

Sulkhan-Saba Orbeliani Teaching University
Student Conduct Code

*Approved under the decree #77-14 by the University Principal
Dated October 8, 2014*

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1. Framework of the University Student Conduct Code operation
 - 1.1. The present code sets out the conduct rules the University students should permanently follow while studying at the University.
 - 1.2. The present code also applies to the persons attending different University-organized short-term retraining and requalification courses.

2. Key principles of the Conduct Code
 - 2.1. Based on its mission the University aims to create an environment that will be compatible for the students' cultural, intellectual and personal development.
 - 2.2. The University follows standards and principles of ethics in any field of its activities.
 - 2.3. The University activity is based on the following values:
 - 2.3.1. Justice
 - 2.3.2. Humanity
 - 2.3.3. Tolerance
 - 2.3.4. Freedom and responsibility
 - 2.3.5. Honesty
 - 2.3.6. Academic freedom
 - 2.4. All students should respect others' human dignity and refrain from harmful behavior. All students should care for the University reputation.
 - 2.5. The students should respect and recognize every single student's right to get education in the environment that is free from constraint, discrimination and intimidation.
 - 2.6. All University students equally enjoy the rights granted by the legislation of Georgia and University regulation, as well as other inter-university acts.
 - 2.7. The student shares the values envisaged in the University Conduct Code and follows the code-defined order.
 - 2.8. The student recognizes the University right to discuss the issue of his/her disciplinary responsibility in case of violation of the Conduct Code and takes obligation to fulfill the resolution made regarding the matter.

3. Rules of the student conduct
 - 3.1.1. The present Conduct Code sets out the general rules of conduct as well as those related with the academic process.
 - 3.1.2. The following shall be considered as violation of the general rules of conduct of students:
 - a) Arrangement of gambling in the University territory or/and participation in the games (including internet);
 - b) Improper use or damage of the University property including academic inventory without relevant rights (that implies writing on desks, breaking/damaging computers, furniture or inventory);
 - c) Spreading garbage in the University territory, deformation of the buildings; damaging plants;

- d) Disobeying the University authorized personnel calling on providing order in the University;
 - e) Uttering unmentionable words at the University territory;
 - f) Providing respective authorities or/and University personnel with false information regarding an alarm (for example: fire, bomb, blast, etc.), misuse of anti-fire and other equipment;
 - g) Entering the University territory without permission, bringing a stranger without relevant permission;
 - h) Smoking in the University buildings;
 - i) Bringing, spreading or/and consuming alcohol/drugs in the University, being under influence of alcohol/drugs in the University territory;
 - j) Bringing/spreading weapon (fire, cold arms), explosive, flammable substances in the University;
 - k) Stealing the University property;
 - l) Gaining access to the University internal computer network and equipment without the administration permission in order to gain and change protected information, gaining and spreading this information, damaging the security system, webpage, database and software by means of spreading virus in the internal university network;
 - m) Rough and non-ethical attitude, violence, threatening with violence, humiliating students or/and university personnel, defamation towards them;
 - n) Committing the behavior defined in the sub-sections # 3.1.2 and 3.1.5 of the present Code twice or more through the academic year if it does not apply to the status termination;
 - o) Spreading information that tarnishes the university reputation and personnel's dignity.
- 3.1.3. The student must not be late for lectures and other academic activities.
- 3.1.4. All students are obliged to have student cards or ID cards.
- 3.1.5. The following shall be considered as violation of the academic process-related rules:
- a) Academic falsification:
 - a.a.) Cheating, writing from a different student's work or applying other assistant material not allowed by the lecturer in advance;
 - a.b.) Presenting a different person's work as one's own;
 - a.c.) Plagiarism (Using a different student's work, writing according to it without providing any reference to the author or source);
 - a.d.) Buying/selling the Bachelor/Master paper/thesis or other written work;
 - a.e.) Falsifying information, data, facts, applied while fulfilling works;
 - a.f.) Preparing an individual assignment in a group manner or introducing an assignment made by one person as a result of a team work;
 - b) Preventing other students from getting involved in the academic process by hiding, stealing or destroying all necessary resources;
 - c) Supporting other students in committing academic falsification;
 - d) Violating the rule of conduct at the examination;

- e) Preventing the academic process (including: speaking on the lecture, making noise, using mobile phone, making noise in the hall, being late for the lecture without permission, leaving the room during a lecture, clapping the door, etc.);
- f) Taking an exam instead of a different person or sending another person for taking the exam;
- g) Gaining, applying or/and spreading confidential information regarding the examination topics;
- h) Stealing, destructing or changing other student's work;
- i) Modifying or/and changing University documents/records, data;
- j) Attempting to get evaluation by threatening the University personnel, implementing physical or/and psychological pressure on them, getting involved in fraud or different unacceptable methods and actions.

