

Ethical Principles for JAMK University of Applied Sciences

Approved by the Student Affairs Board on 11 December 2018

1	INTRODUCTION	2
2	ETHICAL CONDUCT IN EVERYDAY LIFE AT THE UNIVERSITY OF APPLIED SCIENCES	2
2.1	ETHICAL CONDUCT IN STUDIES AND TEACHING	3
2.2	ETHICAL CONDUCT IN RDI AND BUSINESS ACTIVITIES	3
3	CODE OF CONDUCT REGARDING THE MOST COMMON CASES OF ACTUAL OR SUSPECTED ETHICAL MISCONDUCT	5
3.1	THE MOST COMMON ETHICAL PROBLEMS AT INSTITUTES OF HIGHER EDUCATION	5
3.2	PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF THE RESPONSIBLE CONDUCT OF RESEARCH (RCR PROCESS) IN MASTER'S THESES PRODUCED AT UNIVERSITIES OF APPLIED SCIENCES	6
3.3	PROCEDURE FOR HANDLING CASES OF DISREGARD FOR RESPONSIBLE CONDUCT OR MISCONDUCT IN CONNECTION WITH BACHELOR'S THESIS OR LEARNING TASK	8
3.4	PROCEDURE FOR HANDLING CASES OF MISCONDUCT IN CONNECTION WITH WRITTEN EXAMS	10
4	ETHICAL PRINCIPLES FOR THE STUDENTS	10
5	ETHICAL PRINCIPLES FOR THE STAFF	11
6	ETHICAL COMMITTEE	12

1 Introduction

The 'Ethical Principles for JAMK University of Applied Sciences' document presents the main principles and practices for promoting impartiality, truthfulness and community spirit in the activities of the academic community. The purpose of the ethical principles is to strengthen ethical awareness among the members of the academic community and promote adherence to shared principles in problem situations.

The ethical principles are described from the point of view of everyday life at the university of applied sciences: studies and teaching, research, development and innovation (RDI) activities and business operations. Additionally, the document describes the procedures to be adhered to in the event of actual or suspected ethical violations, ethical principles for the students and the staff, and the duties of the Ethical Committee.

2 Ethical conduct in everyday life at the university of applied sciences

The values of the JAMK University of Applied Sciences are trust, creativity and responsibility. Every member of the university of applied sciences community is expected to act in accordance with these values. Additionally, our operations are guided by the general ethical principles and field-specific ethical and data security guidelines that supplement them.

The core functions of the universities of applied sciences are higher education and research, development and innovation activities that contribute to working life, education and regional development, as well as service activities. Ethical conduct is a natural part of all operations. The clarity and consistency of ethical principles is particularly important when ethical principles have been violated or ethical misconduct is suspected.

Every student and staff member of JAMK University of Applied Sciences is 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 (UN Universal Declaration of Human Rights). Every member of the academic community is required to act in a responsible manner, promoting sustainable development and helping to ensure economic, cultural, ecological and social progress.

Information on the ethical principles of JAMK University of Applied Sciences is disseminated and the principles are discussed among students and staff on a regular basis. The main information channels for students include orientation weeks, the student intranet and the study guide. Staff members are provided with information in orientation sessions, staff meetings and on the staff 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 courses. Every member of the teaching staff and representative of their professional field is responsible for disseminating information on the ethical principles on their part.

2.1 Ethical conduct in studies and teaching

The principal aim for students is to learn, grow and develop towards expertise in their future professional field. Students are required to act as responsible members of their academic community, complying with the values and ethical principles of JAMK University of Applied Sciences and the principles of sustainable development in their studies and practical training, when participating in RDI activities, in their dealings with other members of the academic community and in partner networks. Students are required to actively develop their ethical competence and participate in the discussion on the ethicalness of operations.

Ethical competence has been highlighted as one of the generic workplace competencies common to all the students of JAMK. This means that teaching, studying and RDI activities must also contribute to the development of this competence.

The staff is tasked with promoting the students' learning, growth and development towards expertise in their future professional field. The staff is required to comply with the values and ethical principles of JAMK University of Applied Sciences and the principles of sustainable development in their teaching, RDI activities and partner networks.

