



EEU

Code of Conduct (Ethics) of East European University

*Approved by the order of the Rector of the University 2001-08
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Chapter I. General Provisions

Article 1. Field of regulation

1. The Code of Conduct (hereinafter - the Code) in accordance with the Law of Georgia on Higher Education and other normative-legal acts defines the rules of conduct and relations at the Eastern European University (hereinafter - the University), moral principles and standards, as well as establishes disciplinary proceedings. Rule and liability for disciplinary misconduct.
2. The Code applies to the academic, scientific-research, administrative and support staff of the University, invited specialists, students and other persons involved in the educational, scientific-research and administrative processes of the University.
3. For the purposes of this Code, a student is a person who has been enrolled in accordance with the rules established by the current legislation and is studying at the East European University for a bachelor's, master's, teacher training and doctoral programs (for certified physician)

Article 2. Objectives of the Code

The objectives of the Code are:

- a) Establishment of uniform rules of mandatory ethical behavior for university employees and students;
- b) To create a co-operative environment based on equality, mutual respect, honesty and justice at the University and to establish democratic principles and values;
- c) Promoting freedom of expression and academic freedom in the university space.

Article 3. General principles of the Code

Academic, scientific-research, administrative and support staff of the University, invited specialists, students and other persons involved in the educational, scientific-research and administrative processes of the University:

- a) Equally enjoy the rights granted to them by the legislation of Georgia, the statute of the University and other internal regulatory acts;
- b) Share the general rules, principles and values established by this Code and adhere to them;
- c) Recognize and share the declared values of the University: respect, compassion, support, freedom of thought and expression, cooperation and goodwill;
- d) Recognize the right of the University, in case of violation of this Code, to consider the issue of their disciplinary liability in accordance with this Code and other internal regulatory acts of the University. At the same time, they are aware of the obligation to enforce the decision made as a result of the review.

Article 4. General rules of conduct (ethics)

It is considered inappropriate and unethical behavior for university staff and students:

- a) Discrimination - direct or indirect harassment of another person, which is intended to create or cause a threatening, hostile, degrading, offensive or abusive environment or to create conditions for a person that directly or indirectly worsens his/her condition compared to another person in similar conditions;
- b) Academic frauds;
- c) Obstruction of the learning process; Using a mobile phone during lectures, seminars, conferences, other events, conducting personal conversations, and other inappropriate actions;
- d) Any action aimed at discrediting the University;
- e) Encroachment, damage, destruction or other restriction of property rights against the will of the owner;
- f) Use, damage, destruction of the property belonging to the University for personal use; Vandalism; Littering the building and the area;
- g) Smoking outside the permitted area (tobacco, e-cigarettes, etc.);
- h) Possession, distribution, consumption of alcohol on the territory of the University if the event is not specially organized or allowed by the University;
- i) Possession, distribution, consumption of narcotic or psychotropic drugs on the territory of the University;
- j) Holding gambling games on the territory of the University, participating in them;
- k) Obscenity, provocative behavior, verbal abuse;

- l) Psychological pressure, threats, intimidation, other types of unethical influence;
- m) Violence, physical abuse;
- n) Possession, distribution, use of firearms or cold-arms, explosive and flammable items and substances on the territory of the University;
- o) Any other action that is contrary to the norms of ethics.

Chapter II. General standards of university staff and student behavior

Article 5. General standards of conduct for persons conducting training

1. The academic staff employed at the University, the invited specialists (hereinafter referred to as the teaching staff) are the main driving force of the University. The main goal of their activities at the University is to raise and establish university students as highly qualified, competitive specialists.
2. The person conducting the training must protect the prestige and reputation of the University, respect his/her colleagues and other persons and students employed at the University, treat them fairly and with respect;
3. The person conducting the training should refrain from engaging in or engaging in any activities outside the University that would prevent him / her from performing his / her university duties properly and fully.
4. The person conducting the training should refrain from committing any action that may discredit the University.
5. The person conducting the training should be guided by high moral standards in dealing with students, which leads to their development not only as highly qualified professionals, but also as patriotic, honest and law-abiding citizens.
6. The person conducting the training is obliged to:
 - a) Lead the teaching process according to the curriculum approved by the University;
 - b) Following the current changes in the relevant field of science or field, periodically update the topics and structure of the lecture course, improve the methodology of its conduct;
 - c) Use the time allotted for teaching effectively, only to achieve the goals and results of learning;
 - d) Not to be late, not to miss, not to finish the lecture, seminar, presentation or other educational activity ahead of time due to an unreasonable reason, and if there is an reasonable reason, to warn the representative of the relevant basic educational unit in advance;

