



N(N)LE GIPA - Georgian Institute of Public Affairs

Code of Ethics and Conduct

Approved by the order of the Rector of the
Georgian Institute of Public Affairs

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Code of Ethics and Conduct

Chapter I - General Provisions

Article 1. Scope and purpose of regulation

- 1.1. The Code of Ethics and Conduct of the N(N)LE – GIPA Georgian Institute of Public Affairs (hereinafter - the University) establishes mandatory norms of conduct on the territory of the university and/or at the events organized by the university, and in case of violation of the established norms, this document sets the grounds for initiating disciplinary proceedings and types of disciplinary liability.
- 1.2. The present Code of Ethics and Conduct applies to the administrative, supportive, academic, invited staff, including the teacher of a vocational education (hereinafter - university staff) and students as well as professional students of the university.
- 1.3. The present Code of Ethics and Conduct also applies to listeners and free listeners (hereinafter referred to as the Listener) who participate in the trainings organized by the Teaching and Consulting Center of the University (hereinafter referred to as the Center). The Code of Ethics and Conduct applies to persons implementing the training component (as invited personnel) and shall be subject to the oversight head of the Training and Consulting Center.
- 1.4. In addition to the obligations under the contract, university personnel and students shall comply with the requirements established by this Code. Failure to have information on the norms provided for by the Code of Ethics and Conduct shall not exempt university personnel and students from further liability in case of violation of the norms.

Chapter II General rules of ethics and behavior

Article 2. General rules of conduct for university personnel and students

2.1 General rules of conduct for university personnel and students:

- 2.1.1. University personnel and students fully share the provisions, regulations, code of ethics and conduct and other internal university regulatory documents and adhere to them;
- 2.1.2. Comply with the requirements established by the current legislation of Georgia and internal university regulatory documents;

- 2.1.3. Shall not engage in activities that damage the interests of the university and/or contradict its goals or prevent the university personnel from performing their professional duties and/or prevent students to get knowledge during the educational process;
- 2.1.4. Shall not take any action that will contribute to the occurrence and/or aggravation of conflict situations among students or personnel of university;
- 2.1.5. Shall not discriminate against another person, which may be expressed in the obstruction of equal exercise of the rights established by the legislation of Georgia, due to race, color, language, sex, age, citizenship, origin, place of birth, place of residence, property or titular status, religion or belief, national, ethnic or social affiliation, profession, marital status, health status, disability, sexual orientation, gender identity and expression of political or other views or due to another signs;
- 2.1.6. Shall not carry out sexual harassment of another person - verbal, non-verbal and/or physical acts that may be expressed but not limited to undesirable physical touch, threats or incentives for sexual benefit, comments of sexual nature related to appearance and/or attire of a person, by using social media as well as other electronic communication network;
- 2.1.7. Shall not make any public statement by social media and/or mass broadcasting means that directly or indirectly damages the University, the honor, dignity or reputation of its personnel and/or its students;
- 2.1.8. Treat university personnel and students with equal respect and courtesy, without any discrimination, regardless of their professional skills or personal characteristics;
- 2.1.9. Speak in accordance with ethical norms, in a proper and understandable language;
- 2.1.10. Take care of the property of the university and use its resources purposefully.

Article 3. Mandatory rules of conduct for university Personnel

3.1 The personnel of the University implement their professional activities in compliance with the following principles:

- 3.1.1. Conduct their activities in compliance with the principles of impartiality, professionalism and integrity;
- 3.1.2. Observe punctuality and do not miss the working process for non-honorable reason, and in case of missing/delaying for valid reason, notify the human resources manager/direct manager/coordinator of the relevant educational programme in advance;
- 3.1.3. Effectively/Rationally use the time intended for professional activities to achieve educational/official goals and objectives;
- 3.1.4. Shall not use professional or institutional privileges for personal purposes;
- 3.1.5. Shall not use the physical, intellectual work or potential of a student or other person employed at the university for personal purposes;

