



Ethical Principles



Jamk University of Applied Sciences



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1 INTRODUCTION

Ethical principles apply to everyone at Jamk, strengthen ethical awareness in the higher education community at our university of applied sciences and create a safe atmosphere for responsible and ethically sustainable operations. In addition to higher education, the basic tasks of a university of applied sciences include research, development and innovation activities that serve working life, education and regional development. Service activities and ethics are natural aspects of all these actions. The clarity and coherence of ethical principles is particularly important when ethical principles have been violated, or when there is a suspicion of an ethical violation. The Jamk Ethics Committee is responsible for drafting and maintaining the ethical principles and they are confirmed by the Student Affairs Board.

The values of Jamk University of Applied Sciences are responsibility, trust and creativity. Each member of the university of applied sciences community follows these values in their actions, as well as general ethical principles and supplementary field-specific ethical and data protection guidelines. In addition, Jamk is committed to the guidelines prepared by the Finnish Advisory Board on Research Integrity (TENK): The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland (TENK 2023). The guideline is commonly referred to as the RI Guidelines (HTK or hyvä tieteellinen käytäntö in Finnish), and it is a national, general-level guideline that is observed in organisations committed to it. Commitment to the RI Guidelines is part of Jamk's ethical self-regulation and means promoting and observing the basic principles of research integrity at different levels and operations of the organisation. Induction to research integrity and procedures is related to the development of staff competence, higher education studies, Bachelor's and Master's degree theses, as well as research, development, innovation and service activities and the operations related to their life cycles. Research integrity is also related to various expert and evaluation tasks and societal influence (e.g. publications, textbooks, teaching materials, social media).

Commitment to research integrity requires appropriate operating methods and tools from the organisation if action contrary to research integrity is detected and suspected. This document describes the key policies and processes to be followed at Jamk.

The core of our operations consists of prevention, early identification and zero tolerance, the prompt handling of suspected violations and the fair treatment of suspected persons and those who raise concerns during and after the process.

In order to make it easier to find the necessary procedures and tools, we have included brief instructions for reading this document in this chapter. **The introductory chapter** describes the operating environment of an ethically sustainable higher education institution, in addition to a general description of misconduct and disregard for good research practices as violations of research integrity. **Chapter 2** describes ethics in studies in more detail, as well as procedures and processes for dealing with unethical actions in learning assignments, exams and theses. **Chapter 3** describes ethics in RDI and service activities as well as in expert tasks, and procedures for handling unethical actions in RDI and service activities. **Chapter 4** describes the development of research integrity competence at Jamk and **Chapter 5** describes the evaluation and development of operations.

Jamk's Code of Conduct is a broader topic than the ethical principles described in this document. In addition to the ethical principles, Jamk's Code of Conduct contains legislation and policies that guide our actions, including the principles of good administration, disqualification provisions, the Universities of Applied Sciences Act, the Act on the Openness of Government Activities, as well as the agendas, principles

and commitments that guide our responsible and sustainable operations, equality and equity plan and our commitment to open science and research (see section 4.5). These documents have been compiled in Jamk's intranet and, where possible, on public websites.

1.1 The operating environment of an ethically sustainable higher education institution

Jamk's values, the basic principles of research integrity, reliability, honesty, respect and accountability, and the general ethical principles of human research (TENK 2019) create a value-based operating environment for a higher education institution (Figure 1). Common values and principles are complemented by professional ethics guidelines and data protection provisions concerning the processing of personal data and the protection of individuals. The basic principles of research integrity also follow the European guidelines on research ethics (ALLEA – All European Academies).



Figure 1. Jamk's operations are guided by values and ethical principles (Jamk's strategy, TENK 2019, 2023)

1.2 Unethical action

At Jamk, unethical action, or action that violates research integrity, is divided into misconduct and disregard for research integrity. Unethical actions can arise at any point in the RDI and service activities, other expert tasks, higher education studies and theses for Bachelor's and Master's degrees. The characteristics of misconduct and disregard for good research practices are described in more detail for studies and studying in Chapter 2.1 and for expert tasks in Chapter 3.1.

According to TENK (2023), unethical actions; misconduct and disregard for good research practices may be

1. Serious intentional activity that violates research integrity
2. Activity in which research integrity has been seriously neglected due to indifference or carelessness when principles of RI could have been followed
3. Activity in which research integrity has been seriously neglected due to ignorance and unawareness of RI principles and guidelines in force

As in RDI and service activities or other expert tasks, higher education studies or Bachelor’s and Master’s theses, it is impossible to unambiguously define acts that are interpreted as unethical actions or disregard for good research practices. Instead, their severity evaluation is always done on a case-by-case basis. The investigation of a suspected violation is started by assessing the severity of the act (intent, indifference or carelessness, ignorance or unawareness), its scope, recurrence, consequences and scientific significance (see Figure 2). The procedures and tools for handling unethical actions related to studying, RDI and service activities are described in more detail in chapters two and three.



Figure 2. Elements and severity of action that is unethical, in violation of research integrity (TENK 2023).

