



Code of Ethics and Conduct

Approved by the order of the Rector
of the Georgian Institute of Public
Affairs, October 18, 2017

N01 – 17/136

Chapter I. **General provisions**

Article 1. Field and purpose of regulation

1.1 The Code of Ethics and Conduct of the NNLE Institute of Social Affairs (hereafter - the University) is the unity of obligatory norms of conduct, types of disciplinary misconduct and of disciplinary responsibility and rules of disciplinary proceedings for academic, administrative and support personnel, the invited lecturers (hereafter - the University personnel) and the students of the University.

1.2 The Code aims to establish unified rules of compulsory conduct for University personnel and students.

Chapter II. **The rules of ethics and conduct of University personnel**

Article 2. Basic principles of professional activities

2.1 The personnel of the University in their professional activities shall act in accordance with the following principles:

2.1.1 Competence, impartiality, professionalism and good faith;

2.1.2 To follow acting legislation and requirements of University regulations;

2.1.3 To treat colleagues and students with respect and courtesy;

2.1.4 Inadmissibility of involvement in the activity that affects the interests of the University and / or contradicts its objectives or prevents the University personnel from performing their professional duties;

2.1.5 Inadmissibility of any kind of discriminatory treatment against students / personnel, regardless of their race, skin color, language, sex, sexual orientation, religion, political and other views, nationality, ethnicity and social origin, origin, property and status, place of residence.

2.1.6 Confidentiality of information obtained during professional activities.

Article 3. Rules and obligations of academic personnel and invited lecturers:

3.1 University academic personnel and invited lecturers:

3.1.1 While performing professional obligations, are independent, honest and impartial;

- 3.1.2 Promote formation of democratic, fair, mutual respect and human rights values in students;
- 3.1.3 Protect the confidentiality of information relating to students and colleagues and / or information provided by them in accordance with the Georgian legislation;
- 3.1.4 Speak in accordance with the ethical norms in a well-established and understandable language;
- 3.1.5 Effectively / rationally use the time required for professional activities to achieve educational objectives and tasks;
- 3.1.6 Care about University property and use University resource properly;
- 3.1.7 Do not use professional or institutional privileges for personal purposes;
- 3.1.8 Carry about their continuous professional development;
- 3.1.9 Manage study process in accordance with University curriculum and educational program;
- 3.1.10 Provide periodic updating and refinement of methodology for conducting the course of study as needed;
- 3.1.11 Equally respect University administrative and support personnel and other persons employed at the University, regardless of their professional skills or personal qualities.
- 3.1.12 Respect students and their views and create all the conditions for them to expressing ideas and opinions freely.
- 3.1.13 Provide equal treatment to all students regardless of their race, skin color, language, sex, religion, political and other views, nationality, ethnicity and social origin, origin, property and status, place of residence and care for all students to get quality education, despite their special education needs and limited capacity.
- 3.1.14 Are punctual and do not miss the lecture for inadequate reason, and in case of missing / being late on lecture they inform the program coordinator / supervisor in advance;
- 3.1.15 Assess students fairly and impartially and give them complete information on the assessment system;
- 3.1.16 Will not carry out any kind of action that will emerge and / or aggravate conflict situations in students or University personnel;
- 3.1.17 Do not use physical or intellectual labor or potential of student or University personnel for a personal purposes;
- 3.1.18 Share the acquired knowledge and experience with colleagues and cooperate with them.

- 3.1.19 Cooperate with the governing bodies and administration of the University and contribute to the activities for development of the University.
- 3.1.20 Refrain from making a public speech / statement through social network and / or mass broadcasting that is inappropriate with the lecturer's status and directly or indirectly damages the honor, reputation or dignity of the University and / or students;

Article 4. Rules and obligations of the administrative and other support personnel of the University:

4.1 The administrative and support personnel of the University provides the creation of the conditions and environment for educational and scientific activities and professional development in the University.

