

CODES OF ETHICS AND INTEGRITY OF THE AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)

The standards and procedures of the UNEC University consisted of two main parts. The first part was provided for the UNEC members and the second part was provided for students. These regulations are prepared and aligned with labour and educational laws, the model of ethical standards of participants in the educational process, procedures of instructor's ethical behaviour and the UNEC manual. Regulations consisted of (a) general procedures of labour condition improvement; (b) rewarding distinguished employees for performance and fulfilment in discipline; (c) responsibility for breaching discipline; (d) cases when warnings are made; (e) cases when severe reprimand with last warning is made. Azerbaijan State Economical University (UNEC) has developed its code of ethical behaviour for employees. These codes consisted of six parts.

The first part is about the main concepts and values, mainly:

- subsections consisted of main concepts such as academic ethics/integrity, plagiarism, fabrication, distortion, replication, dividing and publishing, illegal authorship, concealment of authorship, breaching voluntary participation, breaching confidentiality principal;
- subsection consisted of main values such as academic freedom, academic ethics, decency, transparency, excellence, quality, respect for diversity, consideration of societal benefit, and ecological sensitivity.

The second part is about the principles of employees' main ethical behaviour, mainly:

- Ethics which defines the interaction between employees with their colleagues
- Teaching staff is expected to follow ethical principles related to science fields
- Employees are expected to follow ethical principles related to the UNEC
- Teaching staff is expected to follow ethical principles related to society

The third part is about the ethics of science performance, mainly:

- Ethic principles related to research and publication
- Ethic principles related to assessment of science performance

The fourth part is about the ethics of education and teaching, mainly:

- Teaching staff is expected to follow ethical principles related to education and teaching
- Teaching staff is expected to follow ethical principles related to learners

The fifth part is about service ethics, mainly it is related to values and principles that employees are expected to follow. The sixth part is about the management of academic ethics, mainly it is related to values and principles which leadership is expected to follow.

I REGULATIONS FOR EMPLOYEES OF THE THE AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)

I General Articles

- 1.1.** The ethical norms of the UNEC Business School define the disciplinary violations and appropriate disciplinary liability for the general behaviour of all employees during their professional activities, and their interaction with the participants of the research and teaching process in real and virtual terms.
- 1.2.** These norms are regulated and enshrined in the Constitution of the Republic of Azerbaijan, in the “Labor Code”, in the Law “on Education”, in “The model of ethical standards of participants in educational processes”, in “The rules of ethical behaviour of teachers” and the UNEC charter.
- 1.3.** The purpose of implementation of these rules is to maintain a healthy business environment, and strengthen labour and executive discipline.
- 1.4.** Disciplinary measures are taken against those who violate the rules of discipline.

II Working Hours and Usage of it

- 2.1.** UNEC typically has a 5-day work in a week, 8 hours per day and 40 hours per week.
- 2.2.** Daily working hours, as a rule, start at 09.00 and end at 18.00. A lunch break is between 13.00-14.00.
If necessary, the start and end time of work for individual employees and working groups, as well as the time of the lunch break can be determined according to a different schedule by the relevant decision of the UNEC management.
- 2.3.** Before the starting of work, each employee is obliged to register his / her arrival to work, and at the end of the working day - his / her completion in the manner prescribed by the university.
- 2.4.** Overtime work is generally prohibited at UNEC, besides, in exceptional cases provided by law.
- 2.5.** The order of granting leave is determined by considering the need for the normal course of work of the UNEC and the need to provide favourable conditions for employees to rest.
Vacation schedules are drawn up at the beginning of each calendar year and communicated to employees. As a rule, annual leave is given to the teaching staff during the summer holidays.

III General Procedures For Ensuring Working Conditions

- 3.1.** The UNEC classes are conducted in accordance with the curriculum developed and approved on the basis of teaching standards, curricula and programs approved by the competent authorities in the prescribed manner.
- 3.2.** The schedule is compiled for each semester and announced before the start of each semester.
- 3.3.** Teachers and students are notified of the start and end of each lesson by phone or other means.
- 3.4.** As a rule, breaks are announced between classes.

