

Approved at the Academic Board Meeting -N11 as of October 15, 2015 and at the Representative Council Meeting - N5 as of October 16, 2015. The Student Code of Conduct approved at the Academic Board Meeting-N69 as of December 26, 2012 and at the Representative Council Meeting-N12 as of December 27, 2012 has been annulled by the boards mentioned above.



Student Code of Conduct

Ilia State University (hereinafter: the University) is the community of students and professors - a multifunctional, educational and scientific institution, where the collaboration of students, professors, teachers and researchers creates a unified academic, professional education and research space.

The purpose of the Student Code of Conduct is to establish standards and procedures, necessary for maintaining quality learning and research environment at Ilia State University. In the environment, which is based on the principle of freedom of thought and expression, it is necessary to follow high academic standards and protect the dignity and security of every individual. Student Code of Conduct is a guide for a student's ethical behavior in the University environment, ensuring the security of the University students, community and other individuals, also protecting the University property and shared resources, as well as developing the best environment for creation and preservation of academic activities.



Article 1. Legal Grounds

The legal grounds for this Code are the Law of Georgia on Higher Education, the Statute of LEPL Ilia State University and other regulations.

Article 2. Rules for the Student Code of Conduct

This Code sets general and academic rules of conduct.

Article 3. Scope of the Code of Conduct

3.1 This Code of Conduct shall apply to all students and auditing students of Ilia State University and shall regulate the rules of conduct at Ilia State University during the entire learning period.

3.2 For the purpose of this Code the Student shall mean:

- a) the person, who is enrolled in the Georgian language Preparation Program, Bachelor's, Professional Education, Master's or/and Doctoral Programs at the University;
- b) the person holding the status of an Auditing Student or a Guest Auditor;
- c) the person, studying at one of the University centers (except the individuals set forth in the Paragraphs A and B of this Article), after which they will be granted certificates.
- d) the person who is trained at one of the University faculties and/or centers.

Article 4. Core Principles of Student Code of Conduct

4.1 All University students have equal rights to exercise the rights granted by the Law of Georgia, the University Statute and other regulatory acts.

4.2 The Student shall share and comply with the rules and regulations, values and core principles, those set by the University Statute and this Code of Conduct.

4.3 The Student shall acknowledge the right of the University to discuss the issue on imposing disciplinary responsibility in case the code of conduct is violated and meanwhile take responsibility to execute the decision made in relation with the said issue.

4.4 The Student is an independent, free individual, with the ability to evaluate his/her own behavior and determine its consequences;

4.5 The disciplinary measures against the Student shall be taken if general and academic process related rules and regulations of ethics are violated.

Article 5. Responsibilities of the Student

5.1. The Student shall be prudent and cautious with another individual's dignity, human, health, personal property and/or non-property rights;

5.2. The Student shall not discriminate and/or show intolerant attitude based on race, color, language, sex, religious, political or other grounds, and on the basis of national, ethnic, social, place of residence or any other circumstances;

5.3. The Student shall respect the name, symbol and business reputation of the University.

5.4. The Student shall abide by the rules set forth in this Code of Conduct and obey the decision of the Disciplinary Committee.

Article 6. General Rules of Conduct

6.1 The following behaviors exhibited by the Student shall be deemed improper and unethical:

- a) hampering academic process during the course of study (being late for lectures, using a cell phone, causing disturbance in corridors, turning off electricity and etc.);
- b) disruption of a lecture, seminar, public meeting;
- c) smoking in the areas which are designated as non-smoking;
- d) possession, distribution and/or use of alcohol, unless otherwise is agreed with the University Administration;
- e) gambling;
- f) violating the Equipment Use Procedure (making inscriptions on desks and on any other inventory; damaging and/or improper use of computers, laboratory equipment, furniture and training equipment, damaging plants and etc);
- g) littering the University area, damaging buildings and distorting the building façade/image;
- h) damaging and improper use of the University movable property or the property which is in the temporary use of the University;
- i) any display of profanity, obscenity, drunkenness on the University premises;
- j) unscrupulous attitude towards the University fame, prestige, symbol and business reputation. The dissemination of the false and unverified information regarding the University employees and the University activities, shall be considered as the violation of the University prestige and business reputation;
- l) possession/delivery, distribution and/or any use of drugs and/or psychotropic substances (unless it is prescribed by a doctor);
- l) any use, possession and/or distribution of firearms and cold weapons;
- m) possession and distribution of explosive and flammable substances or other means which may cause fire, or increase the danger of fire;
- n) any display of violence, threat, physical and/or verbal abuse toward other students, academic, administrative and ancillary staff members and/or visiting third parties;
- o) any use of hate speech, discrimination, violence, incitement and/or slander displayed toward other

students, academic, administrative and ancillary staff members and/or visiting third parties;

p) any kind of intentional encroachment, damage, destruction of another student's property, any kind of restriction of property rights, acquisition of objects by swindling or extortion, any effort to do any of the mentioned by deceitful trickery or threat;

q) secretly recording video/photo/audio tapes without the person's prior consent or warning unless otherwise is agreed with the University Administration.

