

Approved at the Meeting of RTU Senate on 30 May 2005 (Minutes No 496).

**Code of Ethics
of RTU Students, Academic Personnel and Staff**

Preamble

The aim of the Code of Ethics of RTU Students, Academic Personnel and Staff is to promote the sense of community, to create an open, favorable and responsible RTU community.

The task of the Code is to encourage students, academic personnel and staff to be reliable and fair; to be responsible and honest in performing one's duties, to follow the guidelines outlined in the Code in their professional conduct, interpersonal communication and personal conduct.

RTU Code of Ethics lays out the main principles and norms of ethical behavior, which should be observed by the students, academic personnel and staff in their relationship with RTU, their professional conduct, relationships with other members of RTU community, as well as in their private life.

RTU Code of Ethics is based on universal human values, moral norms and principles.

Having recognized RTU Code of Ethics as binding and having committed themselves to following the guidelines, norms and principles outlined in the Code of Ethics, a student, member of the academic personnel and staff member becomes a member of RTU community.

1. General Provisions

Each RTU student, member of academic personnel and staff is encouraged:

- 1.1 to promote with one's professional conduct RTU development into an internationally recognized European university;
- 1.2 to be loyal to RTU, to take care of RTU reputation; to refrain from actions that may discredit the University and undermine its prestige;
- 1.3 to oppose unfounded claims and other actions, which may undermine the honor and public image of RTU;
- 1.4 to sustain and promote academic traditions of RTU;
- 1.5 to take care of RTU property, to use sparingly the resources at RTU disposal;
- 1.6 adopt behavioral patterns and way of life that help to act against malice and injustice, dishonesty and immoral behavior in all of its aspects;
- 1.7 not to infringe on humanitarian principles and human rights;
- 1.8 to keep one's word/ to deliver on one's promise; to fulfil in good faith one's duties and commitments undertaken;
- 1.9 to maintain relationships based on respect and generosity; to develop RTU environment based on the principles of tolerance, trust, fairness, openness and commitment;
- 1.10 to refrain from ridicule, sarcasm, intimidation, and arrogance in relationships with peers;
- 1.11 to treat all members of RTU community and RTU guests equally; not to tolerate any form of discrimination due to race, nationality, religion, culture, social status, political persuasion, gender, age, and other factors;
- 1.12 not to cause any harm to other members of RTU community due to one's action or failure to act;
- 1.13 to defend freedom of thought and expression, but not to use it with malicious and selfish intent;

- 1.14 to prevent situations and actions, when free access to information is denied or limited, or it is corrupted thus misleading the peers and the staff;
- 1.15 to stand against any case of corruption at RTU, and report to RTU administration or relevant authorities on any case of corruption;
- 1.16 not to use mistakes and ignorance of the peers with malicious intent;
- 1.17 to admit and correct one's mistakes; to be ready to take responsibility for one's actions and their consequences;
- 1.18 not to criticize anybody in their absence, but rather openly and constructively; to avoid offensive, discrediting and derogatory remarks while pointing out the drawbacks; to avoid settling personal scores while expressing criticism, but rather to provide valid evidence, interpret it fairly and correctly use it in argumentation;
- 1.19 not to use scheming and hypocrisy as the means to maintain interpersonal relationships or facilitate career development, or take vengeance for valid criticism;
- 1.20 to reject as unacceptable any imposed requirement to express loyalty to political persons, and other authorities, political parties and public organizations;
- 1.21 to respect other people's confidentiality and privacy;
- 1.22 to continuously advance one's knowledge and develop skills in one's own professional field, ethics and communication with peers.

2. General Principles of Ethical Student Conduct

On joining RTU community each student shall be obliged:

- 2.1 to enhance the prestige of Latvian engineers (technical specialists) in Latvia and in the world;
- 2.2 to highly appreciate one's social status, to be a respectable representative and an advocate of the University at all times and in all circumstances;
- 2.3 to refrain from and reject any actions, which can undermine his/her honor and prestige as of a personality and a student;
- 2.4 to acquire the contents of the study program in good faith, in order to become a competitive professional in the selected major;
- 2.5 to study independently, honestly, and responsibly:
 - 2.5.1 to attend lectures and practical classes in the time appointed and according to the procedures set, to undergo internship in accordance with the study curricula, to independently pass credit tests, exams and other forms of academic assessment;
 - 2.5.2 not to present as one's own original work the work which has wholly or in part been created by of another person (fragments, elements, solutions);
 - 2.5.3 not to pass credit tests, exams, tests, and other forms of academic assessment in place of another person, not to submit term papers/projects, internship reports and other forms of control over the level of knowledge and skills for another student;
 - 2.5.4 not to forge the records in individual study plans, in individual or group credit test or examination grade reports;
 - 2.5.5 not to use unauthorized aids of any sort unless the instructor authorized their application;
- 2.6 to protect the right for equal treatment with regard to opportunities and academic requirements irrespective of the form of financing of the studies;
- 2.7 to realize the right to academic freedom specified in laws and regulations: the right to choose according to the set procedures the study program, scientific advisor for Bachelor, Master and Doctoral Thesis,

elective study courses of limited and free choice, the right to have knowledge evaluation scores reviewed, the right to require replacement of the instructor, etc.;

2.8 to respect the work of the academic personnel and other students; to switch off mobile phones and other appliances not used in the study process at the lectures and practical classes; not to disrupt the lectures and practical classes with one's actions, attitude and behavior;

2.9 to be objective while publicly evaluating the efforts, skills and professional qualification of the members of the academic staff;

2.10 not to deface, damage or destroy and not to allow others to destroy RTU premises, equipment, campus and planting;

2.11 to treat other RTU students, academic personnel, staff and guests with respect, to be polite, welcoming, and helpful in communication with them;

2.12 to elaborate language and dialogue competences and skills; to refrain from using offensive and obscene words in communications;

2.13 to observe basic behavior and etiquette norms.

