



Approved by the Rector

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Code of Ethics of LTD “Avrasya Batumi International University” and disciplinary liability norms

CHAPTER I. GENERAL PROVISIONS

Article 1. Introduction Provisions

1. Ltd. Avrasya Batumi International University (hereinafter - Teaching University, "Abu") represents the Union of Students and Professors - an educational institution in which academic and vocational education and research has been created in the united area in cooperation with students, professors, teachers and researchers. The uniform space is based on three principles:

- A) academic freedom;
- B) freedom of conscience;
- C) freedom of choice.

2. The Teaching University plays an important role in the development of a democratic and open society, for which ethical norms are required.

3. The Code of Ethics (hereinafter - the Code) is the formulation of ethical principles, values and behavior of staff and students of the Teaching University.

4. The Code aims to help educate university staff and students in solving and identifying ethical issues that may arise during their work or learning period. This system is also directed towards the settlement of relations with colleagues, students, academic university and national or international associations.

Article 2. Legal Basis

The legal basis for this Code is the Constitution of Georgia, Law of Georgia on Higher Education, other normative acts and the provision of the Teaching University.

Article 3. Scope of the Code

1. This Code applies to Teaching University students and employees. Regulates the rules of their conduct for the entire period of study and activity at the university.

2 For the purposes of this Code the student is considered:

A) A person who is studying the Law of Georgia on Higher Education and other Normative Acts and the Teaching University is studying the educational program in the Teaching University.

B) A person studying at any of the centers of the university (other than those referred to in subparagraph "a" of paragraph 2 of this article), where appropriate certificate is provided after completion of the study;

C) Person who is training at the Teaching University.

Chapter II. Norms of student ethics

Article 4. Basic Principles of the Code

1. All students of the university are equally enjoying the rights granted by the Georgian legislation and the Charter of the University.

2. The student shares the values envisaged by the Code of Ethics of the Teaching University and defines the order established by this Code.

3. The student recognizes the right of the university, in case of violation of this Code, discusses its disciplinary liability and, in turn, obliges to fulfill the decision on the matter.

Article 5. Rules of Students Ethics

This Code establishes the rules regarding the student's general and academic process of conduct.

Article 6. Common Rules of Students Ethics

1. Inappropriate and unethical behavior for student is considered:

A) interruption of the course of the study process (noise on the lecture, use of mobile phone, fuss in the corridor and etc.);

B) smoking in a prohibited place;

C) Bring, dissemination and / or use of alcoholic beverages in the building of the university;

D) gambling games on the territory of the Teaching University;

E) Violation of the use of inventory (make inscriptions on computers, laboratory equipment, training furniture and inventory damage);

F) Fouling the territory of teaching university, distortion of the look of the building
Damage to plants;

G) obscenity.

H) bringing, dissemination and / or use of drug and / or psychotropic facilities at the Teaching University;

I) bringing and / or distributing firearms or cold weapons at the Teaching University;

J) bringing and / or spreading explosive and flammable materials at the Teaching University building which creates a real threat of fire and / or explosion;

K) violence, physical and / or verbal abuse of other students or employees.

2. Student of Teaching University is obliged not to attend lectures and other educational activities.

3. All students of the university are obliged to have a student's ticket or identity card on the territory of the Teaching University.

Article 7. Rules for the Academic Process

1. The following academic fraud will be considered as inappropriate and unethical behavior for the student:

- A) copied from another student's work or use of any other supporting material; („crib“);
- B) represent the work of another person as a property.
- C) interference with other students in the study and research process, by hiding or destroying necessary resources;
- D) promote academic falsification of another student;
- E) Falsification of research works information;
- F) preparation of an individual task group or representation of a task prepared by one person as a group work;
- G) plagiarism(Complete or partially copying the work of others without reference to the author and source;) or buy the thesis.
- H) to pass a test instead of another student or send another person to pass a test;
- I) obtain and / or disseminate confidential information about the exam;
- J) stealing, destroy, change the work of another student;
- K) falsification data of the Teaching University;
- L) Attempt to get an assessment by threatening the examiner, By physical or psychological influence, Deception, fraud or other unauthorized means and actions.

Article 8. Issuing of disciplinary measures Authorized person for the initiative

The disciplinary action against the student on the facts of violation of the rules regarding the general and academic process of ethics can be initiated by any employee of the university.

Article 9. Possible Sanctions of Disciplinary Responsibilities

- 1. For violation of rules regarding the general and academic process of ethics:
 - A) The student may be given a verbal warning;
 - B) The student may be given a written notice in personal affairs;
 - C) The student may terminate the status.
- 2. When committed by the student, by the Georgian legislation, the Teaching University immediately addresses the police;

Article 10. Disciplinary Commission

1. To decide whether the sanction may be imposed by a student who violates the rules envisaged by this Code, a disciplinary commission shall be established.

2. Disciplinary Commission shall be established by the Rector of the Teaching University;
3. The number of members of the disciplinary commission is an odd and consists of at least 3 and not more than 5 members.
4. The disciplinary commission includes:
 - A) Dean of the faculty;
 - B) One of the students;
 - C) Other members.
5. Discussion of Ethics Code violations is ongoing at the Commission Sessions. The session is a decision if at least half of the members attend the session.
6. At the disciplinary commission the student should be given an opportunity to present his own explanations.
7. The decision is made by a majority of attendees at the session.
8. The Disciplinary Committee shall inform the Rector of his own decision.

