

APPROVED
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Senate meeting
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Protocol No.2 -24

ISMA UNIVERSITY OF APPLIED SCIENCES CODE OF ETICS

Preamble

ISMA University of Applied Sciences (hereinafter - ISMA) is a higher education, research and culture institution of the type of university of applied sciences, which implements study programmes, conducts scientific activities and engages in creativity, as well as provides opportunities for lifelong learning.

ISMA Code of Ethics (hereinafter - Code) is a document which defines the ethical principles and standards that everyone associated with ISMA community is invited to observe in their professional and academic activities.

ISMA community consists of academic staff (employees elected to academic positions), general staff and every student of ISMA, as well as guest academic staff of ISMA (visiting professors, visiting associate professors, visiting docents, guest lecturers, visiting assistants, visiting senior researchers, visiting researchers, visiting research assistants who are in legal employment relations with ISMA, as well as guest lecturers employed on the basis of a contract or royalty agreement).

ISMA basic ethical principles are:

- **Academic integrity**, meaning fairness, justice and responsibility in all academic activities, such as research, studies and examinations;
- **Respect and equality**, which includes promoting equal and respectful treatment of all ISMA staff members, regardless of their ethnic origin, gender, sexual orientation, religious affiliation, age or disability;
- **Confidentiality**, meaning the protection of information obtained in the course of professional activity, observing the principles of privacy and confidentiality;
- **Responsibility**, which means taking responsibility for one's actions and their impact on other ISMA staff members and society as a whole.

I. Academic integrity

- 1.1. Academic integrity is a fundamental principle which ensures the quality and reliability of the higher education offered by ISMA. This applies to honesty and responsibility in all academic activities: studies, research and publication of data. This integrity is essential to the trust and respect of ISMA community.
- 1.2. Maintaining academic integrity is important not only at the individual level, but also for the reputation of ISMA as an institution as a whole.
- 1.3. With academic integrity as a core value, ISMA community fosters a fair and honest environment for knowledge exchange, where every member of the community can trust the authenticity of each other's work and contributions.
- 1.4. Academic integrity includes:
 - 1.4.1. **Prevention of plagiarism:** performing work independently, properly citing sources and not using another's work or ideas without coordination;
 - 1.4.2. **Fairness in examinations:** no use of unauthorized aids or materials, copying or any other fraudulent activity;
 - 1.4.3. **True data provision:** not allowing of falsification or manipulation of data in research and report preparation;
 - 1.4.4. **Objectivity:** unauthorized influence of personal opinions and interests on academic judgments, research and evaluation;
 - 1.4.5. **Collaboration:** ensuring that all participants do their part fairly and are appropriately recognized for their contributions when collaborating on group projects or research.

II. Respect and equality

- 2.1. Respect and equality are fundamental principles which create a positive and productive study, work and research environment for all participants at ISMA. Respect and equality are important not only as ethical principles, but also as practical tools which promote knowledge sharing, innovation and an inclusive community atmosphere. It is an environment where everyone can feel valued, included and motivated both to study and to work. This is an essential foundation for building a successful and sustainable ISMA community.
- 2.2. Respect and equality principle is ensured by:
 - 2.2.1. **Promoting diversity and inclusion:** ensuring equal opportunities for all members of ISMA community. They include active prevention of discrimination and prejudice, equal access to study materials, resources and opportunities, as well as providing support to different groups, such as international students, students with special needs, representatives of minority groups, etc.;
 - 2.2.2. **Resolution of conflicts and discrimination:** ISMA develops procedures for resolving issues of conflict and discrimination, any form of unwanted verbal, non-verbal or physical sexual conduct that has the purpose or effect of offending the dignity of any member of the ISMA community, particularly when it creates an intimidating, hostile, degrading, humiliating or offensive environment. They include clear mechanisms for submitting complaints, as well as the involvement of independent bodies or persons that help to objectively assess the situation and offer fair solutions;
 - 2.2.3. **Promoting cultural competence and awareness:** awareness of cultural diversity is promoted within ISMA community. ISMA regularly offers trainings and seminars, and diverse leisure activities

which develop cultural competence, provide understanding of different cultures, their values and nuances of communication;

2.2.4. Ensuring equal access to studies and resources: ensuring equal access to study materials, technologies, financial support and other resources necessary for the academic and personal development of every member of ISMA community. This means that ISMA takes steps to ensure that every member of the community, regardless of their financial situation or social background, has access to all the resources at ISMA's disposal.

