

Approved under the Resolution of the Representative Board of the TSU
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Code of Ethics

Ivane Javakhishvili Tbilisi State University

1. Preamble

Ivane Javakhishvili Tbilisi State University (hereinafter referred to as the “TSU”) is the spiritual and intellectual heir of the centuries-old Georgian culture, humanistic traditions, Gelati and Ikalto Academies. The University is a higher educational and scientific-research institution.

Based on the principles of humanism, tolerance and equality the Georgian University`s door is open for all students and professors irrespective of their ethnic belonging, sex, social origin, political or religious beliefs.

The goals of the University are as following:

- a) Education of future generations with Georgian culture and traditions, development of university education and scientific researches;
- b) Training of highly qualified personnel in consideration of the interests of the country;
- c) Implementation of the academic education three-steps training cycle (Bachelor - Master - PhD) in the University, introduction of the higher educational qualification program for certificated medics, implementation of higher professional educational programs, formal and informal apprenticeship, training, retraining, continuing education, other educational programs, fundamental scientific researches, high technologies and modern experimentation;
- d) Bring up a student as a progressive-minded, genuine civilian, freedom-loving and democratic individual;
- e) Integration of the University's into the world educational and research space; implementation of the joint training programs and scientific-research projects with Georgian and foreign universities;
- f) Realization of the knowledge obtained at the University throughout Georgia and the

international community;

g) Creation of a student oriented environment.

1. Purpose and Application of the Code of Ethics

2.1. The Code of Ethics of the TSU is assigned to the University's academic, administrative and support staff, also to the lecturers, visiting lecturers and the students. In compliance with the university's values, laws and other standard acts, it sets the standards of conduct for the academic, administrative, support staff, lecturers, visiting lecturers and the students as well as provides with the possible solutions for any ethical problem that may be arisen among them;

2.2. The goal of the Code is to establish the principles by which the academic, administrative, support staff, lecturers, visiting lecturers and the students shall act;

2.3. The Code of Ethics has been developed in consultation with all stakeholders of the University on the consultation and opinions exchange basis. It shall be applied together with other regulations and shall be updated.

3. Principles and Standards of the Code of Ethics

3.1. Academic Personnel, Lecturers and Invited Lecturers

3.1.1. Training Process

The basic duty of the academic staff, lecturers and invited lecturers shall be to train and educate the young specialists of higher professional level; for this purpose:

a) The training process should be managed according to the curriculum approved by the University;

b) The thematic of lecture course and structure should be updated following the changes taking place in the relevant field of science and improve the methodic of its management;

c) To provide the students with the intellectual and academic guidance and assign additional consulting hours for this purposes.

3.1.2. Relations with the Students

The relationship between the academic staff, lecturers, invited lecturers and the students should be based on ethical norms, which, in its turn, stipulate development of not only hard-working, highly skilled specialists, but also the country's patriotic, honest and law-abiding citizens; for this purpose:

a) The academic staff, lecturers, invited lecturers shall arrive for the lecture on the time, prepared on the appropriate level and highly organized. He/she should not allow earlier completion of the lecture or missing the lecture without a serious reason. He/she has to conduct tests and evaluate the knowledge of the students arrives for the examination on the assigned date and in accordance with the rules duly established;

b) Create all the necessary conditions for an honest and transparent academic environment formation; develop and implement training and assessment methods that support the students' academic honesty but prevent any plagiarism and profanation; he/she should support the exchange of views and ideas and follow the fairness based principle in order to exclude arising of various problems;

c) The students must have comprehensive information about the evaluation system; any factor impacting the assessment such as: favoritism, protectionism, religious, racial, ethnic, or political affiliation, marital status etc. should be excluded;

No discrimination shall be admitted against students under these factors;

d) It is unacceptable to use the students' opportunities for his/her personal profit or as a tool of any professional disagreement instrument with his/her colleagues.

3.1.3. Observation of the Norms of Ethics

The internal regulations of the TSU and the disciplinary responsibility norms envisage the relevant measures for violation of the norms of ethics by the academic staff, lecturers and invited lecturers.

3.1.4. Communication with Colleagues

a) The academic staff representative, lecturer and invited lecturer shall respect the colleague's academic independence, evaluate his/her activities and publications impartiality and objectivity, any criticism to a peer should be constructive; no rude and inappropriate comments regarding the

training methods applied by a peer should be admitted; it is prohibited any humiliation, abuse or blame anonymously of a peer;

b) The academic staff representative, lecturer and invited lecturer shall equally and fairly distribute the responsibilities related to management of the University; they shall provide active support their colleagues in development of their professional skills

3.1.5. Communication with Administrative and Support Staff

a) Communication among the academic staff, lecturers, invited lecturers, administration representatives and support staff shall be based on respect and justice. No discrimination against from any of the parties shall be admitted;

b) The academic staff, lecturers, invited lecturers shall not abuse the administration representatives and support staff for their own profit, they shall not demand any benefit or concession not envisaged by the legislation but imposing the ethical dilemma against the administration representatives and support staff.

