

ETHICAL GUIDELINES FOR AHO

1 Introduction

AHO's ethical guidelines apply to students and employees.

AHO's employees are covered by the Ethical Guidelines for the Civil Service and the ethical guidelines for AHO are an elaboration of how employees shall exercise their roles as:

- Employees and managers
- Researchers, academic supervisors and teachers
- Administrators, service providers and contractors

2 Teaching and academic supervision

AHO has developed its own guidelines for academic supervision that apply to all employees and students who are enrolled at all levels at AHO. Refer to *"Ethical guidelines for supervisory relationships (URL)"* and all students must be informed of these at the start of their studies. In general, the following applies to teaching and academic supervision at AHO:

- All employees and students have a right to a working environment free of harassment
- All employees have a duty to report bullying, harassment, discrimination and other objectionable circumstances that may pose a risk to life and health
- Managers have a duty to investigate information about objectionable circumstance and warnings
- Students have a right to high-quality teaching and academic supervision, as well as fair assessment of their work
- The parties in a supervisory relationship must show respect for each other's personal and professional integrity.

2.1 Learning environment

AHO must provide a good learning environment. Each employee and student must know and respect the rules and norms concerning discrimination and harassment.

As a teacher and supervisor at AHO, an employee must:

- Use their authority in a professional manner
- Offer good learning environments, where clear expectations are set for the students
- Provide supervision on the correct use of sources and clarify what constitutes cheating
- Provide students with insight into relevant academic and professional ethical issues and experience in applying the subject's methods and rules for academic integrity

The students must:

- use up-to-date, accepted and legal methods in their studies
- familiarise themselves with exam rules about cheating
- have a mutual responsibility towards each other, for example in connection with fair effort in group work
- contribute to creating a good learning environment

2.2 Asymmetry in teaching and academic supervision

There is asymmetry in the teaching and supervision situation, whether it concerns the relationship between the teacher and the student, the external examiner and the candidate, or the academic supervisor and the research fellow. Here, the term "teacher" is used for both a teacher, external examiner, academic supervisor and other academic guidance, while "student" is used for students, fellows and others who receive academic supervision.

The parties in a supervisory relationship must show respect for each other's personal and professional integrity, and must refrain from any action or statement that could constitute an attack on the other's dignity. This means that:

- The teacher has the main responsibility for ensuring that the learning situation takes place in a factual and professional manner, and should be aware of the position of power that the role of teacher can give with respect to the student.
- The teacher must not exploit his/her position of authority to obtain benefits from the student or to obtain private services or benefits.
- The teacher must show respect for the students' personal and professional integrity, but this must not prevent professional criticism of the students' work. The teacher is responsible for ensuring that academic criticism takes place within a good academic and pedagogical framework.
- The teacher must respect the student's personal integrity and adopt a reflective approach to gender, ethnic affiliation, religion and outlook on life, sexual orientation, body, life situation, age etc. Nevertheless, this must not prevent the teacher from addressing objectionable behaviour, language, dress or similar circumstances which could be perceived as rude or offensive. The student must show corresponding respect for the teacher as a person.
- Teachers must avoid discussing internal collegial relationships with students and fellows. Information of a personal, sensitive and confidential nature that has been communicated in connection with academic supervision must be treated with discretion by both parties.

Private relationships that are incompatible with the professional relationship should not occur. This means that:

- The teacher must ensure that the necessary professional distance is maintained and that no relationships are initiated that put the student in a vulnerable position. Dual relationships, such as family relationships, sexual relationships or financial relationships, should not occur. The employee has a duty to report to their immediate superior if such a situation arises. The manager must then assess which measures will ensure a correct and impartial treatment of the relationship.
- The teacher must not receive any kind of fee for the supervision, beyond what has been agreed with AHO.

3 Research and research ethics

All research and scientific activity is based on trust. Both the research community and the rest of society can expect the research to be carried out in accordance with recognised requirements for accuracy and objectivity.

AHO's academic managers are responsible for ensuring that the research is carried out in accordance with laws and regulations, ethical guidelines and agreed frameworks from external research sources.

The individual researcher has an independent responsibility for ensuring that the research is conducted in accordance with good research practice, recognised scientific and ethical

principles, and agreed frameworks internally and externally. Academic supervisors have a special responsibility to communicate the basic rules of research ethics that apply to the subject. Students and fellows have a duty to actively familiarise themselves with research ethics issues.

3.1 Transparency

Publication is important in the international research environment. Within the limits set by trust and confidentiality, efforts must be made to have the results published and disseminated to the public in both scientific and popularised form. Efforts should be made to publish in recognised journals with open access.

3.2 Academic misconduct

Research data must be produced using fair, honest and scientific methods. Scientific misconduct includes, but is not limited to, falsification or fabrication of data, plagiarism and other serious breaches of good scientific practice committed intentionally or grossly negligently in the planning, execution or reporting of research (cf. Section 5(2) of the Research Ethics Act).

Employees and students at AHO have a right and duty to report scientific misconduct. There are overarching laws, rules and notification routines at AHO, as well as rules for handling cases related to scientific misconduct. The head of department and the rector shall be notified if misconduct is suspected. Such cases are dealt with by the Research Integrity Committee.

3.3 Publication, authorship, co-authorship

Researchers must respect the contributions of other researchers and students and shall observe standards for authorship and collaboration. Employees and students must familiarise themselves with and follow the guidelines for authorship and co-authorship that are generally accepted in the scientific community. Individual responsibilities should be clarified as early as possible in the process and jointly, also beyond their main position at the school.

This assumes that a sideline job does not affect the working relationship at AHO.

AHO has guidelines governing external assignments in order to protect AHO's reputation and employee's trust

and integrity, by arranging for transparency regarding possible conflicts of interest and the handling of such situations.

4.4 Use of AHO's premises and equipment

AHO's premises are to be used for activities and events under the auspices of the school and by AHO's student associations. Collaborative arrangements with business must not occur at the expense of the school's integrity and ordinary activities.

AHO's areas and equipment cannot be used for the commercial production of goods and services, but can be used for innovation projects by agreement and provided that this does not affect the school's other activities.

4.5 Confidentiality and privacy

All employees must be careful about how sensitive information is handled, both internally and externally. Caution should be exercised even if there is no duty of confidentiality. Information about persons, intellectual property and collaboration partners must be treated with particular care.

4.6 Publication and freedom of expression

Employees must provide open and reliable information to the media, employees, students and partners. Employees' freedom of expression and academic freedom are fundamental rights at AHO.

5. Warnings and violations

If an employee or student believes that there has been a violation of laws, regulations or ethical norms, or grave circumstances that could harm AHO or society, AHO's notification routines should be followed in order to safeguard the employee's legal protection and AHO's reputation. AHO has a duty to investigate the matter and help ensure that objectionable situations are brought to an end.

Violation of AHO's ethical guidelines is a breach of the general trust in employees. Violation of the rules of impartiality may result in decisions being declared invalid. Unethical behaviour or omissions in the performance of one's duties can lead to official reactions in accordance with the State Employees Act, and in serious cases may be a criminal offence. Unethical behaviour can also be a factor when assessing suitability for a position at AHO, where there is a factual reason to demand compliance with the school's ethical guidelines.