



**The State Tourism Agency of the Republic of Azerbaijan  
Azerbaijan Tourism and Management University**

**Code of Ethical Conduct of Students at Azerbaijan Tourism and Management  
University**

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**“I confirm”**

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University**

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“ \_\_\_\_\_ ” **2018**

**Code of ethical conduct of students at Azerbaijan Tourism and Management  
University**

**1. GENERAL REGULATIONS**

- 1.1. "Code of Ethical Behavior of Students of Azerbaijan Tourism and Management University" (hereinafter "Code") defines the ethical and behavioral norms and principles, rights and duties of students of Azerbaijan Tourism and Management University (hereinafter "ATMU" or "University" in the appropriate case of the name), regulates responsibility and rules of accountability.
- 1.2. This Code is made ready in accordance with the Constitution of the Republic of Azerbaijan, the Law of the Republic of Azerbaijan "On Education", other legislative acts, the "Ethical Standards Model of the Participants of the Educational Process", the "Global Code of Tourism" adopted by the Assembly of the World Tourism Organization, and the "Regulations of the Azerbaijan University of Tourism and Management".
- 1.3. This Code applies to the students of the Azerbaijan University of Tourism and Management, and the main purpose of its application is to establish a healthy business environment among the participants of the educational process, to observe the standards of ethical behavior of the students, to increase the efficiency and transparency of education, to prevent negative situations that may occur at the university, and to achieve further improvement of the moral qualities of the student body.
- 1.4. This Code applies to all students, masters, doctoral students and additional students, regardless of their citizenship and type of education, from the moment they enter the University.
- 1.5. This Code, as well as its additions and changes, comes into force on the day of its approval by the decision of the ATMU Disciplinary Commission, and the organization of monitoring its compliance is determined by the rector of the university.

**2. PRINCIPLES OF ETHICAL CONDUCT AND REQUIREMENTS CORRESPONDING  
TO THEM**

**2.1 Rule of law:** this Code is mainly applied based on normative legal acts determined by the legislation of the Republic of Azerbaijan. Actions and inaction not based on legislation are unacceptable. All participants of the educational process must obey the law. No one can stand above the law. Everyone must respect the rule of law.

**2.2 The principle of equality:** students who violate disciplinary rules are subject to disciplinary responsibility regardless of their race, nationality, religion, language, gender, social origin, financial situation, belief, affiliation to political parties, trade unions and other social associations, and other circumstances.

**2.3 The principle of justice:** the disciplinary punishment applied to the student who violated the disciplinary rules must be fair, that is, it must correspond to the nature of the violation and the degree of public danger, and the circumstances of its commitment.

**2.4 Cultural behavior:** students should be polite, careful and discreet in their behavior with the participants of the educational process. The learner should accept, evaluate and draw correct conclusions from comments and critical opinions related to his behavior. A student should be sincere, diligent, disciplined, proactive, pay special attention to his appearance and clothes, and should always be neat.

**2.5 The principle of humanism:** the disciplinary punishment imposed on a student who has violated the disciplinary rules cannot be aimed at degrading human dignity.

**2.6 Impartiality:** The student should be impartial in the educational process, and should be tolerant towards everyone based on their race, ethnicity, language, gender, social origin, religious attitude, beliefs, and social affiliation. The understanding of the common ethical values of humanity within the framework of respect and tolerant approach to the diversity of religious, philosophical and moral beliefs is the basis of tourism, students should respect the social and cultural traditions and customs of all peoples, including minorities and indigenous peoples, and understand their importance.

### **3. RIGHTS OF STUDENTS**

Students have the following rights according to the rules of ethical behavior concordant with the rights and duties stipulated in Article 32 of the Law of the Republic of Azerbaijan "On Education":

- to study according to the state education standards, to gain relevant knowledge according to the modern level of science, tourism and culture, and to participate in the selection and determination of teaching subjects;
- to participate in all kinds of exercises and events in other higher schools (faculties) based on the consent of the responsible people at the university;
- participate in the discussion and resolution of important issues related to the activities of the university;
- free use of the university library, ICT tools, teaching, science and other departments' services;
- to obtain references, extracts from orders, transcripts and other documents related to education from the relevant structural units of the university;
- to participate in all kinds of scientific research works, conferences, symposia, to present their work to the publishing house, as well as to the publications of the university;
- within the framework of the state education standard, receive training according to an individual plan that includes additional subjects and educational subjects, as well as reflects the interests of the customer for specialist training;
- obtaining additional (also paid) educational services;
- to demand respect for one's honor and dignity;
- to have the freedom to express conscience, information, personal opinion and conviction;
- to obtain information about international student mobility programs and to apply for these programs;
- educational programs should be given information about the importance of student exchange, their economic, social and cultural benefits, as well as risks;
- To use other rights defined by the Legislation of the Republic of Azerbaijan.