- 3.1.6. Take care of their continuous professional development, share acquired knowledge and experience with their colleagues and collaborate with them;
 - 3.1.7. Promotes the establishment of the values of democracy, justice, mutual respect, and values of human rights among students;
 - 3.1.8. Collaborate with the governing bodies/administration of the University and contribute to the development of the university;
 - 3.1.9. The administrative and support staff of the University ensure the creation of conditions and environment for contributing to educational and scientific development at the University;
- 3.2 Rules and obligations of conduct for academic and invited staff of the University:
- 3.2.1. Conduct the learning process in accordance with the predetermined and approved curriculum and the educational program of the university;
 - 3.2.2. Shall not complete a lecture, seminar or other educational activity before a predetermined time;
 - 3.2.3. In case of necessary, ensure periodic updating and refinement of the methodology of conducting the learning component;
 - 3.2.4. Provide equal respect and attention to all students regardless of their gender and age, race, national, ethnic, linguistic, religious, social, cultural, political affiliation or other signs;
 - 3.2.5. Allocate consulting time for students in accordance with the syllabus of the learning component;
 - 3.2.6. Use the time intended for the learning process effectively, in order to achieve learning goals and outcomes;
 - 3.2.7. Respect students and their thoughts, creating all conditions to express their ideas and views freely;
 - 3.2.8. Respect and protect the academic freedom of colleagues and students;
 - 3.2.9. Fairly and impartially evaluate students and provide them with comprehensive information about the evaluation system.

Article 4. Violation of the Code of Ethics and Conduct by University personnel and students

- 4.1. Violation of the Code of Ethics and Conduct by University staff and students is also considered to:
- 4.1.1. Smoking tobacco/electric cigarettes in the university building and/or outside the territory specially allocated for this purpose;
 - 4.1.2. Introduction, distribution and/or consumption of alcoholic beverages, unless the event is specifically organized or permitted by the university administration;
 - 4.1.3. Introduction, distribution and/or use of narcotic and/or psychotropic drugs;
 - 4.1.4. Introduction, use and/or transfer of firearms and cold weapons determined by the Law of Georgia on Weapons;
 - 4.1.5. Introduction, use, distribution or transfer of explosive and flammable items and substances that pose a real threat to fire and/or explosion;

- 4.1.6. Damage, loss, destruction or other encroachment on the property of the university;
- 4.1.7. littering of the territory of the university;
- 4.1.8. Inflicting verbal or physical abuse on another person;
- 4.1.9. Psychological pressure, threatening, and/or intimidation on another person;
- 4.1.10. Encroachment, damage or destruction of the property of another person; Also, unlawful restriction of the property rights of another person;
- 4.1.11. Dissemination of misinformation about the activities of the University, the student and/or other persons employed at the University;
- 4.1.12. Unlawful use of the intellectual property/co-ownership of the University;
- 4.1.13. Violation of the obligation determined by the rules governing the use and administration of internal electronic communication network of the University;
- 4.1.14. Violation of the requirements established by the Rules for using the library of GIPA - Georgian Institute of Public Affairs;
- 4.1.15. Making an inscription on the walls of the university building or on its exterior or changing its visual appearance in other ways, without the prior consent of the university administration;
- 4.1.16. Playing of cards or arrangement of any other types of gambling on the territory of the university.

Chapter III Rules of Student Ethics and Conduct

Article 5. Mandatory Rules of Ethics and Conduct for students

- 5.1. This chapter establishes common rules of ethics and conduct for students, which are mandatory for each student of the University.
- 5.2. Students shall respect the name of the university and take care of its reputation and authority.
- 5.3. Students shall respect the university staff and other students, as well as their personal property and non-property rights.
- 5.4. Mandatory rules of student's ethics and behavior:
 - 5.4.1. Treat university personnel and other students with courtesy and respect their rights;
 - 5.4.2. Act in accordance with academic integrity and ethical principles during the course of the educational process, including during the implementation of research work;
 - 5.4.3. Shall not take actions that will interfere with the implementation of professional activities by university personnel and/or the course of the learning process, including the availability of students to university resources (libraries, etc.);

- 5.4.4. Shall not take actions that will directly or indirectly lead to, or encourage a discriminatory approach to university personnel as well as other students;
- 5.4.5. Timely attend for assessments/exams, follow the rules established at the University for evaluation/examination; Do not miss assessments/exams for non-honorable reasons.
- 5.4.6. Without prior agreement with the university administration, refrain from using the university's name, logo or other identification mark for personal purposes and for damage of the interests of the university.

