

Changes have been approved by  
LLC Teaching University Geomedi's  
Academic Board session:  
Protocol №09, 11.08.2020

Rector, Professor \_\_\_\_\_ Marina Pirtskhalava

## Teaching University Geomedi LLC

### Code of Ethics

#### **Article 1. General provisions**

- 1.The Code of Ethics constitutes the ethical norms and rules of staff (academic, scientific, invited, administrative, support) and student behavior at University Geomedi (hereafter “University”) under the requirements of the current legislation and legal acts regulating the activities of the university. It defines disciplinary measures and procedures related to disciplinary proceedings.
- 2.The implementation of the regulations and disciplinary responsibilities defined by the Code of Ethics shall be mandatory for all University students and the University staff (academic, scientific, invited, administrative, support)
- 3.The purpose of the Code of Ethics is to establish the principles and norms according to which the university staff and students should act.
- 4.University staff and students must abide by the Code of Ethics and comply with disciplinary liabilities without special instructions.

#### **Article 2. Principles of the Code of Ethics**

University staff and students are guided by generally recognized principles established at the University, such as lawfulness, independence, good faith, impartiality, fairness, professionalism, transparency, accountability.

### **Article 3. Ethical norms for academic, scientific, and invited staff**

1. Academic, scientific, and invited staff are obliged to:

A) carry out activities following the ethical norms established by this Code.

B) create every condition for the existence of a perfect academic environment; Develop effective teaching methods and fair evaluation criteria, promote the free expression of ideas.

C) treat students with respect, protect their academic freedom, and promote their professional growth.

D) In the process of student assessment, the representatives of the academic staff should act following the principles of fairness and objectivity. Their evaluation should be based only on academic achievement and not on personal characteristics such as gender, religion, race, personal values, political affiliation, etc.;

E) never put the student in a more favorable or privileged position than others.

F) not to allow humiliation, insults, accusations of students and colleagues, avoid conflicts, be regardful in criticism.

G) promote a relationship based on respect and fairness between colleagues.

H) not to disclose confidential information, except in cases provided by law.

I) not to receive a gift in connection with work activities.

J) not to show any form of aggression or discriminatory attitude based on sexual, racial, religious, ethnic background, rank, or other grounds.

K) follow the principles of academic integrity, do not allow the misuse of the text, idea, concept, any data of the result of someone's intellectual work without citation and appropriation.

L) not allow falsification of data, information, or citations in a scientific paper.

M) refrain from engaging in activities outside the university or taking on responsibilities that would prevent them from fully fulfilling their university duties;

N) use the University building, equipment, tools, and other resources for its intended purpose only for the full implementation of their university activities;

O) not to appear at the university under the influence of alcohol, drugs. Alcohol consumption in the university building is allowed only within the framework of official events organized by the administration.

P) not smoke in the University building. The restriction does not apply to smoking tobacco in the university yard or outside the building.

Q) not to allow religious and political propaganda on the territory of the University.

S) follow the academic dress code;

S) treat the representatives of administrative / support staff and their activities with respect and fairness.

2. In case of violation of the rules established by the first paragraph, the person shall be subject to disciplinary liability.

#### **Article 4. Ethical norms for administrative and support staff**

1. Administrative and support staff are obliged to:

A) carry out activities following the ethical norms established by this Code.

B) create a moral, financial-economic, and domestic environment necessary for educational and scientific activities and professional development at the University;

C) promote the University in public; respect its traditions.

D) treat colleagues and students fairly and with respect. Do not allow their humiliation, insult, accusation, avoid conflicts, be regardful in their criticism.

E) promote a relationship based on respect and fairness between colleagues.

F) support the performance of official duties by the staff employed at the University.

G) not to disclose confidential information, except in cases provided by law.

H) not to use the position for personal gain.

I) not to receive a gift in connection with his/her official activities.

J) not to show any aggression or discriminatory attitude based on sexual, racial, religious, ethnic background, rank, or other grounds.