- e) Show equal attention and care for all students, regardless of their gender and age, racial, national, ethnic, linguistic, religious, social, cultural, political affiliation or other mark;
- f) To create all the necessary conditions for the formation of an honest and transparent academic environment;
- g) To promote the exchange of views and opinions, freedom of thought and expression;
- h) Provide students with intellectual and academic guidance and allocate counseling hours in accordance with the rules established at the University;
- i) Provide students with comprehensive information about the assessment system; Eliminate the use of favoritism, protectionism and other discriminatory factors when assessing students; Not to teach a private lesson to a student in exchange for a fee;
- j) Not to use students' opportunities for personal exclusion or as a tool for disagreement with colleagues;
- k) Does not receive a gift or other benefit from the student in exchange for a positive assessment, preference and / or compensation;
- l) Respect the academic independence of the colleague; Assist him in professional development; To evaluate the activities and works of a colleague fairly and objectively;
- m) Not make harsh and unacceptable comments on the teaching methods of a colleague and / or other professional activities; If necessary, criticize a colleague constructively and do not go beyond the professional framework;
- n) Not to verbally, physically or otherwise insult the student / university staff and / or any person on the territory of the University; Refrain from reprimanding a student / university staff / other person in the presence of other students / university staff / others;
- o) Not disclose personal information about student / university staff and protect the confidentiality of information other than a legitimate need;
- p) Have a collegial relationship with colleagues, university staff based on mutual respect.
- q) Not to use the resources of the administrative and support staff of the University for personal needs; Not to require them to provide benefits and concessions not provided by law, which would put these individuals in an ethical dilemma;
- r) Use the university building, equipment, facilities and other resources effectively and purposefully;

- s) In case of leaving the service, notify the University administration in advance within a reasonable period of time, in order not to endanger the smooth implementation of the educational process.
7. The person conducting the training should not avoid cooperating with the representatives of the university administration and the relevant basic educational unit and feedback on issues whose delay and / or unresolved will hinder the smooth running of the university and / or result in administrative fines of the university by the state.

Article 6. General standards of conduct for administrative and support staff

1. The administrative and support staff is obliged to create an environment conducive to teaching and research activities, professional development and a healthy student life at the University.
2. Administrative and support staff should protect the prestige and reputation of the University, respect their colleagues and other persons and students employed at the University, treat them fairly and with respect;
3. Administrative and support staff should refrain from engaging in or engaging in activities outside the University that would prevent them from performing their duties properly and fully.
4. Administrative and support staff should refrain from taking any action that might discredit the University.
5. Administrative and support staff are obliged to:
 - a) To base his / her activities on high moral standards, honesty and integrity; to promote the reputation and authority of the University in the community.
 - b) To have a collegial relationship based on mutual respect with colleagues, those who teach at the university.
 - c) To exclude discrimination against colleagues and students in the performance of their activities on the basis of sex and age, racial, national, ethnic, linguistic, religious, social, cultural, political affiliation or other mark;
 - d) Not to allow and prevent cases of conflict of interest, not to participate in commercial activities related to the University, from which he/she or his/her family member has personal benefits;
 - e) Does not receive a gift or any other type of benefit from a physical or legal person with whom he/she has an employment relationship, for the purpose of payment or in exchange for giving him/her an advantage;

- f) Not to carry out entrepreneurial activities in person or through a representative on the territory of the University;
- g) Not to verbally, physically or otherwise insult the student / university staff and / or any person on the territory of the University; Refrain from reprimanding a student / university staff / other person in the presence of other students / university staff / others;
- h) Not use the resources of the university staff for personal needs; Not to require them to provide benefits and concessions not provided by law, which would put these individuals in an ethical dilemma;
- i) To use the University property, working hours, intellectual abilities and other resources effectively for the needs of the University;
- j) Not disclose confidential information received during professional activities, except for legitimate needs.