Article 7. Common Rules Regarding Academic Process

7.1 The following behaviors displayed by the Student shall be deemed improper and unethical;

a) Academic fraud - representing another individual's work as your own, using and copying pre-prepared, auxiliary handouts and various materials, (including cell phone, tablet, computer and / or any electrical device, etc.);

b) plagiarism (rewriting fully or partly the other author's work without crediting original author or buying doctoral/ dissertation/ master's thesis);

c) helping another student to commit academic fraud;

d) falsification of the research work results and/or university data and information;

e) presenting an individual assignment, completed by a group of individuals or presenting an individual's work as a group assignment;

f) using any means of technical devices during examination for the purpose of cheating/copying;

g) taking exams for another person/student or impersonating another person in order to take an exam for him/her;

h) obtaining and dissemination of confidential exam material for the purpose of improvement of academic performance or changing already submitted testing materials without prior consent or any other use of confidential information;

i) putting pressure on a lecturer, examiner, university staff member for the purpose of receiving the assessment/evaluation;

j) fabricating the documents, those to be submitted to the University;

k) hindering other students' learning process by hiding, stealing destructing necessary recourses; stealing, destructing and altering other students' works;

l) fabricating the University documents.

Article 8. Disciplinary Sanction Procedures:

a) verbal warning;

b) reimbursement for the damage done;

- c) imposing useful labor for the university;
- d) written notice which shall be included in the personal files.
- e) severe reprimand which shall be included in the personal file;
- f) termination of the Student's status, expulsion from the University.

Article 9. Responsibilities for Violating General Rules of Conduct

9.1 For the purpose of violation prevention as set forth in the Subparagraphs **A**, **E** and **I** of the Paragraph 6.1 of this Code, the employee of the University Security Office is entitled to reprove or reprimand verbally, draw up a violation report, explain what measures shall be taken against him/her in case the same violation is repeated.

9.2 If the Student repeatedly violates the requirements, the Disciplinary Committee may decide to issue a written warning by including it in the personal files. If the same violation is committed for the third time it will result in termination of the Student's status.

9.3 If the Student violates the requirements set forth in the Subparagraph B of the Paragraph 6.1 of this Code, the Disciplinary Committee shall decide on issuing a written notice or on termination of the Student's status.

9.4 Should the student commit any of the violations mentioned in the Subparagraph G and D of the Paragraph 6.1 " the Security Office notifies the police, and reproves or reprimands verbally and explains what measures shall be taken against him/her if the violation is committed repeatedly. If the said violation is committed again, the Student shall receive a written notice/warning, which shall be included in personal files. If the same is repeated three times this shall result in termination of the Student's status.

9.5 If the violation mentioned in the Subparagraph F of the Paragraph 6.1 of this Code is committed, the University Disciplinary Commission shall define and charge student with the reimbursement for the damage done and impose compulsory useful labor to be carried out for the University.

9.6 If the violation mentioned in the Subparagraphs G and H of the Paragraph 6.1 of this Code is committed, the University Disciplinary Commission shall define and charge the Student with the reimbursement for the damage done and impose compulsory useful labor to be carried out for the University.

9.7 Upon the violation mentioned in the Subparagraph J of the Paragraph 6.1 the Disciplinary Committee shall issue a decision on filing a verbal reprimand or a written notice.

9.8 Should the actions mentioned in the Subparagraphs l and N of the Paragraph 6.1 are carried out:

- a) the University Administration shall advice the Police on the matter.
- b) the University Disciplinary Committee shall terminate the Student's status.

9.9 If the actions mentioned in the Subparagraphs O and P of the Paragraph 6.1 of this Code are carried

out, the Disciplinary Committee shall decide on termination of the Student's status. If the same action is made repeatedly, the Disciplinary Committee shall issue a decision on termination of the Student's status and notify the police if certain signs of crime are found.

9.10 If the actions mentioned in the Subparagraph Q of the Paragraph 6.1 of this Code are committed, the Disciplinary Committee shall decide on issuing verbal or written warning against the Student.

9.11 The violations of the same rules of conduct three times consecutively shall result in termination of the Student's status.

Article 10. Responsibilities for Violating the Academic Process related Rules

If the violation mentioned in the Article 7 is committed, the Disciplinary Committee shall make one of the decisions, which shall be submitted to the Faculty /School council for academic approval.

