

Codified

Annex 1

Approved by Resolution N 02 of 27 July 2017
of BSU Representative Council

(amendments/additions: by Resolution of BSU Representative Council:
N04, 26.02.2018; N07-01/19, 09.07.2019; N07-01/44, 06.08.2021

Legal Entity of Public Law - Batumi Shota Rustaveli State University

Code of Ethics

Article 1. Legal basis of the Code of Ethics

1. The legal basis for this Code of Ethics is the Constitution of Georgia, Order No. 1106 of November 14, 2007, of the Minister of Education and Science of Georgia on Approval of the Statute of the Law of Georgia on Higher Education and the Law of Public Law - Batumi Shota Rustaveli State University.
2. The Code of Ethics applies to the Legal Entity of Public Law - Batumi Shota Rustaveli State University (hereafter referred to as “university” or/and “BSU”) students, vocational students, short-term academic programs listeners, academic, administrative, scientific and support personnel, as well as staff invited for the implementation of the educational programs (invited specialists, teachers, academic and research staff) **(Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council)**.
3. The code of ethics establishes the norms of behavior and the possible ways of solving ethical problems.
4. The University's activities are based on five basic values:
 - a) High quality - in the field of teaching, learning, academic research and university administrative activities;
 - b) Academic and intellectual freedom - one of the main values to facilitate people interested in realization of academic goals, in particular in research, learning and teaching, to provide freedom of expression and to develop critical thinking;
 - c) Fairness - respect for the person and the fair and impartial treatment of him. The principle of fairness is based on the standards and procedures in the university with respect to students and staff;
 - d) Accountability - full implementation of the rights and obligations assigned to them;
 - e) Conscientiousness - each employee has the right to fulfill his rights and obligations.
5. The code of ethics is not exhaustive in addressing all potential ethical issues. Its primary aim is to provide university staff and students with guidelines for conduct that align with ethical standards, with the ultimate goal of cultivating a university environment that is devoid of all forms of discrimination and hate speech.

(Note: 1. Discrimination within the scope of this Code refers to the deliberate or negligent differentiation, exclusion, or preferential treatment of individuals based on factors such as race, skin color, language, ethnicity, nationality, origin, property ownership, social status, employment status, place of residence, age, sex, sexual orientation, disability, health condition, religious, public, political, or other affiliations (including membership in professional associations), marital status, political beliefs, or any other criteria that may lead to unequal opportunities or the denial or infringement of fair treatment.

Note 2: Workplace harassment, including sexual harassment, constitutes a form of discrimination, characterized by unwanted behaviors aimed at undermining an individual's dignity and creating an environment that is intimidating, hostile, humiliating, degrading, or offensive to them.

Note 3: Hate speech, as defined in this code, encompasses verbal aggression, insults, mockery, and other offensive language or behavior intended to incite violence against an individual or group of individuals based on their national origin, ethnicity, religion, gender, disability, or other characteristics).

(amended by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).

Article 2. Rules and standards of the Code of Ethics

(Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council).

The rules and standards of behavior defined by this Code of Ethics shall be determined for: a) Academic, scientific and invited personnel carrying out educational and scientific research process (hereinafter referred to as "professor-teacher"); b) Administrative and support personnel (hereinafter referred to "administration"); c) Students, vocational students and short-term academic program listeners (hereinafter referred to as "student").

Article 3. The standard of professors and teachers

1. The university's academic and scientific-research personnel (here in after "professor-teacher") main duty is to establish a high professional level specialist, To promote its diligence, respect the rest of the members of the society and to develop law-abiding character, in order to ensure its behavior to be consistent with the following standards:

a) Demonstrates independence, conscientiousness, and impartiality in fulfilling professional duties. Upholds and comprehends the prohibitions against discrimination, workplace harassment (including sexual harassment), and hate speech pertaining to University activities.

