



**ETHICAL PRINCIPLES  
FOR  
JAMK UNIVERSITY OF  
APPLIED SCIENCES**



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## Contents

1	Introduction .....	<b>Virhe. Kirjanmerkkiä ei ole määritetty.</b>
2	Ethical Committee.....	4
3	Communication of the ethical principles .....	4
4	General ethical principles.....	5
5	Ethical principles regarding study and instruction .....	5
6	Ethical principles regarding R&D activities.....	6
7	Code of conduct for JAMK University of Applied Sciences regarding the most common cases of actual or suspected ethical misconduct .....	7
	7.1 Cheating in an exam situation.....	7
	7.2 Other actual or suspected study-related ethical misconduct.....	7
	7.3 Other unethical conduct.....	8
8	Ethical principles for students .....	9
9	Ethical principles for staff .....	10

# Ethical principles for JAMK University of Applied Sciences

## 1 Introduction

The values of JAMK University of Applied Sciences are responsibility, trust and creativity. Every member of the higher education community is expected to act consistently with these values. In addition, our activities are guided by general ethical principles and field-specific ethical guidelines supplementing them.

The core functions of the universities of applied sciences are higher education and research and development, contributing to working life, education and regional development. The universities of applied sciences and their units have developed and regularized procedures whose ethical principles have not been written down. The clearness and consistency of these principles is particularly important in connection with the violation of ethical principles or suspected ethical misconduct.

Ethical principles are a natural part of research, development and instruction situations. The aim is to foresee and guarantee a common strategic intent and awareness of the principles. The changes taking place in the world of work, the development of work practices, and the expansion of cooperation are generating new situations, in which the present ethical principles will not suffice, or their interpretation may change.

Ethical competence has been highlighted as one of the generic workplace competencies common to all the students of the universities of applied sciences. This means that instruction, study and R&D activities must also promote the development of this competence.

This document presents the main principles and practices which enhance criticalness, truthfulness, community spirit, and impartiality in the activities of the higher education community. At the same time, ethical practices are made more consistent and clear for all the parties. Our main starting points are discussion on the ethics of our activities, awareness of it, and expedient communication.

General ethical principles are briefly presented with regard to study, instruction and R&D activities. In addition, the tasks of the Ethical Committee and guidelines for the handling of actual or suspected violations are described in the document. In order to support the ethics of activities, ethical principles are finally presented separately for students and staff.

The document supplements JAMK University of Applied Sciences's other guidelines and regulations regarding instruction, study and R&D activities.

## **2 Ethical Committee**

JAMK University of Applied Sciences has an Ethical Committee, appointed by the rector, aiming to enhance the implementation of ethical principles in the activities of JAMK University of Applied Sciences.

The Ethical Committee

1. develops and supervises the general ethicalness of the activities of JAMK University of Applied Sciences.
2. handles and gives recommendations on ethical questions regarding study, instruction and R&D activities,
3. creates ethical principles and guidelines for instruction and study, supervises their implementation, and develops and updates them as the need arises,
4. creates ethical principles for R&D activities in JAMK University of Applied Sciences, supervises their implementation, and develops and updates them as the need arises,
5. creates principles and guidelines to guarantee the originality of theses and other reports, supervises their implementation, and develops and updates them as the need arises, and
6. disseminates information on the aforementioned issues.

The rector appoints the Committee and its chairperson for a fixed term. If the Committee recognizes unethical conduct, it may recommend the rector to take action.

In order to fulfil its function, the Committee meets as the need arises. The Committee may use external experts when necessary.

The persons involved in the work of the Committee are obliged to observe secrecy regarding the matters dealt with in the Committee. If the Committee is dealing with an issue concerning one of its members, the member in question must refrain from dealing with the issue.

## **3 Communication of the ethical principles**

Information on the ethical principles of JAMK University of Applied Sciences is disseminated and the principles are regularly discussed among students and staff. The main channels of information for students include orientation weeks and the study guide, and staff members are provided information in orientation sessions, staff meetings and on the intranet.

The ethical guidelines specifically related to theses, reports and other constituents of the degree, such as practical training, are dealt with in the respective course. Every member

of teaching staff and representative of the professional field is responsible for providing information on the ethical principles.

The Ethical Committee reports on its activities to the rector.

## **4 General ethical principles**

Every student and staff member of JAMK University of Applied Sciences shall be treated fairly and equally, “without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.<sup>1</sup>

The right of every member of the higher education community to be heard must be respected.

JAMK University of Applied Sciences shall comply with good administrative practice, and members lacking impartiality shall not participate in the administrative procedures.

For the rest, we shall comply with the ethical principles for students and staff presented later in this document.