- 3.5. Students are prohibited to enter or leave the classroom after classes, unless absolutely necessary.
- 3.6. After the start of classes, all classrooms are provided with the necessary silence and other appropriate conditions for the normal conduct of classes. It is not allowed to use mobile phones outside the classroom during the lessons.
- 3.7. Before the start of classes, the auditorium, classrooms and laboratories are prepared by the relevant teaching staff.
- 3.8. Relevant administrative and economic structures of the UNEC ensure the establishment of the necessary order in the university buildings.
- 3.9. The UNEC's administrative and maintenance structures ensure that the university's machinery and equipment are always in good condition.
- 3.10. Noise is not allowed in the corridors, library halls and other areas, which will interfere with the course of lessons, library readers and administrative services.
- 3.11. Garbage on university campuses and smoking in prohibited areas is not allowed.
- 3.12. UNEC management ensures the protection of educational buildings, equipment, inventory and other property.
Responsibility for the protection of buildings and property, their fire safety and sanitary condition rests with the administrative and economic staff determined by the relevant order of the UNEC Rector.
- 3.13. The UNEC sets the appropriate reception hours for senior staff.

IV Rewarding Distinguished Employees for Labor and Performance Discipline

- 4.1. In accordance with Article 185 of the Labor Code, UNEC management rewards employees who excel in performing their job functions at a high level of professionalism and compliance with the rules of internal discipline in the following forms:
 - with the gift of money or valuables;
 - with additional leave;
 - with individual addition to the salary;
 - with a higher amount of personal insurance;
 - sanatorium-resort treatment, with payment of tourist trips;
 - by submitting a petition to be nominated for a state award in accordance with the established procedure;
 - by other incentives.
- 4.2. Reward events are announced by the order of the employer and communicated to the entire staff.

V Liability For Violation Of Discipline

- 5.1.** They are warned for violating the rules of discipline at the university or are subject to one of the following disciplinary sanctions in accordance with Article 186 of the Labor Code:
- reprimand;
 - severe reprimand with last warning;
 - deduction from labour, provided that it does not exceed the amount of monthly salary if it is provided by the collective agreement;
 - termination of the employment contract.
- 5.2.** When imposing a disciplinary sanction, the employee's personality, reputation in the team, level of professionalism, and the nature of the disciplinary violation committed by him/her should be considered.

VI Warning Situations

- 6.1.** A warning is a written or oral request to be more careful in the performance of one's duties and conduct. The warning is not a disciplinary sanction.
- 6.2.** The employee is notified in the following cases:
- 6.2.1.** in case of negligence or systematic negligence in the full and timely execution of orders and instructions, observance of rules and principles established in the position, protection, use and maintenance of official documents, means and equipment related to the position;
 - 6.2.2.** Arriving late to work without an excuse or permission, leaving early and leaving the post;
 - 6.2.3.** Failure to comply with austerity measures set by UNEC;
 - 6.2.4.** In case of illegal appeals or complaints;
 - 6.2.5.** Demonstrates a position and behaviour incompatible with his/her position;
 - 6.2.6.** In case of indifference to the position and officials;
 - 6.2.7.** Behaving in a manner contrary to the principle of cooperation;
 - 6.2.8.** committing acts contrary to the name of the administrative employee and teacher in relation to students;
 - 6.2.9.** Failure to respond in a timely manner to inquiries made by the competent authorities in accordance with the legislation without any legal reason;
 - 6.2.10.** If s/he is engaged in other work outside his position during working hours;
 - 6.2.11.** If it does not create conditions for professional development and professional development of subordinate employees;
 - 6.2.12.** Committing another similar disciplinary violation not mentioned above.

VII Cases of Defamation Announced

- 7.1.** A reprimand is a written statement of a defect in duty or conduct.
- 7.2.** Reprimand to the employee is announced in the following cases:

- 7.2.1. In the full and timely execution of orders and instructions, in the observance of internal rules and principles in the workplace, in the protection, use and maintenance of official documents, tools and equipment related to the position;
- 7.2.2. When a manager treats an employee disrespectfully in the office;
- 7.2.3. Behaves in a manner that undermines the sense of trust and confidence required by the official position outside of work;
- 7.2.4. In case of loss of an official document of UNEC, a rare copy of scientific material or a book;
- 7.2.5. Ill-treatment of colleagues, subordinates and students;
- 7.2.6. Harassing colleagues with words or actions;
- 7.2.7. When s/he behaves in a way that is contrary to the rules of morality and obscenity in office, and when he writes such articles, draws signs and similar pictures;
- 7.2.8. If s/he illegally protests against the decisions made by the management;
- 7.2.9. Violation of the normal working conditions of UNEC and its structures;
- 7.2.10. Incomplete or incorrectly reported or not reported at all to the UNEC or its affiliates;
- 7.2.11. When teaching special classes on a paid basis to students taught at UNEC;
- 7.2.12. Outside the scientific discussion and commentary, in the absence of authority, to provide information or interviews to the press, news agencies or radio and television on official UNEC issues;
- 7.2.13. When using mobile phones in the classroom outside the classroom during class time;
- 7.2.14. Smoking in prohibited areas;
- 7.2.15. Littering corridors and auditoriums;
- 7.2.16. Fails to convene relevant meetings despite written warnings;
- 7.2.17. Committing another similar disciplinary violation not mentioned above.

VIII Cases of Serious Library With Last Warning

- 8.1. The final warning and severe reprimand is an official written notice, including a disciplinary violation committed by the employee.
- 8.2. With a final warning to the employee, a severe reprimand is announced in the following cases:
 - 8.2.1. Behaves in a manner aimed at disrespecting the manager and subordinates;
 - 8.2.2. When compiling a false report or document;
 - 8.2.3. In the performance of his/her duties demonstrates behaviours that cause discrimination on the basis of language, race, sex, political opinion, philosophical beliefs, religion and sect, and the benefits and harms of individuals;
 - 8.2.4. Disseminating information that is prohibited to be disclosed;
 - 8.2.5. Insulting or threatening his/her boss, employees, and colleagues;
 - 8.2.6. Intentional non-performance of assigned duties and tasks;
 - 8.2.7. When acting in favour or against any political party in the UNEC;

- 8.2.8.** If the official documents and inventories related to the position are not returned or the handover operation is not carried out in time, despite the completion of the position and the written request of the relevant the UNEC bodies;
- 8.2.9.** When requesting a gift directly or through an intermediary and accepting a gift in order to provide an advantage and benefit, even if he is not in the office, or when borrowing or borrowing from individuals and students;
- 8.2.10.** When s/he acts or encourages or incites others to disrupt the UNEC action programs;
- 8.2.11.** When making an advertisement or campaigning within the UNEC without the permission of the competent authorities;
- 8.2.12.** When a boycott, which has no political or ideological purpose, initiates protests, such as slowing down;
- 8.2.13.** When holding meetings, giving speeches and organizing other scientific and cultural events within the UNEC without the relevant permission of the UNEC leadership;
- 8.2.14.** Violating the educational process and scientific measures, removing employees and students from the educational process, encouraging or forcing them to engage in such behaviour, or attempting to take part in actions to this end;
- 8.2.15.** Behaves in a manner that undermines the trust and confidence required by the official position in office;
- 8.2.16.** When s/he verbally disrespects his/her boss in office;
- 8.2.17.** In case of falsification of documents submitted in connection with his / her position, use or use of distorted documents;
- 8.2.18.** When using official documents and inventory related to UNEC for personal gain;
- 8.2.19.** Committing another similar disciplinary violation not mentioned above.

IX Cases of Labor Details

- 9.1.** If provided for in the collective agreement, the imposition of a disciplinary sanction on an employee by deduction of wages should be applied in the following cases, provided that it does not exceed the amount of the monthly salary $\frac{1}{4}$:
 - 9.1.1.** Failure to protect, maintain or damage official documents and inventory related to the position;
 - 9.1.2.** Assists in the unauthorized use of any the UNEC venue for a meeting or event;
 - 9.1.3.** When s/he initiates to take any material benefit, directly or indirectly, from any structure under his authority;
 - 9.1.4.** When using property belonging to the UNEC for personal purposes;
 - 9.1.5.** Committing another similar disciplinary violation not mentioned above.