Article 7. General standards of student behavior

1. The student must respect the University, engage in the educational process, scientific research activities, taking into account the level of competence and teaching, and participate in surveys / surveys conducted by the structural units of the University; Strictly follow the terms of the agreement and other agreements with the University on educational services.
2. The student should respect the university staff; Adhere to generally accepted norms of ethics and conduct; Obey the rules governing the activities of the University;
3. To care for and protect the prestige and reputation of the University, to respect other students and staff of the University; Treat them in good faith and fairly; Show kindness, compassion and cooperation;
4. Refrain from committing any action that might discredit the University.
5. The student is obliged to:
 - a) Be properly prepared and maximally organized in the process of teaching and / or research; Attend lectures / seminars; Do not be late;
 - b) Appear on time for exams, follow the rules established at the university for the exam; Not to miss exams for unreasonable reasons;
 - c) Not to interfere with the teaching and / or research process at the University;

- d) To express his / her opinion correctly and to observe the limits of freedom of expression. In addition, listen to the opinions of other students / university staff / others on campus and respect the freedom of thought and expression of others;
 - e) Not to verbally, physically or otherwise insult another student / university staff and / or any person on campus; Refrain from reprimanding a student / university staff / other person in the presence of other students / university staff / others;
 - f) Not offer a gift or money or other benefits to other students and staff of the University (academic, invited, administrative, support) in exchange for personal benefit.
 - g) Not disclose personally known information about the university student / university staff and protect the confidentiality of the information except for legitimate needs;
 - h) Refrain from using the name of the University, logo or other attributes for personal or group purposes for the personal interests of the University without the consent of the governing bodies of the University;
 - i) Not to falsify university data;
 - j) Take care of the property owned by the University. Use the university building, equipment, facilities and other resources effectively and purposefully;
 - k) Not to use the University Internet resources for any other purpose;
6. Academic falsity is considered as unethical behavior of a student, namely:
- a) Copying from another student's work, or using other supporting material that is not pre-authorized by the lecturer and is prohibited by the University;
 - b) Taking an exam on behalf of another student, or requesting another person to take the exam on his or her behalf;
 - c) Obtaining and / or disseminating confidential information about the examination;
 - d) To present the work of another person as his own;
 - e) Falsification of personal data and assessments received;
 - f) Stealing, destroying, altering another student's work;
 - g) Obstructing other students by hiding, stealing or destroying resources needed for teaching and research;
 - h) Promoting academic fraud for another student;
 - i) Use of confidential information;
 - j) Attempt to obtain an assessment by threatening, physical or psychological impact on the examiner, deception, fraud or other inadmissible methods and actions;

- k) Preparation of an individual assignment as a group or presentation of an assignment prepared by one person as a group work.
7. In case of detection of academic fraud, the student is obliged to inform the relevant structural unit of the University.

Chapter III. Disciplinary Liability

Article 8. Measures of disciplinary liability

1. This Code is binding on its addressees and violation of the norm provided by the Code constitutes a disciplinary misconduct, which leads to the imposition of an appropriate disciplinary sanction on the person.
2. The disciplinary liability measures established by the internal regulations of the University shall be applied to the persons conducting education at the University for violating the rules established by this Code towards the administrative and support staff.
3. The following measures of disciplinary responsibility are envisaged for a student violating the rules established by this Code:
 - a) Note;
 - b) Warning;
 - c) Imposing compensation for material damage;
 - d) Termination of student status.
4. When imposing a disciplinary sanction, the gravity of the misdemeanor committed, the circumstances of its commission, the behavior of the person in the past shall be taken into account. The liability of the person increases in case of repeated violation of the norm.
5. Only one disciplinary sanction may be applied for violation of the rules established by this Code.

Chapter IV. Disciplinary proceedings

Article 9. Principles of disciplinary proceedings

1. Disciplinary proceedings at the University are based on the following principles: legality, objectivity, transparency, collegiality.
2. Principle of legality - disciplinary proceedings are carried out in accordance with this Code, legal acts of the University and the legislation of Georgia;
3. Principle of objectivity - the parties to disciplinary proceedings are on equal terms, can present / substantiate their position and evidence; Discrimination and subjectivism on any grounds are excluded;
4. Principle of Transparency - The basics and procedure of disciplinary proceedings are clearly established and available to its addressees. The parties are also fully informed about the stages of the proceedings and the evidence in the case;
5. Collegiality - disciplinary proceedings are carried out by an authorized collegial body and decisions are made collegially.

