

Approved pursuant to the resolution #23/1

of the representative board of TSMU

Dated by March 1, 2013

Code of Ethics

LEPL – Tbilisi State Medical University

Article 1. General Provisions

1.1. Code of ethics of LEPL – Tbilisi State Medical University (hereinafter referred to as - University) is developed within the frameworks of authority granted to the university.

1.2 Code of ethics establishes ethical standards of university, determines rules of conduct of the personnel and student of university in accordance to the requirements of active legislation and regulatory administrative acts of the activity of university.

1.3 Code relates to the personnel, administrative officials and auxiliary personnel of TSMU and to the students of TSMU. University's personnel comprises of academic staff, teacher, also any other persons invited for the participation in academic or/and scientific and research process. Administrative/auxiliary personnel means administrative/auxiliary personnel determined in accordance to the charter of TSMU. Requirements established pursuant to the code of ethics relates to students of all academic degree (among them to master's degree student and doctoral candidate). Also to residents, persons with a status of learner (listener) and free learner (listener); persons, who study or undergo training at any departments or centers of university.

Article 2. Application of Code of Ethics

2.1 Code of ethics is applied together with the administrative acts approved by the university.

2.2 Standards established in accordance to the code of ethics may be based on the decisions (disciplinary, administrative or contractual relation) of administrative bodies of university, only if it is directly established pursuant to the appropriate administrative acts and labor agreement of university.

Article 3. Principles of Code of Ethics

3.1 Personnel, administrative officials, auxiliary personnel and students of TSMU apply the principles generally acknowledged at the university, as:

3.1.1. Legitimacy;

3.1.2. Justice;

3.1.3. Professionalism;

3.1.4. Independence.

Article 4. Obligation of the Personnel of University

4.1 Obligations determined pursuant to this article relate to the personnel of university within the frameworks of their competence determined under legislation and agreement.

4.2. Personnel of TSMU:

4.2.1. Principal duty of the personnel of TSMU is to provide skilled knowledge through modern means of teaching and research. Personnel should acknowledge that human features and civil values are to be role models for students;

4.2.2. Activity of TSMU's personnel and relation with students is to be based on academic and ethical standards;

4.2.3. Personnel of TSMU should provide all conditions for the existence of perfect academic environment develop effective methods for qualitative teaching and fair criteria of estimation;

4.2.4. Personnel of TSMU should manage education process in accordance to the curriculum approved by university, provide academic guidance to student, maintain its academic freedom, facilitate in free sharing of opinions and respect it;

4.2.5. During the estimation of student the personnel of TSMU should act in accordance to the principles of fairness and impartiality. Its estimation should be free from subjective opinion, alike: faith, racial and political belongings and others. This estimation is to be based only on academic performance of student;

4.2.6. Personnel of TSMU should not execute such action that would face student in privileged or limited condition than others;

4.2.7. Personnel of university are not entitled to take a gift related to their duties, also is not allowed to take money as a gift;

4.2.8. Personnel of TSMU together with the administration of university should provide transparency, fairness and consistency of the process of student's acceptance at the university and movement from other higher educational establishment;

4.2.9. Personnel of TSMU should not disclose confidential information about student made known to them (among them: about personal life, political or religious opinions) except some cases determined pursuant to the legislation.

4.3. Personnel of TSMU are not allowed:

4.3.1. To apply student's abilities for the purpose of having personal benefits;

4.3.2. To discriminate student under the basis of gender, racial, religious and ethnic belongings, marital status, age and others;

4.3.3. To have such relations with student that may hamper objective and fair estimation of student, or face conflict situation with student;

4.3.4. To do such action at the university or outside it that may encroach or exposure university's prestige to danger;

4.3.5. To do such action that may be inappropriate for the position. Inappropriate action for the position is considered: any action that may directly or indirectly influence on the quality of academic, research and medical processes, labor discipline and action that does not correspond to the requirements determined in accordance to the charter and house rules of university;

4.3.6. To bear influence on the results of student's exam, among them – biased estimation, concealment of the facts of plagiarism, falsification and other similar violations, being absent or late at the lectures, concealment of the case of patronage, provision of incorrect information, among them incorrect personal information to the faculty, essential changes made in the contents of syllabus, encroachment of the prestige of Georgia or university, violation of moral norms acknowledge in the society;

4.3.6.¹ To require presentation of his/her person by academic staff at the time of presentation through the means of media by indicating academic position held at Tbilisi State Medical University. (23.12.14 #23/10)

4.4. Personnel of university have to maximally use its time and power for the purpose of raising professionalism and be honest in its business.

4.5 Personnel of university are obliged:

4.5.1 To maintain academic freedom of colleagues and students;

4.5.2 To respectfully and fairly treat with colleagues;

4.5.3 To abstain from false and groundless estimation;

4.5.4 To be correct in its criticism;

4.5.5 Not to neglect any facts of menace, abuse and humiliation expressed verbally or via act on the territory of university;

4.5.6 Not to present false or incorrect opinion of colleague for the purpose of reinforcement of personal position;

4.5.7 To actively assist colleagues in the process of professional development;

4.5.8 Use original conclusions of colleagues or other scientists only under appropriate quotation – both verbally and in writing;

4.5.9 Not to allow rude comment with regard to the teaching/research methods of colleague;

4.5.10 Not to abuse or anonymously accuse colleagues;

4.5.11 To actively participate in university life in accordance to the approved rule, among them – in the development and activity of governing bodies of university provided that it will not hamper their major obligations;

4.5.12 To rationally and appropriately use university's building, equipment and material assets. To use working time indemnified by university, use its human resources and intellectual property only for work purposes, except some cases, when they have its permission;

4.5.12¹ Member of governing body and person attending the meeting of governing body is to be classically dressed (classical jacket, suit, tie, shirt, skirt, trousers and others.) and cell phone is to be switched off during the meetings. It is not allowed to leave the hall or talk during the meeting, except some special cases. (23.12.14 # 23/10)

4.5.13 To obey requirements of active legislation, university's charter, administrative acts and code of ethics.

Article 5. Administrative and Auxiliary Personnel

5.1. Obligation of administrative and auxiliary personnel is to create essential moral, as well as financial-economic and domestic environment in the university for the purpose of academic research activity and professional development.

