



AVICENNA
Batumi Medical University

„Approved by”

*The General Meeting of Partners of
Avicenna – Batumi Medical University, LLC on
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The Student Code of Ethics of Avicenna – Batumi Medical University

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Article 1. Scope of Regulation

1.1. The Student Code of Ethics (hereinafter – “Code”) establishes the ethical values of students of the higher education institution - "Avicenna - Batumi Medical University", LLC (hereinafter - "Avicenna" or "University"), regulates the general rules of student conduct at the University as well as rules related to organization of the educational process, determines the cases of unethical – unacceptable behavior and defines the procedures for eliminating violations of ethical norms and responding to violations; It also determines the cases of student disciplinary responsibility, the procedures for raising, considering and resolving disciplinary issues and disciplinary sanctions, and to promote the protection of students' rights and their realization, it establishes internal mechanisms for the protection of student rights and the appeal of decisions made against students.

1.2. The purpose of the Code is to present the values of the University to its students, establish high ethical standards of conduct, and create and maintain a healthy educational environment.

1.3. The provisions of the Code derive from and correspond to the principles reflected in the legislation of Georgia and the legal acts of the University.

1.4. Adherence to the norms of Student Code of Ethics is mandatory for all University students. The norms of the Code, taking into account their content, can be extended to students with suspended status.

1.5. For this Code, all persons enrolled in the University's higher education program by Georgia's legislation and the University's legal acts are considered students.

1.6. A person who studies at the University's residency, post-diploma professional training, and continuous professional development program is subject to the rules established by this Code during the period of study at the mentioned programs.

1.7. Norms of the Code of Ethics, which limit students' conduct, are legitimate only if these restrictions are related to the smooth implementation of the educational process in accordance with the standard established by the program.

1.8. Failure to comply with the requirements of the Code leads to the responsibility defined by this Code and the legal acts of the University.

Article 2. Principles of Equality before the Norms of Code

2.1. The question of a student's disciplinary responsibility can arise only for the misconduct defined exhaustively by this Code.

2.2. All students of the University are entitled to equally enjoy the rights granted to them by the legislation of Georgia, the University Statute, and other regulatory acts of the University.

2.3. Discrimination or intolerant attitude towards another person due to any characteristics - race, complexion, color, language, sex, sexual orientation, gender identity, age, religion, belief, world view, political or other opinions, membership of a political union, disability, citizenship, national, cultural, ethnic or social background, origin, family, property and rank status, place of residence, state of health, lifestyle, place of birth, age or any other characteristics is prohibited.

Article 3. Student's Rights

3.1. The student's rights are:

- a) to receive quality education, in accordance with the educational program approved by the University;
- b) to participate in scientific research within the educational program;
- c) to use the University's material-technical, library, information and other resources under equal conditions, following the rules established by the University;
- d) based on universal, direct and equal elections, to elect a representative by secret ballot and be elected to the student self-government;
- e) to be a representative of the student self-government in the school council;
- f) to establish and/or join a student union by his interests;
- g) to freely express one's own opinion and to give a reasoned refusal to share the ideas that are offered during the course of the educational process;
- h) to enjoy the right of mobility and transfer to another higher education institution, from the second year of study, in accordance with the rules established by the legislation of Georgia;
- i) to receive a scholarship, financial or material assistance, or other benefits from the University, the state, or other sources, in accordance with the rules established by the relevant donor;
- j) to choose the components of the educational program in compliance with the conditions and prerequisites stipulated by the program;
- k) to participate in the development of an individual educational program;
- m) to periodically assess the performance of the academic staff;
- n) to perform other authorities granted to him by Georgia's legislation and the University's legal acts.

3.2. Limitation of the student's rights is allowed only in the cases stipulated by the Law of Georgia "On Higher Education", in case of entering the court's guilty verdict against the student into legal force.

Article 4. Student's Obligations

4.1. The student's obligations are:

- a) to learn all the subjects that he chose on his own as well as those that are mandatory by the higher educational program of the University.
- b) to follow the University's Statute, Regulation, Internal Regulation, and Student Code of Ethics.
- c) to fulfill the requirements of the student agreement signed between the University and him/her.

4.2. The student must be familiar with, share, and strictly adhere to the University Statute, Regulation, legal acts of the University regulating the educational process, and the provisions, values, and principles stipulated by this Code of Ethics.

4.3. The student must respect his/her and other people's life, health, and dignity, as well as their personal property and non-property rights; The student must care for the name, honor, and reputation of the University as well as the property of the University.