3. Guidelines of Academic Personnel Ethical Conduct

Each member of RTU academic personnel attests his/her willingness to act ethically and follow the following guidelines:

3.1 to contribute one's pedagogical and research activity to raise the prestige of RTU in Latvia and internationally;

3.2 to highly appreciate both one's personal honor and good reputation and honor and good reputation of one's trade/profession. To avoid morally ambiguous situations and refrain from dubious actions in one's private and professional life, which do not correspond to the generally accepted norms of behavior and which can have a negative impact on the reputation of the member of the academic personnel and of RTU in general;

3.3 to critically evaluate one's knowledge and pedagogical skills. To continuously improve one's professional mastery and conduct contemporary high-end scientific research work;

3.4 to selflessly exchange one's knowledge and pedagogical experience with less experienced colleagues, including Doctoral students, in such a way promoting professional continuity and progress;

3.5 to follow the requirements of the Latvian Scientist's Code of Ethics in one's scientific research work;

3.6 to be regardful with respect to RTU administration, colleagues and students;

3.7 to avoid actions that may diminish students' respect towards the academic personnel, RTU administration and staff;

3.8 not to pass one's own opinion for the opinion of the entire RTU or an organizational unit;

3.9 to respect individuality of students and colleagues, to promote personal development, realization and development of talents and skills;

3.10 to avoid sterile and unnecessary debates, to be tolerant and polite. To resolve disagreements and conflicts constructively, avoiding personal attacks or accusations. To try to reconcile the interests of all parties involved observing the principles of equality and avoiding moral compromises;

3.11 not to behave in arrogant, autocratic or patronizing manner towards students, colleagues and RTU staff;

3.12 to be collaborative and practical, not highlighting or derogating either self or others. To set reasonable requirements to be met within a study course taught and not to overstate the importance of the study course in comparison to other study courses;

- 3.13 to ensure equal opportunities and set equal requirements to all students enrolled to the study courses taught by the member of the academic personnel;
- 3.14 to inform on the requirements with respect to learning outcomes and assessment procedures within a study course at the beginning of the course. If certain changes in the requirements are expected, the students should be timely informed about that. The need for changes should be always substantiated;
- 3.15 not to demand and accept illegal remuneration from students for studies and consultations. Not to deliver paid private lessons on the study courses taught by the member of the academic personnel at the University to the students attending these study courses;
- 3.16 not to present original ideas developed by the students as one's own and not to use them in one's publications without mentioning the author of the idea;
- 3.17 to be fair while evaluating aims and intentions the students, the means they used and their learning outcomes;
- 3.18 to evaluate the knowledge and performance of the students responsibly and objectively, avoiding superficiality and bias. Assuming that the student may appeal against the grade, to envisage and ensure the opportunity for appeal;
- 3.19 to use one's authority only to reach decent and pedagogical aims. Misusing one's authority and privileges in relationships with students, colleagues and RTU staff is unacceptable and cannot be justified;
- 3.20 not to promote any political, religious or anti-religious views among the students during the practical classes, lectures and tutorials;
- 3.21 to refrain from any forced intimate and other relationships with one's students inconsistent with rules of decorum;
- 3.22 to ensure that one's knowledge, actions and conduct always provides a good example of ethical behavior to the students, thus attesting the importance of RTU Code of Ethics in the daily activities of RTU.

4. General Principles of Ethical Conduct of the Member of RTU Staff

Each member of RTU staff:

- 4.1 highly appreciates the opportunity to work at RTU, being aware that the performance, success and public prestige of the University depends on his/her work and conduct;
- 4.2 is aware that ethical conduct depends not on the regulations imposed by administration, but rather on personal attitude to one's duties and ethical norms;
- 4.3 is loyal in his/her relationships with employer, RTU administration, and line management, and respects the lines of authority, at the same time not being intimidated to express constructive criticism for the sake of common good;
- 4.4 preserves, saves and protects the property of RTU. Ensures that the resources of the University are used only for the purposes envisaged;
- 4.5 treats equally all structural units of RTU and the members of personnel employed by them, making sure that resources, services and opportunities are available to all persons, for whom they are intended;
- 4.6 refrains from slander and defaming the colleagues;
- 4.7 is polite, respectful, and helpful. Treats representatives of all professions with respect, appreciating the work they perform, their rights and duties;
- 4.8 is competent in one's profession. Continuously updates and improves one's knowledge and skills;

4.9 observes work discipline and code of conduct. In professional activity considers fulfilling one's duties a priority. Performs professional duties carefully and consistently, taking personal responsibility for one's work and its outcomes;

4.10 does not evade making decision within one's scope of responsibility;

4.11 protecting the right to free access to information, observes the limitations imposed by laws and regulations with regard to circulation of information;

4.12 opposes any manifestations of protectionism and discrimination in recruitment process and proposing the candidates for promotion;

4.13 does not take part in interpersonal conflicts and disputed related to interpersonal relationships at work during normal working hours.

5. Implementation of RTU Code of Ethics

RTU Code of Ethics is available to all RTU students, academic personnel, staff and general public. It is available at RTU Scientific Library and at RTU home page.

Each member of RTU community, as well as all persons who get enrolled for studies at RTU and sign employment contract with RTU, is acquainted with RTU Code of Ethics.

Implementation of RTU Code of Ethics is promoted and supervised by RTU Ethics Committee approved by RTU Rector. The Committee acts on the basis of RTU Code of Ethics and Ethics Committee Regulations, it provides advice and considers the cases of neglect or non-compliance to the Code of Ethics and makes decisions, which do not contradict the laws and regulation of the Republic of Latvia.