



საქართველოს ეროვნული უნივერსიტეტი სეუ
GEORGIAN NATIONAL UNIVERSITY SEU

Code of Conduct of the Georgian National University SEU

Approved by
The Rector's Order №587, October 5, 2020
Updated by the Rector's Order N. 526 (27/06/2022)

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Article 1. General Provisions

1. Georgian National University Ltd understands that the precondition for its as higher education institution's effective management and promotion of positive public image is to ensure, defence and keep a healthy academic environment.
2. The purpose of this Code of Conduct (hereinafter - the Code) is to establish and keep common rules of conduct and ethics in SEU work and academic environment, as well as to establish the values of academic honesty.
3. The legal basis of the Code is the Constitution of Georgia and current legislation, including the Law of Georgia on Higher Education, as well as best practices in the field of higher education regarding academic freedom and academic honesty, objectivity, transparency, credibility, intellectual property protection and confidentiality of personal data.
4. Academic, Administrative, Supporting and Invited staff of SEU (hereinafter – staff) and also students are obliged to act according to requirements of this code.
5. Code is an integral part of SEU labor rule of procedes and the agreement concluded with the staff/student.
6. The provisions of the Code are fully applicable to the conduct of staff and students which are not directly named in the Code but is in itself derived from the principles of this Code.
7. For the purposes of this Code, a student is any person who has the status of a student during a bachelor's, master's or single-step educational program, while attending a SEU, participating in educational and other university activities. Also, a person studying at another SEU program that provides for certification after graduation and/or undergoes training at a training centre.
8. SEU Staff and students are obliged to be aware of and adhere to the provisions and principles of the Code of Code.
9. SEU staff and students pay special attention and take all necessary measures to avoid possible violations of the Code of Conduct.
10. In case of violation of the Code, the SEU will consider the issue of disciplinary liability of staff/students. Consequently, staff and students are obliged to implement the made decision.

11. The Code of Conduct for SEU staff, students and other stakeholders is shared on the website: www.seu.edu.ge.

Article 2. General Principles of Ethical Behavior

1. All SEU staff and students equally benefit from the rights granted to them by current legislation and SEU regulatory acts.
2. SEU staff and students fully share and strictly adhere to the norms and principles of SEU Regulatory Acts and this Code of Conduct.
3. SEU staff and students act under the following principles and are obliged to:
 - 3.1. Respect their own and other people's life, health, dignity, as well as their personal property and non-property rights;
 - 3.2. Be aware of the essence of intellectual property, protect and recognize copyright, plagiarism should be unacceptable to them
 - 3.3. Refrain from taking actions that directly or indirectly harm the honour or dignity of the SEU, its staff and students, or encourage a discriminatory approach towards the SEU staff and students.
4. Personnel/students should not be discriminated directly or indirectly by their race, skin colour, language, sex, age, nationality, origin, place of residence, place of residence, property or rank, religion or belief, national, ethnic or social origin, by profession, marital status, health status, disability, sexual orientation, gender identity and expression, or despite political or other views and mark.
5. In dealing with students, it is also not permissible to express an opinion that is intended to restrict or insult a student on the basis of academic achievement.
6. Adherence to the principles of political and religious neutrality is mandatory at SEU.
7. Personal criticism, insults, humiliation, slander, as well as spreading negative information about SEU competitors are inappropriate for SEU staff and students.

Article 3. General rules of ethical behavior

1. The following actions are taken in the SEU building and on its territory are considered unethical behaviour of the SEU personnel and students:
 - 1.1. Damaging/Destroying the property of SEU
 - 1.2. Illegal and unauthorized use of SEU space, movable or immovable property for any purpose