3.1.5. University, Academic Staff, Lecturers and Invited Lecturers

a) The academic staff, lecturers and invited lecturers are the driving force of the University's core activities. These staff members are obliged to systematically strive for raising their academic, educational, and professional level; in addition, the academic staff, lecturers and invited lecturers are obliged to take active part in social and organizational activity of the University;

b) The academic staff, lecturers and invited lecturers shall refrain from involvement in the activities or undertaking of any commitment beyond the competence of the University that may prevent the full realization of their university duties;

c) The academic staff, lecturers and invited lecturers shall purposefully and effectively use the venue, machinery, equipment and other resources of the University for full fulfillment of the University`s activities;

d) The academic staff, lecturers and invited lecturers shall deal with all employees and students of the University fairly and with respect;

e) The academic staff, lecturers and invited lecturers shall timely inform the Administration of the University about their resigning the office.

3.3. Administrative and Support Staff

3.3.1. The duty of the administrative and support staff is to create moral, financial - economic and social environment at the University necessary for educational-scientific activities and professional development;

3.3.2. The administrative and support staff should respect the University and its traditions, it should deal with the employees and the students fairly and with respect. The administrative staff has to develop and implement a policy that excludes any discrimination of the employees and the students respecting their gender and age, racial, ethnic, political or religious affiliation;

3.3.3. The administrative and support staff`s activity should be based on higher standards of ethics, integrity and honesty; it has to contribute to the strengthening of the University's image and authority; for this purposes:

a) The administrative and support staff has to obey the rules, procedures established by the University and the applicable legislation;

b) The representative of the administrative and support staff must not take part in commercial the activities of the University, from which he/she or his/her family member may have a personal interest; the mentioned shall be classified as conflict of interests and should be immediately prevented;

3.3.4. The administration and support staff has to make effective use of the property, working time, intellectual opportunities and other resources of the University for the University`s needs;

3.3.5. The representative of the administration and support staff shall not disclose confidential information obtained during their professional activities, except for the legitimate purposes;

3.3.6. For violation of the norms of ethics by the representative of the administration and support staff the measures envisaged by the internal regulations of the University and the disciplinary responsibility shall be applied against them.

3.4. Students

3.4.1. The students shall be required to respect the University they are obtaining the knowledge in. They shall have to learn, participate in the surveys, observe the requirements of the Code of Ethics and thus to contribute to the strengthening of the image of the University, in addition they shall be obliged to strictly observe the conditions of the contracts executed with the TSU;

3.4.2. A student must respect the TSU staff. In case of arisen of any problem it should be settled in accordance with the standards of the Charter of the University, the internal regulations, disciplinary responsibility norms and requirements envisaged by the Code of Ethics;

3.4.3. Following shall be considered as improper and unethical behavior for a student:

- 1) Assault, abuse of other students, academic, administrative and support staff, lecturers or invited lecturers;
- 2) Academic fraud, which includes:
 - a) Rewrite from the other students' works or use of other types of ancillary material that has not been authorized by the lecturer in advance;
 - b) Taking the exam instead of the other student request to any other person to take the test instead of him/her;
 - c) Obtaining of confidential information about the exam;
 - d) Manifesting the other person's work as his own one;
 - e) Work, quotes or sayings of someone else without referencing to the source - plagiarism;
 - f) Falsification of his/her data from the University;
 - g) Steal, destroy or alteration of other student's work;
 - h) Prevent the other students by hiding, stealing or destruction of the resources necessary for the process learning and research;
 - i) Support any other student in academic fraudulent;
 - k) Application or falsification of the factual information of research works;
 - l) Abuse of confidential information;

m) Attempted gaining the scores by assault, threat, physical or psychological pressure, deceive, fraud or any other unacceptable measures and manners against the examiner;

3.4.5. In case of academic fraud, the student shall be required to notify about the mentioned to the relevant authorities;

3.4.6. The student shall be obliged to obey the rules governing the activities of the university;

3.4.7. Smoking a tobacco in the venue of the University shall be considered unethical and illegal behavior for a student;

3.4.8. For violation of the norms of ethics by a student the measures envisaged by the internal regulations of the University and the disciplinary responsibility shall be applied against him/her;

3.4.9. The student of the University shall be obliged to:

a) Adhere to generally accepted standards of ethics and conduct;
b) Take care of the University`s property. In case of violation of this provision, the student will bear the liability for pecuniary losses, which will be deducted from his/her tuition fees;

3.4.10. The University shall protect the student`s rights in compliance with the Law of Georgia on "Higher Education", the rules governing the training process of the University and other legislative acts.

3.5. Final Provision

3.5.1. Person's responsibility shall be increased in proportion to the degree of disciplinary misconduct or repeated violations of the norms;

3.5.2. The Academic, administrative and support staff, as well as the lectures and invited lectures shall be imposed disciplinary responsibility under the Order of the Rector and the Head of the Administration. Interested persons shall be notified about the decision in writing;

The decision should be duly substantiated;

3.5.4. The issue disciplinary responsibility against a student shall be decided by the Council of Faculty in compliance with the Charter of the University, the internal regulations, disciplinary norms, Code of Ethics and the Law of Georgia on "Higher Education». The student shall be authorized to attend the hearing of his/her case and enjoy the other rights provided by the law.