

Agreed upon
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APPROVED
RISEBA Senate meeting 10.10.2018. minutes No 18/1.1-07/07
AMENDMENTS
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RISEBA University of Applied Sciences ACADEMIC INTEGRITY CODE

1. THE IMPORTANCE OF ACADEMIC INTEGRITY AND FAIRNESS

1.1. The University's academic integrity policy represents a commitment to the values of honesty, ethics, and fairness, which promote the academic, personal, and professional success of faculty members and students.

1.2. Academic integrity is a necessary component of the academic environment for the University's faculty members and students, and a link between the academic environment and long-term professional and academic careers.

1.3. The main **purpose** of the academic integrity outlined below is to promote a fair academic culture at the University, not to expose and punish academic misconduct by faculty members and students.

1.4. Adherence to the Academic Integrity Code must be promoted by the entire University community, including all faculty members, visiting lecturers, and faculty staff, study program administrators, deans, and school management.

1.5. RISEBA University of Applied Sciences, hereinafter referred to as RISEBA University, as the basic principles of the Academic Integrity Code, establishes the following principles of academic integrity:

- Objectivity
- Fairness
- Responsibility
- Scholarliness/Academic Rigor
- Openness, mutual respect, and trust.

2. CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS

Violations of academic integrity by students, researchers, and faculty members can be classified in the following ways:

2.1. Plagiarism

2.1.1. The concept of "plagiarism" includes, among other things, the submission by a student or faculty member of another author's work, presenting it as their own work, and/or creating the appearance that he/she has intellectual rights to it. In this case, it means an attempt to steal another person's work, thoughts or ideas, regardless of whether they have been published or expressed in writing.

2.1.2. Plagiarism includes, among other things:

- including a quote in the text without indicating precise references;
- paraphrasing text without providing appropriate references;

- not listing literature sources in the list of references;

using generative artificial intelligence (AI) without indicating references in the manner recommended in point 2.8.

2.1.3. Plagiarism on the part of a student may mean submitting a test, including an exam task, homework, term (course) paper, bachelor's, master's or doctoral thesis written by another author or generated by AI, to the lecturer, presenting it as the student's own work.

2.1.4. Plagiarism includes downloading and copying text fragments from the internet, as well as including AI-generated content in the work, without properly indicating references to the source used.

2.1.5. Plagiarism also includes submitting another author's work, which the student has acquired or stolen from another university.

2.1.6. Plagiarism on the part of a researcher or faculty member may appear in scientific work in the following form:

- Copying exact text from another source without quoting and referencing;
- Using generative AI without indicating references and the extent of use;
- Plagiarism of ideas, which means expressing another person's ideas, thoughts and inventions in one's own words and presenting them as one's own intellectual property.

2.2. Cheating

2.2.1. The definition of "cheating" includes, among other things, the actions of a student, researcher, or faculty member who knowingly and without permission attempts to use information, research, or other materials, academic assignments, and exercises that belong to another person, presenting them as their own work.

2.2.2. Cheating by a student during their studies can manifest as:

- the use of various notes and/or unauthorized aids. "Unauthorized aids" are considered a piece of paper and/or the use of other information not allowed at the particular time, on which notes have been made for the purpose of helping to remember, and which is secretly used during an exam or other test;
- copying from another student's work, research paper, term (course) paper, laboratory assignment, computer files, etc.;
- submitting a written work from another study course, presenting it as an original assignment and not receiving the lecturer's (faculty member's) explicit permission;
- dishonest use of generative artificial intelligence (AI);
- giving or selling another student's assignment or exam answers or solutions, informing students/classmates about the correct answers to the exam after taking the exam, etc.
- submitting a work, assignment, exercise, or other work prepared by another person or company (free of charge or for a fee), presenting it as one's own work.

2.2.3. Cheating by a researcher or faculty member may manifest as::

- using another faculty member's teaching materials without permission and without providing references, while presenting them as their own intellectual property;
- using and submitting a student's term (course) paper, bachelor's, master's, or doctoral thesis, presenting it as their own research results, without receiving clear permission from the student as a co-author.

