

This document lists the ethical guidelines to be followed by students, Educators, staff and management at ICE Malta.

Throughout these guidelines, the following definitions are assumed:

Integrity: "Adherence to moral and ethical principles; soundness of moral character; honesty"

Respect: "Due regard for the feelings, wishes, or rights of others"

Discipline: "Obey rules or a code of behaviour"

Tolerance: "the ability or willingness to tolerate the existence of opinions or behaviour that one dislikes or disagrees with"

1. Ethical Guidelines for Students

The ethical guidelines for the behaviour of students at ICE Malta are presented as three key principles, based on Cindrak, Gaudier & Maury (2019).

1.1. Student Responsibility - Core Values

1.1.1. Students shall always act with academic integrity, and shall therefore never seek to gain an unfair academic advantage in any way, including during formative or summative assessments and any other activities carried out by the institute. The student understands that such actions will result in academic discipline.

1.1.2. Students will be respectful towards each other, their Educator(s) and ICE Malta staff and will maintain a professional relationship with these persons.

1.1.3. Students will be open-minded with regards to the opinions of other students and their Educators.

1.1.4. Students will be disciplined and follow the rules and policies set out in this document, as well as other rules and policies as published by ICE Malta.

1.1.5. Students shall be tolerant towards other students, Educators and ICE Malta staff and shall not distinguish based on gender, race, religion, sexual orientation, appearance, age, language, history, dress, political affiliation, different needs or abilities.

1.2. Student Responsibility towards Educators, other students and ICE Malta Staff

1.2.1. Students shall meet deadlines for assignments, and will understand that tardiness may lead to academic discipline.

1.2.2. Students shall meet deadlines for industry-examinations as instructed by ICE Malta for a particular course, and will understand that a failure to sit for such examinations within the given time window may lead to additional costs, or in cases where an exam has been updated, the inability to sit for the exam.

1.2.3. Students shall endeavor to attend classes on time, and will understand that the Educator

is within his/her right to start a lesson at the starting time indicated for a class, regardless of student attendance.

1.2.4. Further to point 1.2.3. above, students will not expect the Educator to reiterate what was delivered in class prior to the students arrival, and will instead ask separately (either in-person or via e-mail).

1.2.5. Students shall not steal the materials of other students, this includes plagiarising academic material from other students.

1.2.6. Further to point 1.2.5. above, students understand that any form of plagiarism will be severely punished by the institute, possibly leading to an expulsion from their course, the inability to pursue further courses at the institute, the reporting of plagiarism to international partners where appropriate, and the requirements for any pending course dues to be settled immediately.

1.2.7. Students are able to leave class, and are required to do so in cases of personal requirements such as answering calls. Students will not answer calls in class.

1.3. Student Responsibility towards ICE Malta

1.3.1. Students will understand that, excluding extraordinary circumstances, all bookings to a course are final, and that once booked a students' place in class is reserved for them and will be unavailable to other students. This means that, once booked, a student will not be refunded should they later decide to not attend the course, or they will be charged an administrative fee to move to another course.

1.3.2. Students will respect the dress code of the Institute. This includes not wearing apparel that is excessively revealing, suggestive or casual, or apparel with inappropriate wording or imagery.

1.3.3. Students will not degrade the premises - they will return any property used during the lesson to the Institute and they will be diligent and careful in handling Institute property.

1.3.4. Students will not eat or drink in places where doing so is forbidden, particularly in classes.

1.3.5. Students will not smoke (including vaping) anywhere in the Institute, unless a designated outdoor area is made available.

1.3.6. Students shall use equipment for the purpose it was intended for. Particularly referring to laboratory equipment. No illegal or pornographic content may be accessed/downloaded/viewed on Institute equipment. No posts, to social media or otherwise, containing hate-speech or other inappropriate wording/imagery may be made from Institute equipment. Students will refrain from installing software or changing settings of ICE Malta equipment unless explicitly instructed to do so by their Educator.

1.3.7. Students shall contribute to the good reputation of the Institute. This primarily involves communicating any negative comments, feedback or situations with ICE Malta management and seeking an amicable response before resorting to the relevant authorities or social media.

2. Ethical Guidelines for Educators & Staff

The ethical guidelines for the behaviour of ICE Malta staff and Educators towards students and clients are presented as six key principles, based on "*Teachers' Code of Ethics and Practice*" (Council for the Teaching Profession in Malta, 2012).

2.1. Maintain Trust in the Profession

- 2.1.1. Educators & staff shall base their relationship with students on mutual trust and respect.
- 2.1.2. Educators & staff will have regard to the safety and wellbeing of students under their responsibility.
- 2.1.3. Educators & staff will respect the uniqueness and diversity of the learning community they are part of.
- 2.1.4. Educators & staff will work in a collaborative manner with colleagues and other professionals. Specifically, delivery of other Educators should not be discussed with students.
- 2.1.5. In the case of minors, Educators & staff shall develop and maintain good relationships with parents, guardians and carers.
- 2.1.6. Educators & staff shall act with honesty, integrity and fairness. Decisions impacting a student or client should always first be discussed with ICE Malta management.
- 2.1.7. Educators & staff shall be sensitive to the need for confidentiality where appropriate.
- 2.1.8. Educators & staff shall take responsibility for maintaining the quality of their professional practice.
- 2.1.9. Educators & staff shall create learning experiences which engage, motivate and challenge students in an inclusive setting.