## **5 Ethical principles regarding study and instruction**

The principal aim for students is to learn, grow and develop towards expertise in their future professional field. Students shall act as responsible members of the higher education community, complying with the values and ethical principles of JAMK University of Applied Sciences in their studies and practical training, as well as when participating in R&D activities and related partner networks.

Students shall actively develop their ethical competence and participate in the debate on the ethicalness of activities.

The principal aim for teachers is to advance students’ learning, growth and development towards expertise in their professional field. Teachers shall act as responsible members of the higher education community, complying with the values and ethical principles of JAMK University of Applied Sciences in their instruction, R&D activities and partner networks.

Every student and staff member shall act as a representative and example of his/her professional field in work, partner networks, and in relation to colleagues. In addition to the principles presented in this document, their activities shall be governed both by general and field-specific principles and norms regarding ethics and privacy protection.

The most typical ethical problems occurring in higher education institutions are:

Negligence

- Negligence in research and development activities

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<sup>1</sup> UN Universal Declaration of Human Rights (<http://www.un.org/Overview/rights.html>)

- Underestimation of the contribution of other researchers/developers
- Inadequate references to previously published results, misleading reporting of results and methods
- Inappropriate behaviour in the media.

#### Academic fraud

- Fabrication: presenting invented observations or results as one's own
- Falsification: intentionally altering or presenting original findings in a way which distorts the result based on these findings. Falsification also covers the exclusion of results which would be crucial to the conclusions.
- Plagiarism: unauthorized citation, i.e. presenting someone else's research plan, practical training report, assignment or other text, or parts of them, as one's own
- Misappropriation: illicitly presenting or using in one's own name someone else's original development and research idea, research plan or findings
- Cheating in an exam

## 6 Ethical principles regarding R&D activities

All the members of JAMK University of Applied Sciences shall comply with the guidelines provided by the National Advisory Board on Research Ethics 'Good scientific practice and procedures for handling misconduct and fraud in science' (2002)<sup>2</sup>, in so far as applicable to the research and development work of JAMK University of Applied Sciences.

Accordingly, the staff members and students involved in R&D activities shall

- act honestly, meticulously and precisely in their work, in recording results, and in evaluating projects and their results;
- apply justified and ethically sustainable data collection methods, research and evaluation methods; practice openness intrinsic to scientific knowledge in publishing project results;
- take due account of the work and achievements of other experts and researchers, respecting their work and giving due credit and weight to their achievements, in their research and when publishing its results
- report to those participating in the R&D projects on financing sources and other associations relevant to the conduct of the research, as well as reporting on them when publishing the results; and
- act in accordance with good administrative practice and the rules of personnel and financial management.

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<sup>2</sup> Hyvä tieteellinen käytäntö ja sen loukkausten käsitteleminen. 2002. 2<sup>nd</sup> ed, p. 3. National Advisory Board on Research Ethics. (Good scientific practice and procedures for handling misconduct and fraud in science, <http://www.tenk.fi/ENG/Publicationsguidelines/htkeng.pdf>)

## **7 Code of conduct for JAMK University of Applied Sciences regarding the most common cases of actual or suspected ethical misconduct**

The guidelines for handling suspected misconduct, provided in the report of the National Advisory Board on Research Ethics in 2002, apply to all the members of the community of JAMK University of Applied Sciences. Impartiality, justice, hearing of the parties, and immediate handling of the matter are the cornerstones of the procedure.

### **7.1 *Cheating in an exam situation***

A student who is verifiably guilty of cheating in an examination shall immediately be sent off the exam room by the proctor, and the exam shall be graded as a fail. The student may also get a failing grade afterwards, if the cheating is not noticed until after the exam.

Cases of cheating shall be reported in writing to the director of the unit and to the rector. The student shall be provided with the opportunity to be heard. The student may be punished, depending on the seriousness of the misconduct, with a warning or suspension for a fixed period of time, not exceeding one year. The rector shall decide on the issuing of a warning and the Board of the University of Applied Sciences on suspension (Act 351/2003, 28§, Degree Regulations of JAMK University of Applied Sciences §41).

### **7.2 *Other actual or suspected study-related ethical misconduct***

If a teacher suspects that a student is guilty of misconduct in a written assignment, thesis or other study-related activity, the case shall be handled as follows:

1. Student's report

In the event of suspected misconduct, the teacher shall first contact the student, who must describe how the assignment under suspicion was completed, which sources were used, etc. If the student's report does not remove the allegations, the case shall be reported to the director of the unit.

2. Written notification

Suspected misconduct shall be reported to the director of the unit with a written notification, in which the suspected misconduct is individualized and the grounds for suspicion stated.