The right of every member of the academic community to be heard must be respected. JAMK University of Applied Sciences complies with good administrative practice, and disqualified individuals do not participate in the processing of matters.

2.2 Ethical conduct in RDI and business activities

In its RDI activities, JAMK University of Applied Sciences has undertaken to comply with the guidelines on responsible conduct of research and procedures for handling allegations of misconduct issued by the Finnish Advisory Board on Research Integrity (TENK) (see section 3.2 on the responsible conduct of research), the ethical principles of research on human subjects, the objectives and principles of open science and research as well as the data protection regulations pertaining to the processing of personal data and protection of privacy.

Accordingly, the staff members and students involved in RDI and business activities are required to:

- respect the human dignity, privacy, self-determination and other rights of the research subjects;
- respect material and immaterial cultural and natural heritage and biodiversity;
- avoid causing any risks, damage or harm to people, communities and other research subjects.
- act honestly and exercise due care and diligence in the planning, implementation, assessment and reporting of RDI and business activities;

- apply duly justified and ethically sustainable data collection, research and evaluation methods and, when publishing the results of their research, communicate the results in an open and responsible manner that is intrinsic to scientific practice;
- take due account of the work and achievements of other experts and researchers, respecting their work, citing their publications in an appropriate manner and giving due credit and weight to their achievements in their own work and when publishing its results;
- plan and conduct the research, report on the research results and record the data obtained during the research in accordance with the standards set for scientific knowledge with due account taken of applicable copyrights;
- acquire the necessary research permits and conduct the preliminary ethical review that is required for certain fields of research;
- before the start of a research and development project or business development assignment, agree on the rights of all the parties involved, on the principles, responsibilities and obligations concerning authorship and on the questions concerning archiving and accessing the data in a manner approved by all the parties involved;
- notify those participating in research and development projects on the sources of financing and other interests relevant to the conduct of the research and report on them when the results are published;
- refrain from all research-related evaluation and decision-making situations when there is reason to suspect a conflict of interest;
- act in accordance with good administrative practice and the rules of personnel and financial management and take into account the data protection legislation;
- ensure that any confidential information related to the company's/customer's business is kept secret in the conduct of business activities
- act equitably and respectfully towards our partners also in a multicultural operating environment;
- comply with and respect the partners' culture, legislation and administrative practices;
- strengthen the diversity of our academic community by promoting internationalisation;
- act in compliance with good administrative practice;
- take note of the feedback given by interest groups and customers and take it into account in development activities;
- comply with the jointly agreed upon principles as regards procurement and competitive tendering;

- adhere to the principles of reasonable hospitality so that it will not jeopardise the independence of the giver or the recipient (cf. JAMK Rules of Procedure and JAMK guidelines on hospitality, entertainment and gifts).

Additionally, JAMK complies with the guidelines of the council on the protection of animals used for scientific or educational purposes (MMM036:00/2013) insofar as they relate to JAMK's RDI activities.

3 Code of conduct regarding the most common cases of actual or suspected ethical misconduct

3.1 The most common ethical problems at institutes of higher education

The most common ethical problems at institutes of higher education are disregard for the responsible conduct of research and research misconduct.

Disregard for the responsible conduct of research:

- Negligence in RDI activities;
- Belittling of the contribution of other researchers/developers;
- Inadequate references to previously published results and misleading reporting of results and methods;
- Inadequate documentation and archiving of the results and research material;
- Publishing the results of one's own research several times and presenting them as new findings each time (self-plagiarism);
- Inappropriate conduct and harassment;
- Inappropriate behaviour in the media.

Research misconduct:

- Fabrication, i.e. presenting invented observations or results as one's own;
- Falsification, i.e. intentionally altering or presenting original findings in a way that distorts the result based on these findings. Falsification also includes the exclusion of results that would be crucial to the conclusions;
- Plagiarism or unauthorised 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, i.e. 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.

3.2 Procedure for handling alleged violations of the responsible conduct of research (RCR process) in master's theses produced at universities of applied sciences

The RCR guidelines of the Finnish Advisory Board on Research Integrity (Responsible conduct of research and procedures for handling allegations of misconduct in Finland, 2012) set out the ethical code for handling violations of responsible conduct of research at universities, universities of applied sciences and research institutes.

