London School of Business & Finance Malta

# CODE OF ETHICS

*Academic Freedom, Ethical Integrity and Conduct at LSBF Malta*

Applies to: All members of the LSBF Malta community — faculty, staff, and students
Publicly available on the institutional website

Version 2.0 — September 2026

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## 1. Policy Statement

**1.1** London School of Business & Finance Malta (LSBF Malta) is committed to a learning and working environment built on academic freedom, integrity, respect, and excellence. This Code of Ethics ("the Code") sets out the ethical principles and standards of conduct expected of all members of the LSBF Malta community, and gives effect to the institution's commitment to uphold academic freedom and ethical integrity in everything it does.

**1.2** The Code is reviewed periodically to ensure it remains fit for purpose and reflective of institutional practice, applicable regulatory requirements, and LSBF Malta's academic governance and quality assurance framework. It is published and maintained on the institutional website so that it is freely accessible to students, faculty, staff, partners, and the public.

**1.3** This Code applies to all faculty members, regardless of contractual or employment status, all administrative and professional staff, and all enrolled students in every activity connected with LSBF Malta. This includes, but is not limited to, teaching and course delivery, research and content creation, student assessment and feedback, performance evaluation, administrative duties, and the use of institutional resources, data, and technology.

**1.4** Where this Code and a subject-specific LSBF Malta policy address the same matter, the specific policy provides operational detail and this Code provides the overarching principles with which such policies should be consistent.

## 2. Academic Freedom

**2.1** LSBF Malta upholds academic freedom as a foundational value of the institution. Faculty members are entitled to freedom in teaching, discussion, research, and publication, and to explore, question, and present ideas and evidence in their subject area, subject to the professional obligation to do so accurately, responsibly, and with respect for the rights of others.

**2.2** Academic freedom is exercised within, and does not exempt anyone from, the ethical responsibilities set out in this Code — in particular the duties of honesty, accuracy, fairness, respect for students and colleagues, and freedom from discrimination and harassment. Academic freedom is not a license for unprofessional conduct, harassment, discrimination, or the neglect of academic or professional duties.

**2.3** Students are equally entitled to freedom of inquiry, respectful debate, and the expression of differing views and opinions in the course of their studies, provided this is exercised with respect for others and in line with the standards of academic integrity described below.

**2.4** Any concern that academic freedom has been improperly restricted, or improperly invoked to justify misconduct, should be raised through the reporting channels set out in Section 10.

## 3. Core Ethical Principles

All members of the LSBF Malta community are expected to uphold the following principles in their academic, professional, and administrative conduct.

### 3.1 Integrity and Honesty

- Act with honesty and transparency in all academic and professional dealings.
- Present information truthfully and accurately in course materials, assessments, research, official communications, and administrative records.
- Acknowledge sources appropriately in all scholarly, instructional, and assessment-related work, using the Harvard referencing style.

- Never present another person's work, data, or ideas as one's own, and never fabricate or falsify data, results, or records.

### 3.2 Respect and Inclusivity

- Treat all students, colleagues, and staff with dignity, respect, and fairness, regardless of background, beliefs, or ability.
- Foster an inclusive and supportive learning and working environment in which everyone feels valued and safe.
- Maintain appropriate professional boundaries at all times, avoiding any behaviour that could be perceived as exploitative, harassing, or unethical.
- Respect the privacy and confidentiality of students, colleagues, and their personal information, in accordance with institutional policy and applicable data protection law (including GDPR).

### 3.3 Professional Competence and Development

- Maintain expertise in one's subject area and engage in continuous professional development.
- Deliver high-quality, current, and engaging instruction aligned with course and learning objectives.
- Maintain proficiency in the institution's learning management system and other required technologies.

### 3.4 Fairness in Assessment and Evaluation

- Develop and administer assessments, and conduct performance evaluations, that are fair, objective, and free from bias or favouritism.
- Provide clear, timely, and constructive feedback.
- Apply institutional policies on academic integrity, plagiarism, and unfair practice consistently and fairly to every student.