2.2. Maintain Professional Relationships with Students

- 2.2.1. Educators & staff shall maintain professional boundaries at all times, whether within or outside of the institute. Educators & staff shall avoid any improper physical contact, inappropriate communication via any form of media and any other inappropriate relationship with students. Educators & staff are duty bound to maintain a professional distance.
- 2.2.2. Educators & staff shall not leverage their professional relationship with students for their own personal benefit. This includes offering additional tuition (with or without payment) outside ICE Malta premises, asking for connections or references. Educators shall also refrain from offering employment to students without explicit permission of ICE Malta management.
- 2.2.3. Educators & staff will limit their pastoral interventions with students in such a way as to maintain a professional relationship. ICE Malta management should be notified of any students needing professional care, whereby a decision on whether or not to intervene shall be made on a case-by-case basis.
- 2.2.4. Educators & staff shall maintain discipline in class, however they should exercise care in their language, gestures and attitudes, ensuring they do not act in such a manner as to embarrass or disparage students, use abusive language or make inappropriate remarks.

2.3. Respect the Uniqueness and Diversity of Students

- 2.3.1. Educators & staff must demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language, history, dress, political affiliation, different needs or abilities.
- 2.3.2. Educators & staff shall contribute to the creation of a fair and inclusive environment within the Institute by immediately reporting any breach of point 3.3.1. to ICE Malta management.
- 2.3.3. Educators & staff shall immediately report to ICE Malta management any issues that might impact on student's welfare.

2.4. Work in a Collaborative Manner with the Institute

- 2.4.1. Educators & staff shall work in a cooperative manner with colleagues and other professionals who work in multidisciplinary teams.
- 2.4.2. Educators & staff shall respect, support and collaborate with colleagues both in matters concerning the education of students as well in maintaining relations with colleagues in the highest standards of professional courtesy.
- 2.4.3. Educators & staff shall be prepared to help junior colleagues and those in training in all possible ways if asked to do so by ICE Malta management.
- 2.4.4. Educators & staff shall respect the authority of ICE Malta management, as well as the Academic & QA team, whilst retaining the right to express their professional opinion.
- 2.4.5. Educators & staff shall not reprimand, censure, rebuke or criticise any colleague in the presence of students or the public.
- 2.4.6. Educators & staff shall refrain from making public statements which bring the Institute into disrepute.
- 2.4.7. Educators & staff shall ensure that their communication with students (or parents where necessary) complies with the policies and procedures of ICE Malta, as well as common courtesy and professionalism.

2.5. Act with Honesty and Integrity

- 2.5.1. Educators & staff will comply with policies and procedures issued by the Institute regarding the use of property, facilities, finances and ICT in their educational setting.
- 2.5.2. Educators & staff shall conduct assessment and examination-related tasks with integrity and in compliance with the policies of ICE Malta.
- 2.5.3. Educators & staff shall represent themselves, their experience, professional position and qualifications honestly.
- 2.5.4. Educators & staff shall present themselves to students, clients and the public as an Educator (or similar position in the case of staff) at ICE Malta, and shall not use any other descriptor.

2.6. Keep their Professional Knowledge and Practice Up-to-date

2.6.1. Educators & staff shall maintain high standards of practice in relation to teaching and learning, classroom management, monitoring, assessment, planning and reporting.

2.6.2. Educators & staff shall keep their professional knowledge and skills updated throughout their career.

2.6.3. Educators & staff shall be open and respond positively to constructive feedback regarding their teaching practices.

2.6.4. Educators & staff shall seek support, advice and guidance where necessary from the ICE Malta teams.

3. Ethical Guidelines for ICE Malta

The following ethical guidelines governs the actions of ICE Malta, and the ICE Malta management team towards Educators and staff. Based on Rebore (2013).

3.1. ICE Malta makes the well-being of students the fundamental value of all decision making activities and actions.

3.2. ICE Malta fulfills professional responsibilities with honesty and integrity.

3.3. ICE Malta supports the principle of due process and protects the civil and human rights of all individuals.

3.4. ICE Malta obeys national and international law and does not knowingly join or support any organisation that advocates, directly or indirectly, the subversion of any local or international law.

3.5. ICE Malta obeys any directives issued by the Ministry of Education, Youth and Employment as well as executive branches such as the National Commission for Further and Higher Education (NCFHE).

3.6. ICE Malta pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.

3.7. ICE Malta staff and management avoid using positions for personal gain through political, social, religious, economic or other influence.

3.8. ICE Malta accepts academic degrees or professional certification only from duly accredited institutions.

3.9. ICE Malta maintains the standards and seeks to improve the effectiveness of the professional through research and continuing professional development. This is partly offered by the Staff Development Programme, where the company will sponsor Educator/staff training if relevant to their professional and after approval from the ICE Malta management team.

3.10. ICE Malta honors all contracts until fulfillment or release.

3.11. ICE Malta, including the ICE Malta Management Team, Academic Team, QA Team, Operations Team and Admissions Team will endeavor to help Educators as well as other members of staff when any questions and/or difficulties arise. Particularly, when an Educator has issues with a class, course or student, ICE Malta will intervene to act as arbitrator and final decision maker.

References

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Kocabas, I., & Karakose, T. (2009). Ethics in school administration. *African Journal of Business Management*, 3(4), 126-130. Retrieved 11 November 2019, from https://www.dphu.org/uploads/attachements/books/books_4669_0.pdf

Rebore, R. W. (2013). The ethics of educational leadership. Pearson Higher Ed.

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