

***APPROVED***  
*by the Senate's Decision*  
*No. 5 - 156*  
*on December 01, 2005*

## **THE CODE OF ETHICS OF THE LATVIA UNIVERSITY OF AGRICULTURE**

### **Preamble**

The aim of the code is to remind of the basic principles of ethics of the Latvia University of Agriculture (LLU) to successfully implement its mission “to provide students with academic and professional higher education, advance science and cherish culture and traditions, maintain and develop intellectual potential of Latvia” (Article 2.1. of LLU Statutes). The observation of the Code of Ethics is a precondition for strengthening and developing of LLU academic atmosphere and traditions.

The objective of the code is to state ethical norms that have to be observed by LLU students, academic staff and administrative employees in relation to LLU, in professional activities and communication as well as in relation to other institutions and society.

### **1. Basic ethical principles for students, academic staff members and administrative employees**

Students, academic staff members and administrative employees:

- 1.1. perform their duties and obligations in good faith;
- 1.2. maintain fair relationships which are based on respect and trust;
- 1.3. observe social etiquette, cultivate a culture of dialogue;
- 1.4. listen to constructive criticism, are ready to recognize mistakes and correct them;
- 1.5. take care of LLU prestige, do not spread subjective or false information;
- 1.6. preserve LLU property, take care of its facilities and resources;
- 1.7. oppose unfair and unjust actions;
- 1.8. oppose any discrimination based on sex, age, religion, political opinion, nationality, race, sexual orientation, etc.
- 1.9. defend freedom of expression of views and opinions, at the same time opposing arrogance, scorn and unfair bias;
- 1.10. do not use one's privileges in order to demand loyalty to any political or religious organizations;
- 1.11. take action against any forms of corruption at LLU and inform LLU administration or competent authorities of any such cases;
- 1.12. give constructive and open criticism;

- 1.13. take action against offending dignity, gossiping, profanity, quarrelling in conflict resolution or criticism;
- 1.14. smoke only in the places where it is allowed;
- 1.15. keep and leave one's work place in order.

## **2. Basic ethical principles for students**

Students:

- 2.1. study in accordance with the requirements specified in the study plan and deadlines;
- 2.2. seek advice of academic staff members or fellow students if necessary, when studying a selected study programme individually;
- 2.3. consider counterfeiting of records, cheating as well as plagiarism, i.e., the use of ideas, phrases, sentences, or longer text extracts of another writer or speaker without a permission or proper references, as unacceptable behaviour;
- 2.4. treat other students, members of academic staff and administrative staff with respect, without scorn, evil irony, intimidation;
- 2.5. be objective in relation to public evaluation of qualifications, abilities and aspirations of the academic staff;
- 2.6. arrive to classrooms in a timely manner before lecturers;
- 2.7. switch off mobile phones or other unrelated devices during classes that could interfere with the work;
- 2.8. help academic staff members, if necessary, to arrange classrooms before classes;
- 2.9. consider coming to the classroom in outdoor clothes as unacceptable behaviour.

## **3. Basic professional ethical principles for academic staff members**

Academic staff members:

- 3.1. improve pedagogical qualification;
- 3.2. implement research activities according to the latest developments;
- 3.3. observe research ethics, defined in the Scientist's Code of Ethics (approved at the Senate meeting of the Latvian Academy of Sciences on November 4, 1997);
- 3.4. promote knowledge dissemination;
- 3.5. share knowledge and teaching experience with less experienced colleagues;
- 3.6. take action against any signs of protectionism and discrimination in recruitment and promotion of staff members;
- 3.7. avoid any patronage, corruption or discrimination signs in relationship with students. Students' work should be assessed carefully and without bias;

- 3.8. refuse to accept illegal payment for training and consultations; do not offer private lessons for a fee to students in those study courses which an academic staff member delivers at the university;
- 3.9. inform of the requirements or their changes in advance;
- 3.10. provide students with the necessary consultations;
- 3.11. neither borrow students' original ideas nor pass off them as one's own nor use them in publications without a reference to an author's name;
- 3.12. do not emphasize the importance of one study course over other study courses, do not express contempt to other study courses;
- 3.13. avoid actions that could undermine the dignity and respect of students to other members of academic staff, students, administration and employees of LLU;
- 3.14. promote the development of students' potential ability, personality formation;
- 3.15. listen to students' thoughts and take them into consideration;
- 3.16. promote ethical and moral culture of the students' environment.

#### **4. Code of Ethics for administrative employees**

Administrative employees:

- 4.1. are aware of the impact of one's performance on LLU development;
- 4.2. are objective in decision-making, they avoid situations where personal interests and outside influence could interfere with work;
- 4.3. avoid situations that may lead to a real, possible or seeming conflict of interests or conditions favourable for corruption;
- 4.4. use LLU property and resources economically and carefully; as regards using office telephone, the internet and other resources for purposes unrelated to work, observe the restrictions determined in the LLU internal regulations;
- 4.5. take care of professional growth, show initiative and give proposals for the improvement of work quality.

#### **Observing Code of Ethics**

Each LLU student, academic and administrative staff member shall be acquainted with the LLU Code of Ethics. The Code of Ethics is publicly available.

Observing the Code of Ethics is the duty of each LLU student, academic and administrative staff member.

The Ethics Commission approved by the Rector supervises the implementation of the Code of Ethics and deals with complaints regarding the violation of these principles and regulations stated in the code.