2.2.5. Promoting openness and dialogue: open communication and dialogue between the members of ISMA community. ISMA promotes such dialogue by organizing forums, discussion groups and other activities which promote the exchange of different opinions and perspectives;

2.2.6. Promotion of personal development and self-awareness: this includes the personal development and self-awareness of every member of ISMA community. ISMA promotes awareness of the importance of personal responsibility, encourages the community members to reflect on their behaviour and attitudes, as well as how their actions affect others.

III. Confidentiality

3.1. Confidentiality in the context of ISMA is an important principle which ensures the respect of individual rights to privacy, as well as the security and protection of information. The mentioned principle applies to all types of sensitive information that may be related to the personal information of the members of ISMA community, as well as to research data.

3.2. Confidentiality at ISMA includes several key aspects:

3.2.1. Protection of personal data: ISMA and its community members fully comply with the legal framework governing the processing and protection of personal data, such as the Personal Data Processing Act, the EU General Data Protection Regulation (GDPR), etc.

3.2.2. Confidentiality of academic and research data: information obtained in the research process, including raw data, research results, hypotheses and other scientific knowledge. ISMA and its community members ensure that this type of information is stored securely and that its disclosure takes place only in accordance with ethical norms, copyright and relevant legal framework.

3.2.3. Electronic communications and data security: ISMA and its community members follow security protocols to protect emails, electronic learning platforms and other digital tools used by ISMA for communication and distribution of study materials from illegal access, data theft or other security breaches.

3.2.4. Privacy policies and procedures: ISMA develops and implements detailed privacy policies and procedures. These include instructions on how to handle sensitive information as well as procedures for data security incidents. ISMA takes steps to educate its community members on confidentiality principles and the best practices which ensure information security and respect for privacy in all ISMA activities.

IV. Responsibility

4.1. Responsibility includes a broad set of principles and values that govern individual and collective action and behaviour in promoting higher academic and professional standards in

the context of ISMA. This principle is important to ensure a fair and productive study, work and research environment, and to promote trust and respect among the members of ISMA community. At the same time, the principle of responsibility promotes high standards and good practice; it creates trust, respect and a supportive environment, which is essential to the achievement of ISMA's goals. This principle encourages all members of the community to be aware of their role and influence on the well-being and development of the community.

4.2. Responsibility includes several key aspects:

4.2.1. **Academic responsibility:** this refers to adherence to the principles of academic integrity, such as avoiding plagiarism, cheating in exams and other unfair practices. Academic responsibility also includes a responsible attitude towards the study process, fulfilment of duties and timely submission of assignments.

4.2.2. **Professional responsibility:** ISMA's academic staff and general staff ensure a high-quality study process, adhere to professional ethical standards, and promote the academic and personal development of students. Professional responsibility also includes compliance with the principles of confidentiality and objectivity in the assessment of students.

4.2.3. **Social responsibility:** ISMA and its community members take responsibility for how their actions affect society. This includes responsibility for promoting access to education, using research results and discoveries for the benefit of society, as well as respecting the principles of sustainable development.

4.2.4. **Personal responsibility:** every member of ISMA community is responsible for their own actions and decisions which affect their own academic and professional development. This includes responsibility for personal work and study planning, time management, and care for a healthy lifestyle and well-being.

4.2.5. **Ethical responsibility:** ethical responsibility includes compliance of ISMA community members' actions with the ISMA Code of Ethics, fair and just treatment of other community members, as well as responsibility for resolving ethical dilemmas that may arise in academic and professional activities.

V. Code of Ethics monitoring

5.1. Compliance with the Code of Ethics is monitored by ISMA Ethics Commission.

5.2. The composition of the Ethics Commission is determined and approved by ISMA Senate.

5.3. The activity of the Ethics Commission is regulated by the Statute of the Ethics Commission approved by ISMA Senate.

5.4. Violations of the ISMA Code of Ethics can be reported to the Ethics Commission.

5.5. Warnings for non-compliance with the Code of Ethics are confidential and information about an ISMA community member who has warned another community member's violation(s) of ethical norms is not made public.

5.6. The Ethics Commission lists and records all received reports and cases of violations of ethical norms.

5.7. Serious violations are reported throughout ISMA to reduce future occurrences and to create a practice that is reprehensible.

5.8. The Ethics Commission regularly reviews the content of the Code of Ethics and updates it as necessary.

5.9. The Code of Ethics is available to all members of ISMA community and to the public.