Article 6. Violation of academic integrity by student

- 6.1 The student shall be guided by the principles of academic integrity during the implementing of educational and research activities.
- 6.2 The following provisions are considered as violation of an academic integrity by student:
 - 6.2.1. Obstruction of the educational and/or research process;
 - 6.2.2. Plagiarism (Fully or partially represent and use of work published by another person as his/her own work, without appropriate reference to the author and, if necessary, without permission of the author);
 - 6.2.3. Cheating and/or dictate during the learning process;
 - 6.2.4. Use or falsification of factual information of research works;
 - 6.2.5. Use of mobile phone, other technical means or any type of auxiliary materials during the assessment/exam, without prior permission of the person implementing the learning component;
 - 6.2.6. Preparing an individual task in a group or presenting a task prepared by one person as a group work;
 - 6.2.7. Use of confidential information and/or obtain and disseminate confidential information about the assessment/examination, unauthorized replacement of the work submitted for his/her or other persons's assessment;
 - 6.2.8. Receiving or attempting to receive an assessment by offering material and/or other types of benefits, threats, physical or psychological impacts, deception, fraud or other unlawful acts to the examiner/university personnel;
 - 6.2.9. Non-compliance with the norms of academic ethics;
 - 6.2.10. Attempting to pass the exam/evaluation instead of another student/attempting to receive an assessment/receive an assessment, or a request for another person to take the exam/take part in the assessment instead of him/her;
 - 6.2.11. Stealing, destroying, altering or otherwise encroaching on another student's work;
 - 6.2.12. Falsification of his/her own or someone's university data;
 - 6.2.13. Obstruction of another student by concealing, stealing, destroying or otherwise exploiting the necessary resources in the learning and research process;
 - 6.2.14. Promoting another student in an academic fraud;

6.2.15. Violation of the norms determined by Chapter V of the present Code.

Chapter IV Disciplinary proceedings

Article 7. Grounds for imposing a disciplinary sanction

7.1 If the fact of violation of the norm provided for by the Code of Ethics and Conduct is confirmed, the university staff and the student shall be subject to a disciplinary sanction.

7.2 The grounds for imposing a disciplinary sanction are:

- 7.2.1. violation of ethics and norms of conduct determined by this Code;
- 7.2.2. Violation of applicable law;
- 7.2.3. Non-fulfillment/violation of the requirements provided for by the internal regulatory acts of the University;
- 7.2.4. Any action that may not directly constitute a violation under sub-paragraphs 7.2.1 – 7.2.3 but damages the university's business reputation and/or constitutes inappropriate behavior for the student or university staff.

Article 8. Types of disciplinary penalties

8.1 In case of confirmation of the violation of the code of ethics and conduct by the university's academic or invited staff, one of the following types of disciplinary sanction may be applied to him/her:

- 8.1.1. Reprimand;
- 8.1.2. Rebuke;
- 8.1.3. Detention of up to 20% from the remuneration provided for by the contract;
- 8.1.4. Termination of the contract.

8.2 In case of confirmation of the violation of the code of ethics and conduct by the university's administrative or support staff, one of the following types of disciplinary sanction may be applied to him/her:

- 8.2.1. Reprimand;
- 8.2.2. Rebuke;
- 8.2.3. Detention of up to 20% from the remuneration provided for by the contract or transferring to a lower position;
- 8.2.4. Termination of the contract.

