



EESTI
ETTEVÕTLUSKÕRGKOO
MAINOR

ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES
CODE OF ETHICS

APPROVED
by EUAS Council Regulation No. 2.1.1-25
of 21 December 2020

I GENERAL PROVISIONS

1. The Code of Ethics has been created to support the members (students, teaching staff, employees) of the Estonian Entrepreneurship University of Applied Sciences (hereinafter referred to as the EUAS) in recognising, preventing and solving complicated situations. The Code of Ethics reflects the organisational culture and significant moral values of the EUAS.
2. As members of the EUAS, we are responsible for ensuring that our conduct is ethical. The purpose of the Code of Ethics is to support the promotion of ethical standards among the members of the EUAS and to strengthen the common understanding of ethical conduct in communication with one another and with partners, owners and the society in general.
3. The ethical principles described in the Code of Ethics comply with the core values, mission and vision of the EUAS. The core values of the EUAS are:
 - **Responsibility and care** – we take a responsible attitude towards work and studies and value the organisation and the development of its members. We notice and take into consideration the needs, expectations, activities and achievements of our colleagues, students, alumni and partners on a daily basis.
 - **Science-basis and entrepreneurship** – we create an environment for students that supports entrepreneurialism and creativity and the acquisition of knowledge based on a scientific approach and applicability. In cooperation with members and external stakeholders, we initiate and effectively implement improvements and changes in the organisation and society.
 - **Innovation and openness** – we are open to new ideas and solutions and apply them effectively. We establish and foster cooperative relationships with various partners at home and abroad. We grant equal access to studies to all motivated and capable people interested in them.
4. The success of the EUAS depends on trust among members and a good reputation. We value all of our members and support ethical conduct. We expect the members of the EUAS to conduct themselves according to our Code of Ethics and values. The members of the EUAS ensure that the activities of the company comply with the laws and legislation that apply in the places the company is represented.
5. A member of the EUAS reports any act or conduct that is reprehensible and in contravention of ethical principles in order to end the reprehensible act or conduct. A written report can be submitted to the ethics committee if no action is taken after attention is drawn to the reprehensible act or conduct and it is allowed to continue (see Annex 1. Work Procedure of the Ethics Committee).
6. A reprehensible act or dishonourable conduct means ignoring generally acknowledged standards of behaviour or internal guidelines or violating the law.

II RESPONSIBILITIES

7. The EUAS ensures that its members can view the Code of Ethics in the SIS, but each member is personally responsible for compliance with the Code of Ethics and the implementation of ethical principles.

III HEALTH AND SAFETY

8. The EUAS is a socially responsible company. Health and safety play an important role in joint activities and these aspects must be considered in everything related to students, employees, teaching staff and partners. A member of the EUAS behaves in a manner that does not jeopardise their own health and safety and that of others.
9. The members of the EUAS create an environment where parties feel safe in order to draw the attention of other members or their line manager to smaller or bigger problems.

IV BEHAVIOUR BASED ON OPENNESS AND MUTUAL RESPECT

10. The EUAS has an open organisational culture. The members of the EUAS respect the multitude of opinions and appreciate constructive and open discussions. We are unbiased and solution-oriented when making decisions. Openness is the foundation of motivation, trust and security.
11. The members of the EUAS regard each other, our partners and the society positively without differentiating between people on the basis of gender, religion, race, ethnicity, cultural background, special needs, sexual orientation, marital status, age, education, wealth or political conviction.

V HONESTY AND CONFLICT OF INTEREST

12. As members of the EUAS, we are honest in our activities, care for the environment, act transparently and regard the resources at our disposal in a responsible manner. In the case of a possible conflict of interest where personal interests may affect work-related decisions, the member of the EUAS shall inform the Vice Rector for Academic Affairs of this. Based on this information, the person who was notified will decide whether a conflict of interest exists. If a conflict of interest does exist, the related person may no longer be involved in the case.
13. The members of the EUAS follow and respect all applicable laws and regulations and have zero tolerance for corruption. The members of the EUAS do not offer, give, accept or receive directly or indirectly bribes or any other inappropriate benefits for business or personal benefits, either in their own name or on behalf of others. If someone in the company is offered anything that can be considered a bribe, they must inform their line manager of this.

VI RELIABILITY

14. The members of the EUAS keep their promises and follow the agreements they have entered into.
15. The members of the EUAS use all of the work-related information at their disposal responsibly and professionally. Access to private or confidential information is restricted by position and duty.
16. The members of the EUAS maintain the secrecy of any private or confidential information about the company or the students and/or partners and do not use said information for purposes not directly related to the provision of a service to the data subject, excluding with the permission of the parties and in the cases set forth by law.

