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University

The Code of Ethics and Disciplinary Liability
of European University LLC



Content

Article 1. General Provisions 3

Article 2. Ethics norms for administrative / support staff 3

Article 3. Ethics norms for academic / invited staff 4

Article 4. Ethics norms for students 5

Article 5. Types of disciplinary liability 6

Article 6. Start of disciplinary proceeding 7

Article 7. Review of the application / complaint 8

Article 8. The Rule of Imposing a Disciplinary Liability 8

Article 9. Final provisions 9





Article 1. General Provisions

1. The Code of Ethics and Disciplinary Liability of the European University Ltd. (hereinafter referred to as the "Code") defines the rules of conduct for the staff and students of the European University Ltd. (hereinafter referred to as the "University"), as well as disciplinary measures and procedures related to disciplinary proceedings. 2. The purpose of the Code is to establish rules of conduct at the University that will facilitate:

- a) Strengthening the principles of responsibility and fairness of the staff and students;
- b) Self-discipline and respect for others, as well as the establishment of good faith, equality and academic freedom;
- c) Carrying out duties professionally by the University staff;
- d) Carrying out fair, efficient and unbiased activities;
- e) Comply with the requirements of legislative and internal University legal acts in professional activities.

3. The Code applies equally to University students (for the Code, a student enrolled in a teacher training program is also considered a student) and to academic, visiting, scientific, and administrative / support staff employed at the University.

Article 2. Ethics norms for administrative / support/ scientific staff 3

1. The University staff operates at the University following the principles of good faith, responsibility, mutual respect, impartiality, fairness and objectivity, and generally accepted ethical standards.

2. The staff obliged to:

- a) promote the establishment of mutual trust between colleagues and avoid the emergence or provocation of personal or other conflicts;
- b) facilitate the performance of conventional duties of other employed staff;
- c) does not mislead a colleague intentionally;
- d) not to allow personal criticism, insults, humiliation, slander of a colleague and student;
- e) not allow the disclosure of personal data available to him/her, except in cases provided by the current legislation;



- f) not to use his / her position and authority for personal gain;
- g) not to discriminate against staff/students in any way;
- h) not allow the dissemination of information about the private life of a colleague/student;
- i) do not appear at the University under the influence of alcohol or other strong substances. Alcohol consumption in the university building is allowed only within official events;
- j) ensure the proper treatment of the University property and its use only for official purposes;
- k) refuse any gift/offer that may affect his / her decision-making process in a particular case;
- l) not allow participation in activities or commitments outside the University, which are incompatible with the interests of the University or hinder the performance of official duties;
- m) not to smoke, except in a specially designated area on the territory of the University;
- n) ensure compliance with the requirements established by the legal acts of the University.

3. In case of violation of the rules outlined in paragraph 2 of this Article, the person shall be subject to disciplinary liability. The disciplinary measures and rules for imposing disciplinary liability determined by the University Internal Regulations.

Article 3. Ethics norms for academic / invited staff

1. Academic/Invited Staff is obliged to:
 - a) ensure fair and objective assessment of all students following the assessment system provided by the course and the legal acts in force at the University;
 - b) ensure equal treatment of students;
 - c) follow the principles of academic integrity, which excludes plagiarism; d) follow the academic dress code;
 - e) promote the establishment of mutual trust between colleagues and avoid the emergence or provocation of personal or other conflicts;
 - f) not to allow personal criticism, insults, humiliation, slander or accusation of a colleague and student;
 - g) not allow the disclosure of personal data available to him/her, except in cases provided by the current Georgian legislation;



- h) not to use his / her position and authority for personal gain;
 - i) refuse any gift/offer that may affect his / her decision-making process in a particular case;
 - j) ensure the proper treatment of the University property and its use only for official purposes;
 - k) do not appear at the University under the influence of alcohol or other strong substances. Alcohol consumption in the university building is allowed only within official events;
 - l) not allow participation in activities or commitments outside the University, which are incompatible with the interests of the University or hinder the performance of official duties;
 - m) not to smoke, except in a specially designated area on the territory of the University;
 - n) ensure compliance with the requirements established by the legal acts of the University.
2. In case of violation of the rules outlined in paragraph 1 of this Article, the person shall be subject to disciplinary liability. The disciplinary measures and rules for imposing disciplinary liability determined by the University Internal Regulations.

Article 4. Ethical norms for students

The student is obliged to:

- a) respect the University staff and other students;
- b) not to enter the University with alcohol, drugs, weapons. It is also prohibited to gamble and commit illegal acts provided for by the current legislation of Georgia;
- c) do not appear at the University under the influence of alcohol or other strong substances. Alcohol consumption in the university building is allowed only within official events;
- d) ensure the proper treatment of the University property and its use only for educational purposes;
- e) ensure that the interlocutors are treated with respect and follow the norms of ethics when expressing their opinions;
- f) not to smoke tobacco, including electronic cigarettes, except in a specially designated area on the university premises;
- g) not to pollute the territory of the University;



h) not to damage and / or not to make any negative impact on the internal electronic programs / electronic databases of the University;"

i) comply with the Code of Ethics, procedures and mechanisms for detecting, preventing, responding to plagiarism, the rules of administration of the examination process, as well as the requirements established by other legal acts in force at the University;

j) The student is obliged not to commit academic fraud, including plagiarism. The following will be considered academic fraud by the student:

j.a) copying from another student's work, or using supporting materials that were not previously allowed by the academic/visiting staff;

j.b) taking the exam instead of another student or requesting another person to take the exam instead;

j.c) obtaining and distributing confidential information about the exam;

j.d) presentation of another person's work as his/her own;

j.e) stealing, destroying or altering another student's work;

j.f) pressure on academic/invited staff to receive an appraisal;

j.g) citing someone else's work or statement without citing the relevant source.

Article 5. Types of disciplinary liability

1. Violation of the requirements of this Code may result in disciplinary liability.

2. The basis of disciplinary liability are:

a) non-fulfillment or inappropriate fulfillment of the obligations provided for in the regulations of the University, detection, prevention of plagiarism, procedures, and mechanisms for responding to plagiarism, as well as other legal acts in force at the University;

b) Violation of the norms of Ethics provided by this Code.

3. In case of violation of the Code of Ethics and internal legal acts of the University, the student may be subject to the following disciplinary sanctions:

a) warning;

b) note;

c) admonition;

d) restriction or termination of the right to use the scholarship established by the University;

e) termination of a student status.



Article 6. Launching disciplinary proceedings

1. The basis for launching disciplinary proceedings is a substantiated statement/complaint of any person employed at the university or a student who believes that his/her student's rights and legal interests have been violated, or that the interests of the University or other persons have been harmed.

2. The interested person applies to the Rector of the University with a request to start disciplinary proceedings.

3. In case of an application of the interested person, based on the submission of the Dean of the relevant faculty, a disciplinary commission (hereinafter - "Disciplinary Commission") is established by the Rector's legal act, to which the complaint documents are submitted. The Disciplinary Commission decides on launching or refusing to launch disciplinary proceedings.

4. In case of launching disciplinary proceedings, the disciplinary commission has the following authorities:

- a) To examine the available documents, hear the explanations of the interested parties;
- b) To demand additional documentation / evidence to study the issue thoroughly and impartially;
- c) In case of imposing a disciplinary sanction for a disciplinary misconduct, submit the relevant decision to the Rector of the University for enforcement.

5. In case disciplinary proceedings are launched against a student, he/she has the following rights:

- a) To receive a reasoned decision on launching disciplinary proceedings against him/her in writing;
- b) To attend the discussion of disciplinary proceedings and enjoy the right to defense;
- c) To provide the Disciplinary Commission with the available information and evidence;
- d) To take part in the investigation of the issue;
- e) To demand that the issue of disciplinary proceedings against him/her be considered at a public session.

6. Launching disciplinary proceedings does not restrict a student from participating in the learning process unless it endangers the protection of the rights, health, property, and safety of the other person.



Article 7. Review the application / complaint

1. The Disciplinary Commission must consider the application/complaint in compliance with the principles of adversarial proceedings and equality before the law.

2. The sessions of the Disciplinary Commission are closed, and the information obtained during the disciplinary proceedings is confidential.

3. The Disciplinary Commission decides based on an oral hearing.

4. If necessary, the Disciplinary Commission is authorized to invite other persons.

5. The burden of proof in the hearing of the issue of disciplinary proceedings shall be prosecuted. The decision on disciplinary proceedings must be substantiated and based on the evidence obtained under the current legislation of Georgia. All evidence, which is the basis of a disciplinary proceeding, must be examined by the Disciplinary Commission.

6. The violator of the discipline has the right to attend the discussion of the issue. To justify the compliance of his/her actions with the basic principles of the Disciplinary Code.

7. The Disciplinary Commission is authorized to consider the case and, if there is a proper basis, to make a decision and impose a disciplinary sanction without the presence of the violator.

8. The Disciplinary Commission shall decide on the imposition disciplinary liability no later than one month after the submission of the application by open ballot with a majority vote of the members present. The Disciplinary Commission draws up a protocol, which is signed by the members of the Commission. A dissenting opinion is formulated in writing and attached to the case file.

9. The decision of the Disciplinary Commission on imposing disciplinary liability shall be submitted to the Rector of the University for enforcement. The student is entitled to appeal the decision in court following the current legislation of Georgia.

Article 8. The Rule of Imposing a Disciplinary Liability

1. The decision to impose a disciplinary sanction must be substantiated and made as a result of a thorough examination of all circumstances of the case.

2. The disciplinary liability imposed should be proportional/comparable to the disciplinary misconduct, in each particular case, the Disciplinary Commission shall decide on imposing disciplinary liability on the student in compliance with this principle.



3. In case of performing the exam paper instead of someone else, the paper will not be evaluated, and the student will be given a grade of "0", and a reprimand will be issued. In case the student enjoys a scholarship, the sanction specified in Article 5, paragraph 3, sub-paragraph "d" will be applied to him/her. A student who has attempted to take the exam instead of someone else will be given a note. If the fact of copying by a student from another student's work or other supporting material is confirmed, he/she will be given a grade of "0". Repeated violations of this paragraph committed by a student may be grounds for termination of student status.

4. When imposing a disciplinary sanction, the Disciplinary Commission reviewing the issue of disciplinary liability is obliged to take into account the severity and degree of the violation (violations), the damage caused. As well as the repeated nature of the violation and the violator's attitude towards the disciplinary misconduct committed.

5. It is not allowed to impose several fines for one violation. Along with the imposition of a disciplinary penalty, the violator of the discipline is obliged to compensate the material damage (if any) caused as a result of his action. After one year, the student is considered to have no disciplinary responsibility.

Article 9. Final Provisions

1. Approval and termination of the Code and amendments to it are made by the order of the Rector of the University.

2. The Code shall enter into the force in a manner and within the time-frame determined by the order of the University Rector.