3. Decision on starting investigation

The director of the unit shall decide on starting the investigation procedure. This decision and its grounds must be immediately communicated to the student. The director of the unit shall collect the necessary background material for the investigation and hear the teacher and the student under suspicion, as well as experts or the Ethical Committee, if necessary.

#### 4. Reporting on the investigation

A report must be written on the investigation, including

- an account of the scholarly activity in which the alleged misconduct occurred, and grounds for the allegation
- an estimate of whether the suspect action constitutes fraud or negligence as regards good scientific practice
- an estimate of the type of violation of good scientific practice which has occurred
- an estimate of the seriousness and recurrence of the violation, the degree of misconduct, and suggestions for remedying the violation.

#### 5. Decision by the director of the unit

If the allegation of misconduct is proven to be unfounded based on the investigation, the director of the unit shall communicate this to the student and all those involved in the investigation.

If the allegation of misconduct is proven to be founded, the director of the unit shall make a proposal to the rector regarding the disciplinary actions to be taken.

#### 6. Decision by the rector regarding disciplinary actions

The rector shall decide on the disciplinary actions resulting from the misconduct, taking into consideration the seriousness, recurrence and degree of negligence of the violation of good scientific practice, as well as the extent of the unethical conduct. The decision is communicated to the student, teacher, director of the unit, and the Ethical Committee.

The assignment in which the misconduct occurred shall be awarded a failing grade. In addition, the student may be subject to disciplinary action, i.e. either a warning or suspension for a fixed period of time, maximum one year. The rector shall decide on the issuing of a warning and the Board of the University of Applied Sciences on suspension (Act 351/2003, §28, Degree Regulations of JAMK University of Applied Sciences §41).

### **7.3 Other unethical conduct**

The following general principles shall apply to the handling of cases of ethical misconduct not described above:

1. The suspicion and its grounds, including relevant supporting documents, shall be submitted to the director of the unit.
2. The director of the unit shall decide on initiating investigation and on the way the investigation is undertaken.
3. The person concerned shall be asked to provide a written account of the matter.

4. The director of the unit shall decide on potential actions to be taken within the unit, on submitting the case to be decided by the rector, or on dismissing the case.

## 8 Ethical principles for students<sup>3</sup>

1. My principal aim is to learn, grow, and develop the competencies needed in the expert tasks of my professional field. I shall practice and develop my workplace competencies as a responsible worker throughout my studies.
2. I shall apply the principles of sustainable development in all my activities.
3. I shall take care of myself and my ability to study, as well as promoting the wellness and togetherness of my higher education community.
4. I shall promote both my own learning and that of my fellow students with my activities.
5. I shall acknowledge the value of the work of others and always act honestly. So
  - I shall not cheat in class or examinations,
  - I shall produce my own assignments, except for pair or group assignments, in which cooperation shall be indicated in the list of authors or in some other way,
  - I shall always indicate the sources I have used,
  - I am a member of the higher education community and I understand that it may not always be possible to implement my individual demands, and
  - I shall duly address any ethical dilemmas I recognize.
6. I shall respect the work and working hours of the staff. So
  - I shall contribute to a peaceful work environment,
  - I shall study and act responsibly and actively, and
  - I shall give objective feedback.
7. I shall be a positive example for other students.
8. I shall behave in an appropriate and ethically sustainable way, showing respect for others in all my activities and in all environments, including social media.

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<sup>3</sup> Modified from the ethical guidelines for the teachers and students of the University of Oulu (Oulun yliopiston opettajien ja opiskelijoiden eettiset ohjeet 2005)

## 9 Ethical principles for staff<sup>4</sup>

1. I shall promote the learning of students and the development of our operating environment.
2. I shall treat students and my colleagues equally.
3. If my duties include assessment of learning or competence, I shall perform it impartially and objectively.
4. I shall acknowledge a student or colleague for activities promoting learning or work.
5. I shall contribute to creating a peaceful work environment and duly address any ethical dilemmas I recognize.
6. I shall take care of myself, my work ability, and the wellness of my entire work community.
7. I shall develop myself as an expert of my field and as a teacher, and I shall advance learning and development in my work community.
8. I shall respect the opinions of students, colleagues and collaboration partners, as well as their objective feedback.
9. I shall not try to gain undeserved benefit for the contribution of students, colleagues or collaboration partners.
10. I shall be a positive example for students and my colleagues.
11. I shall behave in an appropriate and ethically sustainable way, showing respect for others in all my activities and in all environments, including social media.

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<sup>4</sup> Partly modified from the ethical guidelines for the teachers and students of the University of Oulu (Oulun yliopiston opettajien ja opiskelijoiden eettiset ohjeet 2005)