

Globethics

Ethics in Higher Education for Administrative Professionals

Course programme



Ethics in Higher Education for Administrative Professionals

www.globethics.net/academy/ethics-higher-education-administrative-professionals

Overview

Duration: 8 weeks
Workload: 73 hours including 1.5 hour live session every other week (6 hours total)
Study method: online
Language: English
ECTS: 3 ECTS (6 CATS or 1.5 USC) credits

What you will learn

- Unit 1 Why should I be ethical? The relevance of ethics in the context of a higher education institution
- Unit 2 Personal Information and Data Analysis Ethics, e.g. protection of privacy
- Unit 3 Library Ethics, e.g. copyright and intellectual property protection
- Unit 4 International outbound students' university policies, e.g. intercultural differences
- Unit 5 Student selection process
- Unit 6 Ethics and Sustainability
- Unit 7 Cyber Crimes in Education, e.g. Cybersecurity
- Unit 8 Procurement
- Final Assignment (for certification track only)

The course is intended for administrative professionals in higher education institutions and will help them recognise, understand and address ethical issues in personal, institutional, and professional contexts.

Course participants will be asked to reflect on existing policies and practices within their institutions, and more broadly, within the higher education sector. Knowledge and tools will be provided to reflect on ethical dilemmas in the context of privacy and data protection, copyright and intellectual property, intercultural differences, student selection, sustainability, cyber security, and procurement.

Participants on the Ethics in Higher Education Course for Administrative Professionals will be guided to analyse relevant case studies in view of developing ethical frameworks such as codes of ethics, regulations, and other standardising instruments appropriate for their work.

This course has been officially benchmarked by the Education Counselling and Credit Transfer Information Service (ECCTIS)/ United Kingdom National Information Centre for the Recognition and Evaluation of International Qualifications and Skills (UK ENIC).

This Ethics in Higher Education Course is designed to help administrative professionals at higher education institutions to develop greater awareness of the full spectrum of their responsibilities in terms of ethics and good practices pertaining to the various facets of their roles.

Whether through the method of creating an ethical culture and organisation within the institution; the manner of interacting with students, fellow staff, and other academic professionals; the understanding of the importance of applying strict ethical rules and controls when it comes to topics like publishing, plagiarism, examination, and the prevention of harassment, bullying, and unfair treatments up to the ethics of delivery, the content of this course goes deep into the wide-ranging dimensions that a higher education institution must take into account in its operations.

Following an introductory unit, the course looks at ethics in relation to personal information, data analysis, and the student selection process; library ethics; sustainability, cyber crimes, and procurement.

To ensure participants attain a high level of awareness and understanding on these topics, the Ethics in Higher Education Course syllabus is designed to alternate theory, self-reflection, case studies, real-world examples, relevant tools, frameworks and solutions, all dispensed in a very interactive way.

Regular sessions with fellow participants from varying geographic, cultural, and professional backgrounds and the expert course instructors, as well as participation in group projects, allows for enriching discussions and exchanges and new insights on all of these matters.

Course Instructors

Gilles Bach, instructor also on the Cyber Ethics and Responsible Leadership courses, is a strategist and

"The course was helpful not only in preparing us for the role that each of us hold in our institution but also for every other aspect of our lives. The situations presented in the modules are similar to situations we face in real life... when we shared our different experiences, regardless of our country, we are dealing with the same problems."

Laura Ramirez, Academic Coordinator,
Colombia

consultant in the Data, AI, and Internet of Things (IoT) space, focusing on responsible and sustainable leadership practices, data and automation, and digital & organisational transformation, acceleration and innovation.

Meggy Kantert, who also teaches the Responsible Leadership course, is an experienced MAS Business and Executive Coach and Consultant. She focuses in particular on intercultural training skills and has over 20 years experience in a variety of branches in 26 countries. Meggy Kantert encourages building competence in developing teams/staff, supporting sales, strategic marketing and business development.

Course objectives

- Interpret and analyse situations, procedures and structures within higher education institutions in relation to ethical standards
- Develop appropriate measures and tools to address deficiencies and malfunctions, especially pertaining to administrative roles and tasks

More information

Entry requirements:

- English language proficiency at least at intermediary-advanced level;
- Two to three years of higher education studies, usually at Bachelor degree level, and/or an equivalent professional experience.

Course registrations and registration guidelines:

On the Globethics online registration page: www.globethics.net/academy/course-registration.

Language: English.

ECTS: This course has been accredited for the European Credit Transfer and Accumulation System (ECTS) and is subject to the 3 ECTS, 6 CATS, and 1.5 USC credits avocational education system in the field of Individual Courses. Learn more: <https://www.globethics.net/accreditations#ects>.

Course fees:

Two course options:

- Basic track option, without final assignment and certificate of attendance, is available free of charge.
- Certification track version costs 300.00, 250.00, 150.00, or 100.00 USD according to the [World's Bank Country Income Classification](#).

Information and assistance:

- academy@globethics.net or
- Lidia Sloutskovski, Academic Office Manager: sloutskovski@globethics.net
- Allison Pierok, Academy & Project Assistant: pierok@globethics.net

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