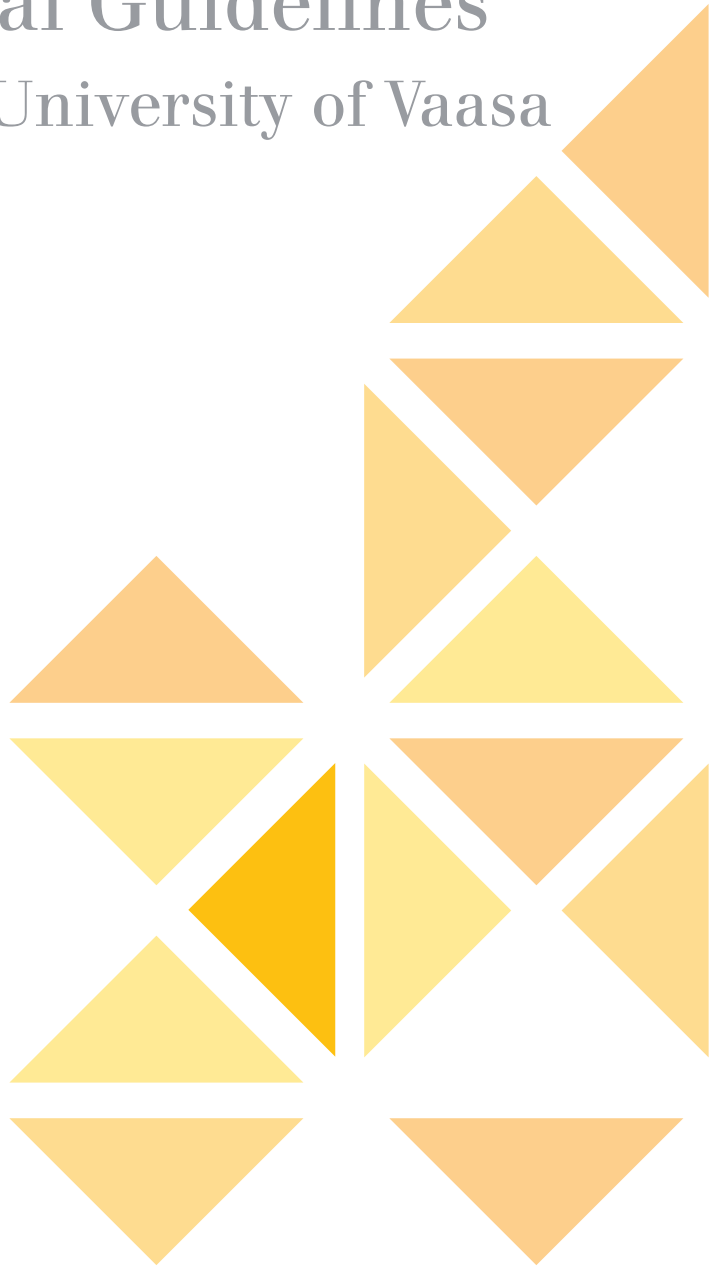


# Ethical Guidelines of the University of Vaasa



# Ethical Guidelines of the University of Vaasa

Ratified by the Board of the university on November 29<sup>th</sup> 2013.

*The universities must arrange their activities so as to assure a high international standard in research, education and teaching in conformity with ethical principles and good scientific practices.*

## Universities Act

### The Premises

According to the strategy of the University of Vaasa, the success of the university is based on high-quality scientific research, education based on research and relevant to working life, on a well-functioning study environment, internationality, communality and active networks.

Success and high-quality in the academic community require awareness of ethics. The ethical principles and commitment to them guide the members of the university in research, teaching, studying, administration and interaction with the society.

### Ethics of the University

The following ethical principles guide the members of the university:

- The aims are high quality and strong expertise
- The members are responsible and reliable when they carry out their tasks and shared affairs.
- The members of the university commit to working together and are loyal to each other and the agreed goals.
- The members treat each other and those outside the university respectfully, equally, and fairly.
- The university takes a global responsibility in its work and contributes to the fulfilment of sustainable development.

