



## **THE ACADEMIC ETHICS CODEX OF THE UNIVERSITY OF LATVIA**

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*This document has no amendments*

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### **I. General terms**

1. The Academic Ethics Codex of the University of Latvia (hereinafter referred to as – the Codex) defines the principles and norms of fair, respectful, and responsible actions of the community of the University of Latvia (hereinafter referred to as – the UL). The Codex is in force during the academic activities and intercommunication in UL, as well as during communication with other institutions, media, and society.
2. The following terms used in the Codex:
  - 2.1. UL community – UL academic personnel, teaching staff, scientists, general personnel and students, applicants, listeners, and persons, who perform work based on the enterprise's, author's, and volunteer's employment contract.
  - 2.2. Teaching staff – representative of UL academic personnel or other physical person with appropriate qualification, who implements study process.
  - 2.3. Scientist – representative of UL scientific personnel or other physical person with appropriate qualification, who performs scientific activity.
3. The goal of the Codex is to promote academic distinction in education and science. Adherence to the principles of the academic ethics is the basis of successful UL operation, united UL community and of shaping positively inclined work atmosphere.
4. The objective of the Codex is to create an environment that is favorable for acquisition of knowledge, free exchange of opinions and favorable environment for the development of human personality.

## **II. Principles of academic ethics**

5. Academic freedom – provides an opportunity to define and implement scientific, educational, and self-educational interests in a creative, independent, and responsible manner. Academic freedom respects the rights of others for the free expression of their opinion, as well as honesty in the layout and implementation of ideas, it excludes any kind of academic violence. Academic freedom is based on the developed critical and creative thinking.
6. Fairness and justice – describe honest, substantiated action based on mutual reliability that prevents the conflict of interests, corruption risk, deception, venality, biased evaluation, or from plagiarism.
7. Responsibility – means the readiness to fulfill academic liabilities, to envisage the consequences of one's actions, as well as to refrain from the actions, that could do harm to academic activities, collegial relationships and to the society. The responsibility is also related to self-development, to the acknowledgment and correction of mistakes and flaws, legal settlement of disputes.
8. Loyalty – defines the voluntary inclusion in the UL community, the fair and just observance and protection of its interests through the increase of UL prestige and the facilitation of the brand recognition. Representative of UL community is loyal to UL in expressing the personal opinion outside of UL, including social media. Representative of UL community in expressing opinion about UL as a representative of one's field or occupation, bases on verifiable and provable facts, research and analysis, refrains from providing deliberate, false information about UL, does not perform activities that would harm the reputation of UL studies and science in the society.
9. Respect and collegiality – incorporate the practice of good management in the creation of open, democratic, and equal relationships, respectful communication between persons, facilitating cooperation and unity of the members of the UL community for the joint responsibility for quality education and scientific work.
10. The principles of the Codex are to be implemented through the joint actions of the UL community. The implementation of these principles improves the quality of education and scientific work, facilitates substantiated respect and trust, prevents the manifestations of the conflict of interest in relation to financial assets and property of UL, as well as prohibiting the usage of authority, posts, and academic positions in vested interests.

## **III. Study process**

11. Teaching staff provide quality education, promote the development of the scientific activity environment, and facilitate the commitment and the wish of students for perfection.

12. UL academic and general personnel treat the colleagues and students, their ideas, and opinions with respect, maintain businesslike, professional and collegial relationships, maintain politeness, equality, not tolerating arrogance, discrimination, sexual, emotional, or other types of violence.
13. Teaching staff develops quality, contemporary, creative types of work for students, updates the content of study courses, developed learning materials and assessment works on a regular basis, evaluates the work of students in due time, in a fair, responsible, and just manner, as well as performs duties related to the implementation of the study process within allocated time and deadlines.
14. Teaching staff respects the content of the accredited study programmes, precisely defines study tasks to be performed and assessments within the study course/module and explains them if necessary, indicates assessment criteria for evaluation concrete study works.
15. Teaching staff respects the frankness and trust of the students, not publicly disclosing the information that has been entrusted by the students without student's consent. When protecting a person's privacy, the teaching staff also refrains from the public discussion of the progress and behavior of its former and actual students.
16. Teaching staff recognizes the mistakes made during the study process or the evaluation of students and resolve conflicts through direct and open negotiations.
17. During their academic activities, the teaching staff refrain from campaigning for any political power, interest group, religious organization, etc. Teaching staff during the academic activities, when running for elections, refrain from self-campaigning and from campaigning during communication with colleagues and students.
18. Teaching staff promotes the culture of academic integrity and mutual relationships by their own example, within UL and outside it.
19. Teaching staff supports and maintains academic and professional integrity by not creating conditions for the manifestations of academic dishonesty, follows the development process of the student papers, provides consultations, ensures feedback, does not allow for plagiarism, cribbing, other kinds of unfair usage of intellectual property, or other kinds of violation of academic integrity.

#### **IV. Scientific work**

20. The scientific work is based on intellectual integrity, and it is performed at the highest quality possible, with concern for the development of the branch and science in total, making development in the well-being of society. During the scientific work, the occurrence under

research is analyzed in detail and in more extensive interconnections, not allowing for tendentiousness and selective interpretation.