### 3.5 Responsible Use of Technology and Resources

- Use institutional technology, systems, and resources only for their intended academic and professional purposes.
- Protect institutional data, intellectual property, and student data, and store sensitive data only on approved institutional systems.
- Maintain a professional online presence and ensure all communications with students and colleagues are conducted through official institutional channels.

### 3.6 Collegiality and Collaboration

- Engage in respectful, constructive interactions with colleagues, administrators, and members of other departments.
- Contribute positively to the collegial environment of the institution and participate in relevant committees and initiatives when appropriate.

## 4. Ethical Conduct in Research and Content Creation

**4.1** Academic content, research, and scholarly work must respect intellectual property and academic integrity requirements. Material drawn from external sources must be appropriately attributed and referenced in

accordance with institutional requirements. Appropriate and credible academic and professional sources should be used.

**4.2** All facts, data, and claims presented in academic content must be verified and accurate before publication. Content is subject to internal verification (IV) and plagiarism screening prior to release, and staff must cooperate fully and honestly with this process.

**4.3** Staff must use artificial intelligence tools responsibly and transparently and in accordance with current institutional policies and guidance, and must not present AI-generated material as original scholarly work where this would constitute a breach of academic integrity.

**4.4** Any actual, potential, or perceived research misconduct — including fabrication, falsification, or plagiarism — must be reported without delay through the channels described in Section 10.

## 5. Ethical Conduct in Teaching

**5.1** Faculty must deliver instruction that is accurate, current, and aligned with the approved module specification and learning outcomes, and must not knowingly present inaccurate or misleading information to students.

**5.2** Faculty must be responsive to students' academic needs, provide timely and substantive feedback, and ensure courses are accessible to all students, including those with disabilities, in compliance with the applicable LSBF Malta policy and support arrangements.

**5.3** Faculty must encourage critical thinking, academic inquiry, and respectful discourse in all teaching interactions, including online discussions, live sessions, and written feedback.

**5.4** Faculty must not share private contact details with students; all academic communication must take place through official institutional channels (e.g. Canvas).

**5.5** Faculty must monitor for, and act on, academic dishonesty, including inappropriate use of artificial intelligence tools by students, in accordance with the current LSBF Malta policies and procedures on artificial intelligence and academic misconduct.

## 6. Ethical Conduct in Performance Evaluation

**6.1** Grading of student work must be accurate, consistent, and impartial, free from bias or favouritism, and grounded in the language of the approved marking criteria.

**6.2** Feedback provided to students must be specific, substantive, and constructive, and must not be reduced to generic or unsupported commentary.

**6.3** Any concerns identified through moderation or other academic review must be addressed through objective, good-faith professional dialogue and in accordance with the applicable assessment and moderation procedures. Staff must not pressure a colleague, or be pressured, to alter a mark other than on the academic merits of the work and the approved assessment criteria.

**6.4** Performance evaluation of staff by the institution (including annual performance review and KPI assessment) must likewise be conducted fairly, consistently, and transparently, with staff given the opportunity to complete a self-assessment and to discuss the outcome.

## 7. Ethical Conduct in Administrative Duties

**7.1** Staff must carry out administrative responsibilities — including committee work, reporting, Assessment Boards, Unfair Practices Panels, and internal verification — honestly, diligently, and in accordance with institutional procedures and deadlines.

**7.2** Staff must maintain accurate and complete records and must not alter, omit, or misrepresent information in official reports, records, or institutional documentation.

**7.3** Staff must treat colleagues in other departments with courtesy and professionalism, and must not assign or accept work outside agreed channels of authority.

**7.4** Staff must safeguard confidential student and institutional data at all times, using only approved secure systems for storage and transmission, and must comply with GDPR and other applicable data protection requirements.

## 8. Conflicts of Interest

**8.1** All members of the LSBF Malta community must avoid situations in which personal interests, relationships, or activities could conflict, or appear to conflict, with their responsibilities to LSBF Malta, its students, or other stakeholders.

