

A(a) Code of Ethics of St. Tamar King University of the Patriarchate of Georgia

Article 1: Ethics Norms and Obligations of Administrative and Support Staff

The administrative and support staff of St. Tamar King University of the Patriarchate of Georgia (hereinafter referred to as the University) are entrusted with fostering a moral, financial, economic, and household environment conducive to educational activities and professional development within the university. To achieve this, personnel in this category are required to:

a) Conduct their official duties in alignment with the high standards of Georgian legislation and ethics, including:

- i. Adhering to the regulatory rules set forth by the university;
- ii. Respecting universally recognized human rights, freedoms, and dignity;
- iii. Treating both staff and students fairly and respectfully;
- iv. Abstaining from behavior intended to discredit colleagues or the university;
- v. Providing active assistance to colleagues in their professional development;
- vi. Refraining from the use of tobacco and alcoholic beverages on university premises;
- vii. Avoiding the use of university resources for personal gain and refraining from demanding unauthorized benefits or concessions that may pose ethical dilemmas for employees;
- viii. Promoting the exchange of opinions and views based on principles of objectivity and justice;
- ix. Avoiding the exploitation of students for personal gain or as a means of settling disputes with colleagues;
- x. Contributing to the enhancement of the university's reputation and authority in society.

b) Implementing management practices that eliminate discrimination based on gender, age, race, ethnicity, political, or religious affiliation.

c) Actively participating in university public and organizational activities and fulfilling assigned duties with diligence, timeliness, and quality.

d) Effectively utilizing entrusted property, working time, intellectual abilities, and other resources to advance the university's objectives.

e) Providing necessary assistance, within their means, to university staff who are unable to independently carry out official actions due to legal or factual reasons.

f) Familiarizing themselves with and adhering to this Code and all other regulations pertinent to their official duties without explicit instruction, during the performance of assigned tasks.

## Article 2: Ethics Norms and Obligations of Academic and Invited Specialists

Academic and invited specialists serve as the driving force behind the primary educational activities of the university. Personnel in this category are required to:

a) Conduct their official duties in accordance with the high standards of Georgian legislation and ethics, including:

I. Respecting universally recognized human rights, freedoms, and dignity;

II. Adhering to the regulatory rules established by the university;

III. Treating both staff and students fairly and respectfully;

IV. Ensuring punctuality and attendance for lectures and lessons, with exceptions made only for serious valid reasons;

V. Upholding principles of fairness and objectivity in student evaluation, basing assessments solely on academic performance without consideration of personal characteristics such as gender, religion, race, personal values, or political affiliation;

VI. Refraining from behavior aimed at discrediting colleagues or the university;

VII. Providing active support to colleagues in their professional development;

VIII. Abstaining from the use of tobacco and alcoholic beverages on university premises;

IX. Avoiding the exploitation of university resources for personal gain or demands for benefits and concessions not provided for by law, thereby avoiding placing colleagues in ethical dilemmas;

X. Promoting the exchange of opinions and views based on principles of objectivity and justice;

XI. Refraining from using students' opportunities for personal gain or as tools for settling disputes with colleagues;

XII. Contributing to the promotion and strengthening of the university's reputation and authority in society;

XIII. Avoiding actions that would grant any student a favorable or privileged position compared to others;

XIV. Refraining from engaging in outside activities or assuming obligations that would hinder the full implementation of duties at the university.

b) Create conducive conditions for an academic and professional environment to thrive.

c) Actively participate in university public and organizational activities, fulfilling assigned duties in good faith, punctually, and with high quality.

d) Continuously elevate academic and professional standards.

e) Develop teaching methods, assignments, and evaluation systems that encourage academic integrity among students and eliminate plagiarism.

f) Utilize university resources efficiently and in accordance with their intended purpose to fulfill official duties effectively.

g) Foster the upbringing and development of young specialists of high professional caliber, providing intellectual and academic guidance, including allocated counseling hours officially.

h) Conduct the educational process according to approved curricula, meticulously developing lecture course topics and structures to reflect current changes in the field or relevant scientific domains, regularly updating lecture content, and refining instructional methods.

i) Attend lectures/seminars punctually, thoroughly prepared, and organized for optimal effectiveness.

j) Ensure lectures/seminars are not cut short or missed.

k) Administer exams at scheduled times in accordance with established rules and evaluate the knowledge of all announced students.

l) Promote the formation of an objective and transparent academic environment, providing students with comprehensive information about the grading system and excluding factors such as favoritism, protectionism, or biases based on religious, racial, ethnic, or political affiliations, marital status, or other irrelevant criteria.

m) Familiarize themselves with and adhere to this Code and all other regulations pertinent to their official duties without explicit instruction, while performing assigned tasks.

