Ethics Policy

Staff, students and all Institute activities

November 2026

Approved by the Board of Governance on 18 November 2026

EEC-ITIS Malta Tourism and Languages Institute

Version Control

Policy / Procedure Title	Ethics Policy
MFHEA IQA Standard	Standard 4 – Integrity, accountability and information management
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Version History

Version	Date	Changed By	Summary of change
1.0	—	Board of Governance	Initial approved version, issued as part of the Quality Assurance Manual.
2.0	20/10/2021	Quality Assurance Coordinator	Reissued as a standalone annex document extracted from the Quality Assurance Manual; Version Control Table and Version History added to meet MFHEA IQA Standards audit requirements.
—	2022	Quality Assurance Coordinator	Annual review carried out — no material change to this policy.
—	2023	Quality Assurance Coordinator	Annual review carried out — no material change to this policy.
—	2024	Quality Assurance Coordinator	Annual review carried out — no material change to this policy.
—	2025	Quality Assurance Coordinator	Annual review carried out — no material change to this policy.

Version	Date	Changed By	Summary of change
3.0	03/09/2026	Quality Assurance Coordinator	Policy reviewed and expanded to strengthen ethical governance, academic and professional conduct, responsibilities, conflicts of interest, confidentiality, reporting arrangements and quality monitoring. Harmonised with the companion annexes of the Quality Assurance Manual under consistency action EEC-ITIS-QA-CAR-2026-H2: control table aligned to the house pattern; document reference assigned; officer titles, approving bodies, programme scope, misconduct pathway, appeal ladder and cross-references aligned to the approved suite.
3.1	18/11/2026	Quality Assurance Manager	Title “Quality Assurance Coordinator” changed to “Quality Assurance Manager” throughout, as in the Lecturer Policy Guide. Corrected on the Quality Assurance Manager’s review before submission (19/11/2026): MFHEA Standard reference updated to the current numbering used in the Quality Assurance Manual.

EEC-ITIS MALTA

Tourism and Languages Institute

Annex 5

Ethics Policy

1. Scope

This Policy applies to:

- prospective and enrolled students;
- academic staff;
- visiting lecturers;
- administrative staff;
- management;
- members of institutional boards and committees;
- individuals representing EEC-ITIS externally;
- students undertaking internships or work-based learning.

The principles contained within this Policy apply to interactions between staff members, between students and staff, among students, and between members of EEC-ITIS and external stakeholders.

The Policy applies to conduct occurring on institutional premises, during institutional activities, through institutional digital systems, during work-based learning and whenever an individual is formally representing EEC-ITIS.

2. Ethical Principles

2.1 Responsibility and Accountability

All members of EEC-ITIS shall accept responsibility for their actions and decisions.

Individuals exercising academic, administrative or managerial authority shall use that authority responsibly and shall be accountable for decisions taken within their respective areas of responsibility.

Institutional decisions shall be appropriately documented and capable of review through the institution's governance and quality assurance processes.

Students are similarly expected to accept responsibility for their academic conduct, behaviour and compliance with institutional regulations.

2.2 Integrity

Integrity is fundamental to all academic and professional activity. Students and staff shall:

- act honestly and truthfully;
- comply with applicable legislation and institutional regulations;
- avoid misleading or deceptive behaviour;
- declare actual or potential conflicts of interest;
- maintain appropriate professional boundaries;
- act consistently and fairly when making decisions;
- protect the reputation and legitimate interests of the institution.

Individuals representing EEC-ITIS externally are expected to maintain appropriate standards of professional behaviour.

2.3 Respect and Equal Opportunity

Every member of the EEC-ITIS community shall be treated with dignity, fairness and respect.

The institution shall not tolerate discrimination, harassment, bullying, intimidation or victimisation.

Students and staff shall respect differences relating to age, disability, sex, sexual orientation, gender identity, race, nationality, ethnic background, religion or belief, pregnancy and maternity, marriage or civil partnership, socio-economic circumstances or other characteristics protected by applicable legislation.

This principle shall be implemented in accordance with the institution's Equality and Diversity Policy (Annex 3) and Disability Policy (Annex 4).

2.4 Collegiality

EEC-ITIS promotes a cooperative and participatory academic environment.

Students and staff are expected to communicate professionally, support constructive discussion and contribute positively to the institutional community.

Differences of academic or professional opinion shall be addressed respectfully.

Collegiality does not prevent constructive criticism or legitimate disagreement. Rather, it requires such disagreements to be expressed professionally and without personal hostility, intimidation or discriminatory behaviour.

2.5 Sustainability

EEC-ITIS recognises its responsibility to minimise unnecessary negative impacts upon the natural and built environment.

The institution shall endeavour to manage resources responsibly and encourage sustainable practices within its academic and administrative activities.

Students and staff are encouraged to consider environmental responsibility in their use of institutional resources and, where relevant, within tourism and hospitality practice.

2.6 Intellectual and Academic Freedom

EEC-ITIS recognises the importance of intellectual freedom within education.

Academic staff and students shall be encouraged to explore ideas, discuss different perspectives and engage critically in academic and professional issues.

Freedom of expression and academic discussion shall be exercised responsibly and with respect for:

- the rights and dignity of others;
- academic integrity;
- applicable legislation;
- confidentiality;
- professional responsibilities;
- the educational purpose of the institution.

