

International Teaching University of Management and Communication
“ALTERBRIDGE”

Code of Ethics

Discussed by Academic Board minutes N2 on 05/03/2019

Approved by Rector's order #O/1-01/08 of 7 March 2019

Article 1. The purpose and scope of application

1.1. The Code of Ethics (hereinafter – “Code”) applies to academic, invited, administrative and support staff and students of the International Teaching University of Management and Communication “ALTERBRIDGE” (hereinafter - “Teaching University”);

1.2. The purpose of the Code is to establish the norms of conduct in the institution that will promote:

- a) Proper performance of professional duties by Teaching University Staff;
- b) Strengthening the relevant principles of justice and relevant responsibilities of employed staff and student of the Teaching University;
- c) Fulfillment of the Mission, Objectives and Tasks of the Teaching University;
- d) Protection of the principles of academic freedom and good faith;
- e) Strict adherence to the requirements of the legislation and normative acts of the Teaching University in professional activities;

1.3. Based on the mission and goals of the Teaching University, the aim of the Code of Conduct is to establish such ethical standards that promote creation of healthy social, professional, educational, research and creative environment.

Article 2. General Principles

Staff and student of the Teaching University shall conduct their activities with a high sense of honesty, good faith and responsibility. S/he shall be guided by the principles of culture, courtesy, dignity, mutual respect, tolerance, trust, impartiality, equality, fairness and objectivity.

Article 3. Duties of Personnel

3.1. Staff, due to its professional and job responsibilities, is obliged to strive:

- a) for realization of the universally recognized human rights and freedoms protected by the Constitution and the current legislation of Georgia;
- b) To respect the values and traditions of the Teaching University;
- c) To protect and preserve the reputation of the Teaching University;
- d) To support the strengthening of the name and goodwill of the Teaching University;
- e) To protect academic honesty with colleagues;
- f) To treat employees and students in a fair and respectful way;

- g) To share own experiences with colleagues without interfering with others' activities;
- h) to avoid such communication with mass media and third parties, thT may negatively affect the goodwill of the University or colleagues;
- i) To promote mutual trust and amity between colleagues;

3.2. Personnel are required to:

- a) show professional solidarity in relation to colleagues and create a healthy working atmosphere;
- b) act on the basis of teamwork principle and to facilitate colleagues in carrying out their duties;
- c) Respect the freedom of speech and expression of the people around;
- d) Restrain from actions directed against the damaging of goodwill.
- e) Do not request the benefits and concessions that are not envisaged by the law, that will face their colleagues and students with the ethical dilemma;
- f) Do not use the position and his / her own authority for personal gain,
- g) Avoid dissemination anonymous letters as well as unsubstantiated or substantiated comments / rumors about the personal life of of the colleague;
- h) while carrying out professional duties, take care of the property of Teaching University and use it only for official purposes.;
- i) Take appropriate measures in cases of academic ethics violations (plagiarism, self-plagiarism, compilation, fabrication / falsification);
- j) Respect the interlocutors and express own opinions tactfully.

3.3. It is prohibited to:

- a) Use information collected within the job service for personal interests by the personnel;
- b) Being under the influence of alcohol or other impairing while performing work duties, or being in an inadequate condition for the dignity of the teaching university;
- c) Any kind of discrimination, provoking or stirring personal or other conflicts;
- d) Use of official position and authority in a such way that has a negative impact on colleagues;
- e) Deliberately misleading the colleague, personal criticism, insult, humiliation, defamation, anonymous accusation of the colleague and / or student;
- f) Receive a gift and / or cash for the purpose of personal benefit or gain.

3.4. The academic / invited staff are obliged to consider the norms of ethics provided by the abovementioned paragraphs / sub-paragraphs and follow the following rules:

- a) Conduct a study process in accordance with the relevant courses (syllabi) developed within the framework of the educational program;
- b) Facilitate the formation of transparent learning environment;
- c) Develop and implement methods of teaching and assessment, which leads to academic honesty of students and excludes violations of academic ethical norms;
- d) Exclude student discrimination due to impact on assessment, favourism, protectionism, and other similar factors;
- e) Do not allow to use the students to their relatives' ability for personal benefit or gain;
- f) to follow the academic dress style at Teaching University.