- 1.3. Smoking, except in a specially designated area (if any);
- 1.4. Bringing alcohol, disseminating and/or use, if an event is not specially organized/permited by SEU
- 1.5. Bringing drugs and/or psychotropic mean, disseminating and/or use
- 1.6. Bringing, using, handling firearms / cold steel to others;
- 1.7. Bringing, use, distribution or transferring of explosive and flammable items and substances that pose a real threat of fire and / or explosion;
- 1.8. Organizing or participating in gambling
- 1.9. Pollution of the building and the area of the SEU and / or distortion of the appearance of the building
- 1.10. Verbally or physically insulting another person;
- 1.11. Obscenity, demonstrative use of bad language and/or profanity;
- 1.12. Violence against another person or psychological pressure, threats, intimidation or moral influence on another person
- 1.13. Direct or indirect harassment of another person, treatment or creation of conditions that are intended or caused by a person due to any of the signs provided for in paragraph 4 of Article 2 of this Code - anger, harassment, intimidation, humiliation and/or cause abusive, degrading, creating a violent and/or hostile environment and/or directly / indirectly worsening his / her situation compared to other persons in similar conditions, or putting persons in substantially unequal conditions on an equal footing.
- 1.14. Encroachment on, damage to or destruction of another person's property; As well as any restriction of another person's property, including possession and de facto possession of the item against the will of the owner, fraudulent seizure or extortion of the item, or any other decision on the fate of the item, as well as attempted acts, including fraud or threats
- 1.15. Demanding and/or receiving and/or offering a gift and/or other benefits from another person in exchange for personal purposes and/or granting him/her any benefit;
- 1.16. Arising of personal or other conflicts and/or the escalation of conflicts;
- 1.17. Deliberately misleading a colleague/student;
- 1.18. Obtaining confidential information and/or attempting it and/or disclosing confidential information, unless there is a legitimate reason for it and it is legally

binding;

1.19. Falsification/Attempt of personal and / or SEU documents / information and / or data. (eg student assessments)

1.20. Damaging of SEU internal electronic bases or attempt it

1.21. Transferring of personal information (password and code) of the user of the SEU learning process management system to someone else and/or attempt and/or use of illegal access to the system interface;

1.22. Execution/ distribution hidden video / photo / audio recording without prior notice and / or agreement

1.23. Unconscientious attitude towards the name, prestige, symbolism and business reputation of SEU, including spreading false and unverified information about the activities of SEU, the students of the SEU and / or the employees of SEU

1.24. Using of SEU learning process management electronic system and e-mail as a public speaking platform

1.25. Disregard of the academic norms

1.26. Disobedience to the requirements of the person authorized to raise the issue of disciplinary measures

1.27. Any other action that cause violation / disregard of the rules and requirements of SEU

Article 4. Ethical norms of academic and invited staff

1. Academic and Invited Staff of SEU are obliged to:

1.1. Know and protect the common rules for ethical behavior

1.2. Be independent, conscientious and impartial while performing professional duties;

1.3. Support establishemnt of justice, mutual respect and human rights defense in the students

1.4. Perfectly manage the learning process in accordance with the SEU educational programs and syllabi;

1.5. Ensure timely start and end of lectures / courses and do not allow cases of missing lectures / courses, except for serious reasons;

1.6. Provide students with complete information about the assessment system;

1.7. Explain to students the essence and standards of academic ethics, the

- importance of their performance and the sanctions imposed for their violation;
- 1.8. Ensure equal treatment of all students, as well as fair and impartial assessment of all students;
 - 1.9. To present scientific theories, views and concepts together with relevant critical views, without demonstrating their own preferences towards them;
 - 1.10. Adhere to the principles of student academic freedom;
 - 1.11. Maintain an academic limits while interacting with students and colleagues;
 - 1.12. Select the language, tone, style and format of communication in communication with students and colleagues to ensure information exchange and open dialogue; Treat the interlocutor with respect and politely express their opinion;
 - 1.13. Not diminish the importance of another program or course or colleague in the presence of students;
 - 1.14. Do not allow incorrect, biased criticism of a person / his / her work for personal antipathy, competition or other motives;
 - 1.15. Do not allow any of his colleagues to be criticized by students. In such a case, he should encourage students to apply directly to the object of criticism or to the governing body of the SEU;
 - 1.16. Not to misrepresent the views of a colleague in order to strengthen his/her position;
 - 1.17. Do not allow student / colleague opportunities to be used for personal exclusion or as a tool for professional disagreement;
 - 1.18. Do not allow professional obligations to be neglected, which manifests itself in negligence and / or indifference towards students or colleagues

Article 5. Ethical Norms of Student

1. The following will be considered as violation of the ethics norms of SEU student:
 - 1.1. Violation of common rules for ethical behavior;
 - 1.2. Dictation/Cheating and/or its attempt;
 - 1.3. Using mobile phone, other technical means and / or any kind of auxiliary material (books, syllabi, calculator, etc.) during lectures and exams, unless there is a permission to use this or that auxiliary material;
 - 1.4. Attempting to obtain and / or modify an assessment through threats, deception, fraud and / or other unlawful acts;

- 1.5. Disrupting or attempting to disrupt the examination process;
- 1.6. Obtaining, using and / or disseminating confidential information about the test;
- 1.7. By falsifying personal data, taking an exam / attempt on behalf of another student, or asking another person to take the exam instead;
- 1.8. Stealing/Changing and/or destroying the paper of other student's work;
- 1.9. Obstructing another student by hiding, stealing, or destroying resources needed in the learning and research process;
- 1.10. Plagiarism (misappropriation of someone else's work or ideas, without citing a source or citing the wrong source);
- 1.11. Counterfeiting and / or presenting another person's work as one's own;
- 1.12. Promoting academic falsity for another student.

