



# RIGA MANAGEMENT COLLEGE

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APPROVED  
At the council meeting on 17.09.2020.  
protocol No. 4  
with amendments  
at the Council meeting on 02.11.2023,  
Protocol no. 1-1.5/2023/04

No. 1-4/2023/20b

## **Regulations of the Ethics Commission**

### **1. General terms**

1.1. The regulations of the Ethics Commission (hereinafter – the Commission) have been developed in accordance with the Law on Universities, the Law on Education, the Regulations of the Riga Management College (hereinafter – the College), the Code of Ethics of the College and other regulatory enactments that are in force in the Republic of Latvia and affect the Commission's area of competence.

1.2. The Commission is a collegial decision-making body established by the College, the purpose of which is to strengthen ethical norms and basic principles and promote the conduct of academic staff, general staff and students in accordance with the requirements of the Code of Ethics of the College.

1.3. In situations that are not mentioned in the Code of Ethics of the College, the Commission acts in accordance with generally accepted norms of behavior and in accordance with the requirements set out in the regulatory acts.

### **2. Tasks of the commission**

2.1. To examine submissions regarding the conduct of the College's academic staff, general staff, and students, which are in conflict with the College's Code of Ethics.

2.2. Fairly and honestly evaluate the actions of academic staff, general staff, and students, based on objective and verified facts.

2.3. Advise College staff on ethical issues and provide recommendations on how to prevent unethical behavior.

2.4. Make proposals and participate in the development of the Code of Ethics of the College.

### **3. Commission rights**

- 3.1. To request and receive information from the College staff within their competence.
- 3.2. In the course of examining the issue, request the necessary information from the involved persons.
- 3.3. If necessary, invite the College management, heads of structural units, employees, lecturers, students to the Commission meeting.

### **4. Commission creation and work organization**

- 4.1. The composition of the staff of the Commission is approved by the Director of the College.
- 4.2. The commission operates permanently and consists of three members: 1 academic staff representative, 1 general staff representative and 1 student representative.
- 4.3. The student representative is nominated by the Student Self-Government. Students applying for nomination to the Commission must be successful, free of disciplinary and academic ethics violations.
- 4.4. The members of the Commission elect the chairman from among the members of the Commission by a simple majority of votes.
- 4.5. The commission has decision-making power if no less than 2/3 of the commission members participate in it.
- 4.6. The Commission takes its decision by open voting with a simple majority. If the votes are divided equally, the vote of the President of the Commission is decisive.

### **5. Review of ethical violations**

- 5.1. A submission on committed violations of the Code of Ethics of the College can be submitted to the Chairman of the Commission:
  - 5.1.1. Academic staff representative;
  - 5.1.2. General Staff Representative;
  - 5.1.3. Student representative.
- 5.2. Within 10 working days, the applicant must receive a notification from the Commission on the procedures for considering the application or a reasoned refusal to consider it.
- 5.3. The commission examines the application up to 30 days after its receipt.
- 5.4. The chairman of the commission sends the decision in writing to the applicant, as well as to the person for whom the application was received. The decision is signed by all members of the Commission who participated in the meeting.
- 5.5. The Commission may initiate and consider issues on its own initiative based on published materials or other information at its disposal.
- 5.6. The Commission may take the following decisions:
  - 5.6.1. acknowledge that there has been no violation of the College's Code of Ethics;
  - 5.6.2. acknowledge that a violation of the College's Code of Ethics has occurred;
  - 5.6.3. express your opinion and recommend further action in accordance with the Code of Ethics of the College;
  - 5.6.4. oblige to make a public apology;
  - 5.6.5. apply to the Director of the College with a proposal to apply disciplinary punishment to a representative of the College staff who has violated the norms of the Code of Ethics of the College.
  - 5.6.6. Submit the received submissions on issues that do not fall within the Commission's competence to the College management for further development.
- 5.7. The Commission's decision must state:

- 5.7.1. place and time of decision making;
- 5.7.2. the composition of the Commission present at the decision making;
- 5.7.3. a brief description of the problem or conflict;
- 5.7.4. reasoning of the decision;
- 5.7.5. ruling.