

## Code of Ethics

### Article 1 Scope of the Code of Ethics

1. The Code of Ethics (hereinafter referred to as "the Code") constitutes a set of legal disciplinary rules that define the standard for protecting the values guaranteed by human rights at the Caucasus International University (hereinafter "the University"), determine the rules of conduct of students at the University and set the appropriate disciplinary liability for the violation of the established rules.
2. The Code is elaborated on the basis of the Constitution of Georgia, the Law on Higher Education, the international experience and the University Regulations.

### Article 2 Obligation to Abide by the Code

1. In addition to the rights and obligations under the Contract, the University students and staff are obliged to abide by the present Code and to comply with disciplinary liabilities without special instructions.
2. The implementation of the regulations and disciplinary responsibilities defined by the Code shall be mandatory for all University students and the University staff.

## Chapter 1 General Rules of Ethical Behavior

### Article 3 Physical Safety

1. The University is concerned that every student and member of the University staff should be protected from any physical threat. Students and administration staff are to avoid any kind of aggressive physical contact unless it is necessary for their own protection.
2. Any violent action expressed in the form of physical abuse and directed towards a lecturer, a University representative, a student or other person is a gross violation of ethical norms.

*Note: For the violation under this article, taking into consideration the gravity of the violation, a person will be warned or his/her status will be terminated. In case of a criminal offense, the Ministry of Internal Affairs will be informed.*

### Article 4 Prohibition of Sexual Violence and Sexual Harassment

1. The aim of the University is to eliminate sexual relations, sexual violation, sexual harassment and other types of sexual advances on the territory.
2. The exercise of the right guaranteed by this Article shall not be limited only to the territory of the University and shall apply to the persons concerned with the University despite the location of a crime scene.

*Note: The violation under this Article provides for the termination of student status. In case of a criminal offense, the Ministry of Internal Affairs will be informed.*

### Article 5 Prohibition of Discrimination

1. The University protects the human rights under the Constitution of Georgia that every human is born free and equal before the law without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national, ethnical or social origin, property, birth, place of residence or other status

2. No one has the right to display any kind of aggression or discriminatory attitude due to the issues listed in paragraph 1 of this article.

*Note: For the violation provided for in this article, taking into consideration the gravity of the violation, a person will be warned or his/her student status will be terminated. In case of a criminal offense, the Ministry of Internal Affairs will be informed.*

#### **Article 6 Prohibition of Drug use, Alcohol Consumption and Tobacco Use**

1. The University believes that the use of drugs by students and university staff will seriously harm their productivity and work / learning skills.

2. Production, purchase, sale and consumption of any kind of narcotic drug, its analog or precursor is prohibited on the University territory.

3. At any event held on behalf of the University it is prohibited to give or offer alcoholic beverages to persons under the age of 18. Alcohol consumption at the University is prohibited for any person.

4. Alcohol consumption may be allowed at a special meeting or party set up by the administration where the prohibitions envisaged by the law shall apply.

5. Tobacco smoking is prohibited on the territory of the University. The restriction does not apply to the University yard or to smoking outside the building.

*Note: For the violation under this article, taking into consideration the gravity of the violation, a person will be warned or his/her student status will be terminated. In case of a criminal offense, the Ministry of Internal Affairs will be informed).*

#### **Article 7 Prohibition of Gambling**

1. Arrangement of gambling and betting without any special license is prohibited by Georgian legislation. Consequently, students do not have the right to carry out these activities at the University.

*Note: For the violation under this article, taking into consideration the gravity of the violation, the warning will be applied against the person. In case of repeated violations the student status will be terminated.*

#### **Article 8 Rules on Carrying Weapons on the University Territory**

1. Any person who has the right to carry a weapon or a person representing the state law enforcement body and has the right to carry a weapon is obliged to leave the weapon with the University security officers where it is stored in a special protected place.

2. If a person does not have a state permit, then the law enforcement agencies will be involved in the case and the person will be subjected to criminal liability.