2 ETHICS IN STUDIES AND STUDYING

Research integrity and research ethics are part of the competence of higher education students. This competence is supported and strengthened throughout the studies by guiding students to act in accordance with ethical principles and to comply with good research practices. Table 1 (p. 11) describes key procedures and factors to be taken into account that ensure research integrity in research and development activities as well as in expert tasks, thesis work, and other study related assignments.

The core of our operations consists of prevention and early identification (zero tolerance), the prompt handling of suspected violations and the fair treatment of suspected persons and those who raise concerns during and after the process. This chapter uses examples to describe how unethical actions can manifest themselves as misconduct and disregard in a learning assignment, exam or thesis. The chapter also describes the procedures to be followed at Jamk if there is reason to suspect unethical actions in studies.

Theses must comply with valid ethical recommendations for university of applied sciences theses, which are maintained by Arene (Rectors' Conference of Finnish Universities of Applied Sciences) and developed in co-operation with universities of applied sciences. The research integrity of theses is supported by national Opinnäytetyön aineisto ja tietosuojä (Thesis Data and Data Protection, in Finnish 2024) guidelines for thesis supervisors and Jamk's joint guidelines for thesis authors and thesis supervisors.

2.1 Misconduct and Disregard for Good Research Practices in Studies

Learning assignment

In learning assignments, the most common forms of research misconduct and disregard for good research practices are plagiarism and inadequate citation practices. *Plagiarism* refers to presenting text, tables, figures, or images produced by another person—or by an artificial intelligence system—as one's own without permission and without appropriate references. Misconduct also includes fabrication and falsification, purchasing or selling an assignment, presenting a jointly produced assignment or one generated by an AI application (in whole or in part) as one's own work, self plagiarism, and *free riding* in group assignments.

Fabrication refers to presenting invented or artificially generated observations, data, or results—whether created with AI or by other means—as authentic and self produced. *Falsification* refers to modifying or presenting original observations in a way that distorts the results based on those observations. Falsification also includes the failure to report results or information that are essential for drawing conclusions.

Exam

The most typical cases of misconduct in **a traditional exam** (including a task supervised by a computer) are copying answers from another student, discussion during the exam, taking an exam on behalf of another person, using prohibited materials or programmes (e.g. translation programmes, AI applications).

In electronic exams conducted in EXAM exam facilities, the most typical cases of misconduct are copying answers and phone use.

A remote exam is carried out in a space selected by the student in an electronic learning environment either under supervision (e.g. via a video connection) or without supervision. The most typical cases of misconduct in remote exams are taking the exam together with another person, taking the exam on behalf of another person or using prohibited materials or programmes.

Thesis

The most typical form of misconduct in thesis work is plagiarism, which refers to presenting text, tables, figures, or images created by another person or by an AI system as one's own without permission and appropriate references to sources.

Having a thesis or part of it written by another person and presenting it as one's own is also plagiarism. This also includes purchasing a thesis or a part of it. Plagiarising yourself, i.e. using one's earlier outputs, such as a previous thesis or learning assignment, without proper reference to sources, is also unethical action.

Other forms of misconduct in connection with theses include fabrication, falsification, and disregard for good research practices. Fabrication refers to presenting invented or artificially generated observations, data, or results—produced with AI or otherwise—as authentic and original. Falsification refers to altering original observations or presenting them in a manner that distorts the results based on those observations. Falsification also includes withholding results or information that are essential for drawing conclusions. Disregard for good research practices may occur, for example, when required research permits are not obtained or not followed, when research data and results are not documented or stored appropriately (data management), or when methods and results are presented carelessly or misleadingly (TENK 2023, pp. 16–18).

The thesis supervisor guides the student to follow Code of Conduct for Research Integrity and to act in accordance with good research practices. It is the student's responsibility to ensure compliance with good research practices and, when necessary, to seek guidance and support from the supervisor.

2.2. Procedure instructions for dealing with disregard or misconduct in learning assignments, exams or thesis

Figure 3 outlines the procedure for handling a suspicion of misconduct or disregard for responsible conduct of studies at Jamk University of Applied Sciences.