8.3 In case of confirmation of the violation of the code of ethics and conduct by the student or listener of the university, one of the following types of disciplinary sanction may be applied to him/her:

- 8.3.1. Reprimand;
- 8.3.2. Rebuke;

8.3.3. Termination of the Student Status.

Article 9. Examine of the fact of possible violation of the Code of Ethics and Conduct by the Direct Manager/Dean of School, the Head of the Center and the Head of the Program and the imposition of a disciplinary sanction on the relevant person

- 9.1. In case of possible violation of the Code of Ethics and Conduct by a person employed at the university, the direct manager (in the case of administrative/support staff)/the Dean of the School (in the case of academic/invited staff) in agreement with a Rector, is entitled to examine the issue and determine whether the norm provided for by the Code of Ethics and Conduct has been violated, or apply in writing to the rector of the university that the issue shall be studied by the disciplinary commission.
- 9.2. If a decision is made by the direct manager/school dean, in agreement with a Rector, to examine the fact of possible violation of the Code of Ethics and Conduct by the employed person, in case of confirmation of the violation, he/she shall be entitled to issue a reprimand or a rebuke to the person as a disciplinary sanction.
- 9.3. In case of possible violation of the Code of Ethics and Conduct by the student, the head of the relevant educational program, in agreement with the Rector, is entitled to examine the issue and determine whether the norm provided for by the Code of Ethics and Conduct has been violated, or apply in writing to the Rector of the University that the issue shall be studied by the disciplinary commission.
- 9.4. If the decision is made by the head of the educational program in agreement with the Rector, to examine the fact of possible violation of the Code of Ethics and Conduct by the student and in case of confirmation of the violation, the head of the educational program shall be entitled to issue a reprimand or rebuke to a person as a disciplinary sanction.
- 9.5. In case of possible violation of the Code of Ethics and Conduct by the listener or the person conducting the training, the head of the Center, in agreement with the Rector, shall be authorised to examine the issue and determine whether the norm provided for by the Code of Ethics and Conduct has been violated, or apply in writing to the Rector of the University that the issue shall be studied by the disciplinary commission.
- 9.6. If the head of the Center, in agreement with a Rector, makes a decision to examine the fact of possible violation of the Code of Ethics and Conduct by the listener or the person who carrying out the training, in case of confirmation of the violation, he/she shall be entitled to impose a reprimand, rebuke or termination of the contract as a disciplinary sanction; In case of misconduct committed by a person who carrying out the training, head of the Center shall be entitled to detent up to 20% of remuneration provided for by the contract.

- 9.7. The decision on imposing a disciplinary sanction provided for by paragraphs 9.2, 9.4 and 9.6 of this Article, shall be made in writing by an authorised person within 30 calendar days after receiving information about the possible violation of the norm provided for by the Code of Ethics and Conduct.
- 9.8. The decision of the Direct Manager/Dean about imposing of disciplinary sanction on administrative, supportive, academic and invited personnel shall be handed over, in writing, to the Manager of Human Resources.
- 9.9. The decision on imposing a disciplinary sanction on a student by the head of the educational program shall be transferred in writing to the Dean of the relevant school, and the decision on imposing a disciplinary sanction on a vocational student shall be transferred in writing to the head of the Department of Rural Development and Vocational Education.
- 9.10. The head of the Training and Consulting Center shall account data about the disciplinary sanctions imposed on the person who implementing trainings organized by the Center as well as the listener of the training.
- 9.11. A person who has been imposed a disciplinary sanction by the decision of the head of the educational program or the direct manager/school dean, the head of the Center, has a right to appeal the decision about him/her with a substantiated written application on the name of the Rector, within 5 calendar days after the imposition of a disciplinary sanction.
- 9.12. The Rector of the University shall review the application submitted by the interested person within 5 working days after receiving a substantiated written application and makes decision on its satisfaction or refusal to satisfy the application.
- 9.13. If a substantiated written application submitted by an interested person is satisfied, the Rector of the University shall issue an order about the establishment of a disciplinary commission and the activities of commission are regulated in accordance with Articles 11, 12 and 13 of present Code.
- 9.14. The Disciplinary Commission which is established on the basis of paragraph 9.13 of this Article, shall make one of the following decisions after the examining of the issue:
- 9.14.1 Leave in force the disciplinary sanction imposed on a person;
 - 9.14.2 Impose milder disciplinary sanction on a person;
 - 9.14.3 Cancel the disciplinary sanction imposed on a person.