*Note: For the violation under this article, a warning will be applied against a person. In case of repeated violation the student status will be terminated.*

#### **Article 9 Damage to the University Equipment**

1. The University is equipped with high-tech computer rooms, a library and laboratories. Their components such as computers and digital equipment, books, mouldages, different types of utensils, furniture, etc. represent the University property. Their damage, undue use or stealing will result in violation of the University Code of Ethics.

2. The student is obliged to comply with the terms and conditions of using library books.

3. Students should use the computer equipment and other inventory honestly and with full responsibility and commitment.

*Note: For the violation under this Article, a person shall be fined in accordance with the cost of the damaged / destroyed / stolen item. Depending on the gravity of the violation, a person will be warned or his/her student status will be terminated. In case of a criminal offense, the Ministry of Internal Affairs will be informed.*

## **Article 10 Prohibition of Political and Religious Propaganda**

1. The University recognizes and honors the right to freedom of speech and expression. In addition, it explains that the University area can be used only for academic advancement and development.
2. Without the approval of the University administration, it is prohibited to distribute flyers on the University territory. Also, it is prohibited to organize religious and political demonstrations and public proclamations. The University education process management system and internal e-mail should not be used by any employee and student as a platform for public speaking.

*Note 1: For the violation under this Article, taking into consideration the gravity of the violation, the warning will be applied against the person. In case of repeated violations the student status will be terminated.*

*Note 2: Depending on the scale of the violation, the status can be terminated without warning.*

## **Chapter 2 Rules of Academic Conduct**

### **Article 11. Rules of Academic Conduct**

1. The following issues will be considered as a breach of academic conduct by a student:
  - A) plagiarism;
  - B) an attempt to put pressure on a university employee;
  - C) academic fraud;
  - D) falsification of documents.
  - E) Violation of e-learning rules. (01-126, 12.11.2020)

### **Article 12 Prohibition of Plagiarism**

1. The mission of the University is to promote the student's academic advancement and development. Therefore, it is unacceptable to use another person's materials without quoting and pass them off as their own.
2. Plagiarism is defined as the incorporation of other person's ideas and words, the specific sections (purchased, temporarily and otherwise obtained) into one's own work, passing the author's written academic work or its part as one's own without the reference to the author.
3. For the prevention of plagiarism the University uses an authorized program. Any research work done by the student/staff will be subject to inspection for plagiarism.
4. Types of plagiarism, its severity, detection and response procedures are determined in accordance with the "Plagiarism Discovery and Response Rules."

*Note 1: The following disciplinary measures will be applied against a person for the violation under this article, depending on the gravity of the violation:*

- *Warning and cancellation of the paper – in case minor plagiarism;*
- *Termination of student status - in case of repeated plagiarism, as well as of large-scale plagiarism.*

*Note 2: The student is obliged to sign the information document "Regulations of the International University of Caucasus in the Case of Academic Fraud and Plagiarism" (Appendix # 1) during signing the academic contract.*

### **Article 13 Attempts to Put Pressure on the University Employee**

1. Students should refrain from any kind of pressure or attempts to put pressure that may be directed towards the University academic or administrative staff.
2. The pressure means:
  - A) Using means of personal contact for the improvement of academic results or other purposes apart from communications facilities established by the University;

- B) Finding all the material that will help the student pass a test or hand in an assignment;
- C) compulsion and / or blackmail.

*Note: For the violation under this article, taking into consideration the gravity of the violation, a person will be warned or his/her student status shall be terminated. In case of a criminal offense, the Ministry of Internal Affairs will be informed.*

#### **Article 14 Academic Fraud**

1. Academic fraud means getting a mark or attempting to get a mark in a dishonest and / or fraudulent way.
2. The following cases are considered to be academic fraud:
  - A) copying the work of another student in part or in full;
  - B) reviewing the answers of the examination material without the permission of the observer (supervisor);
  - C) obtaining examination material without the permission of the observer (supervisor);
  - D) using any recording or any kind of pre-prepared material, technical means that are not allowed under the test;
  - E) collaborating with another student without the permission of the observer (supervisor);
  - F) falsifying documents, laboratory work and other data related to the training course;
  - G) submitting material prepared within the framework of another course, if it is contrary to the regulations of the course;
  - H) changing or interfering with the evaluation procedure;
  - I) disrupting or attempting to disrupt the examination process.

