

RESOLUTION OF THE SENATE

Meeting of the RTU Senate of 24 April 2023 (Minutes No. 672)

On Approval of the New Version of RTU Code of Academic Integrity

RTU Senate has resolved to:

- Consider as invalid the RTU Code of Academic Integrity approved on 29 February 2016 (Minutes No. 672)
- approve the new version of RTU Code of Academic Integrity.

Riga Technical University Code of Academic Integrity

Accepted in accordance with the Law “On Institutions of Higher Education”, Section 15 Clause One

PREAMBLE

The goal of the Code of Academic Integrity of Riga Technical University (hereinafter – RTU) is to strengthen the academic culture and honesty in the RTU academic environment, clarify the concept of academic integrity and the related activities.

The Code of Academic Integrity is supported by the principles expressed in the Code of Ethics of RTU students, academic staff and employees and RTU values.

Dishonest academic behavior causes discredit to the name and reputation of RTU, undermines its values and reduces competitiveness. When explaining the concept of academic integrity and the related activities, most frequent violations of the principles of academic integrity in the academic environment and the duties of RTU staff for elimination of academic dishonesty are listed.

USED TERMS

Unauthorized supplementary aid – a source of information or method the usage of which is not authorized by the academic staff;

Unauthorized usage of a supplementary aid – unauthorized usage or an attempt of usage of a supplementary aid;

Collusion – copying a work or a part of work of another student and taking credit for it;

Self-plagiarism – a form of plagiarism, which includes repeated usage of one’s work or a fragment of one’s work, presenting it as an original work;

Plagiarism – usage of a published or unpublished work (including fragment, expressions, etc.) of another author, not providing the precise reference to the author and/or work, as well as the use of content generated by an artificial

intelligence tool without a precise reference to the use of an artificial intelligence tool;

Fabrication – making up the data of research, calculations, etc. for the purpose of claiming them as an original research data.

1. GENERAL PRINCIPLES

- 1.1. Academic integrity stimulates honest and responsible attitude to the study process, research activity, valorization and all persons involved in it. Academic integrity encompasses objectivity, responsibility, mutual respect and trust and excludes deception and fraud. The principles of academic integrity are approved and observed by research and academic staff of RTU, students, administration and general staff of the university.
- 1.2. To promote academic integrity and not to breach its principles, it is necessary to observe both formal requirements (laws and regulations, internal procedures, etc.) and act ethically, honestly and objectively.
- 1.3. Dishonest and improper behavior is considered to be deception and counteraction to the RTU staff work (including intentional forgery of results of a test or experiment, damage of experimental equipment, damage of library books, unauthorized use of academic and other resources (including software and e-resources), their damage, restriction of access to them or deception, restricting access to information or intentionally providing false information).
- 1.4. RTU staff has to cooperate in information provision with the head of a structural unit, RTU Rector, Vice-Rector and other members of RTU staff, when a breach of academic integrity is acknowledged.
- 1.5. Structural units may develop guidelines for a specific field to promote good academic integrity practice, including elimination of plagiarism, the accepted citation style and methods of development of academic and research works.

2. ACADEMIC INTEGRITY IN RESEARCH WORK

- 2.1. A scientist acts in conformity with the Scientist's Code of Ethics approved by the Latvian Academy of Sciences.
- 2.2. Breaches of the principles of academic integrity in scientific activities are considered to be the following:
 - 2.2.1. Forgery or fabrication of results and data of an experiment or research;
 - 2.2.2. Reference to non-existing works, data and research;
 - 2.2.3. Selective interpretation of research results in such a way that they confirm the hypothesis put forward in the research or provide only such information which promotes trust to the performed research and its recognition in the academic environment;
 - 2.2.4. Non-observation of the anonymity and confidentiality requirements;
 - 2.2.5. Usage of information, databases, published or unpublished research of other persons, for example colleagues or students, including content generated by artificial intelligence tools, without relevant reference;
 - 2.2.6. Submission of plagiarism or self-plagiarism;
 - 2.2.7. Submission of a patent application for another's invention or alienation of inventions performed in the framework of the labor relations with RTU;
 - 2.2.8. Other forms of dishonest, non-ethical or non-professional behavior.

