

APPROVED
by Decision No.3 of May 3, 2018 by the
Academic Board of International
Basketball University

INTERNATIONAL BASKETBALL UNIVERSITY
CODE OF ACADEMIC ETHICS

CHAPTER I
GENERAL PROVISIONS

1. The Code of Academic Ethics (hereinafter - the Code) of International Basketball University HEI (hereinafter - the College) defines the main provisions of the ethical academic behaviour of the College teachers, administrative staff and other employees, and students (hereinafter - the College Community) which are not governed directly by the regulatory acts of the Republic of Lithuania, the College Rules of Procedure and work agreements.

2. The objectives of the Code are to:

2.1. define and enforce the key ethical norms and mechanisms of the activities of the College Community;

2.2. develop a democratic work environment that inspires trust and creativity; encourage ethical behaviour;

2.3. unite the College Community in identifying, maintaining and fostering the principal academic values: academic honesty, responsibility, justice, non-discrimination, transparency, academic freedom, objectivity in assessing study performance, trust, respect, and civil responsibility;

2.4. define the limits of tolerance: emphasise inappropriate behaviour to be avoided in terms of academic ethics;

2.5. conduct the supervision and control of the College academic activities in terms of ethics.

ARTICLE II
GENERAL ETHICAL NORMS

3. The ethical norms of the College Community consolidate the main provisions for

ethical professional (academic) behaviour which define the trends of the ethics policy at the College.

4. Academic freedom shall mean a right of the members of the College Community to openly express their views towards the organisation and administration of the studies and research; express constructive criticism in a uncensored manner; freely develop scientific activities applying various methods; protect a College Community member from constraints. A responsible use of this right shall require the College Community members to recognise this right to be equal for each member of the Community.

5. The following actions shall be regarded as contradictory towards the responsible use of academic freedom:

5.1. intolerance against a different opinion or reasoned criticism expressed by the College Community members;

5.2. neglect or intentional restriction of the right to express and defend one's opinion;

5.3. neglect or intentional restriction of the right to respond to criticism or accusations;

5.4. participation in research or experiments, the consequence of which may be harmful for man, nature, society or culture.

6. Being a member of the College Community obliges to respect the interests of the College, be loyal to the College, and contribute to the implementation of the College's aims and objectives of the studies and applied scientific research activities.

The College Community members shall:

6.1. be actively supporting the standards of academic integrity and the open access principle in the study process, and applied scientific research and art activities;

6.2. when initiating and/or implementing projects on behalf of the College, strive for the results of such projects to serve the common interests of the College and be publicly available.

6.3. report to the College Ethics committee (hereinafter - the Committee) about cases that may be related to corruption, fraud or an attempt to illegally affect a member of the College Community;

6.4. not use the voting right where College self-government institutions solve a question related to financing, prescribing penalties or promoting may lead to a conflict of interests;

6.5. receive a written approval by the College to use the College's infrastructure or name for conducting activities that are not related with the objectives of the College activities;

6.6 share available information on request of the Committee and/or Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania.

7. The relationships among the members of the College Community are to be based on the principles of respect, goodwill, impartiality and non-discrimination.

Academic ethics is considered to be violated by:

7.1. discrimination of the members of the College Community by words, actions or academic assessment, including toleration of such discrimination;

7.2. humiliation of a member of the College Community by abusing authority;

7.3. discrimination of a member of the College Community for their participation in political, social, cultural or sport activities;

7.4. harassment directed at the members of the College Community due to age, gender or sexual orientation, disability, appearance, race or nationality, religion or beliefs, where the dignity of a person is affected and a threatening, hostile, humiliating or insulting atmosphere is created, as well as in the situations where behaviour violating human rights and affecting dignity of a person is tolerated.

8. The mutual relationships among the members of the College Community are grounded in the principles of collegiality and academic solidarity, and are directed towards ensuring the quality and creative environment of the studies and scientific research.

Academic ethics is considered to be violated:

8.1. where the professional competition among the colleagues acquires manifestations of dishonesty; illegal and unfair deals are made; information is concealed; petty conflicts and intrigues are escalated;

8.2. where a member of the College Community, in the presence of other members, disparages teaching and/or research skills, theoretical attitudes or personal characteristics of an absent member;

8.3. where a member of the College Community is impeded from obtaining an academic degree, an award, or receiving appreciation in other forms due to personal, business or political beliefs;

8.4. where psychological pressure is made on a member of the College Community in order to obtain undeserved assessment or to conceal dishonest academic behaviour;

8.5. where confidential information about the members of the College Community is made public or publicly discussed (for instance, academic performance, salary, career plans, health status, personal information etc., with the exception of cases where the College Rules of Procedure require to consider academic performance, career achievements, experience, professional and personal characteristics of a person applying for a certain job position in order to assess the

eligibility of this person for the position);

8.6. where the College Rules of Procedure are violated on a continuous, consistent basis.

9. The exploitation of the material and financial resources of the College shall be organised in a sustainable and responsible manner to implement the obligations undertaken by the College.

