

**Petre Shotadze Tbilisi Medical Academy
Code of Conduct and
Procedures associated with Violation**

General Values

Petre Shotadze Tbilisi Medical Academy (TMA) promotes establishment and consolidation of common values among administrative/teaching staff and students, such as:

- Honesty and Integrity
- Justice
- Trustworthiness
- Mutual Respect
- Responsibility

Code applies to all members of the TMA community, including academic, administrative, and support staff, students, and anyone involved in research or internships at the Academy. Compliance with norms of the code of conduct is mandatory.

Following values also comprise responsibilities and there are procedures associated with their violation (remediation options and sanctions) regulated by code of ethics.

Definitions

Discrimination of human rights directly or indirectly, giving preference according to race, skin color, spoken language, age and sex, ethnicity, citizenship, origin, place of birth and place of living, rank or property, religion or beliefs, profession, nationality, marital status, health issues, limited abilities, gender identity, political or other views.

Disciplinary responsibility – special type of responsibility, when internal control regulations are violated. In this case, decision will be made, to: give written warning, use financial sanction (in case of material damage), or suspension/termination of status.

Harassment – personal persecution with inappropriate behavior, which comprises behavior that demeans, humiliates or embarrasses a person. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening.

For the student, who is involved in educational program and/or conducts scientific research, uses material and intellectual Resources of Medical Academy, it is important that activities must be conducted following **Ethical Norms**, according to regulations existing in academy.

Professional behaviour means:

When you are concerned about the behavior of a fellow student, for example if they:

- Are rude to colleagues/lecturers;
- Do not contribute to group work that has been assigned;
- Post inappropriate content on social media;
- Bullying peers;
- Cheating or plagiarizes

Professional behaviour means:

A student's behavior at Tbilisi Medical Academy must justify the trust that patients and the public have in them, not only inside TMA but also outside it.

Persistent inappropriate attitude or behavior

- Uncommitted to work or a lack of engagement with training, program of study or clinical placements
- Neglect of administrative tasks
- Poor time management
- Non-attendance
- Poor communication skills and failing to answer or respond to communications
- Failure to accept and follow educational advice and unwillingness to learn from feedback given by others
- Being rude to peers, colleagues, patients or others
- Being disruptive in teaching sessions or the training environment
- Breach of confidentiality
- Sexual, racial or other forms of harassment or bullying
- Unlawful discrimination
- Misuse of social media
- Theft

Drug or alcohol misuse

- Driving under the influence of alcohol or drugs
- Abusing prescription medication
- Alcohol consumption that affects educational environment
- A pattern of excessive misuse of alcohol
- Dealing, possessing, supplying or misusing drugs

Cheating or plagiarizing

- Cheating in examinations
- Supporting peers to cheat or covering their misconduct
- Passing off the work of others as your own
- Sharing with fellow students or others, details of questions or tasks from exams you have taken
- Falsifying assessments

Dishonesty or fraud, including dishonesty outside the professional role

- Falsifying research
- Committing financial fraud
- Falsifying CVs or other documents
- Misrepresentation of qualifications
- Falsifying signatures on documents
- Failure to declare relevant misconduct or health issues to the University

Aggressive, violent or threatening behavior

- Physical violence
- Bullying
- Harassment
- Sexual offence
- Stalking
- Online bullying
- Any kind of abuse (child, elder, partner and etc.)

The Committee of Professional Behavior

The Committee of Professional Behavior addresses cases of disciplinary misconduct, leading to appropriate sanctions based on an impartial and thorough investigation. The potential sanctions are as follows:

1. Written Warning
2. Financial Sanction (in case of material damage)
3. Suspension of Status
4. Termination of Status

If the decision of the Committee on Professional Behavior is not acceptable, any party is authorized to utilize the decision-making mechanism. In such a case, the Committee on Professional Behavior (Appeal Hearing) will be reassembled on the basis of an appeal and will review both the appeal application and the grounds for appeal, including evidence.

The Committee on Professional Behavior is authorized to amend the original decision. The decision made during the appeal hearing is final and is not subject to further review.