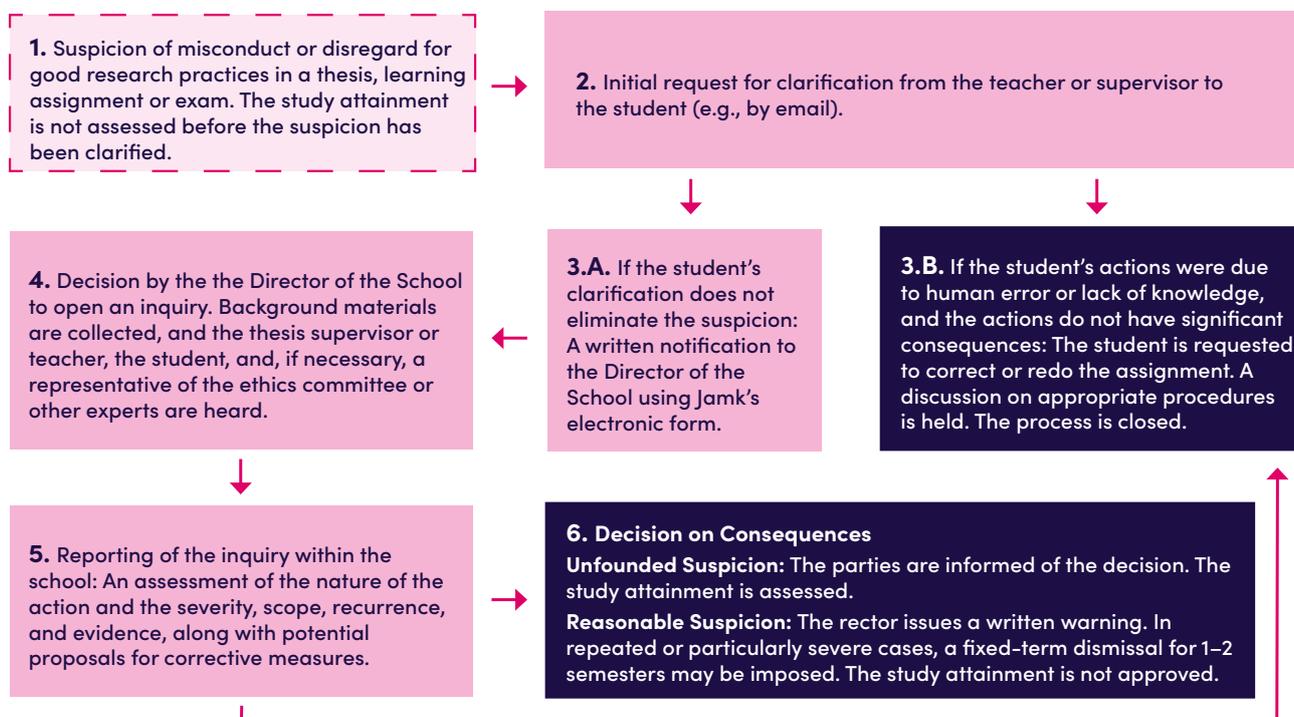


Figure 3. Procedure for addressing suspected research misconduct and disregard for good research practices in learning assignments, exams, or thesis.

1. Suspicion of misconduct or disregard for good research practices

A teacher or supervisor must intervene if the student is suspected of misconduct or disregard for good research practices (thesis, learning assignment, exam). A suspicion may be raised not only by the teacher or thesis supervisor but also by another member of Jamk staff, another student, or a representative of an external organisation (e.g., a thesis commissioner). If misconduct or disregard is detected by a student or a representative of another organisation, they must contact the student's teacher or supervisor. The study attainment shall not be assessed before the suspicion has been examined.

If needed, support and interpretation may be sought from, for example, a representative of the ethics committee or the persons in charge of the degree programme.

2. Student's Clarification

When a suspicion of misconduct or disregard arises, the thesis supervisor or teacher shall contact the student without delay and request a clarification, for example by email. In the clarification, the student is asked to describe how the work was completed, the sources used, and any other relevant aspects. If the student's clarification does not remove the suspicion or the matter cannot be resolved, the case is

reported in a form of written notification to the Director of the School (Stage 3A). If the explanation is sufficient and the suspicion is deemed unfounded, the process is discontinued (Stage 3B).

If misconduct is detected in a traditional exam situation, the supervisor of the exam interrupts the student's performance and removes the student from the exam room, justifying the reason for the removal. In some cases, misconduct in an exam can only be detected afterwards. Exams taken in EXAM rooms are monitored using video recordings. If a violation of the rules of use is detected in the recording, the surveillance finding is sent to the teacher and the student. The teacher and the student are entitled to check the recording of the surveillance finding on campus.

The teacher assesses whether a violation of good research practices has been detected and whether it leads to further action.

3. A. Written Notification to the Director of the School

The person who has detected misconduct or disregard for good research practices submits a written notification of suspected misconduct or disregard for good research practices to the Director of the School specifying and justifying the suspicion (Jamk form Notification of suspected misconduct or disregard for good research practices). All cases of suspected misconduct and disregard for good research practices are archived in electronic case management.

B. Closing the Case and Corrective Measures

If the student's actions were due to human error or lack of knowledge, and the actions do not have significant consequences, the student may be asked to correct or redo the assignment. The student is also provided guidance on good research practices. If no written notification has yet been made, it does not need to be submitted. The process is then closed. Human error or lack of knowledge does not constitute a sufficient justification if the suspected misconduct or disregard is extensive or severe.

4. Decision to Open an Inquiry and Conducting the Inquiry

The Director of the School makes the decision on opening an inquiry. The decision to initiate the inquiry and the grounds for it must be communicated to the student immediately. The school may determine who will participate in the inquiry. The assigned members obtain all necessary background material and hear the thesis supervisor or teacher, the student, and, where necessary, other experts or relevant persons. If required, the ethics committee may be consulted, in which case its representative provides expert support.

5. Inquiry report

A written inquiry report is prepared. It must include a description of the actions that have led to the suspicion of misconduct or disregard for good research practices, the grounds and evidence supporting the suspicion, an assessment of whether the suspected action is considered misconduct or disregard for research integrity, an assessment of the severity, scope, and recurrence, and proposal on corrective measures required.