3. During the exams students are prohibited from hindering the examination process by coming late, disobeying the lawful request of the observer, making noise or by other manifestations that impede the maintenance of the examination environment.

4. During the examination, the student must obey the procedures and rules set by the exam observer. If the student believes that cancellation of his work or his/her dismissal from the exam was unfair, he can appeal to the director of the examination center and then to the rector on the spot, without making any noise.

*Note: For the violation under this article, the following disciplinary measures will be applied against the person taking into consideration the gravity of the violation:*

- Cancellation of the paper and/or dismissal from the examination - in case of academic fraud, for copying, as well as the use of prohibited reference materials for cheating;
- Cancellation of the paper, dismissal from the exam, warning - disobedience to the lawful request of the examination center representative and interference with the examination process;
- Termination of student status - repeated warning; also, the interference with the examination process by expressing aggression towards the representative of the examination center.

#### **Article 15 Falsification of Documents**

1. The University expects the students to be honest, not to lie to the administration and not to try to falsify or change information about them.

*Note: For the violation under this article, taking into consideration the gravity of the violation, a person will be warned or his/her student status will be terminated.*

#### **Article 15<sup>1</sup> - Violation of e-learning rules (01-126, 12.11.2020)**

1. The process of e-learning is regulated by the internal university document of the University in accordance with the "Rule of e-learning".
2. In the process of e-learning it is necessary to protect the personal data of any person. No material may be recorded or made public without his or her consent. Mandatory rules of conduct must also be observed.

*Note: For a violation under this article, a warning or termination of student status will be applied to the person, depending on the severity of the violation.*

### **Chapter 3 Disciplinary Proceedings**

#### **Article 16 Ethics Commission**

1. Violations of the rules of conduct determined by the Code shall be considered by the Ethics Commission (except for plagiarism, the procedure for which is determined by the "Plagiarism Detection and Response Rule"), which determines what kind of disciplinary penalty is justified in a specific case.
2. Disciplinary proceedings shall be initiated based on the application of the administration representative, a lecturer, a student or other person connected with the University. Everyone has the right to request anonymity.
3. Apart from the Ethics Commission, the decision on law enforcement officers' interference can be made by an administration representative or an employee of a security service in case of emergency.
4. The Ethics Commission is obliged to examine each case in full, taking into the account the positions of all parties, in full compliance with the principles of objectivity and fairness.

#### **Article 17 Activities of Ethics Commission**

1. The composition of the Ethics Commission shall be approved by an order of the Rector. The membership of Commission of Ethics is determined as including at least 3 members, not being related to or depended on the subject of disciplinary proceedings. A representative of Student Self-Governance participates in Ethics Commission about the issues related to students. **(01-111, 20.09.2018) (01-126, 12.11.2020)**
2. The Ethics Commission shall be headed by the Chairperson elected by a majority of votes at the Commission meeting.
3. The Ethics Commission Meeting shall be convened within the framework of specific disciplinary proceedings. **(01-126, 12.11.2020)**
4. The appeal addressed to the Ethics Commission shall be reviewed by the Rector who determines the issue of starting a disciplinary case. **(01-126, 12.11.2020)**

