



The Code of Ethics of East European University

1. Preamble

East European University (hereinafter referred to as EEU) is a higher educational institution. The activities of the university are based on the principles of humanism, tolerance and equality. It welcomes all the students and professors regardless of their ethnical affiliation, gender, social origin, political or religious views.

2. The purpose and use of the Code of Ethics

2.1. The Code of Ethics of EEU applies to the academic, administrative and support staff, teachers, invited teachers and students of the university. In compliance with the university values, legislation and other normative acts it establishes the standards of conduct for the academic, administrative and support staff, teachers, invited teachers and the student body and the possible ways to solve the ethical problems arisen among them

2.2. This Code aims at outlining the principles according to which the representatives of academic, administrative and support staff, teachers, invited teachers and students shall act.

2.3. The Code of Ethics is developed on the basis of the consultations and interactions with all the interested parties of the university. It is effective in combination with other normative acts and is renewable as well

3. The principles and standards of the Code of Ethics

3.1. The academic staff, teachers and invited teachers

3.1.1. The educational process

The primary duty of the academic staff, teachers and invited teachers is to bring up and prepare the young specialists achieving the high professional level. For this purpose they shall:

- a) conduct the learning process according to the educational plan approved by the university
- b) innovate the subject and structure of their courses of lectures and regularly improve the methods to conduct them following the ongoing changes made in the corresponding sphere of the field or science;
- c) provide the students with the intellectual and academic guidance and, with this aim, officially allocate the additional hours for consultations.

3.1.2. The relationship with students

The activities of the representatives of academic staff, teachers, invited teachers and their relationship with students shall be based on the Code of Ethics, which, in its turn, conditions the creation of not only diligent, highly skilled specialists but the patriots of the country, honest and law-abiding citizens as well.



For this purpose:

- a) the academic staff, teachers and invited teachers shall start lectures on time as well as be duly prepared and extremely organized. It shall be inadmissible for them to finish lectures ahead of time or miss them for no apparent reason. The examination and assessment of knowledge of all the students to be examined shall be conducted at the appointed time and under the established rule;
- b) the academic staff, teachers and invited teachers shall create all the necessary conditions providing the fair and transparent academic environment; develop and introduce the teaching and assessment methods conditioning the academic honesty of students as well as excluding the plagiarism and profanation; they also foster the exchange of views and opinions so as to prevent the various problems through applying the principles of fairness and objectivity.
- c) the students shall be provided by the exhaustive information on the system of assessment. The factors having impact upon the assessment, such as: favoritism, protectionism, religious, racial, ethnical or political affiliation, marital status, etc. must be eradicated; it is inadmissible to discriminate students on grounds of these factors;
- d) It is unacceptable to use the students' abilities for the personal self-interest or as a tool of professional disagreement with colleagues.

3.1.3. The adherence to the Code of Ethics

According to the internal regulations and rules of disciplinary liability of EEU, the established measures are introduced against the academic staff, teachers and invited teachers infringing the ethical norms.

3.1.4. The relationship with colleagues.

- a) The representative of academic staff, a teacher and invited teacher shall respect the academic independence of his/her colleague, make the fair and objective evaluation of his/her activities and scientific works; the criticism of a colleague must be constructive; the rude and unacceptable comments on teaching methods of a colleague must not be made; it is inadmissible to humiliate, insult or anonymously blame a colleague.
- b) The representatives of academic staff, teachers and invited teachers shall equally and fairly share the responsibilities related to management of the university, actively foster the colleagues in their professional development

3.1.5 The relationship with administrative and support staff

- a) The relationship existing between the academic staff, teachers, invited teachers and the representatives of administrative and support personnel shall be based on respect and justice, the discrimination from any party is inadmissible.
- b) The representatives of academic staff, teachers and invited teachers must not use the representatives



of administration and support staff for their personal self-interest as well as must not demand the benefits and concessions which pose the ethical dilemma for the representatives of administration or support staff, except for otherwise envisaged by the law.

3.1.6. The university, academic staff, teachers and invited teachers

- a) The academic staff, teachers and invited teachers are the leading force of the core activities of the university. The representatives of the staff are obligated to regularly strive for the development of the academic, educational and professional level. At the same time, the representatives of academic staff, teachers and invited teachers are imposed the responsibility for the active participation in the social and organizational activities of the university.
- b) The representatives of academic staff, teachers and invited teachers shall abstain from being engaged in the activities out of the university or assuming the responsibilities which hinder the perfect fulfilment of their university duties.
- c) The academic staff, teachers and invited teachers shall purposefully and efficiently utilize the building, technology, equipment and other types of resources of the university for the purpose of the full performance of university activities.
- d) The academic staff, teachers and invited teachers shall treat all the employees and students with justice and respect.
- e) The representatives of academic staff, teachers and invited teachers shall duly inform the university administration about leaving their employment.