If the investigation reveals that the issue was due to human error or lack of knowledge without significant consequences, actions proceed according to Stage 3B and a written decision is documented in the case management system.

6. Decision on sanctions

Unfounded Suspicion

If the suspicion of disregard or misconduct proves to be unfounded, the Director of the School informs all involved parties. The study attainment may then be assessed.

Reasonable Suspicion

If disregard or misconduct is confirmed, the Director of the School submits a proposal to the Rector for issuing a written warning. If the disregard or misconduct recurs or is particularly serious and detrimental, the consequence may be temporary dismissal. Temporary dismissal is decided by the Board of the University of Applied Sciences (Universities of Applied Sciences Act 932/2014, Section 38; Jamk Degree Regulations, Section 49). According to the Rector's decision (ID 529920), the duration is either one or two full semesters at a time.

The Rector's decision on a warning or the Board's decision on temporary dismissal is communicated to the student, the teacher or thesis supervisor, the Director of the School, the ethics committee, and other relevant parties. If the student studies at Jamk as a visiting student, the case is also reported to their home institution.

All stages and documents of the process are archived in the electronic case management system.

Whenever the suspicion is substantiated, the study attainment is not approved. In the case of a thesis, the school evaluates whether parts of the thesis must be redone or whether an entirely new thesis on a new topic is required. This assessment must be proportional to the scope and severity of the confirmed misconduct.

In handling suspicions of misconduct in a thesis, the procedure follows TENK's process for dealing with allegations of violations of responsible conduct of research (RCR process) (The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland, 2023) when the thesis can be interpreted as a scientific output. This applies, for example, when the thesis is part of an RDI project or other activity administered by the higher education institution that has a research plan and is reported as a scientific publication.

2.3 Student's Legal Protection

Intervention in cases of misconduct is based not only on the definitions of good research practices but also on the Universities of Applied Sciences Act (932/2014), in which misconduct is addressed as part of disciplinary procedures (Section 38). In addition, disciplinary procedures are determined in Jamk University of Applied Sciences' Degree Regulations. When processing suspected research misconduct and disregard for good research practices, the student's legal protection must always be ensured.

Processing and Consequences

The possibility of issuing a written warning to a student for misconduct is grounded in the Universities of Applied Sciences Act (Section 38). If the act is serious, the student may be suspended temporarily, for a maximum of one year (Section 38). According to Section 39 of the Act, a written warning is always issued by the Rector, whereas the decision on temporary suspension is made by the Board of the University of Applied Sciences.

Jamk has specified the procedures for temporary suspension through the Rector's decision (ID 529920), according to which a suspension always starts at the beginning of the next semester and lasts, depending on severity, for one or two full semesters. This ensures transparent and equitable decision-making and maintains, for example, the student's ability to complete ongoing coursework and to continue studies smoothly after the suspension period ends.

In accordance with Section 39 of the Act, when processing a suspicion of misconduct or disregard, the suspected act must be clearly specified, a necessary inquiry must be conducted, and the student must be given an opportunity to be heard. As a primary rule, the hearing is conducted orally unless the student cannot be reached, wishes to respond in writing, or the suspicion is exceptionally clear (e.g., based on video recordings).

The student's legal protection, as well as the fairness and transparency of the process, is further supported through clear procedural descriptions and comprehensive documentation in Jamk's case management system.

Appeal Procedures

A decision concerning a suspicion of misconduct or disregard (a disciplinary decision) is always delivered in writing to the student. The student has the right to appeal the decision to an administrative court. In accordance with Jamk's ethical principles, a confirmed case of misconduct or disregard results not only in a written warning or temporary suspension, but also in the rejection of the study attainment. Requests for rectification concerning rejected study attainments are always submitted to the institution's own Board of Examiners, in accordance with the Universities of Applied Sciences Act (932/2014, Section 19). The rectification request must be submitted within 14 days from the date on which the student had the opportunity to receive the information on the course assessment. The detailed procedures are described in Jamk's Degree Regulations (Section 19).

3 ETHICAL ASPECTS IN RDI AND SERVICE ACTIVITIES AND OTHER EXPERT TASKS

3.1 Research integrity in RDI and service activities and in teaching and expert tasks

This chapter uses practical examples to describe what ethical principles and research integrity mean in RDI and service activities, teaching tasks and other expert tasks. The national The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland (RI Guidelines) guidelines must be applied to all scientific, artistic and other research activities and RDI projects as well as their actions during their life cycle (RI Guidelines 2023, 9). The RI Guidelines generally use the term scientific activities, but Jamk's ethical principles use the term RDI activities (research, development and innovation activities), which is more applicable for a university of applied sciences. In addition, the principles described in the RI Guidelines must also be observed, where applicable, in service activities, RDI business or other expert tasks, including international operations.

When participating in Jamk's RDI or service activities, a student must follow the RI Guidelines. The processing of suspected violations of research integrity by the Finnish Advisory Board on Research Integrity, i.e. the RI process, can be applied to a thesis if the thesis is part of an RDI project administered by Jamk, or other activity that is based on scientific research with a research plan and which is reported as a scientific publication.