(Amended by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).

b) Gives students the example of fairness, mutual respect, human rights, healthy lifestyle and environmental protection;

c) Conducts the study process according to the university approved curriculum;

d) Approaches the course and structure of the lecture course in accordance with changes in the relevant field or science, continually completing the methodology for its conduct; It is

responsible for the competence of the assigned functions and continuously cares about renewing and enhancing knowledge;

e) Provides students with intellectual and academic guidance in accordance with the University consultation schedule (part of the teacher load), as well as the student's need; Helps the student overcome the difficulties arising in the learning process and achieve learning outcomes defined by the educational program;

f) Enters the lecture on time, properly prepared and organized, does not permit the completion of the lecture before and/or missing classes; effectively utilizes the results of the educational program for teaching;

g) Examine and evaluate the knowledge of all students according to the established rule;

h) Creates conditions for the creation of transparent academic environment, provides students with comprehensive information about the assessment system; Develop and introduce methods of teaching and evaluation that exclude plagiarism and profanations;

i) Recognizes and protects intellectual property, copyrights. During research implementation and dissemination of the research outcomes (project, work, article, book or other products), does not violate ethic norms and standards stipulated by the Georgian legislation, international norms and BSU legal acts (professional ethic norms approved in the specific direction of research, BSU Regulations on publishing activities, BSU citation and bibliography rules or/and other acts and requirements). (Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council).

j) Protects confidentiality of students, colleagues or other persons engaged in teaching, in accordance with the rules established by the legislation of Georgia;

k) Reveals equal (non-famine) attention to all students regardless of sex, race, language, religion, national or social origin, property or other mark; Cares that all students receive quality education, regardless of their special educational needs or disability;

l) Respects students' opinions, create them all the conditions for expressing ideas and opinions freely; Promotes the culture of respect for different opinions;

m) Is free to choose a religion, while at the same time respects different opinions; Does not engage in religious and political propaganda with students;

n) Does not use professional or institutional privileges for personal purposes; Does not accept a gift or other benefit from the student in exchange for a higher estimate or other superiority, does not use the student's physical and intellectual labor or potential for personal purposes;

o) Does not make any kind of insult on the student, in dealing with students, protects the moral standards of the society;

p) Keeps calm in conflict situations, listens to students' opinion and takes objective and fair decisions;

q) Speaks within the standards of literary language;

r) Benefits from the University's material-technical resources, uses them purposely and excludes the use of resources arbitrarily for personal purposes;

s) Beware of reputation and prestige of the university and general higher education. In the case of public announcement/comment on behalf of the University protects the Code of Ethics and the rights of other persons. If the announcement/comment is not related to the professional activity, it is obligatory that the person in the announcement/comment mark that he/she expresses its personal position;

t) Conduct relationships with students in a form that does not endanger the objective and fair assessment of the student's learning outcomes and does not turn the student into an instrument

of professional disagreement with personal conflict or colleagues (Not to commit any action, which will place a student in a more favorable or privileged position than others);

u) Detects academic misconceptions (falsification/plagiarism) within the scope of the competence and responds appropriately to prevent such actions;

v) Does not carry out activities that are incompatible with the position taken in BSU in accordance with the Georgian legislation or/and BSU legal acts (Statute, Internal Regulations and requirements of service incompatibility or/and affiliation rule determined by other acts of the governing bodies) or/and may affect his/her implementation of office duties. **(Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council).**

11. (Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council).

The Research Ethics mentioned in subparagraph “i”, paragraph 1 of the current Article refers to a wide spectrum of values, norms and institutional measures that stipulate research activities (research as well as related activities such as teaching, dissemination of research outcomes, experts’ consultations, etc.). the guiding principles of research are based on the internationally acknowledged norms of research ethics that regulate researches in different fields, namely:

a) Norms related to exact, adequate and relevant knowledge (academic freedom, selfidentity, openness, reliability, etc.);

b) Norms regulating researchers’ behavior (integration, accountability, impartiality, criticism, etc.);

c) Norms regulating attitudes to those participating in the research (respect, dignity, confidentiality, free and informed consent, etc.);

d) Norms regulating the attitudes towards the rest of the society (those not participating in the research) – independence, conflict of interests, social responsibility, research dissemination, etc.

2. The professor-teacher is committed to promoting university activities, establishing friendly relations with colleagues, administrative and support personnel, to ensure:

a) Cooperates with the governing bodies/administrations of the University and contributes to the development of the university;

b) Systematically tries to develop academic, pedagogic and professional level;

c) Actively participates in the university's public activity;

d) Does not involve in any activity that will prevent the implementation of the obligations undertaken towards the University;

e) Respectfully treats (administrative-technical) personnel and other persons employed in the institution, regardless of their professional experience and personal characteristics;

f) Promotes mutual trust between colleagues and avoids personal or other conflicts;

g) In a case of necessity, helps colleagues with professional and qualified assistance, shares knowledge and experience;

h) Respect the academic independence of colleagues, assesses their activities and works fairly and objectively;

i) While assessing the learning methods used by the colleagues preserves reasonableness;

j) Never humiliates, insults or anonymously accuses his/her colleagues ;

k) Acts in accordance with other principles and norms necessary for the creation of collegiate, professional solidarity and healthy working environment;

1) In relation to the administrative and support staff of the University, excludes requests for benefits or provision out of the law, or any other solicitation that will provide administrative/recourse personnel to the ethical dilemma.