## Recommendations

- ▶ The university ensures that the teachers, researchers, other staff, and students are aware of good ethical practices. It organizes education and counselling to support awareness and to integrate the ethical principles in everyday activities.
- ▶ The ethical guidelines can be easily found on the university website.

## Guidelines for Students

As a student I shall:

- Support my and others' learning.
- Behave appropriately and follow the principles of the academic community.
- Appreciate the teachers' research and teaching by being an active and responsible student in teaching situations and by working according to the agreed instructions.
- Support a positive atmosphere in teaching situations and provide constructive feedback.
- Act honestly, and not engage or tolerate cheating, such as copying answers or reproducing text of another author without due acknowledgment.

## Recommendations

- ▶ Ethical issues of studying are discussed in the orientation of new students when they are familiarized to university studies and their study subject.
- ▶ Ethical guidelines and good practices are particularly important when working in groups.
- ▶ When working online, attention is paid on the academic requirements of using sources and material.
- ▶ The student should understand the principles of good ethical practices and request guidance when necessary.
- ▶ Particular attention is paid to guiding and instructing international students to avoid misunderstandings due to cultural differences.

## Guidelines for Teachers

The ethical guidelines for teaching apply to all planning and preparation of teaching, teaching situations, evaluation of learning, and working with students.

As a teacher I shall:

- Support learning and advance critical and scientific thinking.
- Advance internationalization and multiculturalism.
- Treat students equally regardless of gender, age, ethnicity, nationality, or physical or other differences.
- Evaluate students' learning appropriately and using justifiable criteria, and give recognition for achievements.
- Intervene in academic fraud following the agreed procedures.
- Advance appreciation of teaching by my own actions
- Advance the well-being and solidarity of the university

## Recommendations

- ▶ Ethical training shall be organised for the personnel to increase awareness, so that possible conflicts can be dealt with and solved.
- ▶ The university shall ensure that the appropriate practices are agreed upon and that everyone is aware of them.
- ▶ A part of the duties of the Education Council of the university shall be to discuss the ethical guidelines for teaching, supervising, and studying, to bring forward any needs to update the guidelines and to inform of them.

## Guidelines for Research

The research community of the university has a responsibility to follow good academic practices, and to maintain the research ethics. Good academic practices include following subject specific research practices and professional ethics.

## Recommendations

As a researcher I shall:

- ▶ Advance critical thinking and the conditions of research work.
- ▶ Be loyal to my colleagues and appreciate their work.
- ▶ Respect human dignity and not violate anyone's autonomy, integrity, or rights by my research.
- ▶ Be careful and honest when conducting and reporting my research.

## Guidelines for Administration and Management

The university, the Board, and the members of the university follow laws, decrees, and the guidelines of the university when carrying out their duties.

The university is committed to the principles of good administrative practices. The members of the university report all possible engagements and conflicts of interest relevant to their duties, and disqualify themselves if needed.

The decisive values in administration, management, and the Board are responsibility, high level of expertise, and openness and transparency of actions.

Decisions are notified accurately and truthfully without undue delay.

It is taken care that ethical actions are an essential and self-evident part of the quality assurance system of the university.

## Recommendations

- ▶ The decisions of the university are notified without delay, appropriately, and in a manner that is respectful towards individuals.
- ▶ Resources are used carefully and following the principles of sustainable development.

## Guidelines of the University of Vaasa

Responsible conduct of research and procedures for handling allegations of misconduct in Finland (2012). Available at: [http://www.tenk.fi/sites/tenk.fi/files/HTK\\_ohje\\_2012.pdf](http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf)

Vaasan yliopiston johtosääntö (“Regulations of the University of Vaasa”)

Degree Ordinance of the University of Vaasa

Procedures in Case of Academic Fraud at the University of Vaasa

Language Policies of the University of Vaasa

Oppilaitoksen toiminnan kehittämiseen tähtäävä tasa-arvo- ja yhdenvertaisuusohjelma (“Equality Programme of the University”)

Vaasan yliopiston esteettömyyssuunnitelma (“Accessibility Plan of the University of Vaasa”)

## Acts, Decrees, and Regulations

Universities Act 558/2009. Translation available at: <http://www.finlex.fi/en/laki/kaannokset/2009/en20090558.pdf>