Violations of good research practices (RI Guidelines 2023)

- breach the principles of research integrity (reliability, honesty, accountability)
- damage the quality and credibility of research and undermine research collaboration and authorship,
- may also be against the law.

TENK's RI process or Jamk's procedural guidelines for the prevention and early identification of violations of research integrity described in this chapter do not include, as specified by the RI Guidelines (RI Guidelines 2023), the following:

- differences of opinion in scholarly or artistic academic disputes, or differences of opinion between schools of thought,
- legal issues, such as violations of the Copyright Act, Data Protection Act, Patents Act or Administrative Procedure Act or breaches of obligations of confidentiality,
- employment disputes or problems in the work community,
- hiring decisions and appointments.

The following table describes key procedures and factors to be taken into account which ensure research integrity in RDI and service activities and other expert tasks.

Good research practices in RDI and service activities and in other expert tasks

Planning

- The research framework, objectives or implementation method are also considered from an ethical point of view
- The funding application, project plan or research plan does not plagiarise other people's ideas or plans
- The underlying research results are not changed or selected
- Taking into account the principles of good administration and business practices in Jamk's co-operation relationships
- Conflicts of interest are considered
- Responsibility of decisions is ensured

Implementation

- Open, transparent and ethical operating methods are used and the work is documented comprehensively
- The target group, participants, research subjects and stakeholders are adequately informed and they are asked for the necessary consents
- Participation in the research or project is voluntary and is not promoted by inappropriate incentives
- Methods or research frameworks that may affect the reliability of the outcomes are not applied
- All relevant organisations apply for appropriate permits and statements before collecting data and undertake to comply with them
- A data management plan is drawn up for the use of research data, and the plan is updated as necessary
- Relevant liabilities and commitments are reported
- The appropriate processing of personal and other information in accordance with valid laws and decrees and Jamk guidelines is ensured
- Authorship and ownership are agreed upon
- The procedures for handling suspected RI violations are discussed in advance when working in international joint projects
- Sustainable and responsible development in business and RDI activities is promoted
- The security of information and confidentiality of confidential information is ensured
- Anti-bribery and anti-corruption practices are identified
- Equality in business operations is taken into account
- A safe and functional work environment is ensured for personnel

Decision-making and reporting

- The copyrights and authorship of different parties is respected
- Results are documented and reported sufficiently and transparently
- The author of the study has the right to make the decision on publishing the results when public funding is used in business co-operation
- Personal or other people's outputs are not misrepresented or duplicated
- Agreements and intellectual property rights are complied with
- Openness and further use of research data, outputs and outcomes is promoted
- Responsible business operations is promoted together with customers and partners

Table 1. Implementation of research integrity in expert positions (Tenk 2023)

Misconduct is classified into three subcategories

Misconduct can occur in RDI and service activities as well as in teaching and expert tasks in various publications (applications, reports, articles, blogs, books), oral presentations or their presentation materials. The different forms of misconduct include:

1. **Plagiarism**, i.e. unauthorised quoting, which refers to the use of other people's work or research ideas without permission or reference. Plagiarism includes both direct and adaptive copying.
2. **Fabrication**, which is the presentation of invented observations or results as your own. Fabrication refers to presenting fake observations, data and results. For example, when the findings presented in a scientific report have not been made in the manner or methods described in the report.
3. **Misrepresentation** (also called falsification), which is the deliberate modification and presentation of the original observations so that the result based on the observations changes. Misrepresentation also involves not presenting findings that are relevant to the conclusions. Misrepresentation involves unjustified modification of research data. Misrepresentation of observations refers to modifying or presenting the original observations in such a way that the result based on the observations is distorted. Misrepresentation of results refers to scientifically unjustified modification or selection of research results. Misrepresentation may occur, for example, in a publication, a manuscript intended for publication, learning material or a funding application. Misrepresentation also involves not presenting findings or information that is relevant to the conclusions.

Disregard for good research practices

Disregard is a term for actions that are not misconduct, but which violate research integrity. The following table contains examples of disregard for good research practices in accordance with the TENK table (2023).

Examples of disregard for good research practices

Disregard in planning and preparation

- Failure to request relevant permits, decisions and/or statements (e.g. official permits, data permits, research permits, decisions on the disclosure of data, ethical review statements by ethics committees)

Disregard in implementation

- Failure to comply with data permit or research permit decisions or with statements issued in the ethical review process
- Inappropriate use of research data or materials or failure to comply with research data agreements
- Inadequate documentation and storage of research results and data
- Inappropriately delaying or otherwise hampering the work of other researchers

Authorship-related violations

- Inadequate or inappropriate references to previous results
- Omitting the name of a co-author who has made a significant contribution
- Denigrating or deliberately neglecting to mention other researchers' contributions
- Insufficient or inappropriate referencing in learning material
- Manipulating authorship by other means, such as adding guest authors or honorary authors who have not contributed to the work in question or by taking credit for work done by ghost authors

Disregard by embellishing one's research achievements

- Misleading the research community, research funders or the general public over one's research
- Exaggerating or changing one's research achievements or merits e.g. in a CV or its translation or a list of publications
- Self-plagiarism, i.e. republishing one's own work without reference to the original publication

Disregard by misusing one's academic status

- Failure to declare significant conflicts of interest
- Violation of confidentiality in the peer review process
- Inappropriate use of seniority and influence

Disregard in the RI process

- Inappropriate interfering with the RI process or harassment of those involved in the RI process
- Delaying or inappropriately hampering the work or career development of another researcher who has submitted a notification of an alleged RI violation
- Submitting a notification of an alleged RI violation with malicious intent

Table 2. Examples of disregard for good research practices in different stages of research (TENK 2023).