3. Following action of the professor-teacher will be considered as a **gross violation of the Code of Ethics of the University**:

a) Plagiarism (categorized as a violation under the "Rules for the Protection of Academic Integrity in BSU" approved by Resolution N01-01/71 of the Academic Council of BSU on July 8, 2019 - categorized as serious or gross; **(amended by the decision of the BSU Representative Council on July 9, 2019, by Decision No. 07-01/19).**

b) Using the student for personal benefits;

c) Receiving gift/money from a student, university employee or another interested person in return for the benefit or vice versa.

d) Violation of prohibitions related to discrimination, including harassment and sexual harassment. **(Added by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).**

Article 4. The Administrative and Assistant Staff of the University

1. The administrative and support staff of the University (hereinafter "Administration") on a level of Institutional and Individual should strengthen public confidence about the University as a multifunctional educational and scientific institution and should be aware of the name of the university inside and outside the university.

2. The university administration representative is obliged to:

a) Contribute to the development of the university as an educational and scientific institution;

b) Create appropriate conditions for academic activities and professional development;

c) To advocate for the establishment and maintenance of a university environment free from all forms of discrimination and hate speech. **(Amended by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).**

d) Do not engage in any activity that will prevent the implementation of the obligations taken before the University;

e) To prevent and avoid cases of interest conflict;

f) Use the university's material-technical resources effectively for the university needs;

g) Not disclose confidential information received during the professional activities;

h) Treat respectfully persons employed in the university regardless of their professional experience and personal characteristics;

i) Promote mutual trust between colleagues and avoid personal or other conflicts;

j) Do not allow the colleague to be humiliated, insulted, or anonymously accused;

k) Act on behalf of collegiate, professional solidarity and other principles and norms necessary for the creation of a healthy working environment

3. **(Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council).**

Inadmissibility and / or avoidance of conflicts of interest mentioned in subparagraph (e) of paragraph 2 of this article implies that the employee:

a) Should not accept such an offer that may arise or may result in an incompatibility of interests with his/her position or/and influence on the exercise of his/her official duties;

b) Avoid situations that may be perceived as a direct or indirect influence of private interest on his / her business activities;

- c) In case of existence of conflict of interest or possible origin, do not exercise representative authority in the process of preparing and/or negotiating a contract with another institution/organization, as well as in the process of consultation with other institutions and/or employee (in such cases the employee should notify the superior official/structure/management body and declare self-withdrawal);
- d) Do not request or/and accept material or intangible benefits except for the exercise of official duties, unless provided by the legislation, from natural or legal persons and not use the official authority in favor of private interests;
- e) Not place under privilege conditions physical and legal entities with whom he/she is or was related with private or official interest, as well as family members, close relatives and/or people around them, while executing office duties (in such cases, on suspicion, the employee must address the direct superior);
- f) Not carry out activities that, in compliance with the Georgian legislation and / or BSU legal acts, are incompatible with the position taken.

Article 5. Student

1. The student is obliged to follow the rules established by the Code of Ethics and the rules of academic process in the university.
2. The student is considered to be violating the general rules of ethics:
 - a) Delay in audit and/or other university activities;
 - b) Interference in the learning process (noise on the lecture, use of mobile phone, irritating in the corridor and etc.);
 - c) Smoking at university premises;
 - d) Bringing and/or spreading firearms and/or cold weapons at the university, bringing, spreading and/or consuming alcoholic beverages, narcotic and/or psychotropic cavities;
 - e) Gambling games;
 - f) Bringing and/or spreading explosive and flammable items and substances that create a real threat of fire and/or explosion;
 - g) Profanity or violence, verbal and/or physical abuse directed towards students, employees, or other third parties associated with university activities, along with breaches of prohibitions against discrimination, including harassment/sexual harassment and hate speech. (Amended by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).
 - h) Violation of the use of inventory (making writings on inventory, damage of material and technical equipment);
 - i) Littering the university territory, the disturbance of the building, damage to the plants;
 - j) Disobedience to the requirements of the person who has the right to initiate the disciplinary action.