3. ACADEMIC INTEGRITY IN BEHAVIOR OF STUDENTS

- 3.1. Students observe the principles of academic integrity.
- 3.2. Breaches of the principles of academic integrity are considered to be the following:
 - 3.2.1. Collusion and unauthorized usage of supplementary aids in the study process;
 - 3.2.2. Submitting of a work which contains plagiarism or self-plagiarism, including submitting of results of a collective work on one's behalf, etc.;
 - 3.2.3. Offer of any material value, material or other benefit for any activity or inactivity in academic interests of a student or another person;
 - 3.2.4. Providing incorrect data about oneself or one's work, including falsification of documents;
 - 3.2.5. Unpermitted obtaining of examination questions or examination tasks;
 - 3.2.6. Formal participation in a group's work by not contributing to a task fulfillment;
 - 3.2.7. Co-participation in a breach of academic integrity, including submission of results of one's individual work to other persons, impersonating another student at the examination, signing instead of another student in an attendance list or other documents, etc.;
 - 3.2.8. Hindering or delaying academic work of the academic staff or students;
 - 3.2.9. Provision of false data in the study process assessment questionnaire;
 - 3.2.10. Demonstration of disrespect or distribution of untrue information about the members of academic staff, peers, RTU administration or general personnel;
 - 3.2.11. Using one's position or personal conditions to obtain favorable treatment or advantages in the study process;
 - 3.2.12. Other deliberate actions that delay or hinder the study process and academic work at RTU.
- 3.3. An oral reprimand may be made to the student regarding the violation of academic integrity or reported in accordance with the procedures for the examination of violations of academic integrity approved by an RTU order.

4. ACADEMIC INTEGRITY AT RTU, BEHAVIOR OF TEACHING AND GENERAL STAFF

- 4.1. RTU teaching staff:
 - 4.1.1. Before the start of a study course define assessment criteria, course lecture attendance requirements, etc. and publish them in the study course e-study environment;
 - 4.1.2. When supervising works of students (especially graduation papers and theses), provides tutorials and timely feedback;
 - 4.1.3. The work of students shall be assessed objectively according to the criteria specified in the RTU and study course;
 - 4.1.4. Treat students and colleagues with respect, not evaluating their work according to personal preferences;
 - 4.1.5. Shall not permit the use of unauthorised aids and other unauthorised conduct in tests and shall be notified in accordance with the procedures for the examination of violations of academic integrity, which have been approved by an order of the RTU;
 - 4.1.6. Do not require and accept gifts, services or additional remuneration for performance of one's duties (including tutorials);
 - 4.1.7. Uses results of students and colleagues work and unpublished data only by making the corresponding reference;

- 4.1.8. Do not allow plagiarism or self-plagiarism;
 - 4.1.9. Strictly observe copyright in the academic activities;
 - 4.1.10. Use comprehensive literature and sources in the study course, references to other specialists of the relevant industry and not only the study literature developed by a concrete member of academic staff, acknowledge scientific work of other scientists;
 - 4.1.11. Do not involve students in solution of disagreements between RTU academic staff, researchers and general staff;
 - 4.1.12. Prepare original examination tasks and regularly update them;
 - 4.1.13. Take into account opinions expressed in the study course evaluation questionnaires.
- 4.2. If members of RTU staff notice plagiarism features or other breaches of academic integrity in activities of RTU academic staff, they notify the RTU Rector (in the form of an application) about their observations, attaching confirmative facts. A breach of academic integrity is evaluated by the RTU Ethics Commission, following the resolution of which the final decision is taken by the RTU Rector or a person authorized by Rector.
- 4.3. RTU general staff and administration promote observation of the principles of academic integrity in their work.
- 4.4. RTU general staff and administration violate the principles of academic integrity, when:
- 4.4.1. They punish RTU academic staff with no reason or ignore their reports about the breaches of academic integrity;
 - 4.4.2. Make notification about such breaches complicated, encumbering or even impossible by ignoring or concealing facts of breaches and admit discrimination in evaluation of the breaches;
 - 4.4.3. Conceal or falsify data on achievements and other performance indicators to obtain a higher rating or avoid negative publicity;
 - 4.4.4. Do not observe confidentiality in summarizing expert opinions and other assessments of academic works;
 - 4.4.5. Admit a conflict of interests.
- 4.5. The RTU Rector or a person authorized by Rector apply a disciplinary penalty to the member of academic or general staff, who violates the principles of academic integrity, in conformity with laws and regulations of RTU and the Republic of Latvia.

Chair of the Senate

J. Blūms

Prepared by the Vice-Rector for Academic Affairs Department

RTU Code of Academic Integrity RTU has been developed on the basis of:

- 1) Akadēmiskā godīguma terminu vārdnīca. Akadēmiskā godīguma vispārējās vadlīnijas. Aut. kolektīvs L. Tauginienēs vadībā. Tulkojuma autori Anohina-Naumeca, A., Odiņeca, T., Birzniece, I., Šakele, V. RTU Izdevniecība, 2020, 161 lpp. ISBN drukātajam izdevumam 978-9934-22-431-7, ISBN e-grāmatai 978-9934-22-432-4 2) Noteikumi par akadēmisko godīgumu Latvijas Universitātē. Available: https://www.lu.lv/fileadmin/user_upload/LU.LV/www.lu.lv/Dokumenti/Dokumenti_LV/1_VISPAREJIE_DOKUMENTI/SL_2-3-48-2021_Noteikumi_par_akad_god_LU.pdf, skatīts 14.04.2023.