

## **Code of Ethics for Academic Staff and other persons involved in the Teaching Process**

### **Article 1. Concept and purpose of the Code of Ethics**

1. The code of Ethics for the academic staff and other persons involved in the teaching process (Code of Ethics) defines the rules of professional conduct for Ilia State University academic staff, invited specialists, research personal, emeritus, and visiting professors.
2. The Code of Ethics aims to establish rules of professional conduct, ethical values, and obligations against a student or their legal representatives, colleagues, and relationships with the society for those, who participate in the teaching process to ensure the creation of common academic, professional, and research space.
3. Common space is based on three principles:
  - a) *Academic Freedom*
  - b) *Freedom of Conscience*
  - c) *Freedom of Choice*
4. The university, in its sense, plays an important role in establishing a democratic and open society, which requires the protection of ethical norms.

### **Article 2. Legal basis**

The legal basis of this code is the Constitution of Georgia, Georgian law on “Higher Education”, Charter of the Legal Entity of Public Law Ilia State University.

### **Article 3. The main principles of the Code of Ethics**

All persons involved in the teaching process:

- a) Equally, benefit from the rights granted by the Georgian legislation and the University Charter;
- b) Shares the values defined by the Code and follows the rules established by the Code.
- c) Recognizes the right of the University to consider the issue of disciplinary responsibility, in case of violation of the Code of Ethics, at the same time, takes commitment to fulfill the decision made based on this issue.
- d) Is independent and impartial while conducting his/her professional obligations in good faith and adheres to the Georgian legislation and the norms of the Code.

### **Article 4. Common rules for the person who participates in the teaching process**

1. Following will be considered as misconduct and non-ethical from the person involved in the teaching process:
  - a) Interference with the teaching process (use of mobile during lectures or seminars or another type of inappropriate actions);
  - b) Smoking outside the permitted areas;
  - c) Bringing alcohol, its distribution, and/or use;
  - d) Gambling;
  - e) Littering the University territory;
  - f) Disobedience to the requirements of the authorized person conducting disciplinary measures;
  - g) Bringing drugs and/or psychotropic substances, their distribution or and/or use;

- h) Bringing weapons and/or their distribution;
- i) Bringing such explosive or flammable objects or substances and/or their distribution, that can pose a threat of a fire and/or explosion.

A person involved in the teaching process:

- a) Is obliged to be on time and/or not miss the class or other teaching activities, university presentations, and ceremonies without mitigating circumstances. In case of mitigating circumstances, warn the appropriate faculty dean about being late or missing the class.
- b) Protects the privacy of students, colleagues, or other persons involved in the teaching process, if the disclosure of the information is not legally mandatory.
- c) Is punctual and orderly in his or her actions.
- d) Uses the time for teaching with maximum efficiency, only for learning outcomes and objectives.
- e) Takes care of the University property and purposefully uses resources.
- f) Do not abuse colleagues or other persons physically or verbally.
- g) Shows equal attention and care towards every student despite their social, ethical, religious, gender identity, language, or views.
- h) Is obliged to restrain from criticizing other colleagues in front of the students.
- i) Does not conduct private lessons with students in exchange for payment and therefore, is objective and impartial in his/her evaluation.
- j) Do not receive presents or other kinds of benefit from the student in exchange for granting them a higher grade or privileges.

#### **Article 5. Rules related to the academic process**

1. During the teaching process, a person is obliged to:
  - a) Be mindful of the University reputation and prestige;
  - b) Know the academic writing style acceptable for the university (bibliographic data formatting, citation style, etc).
2. The university personal is restricted to:
  - a) To obtain and distribute another person's intellectual work result, text, idea, concept, visual or audio material, or any other type of data without the reference of an author (plagiarism);
  - b) Reuse their work without referencing the original source (self-plagiarism);
  - c) Falsify the data, information, or citations in an academic paper;
  - d) (Falsification).

#### **Article 6. Responsibility for the ethical norm violations**

1. The University is obliged to monitor the adherence to ethical norms of the research and pedagogical activities and respond promptly to any identified violation of the rules of the general behavior from the academic staff.
2. In case of establishing a code violation, the person discovering the violation addresses Rector with a report card or a statement. Based on the decision of the Rector in form of order the administrative

proceedings initiated. After completion of the administrative proceedings, an order is issued reflecting the result of the proceedings on the use or non-use of the disciplinary measures following the internal regulations of the University.

3. In case of discovering plagiarism:

- a) Applicant addresses the head of the quality assurance unit, who in cooperation with the faculty quality assurance unit and dean discusses the violation confidentially. In case of finding suspect evidence, the Rector creates a commission composed of the relevant qualified specialists in the field from the University personal (if there is no conflict of interest) as well as from the outside.
- b) The commission adopts the rules and the dates of the proceedings and after checking the case issues relevant conclusion. The work of the commission needs to be confidential and should not discredit the scientist until the plagiarism is proved.
- c) The commission is accountable before the Rector (or the academic council).
- d) The person violating (hereinafter the offender) the ethics code of the University is notified about the conclusion of the commission as well as other persons related to the case (the sponsor of the research, other persons involved in the project, etc).
- e) The offender is given the right to speak in front of the commission. In case the violation is not proved, the Rector and the relevant faculty will take care to restore the scientific and pedagogic reputation of the person in question.
- f) In case if the violation is proved, based on the severity of the violation, the following sanctions may be applied against the offender:
  - f.a) Warning;
  - f.b) Every article of the person may be revoked and checked against plagiarism or falsification;
  - f.c) Establish monitoring on future activities;
  - f.d) Terminate the employment contract;
  - f.e) Dismiss from the academic position.
- g) If the plagiarism was established not at the faculty but another structural unit, the Head of the Quality Assurance Office with the head of the structural unit should discuss the essence of the violation.
- h) In case the suspicion is confirmed, the commission is established which is composed of the relevant field specialists from the University personal (in case there is no conflict of interest), as well as from the outside.