Article 10. Ethics Commission

1. The University Ethics Commission (hereinafter referred to as the "Ethics Commission") shall conduct disciplinary proceedings against the University for violating the norms of this Code.
2. The composition of the Ethics Commission is approved by the Rector by order. Only the academic and administrative staff of the University may be a member of the Commission.
3. The number of members of the commission is determined from not less than 5 and not more than 10 members. A member of the commission may not be a governing entity of the university / faculty and / or a member of the governing body. Also, the person against whom the disciplinary measure has been applied during the last 3 years.
4. The term of office of the Ethics Commission shall be 2 years.
5. The activities and rules of operation of the Ethics Commission shall be determined by the regulations of the Commission.

Article 11. Basis for initiating disciplinary proceedings

1. The grounds for initiating disciplinary proceedings on the fact of violation of the norms of this Code may be:
 - a) A written complaint / application of the interested person or body;

- b) Application of the student ombudsman;
 - c) The discovery of a fact of disciplinary misconduct or a circumstance that gives rise to a reasonable suspicion that a violation of the norms of this Code has taken place.
2. In order to initiate disciplinary proceedings, a complaint / application / appeal must be submitted to the University Chancellery.
 3. In the case provided for in subparagraph (c) of paragraph 1 of this Article, the Ethics Commission shall itself initiate disciplinary proceedings.
 4. Disciplinary proceedings may not be initiated if more than 60 (sixty) calendar days have elapsed from the alleged fact of violation of the norms of this Code.

Article 12. Disciplinary proceedings procedure

1. The Ethics Commission is obliged to consider the issue of initiating disciplinary proceedings within 5 working days after receiving a written complaint / application / appeal or the discovery of a probable fact / circumstance of disciplinary misconduct.
2. The Ethics Commission shall examine the grounds for initiating disciplinary proceedings and, if it meets the rules and conditions set forth in this Code, shall initiate proceedings. Otherwise, the Ethics Commission makes a decision to refuse to initiate proceedings, which must be notified in writing to the interested parties.
3. The Ethics Commission is obliged to inform the interested parties about the start of disciplinary proceedings within 5 working days after the start of the proceedings. In addition, ensure the transfer of case materials to the person against whom disciplinary proceedings have been initiated.
4. The person against whom disciplinary proceedings are being conducted shall be set a deadline by the Ethics Commission for submitting his / her position and evidence.
5. The Ethics Commission is obliged to ensure that the parties involved in the proceedings have access to the case materials and that they have the opportunity to present their position. It is also authorized to obtain evidence on its own and / or upon the motion of a party, to question witnesses, to meet the parties separately in order to clarify the circumstances of the case, and to hear their explanations.
6. The Ethics Commission shall hold an oral hearing after a thorough examination of the matter and the submission of positions and evidence by the parties or after the expiry of the time limit set therein.

7. At the oral hearing stage, the Ethics Commission is authorized to ask questions of the parties or other persons involved in the hearing, request additional documents, materials or information, adjourn the hearing and take other measures necessary to thoroughly study the matter.
8. The oral hearing is public. The hearing may be closed by the decision of the Ethics Commission in order to protect the content of the issue under consideration, the interests of the parties / other persons participating in the hearing and in cases provided by the legislation of Georgia on the basis of a substantiated motion of the parties / other parties.
9. Refusal of any party to give an explanation in the disciplinary proceedings, failure to appear at the oral hearing or refusal to participate in the review proceedings shall not result in termination of the proceedings.
10. The Ethics Commission shall have 30 calendar days from the commencement of the proceedings for the consideration and decision of the case, which may be increased to 60 calendar days due to the complexity of the case or other objective circumstances, by its own reasoned decision.