3.2 Procedure for preventing and early identification of actions that violate research integrity in RDI and service activities and in teaching and expert tasks

Unethical actions that violate research integrity violate the basic principles of research integrity and damage the quality, credibility, authorship or collaboration of the operation. Commitment to research integrity requires Jamk to provide appropriate operating methods and tools to strengthen the competence of staff and to identify and prevent unethical actions.

If a Jamk staff member or student has encountered unethical actions related to misconduct or disregard in RDI and service activities or teaching and expert duties, they can always report them internally in accordance with the principle of zero tolerance (Jamk form: Report of misconduct or disregard).

Procedure for dealing with suspected staff misconduct or disregard

The purpose of the process instruction is to engage operators at different levels of the organisation to ensure the promotion of research integrity and the continuous development of an ethically sustainable operating culture at Jamk. The objective of the procedure is to prevent violations of research integrity, facilitate their early identification, support zero tolerance as well as the fair treatment of suspects and persons raising concerns.

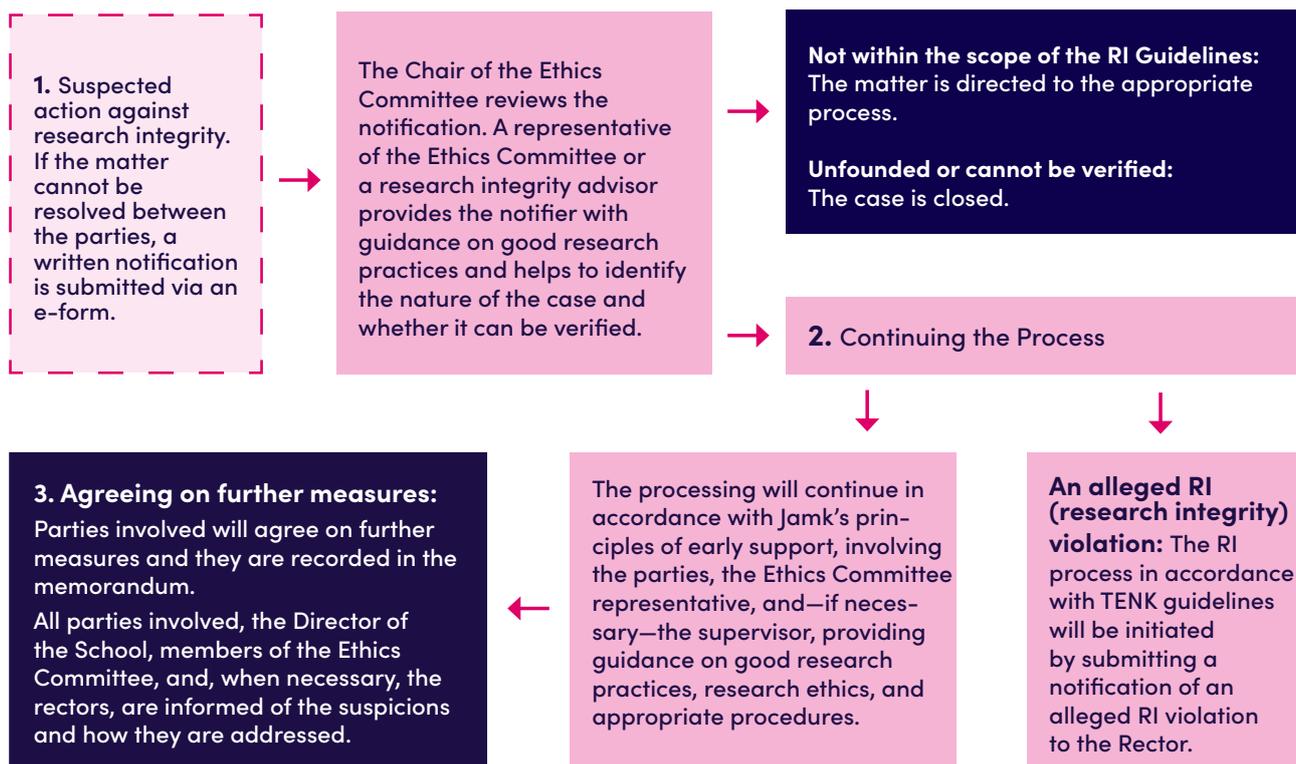


Figure 4. Procedure for dealing with suspected staff misconduct or disregard.

1. Suspected action against research integrity and written notification

A member of staff suspects conduct that may violate good research practices. If the matter cannot be resolved directly between the parties involved, a written notification is submitted. The notification is received by the Chair of the Ethics Committee and the designated preparer (via Jamk's electronic form Notification of suspected misconduct or disregard for good research practices Jamk).