4.2 Administrative and support personnel:

4.2.1 Equally respect and respectfully treat students and other people employed at the University without any discrimination, regardless of their professional skills or personal qualities and strictly adheres to the University regulations.

4.2.2 Do not participate in activities that create conflicts of interest during the exercise of their professional activities;

4.2.3 Care about University property and use University resources properly;

4.2.4 Are obliged not to disclose confidential information obtained in their professional activities;

Chapter III. The rules of ethics and conduct of students

Article 5. General rules of ethics and conduct of students

5.1 The student fully shares and strictly protects the provisions, values provided by general University regulation acts, University mission and the present Code of Ethics and Conduct.

5.2 Students are obliged to respect the name of the University and take care of the University's reputation and authority;

5.3 The student is obliged to respect the personnel of the University and other students as well as their personal material and immaterial rights.

5.4 It is prohibited to discriminate or treat with intolerance other person, regardless of their race, skin color, language, sex, religion, political and other views, nationality, ethnicity and social origin, origin, property and rank status, place of residence;

5.5 The general obligations of the student are:

5.5.1 Honestly and politely treat the University personnel and other students and respect their rights;

5.5.2 During the study process, also during the academic work, act in good faith;

5.5.3 Refrain from actions that interrupt professional activities of the University personnel and / or educational process, including access of students to University resources (libraries, etc.);

5.5.4 Refrain from performing any actions which directly or indirectly cause or encourage discriminatory approach to the University personnel and other students.

5.5.5 Attend the meetings and other events (invited guests and others) provided by curriculum and syllabus.

Article 6. Student's inadequate behavior and violation of ethic norms

6.1 The actions carried out inside and outside of the territory of the University (if the action is carried out during meetings and other events (invited guests and others) conducted by the University or students) are considered as inappropriate behavior and violation of the general ethical norms:

6.1.1 Disruption of the training process;

6.1.2 Smoke tobacco / electric cigarettes in the building or outside the area, there smoking is allowed;

6.1.3 Introduction, distribution and / or consumption of alcoholic beverages if the event is not organized or permitted by the University;

6.1.4 Introduction, distribution and / or use of narcotic and / or psychotropic means;

6.1.5 Use and / or transfer of firearms and cold weapons, defined by the Law of Georgia "On weapon"

6.1.6 Use, distribution or transfer to others of explosive and flammable items and substances that create a real threat of fire and / or explosion;

6.1.7 University property damage;

6.1.8 Littering the University territory;

6.1.9 Verbal or physical abuse for another person;

6.1.10 Psychological pressure, threats or intimidation on other persons;

6.1.11 Discrimination of another person, in particular of the University personnel and / or students, to prevent them from using of the rights as defined by the legislation of Georgia, because their race, color, language, sex, age, nationality, origin, birthplace, place of residence, property or status, religion or Belief, national, ethnic or social belonging, profession, marital status, health status, disability, sexual orientation, gender identity and expression, political or other opinion or any other characteristic.

6.1.12 Infringement, damage or destruction of another student's property; Also, the restriction of the right of property of another student in unlawful manners.

6.1.13 Distribution of information containing false data on the activities of the University and / or student and / or other persons employed at the University.

6.2 Academic falsification will be considered as inappropriate and unethical behavior of the student, in particular:

6.2.1 Plagiarist (fully or partially copying the work of others without reference to the author and source);

6.2.2 Cheating - dictation;

6.2.3 Falsification and / or representation of another person's work as their own;

6.2.4 Using a mobile phone, other technical means and any kind of supporting material during the lecture and examination if it is not allowed by the lecturer. In case of use of such means during the lecture / examination, the student leaves the lecture / examination.