2.3. Violation of Intellectual Property Rights, Including Copyright

2.3.1. The definition of "violation of intellectual property rights, including copyright" includes, among other things, the actions of a student, researcher, or faculty member who knowingly attempts to use any copyrighted materials, including by copying and duplicating computer software, duplicating and/or

reproducing Audiovisual materials, films, videos, architectural designs, schematics, or any other creative or innovative results that belong to another person, or by violating the rules for using generative AI permitted under the license, presenting them as their own work.

2.4. Data Falsification or Fabrication

2.4.1. The definition of "data falsification or fabrication" includes, among other things, the actions of a student, researcher, or faculty member when they knowingly attempt to use false or fabricated data for any purpose.

2.4.2. Data falsification and/or fabrication means that a person – a faculty member, researcher, or student – intentionally fabricates or falsifies information or a theory for their own purposes. Such falsified or fabricated data may be used in a term (course) paper, research paper, scientific monographs, projects, or other academic or research activities. Such actions may include unauthorized and intentional falsification, fabrication, and/or misinterpretation of data.

2.5. Dishonesty and Dishonest Collaboration

2.5.1. The definition of "dishonesty and dishonest collaboration" includes, among other things, the actions of a student, researcher, or faculty member who knowingly attempts to conceal collaboration or simply does not acknowledge collaboration, including co-authorship or any kind of joint work with another colleague and/or another student.

2.5.2. Such actions may include claiming individual authorship with respect to research papers, term (course) papers, bachelor's and master's theses, creative activity results, competitions, Audiovisual materials, films, videos, architectural designs, schematics, or any other creative or innovative results.

2.6. Concealing Affiliation with Another Educational Institution

2.6.1. The definition of "concealing affiliation with another educational institution" includes the actions of a researcher or faculty member who knowingly attempts to conceal their official affiliation with another educational institution where they teach courses, supervise bachelor's, master's, or doctoral theses/dissertations or other final papers, participate in any kind of projects, or engage in any other paid work, without informing RISEBA University and without receiving official permission from RISEBA for such actions.

2.7. Failure to Comply with Latvian Laws and Regulations

2.7.1. Students, researchers, and faculty members must comply with the laws and regulations of the Republic of Latvia. This means that in any oral or written expression, they must observe "the spirit and letter of the law," including in research papers, term (course) papers, radio and television programs, interviews, and any other academic activities.

2.7.2. This rule does not restrict the definition and spirit of academic freedom, which allows everyone to express research results and any thoughts, it only makes it a duty to observe state policy and adhere to business ethics in any academic activities.

2.8. Concealing the Use of Generative Artificial Intelligence (AI)

2.8.1. Students, researchers, and faculty members must adhere to the principles of ethics and academic integrity in the use of generative AI, including – the use of AI must not replace independent work, the authors of the work must clearly and precisely indicate details about the extent of AI use and the direct scope of use, in the case of AI use, information verification must be performed and full responsibility must be taken for the use of AI-generated information – the use of incorrect information is the responsibility of the author and is equated to incorrect answers in student work.

2.8.2. In the case of using AI-generated content, the reference must include the name of the AI tool used, the date of use, and the author's information request (prompt), for example, "{date} in response to the request {wording of the request} {tool name} provided the answer {AI-generated answer}".

2.8.3. In students' bachelor's, master's, or doctoral theses, the use of generative AI must not only be accompanied by the references mentioned in point 2.8.2, but also reflected in the author's declaration text,

for example: "The author certifies that the work has not been created in full or in part using generative artificial intelligence. The contribution of generative artificial intelligence used in the creation of the work is precisely and fully indicated with appropriate references."

3. IDENTIFICATION OF ACADEMIC INTEGRITY CODE VIOLATIONS AND POTENTIAL CONSEQUENCES (PENALTIES)

3.1. RISEBA University has the authority and official right to make legal decisions and judgments, as well as to impose penalties if the Academic Integrity Code is violated.

3.2. In the event of a violation of this Code, the actions of RISEBA University are governed by the relevant articles of RISEBA's internal regulations, which are binding on every RISEBA student, researcher, or faculty member.

3.3. RISEBA University's internal regulations describe the procedures and verification activities in cases that may be suspicious in terms of academic ethics/integrity, including the application of penalties for each case of violation.

3.4. Each (case of) violation of academic integrity by students, researchers or faculty members must be reported to the Faculty Dean, who will initiate the setting up of the Academic Integrity Committee meeting, who will initiate the process for convening a meeting of the Academic Integrity Committee.

REFERENCES

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