



**INTERNATIONAL BLACK SEA UNIVERSITY LLC  
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

**CODE of ETHICS**

*Approved on 05/05/2016 by Administrative Board - Decision №:3 (Appendix №:1)*

**Approvals**

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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**Amendments**

#	Decision taken by	Decision №	Date
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**Primary version: 05.05.2016**

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## Article 1. Subject and Scope

- 1.1 This code aims at defining the ethic norms for academic and administrative personnel, invited lecturers and teachers (hereinafter “staff”), as well as students and third persons at the International Black Sea University, LLC (hereinafter “IBSU”).
- 1.2 Staff, students and third persons are obliged to act in accordance with these rules. Violating the provisions of this code results in corresponding disciplinary liabilities defined by “Disciplinary Regulation for Staff” – R06 and “Disciplinary Regulation for Students” – R07.

## Article 2. Staff

- 2.1 Study Processes:
  - 2.1.1 Study processes shall be conducted in accordance with the educational programs approved by IBSU;
  - 2.1.2 The structure, themes and the teaching methodology should be updated periodically.
- 2.2 Relationships with students:
  - 2.2.1 Lecturers should start lectures on time, well organized and ready for delivering lectures. Lecturers should not finish the classes early; furthermore, they should not miss the classes without a valid excuse.
  - 2.2.2 Lecturers should ensure an objective and transparent assessment, preventing discrimination against students.
- 2.3 Relationships with colleagues and administration:
  - 2.3.1 Staff is obliged to respect colleagues. Criticisms made should be constructive. Anonymous humiliation, offence, and defaming colleagues are strictly prohibited.
  - 2.3.2 Staff may be asked to participate in relevant social and scientific activities of IBSU;
  - 2.3.3 Any kind of communication on behalf of IBSU with the press and other media organs must be agreed with the authorities of IBSU beforehand.
- 2.4 While working at IBSU, Staff shall protect IBSU’s name and reputation (official title) when on or off duty.
- 2.5 In case of cancelling a labor relationship with IBSU, staff is obliged to provide IBSU’s authority with the credentials (username, password/key, etc.) used to access IBSU’s official information platforms (social media, database, corporate mail, etc.).
- 2.6 Misconducts may result in disciplinary sanctions as prescribed in “Disciplinary Regulation for Staff” – R06.

**Article 3. Students**

- 3.1 Students are obliged to respect the university's name and business reputation, inside and outside IBSU, act in compliance with the requirements of the Code of Ethics and perform the terms and conditions of the contract they concluded with IBSU.
- 3.2 In case of termination of student status, students are obliged to provide IBSU's authority with the credentials (username, password/key, etc.), he/she was using to access IBSU's official information platforms (social media, database, etc.) while studying at IBSU.
- 3.3 Misconducts may result in disciplinary sanctions as prescribed in "Disciplinary Regulation for Students" – R07.

**Article 4. Final Provisions**

- 4.1 Those issues which are not defined within this document will be regulated according to Georgian legislation and regulations of IBSU.
- 4.2 The case of any changes, amendments and/or additions to this regulation is approved by the university Administrative Board.

**Article 5. Enforcement**

- 5.1 This regulation is valid from the approval date by the Administrative Board.

**Article 6. Implementation**

- 6.1 The rules in this regulation are carried out by the Rector.

*Ignorance of rules of the university shall not be a defence to anyone.  
All are therefore required to familiarise themselves with the rules and regulations as outlined in the  
related IBSU documentation.*

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*IBSU is an equal opportunity institution. It does not discriminate any member of its community on  
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,  
mental, emotional, or learning disabilities in its educational programmes and activities.*

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