

**Petre Shotadze Tbilisi Medical Academy**  
**Code of Conduct**  
**Procedures associated with Violation (remediation options and sanctions)**

### 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

Maintaining this values is necessary for every person involved in academic activities, regardless their rank and mode of activity.

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

### Unprofessional behaviour means:

A medical student's behavior must justify the trust that patients and the public have in them, not only inside the medical school, 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.)

### **Statement submission and discussion procedure associated with Unprofessional Behaviour**

If you think, that your rights were violated by another student in the Academy, you can make a written statement to the Office Manager on the following e-mail address : [tma@tma.edu.ge](mailto:tma@tma.edu.ge) or go directly to the office to write a statement (3<sup>rd</sup> floor). On the basis of your statement, Administrative committee will discuss your case, following internal control procedures.

#### **Procedural steps**

Administrative Committee will make an appointment, where student or other authors of statement can have a discussion about facts and opinions. Raise concerns in a confidential, non-judgemental way.

After discussion of the topic by the Administrative committee, decision will be made, which can be one of the following:

1. Give written warning
2. Financial sanction (in case of material damage)
3. Suspension of student status
4. Termination of student status

If the decision of Administrative Committee is unacceptable for any participant of the discussion, you have the right of Appeal. In this case, Administrative Committee will gather for *Appeal hearing* and will discuss *grounds of appeal* (existing evidence).

Administrative Committee is authorized to change original decision, but final decision made after *Appeal hearing* cannot be changed.