



APPROVED
by the Riga Graduate School of Law
Senate meeting of 25 November 2019
Decision No. 9

Code of Ethics for Students, Faculty and General Personnel of Riga Graduate School of Law

1. Introduction

1.1. The mission of the Riga Graduate School of Law (hereinafter, the RGSL) shall be as follows: provide high profile, internationally oriented education in the realm of legal studies to prepare the students for a rapidly changing world.

1.2. The purpose of the Code of Ethics of RGSL (hereinafter, the Code) is to promote the culture of ethics of RGSL and facilitate implementation of its mission. The Code is a document that defines the values and principles of conduct for students, faculty and general personnel of RGSL.

2. Values and Principles of Ethics of RGSL

2.1. Values and principles of RGSL shall be as follows:

- 2.1.1. Professionalism;
- 2.1.2. Loyalty;
- 2.1.3. Fellowship;
- 2.1.4. Impartiality;
- 2.1.5. Respect and dignity;
- 2.1.6. Solidarity
- 2.1.7. Confidentiality;
- 2.1.8. Academic honesty.

3. Principles of Ethics

3.1. Students, faculty and general personnel shall abide by highest professional and academic standards, be **professional**, and responsible for their work.

3.2. **Loyalty** entails fairness and dedication to the school and duty to promote its image and good standing in the public.

3.3. **Fellowship includes:**

3.3.1. Duty to share one's professional / academic experience, except in cases of legal or ethical limitations.

3.3.2. Duty to refrain from unfounded and in absentia criticism of colleagues' work and professional duties and conduct. Criticism shall be open, objective, and well-argued. Criticism may not be personal or offensive.

3.4. **Impartiality** entails fair and honest assessment of academic and professional achievement.

3.5. Any relations shall be based on **respect and dignity**. Each and every student and employee shall respect each other. Arrogance, and demonstration of superiority are a sign of no self-respect, and not of authority or confidence. Mutual respect entails tact that is an opposite of intolerance and rudeness. No derision, or cruel irony shall be acceptable, any critical remarks shall be tactful and not personally offensive.

3.6. **Confidentiality** entails a duty not to disclose personal information received during performance of one's professional duties. All information that is not readily available shall be considered personal, and may not be indirectly or directly made available to persons who have no right to receive it.

3.7. **Academic honesty** is a principle that applies to students and faculty and entails impartiality, responsibility, mutual respect and trust, and excludes false representation and fraud. Academic dishonesty entails any type of fraud, including misrepresentation of work, use of materials of other authors without due references, forging of information, plagiarism and self-plagiarism.

4. Ethics Guidelines for Students

Each and every student of RGSL undertakes to:

4.1. Serve as a respectable representative and supporter of the school.

4.2. Avoid and refuse any conduct that may undermine his/her standing and image as an individual and as a student.

4.3. Complete the respective study programme with integrity to become a recognised expert in the chosen area.

4.4. Study independently, fairly and responsibly.

4.4.1. Participate in classes as agreed, arrive for classes on time, participate in internships according to study plans, take tests and exams, as well as submit coursework in due time;

4.4.2. Do not present work prepared by other persons or any part thereof as his/her own work;

4.4.3. Never allow that any tests and exams and assignments are taken by students who present them as fellow students;

4.4.4. Do not use any materials not pre-approved by the examiner during any tests or exams;

4.4.5. Serve as an example to other students.

4.5. Respect RGSL academic and administrative personnel and other students. Switch off mobiles phones and other devices not necessary for the respective class during lecturers and seminars. Do not interfere with the class by conduct, attitude or deeds.

4.6. Never allow any rude or vulgar language to be used during communication.

4.7. Abide by generally accepted norms of behaviour and have good manners.

5. Ethics Guidelines for Faculty

All lecturers and professors of the school acknowledge their commitment to ethical conduct and to these guidelines:

5.1. Faculty members ensure that their teaching activities and contribution to science promote the standing of the school in Latvia and internationally.

5.2. Faculty members shall abide by the highest ethical standards. In professional and private life, they shall avoid morally dubious situations and conduct that may undermine the image of the school.

5.3. Faculty members shall ensure high quality education, engage in high profile scientific and research activities, stimulate student commitment to personal and collective development.

5.4. Faculty members shall be open to criticisms from colleagues and students and ready to improve their teaching and academic performances.

5.5. Faculty members shall share their knowledge and teaching experience to less experienced colleagues.

5.6. Faculty members in their scientific work shall be guided by the Code of Ethics of Latvian Scientists.

5.7. Faculty members shall not present their personal views as the opinion of the school or its structural units.

5.8. Faculty members shall neither engage in promotion of political, religious or other personal views during classes nor assess students depending on their closeness in political or other views.

5.9. Faculty members shall not act arrogantly, imperiously, or patronizingly towards students, peers or personnel of the school.

5.10. Faculty members shall ensure that a list of requirements, hand-outs and literature sources for the respective subject is made available to all students.

5.11. Faculty members shall ensure that all students are equally treated during their course.

5.12. Faculty members shall be fair in assessing students and their achievements.

5.13. Faculty members shall not present student ideas as their own, and do not use them in their publications without a proper reference to the author.

5.14. Faculty members shall serve as an example of ethical conduct to students.

6. Ethics Guidelines for General Personnel

Each and every employee of RGSL shall:

6.1. Be aware that his/her conduct may impact the school's standing and performance.

6.2. Abide by the highest ethical standards in the performance of their duties. Make the school an ethical body.

6.3. Continuously improve and develop his/her skills and knowledge.

6.4. Ensure that domestic or personal conflicts are not settled during working hours or in working premises.

6.5. Take care, conserve and protect the property of the school. Ensure that the school's resources are used only for the intended purpose.

6.6. Be polite, kind, helpful, and respectful towards other staff and students of RGSL.

6.7. Abide by professional discipline, perform his/her work carefully and dutifully taking responsibility for his/her performance.

6.8. Abide by statutory restrictions concerning receipt and transmission of information.

7. Implementation of the Code

7. Every RGSL student, faculty member and employee pledges to observe the guidelines established by this Code in good faith.