



NATIONAL EDUCATIONAL UNIVERSITY

Code of Ethics and Disciplinary

Responsibility Norms



Chapter I. Code of Ethics

Article 1. General Provisions

1.1. The Code of Ethics of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a formulation of the ethical principles, values and behavior of the University’s staff and students. The Code aims to assist the University’s staff and students in resolving and identifying ethical issues that may arise during their work or studies;

1.2. All University employees are obliged to comply with the legislation of Georgia, this Code of Ethics and the legal regulations applicable to the University;

1.3. University employees must respect each other’s intellectual property and recognize the right of each student to receive education in an environment free from violence, discrimination and intimidation. Staff and students are also free to choose their religious beliefs, but are obliged to respect the different views of others. The creation of conflict situations on ethnic and religious issues is not allowed at the University.

Article 2. Rules of conduct and ethical standards of relations of university staff

2.1. University staff, who serve the implementation of the university's mission, must conduct their activities in accordance with high standards of integrity, honesty and ethics. They are obliged to adhere to the principles of ethical conduct based on their professional and official duties;

2.2. Academic and visiting staff are obliged to systematically strive to improve their pedagogical and professional level. In addition, academic and visiting staff are obliged to actively participate in the public, educational and scientific activities of the university;

2.3. University personnel are obliged to avoid or respond appropriately to situations that may directly or indirectly cast a shadow on the reputation of the University. Such situations include conflict, tense and unhealthy relationships with students, colleagues, university employees and other persons, disrespect and cynical attitude towards others, creation of a tense, negative emotional background, etc.;

2.4. University personnel should not demand/accept gifts or money and should not encourage anyone to do such an action if this is related to their abuse of official authority;

2.5. Continuous development of their knowledge and skills is the duty of all university personnel. They should constantly strive to improve the quality of their qualifications;

2.6. University personnel are obliged to take care of the material and technical base of the University, use them for their intended purpose and observe security measures.

Article 3. Rules of conduct and ethical standards of relations of the administrative and support staff of the University

3.1. The administrative and support staff are obliged to create an environment necessary for educational and scientific activities and professional development at the University. To this end, they are obliged to:

- comply with the rules, procedures and applicable legislation established by the University;
- effectively use the University's property, working time, intellectual capabilities and other resources;
- not disclose confidential information obtained in the course of professional activities, except for legitimate needs.

Article 4. Rules of conduct and ethical standards of relations of the University's students

4.1. The student is obliged to respect the University, where he acquires knowledge. To study, participate in research, comply with the Code of Ethics and the requirements of other legal acts applicable at the University, and contribute to the enhancement of the University's authority;

The student is obliged to:

- Respect the university staff and other students, not to insult them or commit other violent acts against them;
- Bringing and using weapons, alcohol and drugs into the university is prohibited. Gambling, as well as any illegal actions provided for by the legislation of Georgia, are prohibited;
- Not to offer or demand any benefit from the staff in exchange for personal gain.

4.2. Prohibition of plagiarism, namely:

- Copying from another student's work, or using other supporting materials that are not previously permitted by the lecturer;

- Taking an exam instead of another student or asking another person to take an exam instead of him/her;
- Presenting another person's work as one's own;
- Quoting someone else's work or statement without citing the appropriate source;
- Obtain and use confidential information about the exam;
- Unlawfully acquire, destroy or modify the work of another student;
- Prevent other students from using resources necessary for their studies and research by concealing, illegally acquiring or destroying them;
- Assist another student in academic fraud;
- Unlawfully use or falsify factual information about research works;
- The student is obliged to study all the courses that he/she has chosen of his/her own free will and whose teaching is mandatory according to the program established by the university. To comply with the university regulations and other rules regulating its activities (including those established by this Code);

4.3. In the event of plagiarism being discovered during the completion of a bachelor's thesis, the supervisor is authorized to return the thesis to the author once and give recommendations;

4.4. In case of confirmation of plagiarism in the final version of the bachelor's thesis, the thesis is not evaluated and the student loses the right to rework and submit the same thesis. Accordingly, the student will not be allowed to defend and a negative semester assessment will be formed. The student has the right to complete a new bachelor's thesis within the next two years. The student is obliged to finance the re-preparation of the bachelor's thesis himself;

4.5. Compliance with disciplinary norms by students on the territory of the university is controlled by the Safety and Health Service, the Dean of the School or, in special cases, the Rector of the University. At the same time, disciplinary control is delegated to the staff and student self-government bodies;

4.6. In case of violation of the University Regulations, the Code of Ethics or the legislation of Georgia, the University staff is authorized to raise the issue of liability of the violating student. The rector of the university is authorized to terminate the student status of a student who violates the regulations;

4.7. The head of the course is responsible for the behavior of the student in the auditorium. If the student violates the order or law and thereby disrupts the course of the lecture, the lecturer is authorized to require the student to leave the auditorium. Only the dean or rector of the university school has the right to prohibit attendance at lectures for a relatively long period of time.

Chapter II. Norms of Disciplinary Responsibility

Article 5. Disciplinary Proceedings and Norms of Disciplinary Responsibility

5.1. The norms of disciplinary proceedings and disciplinary responsibility determine the grounds for disciplinary responsibility of personnel and students, types of disciplinary punishment, issues of initiating disciplinary prosecution, conducting disciplinary proceedings and imposing responsibility.

5.2. Grounds of Disciplinary Responsibility

- Violation of applicable legislation;
- Failure to fulfill or improper fulfillment of duties stipulated by the University Statute and other normative and individual administrative-legal acts;
- Violation of the Code of Ethics and norms of disciplinary responsibility;
- Any behavior that may not formally include actions provided for in this article, but it contradicts ethical and moral norms and other established requirements.

5.3. Time limits for disciplinary proceedings

- A person is not subject to disciplinary liability if 2 (two) years have passed since the date of committing or discovering a disciplinary violation, and 3 (three) months have passed since the date of making a decision to initiate disciplinary proceedings;
- The term for deciding on the admissibility of a complaint by the Disciplinary Board is one (1) month from the date of receiving the application/complaint, and for considering the case and making a decision - 1 (one) month from the date of initiating disciplinary proceedings;
- The period during which the consideration of the case is suspended or postponed shall not be included in the total term for proceedings specified in the Regulation.

5.4. Types of disciplinary punishment

The following types of disciplinary punishment are imposed on academic/visiting and administrative/support staff:

- Warning;
- Reprimand;
- Severe reprimand;
- Dismissal from work;

- One-time deduction of 20% of the monthly salary.

The following types of disciplinary punishment are imposed on students:

- Warning;
- Reprimand;
- Severe reprimand;
- Termination of student status.

Article 6. Bodies implementing disciplinary proceedings and their powers

6.1. The implementation of the Code of Ethics and monitoring of discipline at the University, as well as disciplinary proceedings, are carried out by the body implementing disciplinary proceedings (hereinafter referred to as the Disciplinary Council) and other departments of the University with appropriate authority;

6.2. The Disciplinary Council is a group formed by the order of the Rector of the University from the main structural units of the University - schools, as well as the University administration, library, and other structural units, the head of which/chairman of the Council is elected at the first meeting of the Council by a majority of members, by open voting.

6.3. The Disciplinary Council has the following powers:

- To receive and examine the received information (application/complaint);
- To check the statute of limitations for initiating disciplinary proceedings specified in this Regulation;
- Determine whether disciplinary action should be taken. To do this, the Disciplinary Council must obtain explanations from the author of the application/complaint and the person against whom the complaint is filed. The Disciplinary Council may speak to the party and request clarification of the information, submission of documents and relevant materials. It must take into account the submitted motions and additional explanations. If the information is confirmed to be authentic, it will become the basis for disciplinary action;
- In the event of non-initiation of disciplinary liability (disciplinary action), the complainant shall be given a reasoned decision on the refusal to initiate disciplinary action;
- Conduct disciplinary action, make an appropriate decision and submit it to the rector of the university.

Article 7. Grounds for initiating disciplinary proceedings

7.1. Disciplinary proceedings may be initiated on the basis of a motivated application/complaint by the University Rector, Senate, University Quality Management Service, School Dean, School Council, Student Self-Government, Disciplinary Council, other relevant authorized services of the University, personnel, student, as well as a person who believes that his/her rights and interests have been violated by the actions of personnel or student;

7.2. The author of the complaint/interested person shall apply to the University Rector with a request to initiate disciplinary proceedings;

7.3. A commission shall be established by a legal act of the Rector, to which the documentation submitted by the author of the complaint shall be transferred. The disciplinary commission shall make a decision on initiating or refusing to initiate disciplinary proceedings.

Article 8. Review of the application/complaint and acceptance into proceedings

8.1. The Disciplinary Board, within one month of receiving the complaint or application, shall examine the case materials, decide whether there are sufficient grounds to initiate disciplinary proceedings, and issue a decision to initiate disciplinary proceedings or to terminate disciplinary proceedings.

8.2. Disciplinary proceedings shall not be initiated or disciplinary proceedings shall be terminated if:

- The complaint/application or notification does not meet the admissibility conditions;
- The complaint/application or notification, even if the information is correct, does not provide grounds for initiating disciplinary proceedings;
- The time limits for disciplinary proceedings or the imposition of a disciplinary penalty have expired;
- The collected materials do not provide grounds for initiating disciplinary proceedings;
- The verified materials indicate that the person has committed a criminal offense;
- The application/complaint has been filed against a person who is no longer a university staff member or student;
- If the author of the application/complaint refuses the complaint, the Disciplinary Board is authorized to terminate or continue the disciplinary proceedings with a motivated justification;
- In the event of termination of disciplinary proceedings, the Board shall deliver to the complainant a decision on termination of disciplinary proceedings.