4. The person authorized for launching the issue of taking disciplinary measures

- 4.1. Any of the University employees is authorized to launch the issue of taking disciplinary measures towards students for violation of the code-defined rules.
- 4.2. Violation of the student conduct code makes students face the threat when disciplinary measures are applied towards them.
- 4.3. In case of violation of the code-envisaged rules the University personnel is entitled to raise an issue of the violator student's responsibility before the University disciplinary commission.
- 4.4. The University disciplinary commission is authorized to carry out different sanctions towards the students who violate the applicable rules at the University.

5. Disciplinary persecution

- 5.1. Studying the facts of violation of the code-envisaged requirements. The code-defined sanctions are applied by means of disciplinary persecution in the University.
- 5.2. The disciplinary persecution towards the student should be in proportion to the disciplinary mistake and can be carried out only in the code-envisaged cases and according to its rules, in accordance with a legal procedure;
- 5.3. The fact of launching disciplinary persecution towards the student should not restrict the student's right to engage in the academic process except the rule-envisaged occasions when it poses threats in terms of protection of others' rights, health, university property and safety.
- 5.4. The University disciplinary commission resolves the issue of launching disciplinary persecution towards the students (hereinafter mentioned as the commission).
- 5.5. The commission members are:
 - a) Vice Principal of the University;
 - b) Dean(s) of the University faculty (the dean of the faculty the student studies at);
 - c) University Chancellor;
 - d) A member elected by the student self-governance (if this member is not elected, the commission will select a student with high rating (in terms of academic report));
 - e) Head of the Quality Assurance Department;
 - f) Lawyer of the University.

- 5.6. Professor from the faculty the student studies at may be invited at the commission session with a voting right,
 - 5.7. The commission is entitled to make decisions if being attended by $\frac{1}{2}$ of the commission members.
 - 5.8. The commission elects the commission chairperson and secretary from its members at the first session of the academic year.
 - 5.9. The prerequisite for the commission membership is to be on a respective academic/administrative position.
 - 5.10. The student is entitled to attend his/her case examination.
 - 5.11. While the disciplinary persecution is carried out the student is entitled:
 - a) To get notification on launching the disciplinary persecution;
 - b) To attend the discussion of the disciplinary persecution issue and enjoy the protection right;
 - c) To provide the commission with information and proofs he/she has;
 - d) To participate in investigation of the commission-earned proofs;
 - e) To demand the disciplinary issue on him/her to be discussed at the public session.
 - 5.12. The University takes the load of confirmation when discussing the disciplinary persecution issue. The decision on launching the disciplinary persecution should be proofed and based on evidence earned and studied in a proper manner.
 - 5.13. After studying the earned materials and listening to the student's arguments the commission makes decision on sentencing or lifting disciplinary sanction.
 - 5.14. The commission makes a decision according to the majority of the attending votes.
 - 5.15. The commission process is formed as the minutes signed by the commission chairperson and secretary. The commission members confirm their engagement by filling out the session attendance sheet.
 - 5.16. Within 2 business days since making the decision, the commission chairperson sends the materials on applying the sanction towards the students as well as mediation to the University Principal for execution.
 - 5.17. The University Principal ensures immediate execution of the decision made by the commission.
 - 5.18. The disciplinary proceeding materials and information on disciplinary proceedings and applied sanctions towards the student are confidential. This information is kept as an individual case.
6. Measures of disciplinary responsibility (sanctions)
- 6.1. The following sanctions may be applied towards the student in case of violating the code-defined rules:
 - a) Written or verbal warning;
 - b) Written reproach;
 - c) Fine no more than 500 GEL;
 - d) Termination of the student status.
 - 6.2. Two or more sanctions must not be used towards the student simultaneously.

6.3. The cases defined by the sub-sections ‘i-o’ and ‘f-j’ of the 3.1.2. section of the 3rd article of the Conduct Code are assessed as serious violation by the university and student’s status is terminated in this occasion.