**8.2** Any actual, potential, or perceived conflict of interest — including personal relationships that could affect professional judgement, external activities that could conflict with institutional responsibilities, or relevant financial interests — must be disclosed promptly to the Dean or through the appropriate institutional reporting route.

**8.3** Individuals must not participate in decisions (including admissions, grading, moderation, recruitment, or disciplinary panels) where they have a conflict of interest, and must recuse themselves and notify the Dean or other appropriate institutional authority where such a situation arises.

**8.4** Failure to disclose a genuine conflict of interest is itself a breach of this Code.

## 9. Non-Discrimination, Anti-Harassment, and Inclusive Culture

**9.1** LSBF Malta is committed to a culture that is free from intolerance, discrimination, and harassment of any kind, for both students and staff.

**9.2** All members of the LSBF Malta community must foster a culture of respect and inclusivity, and must avoid discrimination, harassment, or bias of any kind based on race, colour, ethnicity, nationality, gender, gender identity, sexual orientation, disability, religion or belief, age, or any other protected characteristic.

**9.3** Disrespectful, disruptive, or offensive language or conduct — including harassment, hate speech, bullying, or discriminatory remarks — will not be tolerated from staff towards students, students towards staff, or between colleagues or peers, even where a student or colleague first behaves inappropriately.

**9.4** Faculty and staff should use inclusive language and diverse materials that reflect a broad spectrum of perspectives and backgrounds in their teaching and content, and should support students in engaging in respectful debate even where opinions differ.

**9.5** Any concern about bias, harassment, discrimination, or intolerant conduct must be reported promptly through the channels set out in Section 10, and will be investigated and addressed following institutional grievance and disciplinary procedures.

## 10. Reporting and Addressing Concerns

**10.1** Any faculty member, student, or staff member who believes a violation of this Code has occurred should report it promptly.

**10.2** Reports relating to faculty or staff conduct should normally be raised with the Dean or through the appropriate institutional or HR reporting procedure. Reports relating to student conduct should be made in accordance with the Student Behaviour and Code of Conduct Policy and the Complaints Policy and Procedure.

**10.3** All reports will be handled with discretion, in accordance with institutional policies on grievance procedures, confidentiality, and due process.

**10.4** Retaliation against any individual who reports a concern in good faith is strictly prohibited and may itself result in disciplinary action in accordance with applicable institutional procedures.

## 11. Disciplinary Action

**11.1** Violations of this Code by staff or faculty may result in disciplinary action, up to and including termination of employment or contractual engagement, depending on the severity and nature of the misconduct. Any action will be determined in accordance with applicable institutional policies and procedures and principles of due process.

**11.2** Violations of this Code by students may result in disciplinary action, up to and including expulsion, depending on the severity of the violation. Decisions will be made following a fair and transparent process and in accordance with the Student Behaviour and Code of Conduct Policy.

## 12. Review, Publication, and Revision

**12.1** This Code is reviewed periodically by the Quality Assurance Manager and the Dean, and through the appropriate LSBF Malta academic governance process, to ensure it remains fit for purpose, reflects current institutional practice, and meets applicable regulatory and quality assurance requirements.

**12.2** This Code is published on the LSBF Malta institutional website and is freely available to students, staff, faculty, applicants, partners, and members of the public.

**12.3** Material revisions to this Code will be approved through the appropriate LSBF Malta governance process and communicated to relevant stakeholders.

## Version Control Table

| Version | Amended / Reviewed by | Details of Amendments | Date |
|---|---|---|---|
| 1.0 | Elizabeth Clarey, QA Manager/ Dr Shahnaz Hamid, Dean | New version developed for LSBF Malta | Nov 2024 |
| 2.0 | Elizabeth Clarey QA Manager/ Dr Shahnaz Hamid, Dean | Version updated with new policy requirements | Sep 2026 |
| Changed Approved by: | LTAC | | 27.10.2026 |