6.2.5 Use of confidential information and / or obtaining and / or spreading confidential information about the exam;

6.2.6 Attempt to get an assessment by pressure on the examiner;

6.2.7 Violation of academic ethics norms;

6.2.8 To pass a test instead of another student, or request another person to pass the exam instead;

6.2.9 Theft, destruction or replacement of another student's work;

6.2.10 Falsification of their University data;

6.2.11 Disrupting other student in the process of study and research by hiding, stealing and destroying resources in need;

6.2.12 Helping other students in academic fraud;

6.2.13 Usage or falsification of actual research data;

6.2.14 Attempt to take an assessment through the threat of the examiner, physical or psychological influence, deception, fraud or other unlawful action;

Chapter IV. **Disciplinary proceedings**

Article 7. Disciplinary misconduct and grounds for imposing a disciplinary penalty

7.1 University personnel and student may be subject to a disciplinary penalty for committing a disciplinary misconduct.

7.2 The basis for imposing a disciplinary penalty is:

7.2.1 Violation of ethical norms defined by this Code.

7.2.2 Violation of applicable legislation;

7.2.3 Failure / disregard of the requirements defined by University regulations, provisions and other regulatory acts;

7.2.4 Any action that may not directly represent a violation presented in sub-paragraphs; 7.2.1 - 7.2.3 but harms the University's honor, dignity and reputation and / or is an inadequate behavior for student or University personnel.

Article 8. Types of Disciplinary penalty

8.1. For the academic / invited personnel of the University, the following types of disciplinary penalty may be used:

8.1.1. Note;

8.1.2. Reprimand;

8.1.3. Detention of up to 20% of the salary defined by the labor agreement;

8.1.4. Termination of the contract and / or dismissal from work;

8.2. The following types of disciplinary penalty are prescribed for the administrative and support personnel:

8.2.1 Note;

8.2.2 Reprimand;

8.2.3 Deduction of salary or transfer to a lower position;

8.2.4 Dismissal from work.

8.3. The following types of disciplinary penalty are stated for students:

8.3.1. Note;

8.3.2. Reprimand;

8.3.3. Termination of student status.

Article 9. Disciplinary Commission and its powers

9.1 In order to ensure disciplinary measures, a disciplinary commission is established on the basis of the order of the Rector in the University, whose composition of commission is determined by the Rector and it may include:

9.1.1 University Rector;

9.1.2 Head of Administration

9.1.3 School Dean;

9.1.4 Representatives of academic personnel;

9.1.5 School administrative personnel representatives;

9.1.6 Students;

9.1.7 If necessary, other University representatives or invited experts.

9.2 In order to discuss the issue, the commission gathers once;

9.3 At the Disciplinary Commission session student / personnel is given an opportunity to present their own explanations.

9.4 The decision shall be made by a majority of the attendees at the session and shall be submitted by the Commission protocol. In the case of equal number of votes, the decisive vote shall be given to the chairperson of the commission.

9.5 It is impermissible to impose a disciplinary responsibility measure for a personnel or a student if one year and more has passed after committing a disciplinary misconduct.

9.6 Disciplinary responsibility measure shall be carried out within 30 days from the date when the information about disciplinary misconduct is disclosed.

9.7 It is not permissible to impose two or more disciplinary penalties for committing a single disciplinary misconduct.

9.8 In case of committing the crime envisaged by the Criminal Code of Georgia, the University immediately addresses law enforcement bodies;

9.9 Disciplinary Commission shall in all cases identifies the fact of violation of the ethical norms envisaged by this Code (if applicable) and develops a recommendation on imposing a penalty which will be submitted to the Rector of the University for confirmation.

9.10 The Rector of the University together with the advisory body – Rectorate discusses the recommendation and makes the final decision.

