



# RIGA MANAGEMENT COLLEGE

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## Code of Ethics of Riga Management College

### Preamble

The purpose of the Code of Ethics for students, academic staff and general staff of the Riga Management College (hereinafter – the College) is to promote the improvement of the quality of studies and scientific work and respect for academic freedom, creating a favorable, respectful and responsible work environment in the College.

The task of the College's Code of Ethics is to encourage students, academic staff, and general staff to perform their duties honestly and responsibly, to observe basic ethical principles in communication and personal behavior.

The Code of Ethics of the College includes the basic principles and norms of ethical behavior that students, academic staff, and general staff must follow in their attitude towards the College, their work and in their relations with colleagues.

## 1. General College Ethical Principles

### 1.1. The principle of honesty and justice

1.1.1. Every student, lecturer and employee of the College honestly and responsibly fulfills their duties and obligations according to their professional competence.

1.1.2. Every student, lecturer and employee of the College bases their actions on mutual trust and tact, avoiding bias, deception and conflict of interests, and promotes self-improvement, recognition of mistakes and shortcomings.

### 1.2. The principle of responsibility and loyalty

1.2.1. Every student, lecturer and employee of the College fulfills its obligations, refrains from actions that cause damage to the quality of academic work and studies, as well as mutual relations.

1.2.2. The students, lecturers and employees of the College take care of the image of the College with their moral attitude, do not allow actions that can reduce the reputation of its lecturers, employees

and students in the society, promote the recognition of the College not only in Latvia, but also at the international level.

1.2.3. Students, lecturers and employees of the College treat the property of the College with care and use the resources at the disposal of the College sparingly.

1.2.4. College students, lecturers and staff refrain from promoting political parties, interest groups, religious organizations.

### **1.3. The principle of respect and collegiality**

1.3.1. Every student, lecturer and employee of the College observes a favorable attitude, mutual respect and tolerance in their actions. Discrimination based on race, nationality, religion, different culture, social status, political beliefs, gender, age, health, financial or family status is not allowed.

1.3.2. Students, lecturers and employees of the College consider the diversity of opinions, open exchange of ideas, fair competition, discussion culture, constructive dialogue in conflict situations, and non-offensive speech and behavior to be the norms of mutual relations.

## **2. Basic ethical requirements for students and employees**

### **2.1. Basic ethical requirements for students**

2.1.1. To learn the chosen study program in good faith, to acquire theoretical and practical knowledge and skills.

2.1.2. Be aware that studies are the main responsibility of students. Work outside of studies and other foreseeable circumstances should not be used as an excuse for outstanding academic commitments.

2.1.3. Observing honesty in study work, preventing plagiarism and other types of cheating. Refrain from behavior that disturbs teachers and students during classes.

### **2.2. Basic ethical requirements for lecturers and employees**

2.2.1. To fulfill one's official duties honestly and responsibly.

2.2.2. To observe a respectful culture of mutual relations, to ensure objective information, its timely circulation and, if necessary, also its confidentiality.

2.2.3. To be aware of one's special place and responsibility, to be a role model in observing moral norms.

2.2.4. To promote the development of the College, to listen and evaluate suggestions and criticism addressed to lecturers and employees.

2.2.5. Do not allow discriminatory treatment towards students, lecturers and employees.

2.2.6. To ensure quality education, to promote scientific activity, to promote students' interest and desire to study.

2.2.7. Use creative work methods, evaluate students' work in a timely, honest and fair manner, respect students' openness and trust, learn also from those they teach.

2.2.8. Recognize mistakes and shortcomings in the study process or student evaluation and resolve conflicts in direct and open conversations. Promote the culture of mutual relations and dialogue with your example.

2.2.9. Not using your position by encouraging students to perform duties not intended for them.

2.2.10. To avoid the influence of personal likes and dislikes in the assessment of student works.

2.2.11. Avoid plagiarism in scientific activity, conduct research in good faith at the highest possible scientific level.

2.2.12. To treat persons involved in research in good faith, without harming them, to respect the confidentiality of the information obtained.

2.2.13. To treat the achievements of colleagues fairly and with respect, not to allow a biased attitude towards other study courses and the lecturers of these courses.

### **3. Implementation of the Code of Ethics**

3.1. The College's Code of Ethics is available to all College students, staff and the public. It can be found in the Studies section and is published on the College website.

3.2. The implementation of the Code of Ethics of the College is monitored by the Ethics Commission approved by the Director of the College, which, based on the Code of Ethics and the Statute of the Ethics Commission, provides advice and examines submissions on cases of non-compliance with the Code of Ethics.