The Chair of the Ethics Committee reviews the written notification. A representative of the Ethics Committee or a research integrity advisor provides the notifier with guidance on good research practices and helps to identify the nature of the case and whether it can be verified.

If the suspicion is unfounded or cannot be verified, the case is closed. If the suspicion does not fall within the scope of the RI Guidelines, processing the matter is directed to the correct process.

2. Continuing the process

In case of an alleged RI (research integrity) violation, the RI process in accordance with TENK guidelines will be initiated by submitting a notification of an alleged RI violation to the Rector of Jamk University of Applied Sciences.

If necessary, processing of the matter will continue in accordance with Jamk's principles of early support, involving the parties, the Ethics Committee representative, and—if necessary—the supervisor, providing guidance on good research practices, research ethics, and appropriate procedures.

3. Agreeing on further measures

The parties involved will agree on further measures. They are recorded in the memorandum. The Chair of the Ethics Committee or the preparer informs the relevant parties, the Director of the School, and, if needed, the Vice Rectors and the Rector.

The Ethics Committee identifies the needs for the development of staff competence and training needs that have emerged in the processing of the matter. The Committee informs, as necessary the education management team, the ONT forum, the RDI management team and HR services.

All cases of suspected research misconduct and disregard for good research practices, and suspected RI violations—as well as their handling—are recorded in the electronic case management system.

3.3 National processing of suspected RI violations

The processing of suspected violations of research integrity by the Finnish National Board on Research Integrity TENK, i.e. the RI process, will be launched if scientific misconduct and a violation of research integrity (so-called RI violation) according to the RI Guidelines (TENK 2023, 15) is identified.

Investigating suspected RI violations is action related to the self-regulation of the scientific community in organisations committed to the RI Guidelines. The processing of suspected violations of research integrity, i.e. the RI process, is carried out by an organisation committed to the RI Guidelines in which the suspected action is ongoing or has taken place. The RI process begins when the organisation receives a written notification of a suspected violation. The report is processed by the Director of the research organisation, who is responsible for compliance with the RI process and decision-making throughout the process. In JAMK, the processor is the Rector. Once the report has been completed in the research organisation, a party dissatisfied with the decision may request a statement from the Finnish National Board on Research Integrity (TENK). (TENK 2023, 20–28.)

The suspected RI violation and the related notification of suspicion can be discussed confidentially with the Research Integrity Adviser of the organisation. Making a malicious report of suspicion may in itself constitute an RI violation. The Notification Form for an Alleged RI Violation is available on the website of the Finnish National Board on Research Integrity. The national process for suspected RI violations is described in full in the latest version of the The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland guide.

4 COMPETENCE DEVELOPMENT, GUIDANCE AND CO-OPERATION

Introducing staff and students to the ethical principles and RI Guidelines is an essential element of promoting research integrity and responsible action within a university of applied sciences community.

4.1 The development of student competence

The ethical principles of Jamk University of Applied Sciences are regularly communicated to and discussed with students. Student orientations have been included in various stages of the study path. Key channels for students include orientation weeks, courses, intranet and the students websites. Sector-specific ethical guidelines related to theses and reports as well as other studies, such as practical training and working life projects, are discussed in connection with the courses in question. The students familiarise themselves with the research integrity practices described in the RI Guidelines particularly as part of the Bachelor's and Master's degree thesis process and the studies, guidance and materials supporting the thesis process (e.g. Arene's ethical recommendations for theses at universities of applied sciences). The students are active in the development of their ethical competence and participate in discussions on the ethics of activities of the higher education community at our university of applied sciences through Jamko's joint working groups.

4.2 The development of personnel competence

Familiarisation with research integrity and related procedures is part of staff orientation and competence development through online material, training, personnel meetings and the Intranet. Members of Jamk's Ethics Committee and a Research Integrity Adviser for research ethics support the development of competence throughout the academic community. The personnel commit to Jamk's common principles and policies, promote responsibility and ethics in their work, and are responsible for implementing and communicating ethical principles.

4.3 Research Integrity Adviser

The person supporting research ethics promotes research integrity in their own organisation and provides the organisation's members with confidential advice in problematic research ethics situations. The organisation ensures that there are sufficient prerequisites for Research Integrity Adviser activities. TENK's task is to strengthen the competence of Research Integrity Advisers and to develop Research Integrity Adviser activities.

Support person activity objectives in the organisation:

- promote research integrity (RI)
- provide for confidential discussion and advice on research integrity and the handling of suspected violations of it, i.e. the RI process;
- improve the identification and prevention of actions that violate research integrity
- promote TENK's actions and guidelines as well as the RI process
- lower the threshold for submitting a suspected RI violation notification in cases of suspected serious misconduct

Tasks of the Research Integrity Adviser:

- advise and support researchers and other employees in their organisation on a low-threshold basis
- guide the progress of the RI process in case of suspected RI violation
- advise on preparing a suspected RI violation report if necessary
- may advise and support the parties in the process during the RI process.

