



Version Control					
Updated document to be sent to: students, lecturers and internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).					
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Instructions for Document Users

All ILMI students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:

<https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

Table of Contents

Aim and Scope of Document	4
Definitions.....	5
Guiding Principles	6
Policies and Procedures.....	7
Supporting Documents.....	8

Aim and Scope of Document

The purpose of this is to provide information on IDEA Leadership and Management Institute's Code of Ethics.

The Code of Ethics determines the basic ethical standards for students, faculty members, and all other staff.

The Code of Ethics aims to build and maintain high professional and ethical standards among members of ILMI community, strengthen loyalty, ensure the transparency and social responsibility of ILMI activities, and encourage the freedom of research, teaching, and learning, as well as promote a positive public image of ILMI.

Definitions

Ethics - moral principles that govern a person's behaviour or the conduct of an activity.

Personal Ethics - While the law can establish what behaviour is right and wrong, unethical behaviour is also determined by social attitudes of morality and good conduct. Ethical behaviour helps to build trust, and in the context of ILMI is associated with individuals acting with integrity and transparency. Unethical behaviour is commonly associated with selfishness, seeking personal satisfaction and the fulfilment of personal objectives (to the detriment of colleagues, the ILMI, or third-party individuals or organisations).

Corporate Ethics - are standards of behaviour expected of ILMI, which affects its relationships with staff, students and partners, as well as with regulators, the region and society as a whole. These standards relate primarily to the Code's guiding principles and support the ILMI Mission, Vision, Ehos and Identity. They provide an institutional context within which individual staff can ensure that their personal behaviour is ethical in support of the collective achievement of the ILMI strategic objectives.

Research Ethics addresses the application of ethical principles or values to the various issues and fields of research. This includes ethical aspects of the design and conduct of research, the way human participants or animals within research projects are treated, whether research results may be misused for criminal purposes and it refers also on aspects of scientific misconduct.

Guiding Principles

The students and individual members of staff will:

- Behave with independence, consistency, honesty and transparency in all activities.
- Carry out research and scholarship of a quality which commands the respect of academic peers, which is open to testing and refutation, and which is undertaken in an ethical and legal manner.
- Defend and promote the freedom to pursue, advance, and disseminate knowledge and ideas.
- Test received data, information and knowledge, examine evidence critically, consider and evaluate all opinions, beliefs and arguments with respect.
- Award degrees based on merit.

Policies and Procedures

ILMI deliberately does not attempt to set out a pre-determined list of 'ethical' or 'non-ethical' activities. ILMI established mechanisms by which informed decisions can be taken on matters relating to ethics (and the associated risks) on a case-by-case basis, within the appropriate policy or procedural context. The supporting documents listed overleaf provide the relevant procedures when considering ethical matters.

Supporting Documents

- Institute Boards Policy
- Institute Ethos
- Admission Procedure
- Equality and Inclusivity Policy
- Student Rights and Responsibilities
- Code of Academic Integrity
- Admission Procedure
- Disciplinary Procedure
- Avoiding Plagiarism Policy and Procedure
- Assessment Policy
- Enrolment Policy and Procedure

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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