4.4. The student must respect other students' right to study and the inviolability of the educational process.

Article 5. Ethical Values of the University Students

5.1. The universal ethical values of University students are:

- a) **Conscientiousness** - implementation of one's educational process in accordance with the requirements of the educational program, using appropriate time, resources, attention, and care;
- b) **Informativeness** - possessing, understanding and objectively interpreting information related to the student's status, obligations and responsibilities as well as program requirements;
- c) **Professionalism** - fulfilling the requirements established by the relevant educational program;
- d) **Academic honesty** - the objectivity of the evaluation of learning outcomes and self-evaluation, the inadmissibility of violating the rules related to the organization of the

educational process, exerting pressure on the evaluator or other persons, or imposing any other influence to obtain a higher assessment;

e) **Recognition of the principle of pluralism of ideas** - the obligation to respect a reasoned refusal of others to share the given idea, as well as - the right of the teaching staff - to conduct a course within the framework of a theory with relevant scientific validity;

f) **Respect for the organization** - inadmissibility of making positive or negative comparisons of the University, its staff and students with the members of the University community or the members of other higher education institutions, and vice versa, as well as refraining from spreading false and unverified information that could harm the University, the employees or the students;

g) **Maintaining the professional scope of communication** - communication with the teaching staff and employees of the University in a format appropriate for the academic environment; Inadmissibility of communication on familiar terms or in a format that is inappropriate for the academic environment, outside the University campus, and/or via other means of communication (social networks, etc.) except for learning management system;

h) **Maintaining objectivity** - perceiving one's assessment objectively and excluding influence to obtain a higher assessment;

i) **Adherence to the universal rules of research honesty** - use of appropriate rules of authorship recognition, citation, relevant research methods, data processing and information presentation in one's research activities;

j) **Protection of the patient's rights and best interests** –firm adherence to the principles regarding the protection of patients' rights set out by legislation including their informed consent, security, and personal data by students in contact with the patient within the framework of the educational process;

K) **Neutrality** - abstaining from political propaganda, religious proselytism, and imposing individual philosophical beliefs upon others;

L) **Respect for universal human rights and freedom** – performance according to the values established in a democratic society and acknowledgment of the universal rights of an individual in one's activities;

M) **Inadmissibility of harassment** - unwanted conduct towards any student, employee, or third person, which aims at or causes humiliation of their dignity, creation of an intimidating, hostile, humiliating, degrading, or insulting environment;

N) **Respect for others' work** - inadmissibility of hindering employees in doing work, the inadmissibility of presenting the results of other student's work as one's own;

- O) The principle of taking care of the organization's reputation-** Obligation to share the mission, vision, and key values of the University, and to act following them, the inadmissibility of exerting reputational damage to the organization, to the person employed in it, or to its students by one's actions or expressed opinions;
- P) Respect and protection of confidential information** – inadmissibility of information disclosure or risk of information disclosure containing personal data, objects of intellectual property rights of other persons to unauthorized persons, intentionally or negligently;
- Q) Respect for a safe and healthy work environment** - recognition and observance of the common labor safety rules and hygiene in the workplace;
- R) Respect for the academic appearance and image** - conformity of a student's external appearance, dress, manner of communication, and other expressions to the standards adopted in the academic community;
- S) Caring for the environment** – raising awareness of environmental issues as much as possible in one's activities, optimal use of resources, and striving to reduce harmful effects on the environment.

Article 6. Student's Unacceptable Behavior

6.1. Violation of the prohibitions established by the Internal Regulations of the University and/or the action defined by this Code, which violates the ethical values of the student stipulated by this Code, is a violation of the student's obligations towards the University provided by the current legislation and, depending on its content, requires a response from the University.

6.2. Responding to the student's unacceptable conduct means raising the issue of disciplinary responsibility against the student, starting disciplinary proceedings, and implementing the procedures provided by this Code and Internal Regulations.

6.3. For this Code, a student's unacceptable conduct implies:

- a) hindering the course of the educational process;
- b) smoking tobacco and/or electronic cigarettes in the University building, or outside the specially designated area on the University premises;
- c) bringing and/or consuming alcoholic beverages on the University premises, except for events organized by the University;
- d) bringing, distributing, and/or using narcotic and/or psychotropic substances on the University premises without a permit issued properly;

- e) bringing firearms or cold weapons onto the University premises, using them, or handing them to others;
- f) bringing, using, distributing or handing explosive and flammable items and substances to others on the University premises;
- g) organizing gambling games on the University premises or participating in them;
- h) use of profanity and obscene language demonstratively;
- i) causing verbal abuse to another person;
- j) violence against another person or inflicting physical abuse on him;
- k) exerting pressure, threat, intimidation or other kind of moral influence on another person;
- l) discrimination of another person - direct or indirect harassment, race, complexion, language, ethnic and social affiliation, nationality, origin, property or status, place of residence, age, gender, sexual orientation, disability, religious, social, political or other union membership, marital status, political or other opinions, or on any other basis, which aims or causes the creation of an intimidating, hostile, humiliating, degrading or offensive environment, or the creation of conditions for a person that directly or indirectly worsens his/her situation with others in similar conditions compared to a person;
- m) sexual harassment of another person - verbal or non-verbal behavior of an unwanted sexual nature towards another person, which aims and/or causes damage to his dignity and creates an intimidating, hostile, humiliating, degrading, or insulting environment for him;
- n) use of hate speech;
- o) throwing litter on the University premises;
- p) causing damage to the University property;
- q) unauthorized use of property;
- r) trespassing, damaging, or destroying the property of another student or restricting it in any other way;
- s) acquiring, distributing, or changing confidential information and/or information containing personal data without permission;
- t) making and/or distributing video/photo/audio recordings without prior consent or permission, except for public events organized by the University;
- u) requesting and/or receiving and/or offering a gift and/or other types of benefit from another person in exchange for personal goals and/or giving him/her any benefit;
- v) misleading another person intentionally;

- w) dissemination of false or unverified information about the University, its students, or its employees;
- x) disobeying the legal request of an authorized person.

Article 7. Academic Misconduct

7.1. In the educational process - during the performance of the activity provided by any component of the educational program, the following list of the types of a student's behavior would be considered misconduct:

a) Academic fraud - which involves the performance of a task in violation of the requirements established by the relevant syllabus, including:

a.a.) copying from another student's work;

a.b.) use of supporting material in the exam, if this is not allowed by the relevant assessment format;

a.c.) use of auxiliary technical means in the exam, if this is not allowed by the relevant assessment format;

a.d) preparation of an individual task as a group or submission/presentation of a task prepared by one person as a group work;

a.e) falsification or intentional misinterpretation of research data and/or findings.

b) Plagiarism - which means using another person's work, in whole or in part, without indicating its author or source and/or presenting another person's written work or part of it as one's own;

c) affecting, changing, or damaging the work of another student;

d) helping another student to commit academic fraud;

e) illegally obtaining information from the University and/or teaching staff, including examination issues, or attempting to do so;

f) dealing with another person or attempting to do so to obtain information and/or influence assessments;

g) obtaining and distributing information about the exam materials or attempting to do so;

h) attempt to penetrate the learning management system to obtain information or influence it;

i) using someone else's identity in exams or attempting to do so;

j) hindering other students in the study and research process;

- k) admission of a foreigner to lectures/seminars without prior agreement;
- m) falsifying personal and other data protected by the University or attempting to do so;
- n) falsification of a document to be submitted to the University;
- n) putting pressure on the lecturer, examiner, the University employee to influence the assessment, personally or using other persons;
- p) violation of patient's rights and best interests - violation of patients' rights defined by legislation, including informed consent, acting by the patient's best interests, safety, personal data protection principles, and/or disobedience to instructions of the head of the clinical study course.

Article 8. Responding to Violations of the Code of Ethics

8.1. The initiator of the response to the violation of the Code of Ethics can be any structural unit of the University, teaching staff, or a person whose rights and legal interests were violated due to the inappropriate behavior of the University student.

8.2. The allegation on the violation of the student's Code of Ethics is submitted to the Rector and registered in the Human Resource Management Service and Chancellery (the identity of the applicant must be protected from disclosure);

8.3. The allegation of violation of the student's Code of Ethics will be sent to the Legal Service for assessment of compliance with the norms of this Code;

8.4. In the event of an assessment of the alleged violation of the norms of this Code and the event of signs of a violation of the Code of Ethics and/or the internal regulations of the University, Legal Service, in agreement with the Deputy Rector for Administrative and Financial Affairs, with a view to responding to the violation, reports to the Rector with an official card, to start disciplinary proceedings and to issue the Rector's order to create a disciplinary/ethics committee.

Article 9. Disciplinary (Ethics) Committee

9.1. The Disciplinary (Ethics) Committee is formed by the order of the Rector of the University, to investigate the issue of violation of the ethical values defined by this Code and to select a disciplinary sanction for the student.

