

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

CODE OF ETHICS

Preamble

The purpose of the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – College) Code of Ethics is to promote the achievement of the College's missions and visions – internationally recognised professional higher education institution in the field of culture in Latvia; a further education and professional competence centre that promotes the development of quality-oriented cultural education throughout Latvia.

The Code of Ethics is intended to encourage honest, fair and professional behaviour and mutual communication between students, members of teaching staff and employees of the College.

The Code of Ethics includes the basic principles and norms of ethical behaviour that College students, members of teaching staff and employees adhere to in mutual cooperation, study process and relationships with the College.

I General ethical requirements

1. Every student, member of the teaching staff and employee of the College:

- 1.1.** in the best conscience, and in good faith, fulfil their duties and commitments, acknowledge their errors and correct them. Is prepared to answer for their actions and the consequences of doing so;
- 1.2.** cares about the reputation of the College, avoiding action that disgrace the College and undermine its prestige; maintains and enhances the traditions of College;
- 1.3.** protect the College's property, save the College's resources;
- 1.4.** maintains a respectful relationship with the College members, its partners and guests. Creates an atmosphere of tolerance, trust, fairness, openness and responsibility in the College;
- 1.5.** equally applies to all Colleges members, College Partners and Guests. Take action against any discrimination based on race, nationality, religion, different culture, social status, political beliefs, gender, age, sexual orientation, etc.;
- 1.6.** do not harm other members of the College or their partners through their acts or omissions; prevents ridicule, evil irony, intimidation and arrogance in relationships with fellow human beings;
- 1.7.** advocates freedom of thought, speech and opinion, does not abuse it for selfish purposes;

- 1.8. take action against any form of corruption at College and inform the College Management or the competent authorities of any such case;
- 1.9. do not abuse the ignorance and mistakes of College students, teaching staff and staff;
- 1.10. promote constructive and open criticism – by pointing to shortcomings, avoiding rude and respectful insults and defamation. Criticism does not allow the arranging of personal relationships, but is based on facts when interpreted in good faith and correctly used in reasoning;
- 1.11. respects the privacy of others;
- 1.12. develops knowledge and skills in the professional field, ethics and interaction with others.

II Basic Ethics Requirements for College Students

2. In addition to Chapter I of the Code of Ethics, any College student:

- 2.1. acquire the study program in good faith, independently and responsibly according to the requirements and deadlines set in the study plan;
- 2.2. during the study process independently acquire the chosen study program - including:
 - 2.2.1. Attends classes, participates in internships, takes prescribed tests, exams and other tests independently;
 - 2.2.2. do not submit work or their parts (fragments, solutions) prepared by other persons as their own;
 - 2.2.3. prevents passing tests, exams, practice reports, term papers or projects, etc. writing or taking exams instead of other students;
 - 2.2.4. in the tests do not use any materials unauthorized by the lecturer;
 - 2.2.5. prevents and combats plagiarism – using other people's ideas, phrases, sentences, or snippets without proper permission or proper feedback;
 - 2.2.6. performs all individual work independently, without plagiarism – expressing the results of another person's creative work as one's own;
- 2.3. Respects the work of College teaching staff – turns off cell phones and other non-class devices during classes. Make sure that his/her actions, attitudes and behaviours do not interfere with the progress of classes and tests;
- 2.4. public evaluation of the work of lecturers, professors and staff shall be based on objectivity;
- 2.5. does not damage or permit others to damage the College's premises, equipment, grounds, and greenery;
- 2.6. respect the culture of language and dialogue. Prevents rudeness and the use of uncensored words in contact;
- 2.7. comply elementary rules of behavioural culture and etiquette.

III Basic Ethics Requirements of teaching staff

3. In addition to Chapter I of the Code of Ethics, any College teacher:

- 3.1. take care to promote the prestige and reputation of the College in Latvia and internationally through its pedagogical and academic work and contribution;
- 3.2. respects the individuality of colleagues and students, promotes personality growth, unfolds and develops talents and abilities;
- 3.3. appreciates his/her personal and professional honour and reputation; avoids morally ambiguous situations and behaviours that do not conform to generally accepted standards

of conduct and may negatively affect the image of the teaching staff and the College as a whole;

3.4. is self-critical of their knowledge and pedagogical skills, constantly improving their professional performance;

3.5. is fair to the College's management, colleagues, and students; provides equal opportunities and requirements for all students in his/her study course;

3.6. avoid activities that could undermine students' respect and respect for other lecturers and professors, college administration, and staff;

3.7. does not express one's personal views as the views of the College or department;

3.8. avoids fruitless and unnecessary quarrels, is tolerant and kind. Disputes and conflicts are dealt with in a constructive manner, without personal insults. Strives to reconcile the interests of all parties concerned, respects the principles of equality and non-discrimination and does not compromise morality;

3.9. is collegial and business-like, without highlighting or denigrating oneself or others;

3.10. informs about the requirements for passing the study course when starting to teach the subjects. If requirements are to be changed, they shall be notified in good time, always substantiating the need for the change;

3.11. does not solicit or accept unlawful fees or any services from students for training and counselling;

3.12. do not introduce and use as his/her own original student ideas and do not use them without reference to the author of the idea;

3.13. is fair when evaluating students' goals and intentions, the resources used and the results achieved;

3.14. without superficiality and tendency, responsibly and objectively evaluates students' knowledge and work. Allows students to have objections to the assessment, anticipates and provides opportunities for appeal;

3.15. prevents selfish or abusive use of his/her position and privileges in relations with College students, colleagues, and staff;

3.16. do not conduct any political and religious or anti-religious activities in the student audience during classes and consultations;

3.17. with his/her knowledge, actions and posture always shows students an example of ethical behaviour, demonstrating the importance of the College Code of Ethics in the study process and in everyday life.