#### **4. DUTIES OF STUDENTS**

- to comply with the requirements arising from the university's teaching regulations, the rector's orders, and this Code while studying;
- to be honest in communication with fellow students and university employees;
- not to commit disciplinary, administrative and criminal actions, and to immediately inform relevant managers about those who commit such actions;
- not to smoke in other places, except for designated smoking areas (auditoriums, corridors, toilets, stairs, including the university yard and other places where smoking is prohibited);

- not to drink alcohol at the university, not to use drugs or not to come to the university using them, as well as to refrain from habits that harm one's health and integrity;
- to protect the property of the university and carry appropriate financial responsibility for its damage and loss in accordance with the established procedure;
- inform managers about the problems or injustices encountered;
- coming to classes on time according to the established schedule and not leaving classes early;
- not to do actions that hinder the normal progress of the teaching process;
- not to allow actions that may harm the reputation of the university, that are against the moral values of the society;
- strive to constantly increase their knowledge, acquire practical skills and modern research methods in their chosen specialty (according to direction);
- to fulfill the requirements of the educational plan for the specialty and participate in all types of training sessions provided by the educational plan;
- not to remove objects and various equipment from educational auditoriums and other rooms without the permission of responsible persons;
- immediately submit an identity document or student card at the request of management or internal security officers;
- to be disciplined and orderly both in the university and in public places represented by the university;
- to observe the rules of cleanliness in the building and territory of the university;
- respect national values, protect them;
- if he/she does not come to classes due to valid reasons (severe or contagious illness, death of a family member), notify the dean of the faculty no later than the next day and inform the university about the reasons for missing classes the next day. In case of illness, submit a reference from the relevant healthcare institution in the specified form;
- To perform other tasks defined by the legislation of the Republic of Azerbaijan.

## **5. HOLDING STUDENTS RESPONSIBLE FOR DISCIPLINARY VIOLATIONS**

One of the following disciplinary measures shall be applied to the students for violation of internal university disciplinary rules in accordance with the legislation:

- 5.1. warning;

5.2. rebuke

5.3. a severe reprimand with a final warning

5.4. expulsion from the educational process for one or more semesters, as well as expulsion from the University in the cases stipulated by the legislation.

5.1. A warning is a written notification to the student that he needs to be more careful in his actions and behavior, and it is given in the following cases:

- being rude and disrespectful to others;
- talking loudly, shouting, singing, listening to music and making noise in a way that disturbs others;
- non-observance of environmental cleanliness;
- failure to respond to questions and inquiries by authorized persons of the university in a timely manner without a valid reason;
- posting announcements outside the designated places in the university;
- tearing down, changing, blacking out or making useless the posted announcements with the permission of the relevant structures of the university;
- committing other similar disciplinary offense not mentioned above;

5.2. A rebuke is a written notification to the student of the violations committed in his actions and behavior, and it is given in the following cases:

- purposely providing incomplete and incorrect information requested by authorized persons of the university;
- actions and behaviors of lectures, seminars, laboratory works, scientific conferences, cultural events, etc. violation of the course;
- performing activities that will create polarization on the basis of signs such as language, race, nationality, religion and sect, discrimination;
- writing on the walls and objects at the university, putting signs, taking pictures, defacing them;
- using mobile phones for extracurricular activities in the auditorium during the lesson;
- distribution and hanging of announcements and other written information within the university without permission;
- violation of the requirements of relevant rules during exams or other academic tasks;

- intentionally teasing others with offensive words or causing physical effects with rude and unacceptable actions;
- making actions that will harm the reputation of the University inside and outside the University, either alone or in a group;
- committing other gross violations in the educational process.

5.3. A severe reprimand with a final warning shall be given in writing, specifying the disciplinary offense committed, and shall be issued in the following cases:

- engaging in political propaganda contrary to statehood and legislation within the university alone or together with others, as well as involving others in such activities;
- obstructing the investigation into the violation of disciplinary rules;
- giving the document that he received from the university and that belongs to him to others for use and using the document that belongs to other people for himself;
- performing oral or written activities that degrade the honor and dignity of individuals inside and outside the university;
- drinking alcohol at the university, using drugs or coming to the university using them;
- smoking in prohibited places at the university;
- transfer in exams or creating conditions for transfer;
- theses, dissertation, etc. violation of copyright in writing;
- opposing the decisions made by teachers and managers individually or in a group and in connection with this, conducting propaganda against those persons or attempting such actions among the students;
- to write ideological or political writings, pictures, emblems, gluing etc. on things, doors, windows, walls and other places in the university;
- organization of various events or participation in such events at the university and related institutions without obtaining permission from the responsible persons;
- making statements, participating in meetings or events, pretending to be an authorized person, without the authority to represent the university or any of its institutions;
- becoming a member of organizations prohibited by legislation or acting in favor of these organizations;
- committing an administrative violation prohibited by legislation;



· discrimination based on sexual orientation - sexual harassment, allowing any difference, exception or advantage that limits or denies the equal exercise of rights based on sexual characteristics

**5.4** The appropriate decision on the removal of one or more semesters from the educational process, as well as the expulsion from the university, is formalized by the order of the rector based on the presentation of the relevant faculty dean to the Disciplinary Commission.

