

Chapter XIX
Georgian University of Social Sciences
Code of Ethics
(The current Code is part of the University Handbook)

The Editing of the Ethics Code was finished by GUSS students and professors on November 25, 2005.

The Code reflects the rules for public behavior inside and outside the university, worked out by the university professors and students.

Preamble

A university in a free community seeking real-world justice and knowledge based on healthy debate, discussion and open relations. So as to attain these aims, it is absolutely necessary to comply with the university regulations.

All the members of the university should comply with ethical norms, respect the dignity of others and refrain from acts that are harmful to others: violence, theft, profanity, and fanaticism. All the university members are obliged to observe the Civil and the Criminal Codes of Georgia, the state laws, the Code of Ethics and the University Charter. The university members must respect the intellectual property of each other and acknowledge the right of each student to get education in a setting free from discrimination, crime and violence.

This document describes forbidden acts, the measures applied, the ways of responding to the acts and the special rules on the part of the university. The student is obliged to get acquainted with the Code of Ethics.

The Person Responsible for the Student Discipline

The University Administration – Dean of the School and the Head of the Students Affairs Department - is ultimately responsible for student discipline. At the same time, disciplinary responsibility is delegated to professors and the student self-government bodies and organizations. In case of violations of the Code of Ethics, the Charter of the University, or the laws - the student is held responsible before by university and state authorities.

The Basis for Disciplinary Action of the University

The basis for launching action on the part of the University regarding the observation of disciplinary norms by the students:

1. Defend the personal, educational and social development rights of the students who do not violate the discipline.
2. Provide the proper functioning of the University

The Disciplinary Conduct Code

The Disciplinary Conduct Code of the University, as part of the Code of Ethics, is attached to the student book and the University Student Charter so that students could have an opportunity to get acquainted with and study the document that they will have to use throughout their studies at the university. The code is not written with the observation of specific details and it is not aimed at the exhaustive enumeration or elucidation of unacceptable norms.

Expertise of Power by the University

Aim

The university takes on the responsibility to guarantee the safety and well-being of the students. Proceeding from this, the university and the Administration are responsible for taking measures to prevent acts that endanger the safety of the people

The Requirements of the University

The student wishing to study at GUSS, has to meet the following requirements

- Comply with the university mode of life
- Keep up with the academic standards of the university
- Observe the norms of the Code of Ethics

Disciplinary Issues

The violation of the University Charter will bring about disciplinary action against the students

Violation of Legislation and the Disciplinary Rules

In case of a violation of legislation and rules in force, the university professors and employees have the right to call the student who has committed the act to the attention of the University Administration. The University Administration has the authority to impose various sanctions (including the dismissal of the student from the university) against the violators of the regulations and if necessary raise the issue of legal responsibility of such a student outside the university in the corresponding state agencies.

Temporary exclusion of the student from classes

The University Administration or the representative of the Administration have the right to expel a student from the academic process based on a disciplinary or court decision.

Conduct in the Classroom

Professors are held responsible for student conduct in the classroom. If a student misbehaves or breaks the law and hampers the academic process by this act, the professor has the right to require that the student leave the classroom. Deans of School as well as other Rector Representatives are authorized to exclude the student from classes for a longer period of time

Academic Dignity and Integrity

When entering the university the student is not only required to meet the immediate academic standards of the institution but also to observe the principles of Academic Dignity and Integrity

The definition of the term - Academic Dignity and Integrity, as well as the basic positions that the GUSS Academic Dignity and Integrity policy is based on – are given below.
What does the term Academic Dignity and Integrity refer to and why is it significant?

A student enters the university to get education and enhance his/her professionalism. The academic task or work that is given to the student serves this specific purpose. The evaluation of the work reflects how perfectly the goal has been attained. Hence, the work of the student, the grades, and the evaluation should be the result of his/her efforts and work that have the final objective to raise the level of knowledge and professionalism.

Consequently, accomplishing the task in any other way than work and study is believed to be unacceptable.

Academic Dignity and Integrity implies the understating and consideration of the above-given positions as they present the only way to get education at the university.

Education is based on trust and respect for one another that form at the beginning of studies between the student and the professor. Correspondingly, the violation of the norms of the Academic Dignity and Integrity, such as plagiarism and the use of crib notes (spargalka) - are not mere illegal acts but the negation of the whole educational process.