IV Basic Ethics Requirements of employees and officials

4. In addition to Chapter I of the Code of Ethics, any College employee or official:

4.1. is aware that the overall performance, success and reputation of the College depend on his/her work; behaves professionally and responsibly; use their knowledge, skills and work experience to achieve the highest professional results;

4.2. considers work discipline. Work is considered to be the primary function of the position. The work is done carefully and conscientiously, taking personal responsibility for one's actions and their consequences; regularly improves his/her professional knowledge, shows self-initiative and makes suggestions for improvement of work;

4.3. is loyal to the employer, management of the College, direct management and respects subordination to positions. At the same time, is not afraid to express constructive criticism;

4.4. in making its decisions, he/she shall take into account objective and verifiable information on the basis of facts and evidence obtained and act in a fair manner, respecting

the equality of persons in front of the law and not favouring or adjusting unduly privileges to any one;

4.5. is independent and substantive in the performance of his/her duties, isolated from personal interests and external influences (interests of other persons, political, religious or social groups, submission to public protests or fear of criticism);

4.6. treats equally all of the College's departments and employees, ensuring that resources, services, and facilities are accessible to everyone for whom they are intended;

4.7. is polite, kind, helpful. Respects all colleagues, respects their work, rights and obligations, prevents colluding and denouncing colleagues;

4.8. defends free access to information, comply with the restrictions set by laws and regulatory enactments for receipt and transmission of information; information which has become known to the employee in the performance of his or her duties shall not be illegally disclosed or used for purposes other than those related to the performance of his or her duties or the performance of specific job tasks;

4.9. opposes any form of protection and discrimination in the selection of employees and the promotion of candidates;

4.10. prevents social disputes and sorting personal relationships at and during work.

V Conflict of interest

5.1. A staff member or official of the College shall not accept gifts, material benefits, or services from persons who would in any way affect the performance of his/her official duties, decision-making or cause conflict of interest.

5.2. The employee and the official shall act in good faith and with responsibility in any negotiation of a potential transaction outside the College. Refuses to perform duties related to the personal or property interests of one's own, one's family and other relatives, and friends and acquaintances

5.3. The employee and the official shall refuse to accept gifts in any transaction related to the work of the College, shall not accept the invitation to participate in an event if there is a suspicion of possible conflict of interest or degrading the reputation of the College.

5.4. The employee and the official shall, with his/her direct manager, evaluate any potential conflict of interest.

5.5. No staff member or official shall be placed in a position where he/she is financially or otherwise dependent on persons for their performance.

5.6. When conducting personal transactions, the employee and official shall maintain the reputation of the College and shall, therefore, refrain from engaging in any suspicious transactions.

5.7. Staff members and officials shall use their position and information obtained in the performance of his/her duties shall be used only for the benefit of the College. The use of position and public resources in solving private interests is not permitted.

5.8. Employee and official inform a higher official of any form of corruption at College.

5.9. In any negotiation of another potential position, or upon taking up a new position after leaving the College, the staff member and the official shall refrain from any action which might encourage the College to abuse its position or suspect a conflict of interest.

VI Implementation of the Code of Ethics

- 6.1.** The Code of Ethics of the College is open to all College students, teaching staff, staff, officials, and the public. It is freely available on the College website.
- 6.2.** The Code of Ethics is introduced to every student, member of teaching staff, employee, and official of the College, as well as to anyone entering the College or entering into a working or academic relationship with the College.
- 6.3.** The implementation of the Code of Ethics is facilitated and monitored by a three-person Ethics Commission approved by the College Director.
- 6.4.** The Ethics Commission reviews complaints about violations of this Code of Ethics and takes a decision on making a recommendation to the College Director for solutions to a particular violation.
- 6.5.** Any student, member of a teaching staff, employee, or official of the College shall have the right to apply to the Director of the College, the Head of the Ethics Commission, or the Head of a particular Department for any alleged violation of this Code of Ethics.
- 6.6.** The Ethics Commission, in its assessment of the application, shall objectively ascertain the facts and circumstances as well as the views of the parties involved. The Ethics Commission may, primarily in cooperation with the parties concerned, propose a mediation process with the aim of reaching a mutually acceptable solution.
- 6.7.** If either of the parties concerned does not agree with the mediation process or the solution to the situation, the Ethics Commission shall take the decision specified in paragraph 6.4 of this Code.