9.2. The Disciplinary/Ethics Committee consists of at least 3 members who have the competence of multi-faceted assessment of the relevant issue. One member of the Committee should be represented by the Student Ombudsman, or if it is not possible to involve him in the discussion of a specific issue, another student is nominated by the Student Self-government.

9.3. The members of the Committee are obliged to exclude the conflict of interest both in relation to the student subject to disciplinary proceedings and the person against whom the violation was committed.

9.4. A conflict of interest is defined as a relative, social, or economic bond between the persons participating in the study of the issue, as well as any other circumstance that can affect the impartiality of the Committee member, positively or negatively.

Article 10. Disciplinary Proceedings

10.1. After the creation of the Disciplinary/ethics Committee, the student is sent a notification about the initiation of disciplinary proceedings against him, which describes the content of the alleged misconduct, concerning the specific unacceptable behavior defined by this Code, the rights of the student during the disciplinary proceedings and, in the case of the Committee's decision, the time for conducting an oral hearing.

10.2. During disciplinary proceedings, the student has the right to:

- a) to make a reasoned decision in written form on the initiation of disciplinary proceedings against him;
- b) to attend the discussion of the issue of disciplinary proceedings;
- c) to enjoy the right of defense;
- d) to provide the University with the information and evidence at his disposal;
- e) to participate in the investigation of evidence;
- f) to demand that the issue of disciplinary proceedings initiated against him be discussed at a public meeting.

10.3. If the resolution of the matter does not require an oral hearing or the student does not request that the matter be heard at a public hearing, the Disciplinary Committee studies the materials in the case and makes a decision based on those materials. In this case, the position and evidence presented by the student must be studied.

10.4. The student is entitled to request and receive a reasonable period to prepare his position, exercise the right of defense, and/or gather evidence. In this case, the Committee makes a decision about postponing the hearing of the case and determining the deadline for presenting the position/evidence, which is indicated in the minutes of the Committee and notified to the participants of the disciplinary proceedings.

10.5. In case, by the decision of the commission, or at the request of the student, an oral hearing is scheduled, all participants in the disciplinary proceedings must be summoned to the hearing.

- 10.6.** All members of the Committee are obliged to attend the oral hearing. The non-appearance of the student, victim, or other person, which is not due to an honorable reason known to the Committee in advance, does not prevent the holding of the session.
- 10.7.** The oral hearing is opened by the chairman of the Committee, who informs the present persons about the content of the case, the position presented by the student, the evidence in the case, and explains to the student about his rights and disciplinary acts.
- 10.8.** After the speech of the chairman of the Committee, if desired, the floor is given to the affected party or the initiator of the initiation of disciplinary proceedings (detector of the violation), who presents his position and supporting evidence to the commission. The burden of proof in disciplinary proceedings rests with the prosecution.
- 10.9.** The student has the right to agree to the fact of violation of the Code of Ethics. If the student admits to the misconduct, which is supported by relevant evidence, it is the basis for mitigation of the disciplinary penalty.
- 10.10.** The student has the right, personally or through a representative, to respond to the arguments of the other party, to refute the evidence presented by him, to present his evidence, and to answer the questions of the Committee members.
- 10.11.** After the speeches of the parties, the Committee begins to evaluate the evidence. All disputed issues or evidence must be weighed in favor of the student.
- 10.12.** The Committee has the right to obtain and request additional information, as well as with the consent of the party affected by the violation of ethical norms, to listen to the explanations of other persons (witnesses) if the information in the case is not exhaustive.
- 10.13.** After the completion of the investigation of the evidence and the voting of the members of the Committee, the chairman of the Committee announces the decision of the Disciplinary Committee.
- 10.14.** The decision on the disciplinary case initiated against the student (imposing a disciplinary fine or terminating the disciplinary proceedings) must be made no later than 1 (one) month after receiving information about the misconduct. If a period longer than that stipulated by the legislation is necessary to determine the circumstances of the case, the term of disciplinary proceedings can be extended to no more than 3 months from the start of the proceedings.

Article 11. The Decision of the Disciplinary/Ethics Committee

- 11.1.** The Disciplinary/Ethics Committee makes one of the following decisions
- a) about the failure to detect the violation;

- b) on detection of a minor violation, without imposing a disciplinary penalty on the student;
- c) on detection of violation and imposition of disciplinary penalty on the student.

