

Approved at the Academic Board Meeting -N11 of October 15, 2015, and the Board of Representatives Meeting - N5 of October 16, 2015. The Student Code of Conduct approved at the Academic Board Meeting- N69 of December 26, 2012, and the Representative Council Meeting-N12 of December 27, 2012, has been annulled by the boards mentioned above.

Amendments and additions were made by the decisions of the Board of Representatives Meeting N2 of May 30, 2016 and the Meeting N1 of April 27, 2023.



## **Student Code of Conduct**

### **Preamble**

Ilia State University (hereinafter: the University) is the community of students and professors - a multifunctional, educational and scientific institution, where the collaboration of students, professors, teachers and researchers creates a unified academic, professional education and research space.

The purpose of the Student Code of Conduct is to establish standards and procedures, necessary for maintaining a quality learning and research environment at Ilia State University. In the environment, which is based on the principle of freedom of thought and expression, it is necessary to follow high academic standards and protect the dignity and security of every individual. Student Code of Conduct is a guide for the Student's ethical behaviour in the University environment, ensuring the security of the University students, community and other individuals, also protecting the University property and shared resources, as well as developing the best environment for the creation and preservation of academic activities.

### **Article 1. Legal Grounds**

The legal grounds for this Code are: the Law of Georgia on Higher Education, the Statute of LEPL Ilia State University and other regulations.

## **Article 2. Rules for the Student Code of Conduct**

This Code sets general and academic rules of conduct.

## **Article 3. Scope of the Code of Conduct**

3.1 This Code of Conduct shall apply to all students and auditing students of Ilia State University and shall regulate the rules of conduct at Ilia State University during the entire learning period.

3.2 For the purpose of this Code the Student shall mean:

a) the person studying for the Georgian language training educational program of the university, teacher training educational and teacher training integrated bachelor-master educational programs, bachelor's degree, master's degree, residency, doctoral level, single-level higher education program; (Amendment 27.04.2023);

b) the person holding the status of a Listener or Free Listener;

c) the person, studying at one of the University centres (except the individuals outlined in Paragraphs A and B of this Article), after which they will be granted certificates.

d) the person who is trained at one of the

University faculties and/or centres.

3.3 This code is valid only on university property. It also applies outside of its purview if the violation occurs at an academic, entertaining, festive, or other event hosted by the university or students, and/or online on university-affiliated platforms. (Amendment 27.04.2023)

## **Article 4. Core Principles of Student Code of Conduct**

4.1 All University students have equal rights to exercise the rights granted by the Law of Georgia, the University Statute and other regulatory acts.

4.2 The Student shall share and comply with the rules and regulations, values and core principles, those set by the University Statute and this Code of Conduct.

4.3 The Student shall acknowledge the right of the University to discuss the issue of imposing disciplinary responsibility in case the code of conduct is violated and meanwhile take responsibility to execute the decision made in relation to the said issue.

4.4 The Student is an independent, free individual, with the ability to evaluate his/her behaviour and determine its consequences;

4.5 The disciplinary measures against the Student shall be taken if general and academic process-related rules and regulations of ethics are violated.

## **Article 5. Responsibilities of the Student**

5.1. The Student shall be prudent and cautious with another individual's dignity, human, health, personal property and/or non-property rights;

5.2. The Student shall not discriminate against or show intolerance toward another person based on race, skin colour, language, sex, gender, religion, political and other views, national, ethnic and social affiliation, origin, property and rank status, place of residence, or any other grounds; The student shall treat other individuals with respect, regardless of their gender identity or sexual orientation; (Amendment 27.04.2023)

5.3. The Student shall respect the name, symbol and business reputation of the University.

5.4. The Student shall abide by the rules outlined in this Code of Conduct and obey the decision of the Disciplinary Committee.

