

# LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

## CODE OF ETHICS

### Preamble

The Code formulates the basic requirements regarding ethics that must be met in order for LBTU to successfully fulfil its purpose:

*“The purpose of LBTU’s activities is to implement bachelor’s, master’s, professional and doctoral study programmes in accordance with higher education standards and to develop internationally recognised scientific research work regarding the sustainable use of natural resources for increasing the quality of life of society, to cultivate culture, as well as maintain and develop Latvia’s intellectual potential in the fields of strategic specialisation sciences”* (LBTU Regulation of Studies, Paragraph 2.1).

Observation of the ethical norms is a precondition for strengthening and developing the academic atmosphere and traditions of LBTU.

The objective of the Code is to state ethical norms that have to be observed by LBTU academic staff, scientists, general staff and students in relation to LBTU, in professional activities, communication as well as in relation to other institutions and society.

### 1. General ethical principles

- 1.1. Perform one’s duties and commitments conscientiously.
- 1.2. Maintain fair relations which are based on respect and trust.
- 1.3. Respect the basic rules of social etiquette, cultivate a culture of dialogue.
- 1.4. Listen to suggestions, proposals and constructive criticism, and be ready to recognise mistakes and correct them.
- 1.5. Uphold the reputation of LBTU, not spreading subjective, unverified or false information.
- 1.6. Preserve LBTU property, take care of the resources of its facilities.
- 1.7. Oppose unfair and unjust actions.
- 1.8. Oppose any discrimination based on sex, age, religion, nationality, race, sexual orientation, etc.
- 1.9. Defend freedom of expression of views and opinions while at the same time opposing arrogance, scorn and unfair bias.
- 1.10. Not use one’s privileges in order to demand loyalty to any public, political or religious organisations.
- 1.11. Take action against any forms of corruption at LBTU and inform LBTU administration or competent authorities of any such cases.
- 1.12. Give constructive and open criticism.
- 1.13. Take action against offending dignity, gossiping, profanity, quarrelling in conflict resolution or criticism.
- 1.14. Not use intrigue and hypocrisy as a way of managing relationships or securing careers, and retaliation as a response to legitimate criticism.
- 1.15. Reject the imposition of loyalties to political figures, etc., authorities, parties and public organisations, deeming such unacceptable.
- 1.16. Not tolerate any form of unjustified physical harassment or communication with an

intimate or sexual context, taking advantage of a position of vertical power or in order to obtain more favourable treatment towards oneself or the evaluation of one's work.

- 1.17. Independently improve knowledge and develop skills in one's professional field, ethics and interpersonal skills.

## **2. Basic ethical requirements for students**

- 2.1. Study in accordance with the requirements specified in the study plan and deadlines.
- 2.2. Seek the advice of academic staff members or fellow students if necessary when studying a selected study programme individually.
- 2.3. Consider the counterfeiting of records, cheating, as well as plagiarism – the use of texts and/or illustrations created by another author or artificial intelligence without references to the source, as unacceptable behaviour during the study process.
- 2.4. Treat other students, members of academic staff and general staff with respect, without scorn, evil irony, intimidation or any type of violence.
- 2.5. Be objective in relation to the public evaluation of qualifications, abilities and aspirations of the academic staff.
- 2.6. Respect the work of academic staff and other students – arrive to classrooms in a timely manner – before the start of class.
- 2.7. Ensure that the use of mobile phones or other communication or multimedia devices during the class does not interfere with the class and its participants. Communication devices may only be used for the purpose of learning the subject of the class (with the permission of the academic staff member) or in emergency situations.
- 2.8. Abide by the rules of behaviour and cultural etiquette generally accepted in the country and at the university.

## **3. Basic professional ethical requirements for academic staff members and scientists**

- 3.1. Continuously improve one's pedagogical skills and know-how by carrying out high-quality scientific research work.
- 3.2. Highly value one's personal and professional honour and reputation. Avoid morally ambiguous situations and actions in work and private life that do not conform to generally accepted norms of behaviour if this may have a negative impact on the image of the academic staff member and researcher and LBTU as a whole.
- 3.3. Observe the norms of research ethics formulated in the Latvian Academy of Sciences' Code of Ethics for Scientists.
- 3.4. Promote knowledge dissemination by ensuring care and accessibility of knowledge.
- 3.5. Selflessly share knowledge and teaching experience with less experienced colleagues, contributing to the development of the profession.
- 3.6. Take action against any signs of protectionism and discrimination in the recruitment and promotion of staff members.
- 3.7. Avoid any signs of patronage, corruption or discrimination in relationships with students. Students' work should be assessed carefully and without bias.
- 3.8. Refuse to accept illegal payment for training and/or consultations. Not offer private lessons for a fee to students in those study courses that an academic staff member delivers at the university.
- 3.9. Inform the students of the requirements for the successful completion of the course at the

start of the course. If changes to the requirements are expected, inform them in a timely manner, justifying the need for changes.

- 3.10. Ensure equal opportunities and expectations for all students in one's courses by providing the necessary consultations.
- 3.11. Neither borrow students' original ideas nor pass off them as one's own, nor use them in publications without a reference to the author of the idea.
- 3.12. Maintain a collegial and business-like manner without emphasising the importance of oneself or others. Respect the requirements in one's course of study and not exaggerate their importance compared to other courses of study.
- 3.13. Avoid actions that could undermine the dignity and respect of students to other members of academic staff, scientists, students and general staff.
- 3.14. Promote the development of students' potential ability, formation of personality, evaluate students' knowledge and work responsibly and objectively, without negligence or bias. Anticipate and ensure appeal possibilities, allowing for the possibility that students may object to an assessment.
- 3.15. Use the authorities granted by one's position for moral, pedagogical and scientific purposes only. The selfish or abusive use of one's position and privileges in relations with students and colleagues is neither acceptable nor justifiable.
- 3.16. Not allow forced intimate or other relationships with students that are against good morals.
- 3.17. Apply one's knowledge and actions to contribute to the development of an ethical and moral culture in the students' environment.

#### **4. Basic ethical requirements for general staff**

- 4.1. Be aware of the impact of one's performance on the development of LBTU.
- 4.2. Be objective in decision-making, excluding oneself from personal interests and outside influence.
- 4.3. Avoid situations that may lead to a real, possible or seeming conflict of interest or conditions favourable to corruption.
- 4.4. Use LBTU property and resources economically and carefully. As regards using the office telephone, the internet and other resources for purposes unrelated to work, observe the restrictions determined in the LBTU internal regulations.
- 4.5. Constantly take care of professional growth, show initiative and give proposals for the improvement of work quality.

#### **Observing the Code of Ethics**

Each LBTU academic staff member, scientist, general staff member and student shall be acquainted with the LBTU Code of Ethics. The LBTU Code of Ethics is publicly available.

Observing the Code of Ethics is the duty of each LBTU academic staff member, scientist, general staff member and student.

The Ethics Commission approved by the Rector supervises the implementation of the LBTU Code of Ethics and deals with complaints regarding the violation of these principles and regulations stated in the code.