Article 4. Rights and Obligations of students

Student is obliged to:

- a) To promote the raising the institution's goodwill and to take care of its reputation;
- b) Do not take with himself/herself alcohol, narcotic drugs, weapons at the Teaching University;
- c) Do not engage in gambling games and do not commit unlawful action provided by the Georgian legislation;
- d) Do not smoke tobacco in the Teaching University building and its territory;
- e) Take care of the property of The Teaching University;
- f) do not offer staff members a valuable gift, cash or other gain in exchange for personal benefits;
- g) Respect the personnel of the institution and other students, not to insult them;
- h) Do not commit academic fraud, namely:
 - copy from another's work or use of any supplementary material without the permission of the head of the course;
 - pass the exam instead of another student or ask another person to pass an exam instead of him/her;
 - Obtain and / or use confidential information about the exam;
 - Cite someone's work or quote without reference to the relevant source;
 - Falsify his/her data;

4.1. The student is entitled to demand the protection of his or her legal rights (e.g., to appeal the undesirable learning result, etc.) and apply to the relevant structural unit.

Article 5. Start and terms of disciplinary proceedings

- 5.1. For violation of the provisions of this Code, formal disciplinary proceedings may be initiated, which may lead to appropriate disciplinary liability;
- 5.2. Any person, who considers that a standard stipulated by the Code is violated, shall address with written statement to the school's dean, chancellor or the rector in accordance with the nature and significance of the violation;
- 5.3. Disciplinary proceedings against student and school personnel are initiated within the relevant school based on relevant complaint submitted to the the Dean;
- 5.4. Disciplinary proceedings against units acting in the sphere of the Chancellor supervision shall be based on the complaint submitted to the Chancellor;
- 5.5. Disciplinary proceedings against the Dean begins with the complaint submitted to the Rector;
- 5.6. The complaint submitted before the Rector may be redirected to a lower level of hierarchy, depending on its nature and meaning, except when the author of the claim is against it;
- 5.7. The complaint against academic or invited personnel concerning the norms of academic ethics shall be considered at the appropriate school level, except when a person against which the complaint is filed declares intent about hearing the issue at the rector level;
- 5.8. The total term of disciplinary proceedings is 30 working days from the date of receipt of the complaint. The term may be extended for a reasonable period, if it is caused by the difficulty of the issue or the objective necessity of the inquiry.

Article 6. Body conducting Disciplinary proceedings, its powers and persons engaged in the process of hearing the case

- 6.1. Disciplinary proceedings at the Teaching University are conducted by the Disciplinary Commission that is a temporary Commission determined by the decision of the Scholl Board, Chancellor or the Rector of the Temporary Commission -, determined by the decision of the school council;
- 6.2. the composition of the temporary commission is determined at a particular disciplinary violation;
- 6.3. The Commission shall not include the plaintiff / applicant and the person against whom the disciplinary proceedings are initiated;
- 6.4. The composition of the Commission is defined with at least 3-5 members of Teaching University staff, student and / or other invited persons;

6.5. The disciplinary commission has the following powers:

- a) To investigate the circumstances;
- b) hear the explanations from the complaint author and the person against which the complaint is filed, interview other witnesses;
- c) review the issue and impose sanctions on a person against whom disciplinary proceedings were conducted;
- d) Submit a decision to the responsible person for enforcement;

6.6. Participation of disciplinary offender in hearing of the case:

- a) The violator of the ethics has right to attend the session of the Commission and protect his/her positions. He shall be notified about the meeting 5 days earlier.
- b) If the person who violated the ethics does not attend the session, the session will be postponed for 5 days or the time that is derived from the good reason for absence. If the person does not appear for the second time at the hearing due to unreasonable excuse, the Commission is entitled to review the case without his / her attendance and in case of adequate grounds, make a relevant decision.

Article 7. Procedures and Rules for Reviewing Application / Complaint

- 7.1. The disciplinary commission shall consider the complaint fairly and impartially. The Commission sessions are closed and the information collected during disciplinary proceedings is confidential. The Commission carries out inquiry regarding the matter and appoints a responsible person. The results of the inquiry will be notified to the complainant and the violator of ethics 5 days before the session;
- 7.2 The Commission sessions are chaired by the chairperson of the commission and the secretary of the session records the course of the case;
- 7.3 At the session of the commission, the witnesses may be invited and persons who are involved in the case concerned.
- 7.4 The complainant and the violator of the ethics shall be able to present their positions, ask questions to witnesses, present written and other evidence, and also request the invitation of other persons or experts to take testimonies.
- 7.5 The Commission shall make a decision with the majority of the total composition via open voting. The relevant session minutes shall be signed by the chairperson and the secretary. Different opinions are formed in writing and are attached to the decision.

