

THE GRADUATE SCHOOL OF MANAGEMENT STUDENTS CODE OF ETHICAL BEHAVIOR

The Graduate School of Management (GSOM) Students Code of Ethical Behavior is based on an expectation that all members of GSOM community including administration, faculty, technical staff, and students are inspired to fulfill the GSOM mission by following the fundamental principles of GSOM activities:

- responsibility towards all stakeholders;
- competitiveness;
- serving;
- ethical behavior;
- respect for rules;
- support for international cooperation;
- respect for environment.

Ethical behavior implies that all members of GSOM community would act on the basis of the following ethical principles:

- respect for others;
- personal responsibility for their actions;
- strengthening trust within GSOM community.

All the students attending GSOM programs, including exchange students, are expected to follow the ethical norms described in this code of ethics which provides a detailed explanation of the principles listed above.

1. Basic regulations

1.1. Typical violation of ethical norms

Ethical principles of respect, personal responsibility and trust should be the basis of students' conduct and relationships with GSOM professors, administration and support staff. There is no ethical code which is able to anticipate all possible types and cases of unethical behavior. Therefore this code introduces only the most typical ethical norms violations resulting from the various kinds of students' activities.

Ethical norms violations regulated by this code include actions related to homework, written tests in the classroom, final exams as well as other types behavior.

1.1.1. Violations related to homework include:

- plagiarism;
- double handing-over;
- forgery;
- fabrication of data and work results.

Plagiarism is defined as an unacknowledged use of other authors' texts published in paper or on internet in student's own written homework submitted for assessment. Plagiarism also takes place when a student cites all necessary sources but the abundance of citations leaves no place for evaluation of his/her own contribution to the work.

Double handing-over is defined as submitting the same text for two different kinds of assessment, e.g. as a work for an intermediate and the final exams. Double handing-over doesn't include usage of previously written paper as a part of more comprehensive work if approved by the professor.

Forgery is defined as submitting for assessment during an intermediate or the final exam a work performed by another person. The author of such work who consciously allowed to use his/her paper for such purpose is also understood as guilty of forgery. If text is used without author's permission he/she is not considered as guilty.

Falsification of research data is defined as using of unexisted data or distorting the data from a valid source to get necessary results and to pass a test.

Types of conduct described above contradict the GSOM community expectations on ethical behavior as aimed at unfair gaining of competitive advantages over other students. The latter shows no respect for GSOM community members and undercuts level of trust within GSOM.

1.1.2. Violations related to written classroom tests, intermediate and final exams include the following types of behavior:

- cribbing;
- prompting.

Cribbing is defined as using any written sources (including any electronic devices) not allowed by examiner while performing written tests and exams in the classroom.

Prompting is defined as any unauthorized communication between students or between a student and the third party (including communication via electronic devices) while performing written tests and exams.

Types of conduct described above contradict the GSOM community expectations on ethical behavior as it is aimed at unfair gaining of competitive advantages over other students and conscious violation of the principle of equal opportunities. These types of conduct shows no respect for GSOM community members and undermine the trust within the community.

1.1.3. There may be other types of unethical behavior that are not mentioned in sections 1.1.1. and 1.1.2. but still contradicting ethical principles of GSOM. The code declares the most fundamental principles and allows for treatment of any other unmentioned types of unethical behavior accordingly to these principles.

1.2. GSOM Ethics Commission

GSOM Ethics Commission is formed by representatives of students, professors and administration and includes one bachelor student, one master student, one MBA student, one professor and one administration representative and the chairman of the commission.

Students are delegated by student organizations, the professor is delegated by professors community, the administration representative is chosen by the Dean of GSOM.

Every member of the Commission is delegated for the period of one academic year and preserves his position on conditions that he is repeatedly delegated by respective groups.

Every commission member except the chairman has one vote. The chair is elected from GSOM professors and appointed through Dean order. The chair has no vote in making decisions.

The commission is responsible for the following:

1. Ensuring universal and deep understanding of the code in all GSOM departments.
2. Periodical (or contingent) revising the code with subsequent approval from GSOM Academic Board.
3. Investigating the cases of code violence.
4. Dealing with appeals from convicted students against the commission's decisions.
5. Ensure appropriate level of confidentiality while investigating the code violations.
6. Choosing GSOM remedy action against the violators on the base of common voting of commission members.

2. Code of Ethical Behavior application

Violation of ethical norms described in the code is followed by appropriate sanctions from the GSOM professors and administration accordingly to recommendations of the ethics commission. GSOM students have a right to appeal to ethics commission against these sanctions. .

If any type of the code violation related to non-independent character of a student work is revealed the professor responsible for this course shall put unsatisfactory grade and demand a written explanation from the student. The task is considered to be undone. The work with evidence of the code violation is stored in the GSOM department responsible for teaching of this course till the official end of the new examination period. After getting the written explanation or in case of the student refusal to provide it the professor responsible for the course shall start a process of investigation of unethical behavior according to the following procedure.

During two working days the professor shall provide the chairman of the commission with all evidences (the copy of the work or its fragment, written source of information unfairly used while performing examination etc.). The ethics commission shall discuss the case during three working days after getting the document from the professor and after that report to the Dean or his Deputy for this educational program about decisions made by the commission.

Students accused of ethical norms violation shall be informed about the time of the Commission meeting and have the right to take part in the meeting. Students not agreeing with the professor's opinion on the case have the right to appeal to the chairman of the commission in written before the beginning of the meeting. If the appealed student does not attend the commission meeting the case shall be discussed without him. If additional information is needed the commission has the right to postpone the investigation for the maximum period of three working days and to appoint the second meeting. All doubts and incomplete information are treated in favor of the suspect.

If the commission finds strong evidence of the code violation and unethical behaviour GSOM Dean or his Deputy for this educational program makes the final decision on applying one of the disciplinary punishments:

- warning;
- reprimand;
- expel.

In case of expel GSOM Dean follows appropriate by-laws of Saint-Petersburg State University regulating disciplinary punishment and expulsion of students.

3. Informing students about the Code of Ethical behavior

The Code of Ethical Behavior shall be published on GSOM web-site. The code principles shall be explained to students by professors, employees and ethics commission members.

GSOM students shall carefully understand the code and agree in written with its principles and regulations.

The unawareness of the code doesn't serve as an excuse for its violations.

All resolutions of the ethics commission on disciplinary punishments shall be posted on the stands of appropriate educational programs and on GSOM web-site during one week after the decision.