Article 6. Plagiarism

1. Plagiarism is all the text / phrase / idea / research data that a person uses in their work without citing the author / source.
2. The source is considered to be a book, article, guide, blog, as well as material that has not been published, but belongs to a specific person.
3. According to the University Academic Performance Standard, plagiarism is prohibited and it violates the University Society Code of Ethics
4. Work will be considered as plagiarism in which:
 - a. The opinion of another author is cited (phrases, paragraph or part of the paragraph are copied) and the so-called Quotes with reference to the author / source, or the text is not separated by other means (dark font, italic font ...)
 - b. A paraphrase is made (translating the content of the text from the source in your own words), in which the phrases of the original text are slightly modified and presented as your own.
 - c. Research results are used, including your own (article, project, book) where source is not specified
 - d. Material of different webpage/portal (research results, tables, charts) is copied and used without specification of source
5. Plagiarism has negative impact. In case of plagiarism, the student will not receive a satisfactory evaluation or the satisfactory evaluation received will be revoked, and in case

of a serious and / or multiple violation, a more severe sanction may be imposed.

6. To prevent plagiarism:
 - 6.1. The exact source used in the work should be specified;
 - 6.2. The quotations used should be enclosed in quotation marks, indicating the exact source;
 - 6.3. Materials posted on the Internet are used with reference to the source;
 - 6.4. When paraphrasing the author's ideas, the paraphrase must differ linguistically from the original, although the author's main point of view must be preserved;
 - 6.5. When quoting your own, already published material, it is necessary to make an appropriate reference.
7. The use of the well-known "general knowledge" is not plagiarism and source is not required.
8. SEU academic/visiting staff and students have an obligation not to allow the use of any form of plagiarism in their work and/or to encourage plagiarism, either intentionally or unintentionally, directly or indirectly.
9. To prevent and eliminate plagiarism, SEU has introduced a special plagiarism detection program (Turnitin), which serves to identify similarities between texts and detect plagiarism.
10. SEU has set an allowable volume for the original text for student papers.

Article 7. An allowable volume for the original text

1. This article sets the minimum volume for the original text in a student or research paper (without the use of quotations, paraphrases and other texts).
2. The minimum limit for the volume of the original text for student papers is
 - a) For bachelor's thesis, for presentation, and project - 60%;
 - b) For student article, essey, conference paper - 75 %;
 - c) For Master's thesis/project- 85%;
3. Student paper that is not in line with the requirments of this article, will not be evaluated.
4. The minimum limit for the volume of the original text for scientific papers is:
 - A. Scientific Article - 90 %;
 - B. Scientific Grant - 95 %;

5. Scientific-Research paper which is not in line with the requirements of this article, will not be allowed in the respective project.
6. Overcoming this limitation does not preclude the University from prioritizing works that contain more original text in the volume.

Article 8. Disciplinary Misconduct and Disciplinary Liability

1. For committing a disciplinary misconduct, SEU staff and students may be subject to appropriate disciplinary action.
2. Following will be considered as disciplinary misconduct for SEU student and staff:
 - 2.1. Violation of common rules and ethical norms determined with this code;
 - 2.2. Violation of the requirements set by the internal regulations of SEU and other regulatory acts;
 - 2.3. Violation of applicable law.
3. Actions that may constitute grounds for disciplinary action against staff, as well as appropriate disciplinary action and the procedure for imposing disciplinary liability, are set out in the Labor Rules of Procedure and other SEU regulatory acts.
4. Actions that may constitute grounds for disciplinary action against a student, as well as appropriate disciplinary action and the procedure for imposing disciplinary liability, are set out in this Code and other SEU regulatory acts.

Article 9. Starting disciplinary proceedings

1. The fact of disciplinary misconduct committed by a student (if any) must be determined through disciplinary proceedings provided for by the legislation of Georgia.
2. The purpose of disciplinary proceedings is to expose the fact of disciplinary misconduct quickly and fully and to determine the extent of disciplinary liability commensurate with the disciplinary misconduct.
3. Disciplinary proceedings may be instituted on the basis of statements / complaints / notifications from the SEU staff or student who believe that the student's actions violated his / her rights and interests and / or other ethical norms, as well as on the basis of information known to him / her. that contains possible signs of disciplinary misconduct by student.
4. The application must indicate the name, surname and contact information of the complainant, the name and surname of the disciplinary violator, the type of violation and

the time of its commission, the evidence and the request.