Article 11. Rector

1. The Rector will make a decision about the sanction of a student who is violating this Code.
2. When discussing the issue, the student should be given an opportunity to present his own explanations. In case of student's written request the issue should be considered at a public hearing.
3. As a result of the review, the Rector shall make a final decision on imposing disciplinary liability for the student.
4. If the disciplinary committee does not make a decision, the Rector shall apply to the Disciplinary Commission to review the case;
5. Decision on imposing disciplinary liability is included in the student's personal case.

Chapter III. Ethical norms of academic personnel and invited specialists as well as employees employed in the administration

Article 12. The norms of the academic staff and invited specialists of the Teaching University

1. Academic staff and invited specialists are the main source of training in the university. They are obliged to regularly raise academic, pedagogic and professional level. At the same time, they are obliged to take active participation in public or organizational activities of the university.
2. The teaching process should be conducted in accordance with ABU educational programs.
3. Periodically renew the structure, topics and teaching methodology of educational programs.
4. Professors and invited staff should not be late for the lecture, they should be well organized and ready to conduct a lecture. The lecture should not end sooner; Do not be free to lecture, without a reasonable reason.

5. Lecturers should provide an objective and transparent assessment, the student's difference is unacceptable.
6. Personnel are required to take part in the relevant social and scientific activities of ABU.
7. Any communication with press or media agencies on behalf of ABU should be agreed with ABU authorized persons.
8. While working in Abu, staff must observe ABU's name and reputation both at work and outside.
9. In case of termination of labor relations with ABU, the personnel are obliged to provide the ABU official authority with user names and passwords used to access the ABU official information platform (social media, database, corporate e-mail, etc.).
10. Improper behavior can lead to disciplinary sanctions.
11. Academic staff and invited specialists should refrain from involvement in the work outside the Teaching university, preventing them from performing their duties fully.
12. Academic personnel and invited specialists should use the building, technics, equipment and other resources of the university for the full implementation of the activities.
13. Academic personnel and invited specialists should be treated fairly and respectfully by all staff and students of the university.
14. Academic personnel and invited specialists should timely inform the Teaching University administration about leaving the service.

Article 13. Relations with colleagues

1. Measures to be prescribed by the Regulations of the Teaching University for violation of ethical norms by academic personnel and invited specialists.
2. Academic personnel and invited specialists should respect the academic independence of the colleague, to assess his activities and works fairly and objectively; Colleague's criticism should be constructive; Should not make gross and unacceptable comments on colleagues' teaching methods, it is impermissible to humiliate or insult a colleague.
3. Academic personnel and invited specialists should be equally and fairly responsible for the management of the Teaching University and should provide active assistance to their colleagues in their professional development.

Article 14. Communication with the staff of the administration

1. Academic staff, invited specialists and administration staff must have respect and fair communication. Discrimination from any of the parties is not allowed.
2. Academic staff and invited specialists should not use the administration staff for the purpose of their own failing to request the benefits and concessions that are not covered by the law, which will lead the administration to the ethical dilemma.

Article 15. Employees of the Administration

1. The responsibility of the administration staff is to create a moral, financial-economic and household environment for educational-scientific activities and professional development at the Teaching University.
2. Administration staff should respect the Teaching University and its traditions, staff and students to be treated fairly and respectfully. Administration staff should work out and implement a policy that excludes discrimination against employees and students on the basis of sex, age, racial, ethnic, political or religious affiliation.
3. The activity of the administration staff should be based on the high standards of ethics, integrity and honesty; Encourage the strengthening of the name and authority of the Teaching University in society. For this purpose, the administration staff must obey the rules, procedures and existing legislation established by the university.
4. Administration staff should use the university's academic, working hours, intellectual abilities and other resources effectively for the needs of the university.
5. Administration staff should not disclose confidential information received during professional activities, except for legitimate needs.
6. Measures to be taken by the administration of the Teaching University are for the violation of ethical norms by the administration staff.

Article 16. Types of violation of academic ethics

1. Teaching University staff is prohibited to disclose and disseminate any kind of data, idea, conception, visual or audio material of any other intellectual work result, if the author does not specify. (Plagiarism).
2. The teaching university staff is prohibited to repeat their work on the original source. (Self-plagiarism).
3. Teaching University staff is prohibited from falsifying data, information or quotations in academic work (Falsification).
4. The Teaching University is obliged to monitor ethical conduct of research activities and timely react to all the identified violations of the general rules of conduct of personnel.
5. In case of detecting academic ethics violation of the academic university of the university, the applicant addresses the Head of the Quality Assurance Office of the Teaching University, who confesses the confidentiality of confessions with the Dean of the Faculty. In case of confirmation of suspicion, a commission will be created, which will be staffed by the qualified specialists of the relevant field, both from the Teaching University and also from the persons concerned.
6. In case of violation in view of the gravity of the violation, the Teaching University will use disciplinary penalties under the internal regulation.

Chapter IV. The final part

Article 17.

1. Responsibility of a person increases the rate of repeated violation of the norms of this Code or the proportion of disciplinary misconduct.

2. The disciplinary liability measure towards the Teaching University staff is subject to the rector's order. The decision made by the interested person shall be notified in writing.