X Cases of Termination of Employment Contract

10.1. Disciplinary action for termination of an employment contract is applied in the following cases:

- 10.1.1. In case of non-fulfilment of his/her labour function or obligations under the employment contract;
- 10.1.2. If s/he does not come to work all day without any valid reason, except for his/her illness, illness or death of a close relative;
- 10.1.3. When s/he comes to work in a state of intoxication by taking alcohol, drugs and psychotropic, toxic and other toxic substances, as well as when s/he is intoxicated by taking those drinks or substances at work after coming to work;
- 10.1.4. Causing material damage to the owner as a result of his/her guilty actions (omissions);
- 10.1.5. If as a result of his/her guilty actions (omissions) he/she injured the health of his/her colleagues in violation of the rules of labour protection or died as a result;
- 10.1.6. Intentional non-fulfilment of obligations on the dissemination of production, commercial or state secret or keeping of this secret;
- 10.1.7. In case of serious damage to the legitimate interests of the employer, enterprise or owner as a result of gross mistakes or violations of law committed in the course of employment;
- 10.1.8. In case of repeated violation of labour function within six months without drawing conclusions from the disciplinary sanction previously imposed by the employer for violation of labour function;
- 10.1.9. When s/he writes another's scientific work or research as a whole or a part of it as his/her own work without indicating the source;
- 10.1.10. Committing administrative offences or socially dangerous acts of a criminal nature directly at the workplace during working hours;

XI Rules And Procedures for Discipline Responsibility

- 11.1.** Before a disciplinary sanction is imposed, the UNEC management requires the employee to provide a written explanation. An employee's refusal to provide a written explanation does not preclude disciplinary action.
- 11.2.** A disciplinary sanction should be imposed within one month from the date of discovery of a violation of labour or executive discipline by the employee. This period is not included when the employee is ill or on leave or on a business trip.
- 11.3.** It is not allowed to impose a disciplinary sanction on an employee after six months from the date of the disciplinary offence. Disciplinary sanctions may not be imposed on an employee after two years from the date of the offence for disciplinary offences revealed as a result of an audit of the financial and economic activities of the enterprise (inspection, inspection). Criminal proceedings are not included in this period.

- 11.4. When imposing a disciplinary sanction on an employee who has provided information on corruption-related offences, it shall be substantiated that the disciplinary sanction arises from circumstances established by law and is not relevant to the information on corruption-related offences.
- 11.5. Disciplinary action is imposed only by the Rector, who has the authority to conclude an employment contract with the employee, change its terms and terminate it, except as otherwise provided by law.
- 11.6. Only one disciplinary sanction is imposed for one disciplinary offence. No more than one disciplinary sanction may be imposed for a single disciplinary offence.
- 11.7. A disciplinary sanction shall be imposed on an employee during the working day. An employee shall not be subject to disciplinary action during the period of leave, business trip or temporary incapacity for work.
- 11.8. Disciplinary punishment is given by the order (order, decision) of the Rector. The employee is acquainted with the order (order, decision) and at his/her request, a copy of the order is presented to him.
- 11.9. The order (decree, decision) on disciplinary sanction shall not contain information that degrades the honour and dignity of the employee, discredits his/her personality, and moral feelings, as well as motivates him/her to take revenge for his/her indiscipline.
- 11.10. The disciplinary sanction shall be valid for six months from the date of imposition.
- 11.11. If the employee performs his / her job function at a high level as a result of the disciplinary sanction and does not violate the rules of internal labour and discipline, the Rector may cancel the disciplinary sanction by his/her order (order, decision).
- 11.12. If an employee claims that the employer has violated the requirements of the law and his/her rights when imposing a disciplinary sanction, s/he may apply to the court to resolve an individual labour dispute in accordance with the Labor Code.
- 11.13. If an employee is rewarded by any means of incentive provided for in these Rules for highly professional performance of labour functions and observance of internal disciplinary rules during the period of validity of the disciplinary sanction, the disciplinary sanction imposed on him from the day of such award should be considered invalid.

XII Final Conclusions

- 12.1. The implementation of the rules is supervised by the UNEC Rector.
- 12.2. Additions and changes to the rules are discussed at the UNEC Scientific Council and approved by the decision of the Scientific Council.
- 12.3. The rules come into force on the day of their approval by the UNEC Scientific Council.

II ETHICS OF CODES FOR EMPLOYEES OF THE AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)

This document incorporates the ethical values and principles that UNEC staff must adhere to on a real and virtual level. The document has been prepared taking into account the relevant legislation of the Republic of Azerbaijan, the “Rules of Ethical Conduct for Teachers” and the UNEC Charter approved by the Board of the Ministry of Education on November 6, 2014.