Such disciplinary measures are applied in the following cases;

physically forcing the participants of the educational process, directly or in social networks and other means, openly humiliating their honor and dignity, as well as threatening them with such actions

- giving way to violations of administrative law by forcing university employees and students
- using force to take employees or students outside the university, preventing them from performing their duties, inciting others to such actions;
- deliberately and plannedly holding events that damage the reputation of the university, organizing meetings, rallies and demonstrations, conducting propaganda
- committing legal violations that have administrative or criminal liability at the university and other public places
- causing serious damage to the buildings, facilities and other equipment of the university, as well as the information network system;
- to cheat by threatening during exams and preventing these students from being expelled from the exam room;
- deliberately creating conditions(allowing) for someone else to take the exam instead of oneself or taking the exam instead of someone else;
- obtaining part or all of the exam questions in any illegal way
- forging a signature on any document related to the university
- making changes in university documents, inciting others to do so
- universitetin informasiya bazasına daxil olaraq özünün və ya başqasının lehinə qanunsuz əməliyyatların aparılması; accessing the university's information base system and making illegal changes in favor of oneself or someone else
  
- Allowing actions aimed at taking over university employees and other participants of the educational process in various ways (bribes, gifts, etc.)
- sexual harassment - humiliating and insulting a person of educational or teaching process, committing immoral behavior by physical actions, obscene words, gestures, threats, defamatory offers or allowing immoral behavior in invitations
- committing serious disciplinary violations that prohibited as well as considered unacceptable by legislation

**5.5** A more serious disciplinary punishment is applied to a student who has been brought to disciplinary responsibility if he repeatedly violates the disciplinary rules. When applying disciplinary action against students, the following points should be taken into account:

- severity of the incident;
- the cost of the damage
- place, fact and circumstances of the incident
- mitigating and aggravating circumstances of disciplinary punishment;
- intentional or negligent commission of the event
- factors that characterize the student
- the cause and circumstances affecting the occurrence of the event

**5.6** it is not allowed to expel students from the university during the vacation period due to illness, vacation, academic leave or pregnancy and childbirth.

**5.7.** Disciplinary punishment is applied to the student based on the order of the rector according to the written presentation of the dean of the faculty. The student is introduced to the relevant order of the rector within 3 days

**5.8.** Disciplinary punishment can be applied up to one month from the date of discovery of the relevant incident.

**5.9.** A student under investigation cannot change his faculty or field within the University and cannot be transferred to another higher education institution

**5.10.** Information about the disciplinary action applied to the student is recorded in the student's personal portfolio

**5.11.** The official document (a copy of the order) about the disciplinary action applied to the student is placed on the bulletin board of the faculty where the student studies.

**5.12.** Appropriate decision on reprimand, severe reprimand and expulsion from the University for 1 semester, 2 semesters or longer is made by the rector.

## **6. MOTIVATION EVENTS of STUDENTS ACCORDING TO ACHIEVEMENT IN EDUCATION**

### **6.1.**

According to the students' academic success, active participation in the university's research and social life, the following incentive measures are set;

- to declare appreciation;
- to award with a decree
- to reward with valuable gifts
- to provide special scholarship

**6.2.** Incentives are announced by the order of the rector after asking the opinion of the students' union and are brought to the attention of group (faculty) students at the meeting.

**6.3** An extract from the orders on incentives is kept in the student's personal portfolio

## **7. RULES FOR FILING A DISCIPLINARY APPEAL COMPLAINT**

- The student may file an appeal within 3 working days of being notified of the official order regarding disciplinary action.
- An appeal may be filed only in relation to the disciplinary action of expulsion from the university.
- The appeal is addressed directly to the rector
- An appeals commission is established by the rector regarding appeals and an investigation is conducted within 5 working days.
- Persons participating in the preliminary investigation cannot be members of the appeal commission.
- The appeals commission investigates the appeal and makes recommendations to the rector on whether to uphold, cancel, or amend the decision on disciplinary action.
- Disciplinary action may be taken early after 6 months due to good performance in classes and behavior.
- Based on the recommendations of the appeal commission, the rector makes the final decision and this decision is final. From this decision, the student can appeal to the court.
- Disciplinary punishment of a student due to good indicators in his education and behavior can be removed early by the order of the rector after 6 months from the day of the punishment.

## **8. FINAL PROVISIONS**

8.1. When contracts on the regulation of the educational process are signed between the students and the university, relevant provisions referred to this Code should be included in those contracts.

8.2. This Code, "Code of Ethical Conduct of Employees", "Internal Code of Discipline of Azerbaijan University of Tourism and Management", as well as "Model of Ethical Standards for Participants of the Educational Process" are posted separately on the relevant bulletin boards of the university in a format that attracts everyone's attention.

