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„Approved”
Rector of Georgian Aviation University, Professor



Statement № _____



Georgian Aviation University


The Code of Ethics

Master Copy

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2 Revision Highlights


Changes are made with the involvement of the Quality Assurance Service and the Rector. The revision is submitted to the University Rector for approval. It is prohibited to implement changes in violation of the aforementioned procedure.

Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
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2.1 Revision Records

Revision №	Reason for Revision	Page Numbers	Date	Entered by


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4 Document Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the formats and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

4.1 Document Distribution List

Organization	Format	Copy N:
Quality Assurance Service	Hard Copy	Master Copy
Quality Assurance Service	Electronic Version	E-version
University Web Page	Electronic Version	E-version

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5 The Main Part

Article 1. General Provisions


1. The Code of Ethics (hereinafter referred to as the "code") of the Georgian Aviation University (hereinafter referred to as the "University") is a set of behavioral rules that are mandatory for both academic and invited personnel (hereinafter referred to as the "personnel ") and students. The purpose of the Code is to assist the personnel and students in resolving and identifying ethical issues that may arise in the course of work and/or study. The Code of Ethics is based on the principles of honesty, fairness, integrity, equality, and legality.

Article 2. Code of Ethics Standards for Academic and Invited Personnel

1. The personnel is obligated to:
 - 1.1. Conduct the educational process in accordance with the educational programs and internal regulatory acts approved by the University;
 - 1.2. Update the topics and structure of lecture courses in line with ongoing changes in the relevant field/discipline;
 - 1.3. Attend lectures/practical sessions punctually, prepared, and well-organized. Ensure that lectures, seminars, or practical sessions are neither ended prematurely nor missed without a valid reason.
 - 1.4. Create all necessary conditions for fostering an honest and transparent academic environment;
 - 1.5. Develop and implement teaching and evaluation methods that promote academic integrity among students and eliminate plagiarism;
 - 1.6. Provide students with comprehensive information about the grading system.
 - 1.7. Refrain from making harsh or unacceptable comments about colleagues' teaching methods and respect their academic independence;
 - 1.8. Avoid engaging in activities outside the University that could hinder the proper fulfillment of university duties;
 - 1.9. Treat all University personnel and students fairly and with respect.
 - 1.10. Appear at the workplace dressed in attire appropriate to their academic status.
 - 1.11. Safeguard the University's property and handle the equipment and inventory used in the educational process with due care.

Article 3. Code of Ethics Standards for Scientific Personnel

1. The duty of scientific personnel is to create a foundation through research and innovation to ensure that the educational process keeps pace with the evolving demands of society and advancements in scientific knowledge.
2. For this purpose, the scientific personnel must work closely with the University's academic personnel and students;
3. They must not engage in falsification of research results, plagiarism, unauthorized use of another researcher's findings, or violation of others' rights (including copyright) concerning intellectual property.
4. They must create conditions for conducting scientific research that do not hinder colleagues and students in their learning and research processes and do not harm their health.

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5. The scientific personnel is authorized to independently determine the content of scientific research, research methods, and means, as well as to participate in the implementation of the educational programs' teaching and research components.

Article 4. Code of Ethics Standards for Administrative and Support Personnel

1. The duty of administrative and support personnel is to create the necessary moral, financial-economic, and living conditions at the University for academic and scientific activities and professional development;
2. Members of the administrative and support personnel must respect the University and its traditions. They should treat colleagues, employees, and students fairly and with respect. They must develop and implement policies that eliminate any form of discrimination.
3. For this purpose, they must:
 - 3.1. Comply with the rules, procedures, and applicable legislation established by the University;
 - 3.2. Refrain from participating in any commercial activities of the University from which they or their family members derive personal benefit, as such situations constitute a conflict of interest that must be prevented from the outset.
4. They are not permitted to accept gifts, money, or any unlawful benefits from university employees, students, business partners of the University, or other interested parties.
5. They must use the University's property, working time, intellectual capabilities, and other resources effectively for the needs of the University;
6. They must not disclose confidential information obtained during professional activities, except when required by legitimate necessity

Article 5. Code of Ethics Standards for Students

1. A student is obligated to respect the University, its personnel, employees, and fellow students. Additionally, they are required to adhere to the obligations established by their agreement with the University, this Code, and the rules defined by the University's internal regulatory acts.
2. The following will be considered inappropriate and unethical behavior for a student:
 - 2.1. Insulting, defaming, or engaging in violence against other students, personnel, or other individuals employed at the University;
 - 2.2. Academic dishonesty, which includes:
 - 2.2.1. Copying from another student's work or using unauthorized materials that have not been previously approved by the lecturer;
 - 2.2.2. Taking an exam on behalf of another student;
 - 2.2.3. Obtaining confidential information about an exam;
 - 2.2.4. Presenting another person's work as one's own;
 - 2.2.5. Quoting another person's work or statement without proper citation—plagiarism;
 - 2.2.6. Attempting to influence grades through physical or psychological pressure, fraud, or other unacceptable means;
 - 2.2.7. Falsifying their university records or data.
 - 2.3. Using or distributing narcotic substances and alcohol;
 - 2.4. Carrying firearms, bladed weapons, explosives, or hazardous materials on University premises;

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- 2.5. Smoking tobacco on University premises.
- 2.6. Disrupting the educational process in any form or by any means, including making noise or using mobile phones in the library, as well as during exams or lectures in classrooms;
- 2.7. Damaging University property.
3. Identifying academic dishonesty in an exam, bachelor's, master's, or dissertation work will result in the respective work being graded negatively.

Article 6. Disciplinary Responsibility Procedure

1. In cases where personnel violate the requirements of the Code, the rules and procedures for imposing disciplinary responsibility outlined in the University's internal regulations will apply.
2. The right to request disciplinary action against a student belongs to any person employed by the University and to any student who has been harmed by the improper conduct of another student.
3. Decisions regarding the implementation of disciplinary action for unethical behavior by a student must be justified and based on duly obtained and thoroughly reviewed evidence.
4. To objectively and comprehensively evaluate a student's disciplinary offense and examine the circumstances of the case, a disciplinary commission consisting of no fewer than three members shall be established by the University Rector's order upon the recommendation of the relevant faculty dean.
5. Initiating disciplinary proceedings must not restrict the student's right to participate in the educational process, except in cases where it poses a threat to the rights and interests of others.
6. During disciplinary proceedings, the student has the right to:
 - 6.1. Receive notification regarding the initiation of disciplinary action against them;
 - 6.2. Attend the discussion of the disciplinary case and exercise their right to defense;
 - 6.3. Provide the commission with any information and evidence in their possession
 - 6.4. Participate in the examination of evidence obtained by the commission.
7. After examining the circumstances of the case, reviewing the available evidence, and considering the perspectives of the interested parties, the commission decides on the application of one of the sanctions outlined in Article 7 of this Code. The final decision on imposing the sanction is made by the Rector based on the commission's recommendation.

Article 7. Disciplinary Sanctions

1. Disciplinary sanctions include:
 - 1.1. Warning;
 - 1.2. Reprimand;
 - 1.3. Monetary fine (in cases of damage to University property);
 - 1.4. Termination of student status.
2. Only one measure of disciplinary responsibility may be applied for a single disciplinary offense. The commission is not limited in its choice of disciplinary sanctions.
3. The disciplinary measure applied to a student must be proportional and commensurate with the offense committed.
4. The measure of terminating student status is applied only if the student's disciplinary offense excludes any future relationship between the University and the student.