The rector of the university of applied sciences is responsible for ensuring compliance with the guidelines and for decision-making throughout the process. The decision-making function cannot be transferred to another party. Impartiality, fairness, hearing of the parties, expedite handling of the matter, adherence to the principles concerning conflict of interest and careful documentation of each stage of the process are central to the RCR process.

The principles of the Administrative Procedure Act (434/2003) must be followed in the RCR investigation process. Among other things, they define the grounds of good administration and the grounds for disqualification. The Advisory Board on Research Integrity (TENK) is notified of alleged violations of the responsible conduct of research and the related decisions at the different stages of the RCR process.

The guidelines apply to research and publishing activities, other literary activities directly connected with research, such as textbooks, funding and project applications, poster presentations and master's theses (including those approved at universities of applied sciences). Alleged RCR violations that involve master's theses produced at universities of applied sciences are also investigated in accordance with these guidelines, even if the master's thesis was not published. If no decision has been made on approving the master's thesis, the educational institution may use a different procedure to investigate the allegation, unless the suspect demands an investigation in accordance with these guidelines. (TENK 2012, 10)

If no decision on approving a master's thesis has been made yet by the Thesis Work Group, the alleged RCR violation concerning the thesis will be investigated in accordance with the procedure described in section 3.3. (Procedure for handling cases of disregard for responsible conduct or misconduct in connection with a learning task or thesis), unless the suspect demands an investigation in accordance with the TENK (2012) guidelines.

Based on the investigation, the rector shall decide whether a violation of the responsible conduct of research has taken place. The decision shall be served on the person suspected of misconduct, the person presenting the allegation and the Finnish Advisory Board on Research Integrity. A party dissatisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notice of the decision.

Procedure for handling alleged RCR violations concerning a master's thesis

1. An alleged violation of the responsible conduct of research shall be communicated to the rector in writing.

2. The rector shall decide whether to initiate a preliminary inquiry. A preliminary inquiry is unnecessary when the alleged violation is outside the scope of the RCR guidelines, if the notification is ill-founded or if there are other grounds for not initiating a preliminary inquiry (such as the starting of a preliminary inquiry in another organisation).

A duly substantiated decision not to start a preliminary inquiry shall be served on the person presenting the allegation, the person suspected of misconduct and the Finnish Advisory Board on Research Integrity. A party dissatisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notice of the decision.

The person presenting the allegation, the person suspected of misconduct and the Finnish Advisory Board on Research Integrity shall be notified of the start of the preliminary inquiry without delay.

3. The purpose of the preliminary inquiry is to produce an initial overview of the justification of the allegations and the evidence provided in support of them and to hear the person presenting the allegation, the person suspected of misconduct and, where necessary, experts.

The preliminary inquiry must be conducted within three months of receiving the allegation, unless there are special reasons, for which the investigation requires more time.

If the preliminary inquiry shows that the allegation is ill-founded, the rector shall make a decision to discontinue the process. The decision shall be served on the person presenting the allegation, the person suspected of misconduct and the Finnish Advisory Board on Research Integrity. A party dissatisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notice of the decision.

4. If there are still reasons to suspect disregard for the responsible conduct of research or research misconduct, the rector shall initiate an investigation proper.

Starting an investigation is unnecessary, if the preliminary inquiry has already proven that an RCR violation has occurred and the suspect accepts the preliminary inquiry, and there are no other special reasons to conduct an investigation. In that case, the rector shall issue a decision based on the preliminary inquiry.

5. For the investigation proper, the rector shall set up an investigation committee whose members must possess expertise in the academic discipline concerned as well as the legal and other expertise required. The committee must have at least two members who come from outside the organisation. The parties concerned and the Finnish Advisory Board on Research Integrity shall be notified of the initiation of the investigation proper.