3. The violation of the ethics rules related to the academic process is considered:

- a) Copying from another student's work, or use of such material, which is not permitted by the professor-teacher;
- b) Presenting and acquiring the work of another person;
- c) Hindering students/learning process with stealing or destroying the resources necessary for research and learning;
- d) Assistance to another student in academic falsification;
- e) Falsification of research works information;

- f) Preparation of an individual task with a group help, or presenting a task prepared by one person as a group work;
- g) Plagiarism (violations outlined in the "Rule for Protection of Academic Integrity at BSU" ratified by Resolution N01-01/71 of the BSU Academic Council on July 8, 2019); **(amended by the decision of the BSU Representative Council No. 07-01/19 on July 9, 2019).**
- h) Passing an exam instead of another student, passing the exam or sending someone else to pass exams;
- i) Obtaining, distribution and/or use confidential information about the exam;
- j) Stealing, destroying and / or altering another student's work;
- k) Falsification of university data;
- l) Pressure on the examiner for getting evaluation

4. Termination of the status of a university student/listener as a disciplinary penalty will be delivered to students/listeners in the following cases of ethical misconduct:

- a) In a case of using material and technical resources of the university (without discontinuing the use of university dormitory or other space and/or use of computer or other equipment which is not intended for students' use) without permit and/or permission;
- b) Will enter the exam instead of another student or will try to pass the exam with help of another person instead of him;
- c) The individual will be deemed to have committed a serious (gross) category violation as outlined in the "Rules for Protection of Academic Integrity at BSU," sanctioned by Resolution N01-01/71 of the BSU Academic Council on July 8, 2019; **(modified by the decision of the BSU Representative Council No. 07-01/19 on July 9, 2019).**
- d) Will use and/or provide the user with the personal information (password and code) of the e-governance system of the learning process and/or instead of the subject lecturer will write down evaluations for himself or other students.
- e) Will breach the prohibition concerning sexual harassment, warranting assessment as a serious (gross) category violation or misdemeanor following the disciplinary proceedings/investigation outlined in the BSU bylaws and/or the "Sexual Harassment Prevention Policy Document" ratified by the order of the BSU Rector. **(Added by the decision of the BSU Representative Council on August 6, 2021, N07-01/44).**

Article 6. Violation of academic ethics

The policy, mechanisms, violation types, response procedure, and sanctions concerning academic integrity protection at BSU are established by the "Rules for Academic Integrity Protection at BSU," endorsed by Resolution N01-01/71 of the BSU Academic Council on July 8, 2019. **(Amended by the decision of the BSU Representative Council No. 07-01/19 on July 9, 2019).**

Article 7. Responsibility for violation of the Code of Ethics

1. The violation of the present Code of Ethics by the university student and the employee makes them responsible according to the legislation of Georgia, the University's internal regulation and the contract concluded with this person.
2. Responsibilities for violations of the Code of Ethics are:

- a) By the order of the University Rector - Representatives of personnel invited to conduct university academic, scientific, administrative and educational processes, representatives of the Quality Assurance Service of the University, Secretariat of the Academic Council and Rector's Office;
 - b) Representatives of other support staff - by the order of the head of the administration.
3. Any student or employee of the university has the right to initiate the issue of disciplinary liability.
4. To address breaches of the Code of Ethics, the Rector/Head of Administration (as per paragraph 2 of this article) will establish a disciplinary commission, operating in compliance with the procedures outlined in this Code and the internal regulations of the University. (Modified by the decision of the BSU Representative Council No. 07-01/19 on July 9, 2019).
5. To address violations outlined in the rule for protecting academic integrity, the Ethics Commission of BSU is established. It will conduct its proceedings in accordance with this code, the "Rule for Protection of Academic Integrity at BSU" approved by Resolution N01-01/71 of the Academic Council of BSU on July 8, 2019, and the internal regulations of the university, following the prescribed procedures. (Modified by the decision of the BSU Representative Council No. 07-01/19 on July 9, 2019).
6. Deleted by the decision of the BSU Representative Council No. 07-01/19 of July 9, 2019.
7. Amended by Resolution N 04 of 26 February 2018 of BSU Representative Council) and Deleted by the decision of the BSU Representative Council No. 07-01/19 of July 9, 2019.
8. Deleted by the decision of the BSU Representative Council No. 07-01/19 of July 9, 2019.