VII RELATIONS WITH THE MEDIA AND GENERAL PUBLIC

17. We make promises on behalf of the members of the EUAS or the school only if we have the necessary authorisation and possibilities.
18. The queries received by the members of the EUAS about the company, a lecturer or an administrative employee or requests to represent the EUAS in public are sent to a member of the management board of EUAS. The members of the EUAS use a correct manner of expression, avoid the disclosure of confidential and sensitive information and do not disparage anyone when communicating with the media and the public.

VIII ACADEMIC ETHICS

19. The principles of academic ethics reflect the general ethical starting points and guidelines on conduct, which the members of the EUAS proceed from in their academic and scientific activities and in communication with the society as researchers.
20. The principles of academic ethics have been prepared on the basis of the general principles of ethics, the core values of the EUAS and the principles of the Code of Conduct for Research Integrity.
21. The members of the EUAS are neutral in their scientific work and neither represent any ideologies nor express their personal political opinions, which would contradict the objectivity of the scientific method. A condescending attitude towards the representatives of other disciplines must also be avoided.

VIII.1 GENERAL PRINCIPLES

22. The EUAS supports the professional development of its members. The learning, creative, research and working environment of the EUAS is tolerant in respect of personal and social differences. Problems arising from possible disagreements in scientific and academic work will be solved via equal participation of the parties.
23. The members of the EUAS are honest, they support and value academic freedom in academic and scientific activities, follow the principles of academic ethics and avoid any kind of academic fraud. The members of the EUAS follow the requirements for the use of an author's intellectual property, databases and licences software and respect the protection of sensitive data and private property. Scientific work must be innovative, based on identifiable sources and correctly referenced.
24. Academic fraud entails the following:
 - introducing the ideas, work or words of another person without referring to this person as required, clearly and unambiguously
 - submitting someone's (incl. your own) earlier written work in your own name or using parts thereof without correct academic citation
 - use of unethically collected or dishonestly obtained data or false data
 - forbidden exchange of knowledge (e.g. telling someone the right answer, copying someone else's answers, use of forbidden items) by students whose study results are being assessed

- taking an exam or defending a thesis for someone else when learning outcomes are being assessed
 - ignoring the confidentiality obligation
 - establishing a preferential situation that is not justified with the established rules
 - submission of false data in the process of the assessment of results or when applying for financing or for a position in respect of yourself or others
25. Academic fraud or violations of the principles of academic ethics are impermissible and such cases are subject to discussion in the ethics committee of the EUAS (see Annex 1). The further steps to be taken by the school (e.g. a reprimand, decree) will be decided according to the seriousness of the fault.

VIII.2 ACADEMIC EDUCATION

26. The EUAS fosters an environment that is favourable to learning and development. A lecturer is independent in teaching their subject according to the established curriculum, learning outcomes and rules of organisation of studies.
27. The acquisition of higher education is a free decision and is the responsibility of the students. Being a student or a lecturer calls for responsible and determined action in academic and scientific work and being strict with yourself. Academic activities are based on honesty, responsibility, correctness, dignity, punctuality and accuracy. Academic communication between students and teaching staff is based on mutual courtesy and respect.
28. A lecturer is responsible for their professional development and sets an example to students in terms of their knowledge, behaviour, manner of communication and the consistency of their words and actions. They consider the changing and developing research environment and its impact on the speciality. The lecturer supports the personal development of the student by establishing a creative learning environment. They proceed in their work from evidence and science and value critical thinking by students as well as their analytical skills.
29. The lecturer assesses the outcomes of the student's work objectively and without bias and discloses the results anonymously or in the manner agreed with the student. The lecturer as a supervisor communicates with students cooperatively and benevolently, supports the supervised student and fosters their personal development.
30. The lecturer follows the principles and values of the Code of Conduct for Research Integrity and expects this of their colleagues and students as well, reports any breaches of academic ethics and asks colleagues for advice in the case of suspicions. Academic fraud in any form whatsoever is impermissible and punishable according to the seriousness of the fault.

VIII.3 ESTONIAN CODE OF CONDUCT FOR RESEARCH INTEGRITY

31. The members of the EUAS proceed from the principles and values of the Estonian Code of Conduct for Research Integrity prepared by research institutions, the Estonian Academy of Sciences and the Ministry of Education and Research and follows the principles and regulations of personal data protection.
32. The principles of the Code of Conduct for Research Integrity provide guidelines on how to make choices in research in a manner does not damage the reliability of the researcher, the institution of higher education or the research as a whole. The most significant values of good research are freedom, responsibility, honesty and objectivity, respect and concern, fairness,

openness and cooperation.