The under-mentioned shall be considered to be violation of the aforementioned provision:

9.1. use of the material and financial resources of the College for political activities, private commercial and personal needs;

9.2. intentional damage, destruction of or negligent behaviour with the property of the College.

ARTICLE III ETHICS OF TEACHING PRACTICE

10. The relationship between the teacher and the students shall be based on the principles of cooperation and transparency. The relationship formed by obligations of non-academic nature may cause the conflict of interest; therefore, any ambiguous relationships between the teacher and students shall be avoided.

Academic ethics is considered to be violated where:

10.1. an attempt is made by a student or a teacher to establish a non-academic relationship with a teacher or a student, respectively; where members of the College Community are related by the teaching subject, supervision of the final thesis, or any other direct academic relation, in order to benefit from the academic relationship;

10.2. a requirement for or acceptance of, either directly or indirectly (by means of a third party), gifts or services of non-academic or academic nature which are not directly related to the studying subjects from the members of the College Community.

11. The evaluation of the knowledge and skills of students shall be fair, honest and in accordance with the aims of the subject:

11.1. the teacher shall act in a principled manner and report to the Committee about cases of academic dishonesty, such as plagiarism, copying, falsification of data, falsification of the examination or test results, use of forbidden materials and measures during an examination or a

test, submission of another person's work as your own, providing commercial essay- or paper-writing services, purchasing essays or papers and submitting them to a member of the College Community for assessment, submitting the same work for more than one course etc.

11.2. The teacher is obliged to store personal data of a student according to Law on Legal Protection of Personal Data;

11.3. The teacher is obliged to avoid assessing a student's knowledge depending on participation (or non-participation) of this student in political or social activities that are not favoured (or favoured) by the teacher.

11.4. The teacher is obliged to provide students with special needs (e.g., visual, hearing, motor or other impairment) with adequate conditions for proper implementation of the assignments.

12. Disclosure of confidential information about a student is harmful to an environment of trust. The principle of confidentiality of information requires:

12.1. to reveal information regarding a student's academic performance or penalties applied to a student only where the student has provided a written consent or within a legal framework where there is a potential threat for third parties.

12.2. to avoid discussing a student's performance in different aspects, with the exception of cases where claims made by students are being assessed, or examination or test results or other academic questions are being discussed, and the unbiased solution of such claims and questions can obviously justify such discussion;

12.3. to use personal information for learning or research purposes only upon receiving a written consent from the student;

12.4. to ensure that the comments regarding a student's paper which has not been submitted for the public presentation shall not be disclosed to third parties.

CHAPTER IV

ETHICS OF APPLIED RESEARCH (ART) ACTIVITIES

13. The members of the College Community shall ground applied research (art) activities in the principle of voluntary participation, freedom of thought, dissemination of ideas, honesty and strive for truth.

14. The members of the College Community involved in applied research (art) activities are obliged to act in accordance with the principle of academic integrity.

The principle of academic integrity in applied research (art) activities is considered to be breached by:

14.1. fraud, forgery or manipulation (for instance, creating non-existing data, altering available data in order to show more negative or more positive results). The under-mentioned cases are defined as fraud, forgery or manipulation:

14.1.1. fraud signatures, documents, data or results of reports, and other documents (e.g., data and results of academic assignments (laboratory works, term papers and other work);

14.1.2. a non-existing source, a wrong page number in the source, a wrong webpage access date or any other datum of the source has been indicated;

14.1.3. silence on the obtained data contradicting the hypothesis and/or questions of the research, and/or on the conclusions of the research;

14.1.4. intentional presentation of misleading information regarding the methodology of the empirical research;

14.1.5. unreasonable (undeserved) imposition of joint authorship on students, colleagues, subordinates or superiors;

14.1.6. unreasonable denial or silence on the intellectual and/or financial contribution of the people who have assisted in the applied research (art) activities.

14.2. theft or intentional damage of data of empirical research, computer applications, samples of empirical materials, or a written draft.

14.3. plagiarism, i.e. expropriation of ideas, texts, works of art without crediting their author, i.e. representation of another person's ideas as one's own. Most common cases of plagiarism are as follows:

143.1. providing a text written by another author without citing, i.e., failing to use quotation marks or any other way of distinguishing this text (for instance, separating the whole paragraph or using italics);

143.2. failing to attribute authorship when paraphrasing or citing another author's idea, visual material or data.

14.4. inappropriate, consistent criticism of a peer work and intentional denigration because of personal aversion to that person, competition, political or other motifs not related to the professional level of applied research or art activities under assessment.

14.5. assistance for another person by taking academic actions that violate the principle of academic integrity.

14.6. academic bribery, i.e. offering or giving reward (individually or as a group) for

academic services.

