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CODE OF ETHICS

Codes of Ethics

Article 1. General Regulation

1. East-West Teaching University (hereinafter –the University) acknowledges social responsibility and the role in its development, understands, that their action, as a member of educational institution’s personnel, while performing job duty presents important precondition for the effective functioning and strengthening authority of the University as a public organization, for this purpose, strives for implementing general rules of ethics between employees, academic personnel, lecturers, students and other individuals connected with the University and monitors the observance .
2. The University personnel, based on daily task performance represents fundamental guarantors for the success of an institution. The University is oriented on students, quality and aims to ensure availability of student-oriented service. Accordingly, the University requires from each and every employee to perform imposed duties by observing high standards, legal, ethical and moral norms.
3. The University code of ethics and behavior is based on legislation of Georgia, including Georgian law “On Higher Education”, labor code of Georgia and best practice established at university education, related to academic freedom and academic integrity, objectivity, transparency, reliability, intellectual property protection and personal data confidentiality.
4. The aim of code of ethic is to establish rules of personnel behavior by considering professional responsibilities existed before university personnel, students and society, promote establishing sense of professional honesty and respect professional work between employees. University considers that it is impossible to achieve professional relationship and efficiency at the workplace without the presence of sense of respect among people around. Employee are required to treat peers, adults, subordinates , students and rest of the individuals who work with the university with respect. It is inadmissible from university employees to behave in an insulting, indomitable and disrespectful manner.
5. University code of ethic is public and available for any individual, herewith code represents integral part of university internal regulation and its norms are applied to administration personnel, academic personnel, lecturers, and students.
6. Regulations of a code are fully applied to personnel behavior which are not refereed in the code, but follows from it itself.
7. Rules for student behavior are additionally defined in student ethics and disciplinary responsibility code.

Article 2. Principles of University Ethics

1. University personnel is obliged to understand that according to university function specificity, has professional responsibilities and obligations before society.

2. An employee must act pursuant to honesty and high standards of responsibilities.
3. University employees are supposed to act pursuant to principles of politeness, honesty, professional authorities, respect, trust, impartiality, collaboration, equity and objectivity and universally accepted norms.
4. An employee is supposed to promote raising believe and trust towards university, education and scientific field.

Article 3. General Rules of Employee Behavior

1. An employee should respect and observe acknowledged principles by constitution of Georgia, legislation and international contracts.
2. While communicating with university community, students and generally with public, an employee must treat a collocutor with respect and express his opinion in a civil manner.
3. An employee is obliged to respect freedom of speech, opinion and expression of another person.
4. It is inadmissible to express the opinion which is intended to restrict or offend a person on the basis of race, color of skin, language, sex, religion, political view or other types of opinions, national, ethnic or social belongings, property or rank status. While communicating with students it is inadmissible to express the opinion, which intends to restrict a student or offend him based on academic attendance.
5. In the event of emerging conflict situation, an employee is obliged to maintain balance and avoid conflict.
6. Employee behavior shall cause sense of competence, trust and seriousness that causes raising trust and desire for further cooperation.

Article 4. Use of Official Position.

1. An employee is obliged to use granted authority only for performing official duties.
2. It is inadmissible :
 - a) unlawful pressure on any individual by using official position;
 - b) offensive speech or using inappropriate words and slangs;
 - c) accept any type of reward from any individual;
 - d) use working time and granted property for non-working purposes;
 - e) use official status for non-working purposes.
 - f) Use work-related information for non-working purposes.

Article 5. Relationship with Colleagues

1. While communicating with colleagues an employee shall act under the following principles:
 - a) Shall promote establishment of mutual trust between colleagues and avoid personal or other types of conflict enkindle;
 - b) Share his own experience with those colleagues whose qualification and job experience are in demand of this.
 - c) Do not require service from a colleague, which complicates his imposed duty performance;
 - d) Do not mislead a colleague deliberately;
 - e) Indicate a colleague about made mistake and errors in a tactful way;
 - f) Shall take into consideration other necessary principles and norms for professional solidarity and healthy working environment;

Article 6. Confidential information

2. Every university employee is obliged to protect confidentiality of university's intellectual property, commercial secrets or information belonging to personal data or any other confidential information.
3. An employee is prohibited to divulge confidential information with the purpose of gaining personal benefit or, use and/or spread personal, academic, scientific or other activities.
4. It is prohibited to divulge students' academic or disciplinary information, including with other students and students' family members. Except when a student is under-age. In this case university is authorized to issue information on a student based on requirement of the parent of under-age student or/and legal representative.

Article 7. Inappropriate Behavior of an Employee

1. While performing job duties it is inadmissible to be under the influence of alcohol or any other powerful substances.
2. It is inadmissible to consume alcohol in university building, except official events.
3. It is inadmissible to smoke tobacco or electronic cigarette in university building.
4. An employee shall be dressed in a business style. An employee is obliged to abstain from any action that could make his professional independence questionable and damage the image of the department.

Article 8. Behavior Rules for Academic Personnel and Lecturers.

1. Apart from the general rules determined in the present code, university academic/professorate and invited lecturers are obliged to:
 - a) Conduct instruction process according to academic standards;
 - b) Respect students' well-grounded refusal to share the idea offered by a professor while instruction process;

- c) Students grading shall be based on requirements established by the University, determined in syllabi;
- d) During instruction process student discrimination shall be excluded, in positive or negative ways. Do not express favoritism;
- e) During instruction process abstain from expressing political or religious opinions, if aforementioned are not a part of learning course content. In the latter case they shall be presented abstractedly, without demonstrating his own preferences towards specific view;
- f) Scientific theories, opinions and conceptions shall be presented together with critical opinions, without demonstrating his own preferences.
- g) In a lecture hall abstain from criticizing students, colleagues and university, comparing or making other types of groundless judgement in generalized or individualized context.
- h) Maintain academic manner while communicating with students.
- i) Understand his own personal and scientific authority towards lecture-hall and care for its improvement, understand and have cooperative approach towards student's desire to acquire additional information.
- j) Maintain academic image;
- k) Care for establishment of academic honesty in academic community.