Restrictions for Research Integrity Adviser's tasks:

- responsibilities include research integrity covering all disciplines in accordance with TENK guidelines on research integrity and the handling of suspected violations there of
- as a rule, not research ethics limited to a particular branch of science
- no data management or data protection issues
- no matters concerning student misconduct

The relationship between the Research Integrity Adviser and the person they are supporting is confidential. Any material generated during meetings or discussions, such as notes or emails, may not be used in a possible RI inquiry. In addition, the Research Integrity Adviser does not participate in the processing of suspected violations of research integrity (RI). A Research Integrity Adviser cannot be someone who acts as a decision-maker or preparer in RI processes or a person close to the aforementioned persons. (TENK, Recommendations of the Finnish National Board on Research Integrity TENK for Research Integrity Advisers).

4.4 National and international operators and co-operation

National and regional operators:

- Finnish National Board on Research Integrity (TENK)
- Advisory Board on Biotechnology (BTNK)
- The National Advisory Board on Social Welfare and Health Care Ethics (ETENE)
- Ethics Committees of the wellbeing services counties

International operators:

- All European Academies (ALLEA) and ALLEA Permanent Working Group on Science and Ethics
- European Network of Research Integrity Offices (ENRIO). The ENRIO website contains European instructions and guidelines on research ethics, as well as teaching materials and case studies.

4.5 Key ethical guidelines and policies affecting ethical principles

Finnish National Board on Research Integrity (TENK)

- The RI guidelines: The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland 2023.
- The ethical principles of research with human participants and ethical review in the human sciences in Finland. Finnish National Board on Research Integrity TENK guidelines 2019.
- The ethical principles of nature and environmental research (preparation started in 2023)
- Other guidelines, materials and recommendations of the Finnish National Board on Research Integrity are compiled on the Board's website

Other instructions and guidelines

- Ethical recommendations for theses at universities of applied sciences. The Rectors' Conference of Finnish Universities of Applied Sciences Arene, latest version.
- Ethical guidelines for international student recruitment in higher education institutions. Finnish International Education Agent Code of Conduct (ACoC), The Rectors' Conference of Finnish Universities of Applied Sciences Arene 2024.
- Declaration for open science and research and its policies and recommendations (latest valid versions). Finnish National Board on Research Integrity.
- Opinnäytetyön aineisto ja tietosuoja (Thesis Data and Data Protection, info package for thesis supervisors, in Finnish). Kanerva, P., Mure, L., Laine, K., Hyrkäs, E., Hynnä, N., Satama, M., Huuskonen, S., Päällysaho, S., & Marjamaa, M. (2024, May 2). Zenodo.
- The ethical guidelines for responsible academic partnerships with the Global South. Salas B. & Avento K. Finnish University Partnership for International Development, UniPID 2023.
- Coara - Coalition for Advancing Research Assessment.

Jamk instructions and guidelines that support ethical principles:

- Current Jamk Strategy
- Sustainable and Responsible Jamk – Roadmap 2023
- Quality Manual
- Accessibility Plan
- Degree Regulations (§49)
- Early Support Model
- Equality and Non-Discrimination Plan

5 EVALUATION AND DEVELOPMENT

Jamk has an Ethics Committee whose purpose is to promote the implementation of ethical principles in the actions of the university of applied sciences. Members of the Ethics Committee represent different schools and diverse expertise in education, RDI and service activities and university services. In addition, the Ethics Committee includes representatives of the student organisation JAMKO and a Research Integrity Adviser. Members of the Ethics Committee and the Chair are appointed by the Rector and the term of office is two years. If necessary, the Committee may consult specialists outside the Committee.

The members of the committee are bound by an obligation of confidentiality for matters discussed in the committee. If a matter concerning a member of the Committee is referred to the Committee, the member must refrain from processing the matter.

Tasks of the Ethics Committee at Jamk:

- act as a body developing and monitoring the general ethical actions of the university of applied sciences
- discuss and make recommendations on ethical issues in the fields of study, education, research, development, innovation and service activities
- prepare ethical principles and guidelines for teaching and studying, monitor their implementation and develop and renew them as needed
- draw up principles and instructions for guaranteeing the authenticity of theses and other reports, monitor their implementation and develop and renew them as needed
- to issue ethical review statements on the ethical nature of research plans and other risks involved in the study at the request of a researcher belonging to Jamk staff
- annually monitor suspected misconduct and disregard at Jamk
- co-operation within Jamk's internal working groups and institutional bodies
- co-operation with national and regional networks in the field; and
- communicate about the aforementioned matters.

The Jamk Thesis Forum (ONT forum) organises sufficient information and guidance on information management, thesis contracts, research ethics, guidelines for preparing different types of theses, and outlines other key issues related to thesis guidance and their preparation. The policies of the Thesis Forum are binding to the actions of thesis work groups and thesis supervisors.

The Education Management Team develops education processes, monitors performance and the quality of education. The Education Management Team contributes to monitoring the implementation of ethical principles in education and, if necessary, makes development proposals to the Ethics Committee..

The task of the Jamk RDI Management Team is to develop the processes of research, development and innovation activities to increase productivity, quality and effectiveness. This also includes the development of research ethics.