CHAPTER V

ETHICS OF STUDENT ACADEMIC ACTIVITIES

15. In the study process, students shall act in accordance with the principle of academic integrity.

The principle of academic integrity in the study process is considered to be breached by the following:

15.1. copying or providing permission to another person to copy;

15.2. not reporting about the members of the College Community involved in cases of academic dishonesty;

15.3. helping another student to answer; using hidden notes, means of electronic or virtual connection, or other technologies in order to achieve undeserved assessment score; failing to comply with the assessment procedures stated by the examination supervisor.

15.4. plagiarism, i.e. representation of another person's ideas as one's own;

15.5. using another person's work or its results as one's own;

15.6. submitting the same written work for more than one course;

15.7. impersonating another student to take part in an assignment.

16. Students are obliged to use the College infrastructure (academic and IT equipment, library and other resources) in a responsible, economic manner and for its intended application.

ARTICLE VI

SUPERVISION OF THE CODE OF ETHICS

17. Each member of the College Community undertakes to act in compliance with the provisions of this Code and not tolerate its violations.

18. Supervision of the Code shall be conducted in accordance with the provisions of the Code.

19. The Committee shall consist of 5 members.

20. The composition of the Committee shall be approved of by the order by the College director upon receiving approval by the Academic board.

21. Each member of the Committee is appointed for the period of 2 years.

22. Only a person of good repute may be appointed as a member of the Committee. The same person shall not serve more than two consecutive terms.

23. A new member of the Committee shall be appointed upon a current member terminating the employment contract/graduating from the College or not being able to serve due to other reasons.

24. The Committee shall initiate amendments and supplements to the Code and provide them to the Academic board for consideration and approval.

25. The Committee receives and considers applications regarding acts of possible violation of the norms of ethics in the College Community.

26. The meetings of the Committee are summoned either upon receiving a written application regarding a possible violation of the norms of ethics or in order to initiate amendments and supplements to the Code.

27. Applications regarding possible acts of violating the provisions of the Code shall be submitted in writing to the Chairperson of the Committee. Only clearly motivated and signed applications shall be accepted. Applications are registered by the Chairperson of the Committee. Anonymous applications shall not be considered.

28. An application regarding possible violation of the norms of ethics by a member of the College Community may be submitted only by the members of the College Community. An application regarding possible violations of ethics shall not be considered where the period between the date the potential violation of the norms of ethics occurred or emerged and the date the application was submitted is more than 1 year. The Committee shall inform the applicant in writing about the decision not to consider their application no later than 5 days after the date the application was submitted.

29. The meetings of the Committee are summoned and governed by the Chairperson of the Committee. Where the submitted application is related to the Chairperson of the Committee, the meeting is summoned and governed by the eldest member of the Committee. The Committee has the right to invite experts to the meetings.

30. The Committee shall examine the application, take a decision and reply in to the applicant no later than 30 days after the date the application was submitted. The examination period may be extended by a substantiated decision taken by the Committee.

31. The member of the Committee regarding whom the application has been submitted shall be informed on the contents of the application and has to provide clarification within 10 working days from the date of the notification. The Committee has the right to take a decision

where the member of the Committee regarding whom the application has been submitted refuses to provide clarification or does not provide clarification within a specified time limit.

32. The member of the Committee regarding whom the application has been submitted shall have the right to participate in the meeting of the Committee where the application related to the member shall be considered.

33. The members of the Committee shall be required to respect confidentiality and not disclose materials under examination and/or information regarding the materials under examination while the examination is in process. The work materials of the Committee are confidential. Only the Committee's decisions shall be made public.

34. The Committee's decision-making shall be based on a simple majority of all votes. Where votes are tied, the Chairperson shall have the casting vote.

35. Upon having examined the application and identified the violation of the norms of ethics, the Committee shall take a decision taking in consideration the nature and gravity of the violation. The decision of the Committee regarding the violation of the norms of ethics shall be delivered to the applicant, the offender and the College director.

36. Upon receiving the Committee's decision, the College director, having taken into consideration the Committee's recommendations on the disciplinary actions, may apply one of the disciplinary actions towards the offender.

37. Possible disciplinary measures:

37.1. private warning (the information regarding the violation of the norms of ethics is not disclosed to the public);

37.2. public warning (the information regarding the violation of the norms of ethics is disclosed to the public);

37.3. disciplinary penalty pursuant to the legislation of the Republic of Lithuania.

38. The Committee's decision is subject to appeal to Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania. Ombudsman shall take a decision in accordance with Article 18 (11) of Law on Science and Studies of the Republic of Lithuania

39. The Code cannot foresee every unethical behavior that may arise. Therefore, the Committee when examining certain applications regarding ethically unacceptable behavior in situations not provided for by the Code may decide whether a certain action is in accordance with the fundamental values of academic ethics accepted by the College Community and whether or not such action shall be tolerated.

ARTICLE VII
FINAL PROVISIONS

40. The Code or amendments and supplements to it shall be approved by the Academic Board of the College.

41. The Code shall enter into force on the date of its adoption.

42. The provisions of the Code may be revised and amended on a proposal by the member of the Ethics Committee and the College Community.

43. Each member of the College Community shall act in accordance with this Code of Academic Ethics.