21. Academic personnel treat the achievements of colleagues, as well as the performance and ideas of the students, in a just manner and with respect.
22. Academic personnel and students treat other intellectual property in a fair manner and with respect, not allowing for plagiarism and cheating. As the authors of scientific research and publications should be indicated only those scientists, who have participated in the implementation of a particular scientific research, and in according to the internationally accepted authorship criteria. The publication of collectively performed scientific research results ought to be agreed upon with all co-authors.
23. Academic personnel have a diverse knowledge of the newest achievements in the corresponding branch, and share their knowledge with other colleagues and students, not withholding their knowledge. Implementation of the study process is based on diverse information, where the achievements of one person are not singled out.
24. Academic personnel responsibly evaluate available sources of funding and do not involve themselves into transactions and scientific activities that weaken academic freedom and independence. Academic personnel refrain from involving themselves into transactions and cooperative relations that create conflicts of interest, risk of corruption or harm the prestige of UL and science in general.
25. Academic personnel, both on their own initiative and in response to the appeal from the representatives of mass media or other members of the public, express their opinion that is based on facts and evidence, on the important problems for society and topical questions, as well as bring forward the problems, that are to be solved now and, in the future.
26. Academic personnel and students perform research honestly and responsibly, not allowing the source of the financing of research to influence the research results.
27. By recognizing the effect of the scientific research in the development of the society, academic personnel actively and responsibly inform the society about research results by utilising diverse forms of dissemination for results, including the guarantee as much as possible of the open access to the scientific research results.

#### **V. The action of students**

28. Outstanding study liabilities are justifiable by objective circumstances.
29. The students of UL treat each representative of the UL community, his ideas, and opinions with respect, maintain businesslike and collegial relationships, and observe equality, not tolerating arrogance, discrimination sexual and other kinds of violence.

30. The students share the responsibility for the study process and its quality, dedicate all efforts towards the acquisition of knowledge during lectures, practical studies, and independent work, and fulfill the academic liabilities in a fair manner.
31. The students observe academic etiquette during address, mutual relationships and in their behavior, observe politeness and respects instructions of academic personnel in study and research work.
32. The students support and maintain academic and professional integrity, do not allow for plagiarism, cribbing, other kinds of unfair usage of intellectual property, or other kinds of cheating.
33. The students are helpful in a collegial and mutual way, provide for the cooperative implementation of academic objectives.
34. The students provide only genuine data about themselves, without fraudulence and deception in relation to others.
35. The students must not harm the rights of others to acquire education or to carry out work by using the property and study aids, does not deceive and does not prohibit other representatives of the UL community to use them.
36. In relation to the scientific work, the students observe the same principles and norms of ethics, as the scientists (Title IV of this Codex).
37. The students evaluate the activities of the academic personnel and the study process in total, in a fair and just manner.

#### **VI. Actions of the general personnel**

38. Any employee of the general personnel fulfills his official duties in a fair and responsible manner.
39. The general personnel observe the respectful culture of mutual relationships, observes equality, precluding arrogance, discrimination, and academic violence.
40. The general personnel facilitate information turnover in a fair manner and in due time, as well as ensures its credibility and confidentiality.

#### **VII. The implementation of the Ethics Codex**

41. The implementation of the Codex depends on the activities, decency, self-supervision, self-control, and self-improvement of each representative of the UL community.
42. The academic and general personnel of UL promote the implementation of the principles and norms of the Codex by their own example, as well as with the improvement of normative acts and work organization in UL.

43. The implementation of the Codex is facilitated and supervised by the Academic Ethics Commission of UL that reviews the violations of academic ethics in compliance with the Provisions on the Academic Ethics Commission of UL.
44. The Academic Ethics Commission of UL expresses an opinion, supports the action, that corresponds to the Codex, reprobates the Codex violations, and proposes actions for their elimination to the UL rector and/or UL structural units and collegial institutions. Considering the decision by the Academic Ethics Commission of UL, UL rector and/or UL structural units and collegial institutions carry out further necessary actions in accordance with the normative acts of the Republic of Latvia and UL.
45. The duty of each representative of the UL community to which applies the decision of the Academic Ethics Commission of UL, is obligated to respect, and adhere to the statement in the decision.
46. Each representative of the UL community is welcome to inform the Academic Ethics Commission of UL about the violations of the Codex in a fair and just manner.
47. Any representative of the UL community has the rights to submit proposals on the improvement of the Codex and its implementation to the Academic Ethics Commission of UL.

#### **VIII. Personnel training**

48. Any representative of the UL community is obligated to regularly improve one's knowledge and raise professional qualification, as well as to promote the adherence to the academic integrity and principles of ethics.
49. The management of the UL guarantees regular dissemination of information on academic integrity in UL, encourages the promotion of the comprehension and adherence to the principles of ethics in the study process, as well as in academic and scientific work, thereby improving the academic culture in the UL.
50. The UL organises explanatory and educational activities on academic ethics and its significance in higher education.

#### **IX. Final terms**

51. The Codex enters into force on June 1<sup>st</sup>, 2021.
52. With the entry into force of the Codex, the Academic Ethics Codex of the University of Latvia (approved by the Senate decision No 170, 27 October 2008) loses effect.

Chairman of the Senate

(signature\*)

M. Auziņš

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**\* THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE  
ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP**