**Appendix 1**

**Approved by: International Black Sea University Governor**

**Council Resolution #13, 22/04/2024**

**International Black Sea University**

**Code of Ethics**

**Tbilisi**

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# Article 1. General Provisions

1.1. This document defines the ethical norms of behavior at the International Black Sea University LLC (hereinafter referred to as the "University") and the consequences related to their violation. Ethical norms of behavior of academic and administrative staff, guest lecturers (hereinafter - "staff"), and also students (persons enrolled in bachelor's, master's, doctoral level, single-level, and teacher training educational programs).

1.2. This code is mandatory for university staff and students.

1.3. University staff and students are obligated to respect the University's mission, vision, and values.

1.4. In case of violation of the rules established by this document and the normative acts of the university, the university is authorized to consider the mentioned issue and initiate disciplinary proceedings as necessary.

# Article 2. Personnel

2.1. University personnel are obliged to carry out their activities in accordance with the norms established by this Code.

2.2. University personnel are obliged to:

2.2.1. to conduct the educational process in accordance with the educational program approved by the university and the regulations of the university;

2.2.2. Periodically update lecture topics, structure, and teaching methodology.

2.2.3. The lecture process should start on time, it should not be allowed to end the lecture process before time, as well as to miss it without a good reason;

2.2.4. To evaluate students objectively, to ensure transparency of evaluation, not to allow discrimination of students, and to follow generally recognized standards of academic behavior concerning them.

2.2.5. Respect colleagues. Criticism of a colleague should be constructive. Humiliating, insulting, or anonymously accusing a colleague is not allowed;

2.2.6. To make an official statement to the press or other mass media on behalf of the university in agreement with the rector of the university.

2.3. University personnel are obliged to follow the principles of academic freedom and honesty in the process of academic and scientific activities.

2.4. During the period of work at the university, during working hours and outside of it, the staff is obliged to take care of the name and business reputation of the university;

2.5. In case of termination of the employment relationship with the university, the staff is obliged to hand over to the authorized person of the university the user name, password/key, and others of all the information platforms related to the university (social network, database, corporate e-mail, etc.) to which he had access during the period of work at the university.

# Article 3. Student

3.1. The student is obliged to:

3.1.1. To respect the name and business reputation of the University, both inside and outside the University;

3.1.2. To follow the rules established by the code of ethics, the agreement with the university, and other normative acts of the university;

3.1.3. To use material resources of the university (including library and information resources) properly for educational purposes;

3.1.4. To follow the rules established by the normative acts of the university, and follow the principles of academic integrity while preparing the academic work.

3.1.5. In case of termination of the student status, the user name, password/key, etc. of all the information platforms related to the university (social network, student e-mail, etc.) to which they had access during their studies at the university should be given to the authorized person of the university.

# Article 4. Plagiarism

4.1. For academic integrity, both the academic staff and the student are obliged not to use, appropriate, or distribute the result of intellectual work, ideas, text, concept, research results, as well as any kind of data and materials without indicating the source (plagiarism).

4.2. Plagiarism is:

4.2.1. Using someone else's words, ideas, or data as your own, without citing or citing the source;

4.2.2. Using paraphrased ideas, opinions, or theory without citing the source,

4.2.3. Misappropriation of another's intellectual property, work, or part of work.

4.3. The main types of plagiarism are:

4.3.1. Direct plagiarism - copying verbatim from another's work or source without citation or other type of reference.

4.3.2. Self-plagiarism - repeating one's own, already used opinions, work, or part of work without reference.

4.3.3. Mosaic plagiarism - combining and/or paraphrasing ideas taken from different sources to obtain a new text, without citing and citing individual authors.

4.3.4. Casual plagiarism - the use of someone else's ideas and/or text, even in a paraphrased form, without citing and citing the source carelessly at the initial stage of research.

4.3.5. Compilation - which means the use and grouping of research results/papers obtained by others, protected by copyright, without their processing and interpretation;

4.3.6. Fabrication/falsification, refers to the alteration of data in a paper, manipulation of data, and selective use of obtained results, which leads to misinterpretation of results and conclusions.

