in uncovering, academic dishonesty among students;
5. Lecturers must not engage in bullying behaviour – behaviour which intends to harm, humiliate, intimidate or coerce a student or group of students – nor tolerate bullying behaviour amongst students in the classroom;
6. Lecturers must inform ISM's Committee on Ethics of any instance of student dishonesty (detailed in Appendix I of the Code of Ethics), including plagiarism, cheating, falsification of data, falsification of examinations or credits, use of outside help during examination or assessment, presentation of another's work as one's own, receiving income for the preparation of assignments for other students, purchasing work/assignments and its submission for the evaluation by a member of the academic community (contract cheating), presentation of the same evaluated work/assignment for another course or degree, etc.;

7. In service of ISM's efforts to support all students in reaching ISM's high academic standards, ISM University must make – and support lecturers in making – reasonable accommodations to students with special needs (such as vision, hearing, movement, and other physical disabilities, or medically-certified learning disorders);
8. Lecturers must strive to be impartial and non-discriminatory; for instance, lecturers should not allow a student's participation or non-participation in a political or social activity to influence the assessment of the student;
9. Lecturers must protect students' personal data in accordance with the procedure established by the Law on Legal Protection of Personal Data of the Republic of Lithuania.
10. Lecturers may not request personal data from a student in group discussions, except in cases provided for in the Law on Legal Protection of Personal Data of the Republic of Lithuania;
11. Disclosure of confidential information about a student is detrimental to the atmosphere of trust. The principle of confidentiality of information requires lecturers to:
 - keep in confidence all privileged information gained about a student, whether concerning academic progress, personal life, or political and religious views;
 - disclose information to third parties about the student's academic assessments or penalties, only with the written consent of the student or with a legal basis for the damage to other persons;
 - avoid discussing the achievements of a student, except in cases where students' appeals are evaluated, the results of examinations or credits and other academic issues are discussed, the objective decision of which clearly justifies their discussion;
 - use private information for educational or research purposes only with the written consent of a student;
 - ensure that remarks about the work/assignment of a student, not submitted to the public defence, are not accessible to third parties;
12. Lecturers have the right to choose whether or not to write a reference letter upon a student's request for one; when writing reference letters, they must strive to be fair and objective.
13. Lecturers should respect and protect the intellectual efforts of their colleagues: using teaching material – slides, notes, recordings, etc. – authored by colleagues should be used only upon a granting of permission from the author, and then attributed and correctly cited.

II. Disciplinary actions for ethical violations

14. Ethical violations are considered by ISM's Committee on Ethics according to the procedures set out in the Operational Regulations of the Committee on Ethics.
15. Following a decision by the Committee that a staff member has committed an ethical violation, the Committee will issue a warning and/or a reprimand (i.e. a formal expression of disapproval) to the staff member and officially inform the President of ISM and the Personnel Manager, who will file the decision according to the procedure prescribed in the legal acts of ISM University.

III: Appeal process

16. As detailed in Regulation 8 of the Operational Regulations of ISM Committee on Ethics:



APPROVED by:
ISM University of Management and Economics
Rector's Order of January 20, 2021
No. 01-07-08

- i. Decisions and recommendations of the Committee are final and may not be appealed within the University. According to state regulations, Committee decisions may be appealed to Lithuania's Ombudsman for Academic Ethics and Procedures.
- ii. Penalties may be appealed to the President of ISM University, who alone reserves the right to appeal to the Committee a penalty imposed by the Committee.