K) obey the rules, procedures, and existing legislation established by the University.

L) refrain from engaging in any activities or commitments outside the University that would prevent them from fully fulfilling their university duties.

M) use the University building, equipment, facilities, and other resources for its intended purposes only.

N) not to appear at the university under the influence of alcohol, drugs. Alcohol consumption in the university building is allowed only within the framework of official events organized by the administration.

O) not smoke in the University building. The restriction does not apply to smoking tobacco in the university yard or outside the building.

P) not to allow religious and political speeches and public appearances on the territory of the University.

2. In case of violation of the rules established by the first paragraph, the person shall be subject to disciplinary liability.

#### **Article 5. Ethical norms for students**

1. The student is obliged to:

A) respect the University's name, reputation, staff, and other students.

B) comply with the requirements of the current legislation, the University Statute, the Code of Ethics, plagiarism detection rules, the contract with the University, and other internal legal acts.

C) take care of the University's property;

2. The following behavior shall be considered inappropriate and unethical for a student:

A) Interference with the learning process (noise during the lecture or in the corridor, use of the mobile phone during the lecture, etc.).

B) Smoking in the university building.

C) Import, distribution, and/or use of alcohol, narcotics, and/or psychotropic substances, firearms, and/or other weapons; gambling.

D) Import, and/or distribution of explosive and flammable items and substances that pose a real threat of fire and/or explosion.

E) Damage/destruction of material and technical resources of the University.

- F) Littering of the university territory, defacing the university building, damage to the plants.
- G) Violence, physical and/or verbal abuse against other students and staff.
- H) Use of foul language
- I) academic misconduct, which means: copying from another student's work; presenting another person's work as one's own; Taking an exam instead of another student; Quoting someone else's work or expression without citing the source (plagiarism); Stealing, destroying, altering another student's thesis; Attempts to obtain an assessment by threatening, deceiving or other inadmissible means to the examiner; Falsifying his/her university data.
- J) Violation of the rules of conducting examinations, the examination process

### **Article 6. Disciplinary Measures**

1. In case of violation of ethical norms and internal legal acts by the university staff and students, disciplinary measures are applied.
2. Disciplinary measures for the violation of the ethical norms and other legal by the staff are provided in the “Internal regulations and disciplinary liability norms” of the University.
3. The following disciplinary sanctions are envisaged for students violating the norms of ethics and other legal acts in force at the University:
  - A) the student may be given an oral warning;
  - B) the student may receive a written warning
  - C) written warning into a personal file;
  - D) the student may lose the scholarship
  - D) student status can be terminated;
3. Disciplinary measures are determined to be the ethics committee.

### **Article 7. Ethics Committee**

1. An ethics committee shall be established at the university to ensure compliance with the requirements established by the Code of Ethics.

2. The ethical issue can be raised by all interested persons who have become aware of the fact of violation. The interested person applies to the Rector of the University with a request to start disciplinary proceedings.
3. On the Rector's order, the Ethics Committee, with at least 3 members, is approved in each specific case, excluding conflicts of interest. If the issue is related to a student, a representative of the student self-government is also included in the Ethics committee.
4. The documents shall be submitted to the Ethics Committee, which decides on the initiation or refusal of disciplinary proceedings.
5. The Ethics Committee is obliged to investigate each case thoroughly, objectively, and fairly, taking into account the position of all parties. Examine the available documentation and Hear explanations from all interested parties.
6. At the meeting of the Ethics Committee, the persons participating in the proceedings are entitled to submit their explanations and opinions on the circumstances of the case.
7. The Ethics Committee makes a decision only if there is a proper substantiation.
8. During disciplinary proceedings, the student has the right: to make a reasoned decision in writing to initiate disciplinary proceedings against him/her; Attend disciplinary proceedings and exercise the right of defense;  
Provide the Committee with the information and evidence in his/her possession; To request that the issue of disciplinary proceedings against him be discussed at a public hearing.
9. The initiation of disciplinary proceedings does not restrict the student's right to participate in the learning process unless it endangers other students, the property, and the safety of the University.
10. The Ethics Committee is chaired by the Chairperson elected by the majority of votes at the committee session.
11. The sessions of the Ethics Committee are closed, and the information obtained during the disciplinary proceedings is confidential.
12. A meeting is legal if it is attended by more than half of the members.
13. The Ethics Committee shall decide on imposing disciplinary measures no later than one month after the submission of the application. The decision shall be made by a majority of votes. In the case of equal votes, the vote of the chairman of the committee shall determine the outcome.