33. A member of the EUAS follows the compliance of their research with the principles of academic ethics and the requirements and regulations established for research throughout the research period. If any contradictions or problems appear, they are responsible for reporting them and solving them in an honest and transparent manner.
34. The members of the EUAS keep in mind when doing research that the persons/organisations included in the research are treated according to the principles of the Code of Conduct for Research Integrity, which means that the free will of the included persons is respected, their dignity, privacy and wellbeing are guaranteed and their interests are not harmed. The persons involved are informed of the nature of the research (objective, methods, use of results, data protection), and the positive impact and benefits of the research are shared with them.
35. As a reviewer and an expert, the member of the EUAS guarantees that they perform their activities to a high quality and in a timely manner and that the research results are kept confidential and behaves in an objective and unbiased manner. If necessary, e.g. upon the emergence of conflicts of interest, the researcher removes themselves from the position of decision-maker, assessor, reviewer or expert.
36. In the case of the publication and implementation of the results of research, the member of the EUAS considers the interests and rights of all researchers and partners who contributed to the research in issues concerning authorship, intellectual property and recognition. As a researcher, they disclose all of the conflicts of interest related to their research well in advance and inform the magazine or publisher of any financial or other interests and personal relationships that influence the reliability of the research.
37. The EUAS consciously prevents conflicts of interest in the election or appointment of persons for positions, the division of resources and the recognition of researchers, guarantees favourable conditions for researchers for the reconciliation and balancing of different roles and responsibilities and guarantees a safe working environment and equal treatment for all of their employees.

IX UPDATING THE CODE OF ETHICS

38. Any amendments to the Code of Ethics are prepared and submitted to the EUAS Council by the ethics committee of the EUAS.

Annex 1. Rules of procedure of the ethics committee

The ethics committee proceeds from the general principles of ethics, the core values of the EUAS and the respective regulations and guidelines in its work and when making proposals. The goal of the ethics committee is to help find solutions to problems and make proposals regarding the school's conduct.

The ethics committee consists of five members: Vice Rector for Academic Affairs (chair), two teachers who represent the academic staff, a student representative and an administrative staff representative. A meeting of the ethics committee is initiated by the Vice Rector for Academic Affairs. Members of the ethics committee, except for the chair, are elected by way of a public survey held in the Intranet of the EUAS on 15 September at the latest and approved by the Rector of the EUAS for one academic year by 1 October of the current academic year. The criterion for the selection of members is that a member of the committee must be able to support the resolution of cases in Estonian, Russian and English. The authorities of committee members remain in force until the next composition of the ethics committee is approved.

If a member of the committee cannot participate in the work of the committee with good reason (e.g. long illness), the chair of the committee has the right to replace the member with a representative from the respective stakeholders. The Rector covers for the chair of the ethics committee, if necessary. The chair of the ethics committee has the right to include additional members if the need for this is justified.

The members of the EUAS have the right to submit a request to the chair of the ethics committee in order to obtain an opinion on conduct that is in conflict with ethical principles, solve an ethical conflict or deal with a problem that requires counselling, using the e-mail address etika@eek.ee. Cases concerning the activities of a student, a lecturer or an employee in the school or outside the school that damage the school's reputation and/or do not proceed from the general values and ethical beliefs of the school are referred to the ethics committee.

According to the received requests, the chair of the ethics committee calls the committee not later than within five days of the moment the request was received. The chair of the ethics committee obtains written letters of explanation from the persons directly involved in the case, if possible and necessary, in order to obtain a thorough overview of the case and give the parties the opportunity to explain themselves. The ethics committee adopts a consensual and justified position on the basis of generally acknowledged standards of conduct, internal guidelines (incl. the Code of Ethics of the EUAS and the principles of academic ethics, the study regulations) and the applicable law. If there is no consensus, the chair will call the ethics committee again in five working days. If no consensus is reached, the ethics committee will adopt a justified position on the basis of a majority vote. If necessary, the ethics committee makes a proposal to the Rector regarding the action to be taken by the school within two days of the ethics committee making a justified decision.

Upon the proposal of the ethics committee, the Rector has the right and the duty to, depending on the seriousness of the fault, decide on the further steps to be taken by the school (e.g. a reprimand, decree). The chair of the ethics committee informs the person who filed the request of the action to be taken by the school within five working days of the ethics committee making its decision.

At least once per semester, the chair of the ethics committee gives the members of the EUAS a non-personalised overview of the activities of the ethics committee. The Code of Ethics (incl. the work procedure of the ethics committee), the requests submitted, the materials related thereto and the minutes of meetings are accessible to the members of the ethics committee in DHS. The decisions of the ethics committee concerning the conduct of students and employees are kept in

their personal SIS folders as confidential information.