Article 10. Commencement of disciplinary proceedings

- 10.1. Disciplinary proceedings can be initiated:
- 10.1.1. On the basis of a person's complaint, who believes that the norms defined by the Code of Ethics and Conduct have been violated against him/her;
 - 10.1.2. Based on a substantiated application of university personnel or student who have information about the violation of the norms determined by the present Code of Ethics and Conduct;

- 10.1.3. By the decision of the Rector, on the basis of information received through the social network, mass broadcasting means or other public speech/statement, which contains possible signs of violation of ethical norms by personnel or students of the university;
- 10.1.4. In other cases provided for by the Code of Ethics and Conduct.
- 10.2. The Rector of the University shall examine the complaint/application and make decision on the establishment of the disciplinary commission and the investigation of the complaint/application by the disciplinary commission.
- 10.3. If the complaint/application does not contain signs of violation of the norms provided for by the Code of Ethics and Conduct, or if it is related to a person who is not university student or personnel at the time of filing the application, the Rector of the University has a right to leave the complaint/application untried.
- 10.4. The initiation of disciplinary proceedings against a student shall not limit the student's right to participate in the educational process, unless it threatens the rights or health of others, as well as university property and safety.

Article 11. Determination of the members of disciplinary commission

- 11.1. For the purpose of the investigation the possible violation of the norms provided for by the Code of Ethics and Conduct, on the basis of the order of the University Rector, in accordance with each individual case, a disciplinary commission shall be established, which shall consist of at least 3 members and may include:
 - 11.1.1 Rector of the University;
 - 11.1.2 Chancellor/Head of University Administration;
 - 11.1.3 Dean of the School;
 - 11.1.4 Academic/Invited staff;
 - 11.1.5 Administrative staff;
 - 11.1.6 Students;
 - 11.1.7 Other representatives of the university or invited experts as needed.
- 11.2. No later than 3 calendar days after the issuance of the order of the University Rector on the establishment of the Disciplinary Commission, a person with respect to whom the disciplinary proceedings are being initiated, shall be notified about this.
- 11.3. A person with respect to whom the disciplinary proceedings are ongoing shall have the right to apply to the Rector of the University with a substantiated written application requesting the recusal of the member/members of the disciplinary commission within 3 calendar days after the notification about the proceedings.

- 11.4. The Rector of the University shall, within 5 working days after receiving a substantiated written application provided for by paragraph 11.3 of this article, examine him/her application and make a decision on satisfying the application or refusing to satisfy the application.
- 11.5. If a written application provided for by paragraph 11.4 of this article is satisfied by the decision of the Rector of the University, the amendment on the basis of the order shall be included in the panel of the disciplinary commission.

Article 12. Proceedings of Disciplinary Commission Session

- 12.1. The Disciplinary Commission shall conduct session for the examination of the issue after the expire of time for the recusal of the member of the disciplinary commission.
- 12.2. The Disciplinary Commission shall review the issue in compliance with the principles of fairness, impartiality and equality before the law.
- 12.3. Disciplinary Commission session shall be headed by a person determined by an order of the University Rector or the chairperson of the Disciplinary Commission. In case of decision of the Rector, chairperson may be elected through an open vote within the commission members, by a majority of votes.
- 12.4. The Disciplinary Commission shall be authorised to make a decision if more than half of the members of the list attend the meeting. If a person determined by an order of the University Rector does not attend the meeting of the Disciplinary Commission, the members of the disciplinary commission shall elect the chairperson through an open vote, within the the commission members, by a majority of votes.
- 12.5. The Disciplinary Commission shall conduct meeting to discuss the issue once, except when it is necessary to re-assemble the Disciplinary Commission due to the content of the issue. A decision on re-assembly shall be made by the Disciplinary Commission on the basis of a majority of votes.
- 12.6. A decision about imposing of disciplinary sanction or terminating disciplinary proceedings shall be made by a majority of votes of members who attending the Disciplinary Commission meeting and shall be drawn up by the relevant protocol. If the votes of the members of the disciplinary commission are equally divided during the decision-making, the right to vote decisively shall be granted to the chairperson of the disciplinary commission.
- 12.7. At the session of the Disciplinary Commission, a person with respect to whom disciplinary proceedings are ongoing, given the opportunity to present his/her own explanations and/or evidence regarding the issue under consideration.
- 12.8. The Disciplinary Commission shall review the issue submitted and make a decision not later than 30 calendar days after the Rector of the University issues the order on the establishment of the disciplinary commission.
- 12.9. The Disciplinary Commission shall not impose more than one disciplinary sanction on a person for committing disciplinary misconduct.

