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**Ethics Code of students of  
LLC “BAU International University, Batumi”**

**Batumi,  
2016 year**

### **Article 1. Introduction**

1. Ethics Code of students (hereinafter-“code of ethics”) regulates rules of student’s behavior, which students keep during the educational process in the university, also while participation in the different events organized by the educational university.
2. Aim of the Code of Ethics is to establish unified rules of student’s behavior.
3. Code of Ethics helps students to govern own behavior, discipline, mutual respect, to establish safe and friendly educational environment.
4. Code of Ethics is spread on each enrolled student in LLC “BAU International University, Batumi” (hereinafter “educational university”).
5. Student shares all value that is foreseen by the Code of Ethics and protects order established by this code.

### **Article 2. Obligations of students**

1. All of student is obliged to obey internal regulating documents of educational university and Code of Ethics.
2. Student is obliged to attend systematically all lectures and practical studies.
3. Student is obliged to control own speech, behavior, manners not only on the territory of educational university, but during any events organized by educational university.
4. Student is obliged to protect, not to lose and return all that things, which was given to him/her by educational university for temporary usage.
5. In case of loss or damage of the thing, he/she is obliged to compensate loss.
6. Student is obliged to return back to the university books taken out, in the terms established by the rules of the library.
7. Student is obliged to be polite and careful towards others. Behavior or oral speech which humiliates others dignity, breaks emotional and physical state of the person is considered as disciplinary offense.
8. Student is obliged to keep building of educational university, in case of damage of its equipments and machines to restore himself/herself or with the help of others.

### **Article 3. Personal examination of the student**

1. Personal examination-action, aim of which is to discover weapon of disciplinary offense, subject which has trace of disciplinary offense, documents which are necessary for finding out disciplinary offense, by the order of the rector of educational university by the authorized person.
2. It is not allowed to make private examination collectively.
3. It is forbidden to make private examination except that cases, when evidence points to concrete person and there is proved doubt.
4. Private examination of the student has representative of the same sex.
5. Student has right to appeal in court any decision received connected with private examination.

### **Article 4. Rule of student’s dressing and appearance**

1. Student should be dressed up according to its own consideration, it is forbidden to dress up in provoking and vulgar way.
2. It is forbidden to wear such clothes where is written humiliating expression in Georgian or foreign languages, or where is painted vulgar photo or caricature.

### **Article 5. Peculiarities of formation of student’s disciplinary case**

1. Rules established by the given code are used during disciplinary process of students.
2. As disciplinary offense of students are considered the following:
  - a) Attempt of interrupt of lecture or its complete discontinuation, recording/spreading of secret video/photo/audio records of lectures or practical works without previous agreement or warning,

besides cases when it is in advance agreed with the administration of educational university. The given prohibition is also spread in the relation of academic, invited specialist and personnel of administration.

- b) Any kind of oral humiliation, discrimination, calling for violence, slander towards academic, invited specialists, administration personnel, assistants, outsider or student;
- c) Damage of property, building, inventory of educational university intentionally (make inscriptions on the desk or other inventory, damage of computers, laboratory equipment, furniture or other inventory) any not allowed or lawless usage of the property or area of educational university, also damage of the property of student, its limitation or taking some things with force or attempt of this action done with threat and deceive;
- c<sup>1</sup>) Usage of movable property illegally and without permission for any purpose.
- d) Appearance in educational university with following things: means of alcohol means of gambling, photos and things reflecting insolence;
- e) Pollution of the territory of educational university;
- f) Appearance in educational university with following things: all kinds of weapon or sharp things that can be used as the weapon; drugs, exploding and poisoning substances, usage of psychotropic things without permission of doctor;
- g) Physical insulting of academic, invited specialists personnel of administration or towards any outsider or classmate;
- h) By means of social webs or by other means of spreading mass information, humiliation of prestige or business reputation of educational university, as the humiliation is also considered the fact of spreading false and not checked information;
- i) Insubordination towards legitimate requests of academic/pedagogical/administrative or assistant personnel of educational university.

