



Azerbaijan Diplomatic Academy
School of International Affairs

HONOR CODE

Baku – 2010

I. Introduction

The Azerbaijan Diplomatic Academy (ADA) is a community of students, researchers, faculty and administrators united by the common goal of promoting excellence in education and research. ADA strives to provide state-of-the art conditions allowing its community members to engage in an inspiring and dynamic learning process. ADA places a high value and emphasis on the academic success and achievements of its students and faculty. However, this can be achieved only in an environment guided by academic honesty, integrity and a commitment to personal and mutual accountability.

The ADA philosophy is centered on the idea that academic integrity and honesty should be instilled and promoted not by the use of sanctions and threats, but rather by promoting an academic culture that embraces these values out of their own right. Thus, ADA seeks to train all its community members in the rules and procedures essential for creating an environment of academic honesty and integrity. During the pre-curriculum incoming students will devote a considerable amount of time discussing generally accepted standards of academic integrity so as to avoid any possible misunderstandings or unintended violations of the codes of proper academic conduct.

The Honor Code contains a list of academic rules and procedures essential to creating such an environment marked by honesty and integrity. It is intended to guide the conduct of students, faculty and administrators, alike and all of them share responsibility for ensuring that the Honor Code is adhered to fully. The sanctions contained in this guide are intended only as a last resort, allowing the Academy to defend itself and its reputation against willful violations of these generally accepted standards of proper academic conduct.

II. Principles of Academic Integrity and Honesty

- a. **Do Not Lie:** purposefully providing false information and gaining an advantage or avoiding consequences by lying, falsification, deception or fraud is not acceptable behaviour at ADA.
- b. **Do Not Cheat:** violating the rules of the exams, tests and other assignments as well as accepting unauthorized help is not acceptable behaviour at ADA.
- c. **Do Not Plagiarize:** using someone else's intellectual work without giving proper credit to the author and submitting the same paper for two or more classes is not acceptable behaviour at ADA.
- d. **Do Not Discriminate:** discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation or disabilities is not acceptable behaviour at ADA.
- e. **Do Not Help Others Violate These Principles!**

III. Reporting Violations of the ADA Honor Code

- a. Students, faculty and staff, who have become aware of possible violations of the ADA Honor Code, are encouraged to report these cases to the Associate Dean for Academic Affairs and/or Associate Dean of Student Affairs with the utmost urgency. This should be done orally and subsequently in writing, providing as many details as possible.
- b. Such reports to the Associate Deans are normally adequate for reporting purposes. In taking any other reporting actions, any student, faculty member or staff member should take appropriate account of the circumstances at the time. Any unnecessary disruption of classes or examinations underway should be avoided.
- c. The Associate Deans will maintain the utmost confidentiality concerning such reports and will guarantee the anonymity of his/her source at all times.¹ It is at the discretion of the Associate Deans to decide whether the allegations are sufficiently grounded so as to warrant a hearing of the Honor Code Committee.
- d. All written assignments at MADIA will be checked by an anti-plagiarism program. Should the report on the submitted assignment indicate a possible violation of the honor code, the relevant faculty member is required to provide the Associate Deans with a copy of that report.

IV. Honor Code Committee Composition

- e. The Honor Code Committee is charged with hearing cases of alleged violations of the ADA Honor Code.
- c. When hearing cases of alleged violations of the code by students, the Committee shall be composed as follows: three students plus two faculty members.
- d. When hearing cases of alleged violations of the code by Faculty members or administrators, the Committee shall be composed as follows: two students plus three faculty members.
- e. Student members of the Honor Committee shall be elected by the students in January for a period of one year, renewable for an additional year.
- f. The faculty members shall be appointed by the Vice Rector and/or Dean.
- g. Each member of the Honor Code Committee is required to pledge keeping the matter under investigation confidential. Members are required to make conflicts of interest known to the Vice Rector and/or Dean prior to the first hearing. The member in question shall be replaced by another member for the duration of the case.
- h. Hearings are chaired by the Vice Rector or Dean whose task it is to ensure that proper procedures are adhered to. At no point shall the Vice Rector or Dean express his/her views of the merits of the case nor shall he/she have a vote in the final decision of the committee. He/she also acts as the executive administrator of the Honor Code Committee, maintaining records and advising faculty members on previous cases of violations of the code.