11.2. The decision provided in subsection "a" of the first paragraph of this article is made if the evidence in the case does not provide conclusive evidence of the student's breach of the Code of Ethics or the norms of the Internal Regulations.

11.3. The decision provided in subsection "b" of the first paragraph of this article is made in the case when the evidence in the case proves that the student has violated the norms of the Code of Ethics or the Internal Regulations, although the content of the violation or the resulting damage is insignificant, the student acknowledges the fact of the violation and expresses his readiness not to repeat it.

11.4. The decision provided in subsection "c" of the first paragraph of this article is made in the case when the evidence in the case proves the student's violation of the norms of the code of ethics, and the content of the violation and the resulting damage justify the imposition of a disciplinary penalty on the student.

11.5. The decision of the Disciplinary/Ethics Committee on the misconduct by the Code of Ethics and/or the Internal Regulations of the University and the imposition of a disciplinary offense must be taken unanimously.

11.6. The decision of the Disciplinary Committee is submitted to the Rector of the University, who issues the corresponding legal act.

11.7. The student has the right to appeal the decision made by the University to the court.

Article 12. Explanations and Recommendations of the Ethics Committee

12.1. The Ethics Committee, along with the assessment of the issue, is authorized to develop an explanation of ethical obligation defined by this Code, which thoroughly defines the scope of ethical and unethical conduct concerning specific ethical values, as well as recommendations on examples of conduct based on the ethical values established by this Code;

12.2. Explanations and recommendations of the Ethics Committee, in a generalized form (without identifying data of the violator, participant, or affected persons) can be communicated to other members of the University community. The decision on publicizing explanations and recommendations of the Ethics Commission is made by the Rector of the University.

Article 13. Involvement of other Bodies in the Investigation of Misconduct

13.1. If the evidence in the case raises suspicions that the student's actions contain signs of an administrative offense or a criminal offense, the chairman of the Disciplinary/ethics Committee will refer the University Rector to initiate an investigation of the matter by the legislation.

Article 14. Disciplinary Penalty

14.1. The following sanctions can be applied if a student's misconduct has occurred:

- a) reprimand (validity period - 1 month from the date of the fine).
- b) warning (validity period - 3 months from the date of the fine).
- c) termination of student status.

14.2. A written reprimand/warning will be issued for a violation of the Code of Ethics, taking into account the seriousness and the harm caused.

14.3. Disciplinary Penalty - reprimand will be applied for minor disciplinary misconduct and without disciplinary proceedings, if the student admits the misconduct by the submitted letter/explanation (before the commission).

14.4. It is inadmissible to impose two or more disciplinary measures for one disciplinary offense.

14.5. If a new measure of disciplinary responsibility is not applied to the student within the validity period of the disciplinary responsibility, he/she will be considered not to have disciplinary responsibility.

14.6. A disciplinary offense will be considered a repeat offense when the student commits the same type of offense or a different type of offense again after receiving a disciplinary penalty. If the student repeatedly commits a disciplinary violation so that the penalty for the previous violation is not dispelled (the validity period is not expired), his penalty must be determined by a more severe penalty, and in the case of a lighter offense, the same or a lighter measure of responsibility is used.

14.7. Termination of student status, as an extreme measure of disciplinary responsibility, is used in cases of particularly serious violations, or the recurrence of violations, and involves the termination of student status for a person, after which the student is no longer eligible to complete the remaining component of the program and must transfer to another higher education institution.

Article 15. Additional Instruments for Responding to Disciplinary Misconduct

15.1. In parallel with the disciplinary sanctions stipulated in Article 14 of this Code, the University is authorized to use the following additional instruments for responding to misconduct:

- a) **Limitation of the right to benefit from the advantages/allowance determined by the University** (scholarship, right to participate in the exchange program, etc.) (if any) - for a period of 6 months to 1 year;
- b) **Cancellation of assessment of the component of the study course/overall evaluation** - used in case of unacceptable conduct during the study process, according to the content of the violation, cancellation of the assessment in the component of a study course in which the violation occurred, or recording a negative assessment in the entire study course;
- c) **Damage Compensation**- can be used as an additional measure for misconduct that has caused material damage to the University or other persons. Damages are compensated by the rules established by the Civil Code of Georgia.

Article 16. Final Provisions

16.1. By the University Statute, the first edition of the Student Code of Ethics has been adopted and approved by the University Partners' meeting and is effective upon approval.

16.2. The approval of the modified edition of the Code, changes, and additions to it are provided by the Rector of the University.