Article 10. Start of Disciplinary Proceedings

10.1 Disciplinary proceedings may be initiated based on the statement / complaint / notification of the University personnel or student who believes that the personnel's or student's activities violated his / her rights and interests and / or other norms of ethics, as well as on decision of the Rector disclosed in social network, mass broadcasting or other public speech / statement, which contains information possible signs of violation of ethical norms by personnel representative or a student's;

10.2 Rector or structural entity / person defined by the University regulatory acts shall examine the complaint and decide on its admissibility. If the complaint does not contain the signs of violation of the disciplinary / ethical norms, is submitted by an unauthorized person and includes the person who is not currently a personnel or student, or the complaint is inadmissible for any other reason, the complaint will not be accepted in the proceedings;

10.3 In one (1) month after the receipt of a complaint or application, the disciplinary commission shall examine the case materials, make a decision whether there is sufficient grounds for initiating disciplinary persecution and make a decision on starting disciplinary prosecution or / and imposing disciplinary penalty termination of disciplinary proceedings;

10.4 On the basis on the complaint of Academic Board / University Scientific Board of the relevant school concerning the plagiarism, the Disciplinary Committee considers and makes recommendations without further study of the issue about imposing a relevant disciplinary penalty on the person accused of plagiarism;

10.5 The initiation of disciplinary proceedings against a student must not restrict the student's right to take part in the educational process, except for the cases provided by the University regulations, if this threatens the rights of others, health, University ownership and safety.

10.6 Disciplinary proceedings against a student should be proportional to disciplinary misconduct and can only be done through legislation, University regulations and fair procedures.

Article 11. Rules for reviewing an application / complaint

11.1 The Disciplinary Commission shall examine the application / complaint in fair and impartial manner in accordance with the principles of equality before the law;

11.2 Disciplinary body sessions are closed, and information received during the course of disciplinary proceedings and issues discussed at the session are confidential; Session may be public on the basis of a student and / or University personnel request;

11.3 Disciplinary Commission sessions shall be led by the chairperson defined by the Rector's Order, or any of its members elected by a majority of the present member in the open voting procedure;

11.4 In case of necessity, a disciplinary commission may invite witnesses and other persons, request additional documents, materials and information and perform other actions in order to examine the circumstances of the case;

11.5 The disciplinary authority shall make a decision in form of recommendation on imposing a disciplinary prosecution or disciplinary penalty against a person by a majority of the total composition of commission in open voting. The relevant protocol is signed by the chairperson and members of the Commission. If the disciplinary commission considers disciplinary misconduct carried out by its member, the member does not participate in voting.

11.6 During disciplinary proceedings student / person has the right to:

11.6.1 To take a reasonable decision about commencement of disciplinary proceedings against them in written form;

11.6.2 Attend the consideration of issue of disciplinary proceedings and use the right to protection;

11.6.3 Provide the Disciplinary Committee with the information and evidence accessible to them;

11.6.4 Participate in examining the evidence obtained by the relevant University authority;

11.6.5 Require to discuss disciplinary proceedings against him at the public hearing.

11.7 In the case of disciplinary proceedings, the burden of proof is on person accused.

Decision on the implementation of disciplinary proceedings shall be justified and based on the relevant factual circumstances and evidence.

11.8 Students / personnel have the right to appeal against the decision made by the higher education institution in the court.

Article 12. Types of Decision

12.1 After considering relevant complaints / applications the disciplinary Commission takes the decision of the following type:

12.1.1 termination of the disciplinary proceedings, if the person is not found guilty of disciplinary violations, period of penalty expired, if a labor contract with the University or student status is terminated prior to the trial or before making the decision, if the disciplinary authority's decision was made by the violation of norms of present Code;

12.1.2 Imposing disciplinary penalty on a person if a disciplinary violation has been confirmed.

12.2 Upon submission of recommendation on disciplinary penalty, the disciplinary commission is obliged to take into consideration the content quality, severity, caused (or possible) damage, consequences, and circumstances of the misconduct, the person accused, their achievement and other circumstances.

Article 13. Rule of Dismissal of Disciplinary penalty

13.1 The period of validity of a disciplinary penalty is one year unless the student status has been terminated or the termination of the contract in case of University personnel.

13.2 If a person or student with a disciplinary penalty has not been exposed to a disciplinary penalty within one year, they are considered to be without disciplinary penalty.

13.3 Disciplinary penalty may be removed before the expiry date, for the special merit of the person accused.

13.4 Decision on removal of disciplinary penalty is made by the Rector.