6. The investigation shall be carried out as quickly as possible, and each phase of the process shall be carefully documented. The investigation committee shall submit a final report on its work containing the following:
 - a. an account of the research or activity in which the alleged misconduct occurred, and grounds for the allegation;
 - b. an account of the investigation committee's work and of the hearing of the parties;
 - c. a reasoned assessment of the investigation committee to determine whether the activity constitutes research misconduct or disregard for the responsible conduct of research and an assessment of the nature, seriousness and recurrence of the violation;
 - d. where necessary, a list of the research material, results and publications that, in the opinion of the investigation committee, contain research misconduct or disregard for the responsible conduct of research;
 - e. conclusions and any proposals on how the consequences of the violation should be rectified.
7. The rector shall decide whether a violation of the responsible conduct of research has taken place. The decision shall be served on the person suspected of misconduct, the person presenting the allegation and the Finnish Advisory Board on Research Integrity. A party dissatisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notice of the decision.

If the inquiry finds that the case involves research misconduct, the aim must be to publish the conclusions of the investigation report in the manner thought appropriate by the investigation committee and, as far as possible, at least on the publication channel, on which the results of the fraudulent research or the output achieved by dishonest means have already been published. In addition to this, a proven RCR violation may also lead to other sanctions that are the rector's right and duty under the labour or criminal law or the legislation on administrative procedure, or on the grounds of contract law. If a violation of the responsible conduct of research has occurred, the sanctions imposed due to the violation must be in fair proportion to the severity of the violation.

3.3 Procedure for handling cases of disregard for responsible conduct or misconduct in connection with bachelor's thesis or learning task

The procedure pertains to education and training leading to a UAS degree and the forms of education used in lifelong learning (e.g. open studies, specialisation studies and Diplomas of Higher Education).

If a teacher suspects that a student is guilty of disregard for responsible conduct or misconduct in a thesis compiled as part of a UAS degree or other learning task, the case shall be handled as follows:

1. Student's report

In the event of suspected disregard for responsible conduct or misconduct, the teacher shall first promptly contact the student, who must provide an account of how the suspicious assignment was completed, which sources were used, etc. If the student's report does not remove the suspicion, the case shall be reported to the director of the school concerned.

2. Written notice

The suspected disregard for responsible conduct or misconduct shall be reported to the director of the school by means of a written notice in which the suspected misconduct is specified and the grounds for suspicion are stated. All suspected cases are brought to the attention of the school director, meaning that JAMK has zero tolerance with regard to suspected misconduct. Disciplinary matters shall be documented in the case management system to enable reporting and consistent practices.

3. Decision on starting the investigation

The director of the school concerned shall decide on starting the investigation procedure. This decision and the grounds thereof shall be immediately served on the student. The director of the school shall collect the necessary background material for the investigation and hear the student under suspicion and the teacher as well as experts or the Ethical Committee if deemed necessary.

4. Reporting on the investigation

A report shall be prepared on the investigation, containing

- an account of the scholarly activity in which the alleged disregard for responsible conduct or misconduct occurred and the grounds for the allegation;
- an estimate of whether the suspected action is a case of disregard for the responsible conduct of research or research misconduct;
- an estimate of the type of violation of responsible conduct of research that has occurred;
- an estimate of the severity and recurrence of the violation, the degree of misconduct, and suggestions for remedying the violation.

5. Decision on sanctions

If the investigation shows that the allegation of misconduct is ill-founded, the director of the school concerned shall communicate this to the student and all those involved in the investigation.

If the allegation of disregard for responsible conduct or misconduct related to a thesis is proven to be founded, the director of the school shall make a proposal to the rector regarding a warning to be issued. The rector's decision on the issuance of a warning shall be communicated to the

student, teacher, director of the school and the Ethical Committee. The thesis the disregard for responsible conduct or misconduct pertains to shall be awarded a failing grade and the student is required to prepare an entirely new thesis.

In other written assignments, disregard for responsible conduct or misconduct results in a reprimand issued by the director of the school.

The study attainment the disregard for responsible conduct or misconduct pertains to shall be awarded a failing grade. In the event that the disregard for responsible conduct or misconduct is repeated once or several times, the resulting sanction shall be a warning issued by the rector or even suspension for a fixed period of time. The Board of the University of Applied Sciences shall decide on the suspension for a fixed period of time (section 38 of Act 932/2014, section 40 of the Degree Regulations of JAMK University of Applied Sciences).

3.4 Procedure for handling cases of misconduct in connection with written exams

A student who is verifiably guilty of cheating in an exam 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 only noticed after the exam.

