



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Code of Ethics

Approved on 23/10/2017 by Academic Board - Minute №12 (Appendix №:1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Legal Office

Approved by: Academic Board

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Amendments

#	Decision taken by	Decision №	Date
1	Academic Board	3	08.02.2019

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Revision List

#	Date	Article	Remarks
01	08.02.2019	2	Personnel

Article 1. General Provisions

- 1.1. The aforementioned document determines principles of the code of conduct at International Black Sea University, LLC (hereinafter referred to as “University”) and the consequences of violation thereof. The aforementioned code of conduct will apply to academic, administrative personnel, invited lectures, teachers (hereinafter referred to as “Personnel”), and students.
- 1.2. The aforementioned code is mandatory for university personnel (academic, administrative, invited lectures and teachers) and students (bachelor, master and doctoral level, individuals admitted for teacher training educational program).
- 1.3. University personnel and students embrace University mission and vision, respect and observe values that are enshrined in the university community and acknowledge and agree on the right of the university to apply relevant measures in case of violating the rules stipulated by this document and other relevant regulations of the University.
- 1.4. Personnel and students are responsible to comply with the rules contained herewith. The breach of the aforementioned rules will bring on the consequences envisaged by the present code, including but not limited to, commencing disciplinary actions against personnel and students in accordance to the relevant regulations.

Article 2. Personnel

- 2.1. University personnel will work in accordance to the norms stipulated by the present code.
- 2.2. Educational Process:
 - 2.2.1. Educational process should be led in accordance to the educational program adopted by University and University Charter;
 - 2.2.2. Lecture content, structure and teaching methodology should be periodically updated.
- 2.3. Communication with Students:
 - 2.3.1. Lecturer should be present in the auditorium on time, be prepared and organized. Lecturer should not finish the class early, or miss the class without a reasonable cause;
 - 2.3.2. Lecturers should assess students objectively, ensure transparency of the assessment criteria; prevent discrimination of students and observe universal standards for academic conduct during interaction.
- 2.4. Communication with Colleagues and Administration:
 - 2.4.1. Personnel should respect colleagues. The criticism towards colleagues should be constructive. Intimidating, insulting or anonymously imputing a colleague is inadmissible;

- 2.4.2. Making official statements for press or other means of mass media on behalf of University should be preliminary agreed with the authorized person of the University.
- 2.5. University personnel shall observe academic freedom and integrity in the process of academic and scientific work.
- 2.6. For the purpose of academic integrity set forth in paragraph 2.5 of the present article, personnel are responsible:
- 2.6.1. Not to use, claim and disseminate others' intellectual works, ideas, texts, concepts, research findings, or any other data and resources without ensuring proper citation (plagiarism);
- 2.6.2. Not to use his/her work repeatedly without indicating the primary source (self-plagiarism). Moreover, the new work should contain conceptual innovation;
- 2.6.3. Not to falsify and/or use falsified research findings consciously, citations and/or any other information in the academic work (falsification).
- 2.7. During the employment at the University, personnel should safeguard University's image and reputation during and beyond working hours.
- 2.8. After the completion of the labor relationship with the University, personnel will be responsible to hand over all the usernames, passwords/keys, etc. (Social network, database, corporate Email), to which he/she had access to while working at University, to the authorized person of the University.
- 2.9. In case of breaching norms stipulated under paragraph 2.6 of the present article by the personnel throughout his/her academic and scientific work, the Quality Assurance Office will be notified about the aforementioned and in consultation with the Faculty Dean will discuss the case of violation. In case of validating the fact of breach, Quality Assurance Office addresses Rector of the University for creating relevant commission for the commencement of the disciplinary proceedings. The commission will be comprised of the individuals determined by the Rector, field specialists from the University personnel (considering conflict of interest), as well as invited individuals from outside the university.
- Amended on 08.02.2019 by Academic Board decision – minutes #3*
- 2.10. The commission stipulated by paragraph 2.9 of the present Article will be responsible to conduct full and complete investigation of the case. Before validating the fact of plagiarism, the work of the commission should be confidential. In case of validating the fact of the breach, the affected person will be notified and be given possibility to express his/her opinion before the commission.

- 2.11. If in case stipulated by paragraph 2.10 of the present article, the person committing the violation will not be able to prove otherwise, the case will be handed over to the Academic Board. The Board will determine the measures to be applied for the violation after consulting with all the individuals related to the case.
- 2.12. Actions that might become the ground for commencing disciplinary action against the personnel, as well as the relevant disciplinary measures and procedures will be guided by “Staff Management Policy” and University Charter.

Article 3. Student

Student will be responsible:

- 3.1. To respect university’s image and reputation at the university and outside its premises;
- 3.2. To observe Ethics Code, agreements concluded with University and other internal regulations, conditions related to the academic and administrative activities of the university, as well as educational process;
- 3.3. To use materials resources of the university (including library and informational resources) diligently, for educational purposes;
- 3.4. To observe academic integrity while preparing academic work in accordance to the rules stipulated by the university resolutions.
- 3.5. In case of terminating the student status, to hand over all the username, password/key, etc. (Social network, database, corporate Email) to which he/she had access to while studying at University to the authorized person of the University.
- 3.6. Actions that might be the ground for commencing the disciplinary action against the student, applicable disciplinary measures and procedures will be spelled out in “Disciplinary Regulation for Students”.

Article 4. Final Provisions

- 4.1. Issues that are not regulated by the aforementioned code will be governed by the Georgian legislation and University regulations.
- 4.2. Any amendment or addition to the aforementioned document will be introduced based on the Academic Boards decision.
- 4.3. The aforementioned code will be enacted upon its approval by the Academic Board.
- 4.4. The Rector will supervise the implementation of the aforementioned code.

*Ignorance of rules of the university shall not be a defense to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,
mental, emotional, or learning disabilities in its educational programs and activities.*

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