- 12.10. In case of committing an action (crime) provided for by the Criminal Code of Georgia, the University shall immediately apply to law enforcement agency.
- 12.11. The disciplinary commission session is closed. Based on the request of the student or university personnel, the session may be public; The Chairperson of the Disciplinary Commission shall make decision on holding the session of the Disciplinary Commission in public format.
- 12.12. If necessary, in order to participate in the session, the Disciplinary Commission may invite witnesses and other persons to request additional documents, materials and information, and to take other actions for the purpose of a thorough examination of the circumstances of the issue.
- 12.13. A person with respect to whom disciplinary proceedings are conducted shall have the right to:
- 12.13.1. Receive a decision in writing about initiating of disciplinary proceedings against him/her;
 - 12.13.2. Attend the discussion of the issue of disciplinary proceedings;
 - 12.13.3. Provide the Disciplinary Commission with information and evidence available to him/her;
 - 12.13.4. Participate in the examination of the evidence obtained by the disciplinary commission;
 - 12.13.5. Apply with a substantiated written application to the Rector of the University with a request to recuse the member of the disciplinary commission.

Article 13. Types of decisions made by the Disciplinary Commission

- 13.1. As a result of consideration of the relevant issue, the Disciplinary Commission shall make one of the following decisions:
- 13.1.1 On the termination of disciplinary proceedings in the case of: if the violation of the norm determined by the Code of Ethics and Conduct has not been confirmed against a person; the deadline for the examine of possible disciplinary violation is expired; the deadline for making decision has expired; or the relevant agreement with the University is terminated before making decision;
 - 13.1.2 On conclusion the violation of the norm determined by the Code of Ethics and Conduct by a person (with indication of a disciplinary sanction to be applied to a person).
- 13.2. The decision on imposing a disciplinary sanction shall be substantiated and shall be based on relevant factual circumstances and evidence.
- 13.3. When making decision on imposing a disciplinary sanction, the Disciplinary Commission shall take into account the content, quality, severity, recurrence of the misconduct, the damages inflicted (or possible damage), as well as the circumstances of the misconduct, personality, merit and other circumstances.
- 13.4. If a person has a reprimand or a rebuke imposed as a disciplinary sanction and the commitment of the misconduct by this person will be confirmed within one year after imposing a sanction, the Disciplinary Commission shall be authorised to make decision on imposing a more stringent disciplinary sanction.

- 13.5. The decision made by the Disciplinary Commission on imposing a disciplinary sanction shall be sent in writing to the Rector of the University, on the basis of which he/she shall issue an order on the imposition of a relevant disciplinary sanction.
- 13.6. If a university personnel or student is subject to a disciplinary sanction for damage or destruction of the university's property, imposition of disciplinary sanction, does not exempt him/her from the obligation to compensate for the material damage caused to the university.
- 13.7. The student/university personnel shall have the right to appeal the disciplinary sanction applied to him/her in court.

Article 14. Procedure for removing an imposing disciplinary sanction

- 14.1. If a reprimand or rebuke is imposed on a person, the validity period of the disciplinary sanction is one year.
- 14.2. If a university personnel member or student with a disciplinary sanction, is not imposed for new disciplinary sanction within one year, he/she shall be deemed to have no disciplinary liability.
- 14.3. On the basis of the order of the University Rector, a person who has been imposed a rebuke or a reprimand as a form of a disciplinary sanction, a disciplinary sanction may be lifted ahead of time due to the special merit of a person with a disciplinary sanction.

