

APPROVED  
by the Council of the Tallinn Health Care College  
Decision No 2.1 of February 9, 2019

## TALLINN HEALTH CARE COLLEGE CODE OF ACADEMIC ETHICS

### 1. GENERAL PROVISIONS

1.1 The Code of Academic Ethics (hereinafter „the Code“) of Tallinn Health Care College (hereinafter „the College“) sets out ethical standards for the College to be followed by the College membership in teaching and research, and activities relating to the College.

1.2 The Code is based on good habits in scientific writing, [the Statute of Tallinn Health Care College](#), [the Development Plan](#), [the Regulation for Development](#) and other laws in force (e.g. [the Copyright Law](#), the Law on the Protection of Personal Data, etc.) and generally recognised international norms.

1.3 The Code aims to support the organisational culture, which is based on the core values of the College (people, cooperation, inclusion, development), and to promote everyone's development.

1.3.1 People are the core values of the College.

1.3.2 The College enhances its employees' and students' teamworking skills through cooperation with organisations supporting development at national and international level.

1.3.3 Employees, students, alumni and partners have been involved in the organisational management and development.

1.3.4 The College membership is characterised by innovativeness, encouragement and enthusiasm.

1.4 The Code was developed by the Ethics Committee in cooperation with the RUTA workgroup in Tallinn Health Care College.

### 2. ETHICAL STANDARDS FOR THE COLLEGE MEMBERSHIP

2.1 Ethical standards for the College membership are based on the core values, according to which, each member of the College:

2.1.1 observes the principles of respect for human dignity, which prohibit discrimination of other people based on sex, race, skin colour, ethnic or social origin, religion and belief, political and ideological attitudes, property, language, belonging to a national minority, birth, disability, age, sexual orientation, etc. in his/her activities and way of thinking;

2.1.2 has the opportunity and right to give his/her opinion, describe his/her views, doing this competently and argumentatively, as well as being critical of himself/herself, his/her knowledge and behavior;

2.1.3 demonstrates honesty and responsibility, complies with the requirements concerning the use of intellectual property and unlicensed software, plagiarism, teaching, learning, publication and cooperation with partners;

2.1.4 shows respect for the College membership, their partners and foreign visitors;

2.1.5 demonstrates his/her creativity and innovativeness, cooperates with domestic and international organisations;

- 2.1.6 keeps reputation and credibility of the College; shows respect for the history, traditions and symbolism of the College;
- 2.1.7 prevents conflicts of interest when selecting or appointing persons for the positions, sharing resources and credit;
- 2.1.8 pays high attention to creating a creative environment in a group, is tolerant of colleagues and welcomes the success of colleagues

### **3. ACADEMIC EDUCATION**

3.1 Communication between a lecturer/teacher and a student is based on mutual respect and politeness.

3.2 Each educational and academic activity is based on integrity, correctness, accuracy and responsibility.

#### **3.3 Lecturer/teacher:**

3.3.1 demonstrates his/her competence and is committed to work, creates a favourable environment for learning and developing;

3.3.2 is a role model for his/her students demonstrating positive behaviour and the coherence between his/her words and actions;

3.3.3 values a student, evaluates his/her learning results objectively and impartially giving no unsubstantiated comments;

3.3.4 values students` critical thinking and their recitals based on facts;

3.3.5 performs his/her work bearing in mind evidence-based facts, rather than unsubstantiated ideas;

3.3.6 creates a creative learning environment;

3.3.7 explains good habits in scientific writing to students and makes sure that the research supervised by him/her is consistent with the principles of good habits in scientific writing;

3.3.8 is responsible for his/her professional development.

#### **3.4 Student:**

3.4.1 protects reputation and property of the College and traineeship institution, and does not cause any damage to them;

3.4.2 fulfils the approved curriculum and a lecturer`s requirements according to the curriculum;

3.4.3 performs tasks related to study and practice with honesty and responsibility being dedicated to these tasks;

3.4.4. is disciplined and obeys the rules of conduct in learning and practical environment;

3.4.5 shows respect for students and lecturers/teachers;

3.4.6 demonstrates his/her initiativeness and creativity;

3.4.7 respects the principles and values inherent in scientific writing;

3.4.8 shows an exemplary attitude in his/her speeches and activities;

3.4.9 transmits health-promoting ideology giving his/her own example;

3.4.10 avoids misuse of the professional skills, which may affect adversely interests, development and outcomes of other persons or institutions.

### **4. ACADEMIC ETHICS**

4.1. The author of the research must possess integrity in each stage of the research. He/she must avoid any kind of cheating, e.g. data fabrication or falsification, plagiarism, sabotage of the research, data or protocols of other authors, and as a supervisor or a referee, ignorance of confidentiality

4.2 Human subject researches must not be contrary to human dignity and basic human rights.

4.2.1 For all human subject researches, there is an obligation to develop informed consent form and to inform participants about the nature of the research (aim, methods, use of the results, data protection), the right of a participant to withdraw from the consent at any time and prohibit the use of his/her data, etc.

4.3 Ethical aspects relating to research are treated in „The Structure and Formation of Papers in Tallinn Health Care College“

## **5. ACADEMIC FRAUD**

5.1 Lecturers/teachers and students of the College avoid and do not accept any fraud (see „[The Academic Regulations of Studies in Tallinn Health Care College Study Regulations](#)“).

5.2. Lecturers/teachers and students avoid and do not accept plagiarism (see „[The Procedural Rules for Detecting and Processing Plagiarism in Student Papers of Tallinn Health Care College](#)“)

## **6. DISPUTE RESOLUTION AND RESOLVING DISAGREEMENTS**

6.1 The College provides resolving any conflicts of interest relating to the College transparently, impartially and fairly.

6.2 All the members of the College have an opportunity to inform about conflicts of interest confidentially.

6.3 Any disagreements and problems related to research and creativity are possibly resolved between the parties confidentially. The Ethics Committee of the College helps to resolve conflicts.