5. The Rector, or the structural unit / staff specified in the SEU Regulatory Acts, will review the complaint and decide on its admissibility. A complaint will not be accepted in the proceedings if the complaint is filed by an unauthorized person or filed against a person who is not a student with active SEU status, or the complaint that does not contain signs of disciplinary misconduct or is inadmissible for any other reason.

6. SEU is obliged to investigate within 30 days of receiving the application / complaint / notification - whether there are sufficient grounds for disciplinary proceedings and, if so, to decide whether to initiate disciplinary proceedings, impose a disciplinary measure, or terminate the disciplinary proceedings.

7. The initiation of disciplinary proceedings against a student should not restrict the student's right to participate in the learning process, unless the disciplinary proceedings are based on one or more actions of the student that endanger the protection of the rights, health, of others or property and SEU.

8. The fact of committing plagiarism by a student is reviewed without disciplinary proceedings, in accordance with the rules defined by the regulatory acts of SEU.

Article 10. Principles of disciplinary proceedings

1. Disciplinary proceedings are based on the principle of legality. A student may not be subject to disciplinary action without complying with the established basis and rule of this Code of Conduct.

2. Disciplinary proceedings against a student must be proportionate to the disciplinary misconduct and can only be carried out in accordance with applicable law and SEU regulatory acts, through a fair procedure.

3. It is not allowed to impose a disciplinary measure on a student if more than one year has passed since the disciplinary misconduct was committed.

4. Disciplinary proceedings must be conducted in accordance with the principle of confidentiality.

5. A person may not participate in disciplinary proceedings if he / she has a personal interest and / or if there are other circumstances that may influence the decision of the case.

6. The same measure of disciplinary liability should not be imposed on a student for the same disciplinary offense committed repeatedly.

7. It is inadmissible to impose two or more disciplinary measures for committing one disciplinary misconduct.
8. The student will not be considered a perpetrator of a disciplinary misconduct until the decision (order of the rector) on the imposition of a disciplinary measure on him / her enters into force.

Article 11. Ethics Commission and its powers

1. In order to ensure disciplinary proceedings, an Ethics Commission (hereinafter - the Commission) is established on the basis of the order of the Rector of SEU.
2. The composition of the commission is determined by the Rector of SEU in the event of a specific case and the exclusion of conflicts of interest.
3. Depending on the specifics of the violation, the commission may include
 - One of the Vice-Rector;
 - Faculty dean
 - Representative(s) of academic staff
 - Representative(s) of administrative staff
 - Student(s)
 - Other people (if required)
4. If any member of the Ethics Commission sees a potential conflict of interest, or there is a risk of bias on his/her part, the member is obliged to report to the Rector and request that his/her to get recused.
5. The commission meets once to discuss the issue of disciplinary misconduct. The discussion is being held on the basis of holding an oral hearing at the sitting of the commission.
6. The date, time and place of the commission meeting must be notified to all parties / persons participating in the disciplinary proceedings, not less than 3 days prior to the meeting, and they must also be provided with case materials to present their explanations at the meeting.
7. The Vice-Rector is the chairperson of the commission session, and in his / her absence, the member of the commission elected at the session.

8. The meeting of the commission is authorized if it is attended by at least half of the members of the commission, the decision of the sitting is made by open voting, by a simple majority of those present at the meeting. If the votes are evenly distributed during the voting, the vote of the chairperson of the sitting is decisive.
9. At the commission meeting, the student is given the opportunity to present his / her explanation in person or through a representative.
10. Minutes are drawn up at the meeting of the commission. The protocol is signed by the chairperson of the sitting and all the members of the commissions present at the sitting. A dissenting opinion shall be made in writing and attached to the minutes.
11. In each case, the commission determines the fact of the student's disciplinary misconduct (if any) and makes the appropriate decision regarding the imposition of a disciplinary measure

Article 12. Rule for reviewing statement/complaint

1. The Ethics Commission reviews the application / complaint fairly and impartially, in accordance with the principles of equality before the law.
2. In order to thoroughly and objectively review the application / complaint, the Commission will examine the documents in its possession, request additional evidence, process legally obtained video material, and interview all persons involved in the case to assess the extent of the violation.
3. Commission sessions are closed unless there is a student request to hold the session in public.
4. The interests of both the complainant and the defendant are protected at the session of the commission.
5. The information obtained during the disciplinary proceedings and the issues discussed at the commission meeting are confidential.
6. When conducting disciplinary proceedings, the student has the right to:
 - 6.1. Receive a reasoned decision to initiate disciplinary proceedings against him / her in written form;
 - 6.2. Attend the discussion of the issue of disciplinary proceedings, in person or through a representative and to use the right of defense;
 - 6.3. Provide commission with an information in his/her possession;