Cases of cheating shall be reported in writing to the director of the school concerned 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 maximum of one year. The rector shall decide on the issuance of a warning and the Board of the University of Applied Sciences on the suspension for a fixed period of time (section 38 of Act 932/2014, section 40 of the Degree Regulations of JAMK University of Applied Sciences).

4 Ethical principles for the students

1. My principal aim is to learn, grow, and develop the competencies needed in the expert tasks of my professional field. I will practice and develop my workplace competencies as a responsible worker throughout my studies.
2. I will apply the principles of sustainable development in all my actions.
3. I will take care of myself and my ability to study and promote the well-being and team spirit of my academic community.
4. I will promote both my own learning and that of my fellow students with my actions.
5. I will acknowledge the value of the work of others and always act honestly. So therefore
 - I will not cheat in class or during exams;
 - I will independently produce my own assignments, except for pair or group assignments, in which cooperation will be duly indicated in the list of authors or in some other way;

- I will always duly indicate the sources that I have used;
 - I am a member of the academic community and I understand that it may not always be possible to satisfy my individual demands; and
 - I will duly address any ethical shortcomings that I identify.
6. I will respect the work and working hours of the staff. So therefore
- I will contribute to a peaceful work environment;
 - I will study and act responsibly and actively; and
 - I will give objective, factual feedback. I understand the importance of feedback for the development of education and training.
7. I will set a positive example for other students.
8. I will behave in an appropriate and ethically sustainable way, showing respect for others in all my activities and in all operating environments, including social media.
9. I will act in an equitable and ethical manner towards all cultures.
- I respect the multicultural nature of the academic community.
 - I will take a positive attitude towards and promote by my own actions the interaction between cultures.

5 Ethical principles for the staff

1. I will duly attend to the instruction of students, their progress in their studies and the development of our operating environment.
2. I will treat students and my colleagues equitably.
3. If my duties include assessment of learning or competence, I will perform it impartially and objectively.
4. I will give due recognition to a student or colleague for their efforts to promote the learning or work of others.
5. I will contribute to the creation of a peaceful work environment and duly address any ethical shortcomings that I identify.
6. I will take care of myself, my work ability, and the well-being of my entire work community.

7. I will develop myself as an expert of my field and as a teacher, and I will advance learning and development in my work community and responsible action that is in accordance with sustainable development.
8. I will respect the opinions of students, colleagues and partners, as well as their objective feedback.
9. I will not try to gain any undeserved benefit for the contribution of my students, colleagues or partners.
10. I will set a positive example for my students and colleagues.
11. I will behave in an appropriate and ethically sustainable way, showing respect for others in all my actions and in all operating environments, including social media.
12. I will act in an equitable and ethical manner towards all cultures.
 - I respect the multicultural nature of the academic community.
 - I will take a positive attitude towards and promote by my own actions the interaction between cultures.

6 Ethical Committee

JAMK University of Applied Sciences has an Ethical Committee whose purpose is to enhance the implementation of ethical principles in JAMK's activities. The Ethical Committee is appointed by the rector.

The Ethical Committee:

1. develops and supervises the general ethicalness of the activities of JAMK University of Applied Sciences;
2. discusses and gives recommendations on ethical questions regarding study, instruction and RDI and business activities;
3. draws up ethical principles and guidelines for instruction and study and for RDI and business activities, supervises their implementation, and develops and updates them as the need arises;
4. draws up principles and guidelines to guarantee the authenticity of the theses and other reports, supervises their implementation and develops and updates them as the need arises; and
5. disseminates information on the aforementioned matters.

The rector appoints the Committee and its chairperson for a fixed term. The Committee may use external experts where necessary.

The persons involved in the work of the Committee are obliged to observe secrecy regarding the matters addressed by the Committee. If the Committee is addressing a matter concerning one of its members, the member concerned must refrain from addressing the matter.

Sources and further information:

[Polytechnics Act 932/2014](#)

[Degree Regulations of JAMK University of Applied Sciences](#)

[Finnish National Board on Research Integrity](#)

[Open Science and Research](#)

[Council on the protection of animals used for scientific or educational purposes](#)

[Office of the Data Protection Ombudsman](#)