

**Subject: Honor Code**

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## I. Mission

The ADA University is a community of students, staff, faculty and administrators united by the common goal of promoting excellence in education, research and service. ADA University strives to provide state-of-the-art facilities and excellent environment for its community members to engage in an inspiring and dynamic learning process. The University places a high value and emphasis on the academic success and achievements of its community members.

However, this must be achieved only in an environment guided by academic honesty, integrity, and a commitment to personal and mutual accountability.

The University's philosophy is centered on the idea that academic integrity and honesty should be promoted not by the use of sanctions and threats, but rather, by instilling an academic culture that embraces these values in their own right. During the pre-curriculum phase, incoming students will devote a considerable length 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 guiding the conduct of students, staff, faculty and administrators alike. The sanctions contained in this guide are intended only as a last resort, allowing ADA University to defend itself and its reputation against 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 behavior at ADA University.
- b. **Do Not Cheat!** Violating the rules of the exams, tests, and other assignments as well as accepting unauthorized help is not acceptable behavior at ADA University.
- 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 behavior at ADA University.
- d. **Do Not Discriminate!** Discrimination based on race, gender, ethnicity, religious affiliation, sexual orientation, or disabilities is not acceptable behavior at ADA University.

- e. Do Not Help Others Violate These Principles

### **III. Reporting Violations of the ADA Honor Code**

- a. Students, staff and faculty who have become aware of possible violations of the ADA University Honor Code are expected to report these cases to the Dean of the appropriate school with the utmost urgency. This should be done orally or in writing, providing as many details as possible.
- b. Such reports to the Dean are normally adequate for reporting purposes. If taking reporting actions, any student, staff or faculty member should take appropriate account of the circumstances at the time. Any unnecessary disruption of classes or examinations underway should be avoided.
- c. The Dean will maintain the utmost confidentiality concerning such reports and will take precautions to ensure the anonymity of his/her source. The Dean shall submit the case to the Honor Committee for hearing, save in cases when the student admits the violation of the Honor Code.
- d. All written assignments at ADA University will be checked, if necessary, 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 Dean with a copy of that report.
- e. The allegation of a faculty member's violation shall be reported to the Dean who will subsequently report it to the Vice Rector of Academic Affairs. The Vice Rector of Academic Affairs shall form the Honor Committee. The Vice Rector shall take into account potential conflicts of interests when appointing Committee members.

### **IV. The Honor Committee**

- a. The Honor Committee is charged with hearing cases of alleged violations of the ADA University Honor Code.
- b. Student members of the Honor Committee shall be selected by Dean from members of current Undergraduate and/or Graduate Student Governments.
- c. Faculty members of the Honor Committee shall be appointed by the Vice Rector of Academic Affairs.
- d. When hearing cases of alleged violations of the Code by students, the Committee shall be composed as follows: three (3) faculty representing minimum two different Schools and three (3) student members. The student members of the

Committee shall be appointed by the Dean from the full list of members of Graduate and Undergraduate Student Governments to serve as a jury duty. The Dean shall take into account potential conflict of interests when appointing student Committee members. Dean reserves the right to select Graduate Government members for hearings of alleged violations by undergraduate students and vice versa select Undergraduate Government members for hearings of alleged violations by graduate students. Hearings of alleged violations by students are chaired by the Dean, whose task it is to ensure that proper procedures are adhered to. At no point shall the Dean express his/her views of the merits of the case. The Dean has a casting vote right in cases when the Committee is tied.

- e. When hearing cases of alleged violations of the Code by faculty members the Committee shall be composed as follows: The Dean of the appropriate school (1), three (3) faculty members and two (2) senior administrators. Hearings of alleged violations by students are chaired by the Vice Rector of Academic Affairs, whose task it is to ensure that proper procedures are adhered to. At no point, shall the Vice Rector of Academic Affairs express his/her views of the merits of the case. The Vice Rector has a casting vote right in cases when the Committee is tied.
- f. Each member of the Honor Committee is required to pledge to keep the matter under investigation confidential. Members are required to make conflicts of interest known to the Dean and/or Vice Rector prior to the first hearing. In case of a conflict of interests, the member in question shall be replaced by another member for the duration of the case.
- g. The Dean and/or Vice Rector shall appoint a Secretary of the Honor Committee hearing, who shall maintain minutes of the hearing and advise faculty members on previous cases of violations of the code. The minutes of the hearing shall be signed by the Secretary, the Dean/Vice Rector and committee members.
- h. Serving on the Honor Committee is a voluntary activity. The committee member may voluntarily resign by giving advance written notice to the committee.
- i. Contacting members of the Honor 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. Persons 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 can be invited 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 (5) days in advance. If a person 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.
- c. The Committee shall strive to decide with unanimity. Should this not prove possible, decisions will be taken by a 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.
- d. 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 Dean's office. It is illegal to tamper with these papers or distribute them without the written consent of the Dean.
- e. Both students and faculty have the right to appeal the case to the Rector. Appeals must be made in writing within one (1) week of the decision of the Honor Committee. If the Rector considers the appeal to be grounded, a second hearing is organized with an Ad Hoc Honor Committee consisting of members not familiar with the case. Decisions passed after the second hearing are final.
- f. The relevant faculty member and the dean shall invite the alleged offender to discuss the details of the allegation. The faculty and the dean shall invite the student to admit the allegation. In case the student admits the allegations of the Honor Code violation, he/she shall sign the "Honor Code Violation Form" attesting to the fact of violation. The faculty member and the dean subsequently will decide on the applicable sanction, as outlined in Article 5.g below. If a student rejects the allegations, the faculty member and the dean must forthwith refer the case for investigation by the Honor Committee.
- g. ADA University will implement a "Forgiveness Principle" for its students. Forgiveness Period is applied for the first semester at ADA University. First-time offenders during Forgiveness Period shall fail the component grade and receive a written warning. A first offence committed during the Forgiveness Period will not have any further implications. If a student commits an offence for the second time during Forgiveness Period, the usual mechanism of sanctions should be applied. If a student commits a violation for the second

time and he/she is a student of the second semester and above, student shall fail the course, and receive a written warning. The next violation will result in one semester suspension from studies. If the student commits any further violations, he or she will be permanently expelled from the University.

- h. The decision of the Committee concerning the sanctions to be applied against the student shall be passed on to the Dean, who shall implement Committee's decision. Should the student have withdrawn from the class or the University prior to the completion of the investigation, the sanctions will be imposed, nevertheless.
- i. The Decision of the Committee concerning the Honor Code violation by the faculty member shall be passed on to the Rector who, in case of violation, shall decide on the sanctions to be applied. In case of the first time offenders, the Rector shall issue a written warning. The second time offenders may expect their employment contract to be prematurely terminated, subject to the requirements of the Labor Code of The Republic of Azerbaijan and other applicable legislation.

## **VI. Amendments to the ADA University Honor Code**

The ADA University Honor Code can be amended through a vote of the University Senate.

Amendments to the Honor Code must be approved by a 2/3 majority of the Senate members.

## **VII. Pledge**

- a. All students, staff and faculty of ADA University community will be asked to sign a copy of the Honor Code.
- b. All students, staff and faculty must be prepared to take the following pledge:

“As a member of the ADA University community, I will not engage in any behavior that will violate the Honor Code, nor will I tolerate others doing so. I will do everything in my power to uphold an atmosphere of honesty and integrity at ADA University and will encourage others to behave likewise.”