3.2. The administrative and support staff

3.2.1. The duty of the administrative and support staff is to create the moral, financial-economic and living environment which is essential for their professional development and the furtherance of educational-scientific activities at the university

3.2.2. The administrative and support staff shall respect the university, treat the employees and students with justice and respect. The administrative staff shall develop and pursue the policy preventing the discrimination of employees and students on grounds of gender or age and the racial, ethnical, political or religious affiliation.

3.2.3. The activities of administrative and support staff shall be premised on the high standards of ethics, good faith and honesty; in addition, they shall contribute to the consolidation of reputation of the university in society. For this purpose:

- a) the administrative and support personnel shall obey the rules and procedures established by the university and the existing legislation;
- b) the representative of the administrative and support personnel must not participate in such commercial activities of the university which benefits his/her self-interest or that of his/her relatives. This fact shall be qualified as the conflict of interests and must be suppressed from the outset;

3.2.4. The administrative and support staff shall utilize the university property, working hours, intellectual potential and other resources as needed for the university

3.2.5. The representatives of administration and support staff must not reveal the confidential information obtained during his/her professional performance, except for the legitimate necessity.

3.2.6. The established measures are envisaged by the internal regulation and rules of disciplinary liability of EEU against the administrative and support staff in case of violating the ethical norms by them.

3.3. The students

3.3.1. The students are obligated to respect the university where they acquire knowledge. They shall study, participate in the conducted researches and comply with the rules set forth in the Code of Ethics, thus fostering the enhancement of reputation of the university; in addition, they shall meet the conditions of the contract signed with the university.

3.3.2. The students shall respect the EEU staff. In case of arising problems they shall be solved in compliance with the charter, internal regulations, norms of liability and the demands of the Code of Ethics existing at the university.

3.3.3. The inappropriate and unethical conduct for students shall include the following:

- 1) the insult and violence directed at other students, the representatives of academic, administrative and support staff, teachers and invited teachers.
- 2) the academic dishonesty, which implies:
 - a) cheating – cribbing from another students' works or some different types of additional material unless beforehand allowed by the teacher.
 - b) sitting an exam on behalf of another student or asking another person to pass the exam for him/her.
 - c) obtaining the confidential information about exams;
 - d) presenting the other person's work as his/her own;
 - e) citing of another author's work or statement without referring to the sources – plagiarism;
 - f) falsifying his/her own university data;



- g) stealing, destroying or changing another student's work;
- h) hindering other students from learning and research process through hiding, stealing or destroying the required resources;
- i) encouraging other students in committing the academic fraud;
- j) using or fabricating of actual information about the research work;
- k) using the confidential information;
- l) making the attempt to get assessment through the threat, physical or psychological influence, deception, fraud or other types of inadmissible methods and actions made against the examiner

3.3.4. In case of detecting the academic dishonesty the student is obligated to notify the relevant structures thereof.

3.3.5. The students are obligated to obey the rules regulating the activities of the university;

3.3.6. Smoking inside the university building shall be deemed to be the unethical and illegal conduct of a student;

3.3.7. The measures envisaged by the internal regulations and norms of disciplinary liability of EEU are established against violating the ethical norms by students.

3.3.8. The university student is obliged to:

- a) comply with the generally accepted Code of Ethic and Conduct;
- b) protect the property of the university. In case of breaching the mentioned article, a student shall be imposed the liability for compensation of the damage to property which shall be deducted from his/her tuition fee;

3.3.9. The university is imposed the obligation to protect the student's rights in compliance with the Law of Georgia on Higher Education, the rules regulating the educational process of the university and other legislative acts.

3.4. The concluding part

3.4.1. The personal liability raises in proportion to the repeated infringement of rules or the degree of disciplinary infraction.

3.4.2. The issue about the disciplinary liability of the representatives of administrative and support staff as well as teachers and invited teachers is resolved by the Representative Council. The adopted resolution shall be informed in writing to the interested person. The decision must be definitely substantiated.



3.4.3. The issue as regards the disciplinary liability of students is resolved by the Commission on Ethics which is created for the term of 3 years pursuant to the Order of the Rector. The Commission on Ethics is composed by representatives of the academic and administrative staff and consists of no less than 5 and no more than 10 members. The Commission makes decisions in accordance with the Charter, internal regulations of the university, the rules of disciplinary liability, the Code of Ethics and the Law of Georgia on Higher Education. The student is eligible to attend the hearing of his/her case as well as exercise other rights envisaged by the law.