3. Towards disciplinary offense, following disciplinary punishments will be used:

- a) Remark;
- b) Reproach;
- c) Completion of labor works in educational university with administrative and assistant personnel, in the free time from lectures/practical works, from 15 days to 30 days, not less than two hours of employment in a day;
- d) Compensation of loss factually or financially;
- d<sup>1</sup>) Dismissal from block or/and final exams;
- e) Termination of the student's status.

4. Disciplinary Committee makes a decision on each case of hearing, which punishment should be used for students.

### **Article 6. Disciplinary proceedings of students**

1. Base of starting disciplinary proceedings towards students can be:

- a) Based on the written address of student, student's parents, legislative representative, or any person employed in educational university, lecturer, and invited teacher;
- b) Discovery of the fact of disciplinary misconduct or doubt that there is disciplinary misconduct.

2. The process of usage of disciplinary proceedings towards student should be immediately informed to student, if student is under age, parent should be immediately informed about this fact. Student has right while decision of this issue to be presented with parent/legislative representative or advocate.

3. Disciplinary proceedings can be stopped till the expiry of term, if student will not make any new misconduct, has significant behavior and has some achievements. Decision about termination disciplinary proceedings will be received by the rector. Decision is formed with the order of rector and will be enclosed in the private case of students.

4. Term of acting of the disciplinary proceeding of the student is 2 (two) months in case of disciplinary misconduct of the "d" and "e" subparagraphs of the second point of the article 5. If

student in terms of 2 (two) months will not be given new disciplinary proceedings, he/she will be considered as not having disciplinary responsibility, term of acting of the disciplinary proceeding of the student is 3 (three) months, in case of disciplinary misconduct of “a”, “c” and “c<sup>1</sup>” subparagraphs of the second point of the article 5. If student in terms of 3 (three) months will not be given new disciplinary proceedings, he/she will be considered as not having disciplinary responsibility, term of acting of the disciplinary proceeding of the student is 4 (four) months in case of disciplinary misconduct of the “f” ”g”, “h”, and “I” subparagraphs of the second point of the same article, If student in terms of 4 (four) months will not be given new disciplinary proceedings, he/she will be considered as not having disciplinary responsibility.

5. During disciplinary proceedings, student is not given any forms of encouraging. Exception can be established based on the order of the rector.

#### **Article 7. Organ discussing disciplinary misconduct**

1. Formation of disciplinary committee is done by the rector's order.
2. Decision on the disciplinary committee is made by the majority of the attended members. In case of equal voting, priority will be given to the vote of the chairman.
3. The Chairman of the disciplinary committee governs discussion of the disciplinary case, election of the chairman is done by the members of committee before each start of the meeting.
4. Decision of the meeting of disciplinary committee is received by the minutes of the meeting.
5. Minutes of the meeting of disciplinary committee is signed by the chairman of the meeting and secretary.
6. Minutes of meeting of disciplinary committee about charging proceedings, in case of issuing order, is sent to rector.

#### **Article 8. Rule of disciplinary judicial procedure**

1. Disciplinary committee is obliged, during disciplinary procedure to search all circumstances that are necessary for case and to receive decision about charging disciplinary proceedings based on the evaluation of the given circumstances.
2. According to the circumstances of case, disciplinary committee is authorized:
  - a) To withdraw documents;
  - b) To complete references;
  - c) To listen to interested sides;
  - d) To search place of event;
  - e) To use necessary documents and acts;
  - f) In order to collect and evaluate evidence to receive other measures foreseen by legislation.
3. Student has right during disciplinary pursuit to use right of silence. Right of silence doesn't make free from disciplinary responsibility.
4. Interested side participating in the disciplinary proceedings has right to present evidence, also petitions in order to investigate circumstance of the case.

#### **Article 9. Statute of limitation of starting disciplinary proceedings**

1. Disciplinary proceedings can be started after making disciplinary misconduct or after detection of the fact of such misconduct no later than 1 (one) year.

#### **Article 10. Rule of making changes/additions in the student's code of ethics**

1. Changes/additions done in the code of ethics are fulfilled based on the regulations of the academic council.