Academic freedom does not provide justification for harassment, discrimination, deliberate misinformation or behaviour that breaches institutional regulations.

4. Academic Integrity and Ethical Learning

Students and academic staff are expected to uphold academic honesty in all teaching, learning and assessment activities.

Academic integrity requires students to submit work that accurately represents their own knowledge and contribution and to acknowledge appropriately the work and ideas of others.

Academic misconduct may include:

- plagiarism;
- cheating;
- fabrication or falsification of information;
- unauthorised collaboration;
- impersonation;
- inappropriate assistance during assessment;
- other conduct intended to obtain an unfair academic advantage.

Academic staff shall promote academic integrity through clear assessment instructions, appropriate guidance and consistent application of institutional assessment regulations.

Suspected academic misconduct shall be considered under the Academic Integrity Policy (Annex 21) and the Academic Fraud Policy (Annex 14), and students shall be afforded procedural fairness.

Research undertaken by students or staff that involves human participants, primary data collection or sensitive information requires prior ethical clearance from the Research Ethics Panel before fieldwork begins, in accordance with the Assessment Policy (Annex 8).

5. Professional Conduct of Staff

Members of staff shall perform their responsibilities professionally, impartially and in the best interests of students and the institution.

Staff shall:

- maintain appropriate professional boundaries;
- provide students with fair and equitable treatment;
- apply academic regulations consistently;
- maintain confidentiality;
- avoid misuse of institutional authority;
- disclose conflicts of interest;
- provide accurate information within their area of responsibility;
- respect institutional decisions and governance processes.

Academic staff shall ensure that assessment and academic decisions are based upon academic merit and published criteria.

6. Student Ethical Responsibilities

Students are members of the EEC-ITIS academic community and share responsibility for maintaining its ethical standards.

Students are expected to:

- behave respectfully towards staff and fellow students;
- act honestly in academic activities;
- comply with institutional policies and regulations;
- respect institutional facilities and resources;
- maintain appropriate behaviour during learning activities;
- respect confidentiality where applicable;
- behave professionally during internships and work-based learning;
- avoid conduct that may unfairly disadvantage another student.

Serious or repeated breaches may be addressed through the institution's disciplinary procedures.

7. Professional Ethics in Tourism and Hospitality

As an institution specialising in tourism and hospitality education, EEC-ITIS recognises the importance of developing professional values appropriate to international and multicultural working environments.

Students and staff should demonstrate:

- cultural awareness;
- respect for diversity;
- professional communication;
- responsible customer service;
- teamwork;
- integrity;
- appropriate professional presentation;
- respect for guests, colleagues and communities.

Students participating in internships or work-based learning shall comply with reasonable workplace rules, confidentiality requirements and professional standards established by the placement provider.

8. Confidentiality and Data Protection

Students and staff may obtain access to confidential information through their academic or professional activities.

Confidential information shall be handled responsibly and used only for legitimate educational, professional or institutional purposes.

Staff shall maintain confidentiality concerning student records, personnel information and institutional matters except where disclosure is authorised or legally required.

Students undertaking internships shall also respect confidential information belonging to employers, clients and other individuals encountered during their placement.

9. Conflicts of Interest

Members of staff shall disclose any actual, potential or perceived conflict of interest that could reasonably affect their professional judgement or institutional responsibilities.

Conflicts may arise in areas including:

- student assessment;
- recruitment;
- procurement;
- financial interests;
- personal or family relationships;
- external professional activities.

Where a conflict exists, appropriate measures shall be taken to protect the fairness and integrity of the relevant decision, including the declaration of interests required of external examiners under Annex 24 (EEC-ITIS-24-F3).

10. Responsible Use of Technology

Institutional technology and digital resources shall be used responsibly, securely and for legitimate purposes.

Students and staff shall:

- protect passwords and access credentials;
- respect intellectual property;
- avoid unauthorised access to institutional systems;
- communicate professionally through digital channels;
- respect privacy and confidentiality;
- comply with institutional rules relating to technology.

Where digital or artificial intelligence tools are used for academic activities, their use shall comply with assessment instructions and academic integrity requirements.

11. Reporting Ethical Concerns

Students and staff are encouraged to raise genuine concerns relating to serious unethical behaviour.

Depending upon the nature of the concern, reports may be made to the Faculty Coordinator, Quality Assurance Manager, Manager – Corporate Services or through the appropriate complaints or staff procedure.

Reports shall be treated:

- seriously;
- fairly;
- as confidentially as reasonably possible;
- without retaliation against people raising genuine concerns in good faith.

Individuals against whom allegations are made shall also be treated fairly and given an appropriate opportunity to respond.

12. Management of Breaches

Breaches of this Policy shall be considered according to their seriousness and circumstances.

Where appropriate, the institution may use:

- informal guidance;
- counselling or corrective action;
- academic procedures;
- disciplinary procedures;
- complaints procedures;
- employment procedures.

Serious or repeated breaches may result in disciplinary action in accordance with applicable institutional procedures.

13. Communication and Review

The Ethics Policy shall be made available to students and staff through appropriate institutional channels.

Relevant ethical expectations shall also be communicated through:

- student induction;
- staff induction;
- programme information;
- assessment guidance;
- staff development;
- internship preparation where appropriate.

This Policy shall be reviewed annually or earlier following significant regulatory, institutional or operational changes.

Changes shall be considered through the institutional governance process and approved by the Board of Governance.