

PROCEDURE FOR IMPLEMENTATION OF THE PRINCIPLES OF ACADEMIC ETHICS AND GOOD RESEARCH PRACTICE AND PROCEDURE FOR HANDLING MISCONDUCT AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

I General Principles

1. The Estonian Academy of Music and Theatre (hereinafter the *Academy or EAMT*) has joined the Estonian Code of Conduct for Research Integrity and is guided in its activities by the values and principles formulated therein. This Regulation elaborates on issues related to the implementation of academic ethics and good research practice at the Academy, including the procedure for handling cases of misconduct.
2. The Academy does not tolerate any form of academic fraud, using all means to prevent it and thoroughly investigating all cases of misconduct.
3. The Academy respects academic freedom, including the freedom of the teaching staff to choose teaching methods and the freedom of the researchers to make decisions concerning the goals and methods of research. The Academy supports open and exploratory learning, creative and research activities, encouraging the initiation of new creative projects, exploration of new topics and the use of innovative methods.
4. The Academy purposely prevents conflicts of interest in election or appointment procedures, in the allocation of resources and the recognition of employees. Conflicts of interest are resolved in a transparent, impartial and fair manner.
5. A member of the Academy
 - 5.1. behaves with dignity and respect towards other people and acts following the values formulated in the development plan of the Academy;
 - 5.2. follows the Estonian Code of Conduct for Research Integrity and other generally accepted principles of academic ethics;
 - 5.3. responds to misconduct on the part of students or colleagues regarding academic ethics;
 - 5.4. does not take advantage of their position to obtain tangible or other benefits;
 - 5.5. does not engage in political or religious agitation at the Academy;
 - 5.6. maintains the high reputation of the Academy and refrains from activities that could damage the reputation of the Academy in any way;
 - 5.7. keeps confidential all information, including personal data, which has become known to them in the course of working or studying at the Academy;
 - 5.8. does not allow family, social or other relationships to influence their work and the objectivity of their decisions;
 - 5.9. resolves problems and disagreements at the Academy or in the communication between Academy members initially within the Academy.

II Information Activities

6. The Academy implements appropriate measures to raise the awareness of its members about the principles of academic ethics, ethical aspects of creative and research work, and the dangers of misconduct.
7. The topic of academic ethics and good research practice is discussed at a meeting of the EAMT Senate at least once during the academic year, with the Rector's Office presenting an overview of the relevant activities and the problems encountered.

8. The principles of academic ethics and good research practice, as well as current issues are regularly discussed at information and training days for the employees of the Academy.
9. Students are introduced to the principles of academic ethics during the information days at the beginning of their studies, in the subjects concerning the basics of research, and by the faculty teaching the student's main subject and the research supervisor throughout the study period. Elements of good research practice are part of the mandatory programme for doctoral students.
10. The Academy makes plagiarism detection software available to its members, which is used to check all student research papers before allowing them to be defended or evaluated.

III Research Ethics Committee

11. The Academy shall ensure that research does not in any way harm the individuals involved.
12. In order to assess potential risks associated with research, the Academy shall establish a permanent research ethics committee composed of independent experts. The committee shall evaluate research projects submitted to it, including Academy's student research projects, artistic research projects and applied projects of academic staff, if the projects involve the study of individuals or groups of people.
13. The research ethics committee shall consist of at least four members and shall operate on the basis of its own adopted statutes. The members of the committee shall be appointed by the Rector.
14. The Academy shall cooperate with the central ethics committee established under the Estonian Research Council, to which large-scale or higher-risk projects shall be referred for evaluation where necessary. The decision to refer a proposed study to the central ethics committee shall be made by the principal investigator in cooperation with the Vice Rector for Academic Affairs and Research and the Academic Ethics Adviser.

IV. Response to Cases of Misconduct

15. The Academy calls on its members to respond quickly to any violation of the principles of academic ethics and good research practice that may occur in the course of their study, creative and research work, and creates suitable conditions for such responses, respecting everyone's privacy.
16. The Rector appoints an employee of the Academy as the Research Ethics Advisor, whose task is to advise the employees on issues of research ethics and good research practice, including in connection with cases of misconduct. The Research Ethics Advisor is independent in their activities. They will not be involved in resolving formal complaints. [14.12.2022]
17. The student receives advice on issues of academic ethics from the faculty member teaching their main subject or the research supervisor, and if necessary also from the chief coordinator of the department.
18. The Academy upholds the reliability of its teaching, creative and research work and the high reputation of the Academy as an institution. Therefore, the Academy considers seriously and does not ignore any complaints or suspicions of misconduct concerning members of the Academy that are received from other members of the Academy from outside the Academy.
19. If an employee or student of the Academy witnesses a violation of the principles of academic ethics or good research practice, then depending on the severity of the case,
 - 19.1. the problem will be brought to the attention of those involved;
 - 19.2. the head of the academic unit will be informed;
 - 19.3. a formal complaint will be submitted to the Rector of EAMT.

V Handling Complaints

20. Cases of student misconduct and the contestations of academic degrees are handled following the procedure set out in the Regulation of Studies, the Conditions and Procedures for Graduating from the Bachelor and Master's programmes and defences and the Organisation of Doctoral Studies.
21. Any suspicions of misconduct or specific complaints concerning the cases of misconduct on the part of an employee of the Academy are submitted to the Rector. A complaint must be submitted in writing by email or post and must set out all the details of the case.
22. The Academy protects the persons reporting suspicions in good faith, ensures the confidentiality of the proceedings concerning possible violations, and protects the dignity and privacy of all parties concerned.
23. The Rector will set up an impartial committee of at least three members to resolve a case of alleged misconduct. The committee will gather evidence of the incident and hear the parties and witnesses.
24. A complaint will be handled within a reasonable time, following the principles of impartiality, integrity, tact and maximum confidentiality.
25. The persons involved in a complaint have the right to receive information on the progress of the handling of the complaint.
26. The committee will draw up a written summary of the results of the investigation of the complaint, covering the circumstances of the case, the evidence gathered, a decision on whether or not the misconduct occurred and, if necessary, recommendations for changes in the organisation of studies or work at the Academy.
27. The decision of the committee convened to resolve the complaint will be communicated to the complainant, the alleged infringer and the Rector.
28. If the committee convened to resolve the complaint has established the misconduct of an employee of the Academy, the Rector will consider issuing a verbal or written warning to the employee or the extraordinary cancellation of their employment contract. In making the decision, the Rector takes into account the gravity of the violation and the past conduct of the violator, as well as whether the violation was deliberate or negligent.