## **Article 6. General Rules of Conduct**

6.1 The following behaviours exhibited by the Student shall be deemed improper and unethical:

a) hampering academic process during the study (being late for lectures, using a cell phone, causing a disturbance in corridors, turning off electricity, etc.);

b) disrupting a lecture/seminar/public meeting/session or bringing a stranger to a training lecture without consent; (Amendment 30.05.2016.)

c) smoking in the areas which are designated as non-smoking;

d) possession, distribution and/or use of alcohol, unless otherwise agreed with the University Administration;

e) gambling (including those with no monetary or material gain) (Amendment 27.04.2-23);

f) violating the Equipment Use Procedure (making inscriptions on desks and on any other inventory; damaging and/or improper use of computers, laboratory equipment, furniture and training equipment, damaging plants, etc);

g) littering the University area, damaging buildings and distorting the building façade/image;

h) damaging and improper use of the University's movable property or the property which is in the temporary use of the University;

i) any display of profanity, obscenity, or drunkenness on the University premises;

- j) unscrupulous attitude towards the University's fame, prestige, symbol and business reputation. The dissemination of false and unverified information regarding the University employees and the University activities shall be considered a violation of the University's prestige and business reputation;
- l) possession/delivery, distribution and/or any use of drugs and/or psychotropic substances (unless it is prescribed by a doctor);
- l) any use, possession and/or distribution of firearms and cold weapons;
- m) possession and distribution of explosive and flammable substances or other means which may cause fire, or increase the risk of fire;
- n) sexual harassment, violence, threats, physical and/or any display of verbal abuse of other students, academic, administrative and ancillary representatives/staff members, and/or visiting third parties, and others; (Amendment 27.04.2023)
- o) any use of hate speech, discrimination, violence, incitement and/or slander displayed toward other students, academic, administrative and ancillary staff members and/or visiting third parties;
- p) any kind of intentional encroachment, damage, destruction of another student's property, any kind of restriction of property rights, acquisition of objects by swindling or extortion, any attempt to commit any of the mentioned acts by means of deceitful trickery or threat;
- q) secretly recording video/photo/audio tapes without the person's prior consent or warning unless otherwise agreed with the University Administration.
- r) disobeying a reasonable request made by anyone involved in the university's educational, administrative, or support activities. (Amendment: 30.05.2016)
- s) improper and unauthorized use of university property, whether movable or immovable, for any purpose. (Amendment 30.05.2016)
- t) irresponsible leadership/management of a university- or student-organized process or event (Amendment 30.05.2016)
- u) violation or neglect of the rules and other legal requirements. (Amendment 30.05.2016)

## **Article 7. Common Rules**

### **Regarding Academic Process**

7.1 The following behaviours displayed by the Student shall be deemed improper and unethical;

- a) Academic fraud - representing another individual's work as your own, using and copying prepared, auxiliary handouts and various materials, (including cell phone, tablet, computer and/or any electrical device, etc.);
- b) plagiarism (rewriting fully or partly the other author's work without crediting the original author or buying doctoral/ dissertation/ master's thesis);
- c) helping another student to commit academic fraud;
- d) falsification of the research work results and/or university data and information;
- e) presenting an individual assignment, completed by a group of individuals or presenting an individual's work as a group assignment;
- f) using any means of technical devices during examination for cheating/copying;
- g) taking exams for another person/student or impersonating another person to take an exam for him/her;
- h) obtaining and dissemination of confidential exam material for the improvement of academic performance or changing already submitted testing materials without prior consent or any other use of confidential information;
- i) putting pressure on a lecturer, examiner, or university staff member to receive the assessment/evaluation;
- j) fabricating the documents, those to be submitted to the University;
- k) hindering other students' learning process by hiding, stealing destructing necessary recourses; stealing, destructing and altering other students' works;
- l) fabricating the University documents.

**Article 8. Disciplinary Sanction Procedures:**

- a) verbal warning;
- b) reimbursement for the damage done;
- c) imposing useful labour for the university;
- d) written notice which shall be included in the personal files.
- e) severe reprimand which shall be included in the personal file;
- f) termination of the Student's status, expulsion from the University.

## **Article 9. Responsibilities for Violating General Rules of Conduct**

9.1 For violation prevention as outlined in the Subparagraphs A, E and I of the Paragraph 6.1 of this Code, the employee of the University Security Office is entitled to reprove or reprimand verbally, draw up a violation report, and explain what measures shall be taken against him/her in case the same violation is repeated.

9.2 If the Student repeatedly violates the requirements, the Disciplinary Committee may decide to issue a written warning by including it in the personal files. If the same violation is committed for the third time it will result in termination of the Student's status.

9.3 If the Student violates the requirements outlined in Subparagraph B of Paragraph 6.1 of this Code, the Disciplinary Committee shall decide on issuing a written notice or on termination of the Student's status.

9.4 Should the student commit any of the violations mentioned in the Subparagraphs G and D of Paragraph 6.1 " the

Security Office notifies the police, reproves or reprimands verbally and explains what measures shall be taken against him/her if the violation is committed repeatedly. If the said violation is committed again, the Student shall receive a written notice/warning, which shall be included in personal files. If the same is repeated three times this shall result in termination of the Student's status.

9.5 If the violation mentioned in Subparagraph F of Paragraph 6.1 of this Code is committed, the University Disciplinary Commission shall define and charge the Student with the reimbursement for the damage done and impose compulsory useful labour to be carried out for the University.

9.6 If the violation mentioned in Subparagraphs G and H of Paragraph 6.1 of this Code is committed, the University Disciplinary Commission shall define and charge the Student with the reimbursement for the damage done and impose compulsory useful labour to be carried out for the University.

9.7 Upon the violation mentioned in the Subparagraph J of Paragraph 6.1 the Disciplinary Committee shall issue a decision on filing a verbal reprimand or a written notice.

9.8 Should the actions mentioned in the Subparagraphs I and N of Paragraph 6.1 are carried out:

a) the University Administration shall advise the Police on the matter.

b) the University Disciplinary Committee shall terminate the Student's status.

9.9 If the actions mentioned in Subparagraphs O and P of Paragraph 6.1 of this Code are carried out, the Disciplinary Committee shall decide on the termination of the Student's status. If the same action is made repeatedly, the Disciplinary Committee shall issue a decision on termination of the Student's status and notify the police if certain signs of crime are found.

9.10 If the actions specified in subparagraphs Q and R of Article 6.1 of this Code are carried out, the disciplinary commission decides to issue a verbal or written warning. (Updated on May 30, 2016)

9.101 If the actions specified in Subparagraphs S and U of Article 5 of this Code are carried out, the Disciplinary Commission decides to issue a written warning, severe reprimand, or terminate the student's status. (Updated on May 30, 2016)

9.11 The violations of the same rules of conduct three times consecutively shall result in termination of the Student's status. (Amendment 30.05.2016)

## **Article 10. Responsibilities for Violating the Academic Process-related Rules**

If the violation mentioned in Article 7 is committed, the Disciplinary Committee shall make one of the decisions provided for in Article 8 of this Code, which then shall be submitted to the Faculty /School Council for academic approval, except for the misconducts specified in Ilia State University's academic integrity rules for students. Violations of the academic process governed by this rule will be handled following the "Rule of Academic Integrity of Ilia State University for Students." (Amendment 27.04.2023)

## **Article 11. Discretionary power of the Disciplinary Committee**

Sanctions against the violations envisaged by this Code shall be defined for each case individually by the Disciplinary Committee, depending on the severances of the violation, consequences, precedence, multiple violations, and other forms of violations. The Committee, under the relevant circumstances, is authorized to alleviate other sanctions different from those provided herein.

## **Article 12. Disciplinary Committee**

12.1 The Disciplinary Committee is set up to evaluate student conduct and decide which sanctions can be imposed against the violator of the Code of Conduct.

12.2 The Disciplinary Committee is set up under the order of the Rector;(Amendment: 27.04.2023)

12.3 Members of the Disciplinary Committee

12.3.1 The Disciplinary Committee shall comprise: (Amendment: 27.04.2023)

a) Head of Administration or Deputy to the University Rector

b) Heads of all Faculties/ Schools

c) Head of Legal Office

d) Head of Security Office

e) Based on the decision, issued by the Rector and the Head of Administration the invited individuals may also become members of the Disciplinary Committee.

12.3.2 The person who starts disciplinary action shall have no right to participate in the Committee Meeting as a member of the Committee.

