

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.
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:

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.