Article 9. Academic integrity

1. University employee especially its academic personnel shall understand, that implementation of university education and research on a high level is impossible without readiness to establish and observe academic integrity. According to aforementioned fact, university reserves the right to be a guarantee of following academic honesty in educational and research processes conducted on behalf of its name, also detect and make adequate measures on violating norms of academic honesty.
2. Academic personnel shall understand that each event of violation of academic honesty and plagiarism, also absence of reaction on aforementioned action is the cause of discrimination and devaluation of university and its educational process.
3. The University reserves the right to implement anti-plagiarism policy, implement disciplinary response mechanisms on violating academic honesty, also, and make especially strict measures in the event of plagiarism and its recurrence.
4. Plagiarism is an academic dishonesty, which is expressed in using other author's work as the part of his work and create an incorrect/false presentation on the origin of the work.
 - 4.1. Types of plagiarisms are:

- a) Direct plagiarism ;
 - b) Self-plagiarism
 - c) Mosaic plagiarism
 - d) Accidental plagiarism.
- 4.2. Plagiarism mentioned in paragraph 4.1. of the present article can be detected in following forms:
- a) Appropriation of someone else's intellectual work ;
 - b) Submit the work of other individual or part of it as his own;
 - c) Use someone else's work without following established norms of citing;
 - d) Word by word citing, from someone else's work , by changing of word or sentence order, without changing content, write inferences from the work of other individual without mentioning sources.

Article 11. Responsibilities for violating ethic and behavior rules.

1. To establish behavior and ethical rules defined by the present code is university's public objective. The university is aimed at establishing aforementioned rules shall be achieved by raising self-consciousness of university community;
2. Herewith, university is authorized to apply disciplinary penalties defined in the present code towards the violator, in the event of violation university interest or any member's right of university community.
3. For violating code of ethic university is entitled to apply following measures of disciplinary responsibilities :
 - a) Announcement of reprimand ;
 - b) Warning;
 - c) Use financial sanctions;
 - d) Termination of labor relationship
4. Announcement of reprimand and warning, as the lightest form of disciplinary liabilities are applied in the event of relatively slight violation of rules of ethics.
5. Cancelling financial reward , also financial sanction can be applied in the event of university internal regulation, repeated slight misconduct ;
6. Termination of labor relationship, as severe form of disciplinary liability, can be applied in the event of severe and multiple violation of norms of ethic established by university internal regulation and present regulation.

Article 11. Principle of disciplinary proceedings

1. Disciplinary proceeding shall be proportional to disciplinary infringement and can be applied in the event of violations mentioned in the present code in objective and fair way.
2. Starting disciplinary liability shall not restrict an individual to take part in learning process, except when it threatens protection of health, educational institution's property, and safety.

Article 12. The bodies carrying out disciplinary measures

1. The right of reprimand, warning and financial sanction has the university rector and chancellor towards the structural units accountable to them, whereas, respective school dean with academic personnel and lecturer.
2. Disciplinary proceeding which may cause termination of labor contract is carried out by temporary university collegial body –commission of disciplinary issues.
3. Commission of disciplinary issues consists of at least 3 members, including administration representatives, in case of academic personnel –respective school representatives as well.

Article 13. Mechanisms for protecting employee rights while disciplinary proceedings.

1. While conducting disciplinary proceedings an employee is entitled to:
 - a) Receive grounded decision in a written form on starting disciplinary proceedings towards him;
 - b) Attend considering the issue of disciplinary proceedings and enjoy the right of defense;
 - c) Provide commission with available information and evidence;
 - d) Take part in analyzing evidence obtained by commission;
 - e) Require subject of disciplinary proceeding to be public and define individuals whose attendance at the meeting is considered right.
2. While considering disciplinary proceeding the burden of proof is on university. Decision on carrying out disciplinary proceedings shall be grounded and shall be based on obtained evidence by following legislation of Georgia and university legal acts.
3. All controversial facts and evidence are defined in favor of the employee.

Article 14, Procedure of disciplinary proceedings.

1. An individual suspected in violation of code shall be informed on starting disciplinary proceedings towards him, also appointed time for commission meeting and his rights considered in the present code.
2. The date of meeting shall be appointed not earlier than 7 days after beginning disciplinary persecution.
3. At the disciplinary commission meeting, chairman of the commission shall inform the person about the case and evidences. Commission discusses the gravity of infringement, after this, the word is given to the person who is subjected to disciplinary persecution.
4. A person is entitled to agree with commission's position, express his own opinion on incident, or refuse acknowledgement of infringement with grounded arguments and ground his own opinion.
5. Decision on disciplinary responsibility shall be made unanimously.
6. The person will be informed about decision that will be submitted to rector/chancellor

Article 15. Entering disciplinary punishment into force.

1. Disciplinary responsibility (punishment) shall enter into force upon the rector/chancellor's order.
2. A person is entitled to appeal the decision according to established rule by legislation

Article 16. Final Provision

1. The present code of ethics is approved by the University rector's order. By submission of the University council;

2. Cancelling or amendment to the present code of ethic is carried out by the analogous rule to its approval.