- 6.4. Participate in the investigation of the matter by the Commission, except in cases where there is a need to interfere with the acquisition of evidence by him/her during the proceedings or to protect it from his/her influence;
- 6.5. To request that the issue of disciplinary proceedings against him/her be discussed at a public hearing.
7. The burden of proof falls on the prosecution when considering disciplinary proceedings. All disputed facts and evidence are interpreted in favor of the student.
8. The decision to conduct disciplinary proceedings must be substantiated and based on the relevant factual circumstances and evidence.
9. The Commission, after reviewing the relevant application / complaint, makes one of the following decisions:
 - 9.1. Termination of disciplinary proceedings if the student has not been proven to have committed a disciplinary violation or the term of the sentence has expired, or the student's status has been terminated prior to the hearing / decision;
 - 9.2. Imposition of a disciplinary measure on a student if a disciplinary misconduct committed by him / her is confirmed.
10. The Commission is obliged to take into account the specifics, degree, severity, possible or caused damage, consequences and other circumstances of the unethical act and misconduct committed when deciding on the measure of disciplinary responsibility.
11. The process of disciplinary proceedings may be suspended if the material obtained during the examination indicates that the student may have committed a criminal offense. In such a case, SEU shall apply to the competent authority.
12. The student has the right to appeal the decision against him/her in court.
13. A decision to impose or deny a disciplinary measure on a student must be made no later than 30 days after the applicant's statement.

Article 13. Measures of disciplinary liability

1. The following measures of disciplinary liability may be imposed on an SEU student for a disciplinary misconduct:
 - 1.1. Warning;
 - 1.2. Reprimand;
 - 1.3. Severe reprimand;
 - 1.4. *1.4. Removed by (Order N526 06/27/2022);*

- 1.5. Restriction or termination of the right to the benefits provided by the SEU scholarship, the laptop/study voucher received by the offer, and the financial benefits established by SEU (“the SEU Grant” for those enrolled with the state study grant, gold/silver medalists, students with IDP status and living in Saingilo, etc.) (*Order N526 of 06/27/2022*);
 - 1.6. Compensation for damages;
 - 1.7. Termination of student status
2. Unethical actions and misconduct are conventionally divided into two categories: mild and severe. A breach that is in serious conflict with the values of the SEU and the standards of academic honesty, or overshadows its activities, is classified as a serious breach.
 3. A warning or reprimand is usually used in the case of a minor breach, taking into account the attitude of the offender towards the act committed.
 4. Severe reprimands are used for disciplinary misconduct due to the gravity of the violation and / or repeated misconduct, especially if the case does not reveal the attitude of the offending student towards the actions committed and the improvement of the behavior.
 5. Termination of student status is usually not considered a disciplinary measure after a warning or reprimand, except in cases of gross misconduct, when the misconduct is gross, intentional or has multiple (3 or more) relapses and the misconduct is accompanied by negative consequences or for another student or third parties.
 6. Compensation for damage is applied to the student, if by the action of the student, which became the basis of disciplinary proceedings, the SEU suffered monetary or material damage, the student (his / her legal representative) is obliged to compensate this damage. Compensation does not release the student from disciplinary liability.
 7. The measure of disciplinary liability enters into force from the date of issuance of the decision of the Ethics Commission.
 8. A copy of the decision of the Ethics Commission shall be sent to the student by e-mail specified in the personal / learning process management system within 3 days of its publication. Within one month from the date of dispatch, the decision may be appealed in court.
 9. The term of the disciplinary measure is one year, unless the student status has been terminated.
 10. If a new disciplinary measure is not imposed on a student within one year of the imposition of disciplinary liability, he / she will be considered as a person without

disciplinary liability.

11. The decision on early termination of disciplinary responsibility (if any) is made by the Rector.

Article 14. Concluding Provisions

1. The Code of Ethics is approved, repealed, amended and added on the basis of the order of the Rector of SEU.

2. SEU is entitled to make changes to this Code, which should not lead to any restriction of the rights and freedoms of staff and students, nor should it lead to a change in the legal relationship between the parties.

3. SEU is obliged to immediately inform the students and staff about the change by publishing it on the website, sending it by e-mail and / or placing it in the electronic system for managing the learning process.