### Article 3: Norms of Student Ethics and Basic Obligations

A university student is required to:

a) Adhere to universally accepted norms of ethics and behavior.

b) The following behaviors are considered inappropriate and unethical for a student:

i. Disobeying internal regulatory rules of the university;

ii. Failure to fulfill agreements made with the university;

iii. Spreading information detrimental to the reputation and authority of the university;

iv. Disrupting the educational process (e.g., causing disturbances during lectures, using mobile phones, creating commotions in corridors, etc.);

v. Attending university premises under the influence of alcohol and/or drugs;

vi. Consuming tobacco and alcoholic beverages on university grounds;

vii. Engaging in gambling activities on university premises;

viii. Violating rules for using university equipment (e.g., defacing desks, damaging computers, laboratory equipment, educational furniture, etc.);

ix. Littering university grounds, defacing buildings, or damaging plants;

x. Using profanity on university premises;

xi. Insulting university staff or fellow students;

xii. Engaging in prohibited activities on university premises, including:

- Importing, distributing, or using alcoholic beverages and/or narcotics or psychotropic substances;
- Bringing in and/or distributing firearms or cold weapons;
- Possessing and/or distributing explosive or flammable items or substances posing a fire or explosion hazard;

xiii. Behaving in a manner contrary to general moral norms that discredit the university, regardless of where the behavior occurs;

xiv. Committing academic forgery, including:

- Presenting someone else's work as one's own or using unauthorized supporting material;
- Taking exams on behalf of another student or asking someone else to take exams on one's behalf;
- Obtaining and using confidential exam information;
- Failing to cite sources when quoting others' work or statements;
- Falsifying personal data;
- Stealing, destroying, or altering another student's work;
- Hindering another student's progress by hiding, stealing, or destroying necessary study resources;
- Aiding another student in academic dishonesty;
- Using or falsifying factual information in research work;
- Attempting to influence examiners through threats, fraud, or other impermissible actions.

c) Timely and diligently perform assigned duties, instructions, and tasks provided by university staff in accordance with Georgian legislation.

d) Respect universally recognized human rights, freedoms, and dignity.

- e) Honor and respect the university and its traditions.
  
- f) Contribute to enhancing the university's reputation and authority.
  
- g) Attend lectures and other educational events punctually.
  
- h) Study all mandatory and self-selected disciplines as per the university's educational program.
  
- i) Repeat study of relevant disciplines in case of academic debts during the study period.
  
- j) Adhere to technical, sanitary, personal hygiene, and fire safety requirements.
  
- k) Care for university property and ensure the proper protection of entrusted documents.
  
- l) Not withdraw from studies at the university without prior written notice and appropriate consent.
  
- m) Familiarize oneself with Georgian legislation, this code, and other internal regulations, adhering to them strictly and diligently without specific instructions.

#### Article 4: Grounds for Disciplinary Action

Violation of the requirements outlined in the Code of Ethics may lead to disciplinary action against university personnel and/or students. Any member of the University, whether staff or student, has the right to raise concerns regarding the imposition of disciplinary responsibility.

#### Article 5: Procedure for Imposing Disciplinary Responsibility on Personnel

Disciplinary proceedings against university personnel must be commensurate with the severity of the disciplinary offense and conducted in accordance with the laws of Georgia, this code, and other relevant legal acts of the university.

A temporary commission for examining the grounds for implementing disciplinary measures is established by the rector of the university to assess and determine the basis for disciplinary action against personnel. This commission prepares a detailed report for the rector, facilitating a justified and legal decision regarding disciplinary responsibility within the prescribed timeline.

Personnel found in violation of labor discipline are required to provide a written explanation regarding the disciplinary misconduct.

Disciplinary proceedings against personnel on leave or business trips may proceed upon their return to the workplace.

During disciplinary proceedings, personnel have the following rights:

- a) Receive a written notification about the initiation of disciplinary proceedings against them.
- b) Attend discussions regarding disciplinary responsibility and exercise their right to defense.
- c) Provide relevant information/evidence to the temporary commission and participate in the examination of evidence.
- d) Request that the disciplinary proceedings against them be conducted in a public forum.
- e) Appeal the findings of the temporary commission to the rector within three working days of the decision.

Disciplinary measures imposed on personnel for violating this code may include:

- a) Notice;

b) Warning;

c) Reprimand;

d) Severe reprimand;

e) Deduction of up to 50% of the official allowance (salary);

f) Termination of employment.

Only one disciplinary measure may be applied for each disciplinary offense.

Personnel have the right to appeal decisions regarding disciplinary responsibility through the court system as per the established procedures under Georgian legislation.

#### Article 6: Procedure for Imposing Disciplinary Responsibility on Students

Disciplinary proceedings against a university student must be commensurate with the severity of the disciplinary offense and conducted solely in cases outlined by the legislation of Georgia and this statute, following prescribed procedures.

Initiation of disciplinary proceedings against a student should not impede their right to participate in the educational process, unless it poses a threat to the rights, health, property, or security of others within the university community.

To investigate and determine the grounds for implementing disciplinary measures against a student, a temporary commission is established by the rector of the university. This commission prepares a comprehensive report for the rector, adhering to the rules set forth by Georgian legislation, enabling a just and lawful decision regarding disciplinary responsibility within the stipulated timeframe.

During disciplinary proceedings, students have the following rights:

- a) Receive a written notification detailing the initiation of disciplinary proceedings against them.
- b) Attend discussions related to disciplinary responsibility and exercise their right to defend themselves.
- c) Provide relevant information/evidence to the temporary commission and participate in the examination of evidence.
- d) Request that the issue of disciplinary proceedings against them be addressed in a public forum.
- e) Appeal the findings of the temporary commission to the rector within three working days of the decision.

The burden of proof lies with the prosecution when considering the issue of disciplinary proceedings. Any decision to initiate disciplinary action must be substantiated and supported by relevant evidence. Evidence obtained in violation of legislative rules holds no legal validity.

Disciplinary measures that may be imposed on a student for misconduct include:

- a) Notice;
- b) Warning;
- c) Severe reprimand;
- d) Termination of student status.

Students have the right to appeal decisions regarding the imposition of disciplinary responsibility through the court system in accordance with the established procedures under Georgian legislation.