Article 9. Suspension and Postponement of Disciplinary Proceedings

9.1. Disciplinary proceedings may be suspended if the materials obtained during the study of the case reveal that the person may have committed a criminal offense. In such a case, the case shall be referred to a body with appropriate competence;

9.2. Disciplinary proceedings may be postponed if objective difficulties or obstacles arise during the period of consideration of the application/complaint (illness of the person or other circumstances), which make it impossible to continue the proceedings;

9.3. The consideration of the case shall be resumed from the moment the reason for the suspension or postponement of disciplinary proceedings is eliminated.

Article 10. Procedure for considering an application/complaint

10.1. The Disciplinary Board shall consider an application/complaint fairly and impartially, in compliance with the principles of adversarial proceedings and equality before the law;

10.2. The sessions of the disciplinary body are closed, and the information obtained in the course of disciplinary proceedings is confidential. A person has the right to request that the issue of disciplinary proceedings against him be considered at a public session;

10.3. The sessions of the Disciplinary Board are chaired by its chairman or any of its members, who are elected by the majority of the members present, by open voting;

10.4. If necessary, the Disciplinary Board shall invite witnesses and other persons to participate in the session, who shall be informed of the date, time and place of the session;

10.5. The Disciplinary Board shall be obliged to hear the explanation of the disciplinary violator, who has the right to participate in the disciplinary proceedings, both directly and through a representative. The parties have the right to fully present their position, ask questions to witnesses, present written and other types of evidence, file motions for the presentation of additional materials, documents and information, as well as for the purpose of seizing testimony, request the appearance of other persons and take other actions not provided for by this Article;

10.6. The Disciplinary Board has the right to question the parties and persons invited to participate in the session, request additional documents, materials and information, summon witnesses and take other actions;

10.7. At the session of the Disciplinary Board, the secretary of the session (who is elected by the majority of those present at the first session) draws up a protocol, which is signed by the chairman of the session and the secretary;

10.8. The decision to initiate disciplinary proceedings against a person or impose a disciplinary penalty is made by the Disciplinary Board by a majority of the full membership, by open voting. A dissenting opinion is formulated in writing and attached to the decision.

Article 11. Participation of a disciplinary violator in the consideration of the case

11.1. The disciplinary body may require the disciplinary violator to attend the hearing;

11.2. If the person fails to appear at the hearing, the hearing shall be postponed for 10 (ten) days. If the person fails to appear at the scheduled hearing for a second time without good reason, the Disciplinary Board shall be authorized to consider the case without the presence of the disciplinary violator; and, if there are appropriate grounds, to issue a decision and impose a disciplinary penalty;

11.3. If the person fails to appear at the hearing of the Disciplinary Board due to serious illness or other good reason, the Disciplinary Board shall suspend the hearing of the case;

11.4. After the reason for suspending the hearing of the case has expired, the Disciplinary Board shall resume the hearing of the case. The failure of the violator to appear after the resumption of the case does not prevent the decision on the case.

Article 12. Imposition of disciplinary sanctions

12.1. When imposing a disciplinary sanction, the disciplinary council is obliged to take into account the severity and degree of the violation (violations), the damage caused (or possible). As well as the repeated nature of the violation. The responsibility of a person increases in proportion to the severity and degree of the disciplinary offense or in case of repeated violation of the norms. If a disciplinary violation has been proven by a person and he has previously been subject to disciplinary liability in accordance with the requirements of this Code, the disciplinary body may make a decision on the application of a more severe disciplinary sanction;

12.2. It is not allowed to impose a sanction for a violation on which a decision has already been made;

12.3. The decision to impose a disciplinary penalty must be substantiated and based on evidence obtained in accordance with the relevant procedure.

Article 13. Decision of the Disciplinary Board

13.1. The decision must include:

- The name of the body conducting the disciplinary proceedings;
- The composition of the Disciplinary Board;
- The date of consideration of the case;
- The name, surname and status of the disciplinary violator;
- The date of initiation of disciplinary proceedings and imposition of the disciplinary penalty;
- The circumstances related to the disciplinary case;
- The essence of the disciplinary violation and the response of the disciplinary violator;
- The factual and legal basis for making the decision;
- The type of disciplinary violation and the type of disciplinary penalty imposed;
- The grounds for terminating disciplinary proceedings, rejecting a complaint/application, or imposing a disciplinary penalty.