The purpose of the document is to identify the principles that the UNEC staff will apply in addressing the ethical challenges they face and in their relationships with colleagues, students, university executives, individuals and organizations outside the university, and the national and international community. The UNEC staff are committed to acting in accordance with ethical standards of conduct, based on the principle of honesty and a sense of responsibility. The UNEC staff strives to find the truth and strive for perfection; They emphasize the need to protect academic freedom, including freedom of scientific research, study, teaching, knowledge sharing, expression, communication and expression, and to create equal opportunities for all in the implementation of ethical principles and ideals. The UNEC staff are committed to carrying out all these processes on the basis of the ethical values and principles set out below and understand their responsibilities in this regard. Every UNEC employee is honored to be guided by this Code when recruited. Members of the teaching staff also take the "teacher's oath" in accordance with the law before starting work at the UNEC.

I Basic Concepts and Values

1.1. Basic concepts

Ethics: is a set of values, principles, and standards that guide the behavior of individuals, organizations, and professionals, and help them determine what is right and wrong.

Academic ethics: implies that faculty members adhere to the rules of ethical conduct in conducting, presenting and evaluating research, in dealing with various stakeholders in society, in the rewarding and promotion stages, and in the professional development of the university.

Plagiarism / Theft of Knowledge: To present and publish the opinions, methods, data, works and publications of others, in whole or in part, as one's own, without giving the necessary references, sources or appropriate permission in accordance with scientific rules.

Fiction: To present non-existent data and results as they are.

Misleading / Distorting: Deliberately altering data and / or results, concealing and / or distorting data.

Reprinting: The same scientific research is published in more than one scientific publication as a different work without providing a complete source.

Dividing and publishing: Dividing and publishing a completed study in order to increase the number of scientific works.

False / unfair authorship: Deliberately appearing as an author without actively participating in any research (research planning, data collection, evaluation, preparation and

publication); in the absence of active participation, to use his/her reputation to include his/her name in the list of authors.

Concealment of the author: It is not to write the name of any author if s/he has contributed to the research.

Obtaining permission without informing: Obtaining permission from volunteers wishing to participate in the study without proper information about the stages of application of the study, the expected results, risks and the right to refuse to participate in the study.

Violation of the principle of voluntary participation: To force students or other groups of participants to participate in the study.

Violation of the principle of confidentiality: Dissemination of personal or organizational data obtained from the participants, without legal obligation or without the permission of the relevant persons, is not to keep the identities of the participants in the study secret.

1.2. Basic values

Academic Freedom: UNEC staff are committed to scientific principles in research, teaching and social work.

Academic Ethics: UNEC staff upholds academic ethics in all its activities and respects copyright.

Eligibility: UNEC staff create equal opportunities for everyone in academic and administrative positions and prefer the most deserving.

Transparency: UNEC staff is open to all stakeholders.

Perfection: UNEC employees always strive to achieve perfection in all their activities.

Quality: UNEC employees remain committed to the principle of high quality in all their activities.

Participation: UNEC staff ensures active participation at all stages of governance for effective governance.

Respect for differences: UNEC staff respects the differences of opinion of all stakeholders.

Thinking of the public interest: UNEC employees carry out all their activities with the public interest in mind.

Sensitivity to the environment: UNEC staff strives to maintain ecological balance for sustainable development.

II Basic Ethical Behavior Principles of Employees

2.1. Ethical principles that employees should expect in relation to their colleagues

- a) To treat his colleagues fairly and respectfully, both academically and administratively;
- b) To protect the academic rights and freedoms of their colleagues;
- c) Be fair, objective and impartial in presenting professional opinions and assessments of the activities of colleagues; not to make deliberately false and malicious statements about colleagues;

- d) not to disclose confidential or personal information obtained about colleagues, unless required by law;
- e) To promote the professional development of colleagues;
- (f) Not to discriminate against colleagues on the grounds of race, language, religion, age, sex, ethnicity, physical disability or political, voluntary or personal reasons;
- (g) Not to prevent, for whatever reason, his colleagues from exercising the rights and powers arising from their duties and from performing their duties;
- h) Not to use coercion or coercion to influence the decisions of colleagues.