Article 13. Rights and duties of the parties

1. The author of the complaint / application or the student ombudsman is obliged to:
 - a) Substantiate his / her complaint / statement / appeal;
 - b) Submit the available evidence to the Ethics Commission;
 - c) Cooperate with the Ethics Commission within the framework of disciplinary proceedings.
2. The author of the complaint / application or the student ombudsman has the right to:
 - a) receive full information on the commencement of production and the progress of the consideration of the issue;
 - b) submit evidence, request information / evidence / request, attend an oral hearing and participate in the hearing in person or through a representative;
 - c) raise objections against a member / members of the Ethics Commission;
 - d) get acquainted with the position and evidence of the other party; As well as other materials in the case;
 - e) take part in the examination of evidence;
 - f) appeal the decision of the Ethics Commission on disciplinary proceedings.
3. A person against whom disciplinary proceedings are instituted is obliged to:
 - a) Cooperate with the Ethics Commission within the framework of disciplinary proceedings;

- b) Provide the Ethics Commission with the information and evidence in its possession.
4. A person against whom disciplinary proceedings are instituted has the right to:
- a) Receive a written notification about the initiation of disciplinary proceedings against him and the ongoing process of hearing the case;
 - b) Submit his / her position, evidence, information available to him / her on obtaining / requesting information / evidence;
 - c) Raise objections against a member / members of the Ethics Commission;
 - d) Attend the oral hearing, participate in the hearing of the case, protect his / her rights independently and / or through a representative;
 - e) Take part in the examination of evidence;
 - f) Appeal the decision of the Ethics Commission on disciplinary proceedings.

Article 14. Basis for dismissal of a member of the Ethics Commission for disciplinary proceeding

1. A member of the Ethics Commission on Disciplinary Proceedings may not participate in the hearing of a case if he / she
- a) in this case he / she represents the party, or has a close / other close relationship with any party;
 - b) has a personal, direct or indirect connection with the case and / or is interested in the outcome of the case, or if there are other circumstances that cast doubt on his / her impartiality.
2. If there are grounds for avoidance, the member of the Ethics Commission is obliged to resign.

Article 15. Basis for refusal to initiate disciplinary proceedings and termination of proceedings

1. The Ethics Commission makes a decision to refuse to initiate disciplinary proceedings if:
- a) The complaint / application is submitted by an unauthorized person;
 - b) The statute of limitations established by this Code for initiating disciplinary proceedings has expired;
 - c) Exceeds the norms established by this Code;
 - d) There is a decision on the same issue.
2. Disciplinary proceedings are terminated if:
- a) As a result of disciplinary proceedings, the fact of disciplinary misconduct has not been confirmed;

- b) Criminal prosecution has been initiated against the person;
- c) Has been dismissed from his position or his student status has been terminated.

Article 16. Decision of the Ethics Commission on disciplinary proceedings

1. The Ethics Commission makes a decision as a result of disciplinary proceedings in accordance with the rules established by the Commission's regulations.
2. The Ethics Commission is authorized to make a decision:
 - a) Refusal to initiate disciplinary proceedings;
 - b) Termination of disciplinary proceedings;
 - c) On establishing the fact of disciplinary misconduct and imposing the measure of responsibility.
3. The decision of the Ethics Commission on establishing the fact of disciplinary misconduct and imposing the measure of responsibility shall be submitted to the Rector of the University, who has the right to impose disciplinary responsibility.

Article 17. Appeal against the decision of the Ethics Commission on disciplinary proceedings

1. The decision made by the Ethics Commission shall be notified to the interested parties in writing.
2. The decision of the Ethics Commission may be appealed to the University Representative Council within 5 working days after the decision of the Ethics Commission is officially notified to the interested person.
3. The Board of Representatives shall consider the complaint. At the review stage, the Board is authorized to hear the views / explanations of the complainant, the other party, other persons involved in the case and the Ethics Commission.
4. The Board of Representatives is authorized to revoke or amend the decision of the Ethics Commission as a result of the review of the complaint. In the latter case, the Board of Representatives is authorized to take one of the decisions provided for in Article 16 of this Code.
5. The decision of the Board of Representatives is recorded in the minutes of the Board, which is sent to the parties and submitted to the Rector of the University for further response.

Article 18. Imposition of disciplinary liability

Based on the decision of the Ethics Commission to establish the fact of disciplinary misconduct and the imposition of liability, after the expiration of the term for appealing against this decision, or in case of appeal, based on the decision of the Board of Representatives, the Rector of the University shall issue a disciplinary order.

Chapter V. Final Provisions

Article 19. Approving the Code, making amendments and additions, declaring it invalid

1. The present Code shall be approved by the University Representative Council upon the submission of the University Legal Department.
2. University Representative Council makes amendments and additions to this Code and declares it invalid.