Article 14. Notification of the decision of the disciplinary body

14.1. A duly certified copy of the decision of the disciplinary board shall be sent to the disciplinary violator within 5 (five) working days from the date of the decision;

14.2. A copy of the decision shall be attached to the disciplinary violator's personal file.

Article 15. Decision of the disciplinary board and appeal.

15.1. The amount of disciplinary liability imposed must be proportional/commensurate with the disciplinary offense; in each specific case, the Disciplinary Commission makes a decision on imposing disciplinary liability on the student in accordance with the above principle;

15.2. A disciplinary violator is entitled to appeal the decision of the Disciplinary Council within 1 (one) month from the date of delivery of the decision in accordance with the procedure established by law.

Article 16. Enforcement of Disciplinary Board Decisions

16.1. Disciplinary Board decisions shall enter into force upon the expiration of the appeal period or, in the event of an appeal, upon the entry into force of the court decision on the imposition of a disciplinary penalty;

16.2. The rector of the university or the head of the relevant structural unit shall be obliged to enforce the decision within one month of its entry into force. The decisions of the Disciplinary Board shall be enforced against academic/visiting, administrative and support personnel by order of the rector;

16.3. The decisions of the Disciplinary Board shall be enforced against a student by the dean of a school of the university, and in relation to the termination of the student status, upon the latter's submission and by order of the rector of the university.

Article 17. Terms of validity of the penalty

17.1. The types of punishment are: a warning, a reprimand, a severe reprimand, valid only for a certain period, until the expiration of which the disciplinary violator is considered to be subject to disciplinary punishment;

17.2. If a person does not commit a disciplinary violation during the relevant period, the warning loses its effect three months after the relevant decision comes into force, a reprimand - after six months, a severe reprimand - after one year.

Article 18. Types of incentives

18.1. University employees are encouraged for conscientious and exemplary performance of their duties, for long and exemplary work at the University and taking into account the results of personnel evaluation.

18.2. Types of incentives are:

- bonus;
- material and non-material awards;
- a statement of gratitude;
- awarding with a paid gift;
- Other types of incentives.

18.3. Several forms of incentives may be used simultaneously;

18.4. The incentive shall be announced by order of the Rector of the University and, in cases provided for by law, its publicity shall be ensured.

Chapter III. Plagiarism

Article 19. Mechanisms for the Prevention and Detection of Plagiarism

19.1. The University establishes the principles of academic integrity, is responsible for the protection of the intellectual work and copyrights of others. Accordingly, it has developed a policy for avoiding plagiarism;

19.2. The University considers plagiarism to be all cases where authors, knowingly or unknowingly, bring other people's opinions, ideas, video, audio, or other types of visual material, etc. into their own works without proper verification;

19.3. In order to avoid, prevent, and detect plagiarism, as well as to raise the awareness of students and academic staff in this regard, the University has developed the following mechanisms:

A. The syllabi of the study programs include a relevant point that takes into account the need for academic staff to raise students' awareness during the teaching process - to respect the intellectual work of others and the need to adequately verify their ideas or other creative and research products in their own research;

B. At the undergraduate level, a relevant mandatory course (academic writing) is taught, within the framework of which students learn ways to avoid plagiarism, the rules for verifying bibliographic data and sources in the appropriate style (citation, summarization and paraphrasing);

C. The university has developed a single unified rule for the formatting of academic bachelor's theses, these rules are posted on the official website of the university and are available to anyone who wishes;

D. In order to detect plagiarism, works created at the university are checked in a plagiarism detection program;

E. The plagiarism program checks the full version of each work;

F. The checked works are returned to the university with the appropriate conclusion from the plagiarism detection program;

G. The first page of the conclusion reflects the percentage of similarity found in the work, and the following pages detail which specific sentence has been copied;

H. The author/supervisor of the work makes the final decision on the presence or absence of plagiarism.

I. In case of detecting a similarity of more than 20% in the bachelor's thesis, the student is released from the protection of the bachelor's thesis.

Article 20. Mechanisms for avoiding and detecting plagiarism

20.1. The university requires its academic staff to conduct research conducted on behalf of the university in compliance with the principles of research integrity. It is not allowed to use someone else's thoughts, theories, research, ideas, audio and visual materials in one's own research without the verification and citation rules developed by the University;

20.2. To prevent this, the University uses a collegial evaluation system:

A. In the case of a student, a reprimand and cancellation of the received assessment;

B. In the case of academic personnel - a reprimand if this is the first case of plagiarism, and in the case of a repeat case - termination of the employment contract.

Chapter IV. Final Provisions

Article 21. Final Provisions

21.1. This Regulation is approved by the University Senate;

21.2. This University Regulation comes into force immediately after signing;

21.3. The adoption, cancellation, amendments and additions to the Regulation are carried out by the Senate;

21.4. This regulation shall cease to be valid upon approval of the new regulation.