Article 8. Types of disciplinary sanctions

- 8.1. Disciplinary sanctions are set for administrative, supportive, academic and invited personnel:
- a) warning;
 - b) reprimand;

c) dismissal as extreme measure.

8.2. The following types of disciplinary penalty are set for students:

a) warning;

b) reprimand;

c) strict reprimand;

d) Restriction of the right to use the prescribed benefit / scholarship;

e) Exclusion from Teaching University

8.3. Warning is used for the first disciplinary misconduct, and if the decision-making body / person in the case of disciplinary responsibility takes into account the perpetrator's attitude towards the committed act – instead of a more severe sanction;

8.4. Reprimand is used for repeatedly committed disciplinary misconduct, as well as in case of violation of norms of academic honesty by student;

8.5. Strict reprimand is used in the case of the gravity of the violation, as well as in case of violation of the norms of academic honesty by student;

8.6. Dismissal shall be used toward the academic, invited, administrative and support staff of the institution, if it is impossible to continue the employment relationship considering the requirements of the applicable additional legislation;

8.7. Restriction / deprivation of the right to use benefits may be temporary or permanent, depending on the severity of the violation and it is related to the contents of the infringement;

8.8 In the simultaneous existence of several misconducts, the heavier sanction absorbs the relatively lenient sanction.

8.9. Exclusion from the Teaching University is the extreme measure used only when a violation is gross, intentional or multiple recurrence takes place and violation is accompanied by negative consequences for the Teaching University, its staff, or other student or third party.

Article 9. Prevention mechanisms for detection and avoidance of plagiarism

9.1 Academic and invited academic personnel, as well as students in scientific and research activities are obliged to follow the principles of academic honesty and not allow plagiarism. The rule stated in the Code of Ethics by following the publicity principle, through the information campaign, supports plagiarism detection, detects plagiarism facts and in case of their detection, has the appropriate response mechanisms.

9.2. Following shall be considered as plagiarism:

a) Copying of someone else's work (including the work of the student), without reference to the author and / or source and without permission in order to introduce it as his/own work;

b) Using without any change, citation, or paraphrasing of others' opinions, ideas, arguments without reference to the author or source, in order to introduce it as his/own work;

c) reusing his/her own work repeatedly as a new work (self-plagiarism);

- d) A serious violation of the Teaching University requirements about performing scientific work is part of the Citation Standards.
- 9.3. For the purpose of plagiarism prevention, the academic writing is taught in the first year of study on bachelor's and master's programs at the Teaching University and also the Teaching University holds consultation meetings with students, academic and invited personnel for informing.
- 9.4 For the purpose of detection of plagiarism, the Teaching University uses a special program.
- 9.5. The case of plagiarism is only reviewed by the Commission and if it is confirmed, in addition to disciplinary sanctions provided for in Article 8, due to the discreditation of the Teaching University's reputation, following sanctions may be applied:
- a) Refusal to publish the work;
 - b) Deprivation of academic degree;
 - c) Cancellation of the results of the work;
 - d) Disclosure of the information that the university diverges from the work;
 - e) Demand toward the plagiarism author to publicly deny the connection of the institution with the work;
 - f) Suspension of encouraging research activities in the Teaching University.

Article 10. Content of the decision and notification

10.1. Decision shall include:

- a) Name of the initiator unit of proceedings and composition of the commission;
- b) Name, surname and status of the offender;
- c) The start date of disciplinary prosecution;
- d) Dates of reviewing the issue and making the decision;
- e) Description of the factual circumstances related to the case;
- f) The essence of ethical misconduct;
- g) Legal ground for decision making;
- h) Type of imposed disciplinary sanction;

10.2. A certified copy of the decision of a disciplinary body / person shall be sent to the violator within five (5) days after the decision;

10.3. A copy of the decision shall be attached to the personal history of the offender.

10.4. The decision of the Commission may be appealed in accordance with the rules established by the legislation of Georgia.

Article 11. Terms of validity of disciplinary sanction

- 11.1. Sanctions: warning, reprimand, strict reprimand only acts for a certain period of time before the expiration of which a disciplinary violator is considered a disciplinary sanctioned;
- 11.2. If the person does not commit a new disciplinary violation during the appropriate period, the disciplinary penalty will be expunged, in particular warning shall be invalidated after three months from the entry into force of the relevant decision, reprimand and strict reprimand – after six months.

Chapter 3. Final Provisions

Article 12. Final Provisions

- 12.1. This Code is effective from the date of issuing of the relevant order by Rector.
- 12.2. This Code shall be published in accordance with the established procedure.