#### **Article 18 Disciplinary Proceedings**

1. One person selected by the Ethics Commission (a member of the Ethics Commission or another employee) collects all the necessary information regarding the violation, processes legally obtained video materials, interviews all the persons related to the case, assesses the extent of the violation together with an expert, obtains information from law enforcement agencies in case of their involvement. **(01-126, 12.11.2020)**
2. All persons participating in the proceedings shall have the right to be informed about the commencement of disciplinary proceedings.
3. Within the framework of disciplinary proceedings, it is necessary that the position of a suspect in the violation of the Code of Ethics is made clear. Also, at least three days before the Ethics Commission the information about the date of the meeting should be available.
4. A person responsible for disciplinary proceedings will present the materials of the inquiry to the members of the Commission at least two days before the meeting of the Ethics Commission. A person responsible for disciplinary proceedings also attends the session and, if necessary, gives explanations to the Commission.
5. At the session of the Ethics Commission, persons participating in the proceedings are authorized to submit their own explanations and observations on the circumstances of the case.
6. Before the commencement of the proceedings, the Commission shall provide the person with any materials relating to the case so that he/she can provide a substantiated refutation of the reliability of the materials.

### **Article 19 Decision Making**

1. The Ethics Commission shall make a decision within 48 hours from oral hearing.
2. The Commission shall make a decision if the meeting is attended by 2/3 of its members.
3. Decision is made by a majority vote of the members present at the Ethics Commission meeting.
4. The Commission shall send a decision to the Rector who has a discretionary authority to issue a sanction by Order, mitigate it or waive it.

### **Article 20 Appeal**

1. A student or an employee who believes that the decision is based on the wrong facts or does not coincide with a previously made decision on a similar case, may appeal against the decision at the Rector.
2. The appeal can be made within 1 week after the decision is made.

### **Article 21 Appellate Board**

1. The Appeal Board shall be established in each case and its composition shall be determined by the Rector. The individual being a member of Commission of Ethics is not entitled to become a member of the Appeal Board for the same case. **(01-111, 20.09.2018)**
2. The Appellate Board shall request all the materials on the case, shall hear the factual circumstances and make a decision on their basis. In especially difficult cases, the appeal is considered at the meeting orally.
3. The Appellate Board is entitled not to make a case in the proceedings unless the arguments are formulated in the statement, which indicates the unlawfulness or irrelevance of the Ethics Commission decision.
4. The Appellate Board shall, after fully and objectively examining the case materials, decide to satisfy, partially satisfy or reject the complaint.
5. The decision of the Appellate Board is final and can be appealed only in court.

### **Article 22 Final Provisions**

1. Amendments and additions to the Code of Ethics shall be made by the Rector of the University.
2. The University students are obliged to read the Code, and the administration is obliged to give students the opportunity to be informed about the Code at any time.
3. The present Code ceases to have effect if a new code is approved.

### Regulations of Caucasus International University on Academic Fraud and Plagiarism

University students are obliged to observe moral and academic principles in the learning process. While preparing and handing in material for academic courses or passing the examination, the student should not apply to academic fraud or plagiarism, which not only violates the academic standard but also imposes a specific university sanction on him.

#### Academic Fraud

Academic fraud is defined as obtaining or trying to obtain a mark for the academic work in unscrupulous and fraudulent ways. Types and forms of academic fraud are determined by the Code of Ethics of the Caucasus International University.

#### Plagiarism

Plagiarism is defined as the incorporation of other person's ideas and words, the specific sections (purchased, temporarily and otherwise obtained) into one's own work, passing the author's written academic work or its part as one's own without the reference to the author. Types of plagiarism, severity, detection and response procedures are determined in accordance with the "Plagiarism Discovery and Response Rules."

Disciplinary liability sanctions in case of academic fraud and plagiarism, with reference to the University educational programs, include two different forms:

*A) academic sanction - cancellation of the paper, modification/adjustment of points. Academic sanction refers to the student's assessment. The form of the academic sanction shall be determined by the professor of the specific subject and the program manager.*

*B) disciplinary sanction - warning or termination of student status. Disciplinary sanction refers to the student's performance and his/her status at the University and its imposition is the responsibility of the University Rector.*

I am familiar with the abovementioned regulations and understand the consequences in the event of non-compliance.

Name and Surname: \_\_\_\_\_ P / N #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_