Chapter V - Research Ethics and Academic Integrity

Article 15. Academic Integrity

- 15.1. The University recognizes, protects and monitors the principles of academic integrity, which apply equally to both the academic and administrative staff of the university as well as students.
- 15.2. The University conducts its research activities in accordance with the norms established by the Research Standards and the Code of Professional Ethics. The university's multi-profile research experience is based on several documents, including the International Chamber of Commerce (ICC), European Society for Opinion and Marketing Research (ESOMAR) and the American Sociological Association (ASA) Code of Ethics.
- 15.3. The University promotes the dissemination of the principles of academic integrity and the improvement of the quality of compliance with ethical standards of research, proper understanding and the establishment of rules of conduct in support of university regulations (Code of Ethics and Conduct; GIPA-Rules governing the educational process of the university - "Chapter VII - Procedures and mechanisms for preventing plagiarism and responding in case of its detection; Student instruction on preventing plagiarism), through the Turnitin Feedback Studio's electronic program and its integration into the

existing Moodle system (using Turnitin + Moodle and other electronic platforms as needed), academic writing and research courses and trainings.

Article 16. Research Activities Ethics

- 16.1. The scientific activities of the university are carried out in compliance with internationally recognized principles and standards of academic integrity, which means the management of the research process with values such as honesty, credibility, accuracy, fairness, respect, responsibility, non-harm and privacy protection, which is ensured by the current legislation of Georgia and internal regulatory acts of the university.
- 16.2. The scientific research of the academic and administrative staff and students of the University must be carried out in full compliance with the standards of research ethics, which include:
 - 16.2.1. Conducting the process of planning, implementing and publishing scientific research in good faith, in full compliance with the principle of quality and transparency;
 - 16.2.2. Full awareness of the persons involved in the research process about the possible use of research objectives, methods and research results, as well as possible risks, if any;
 - 16.2.3. The confidentiality of the information received on the basis of the study during the research process, the anonymity of the respondents, the results of the study, whether textual, audio or video-recording, compliance with the standards for storing and archiving documentation. It shall be inadmissible to disseminate such data/information that may violate the confidentiality of the source;
 - 16.2.4. The persons participating in a research shall voluntarily participate in a survey, which shall be confirmed by signing the relevant letter of consent. Participation in a research of a person under the age of 18 shall be carried out on the basis of their parent's participation and/or the participation of person defending their interests. In the case of carrying out experimental research, the legal rights, dignity and autonomy of the participants in this research shall be protected;
 - 16.2.5. The research process should be conducted without any force or damage to the research participant. It is mandatory to respect the cultural, individual and role differences between research participants and consumers, including differences based on age, sex, gender identity, sexual orientation, nationality, ethnicity, religion, physical and mental abilities, spoken language or socio-economic status. Any manifestations of discrimination that may be relied upon by the above factors shall be responded in accordance with the regulations of the present Code of the University;
 - 16.2.6. In the process of planning, implementing and publishing scientific research, any conflicts of interest, biases and attempts to falsify / manipulate data should be excluded. In the process of

conducting the research, the accuracy of all data that is collected, analyzed and published within the research, shall be protected;

16.2.7. The process of planning, implementing and publishing scientific research will be conducted as independence, in full compliance with the autonomy of the University. The University assumes no responsibility for the opinions expressed in the reports, publications and other types of products published on the basis of the research, which do not reflect the position of the University;

16.2.8. In the process of publishing the results of the research, the copyright of those who have contributed appropriately to the research process must be protected. Copyright is granted in accordance with the contribution made to the study. The right of ownership to research or its results before conducting of research is determined in advance by the relevant agreement concluded between the interested parties involved in research (for example: author or co-author, university, donor, beneficiary);

16.2.9. All sources of information and data used for research must be clearly cited. The sources used in the study should be referenced, in accordance with the internationally recognized citation rule, both in the text itself and in the level of citations beyond the text, including in the case of referencing a primary source (to avoid self-plagiarism).

16.3. The University ensures the appropriate placement of all types of waste generated in the research process, including the laboratory (if any) and protects that the research activities do not cause environmental pollution/degradation.

16.4. The affiliated academic staff of the University are required to affiliate with the University in the conditions of any research activity (article publishing, reporting, public discussion or other types of activities), except if the preparation of a scientific-research paper stems from the educational and scientific obligation undertaken by an affiliate in another higher education institution.

16.5. The University shall monitor the ethics and integrity of research activities and respond in a timely manner to all identified violations of the common rules of conduct of academic, administrative staff and students on the basis of the regulations provided for by this Code.