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"Approved"

Georgian Aviation University

Rector, Professor

_____ S. Tepnadze

_____ 2016

Georgian Aviation University Ethics Code

Basic copy

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I. Changes

1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

Removed page				Added page			
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2 Document Control

2. Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

1.1 List of documents to be sent

Organization	format	Copy number
Quality Assurance Service	Printed	Basic copy
Quality Assurance Service	electronic	Electronic version
Faculty of Flight Training	electronic	Electronic version
Faculty of Engineering	electronic	Electronic version
Faculty of Business Administration	electronic	Electronic version
University website	electronic	Electronic version

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2 Main part

Article 1. General Provisions

Ethics Code of the Georgian Aviation University (then - the University) (then- the Code) is a set of rules of conduct, which must be followed by an Academic and Invited staff (then - the staff) and students. The Code's aim is to help the staff and the students in solving and identifying ethical issues that may become in their work or studying process. The Ethics Code is based on the principles of honesty, fairness, integrity, equality, and legality.

Article 2. Standards of the Code of Ethics for Academic and Invited Staff

Staff is required to:

- A) Conduct the educational process in accordance with the educational programs and internal regulatory acts approved by the University;
- B) In the wake of ongoing changes in the relevant field of the field, to update the subject and structure of the lecture course;
- C) to enter the lecture/seminar / practical training on time, prepared, and organized. Not to allow the lecture/seminar / practical training to end prematurely, or to miss without an honorable reason;
- D) Create all the necessary conditions for the formation of an honest and transparent academic environment;
- E) develop and implement methods of teaching and assessment that contribute to the academic honesty of students and exclude plagiarism;
- F) Provides students with comprehensive information about the assessment system;
- G) should not make harsh and unacceptable comments on the teaching methods of colleagues. To respect the academic independence of a colleague;
- H) refrain from engaging in activities outside the university that would impede the full implementation of university duties;
- I) treat all employees and students of the University fairly and with respect;
- J) to appear at the workplace in appropriate attire with academic status;
- K) take care of the property of the University and pay due attention to the equipment and inventory used in the educational process.

Article 3. Standards of the Code of Ethics for Students

1. The student must respect the university, university staff, persons who are working in the university, and other students. Also, he or she must comply to defend all the requirements of the code, as the rules which are described in the University's internal regulations document.
2. Accord to the Code, unacceptable, and unethical behavior of a student is:

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- A) Abuse, slander, and violence against other students, co-workers, and other persons, working in the University.
- B) Academic subdivision, which indicates:
- B.a) Copying the work of another student or other students, Use the help of material, which lecturer denied before.
- B) Passing test for another student;
- B.c) Getting confidential exam information;
- B) The presentation of the work of another person as his own;
- B) Without quoting the source, quoting someone else's work or expression - plagiarism;
- B.f) an attempt to obtain an assessment using physical or psychological impact, fraud or other unacceptable means;
- B.g) Falsification data of the university;
- C) Using and distribution of drugs and an alcohol
- D) Moving of the territories of the Universities with the firearms, cold steel, explosives or the other dangerous substances;
- E) Smoking of the Universities Territories;
- F) Obstruction of the learning process in various forms or other means, involving noise and use of mobile phones in the library, and doing the same during the lectures or the exams in the auditoriums;
- G) Damage University's property;
3. The determination of the fact of academic fraud in the examination work means a negative grade of the relevant work and in case of getting a bachelor's, master's degrees or dissertation, the student status will terminated.

Article 4. Procedure for disciplinary responsibility according to Ethics code:

1. In case of violation of the requirements of the Code by the staff, the rule and procedure of imposing disciplinary sanctions provided by the internal labor regulations of the University shall be applied.
2. A person working in the University and suffers as a result of the illegal behavior of the student, having the right to require disciplinary action against the student.
3. In case of misconduct of the student, a decision about judicial persecution should be based on the valid evidence and studied hard.
4. To assess the disciplinary misconduct committed by the student, and to objectively and thoroughly examine the circumstances of the case, an order of the rector of the corresponding faculty creates a disciplinary a commission consisting of at least 3 people.
5. Starting disciplinary production against the student does not quit the student's right to participate in the learning process if that not threatens other people's rights and interests.
6. In a time of disciplinary production, the student has the right to:
 - A) Receive the notice about starting the disciplinary proceedings against him;
 - B) Be present when discussing disciplinary proceedings and use his right to defense;
 - C) Provide the Commission information and evidence;
 - D) Participate in the examination of evidence received by the Commission.
7. Based on the circumstances of the case, reconciliation of evidence in the case, and the opinions of interested parties, the Commission decides to apply one of the sanctions provided for in Article 5 of this

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Code. The final decision about the sanctions is taken by the Rector and it would be based on a Commission's presentation.

Article 5. Disciplinary sanctions

Disciplinary action accord the Ethics Code.

Disciplinary sanctions are:

- A) Warning;
- B) Reprimand;
- C) A fine (in case of damage to the property of the University);
- D) Termination of student status.

Only one disciplinary measure can be used for one disciplinary misconduct. The commission is not limited in the choice of disciplinary sanctions.

The measure of disciplinary responsibility applied to the student must be proportionate and proportional to the misconduct committed by him.

The termination of student status is used as a measure of responsibility only if the student's disciplinary misconduct excludes relations between the University and the student in the future.