

CODE OF ACADEMIC ETHICS

The mission of Estonian Business School (EBS) is:

- to help students set and achieve their career, financial and life goals through degree studies and lifelong learning, a high-quality network of contacts and experimentation based on practical experience;
- and to help organisations achieve their goals via human resources involved in lifelong learning and the implementation of the knowhow that EBS has amassed and draws upon.

EBS performs this mission through research and development activities and studies based on scientific research. Our aim is to serve society in Estonia and to refrain from unethical behaviour.

1. GENERAL PROVISIONS

- 1.1 The code of academic ethics of EBS (hereafter referred to as the Code of Ethics) sets out the ethical principles by which the staff and students at the university are guided in their studies, their research and development activities and their communication with the public and foreign partners.
- 1.2 The Code of Ethics is based on the [statute](#), [development plan](#), [academic regulations](#) and other internal legal acts of EBS, [good scientific practice](#), legislation regulating the field of academic ethics (the [Copyright Act](#), the [Personal Data Protection Act](#), etc.) and recognised international norms.
- 1.3 The Code of Ethics supports an organisational culture based on the core values of EBS, which promotes the development of all.

2. ETHICAL PRINCIPLES OF STAFF AND STUDENTS

- 2.1 The ethical principles of the staff and students at EBS derive from our core values, in accordance with which everyone:
 - 2.1.1 is guided in their activities and way of thinking by the tenet of respect for human dignity that precludes the discrimination of other people on the basis of their gender, race, skin colour, ethnic and social background, beliefs and convictions, political and world views, financial status, language, membership of a national minority, ancestry, disabilities, age, sexual orientation or other characteristics;
 - 2.1.2 has the opportunity and the right to express their opinions and outline their views, doing so in a professional and well-argued manner, but at the same time being critical of their own knowledge and behaviour;
 - 2.1.3 is honest and responsible and observes requirements pertaining to the use of intellectual property and unlicensed software as well as to plagiarism, teaching and learning, publishing and working with partners;
 - 2.1.4 is respectful towards other members of staff and students at EBS and to the university's partners and visitors;
 - 2.1.5 is creative and innovative and works with national and international organisations that support the development of EBS;
 - 2.1.6 upholds the reputation and trustworthy image of EBS and honours the university's history, traditions and symbols;
 - 2.1.7 prevents conflicts of interest in the election or appointment of people to positions within the university, in the allocation of resources and in the bestowing of recognition; and
 - 2.1.8 promotes the shaping of a creative environment among the collective and adopts a tolerant attitude towards colleagues, welcoming and recognising their success.

3. ACADEMIC STUDIES

3.1 Relations between academic staff and students are based on mutual respect and civility.

3.2 Honesty, accuracy and a sense of propriety and responsibility form the basis of teaching and learning and of other academic activities.

3.3 Academic staff:

3.3.1 are competent and dedicated and foster an environment that is favourable to learning and development;

3.3.2 set an example to students in terms of behaviour and consistency of their words and actions;

3.3.3 value students and assess the results of their studies objectively and impartially;

3.3.4 value critical thinking and fact-based argumentation in students;

3.3.5 take an evidence-based approach to their work and do not present unsupported facts;

3.3.6 promote a creative learning environment;

3.3.7 explain to students good practice in research and advocate the conformity of the work done by the students they are supervising to the principles of good practice; and

3.3.8 are responsible for their own professional development.

3.4 Students:

3.4.1 uphold the reputation and maintain the property of EBS and do not damage either in any way;

3.4.2 take an honest, responsible and dedicated approach to the fulfilment of their learning tasks;

3.4.3 are disciplined and observe the established rules of behaviour;

3.4.4 adopt a respectful attitude towards other students and staff at EBS;

3.4.5 are creative and capable of showing initiative;

3.4.6 follow the principles and adhere to the values of good scientific practice;

3.4.7 set an example to others in terms of their attitude, words and actions; and

3.4.8 prevent the abuse of their professional skills, which could harm the interests, development and results of other individuals or institutions.

4. RESEARCH ETHICS

4.1 At every stage of research, the author must remain honest. As a supervisor and reviewer, they must refrain from any form of misrepresentation, such as fabricating or falsifying data, plagiarising others works, disregarding the work, data or protocols of other authors and disregarding confidentiality requirements.

4.2 Research in which people form the object of research must not contravene the principle of human dignity or basic human rights.

4.3 In all research work in which the subjects under study are people, it is mandatory to inform those being studied of the nature of the research (its aim and methodology, how its results will be used and how the data from the research will be protected), their right to withdraw at any time, their right to forbid the use of their data, etc.

5. ACADEMIC FRAUD

5.1 The students and academic staff at EBS neither resort to nor approve of academic fraud. Matters pertaining to cases of academic fraud are stipulated by the academic regulations of EBS.

5.2 The students and academic staff at EBS neither resort to nor approve of plagiarism, including self-plagiarism. The identification of plagiarism in the written work of students and the processing of such cases are stipulated by the academic regulations of EBS.

6. RESOLUTION OF DISPUTES AND DISAGREEMENTS

- 6.1 EBS guarantees that in all decisions affecting the university, conflicts of interest are resolved transparently, impartially and fairly.
- 6.2 EBS gives all of its staff and students the opportunity to inform the university of conflicts of interest confidentially.
- 6.3 Where possible, disagreements arising among staff and students at EBS and ethical problems connected to research and development activities are resolved by the parties confidentially among themselves. The EBS Ethics Committee can also be of assistance in resolving conflicts.