12.4 The discussion of the violations shall be carried out at the Committee meetings. The meeting shall be legitimate if at least more than half of its members attend it.

12.5 The decision is made by a simple majority of those present at the meeting.

12.6 The Disciplinary Committee is coordinated by the Head of the Administration, and in case of his/her absence, by the Head of the Legal Office. (Amendment: 27.04.2023)

12.7 Proceedings related to norm violations will be carried out in compliance with the "Response Policy Document for Sexual Harassment Prevention at Ilia State University" and disciplinary measures will be applied as set by the "Response Policy Document". (Amendment 27.04.2023)

### Article 13. The Rules for Disciplinary Proceedings

#### 13.1.

a) Any person involved in academic, pedagogic, administrative and ancillary activities at the University, or a person confirming the fact of violation of the rules of conduct may start disciplinary action against the violator of the general and academic rules of conduct.

b) Any student may start disciplinary action on a violation of the general and academic rules of conduct and apply to the Disciplinary Committee with a document providing the identity of the violator, the time and place of the violation and the description of the incident.

13.2. The disciplinary proceedings against the violations outlined in this Code shall be carried out by the Disciplinary Committee only, and no other person/organ may impose disciplinary punishment against the Student, except for the rule outlined in this Code.

13.3. The minutes of the meeting regarding the Committee Meeting shall be drawn up. It shall also state the date, the names of attendees, the information on the Committee's legitimacy, the reason for postponement (if applicable) and the decision made. The minutes of the meeting shall be signed by all attendees of the meeting.

13.4. While executing the disciplinary proceedings the Student is entitled to:

a) receive a notice on the disciplinary proceedings which shall be sent via "Argus" or e-mail.

b) attend the case hearing and protect his/her rights;



- c) at the Disciplinary Committee Meeting the Student shall provide his/her explanation and all information and evidence available to him/her;
- d) take part in the examination of the evidence gathered by the University Disciplinary Committee. However, this right may be temporarily restricted to avoid biased and partial influence. However, it is strictly prohibited to limit viewing and acquiring the said material after the completion of the proceeding;
- e) appeal to the court against the original decision issued by the Disciplinary Committee of the University.

13.5. The University Disciplinary Committee is authorized to:

- a) require the Student to submit an oral or written description explanation of the violation;
- b) discuss the Students' misconduct, whether he/she attends the meeting as it is stipulated in the Subparagraph A of Paragraph 13.4;
- c) impose appropriate sanctions for the code violation as outlined in this Code;
- d) in case of repeated violation, the Disciplinary Committee shall impose aggregated responsibility toward the Student if he/she fails to execute the decision;
- e) in case of the Student's repeated violation of the Code, the Disciplinary Committee may discuss and decide on the status termination of the alleged student, and violation of norms three times in a row shall result in termination of the Student's status;
- f) During the case hearing regarding the Student's repeated violation of the rules of conduct, any violation of the norms of conduct committed at any level of study(any program) shall be considered.

13.6 If one of the parties involved in the disciplinary proceedings does not speak the language of the proceedings which is Georgian, a specialist - translator may be invited to the oral hearing session during the proceedings. (Amendment 27.04.2023)

#### **Article 14. Execution of Disciplinary Sanctions**

14.1. The decision in conjunction with this Code, shall be sent by the Disciplinary Committee to the Rector through the petition of the Head of Administration for execution of the said decision.

14.2. The University Rector shall take all necessary measures, required by the Resolution of the Disciplinary Committee.

#### **Article 15. Final Provisions**

15.1 The University is entitled to make modifications to this Code, provided that such changes do not restrict the freedoms and rights that students are currently guaranteed by the law or alter the parties' current legal relationship. (Amendment 27.04.2023)

15.2 No disciplinary punishment shall be imposed against the Student for the actions, which by that given moment were not punishable. It is strictly prohibited to empower the code with retroactive force if it aggravates the Student's conditions.

15.3 The University shall promptly announce the information on modifications made and make them available in visible places and put on the University website.

15.4 Should any provision (article, paragraph, and subparagraph) of this Code be declared invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.