Universities Decree 115/1998. Not available in English. Finnish document available at: <http://www.finlex.fi/fi/laki/alkup/1998/19980115>

Government Decree on University Degrees 794/2004. Available at <http://www.finlex.fi/en/laki/kaannokset/2004/en20040794.pdf>

Non-Discrimination Act 21/2004. Available at: <http://www.finlex.fi/en/laki/kaannokset/2004/en20040021.pdf>

Administrative Procedure Act 434/2003. Available at: <http://www.finlex.fi/en/laki/kaannokset/2003/en20030434.pdf>

## Literature

Clarkeburn, Henriikka & Mustajoki, Arto (2007). Tutkijan arkipäivän etiikka. Tampere: Vastapaino.

Hallasmaa, Jaana, Launi, Veikko, Lötjönen, Salla & Sorvali, Irma (toim.) (2006). Etiikkaa ihmistieteille. Suomalaisen kirjallisuuden seura.

Kuula, Arja (2006). Tutkimusetiikka. Aineistojen hankinta, käyttö ja säilytys. Tampere: Vastapaino.

Lötjönen, Salla (toim.) (1999). Tutkijan ammattietiikka. Koulutus- ja tiedepoliittikan julkaisusarja 69. Opetusministeriö, Tutkimuseettinen neuvottelukunta.

Mäkinen, Olli (2006). Tutkimusetiikan ABC. Vaajakoski: Tammi.

Salminen, Ari (2004). Hyvän hallinnon etiikka. Kolmen profession arvioita hallinto- ja johtamistyön eettisistä kysymyksistä. Vaasan yliopiston julkaisuja. Tutkimuksia 245. Hallintotiede 29. Vaasa: Vaasan yliopisto.

Valtion työmarkkinailaitos (2005). Arvot arjessa – Virkamiehen etiikka. Helsinki: Edita. Saatavissa: [www.vm.fi/vm/fi/04\\_julkaisut\\_ja\\_asiakirjat/01\\_julkaisut/06\\_valtion\\_tyomarkkinailaitos/20050114Arvota/Arvot\\_arjessa\\_2.painos.pdf](http://www.vm.fi/vm/fi/04_julkaisut_ja_asiakirjat/01_julkaisut/06_valtion_tyomarkkinailaitos/20050114Arvota/Arvot_arjessa_2.painos.pdf)

## Other Ethical Guidelines

Professorin eettiset ohjeet (2001). Professoriliitto. Saatavissa: [www.professoriliitto.fi/professorit/professorin-eettiset-ohjeet/](http://www.professoriliitto.fi/professorit/professorin-eettiset-ohjeet/)

Opettajien eettiset ohjeet. Saatavissa: [www.oaj.fi/portal/page?\\_pageid=515,447767&\\_dad=portal&\\_schema=PORTAL](http://www.oaj.fi/portal/page?_pageid=515,447767&_dad=portal&_schema=PORTAL)

Jyväskylän yliopiston eettiset periaatteet (25.1.2012) [https://www.jyu.fi/hallinto/strategia/periaatteet/eettiset\\_periaatteet](https://www.jyu.fi/hallinto/strategia/periaatteet/eettiset_periaatteet)

Helsingin yliopiston opetuksen ja opintojen eettiset periaatteet. Saatavissa: [www.helsinki.fi/opetus/eettiset-periaatteet/HY\\_eettiset\\_periaatteet.pdf](http://www.helsinki.fi/opetus/eettiset-periaatteet/HY_eettiset_periaatteet.pdf)

Suomen Akatemian eettiset ohjeet. Saatavissa: [www.aka.fi/Tiedostot/Tiedostot/Julkaisut/Suomen%20Akatemian%20eettiset%20ohjeet%202003.pdf](http://www.aka.fi/Tiedostot/Tiedostot/Julkaisut/Suomen%20Akatemian%20eettiset%20ohjeet%202003.pdf)

Yhteiskuntatieteellinen tietoarkisto. Tutkimusetiikan linkit: [www.fsd.uta.fi/fi/laki\\_ja\\_etiikka/etiikkaresurssit.html](http://www.fsd.uta.fi/fi/laki_ja_etiikka/etiikkaresurssit.html)



Vaasan yliopisto  
UNIVERSITY OF VAASA