14. Minutes shall be drawn up at the sitting of the committee, which then is signed by all members.

15. The decision of the Ethics Committee on imposing disciplinary measures shall be submitted to the Rector of the University.

16. the interested person/persons must be notified in writing within three days about the decision.

### **Article 8. Appeal a decision; Appeals Committee**

1. University staff/students have the right to appeal the decision of the Ethics Committee if they believe that it is based on incorrect facts.

2. A decision can be appealed within 2 days.

3. In each specific case, an appeals committee is established, which is approved based on Rector's order. A person on the Ethics Committee may not be a member of the Appeals Committee in the same case.

4. The Appeals Committee shall request all the documentation regarding the case, hear the factual circumstances, and make a decision based on them.

5. The Appeals Committee is authorized not to accept the case in the proceedings if there are no arguments in the application, which indicate the illegitimacy of the decision of the Ethics Committee.

6. The Appeals Committee, after a thorough and objective examination of the case, will decide on whether to review, reject, or partially review the complaint.

7. The decision of the Appeals Committee shall be submitted to the Rector of the University for execution.

8. University staff/students have the right to appeal the decision in court.

### **Article 9. Procedure for imposing disciplinary sanctions**

1. The decision to impose disciplinary sanctions shall be taken as a result of a thorough investigation of the case and it shall be substantiated.

2. when imposing the disciplinary sanctions nature and gravity of the misconduct, the circumstances, the damage caused, the fault and conduct of the person shall take into account.

3. The amount of imposed disciplinary sanctions shall be adequate to the disciplinary misconduct.
4. In each case, the Ethics Committee decides on imposing disciplinary sanctions following this principle.
5. Only one disciplinary sanction may be applied for each violation.
6. If a person has not been imposed on a new disciplinary sanction within one year, he/she shall be considered without disciplinary liability.
7. In case of violation of Article 5, paragraph 2, sub-paragraphs “c”, “d” and “g”, depending on the severity of the violation, the person shall be subject to “written warning into a personal file” or “termination of student status”, If there are signs of crime, the police will be informed.
8. In case of violation of Article 5, paragraph 2, sub-paragraphs “i” and “k”, “an oral warning” shall be applied to the person. If a student is receiving a scholarship, he/she will be subject to a "termination of the scholarship." The test will also be canceled and/or removed from the exam. In the case of repeated actions, "termination of student status" will be applied to the person.
9. In case of violation of Article 5, paragraph 2, sub-paragraphs “a”, “b”, “f” and “h”, “a written warning” shall be applied to the person. In case of repeated violations, depending on the severity of the violation, a "warning entering into a personal file" will be applied to the person. If a student is receiving a scholarship, he/she will be subject to a "termination of the scholarship."
10. In case of violation of Article 5, paragraph 2, sub-paragraph “e”, depending on the severity of the violation, a “severe reprimand, and warning in a personal file” will be applied to the person, also be full compensation for the damage caused.

#### **Article 10. Final Provisions**

1. Issues that are not regulated by this Code are regulated by the legislation of Georgia and the "Internal Regulations and Disciplinary Liability Norms" of the University.
2. Any amendments or additions of this document shall be carried out by the Academic Board of the University.
3. The Code of Ethics is valid upon its approval by the Academic Board.