5.2 Administrative and auxiliary personnel are obliged to respect university's traditions, kindly and fairly treat with university's employees and students. Administrative personnel should develop a policy that will eliminate discrimination of employees and students according to their gender and age, racial, ethnic, political or religious belonging.

5.3 Activity of administrative and auxiliary personnel should be based on ethical standards, honesty and professionalism; it should facilitate in strengthening university's name and authority in the society.

5.4 Administrative and auxiliary personnel should follow the rules approved by the university and actual legislation.

5.5 Administrative and auxiliary personnel are obliged not to disclose confidential information found during their professional activity, except some cases determined by law.

5.6 Administrative and auxiliary personnel should effectively use university's property, working time, intellectual abilities and others for the needs of university.

5.7 Violation of requirements established in accordance to the code of ethics is considered incompliance with position that is regulated pursuant to the charter of university and appropriate administrative acts.

Article 6. Obligations of University's Student

6.1 Student is obliged:

6.1.1 To meet requirements of active legislation, charter, house rules, administrative acts and code of ethics of TSMU;

6.1.2 Student should respect personnel of university and other students, completely maintain generally acknowledged moral norms during having relation with them;

6.1.3 Student should not behave so that it may expose university to danger or damage its prestige.

6.2 Improper and unethical behavior of student will be considered:

6.2.1 Hindering educational process (noise, using cell phone and others);

6.2.2 Smoking a tobacco in university's building;

6.2.3 Delivery, distribution or/and usage of alcoholic beverages in the university;

6.2.4 Gambling games at the university;

6.2.5 Intended damage of inventory;

6.2.6 Delivery, distribution or/and usage of illegal drugs or/and psychotropic substances;

6.2.7 Delivery and/or usage of fire arms or/and side arms;

6.2.87 Violence, physical or/and verbal insulting to other students, representatives of academic, administrative and auxiliary personnel.

6.3 At the time of entrance on the territory of university, all students of university are obliged to have certificate stating the status of student or identification card that will be presented to the administrative personnel, or security police officer immediately after demand. (05.12.14 #23/9)

6.4 Student has no right to perform such act that is considered as academic falseness that means:

6.4.1 Rewriting other person's work, or using any other auxiliary materials (among them books and abstracts, holding conversation and other).

6.4.2 Passing exam instead of other student;

6.4.3 Finding confidential information or material related to the exam, or using appropriate material found by other person without referring its source.

6.4.4 Revealing the work of other persons as a personal work;

6.4.5 Falsification of university data (among them obtained estimations);

6.4.6 Assisting other students in academic falseness;

6.4.7 Falsification of actual information or any other data at the time of conducting research works;

6.4.8 Using confidential information in personal work.

6.5 The issue of disciplinary responsibility of student is decided by the board of faculty in accordance to the charter, house rules and code of ethics of TSMU and law of Georgia “about higher education”. Student is entitled to attend discussion of personal case and apply other rights envisaged by law.

Article 7. Ethics Committee

7.1. For the purpose of ensuring fulfillment of requirements approved under the code of ethics, at the university will be established ethics committee.

7.2 Committee is composed of permanent and variable members (according to the specifics of issue).

7.3 In each specific case and excluding conflict of interests under the order of rector is established staff of committee.

7.4 Permanent members of the staff of committee are:

7.4.1 Vice-Rector – Chairman of Committee;

7.4.2 Representative of Quality Management Department;

7.4.3 Head of Rector’s Office – Secretary of Committee;

7.4.4 Representative of Legal Department;

7.5 Having taken into account the specifics of business, changeable members of the staff of committee are:

- 7.5.1 Representatives of faculty, course or/and department, post-diploma/research institutes;
- 7.5.2 Representative of personnel department;
- 7.5.3 Representative of student self-governance;
- 7.5.4 Invited expert.
- 7.6 Committee is gathered within 2 weeks term after submission of information (application, complaint) about the fact of violation requirements of the code of ethics.
- 7.7 The issue may be launched by interested person or/and student, who is aware about the fact of violation.
- 7.8 Meeting is authorized if it is attended by more than half of members. Decision will be made under the majority of votes. If the votes are equally divided, in this event the vote of the chairman of committee is decisive.
- 7.9 At the meeting of committee is drafted a protocol. All members of committee sign the protocol of meeting.
- 7.10 In the event of having different viewpoints among the members of committee, different viewpoint of the members of committee will be attached to the decision of committee in writing.
- 7.11 Person subject to the consideration of issue should be enabled by committee to present personal explanation.
- 7.12 Committee makes decision only in the event of having appropriate argumentation.
- 7.13 In the event of employee the committee informs decision to the rector of university, but in the event of student to the board of appropriate faculty.
- 7.14 Decision of committee is sort of recommendation.

Article 8. Liability Measures

8.1 Measures of disciplinary responsibility for the violation of ethical standards by the personnel of university and students are considered in accordance to the house rules of TSMU.

8.2 Measure of disciplinary responsibility to the employee of university is determined under the order of rector.

8.3 Interested person/persons are to be informed in writing with regard to the made decision within 3 days term.