What is plagiarism?

The university vision of written work is based on the following concepts:

All types of written assignment should be a way of expressing the opinion of the student with his/her own words. This means that the written assignment, whether it was written in class or outside the class, should be written with the student's words and express his/her point view. If the student wishes to cite the ideas and thought of other people he/she should mark it in a special way. Citing other people might even be very useful in certain cases if this is done honestly and in a proper way by inserting quotes and giving the references. In all other cases it is perceived as the violation of the academic conduct – plagiarism.

Plagiarism is the stealing of the works and ideas of other people. No matter what the form of the work plagiarized from is: a printed book, archive material, a manuscript or an internet website. Plagiarism is forbidden and strictly addressed. The student who has plagiarized gets the “F” evaluation even if the amount of the material used without the indication of the author is very small. It is also a case of Plagiarism when a student expresses the ideas of other people; i. e. paraphrases the idea of the author.

The GUSS students will have an opportunity to have a course in “Academic Writing” that will teach them alongside with other issues how to avoid plagiarism, that is, how to state the ideas that do not belong to them.

Breaking the rules of the academic community and the norms of academic honesty are assessed as a dishonest and undignified academic conduct.

Dishonest and undignified academic conduct includes the behavior patterns listed below. Though it implies a lot more and cannot be restricted to the given patterns.

Plagiarism and the use of not allowed materials.

If the use of books, calculators, computers, etc. are not allowed by the course professor, the student must write the exam based only on his/her ability and knowledge. This means that during the test he cannot help others, nor accept any kind of help.

It is considered a serious violation if a student uses crib notes, etc. during the exam. Students caught doing this will leave the exam at once and receive the “F” evaluation, even if the student has already virtually finished work before using the crib notes

The use of books and other materials on an exam is not punished only in case if it is open-book – there is a special permission form from the professor and the student does it in an open way – not concealing anything.

The violation of academic integrity while doing group work – as a special type of homework

At times a professor might require the students to do a group work: a project or a paper. Collective work does not mean that the norms of academic dignity can be ignored. That means that in this event, a part of the group does not have the right to steal, plagiarize the work accomplished by other members of the group. Since it is necessary for the professional growth of the student that the homework given by the professor be the result of his/her own work, study, calculations, analysis, etc.

Information on the examination questions in advance.

If the student got to know the questions that are expected to be on the exam without an intention to do so, he has to report this to the Dean of the School and course professor straight away.

Plagiarism

So as to avoid all the undignified forms of plagiarism- the plagiarism the work of other people from a book or the internet – we should use special marks-brackets, note which author or material you are planning to use in, mention the date and place of publication and the page that we take the citation from

The University refers to punishment in case of:

The violation of the rules of the code of academic honesty and integrity

The violation of the rules of the university regulations (stipulated in the University Charter)

Impeding the academic process during the lectures and seminars – like making noise, talking, etc.

Using mobile phones in class

Disobedience to the lecturer

Disobedience to the university security service

Verbal abuse

False Accusation

Entering the university without permission

Smoking in places where it is not allowed (classrooms, corridors, etc.)

Endangering people at the university or the university itself purposefully or unknowingly

Deliberate misinformation (on fire, explosion, false threats or other similar events)

Failing to follow the directives and tasks issued by the university departments

The following conduct, if committed by a student, will lead to the exclusion from the university

Falsification, amending or entering information in the university documentation and notes without permission

Violence, attacks or use of power, intimidation of individuals

Carrying weapons, dangerous substances, explosives
Sexual violence
Breaking or damaging the university property: furniture, technical appliances, and the like.
Graffiti, spoiling walls
Addiction to and distribution of drugs and alcoholic drinks
Theft and racketeering at the university
Breaking state laws

Chapter XX. Sanctions; the Disciplinary Commission and the Court

Sanctions

Sanctions are used against the violation of the university academic conduct rules and the current Code. Sanctions are applied in a graduated manner

Warning

Monetary fine

Temporary exclusion from the academic process

Expulsion

The expelled students have the right to have the issues considered in the university court.

There is a disciplinary commission and a court at the university. Members of the Court are elected upon the agreement of the students and the Rector for a period of 4 years. The Disciplinary Commission and the University Court consider especially serious kinds of crime. The decision of the Commission and the Court are final and not subject to reconsideration.