# Article 5. Avoidance of plagiarism

5.1. To avoid plagiarism when developing a paper:

5.1.1. The exact source of the information used must be indicated,

5.1.2. Credit should be given to the person(s) who assisted in the completion of the written work.

5.1.3. Used quotations should be enclosed in quotation marks without changing, with the exact name of the source,

5.1.4. Materials posted on the Internet should not be used without citing the source.

5.1.5. The paraphrase of the author's ideas should be formulated linguistically differently from the original, but the main idea should not be changed.

5.1.6. You need to cite your own, already published material,

5.1.7. All sources of used literature should be indicated fully and accurately,

5.1.8. It is necessary to check the material through a plagiarism prevention program.

# Article 6. Prevention of plagiarism

6.1. To uphold the principles of academic integrity, the University maintains a unified policy to raise awareness of academic integrity.

6.2. To prevent plagiarism, academic writing, and research methods are taught as a compulsory course within the educational programs at the university.

6.3. Undergraduate/master's/doctoral theses (hereinafter referred to as "thesis") provided within the educational programs of the university are checked through a special plagiarism avoidance program.

6.4. The supervisor of the relevant paper/dissertation writes a conclusion on the determination of plagiarism/similarity.

6.5. If plagiarism is detected, the paper/dissertation will not be accepted for defense.

6.6. The university monitors the examination processes to eliminate plagiarism and violations of ethics norms.

# Article 7. Liability

7.1. Actions that may become the basis of disciplinary responsibility of the staff, as well as corresponding disciplinary measures and the procedure for imposing disciplinary responsibility are described in the "Personnel Management Policy", "Student Disciplinary Responsibility Regulation" and other normative acts of the university.

7.2. In case of violation of the norms established by Article 4 of the present regulation by the academic staff during their academic and scientific activities

7.2.1. The fact of the violation is reported to the internal quality assurance service of the university, which discusses the fact of the violation together with the dean of the school and the manager of administrative affairs, and in case of confirmation of the validity of the violation, it is reported to the vice-rector in the field of education and the vice-rector in the field of quality, who apply to the rector of the university to start disciplinary proceedings, regarding the creation of a relevant commission, which should include specialists in the field from the university staff (taking into account the conflict of interest) and invited persons together with the persons determined by the rector.

7.2.2. The commission is defined by clause 7.2.1. of this article is obliged to conduct a full and comprehensive investigation into the fact of the observed violation. In addition, the work of the commission, until the fact of plagiarism is confirmed, must be confidential. In case of receiving a relevant conclusion on the confirmation of the fact of violation by the commission, the violator shall be informed about it and should be allowed to express a counter opinion before the commission.

7.2.3. Upon confirmation of the fact of violation, the issue is referred to the school board for consideration, which, taking into account the circumstances of the case, after hearing the opinions of all persons related to the mentioned case, decides the issue of determining the appropriate responsibility for the violator.

7.2.3.1. In case of termination of the student's status as a disciplinary punishment for the student, based on the conclusion of the school council, the rector makes the final decision and issues an order.

7.3. Actions that may become the basis for disciplinary responsibility of the student, as well as corresponding disciplinary measures and the procedure for imposing disciplinary responsibility are described in the "Regulating Rule on Student Disciplinary Responsibility".

7.4. In case of violation of the norms established by Article 4 of this regulation by the student during the research activity, the following sanctions may be applied to the students:

7.4.1. Warning

7.4.2. Repeated performance of the paper/exam task;

7.4.3. reduction/reduction of the point provided for the relevant educational component;

7.4.4. negative grade (F) in the study course;

7.4.5. suspension of student status for one semester;

7.4.6. termination of student status;

7.4.7. Forfeiture of acquired degree

# Article 8. Final Provisions

8.1. Issues that are not regulated by this code are regulated by the legislation of Georgia and the normative documents of the university.

8.2. This rule shall enter into force upon its approval by the Governing Board.

8.3. Any kind of changes and additions to the given rule must be approved by the governing board.