Article 11. Discretionary power of the Disciplinary Committee

Sanctions against the violations envisaged by this Code shall be defined for each case individually by the Disciplinary Committee, depending on the severances of the violation, consequences, precedence, multiple violations, and others forms of violations. The Committee, under the relevant circumstances, is authorized to alleviate other sanctions different from those provided herein.

Article 12. Disciplinary Committee

12.1 The Disciplinary Committee is set up for the purpose of the evaluation of student conduct and to decide which sanctions can be imposed against the violator of the Code of Conduct.

12.2 The Disciplinary Committee is set up under the order of the Head of Administration;

12.3 Members of the Disciplinary Committee

12.3.1 The Disciplinary Committee shall comprise:

- a) Head of Administration;
- b) Heads of all Faculties/ Schools
- c) Head of Legal Office
- d) Head of Security Office
- e) On the basis of the decision, issued by the Rector and the Head of Administration the invited individuals may also become the members of the Disciplinary Committee.

12.3.2 The person who starts disciplinary action shall have no right to participate in the Committee Meeting as a member of the Committee.

12.4 The discussion of the violations shall be carried out at the Committee meetings. The meeting shall be

legitimate if at least more than half of its members attend it.

12.5 The decision is made by a simple majority of those present at the meeting.

12.6 The Disciplinary Committee is coordinated by the Head of the Administration, and in case of his/her absence, by the Head of Legal Office.

Article 13. The Rules for Disciplinary Proceedings

13.1.

a) Any person involved in academic, pedagogic, administrative and ancillary activities at the University, or a person confirming the fact of violation of the rules of conduct may start disciplinary action against the violator of the general and academic rules of conduct.

b) Any student may start disciplinary action on violation of the general and academic rules of conduct and apply to the Disciplinary Committee with a document providing the identity of the violator, the time and place of violation and the description of incident.

13.2. The disciplinary proceedings against the violations set forth in this Code shall be carried out by the Disciplinary Committee only, and no other person/organ may impose disciplinary punishment against the Student, except for the rule set forth in this Code.

13.3. The minutes of the meeting regarding the Committee Meeting shall be drawn up. It shall also state the date, the names of attendees, the information on the Committee legitimacy, the reason for postponement (if applicable) and the decision made. The minutes of the meeting shall be signed by all attendees of the meeting.

13.4. While executing the disciplinary proceedings the Student is entitled to:

- a) receive a notice on the disciplinary proceedings which shall be sent via “Argus” or e-mail.
- b) attend the case hearing and protect his/her own rights;
- c) at the Disciplinary Committee Meeting the Student shall provide his/her own explanation and all information and evidences available to him/her;
- d) take part in the examination of the evidences gathered by the University Disciplinary Committee. However, this right may be temporarily restricted to avoid the biased and partial influence. However, it is strictly prohibited to limit viewing and acquiring the said material after completion of the proceeding;
- e) appeal to the court against the original decision issued by the Disciplinary Committee of the University.

13.5. The University Disciplinary Committee is authorized to:

- a) require from the Student to submit oral or written description explanation of the violation;

- b) discuss the Students' misconduct, whether he/she attends the meeting as it is stipulated in the Subparagraph A of the paragraph 13.4;
- c) impose appropriate sanctions for the code violation as set forth in this Code;
- d) in case of repeated violation, the Disciplinary Committee shall impose aggregated responsibility toward the Student if he/she fails to execute the decision;
- e) in case the Student's repeated violation of the Code, the Disciplinary Committee may discuss and decide on status termination of the alleged student, and violation of norms three times in a row shall result in termination of the Student's status;
- f) During the case hearing regarding the Student's repeated violation of the rules of conduct, any violation of the norms of conduct committed at any level of study (any program) shall be taken into account.

Article 14. Execution of Disciplinary Sanctions

14.1. The decision in conjunction with this Code, shall be sent by the Disciplinary Committee to the Rector through the petition of the Head of Administration for the purpose of execution of the said decision.

14.2. The University Rector shall take all necessary measures, required by the Resolution of the Disciplinary Committee.

Article 15. Final Provisions

15.1. The University is entitled to make modifications to this Code and shall not violate the the Student's rights and freedom in any manner and shall not breach current legal relations between the parties.

15.2. No disciplinary punishment shall be imposed against the Student for the actions, which by that given moment were not punishable. It is strictly prohibited to empower the code with the retroactive force, if it aggravates the Student's conditions.

15.3. The University shall promptly announce the information on modifications made and make them available on visible places and put it on the University website.

15.4. Should any provision (article, paragraph, and subparagraph) of this Code be declared invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.