



JYVÄSKYLÄN AMMATTIKORKEAKOULU
JAMK UNIVERSITY OF APPLIED SCIENCES

ETHICAL PRINCIPLES FOR JAMK UNIVERSITY OF APPLIED SCIENCES

Approved by the Academic Board on 13 May 2013



Contents

1	Introduction	3
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 guiding 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	8
7.1	Procedure for handling alleged violations of the responsible conduct of research (RCR process)	8
7.2	Procedure for handling cases of misconduct in connection with written assignments.....	10
7.3	Procedure for handling cases of misconduct in connection with written exams.....	11
7.4	Procedure for handling other cases of ethical misconduct	11
8	Ethical principles for the students ³	12
9	Ethical principles for the staff ⁴	13



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 in accordance 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 clarity 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 working life, the development of work practices, and the expansion of cooperation are generating new situations, in which the present ethical principles are not adequate 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 document describes the tasks of the Ethical Committee and the guidelines for the handling of actual or suspected violations. Finally, the document sets out the principles of ethical activities for both students and staff.

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



2 Ethical Committee

JAMK University of Applied Sciences has an Ethical Committee the purpose of which is to enhance the implementation of ethical principles in the activities of JAMK University of Applied Sciences. 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 R&D activities;
3. draws up ethical principles and guidelines for instruction and study, supervises their implementation, and develops and updates them as the need arises;
4. draws up ethical principles for R&D activities at JAMK University of Applied Sciences, supervises their implementation, and develops and updates them as the need arises;
5. draws up principles and guidelines to guarantee the originality of the 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 identifies a case of 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 courses. 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'.¹

Every member of the higher education community shall act in a responsible manner, promoting sustainable development and helping to ensure economic, cultural, ecological and social progress.

The right of every member of the higher education community to be heard shall 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 below.

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 their higher education 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 and 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 and the principles of sustainable development in their instruction, R&D activities and partner networks.

¹ UN Universal Declaration of Human Rights



Every student and staff member shall act as a representative and example of their professional field in work, partner networks, and in relation to colleagues. In addition to the principles laid out 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 disregard for the responsible conduct of research and research misconduct.

Disregard for the responsible conduct of research:

- Negligence in research and development activities;
- Underestimation of the contribution of other researchers/developers;
- Inadequate references to previously published results, misleading reporting of results and methods;
- Inadequate documentation and storage 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 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 which distorts the result based on these findings. Falsification also covers the exclusion of results which would be crucial to the conclusions;
- Plagiarism or 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, 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.

6 Ethical principles guiding R&D activities

All members of the higher education community shall comply with the guidelines 'Responsible conduct of research and procedures for handling allegations of misconduct in Finland (2012)' drawn up by the Finnish Advisory Board on Research Integrity,² in so far as applicable to the research and development work of JAMK University of Applied Sciences.

² Responsible conduct of research and procedures for handling allegations of misconduct in Finland. Finnish advisory board on research integrity, 2012.



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, research and evaluation methods. When the research results are published, the results shall be communicated in an open and responsible fashion that is intrinsic to scientific knowledge;
- take due account of the work and achievements of other experts and researchers, respecting their work, citing their publications appropriately and giving due credit and weight to their achievements in their research 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;
- acquire the necessary research permits and conduct the preliminary ethical review that is required for certain fields of research;
- before the start of the research and development project, agree on the rights of the parties, on the principles, responsibilities and obligations concerning authorship, and on the questions concerning archiving and accessing the data in a manner approved by all parties;
- 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;
- 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.



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

7.1 Procedure for handling alleged violations of the responsible conduct of research (RCR process)

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 science universities, universities of applied sciences and research institutes.

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 produced at universities of applied sciences).

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 other parties.

Impartiality, fairness, hearing of the parties, immediate handling of the matter, adherence to the principles concerning the conflict of interest and careful documentation of each stage of the process are central to the RCR process.

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 unfounded or if there are other grounds for not initiating a preliminary inquiry (such as the launching of a preliminary inquiry in another organisation).

A decision not to start an inquiry giving the reasons for the decision shall be communicated to the person presenting the allegation, the person suspected of misconduct and to the Finnish Advisory Board on Research Integrity. The party not satisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notification 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 validity of the allegations and the evidence supporting them and to hear the person presenting the allegation, the person suspected of misconduct and (if necessary) experts.

If the preliminary inquiry shows that the allegation is unfounded the rector shall make a decision to discontinue the process. The decision shall be communicated to the person presenting the allegation, to the person suspected of misconduct and to the Finnish Advisory Board on Research Integrity. The party not satisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notification 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.
5. For the investigation proper, the rector shall establish an investigation committee whose members must possess expertise in the academic discipline in question 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. if 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 communicated to the person suspected of misconduct, the person presenting the allegation and the Finnish Advisory Board on Research Integrity. The party not satisfied with the decision may request a statement from the Finnish Advisory Board on Research Integrity within six months of receiving notification of the decision.



7.2 Procedure for handling cases of misconduct in connection with written assignments

If a teacher suspects that a student is guilty of misconduct (fabrication, falsification, plagiarism or misappropriation) in a written assignment, in a thesis produced as part of a polytechnic degree or other written assignment, 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 suspicion, the case shall be reported to the director of the unit.

2. Written notification

The suspected misconduct shall be reported to the director of the unit by means of a written notification, in which the suspected misconduct is specified 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 the grounds for it shall be immediately communicated to the student. The director of the unit 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 necessary.

4. Reporting on the investigation

A report shall be written on the investigation, containing

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

5. Decision of the director of the unit

If the investigation shows that the allegation of misconduct is unfounded, 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 action to be taken.



6. Decision by the rector regarding the action to be taken

The rector shall decide on the action resulting from the misconduct, taking into consideration the nature and seriousness of the misconduct, recurrence of the action as well as the extent of the inappropriate 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. The student may also be subject to disciplinary action, i.e. a warning or a suspension of a maximum of one year. The rector shall decide on the issuing of a warning and the Board of the University of Applied Sciences on the suspension (section 28 of the Act 351/2003, section 39 of the Degree Regulations of JAMK University of Applied Sciences).

7.3 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 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 of a maximum of one year. The rector shall decide on the issuing of a warning and the Board of the University of Applied Sciences on the suspension (section 28 of the Act 351/2003, section 39 of the Degree Regulations of JAMK University of Applied Sciences).

7.4 Procedure for handling other cases of ethical misconduct

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 manner in which the investigation is carried out.
3. The person concerned shall be asked to provide an account of the matter.
4. The director of the unit shall decide on any action 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 the students³

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 during exams;
 - 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 that 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 that I identify.
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.

³ 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 the staff⁴

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 that I identify.
6. I shall take care of myself, my work ability, and the well-being 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 and responsible action that is in accordance with sustainable development.
8. I shall respect the opinions of students, colleagues and partners, as well as their objective feedback.
9. I shall not try to gain undeserved benefit for the contribution of students, colleagues or 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.

⁴ Partially modified from the ethical guidelines for the teachers and students of the University of Oulu (Oulun yliopiston opettajien ja opiskelijoiden eettiset ohjeet 2005)