

APPROVED BY
ISM University of Management and Economics
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**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS
APPENDIX I TO THE CODE OF ETHICS
ACADEMIC ETHICS REQUIREMENTS FOR STUDENTS**

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 students also belong to this international academic community, and all students of ISM University are responsible for acting ethically and with integrity.

This document is intended to provide students with guidelines for making ethical decisions in the conduct of their learning activities, and to outline the consequences of failing to do so. It is the responsibility of each student to familiarise themselves with ISM's Code of Ethics as well as this document.

I. Ethical conduct for students

All students of ISM University – whether they are undergraduates, foreign and visiting students, graduate students, Executive School students, or any other learner enrolled in an ISM provided service – are responsible for acting ethically and with integrity. Each student is responsible for their own work and are responsible for their actions. The following are types of violations of academic ethics:

1. **Plagiarism.** ISM University accepts the following definition: *Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.*¹

There are several different forms of plagiarism, including:

- i. **Word for word (verbatim) quotation without clear acknowledgement:** *Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and*

¹ "Academic good practice – a practical guide". University of Oxford. All subsequent text in italics in this section on plagiarism is from this source.

language.

- ii. **Paraphrasing:** *paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using. A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own.*
- iii. **Collusion:** *This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.*
- iv. **Inaccurate citation:** *It is important to cite correctly, according to the conventions of your discipline [or an approved style guide]. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted.*
- v. **Failure to acknowledge assistance:** *You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.*
- vi. **Use of material written by professional agencies or other persons:** *You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it.*
- vii. **Auto-plagiarism:** *You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Also, you must not submit work for assessment even when retaking the course except when explicitly allowed by the instructor of the course. Where earlier work by you is citable, i.e. it has already been published, you must reference it clearly. Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.*

2. **Cheating.** Cheating is intentional, dishonest conduct in relation to submitting academic work. Cheating can include, but is not limited to:

- i. copying from another student's test or exam;
- ii. communicating to other students during the taking of a test or an exam;
- iii. taking or receiving copies of an exam without the permission of the lecturer;
- iv. using notes, 'cheat sheets', or any other information devices inappropriate to the prescribed test or exam conditions;
- v. allowing someone other than the officially enrolled student to represent same.

3. **Falsification.** Typical incidents of falsification are as follows:

- i. correction of a graded paper without a lecturer's consent;
- ii. forging a lecturer's signature, certificates, or other documents;
- iii. falsification of University documents, data or results of an academic assignment (course papers and other works);
- iv. falsifying one's identity at times of an exam or other student knowledge assessment.

4. **Breaches of research ethics.** These include the following acts:

- i. deliberate concealing of research data that contradicts research hypothesis;

- ii. deliberately misleading provision of information about empirical research methodology;
 - iii. acts of theft or deliberate damage of empirical research findings, software, samples of empirical material, or manuscripts;
 - iv. presenting texts, ideas or inventions that belong as one's own; to another person;
 - v. ungrounded co-authorship enforcement on colleagues or subordinates;
 - vi. denial or concealment of contributions to research made by other persons or organizations
5. **Bribing.** Offering or giving a reward in exchange for an academic favour.
6. **Impolite, disrespectful, or disruptive behaviour.** Such behaviour may include but is not limited to:
- i. disrespectful or bullying remarks towards or about students and lecturers;
 - ii. filming and taking pictures or recordings during (in-person or online) lectures, examinations or consultations without the permission of the lecturer and any other person captured in the picture or recording.
 - iii. Impolite behavior – whispering, sneering, jeering, etc. – that may interrupt or disrupt a speaker.

II. Severity of ethical violations

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. Ethical violations are classified by the Committee according to their degree of severity:

- i. Minor violation
- ii. Moderate violation
- iii. Major violation
- iv. Gross violation

The degree of severity of an ethical violation is determined by evaluating it according to several factors:

- i. whether there is evidence of a deliberate attempt to gain advantage;
- ii. whether there is evidence that the student's conduct was knowing, intentional, reckless, wilful, or premeditated;
- iii. the seriousness of the violation in respect to its actual or potential consequences;
- iv. the extent to which the work or conduct forms a significant portion of the final grade;
- v. whether it caused injury to another student or to the institution;
- vi. whether multiple violations occur within a single incident or work;
- vii. whether the conduct intimidates others or provokes the misconduct of others.

III. Disciplinary actions for ethical violations

The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The penalties imposed should reasonably reflect these circumstances.

These guidelines are not intended to restrict the authority or flexibility of the Committee on Ethics in imposing the penalties contained in this policy. In each case, the Committee on Ethics will exercise its discretion taking into consideration the relevant factors, as outlined below.

There are three general types of disciplinary actions for students:

- i. A **warning** is a cautionary measure that serves as a response and deterrent to a particular action or behaviour that is deemed inconsistent with ISM University's values and ethical principles. Warnings are issued where poor academic practice has occurred;
- ii. A **penalty** is a punishment that serves as a response and deterrent to a particular action or behaviour that is deemed inconsistent with ISM University's values and ethical principles. Penalties are applied when conduct is deemed to be academic misconduct;
- iii. **Expulsion** is reserved for students whose conduct justifiably bars them from future studies for a certain period or permanently at ISM University.

The actions that constitute specific offences of academic integrity vary in terms of severity (see Section II). Any penalty should reflect the extent and severity of the departure from academic integrity, along with precedent, taking into consideration the:

- i. Severity of the violation;
- ii. Whether the student's explanation is consistent with other supporting evidence;
- iii. Level of the student's academic experience;
- iv. Relative significance of the assignment/exam;
- v. Extenuating circumstances that may help explain the action taken by the student with due weight being attached to those circumstances; the onus is on the student to provide evidence of mitigating circumstances;
- vi. Prior/multiple incidents (if the offence is a second (or subsequent) one for the student and/or is in combination with another offence.

Disciplinary penalties may include one or more of the following:

- i. Written warning;
- ii. Required completion of an academic integrity assignment(s) or course(s);
- iii. Required completion of a make-up assignment or rewriting of an assignment or examination;
- iv. Lower grade on the assignment, examination or work;
- v. Lower grade in the course;
- vi. Failure in the course;
- vii. Denial of Erasmus+ opportunities for one or more semesters;
- viii. If an exchange student, notification sent to the home university;
- ix. Denial or revocation of an ISM-awarded scholarship;
- x. Delay or denial of BA, MA or PhD thesis submission and/or defence for one or more semesters;
- xi. Expulsion for a period of no more than two years from the University, except in cases where the President determines the expulsion should be permanent;
- xii. Such other penalties as may be appropriate in the circumstances.

IV: Appeal process

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. In accordance with Regulation 8 (of the Operational Regulations), 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.