¹ Allegation of a violation of the Honor Code by the Vice Rector, Deans or Associate Deans shall be addressed directly to the Rector of the Academy.

- i. Serving on the Honor Code Committee is a voluntary activity and can be terminated upon the written request of the committee member. Contacting members of the Honor Code Committee for the purpose of influencing their decision is prohibited and considered in itself a violation of the Honor Code.

V. Investigation Procedures

- a. Investigation must be conducted in a timely manner. ADA members under investigation have the right to attend the hearings of the committee and defend themselves. If relevant, the Faculty member, responsible for the grading of the paper or exam shall also have the right to attend the hearings. Date, time and location of the hearing are announced to the members of the committee as well as the interested persons five days in advance. If the member under investigation fails to appear without a valid cause, the hearing may proceed nevertheless.
- b. Hearings must be conducted in an atmosphere of free debate, analysis and decision-making. They are closed to the public. Members of the committee are free to ask any questions related to the case. Witnesses might be called to the hearing sessions to ensure a more detailed investigation of the case. Character witnesses shall not be admitted.
- c. The Committee shall strive to decide with unanimity. Should this not prove possible, decisions will be taken by simple majority. A quorum will be a simple majority of the committee members. Dissenting members have the right to have their views entered into the minutes. The decision of the committee shall be passed on to the Associate Dean, who, in case of an adverse determination shall take appropriate action regarding sanctions. The committee, however, may issue recommendation concerning the sanctions to be applied. Unless the case under consideration is very serious, first time offenders will receive a written warning. This warning shall form part of the student's academic record. Second time offenders will receive a second written warning, and, at the discretion of the instructor(s) involved, can expect their grades to be reduced. Third time offenders will be expelled from the Academy, irrespective of the seriousness of the offence. A student can not graduate with honors if found at least once to have breached the Honor Code.
- d. The committee may consider repetitive distinct violations of the Code, committed within so short a period of time that the Committee does not have the opportunity to meet between them, as successive violations. Violations in these circumstances will occasion any applicable successive penalties referenced above even if it has not been possible to issue distinct written warnings between them.
- e. Should the student have withdrawn from the class or the Academy prior to the completion of the investigation, the sanctions will be imposed nevertheless.
- f. At all times the members of the Committee shall guarantee the complete confidentiality of the proceedings. The documents relating to the investigation shall remain sealed at all times in the Vice Rector's office. It is illegal to tamper with these papers or distribute them without the consent of the Vice Rector.
- g. Both students and faculty have the right to appeal the case to the Rector. Appeals must be made in writing within one week of the decision of the Honor Code Committee. If the Rector considers the appeal to be grounded, a second hearing is organized with an Ad Hoc Honor Code committee consisting of members not familiar with the case. Decisions passed after the second hearings are final.

VI. Amendments to the ADA Honor Code

- a. The ADA Honor Code can be amended through a vote of the student body and faculty. Amendments to the Honor Code must be approved by a 2/3 majority of those voting.

VII. Pledge

- a. Students should acquaint themselves with the contents of the ADA Honor Code upon their application to the ADA. All applicants will be asked to sign a copy of the Honor Code at time of submitting their application to ADA, and all other members of the ADA community will also be asked to sign a copy of the Honor Code. The Honor Code equally applies to ADA faculty members and administrative staff.
- b. All members of the ADA community must be prepared to take the following pledge:
- c. As a member of the ADA community, I will not engage in any behavior that will violate the ADA Honor Code, nor will I tolerate others doing so. I will do everything in my powers to uphold an atmosphere of honesty and integrity at ADA and will encourage others to behave likewise.

VIII. The Honor Code Agreement

- a. Having read the ADA Honor Code, I understand and accept my responsibility to uphold the Honor Code at all times.

Name _____ **Surname** _____

Signature _____

Date _____