



Avicenna International Community College Ltd.

## Code of Ethics

Tbilisi

2018

## Article 1. General Provisions:

1. Avicenna International Community College LLC is a educational institution (hereinafter referred to as the Institution) and its mission is the economic development of the country, provision of competitive, qualified personnel training, their employment and self-employment through social inclusion, personal and professional development of the individual, professional orientation counseling, implementation of career planning system, innovative approaches and technological development.
2. The door of an institution based on humanism, tolerance and equality is open to all professional students, professional teachers and administrative personnel regardless of their ethnic origin, sex, social origin, political or religious views, their special educational needs or limited opportunities.
3. The Code of Ethics of the institution (hereinafter the Code) is intended for professional teachers, administrative personnel and professional students. In accordance with educational values, legislation and other normative acts, it establishes general norms of professional teacher, administrative personnel and professional student behavior, including possible ways of solving ethical problems aroused.
4. The objective of this Code is to establish the principles under which professional teachers, administrative staff and vocational students should act..
5. This Code shall act in conjunction with other internal legal acts of the institution and shall be renewed..
6. All professional students, professional teachers and administrative staff members of the institution shall enjoy equality with the rights granted by the Georgian legislation and the internal legal acts of the institution; They are obliged to strictly adhere to the requirements of the Georgian legislation and internal legal acts of the institution, Take care of the material-technical resource of the institution, use them as appropriate and safeguard the security measures; Take care of the reputation and prestige of the institution.

## Article 2. Vocational Teacher

1. A vocational teacher must be independent, honest and impartial in carrying out professional obligations.
2. Vocational teachers should carry out professional activities in full compliance with ethical norms.

3. The professional teacher should be confidential with the information received regarding the fulfillment of official duties..
4. Professional teacher must be punctual, disciplined, well-organized and organized. To maximize efficiently the results of the training for the purpose of achieving the results provided by the Vocational Education Program.
5. The professional teacher is obliged to comply with the functions assigned to him/her and constantly take care of self-development.
6. Vocational teacher must protect intellectual property, including inventions and copyright.
7. A professional teacher should respect the different opinions and beliefs of others.
8. The professional teacher should respect the opinion of the vocational students to create all the conditions for expressing their ideas and opinions freely..
9. Vocational teacher should not insult any professional student, must keep calm in conflict situations, listen to professional students' opinions and take objective and fair decisions.
10. A professional teacher should respect his/her colleagues, be fair and objective to assess their activities and works; Colleague's criticism should be constructive; he/she should not make gross and unacceptable comments on colleagues' teaching methods, personal degrading, defamation, abusive or anonymous accusation of a colleague.

### **Article 3. Administrative staff**

1. The duty of the administrative staff is to create an appropriate environment for educational activities and professional development in the institution.
2. Administrative staff should respect the institution and its traditions, and treat the staff and professional students fairly and with respect. Administrative staff should develop and implement a policy that excludes discrimination of employees and professional students on the basis of gender and age, racial, ethnic, political, religious, special educational needs or limited opportunities.
3. Activities of administrative personnel shall be based on high standards of ethics, integrity and honesty; Encouraging the strengthening of the name and authority of the institution in the society. For this purpose administrative staff must obey the rules, procedures and legislation established by the institution.

4. Administrative staff should use the institution's property, working time, intellectual abilities and other resources effectively based on the purpose of the institution.

4. Administrative staff shall not disclose confidential information regarding the fulfillment of official duties.

#### Article 4. Professional Student

1. The duties of the vocational student and general rules of conduct shall be determined by the present Code, the internal regulations of the institution, other domestic legal acts and the acting legislation;

2. A vocational student is obliged to::

a) To comply with the requirements of the present Code, Regulations, other legal acts of the Institution and the applicable legislation;

b) Carefully treat and take care of the property of the institution;

c) Honor the rights, freedoms and property of other professional students and institutions;

d) Not to enter the territory of the institution with alcoholic beverages, tobacco, not to use and / or transfer alcoholic beverages, tobacco (except for the permitted area), and other substances prohibited by Georgian legislation as well as firearm / cold weapon

e) Not to move in the territory of the institution under alcoholic and / or narcotic condition;

f) Not to disturb the course of the study process;

g) Not to contaminate the internal and external perimeter of the institution;

h) Not to inflict verbal abuse on other people;

i) Do not violate the other person; Do not inflict physical assault on another person;

j) Not to make psychological pressure on other people, intimidation, threatening and / or moral impact on discrimination - directly or indirectly harassing or threatening to create a terrifying, humiliating, or offensive environment for the above-mentioned person.

3. Based on the objectives of the professional programs and curriculum of the institution, if a vocational student misses over 80% of the specific module hours, he/she will not be allowed to the above evaluation module.

### **Article 5. Disciplinary Responsibility**

1. The violation of the norms envisaged by the vocational education teacher, administrative personnel and vocational student, results the regulations imposed by the institution's internal regulations and the legislation of Georgia.
2. The scope and size of the above-mentioned responsibilities throughout the institution shall be determined by the ethics commission of the institution, taking into consideration the nature, and circumstances of the particular violation, which is temporary and created on the basis of the Director of the Institution.

### **Article 6. Final provisions**

1. The Code of Ethics is approved by the order of the Director of the Institution;
2. Revocation of this Code of Ethics, changes in it and / or amendments are made based on the order of the Director.
3. Revocation, modification and / or amendment of this Code of Ethics shall be publicly posted on the institution's website. These amendments should not violate the rights of a professional student and should not substitute substantial change of the legal relationship between the parties.