



Stockholms  
universitet

Institutionen för arkeologi och antikens kultur

DECISION  
Ref. no. SU 108--1.1.2-0029-20  
2020-04-02

### *Ethics Policy for the Department of Archaeology and Classical Studies*

This *Ethics Policy* is intended to guide all employees and students at Stockholm University's Department of Archaeology and Classical Studies.

Our *Ethics Policy* is based on the following core values:

- Responsibility
- Consideration and transparency
- Equality treatment and fairness
- Good teaching and study practices
- Good management practices
- Good administrative practices
- Good research practices

#### **Responsibility**

As a government authority, Stockholm University and thus the department have a responsibility to employees, students and the public for all work that is carried out, as well as for how it is carried out.

Employees and students have a responsibility – both to each other and to the department/Stockholm University – when it comes to how they conduct their work. Each individual researcher also has a responsibility to her/his research funding body.

#### **Consideration and Transparency**

All work carried out at the department must be transparent, impartial and professional. Decisions must be based on scientific and professional grounds and determined after careful examination. The department must be a transparent organisation characterised by participation.

Everyone has the right to privacy, respect and to feel safe in their work and study environment. Therefore, please be sensitive to the wishes and needs of those around you.

The exchange of opinions and unbiased knowledge-seeking enriches all our activities. In order for teaching and research to achieve new goals/knowledge, we must question and critically examine the data and facts with which we are presented. However, please be generous with support and appreciation when something is good and provide factual criticism for something that is less good. An important starting point here is to formulate one's criticism professionally and keep things and people separate.

#### **Equality treatment and fairness**

The equal value of all people is fundamental to the department. Every employee and student should demonstrate respect for each other's differences and opinions, and our approach should be characterised by tolerance. The department has zero tolerance for harassment, insults,

threats and bullying (e.g. because of age, gender/sexual orientation, ethnicity/nationality, religion). Everyone has the right to be tested on an equivalent assessment basis.

In the exercise of public authority – for example in admission, grading and appointment – decisions and positions must be objective and factually justified.

### **Good Teaching and Study Practices**

The teaching at the department, whether it takes the form of laboratory work, lectures or seminars, must be based on mutual respect and cooperation between teachers and students.

The teaching and examinations (of varying nature) conducted at the department are compulsory. In order to achieve a good study environment, it is important that students respect teaching opportunities, follow course instructions, submit course assignments on time, and sit for their exams.

In order to achieve a good study environment, it is important that teachers provide feedback on course assignments and correct exams within 15 working days. The feedback should be presented with respect and be of such a nature that it helps the student to achieve the objectives of the course.

In order to maintain a good work environment, it is also important for students and teachers to be considerate and respect the need for silence and allow each other to work in peace.

In the department's laboratories, it is important to attend safety briefings and to follow the instructions provided.

The handling of archaeological finds must be done with great respect and caution. Special care must be exercised when examining osteological material. Human remains are still to be regarded as individuals. As such, they must be treated professionally and with great respect. It is strictly forbidden to photograph and disseminate photographs taken in the laboratories without special permission (for further information, see the department's *Media Policy*).

### **Good Management Practices**

The Head of Department has ultimate responsibility for the department, and as its leader she/he plays an important role in conveying the department's ethical guidelines. As a leader, she/he must set a good example and ensure that her/his personal conduct lives up to the values of the department. In addition to the Head of Department, team managers and heads of division must ensure that employees are familiar with the *Ethics Policy* and that the policy and its guidelines are complied with.

The Head of Department has ultimate responsibility for the department's prevailing working climate. It is important that she/he contribute to an environment in which employees can work independently and are able to freely express critical and constructive thoughts.

### **Good Administrative Practices**

Administrators play a central role at the department, and their tasks are multifaceted. They communicate and work with the entire university on matters relating to, e.g. information for

students, employees and the press. Administrators and technicians also provide practical support to students and employees at the department.

In her/his professional role, an administrator must stand up for an ethical approach, counteract prejudice and promote a gender-equal and equal work environment. Sensitive information about students and employees must be processed with discretion and, where appropriate, with confidentiality.

### **Good research practices**

Good research practices entail consideration for the requirements of objectivity, impartiality and independence, honesty in communication, ensuring the openness and availability of methods and results, the conscious review and disclosure of their starting points, refraining from stealing results from others, providing fair references and recognitions, maintaining good order in one's research, and striving to conduct it in a manner that does no harm to people, animals or the environment, as well as protecting the researchers of the future.

### **Deviation from the *Ethics Policy***

Employees or students who discover circumstances that are perceived to be contrary to this policy must criticise/report this. A report may be filed anonymously (the study counsellors are bound by professional secrecy).

If you are employed, you should first contact your immediate superior/safety representative/gender equality coordinator. If you are a student, you should turn to your Director of Studies, study counsellor, work environment representative or student council/student union for advice and guidance.

If a researcher is suspected of 'research misconduct', the report of suspected deviations from good research practices should be submitted to the President of the university. The report must be made in writing.

If a student cheats or commits plagiarism, this must be reported to the Director of Studies, who takes action.

**The Department of Archaeology and Classical Studies adheres to the ethical principles of Stockholm University.** For further information and guidance, see *Ethical Guidance – To Keep a Discussion Alive*. See also the university's *Work Environment and Equal Terms Policy* and the *Plan for Equal Rights and Opportunities*.

### **Contact persons at the department:**

Head of Department, Kerstin Lidén – [prefekt@ark.su.se](mailto:prefekt@ark.su.se)

Lena Holmquist, Safety Representative and Director of Studies, [skyddsombud@ark.su.se](mailto:skyddsombud@ark.su.se) and [studierektor@ark.su.se](mailto:studierektor@ark.su.se)

Safety Representative, Anne Monikander – [skyddsombud@ark.su.se](mailto:skyddsombud@ark.su.se)

Gender Equality Coordinator: Markus Fjellström – [jamlikhet@ark.su.se](mailto:jamlikhet@ark.su.se)

Director of Studies, Anders Carlsson – [studierektor@ark.su.se](mailto:studierektor@ark.su.se)

Study Counsellors: Maria Lowe Fri and Anne Monikander – [studievagledare@ark.su.se](mailto:studievagledare@ark.su.se)

The Subject Council of the Department of Archaeology and Classical studies – [ark.su.studentrad@gmail.com](mailto:ark.su.studentrad@gmail.com)

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