2.2. Ethical principles that faculty should follow in their approach to science

- a) To continuously develop themselves in the field of science to which they belong;
- b) To maintain academic integrity in all scientific activities;
- c) Not to tarnish other fields of science, not to make them insignificant;
- (d) Not to make misleading statements or misrepresentations of professional qualifications or to deliberately conceal the truth of their qualifications and qualifications when applying for professional positions;
- e) Not accepting any reward, gift or donation that will change or influence the decision and behavior of the profession. They cannot accept gifts directly or indirectly because they work for UNEC and cannot borrow from individuals or companies with which they have a business relationship;
- f) Review, project research, expertise on topics not related to the field of specialization; not to be a member of examination, dissertation, recruitment and promotion commissions;
- g) Not to appoint, not to be a reviewer, not to be an expert in appointments, promotion and evaluation commissions in relation to individuals with a “union of interests” or “conflict of interest”.

2.3. Ethical principles that employees should expect from UNEC

- a) Participate in management activities within committees, commissions, working groups, councils or other frameworks within the University;
- b) Not to engage in professional activities outside the university that conflict with his / her duties and responsibilities at the university;
- c) To treat the members of the University with respect and justice, not to use them for personal interests and personal affairs, not to try to degrade them verbally or physically;
- d) To use the resources of the University honestly and appropriately;
- e) Not to use his organizational and professional status for personal gain;
- f) To accept the regulation of the valuation of all inventions, utility models, industrial projects, programs, brands and other intellectual property products arising in the course of its activities at the University and the distribution of their material rights in accordance with the relevant legislation.

2.4. Ethical principles that faculty should expect from society

- a) To try to play an active role in the development of the economic, social, cultural and intellectual potential of the society, in the service of the society;
- b) Distinguish between scientific findings and personal views in their public statements;
 - c) When expressing an opinion on any administrative issue, be careful to distinguish between the personal views and the position of the university;
- d) To make the problems of the country's scientific, cultural, social and economic development the subject of teaching and research, to present the results to the public, to share their views and recommendations with the public;
- e) to protect and support the fundamental rights and freedoms of all members of society;
- (f) To protect, in addition to human rights, the rights and well-being of participants in experiments or trials on humans or other living things.

III Ethics of Scientific Activity

3.1. Ethical principles to be observed in scientific research and publishing activities

- a) To ensure that all types of teaching, student projects and educational activities, including laboratory research involving human and / or other live experiments carried out at or through UNEC, comply with applicable law;
- b) Adequacy in the design and implementation of research, maintaining self-criticism, honesty and transparency in the conduct of research and analysis of results, while respecting the research of those who have conducted or are conducting research on the relevant topic;
- c) To approach the research topic honestly and impartially, to be open and honest when writing the research results, to ensure that the contribution of everyone involved in the research is visible and known;
- d) To determine the responsibilities of the research process and the distribution of all rights formed in the publications at the beginning of the research in order to ensure that the research is in accordance with the research methodology and research ethics;
- e) Present in research all sources (including electronic ones) and methods used for data collection and analysis;
- f) To accept that the main rule in scientific publications is that the knowledge within the work is correct and complete, and that the work does not contain intentionally insufficient knowledge; to act in accordance with scientific ethics at the stages of production and improvement of knowledge, to publish knowledge and data developed and collected only within the framework of the scientific system;
- g) To pay attention to the neutrality of the content of the scientific publication; not to publish the results of research for the purpose of dictating personal interests, business interests, political views or for similar reasons;

- h) Refer to all sources used in the work of scientific publication, mention those who contributed to the production, collection, measurement and preparation of knowledge in the work as an author or thanks for their contribution;
- i) To expect copyright in all scientific research, which means participation and responsibility in research and publication; to rank the names of the authors in relation to the contribution to the research;
- j) To present a work in another person's handwritten, printed or electronic form as it is considered to be the worst unethical act, or to present a part of it as one's own work without referring to it in accordance with the rules of scientific publication; to present the results without explicitly indicating that they are citations (by changing the typeface, in italics, in quotation marks, in the text, in references or in the bibliography); to resolutely refrain from attempts to "present knowledge and ideas as one's own opinion";
- k) Not to provide insufficient information when quoting, not to provide inadequate information about the source of the quote, not to present the forgotten source as their opinion;
- l) Maintain a database containing the data and analysis used in the study for at least 5 years.

3.2. Ethical principles to be observed in scientific evaluation activities

- a) To act independently, honestly, impartially and impartially in the performance of scientific evaluation and jury membership, editorial, expert, review and other similar duties;
- b) To observe the principle of confidentiality;
- c) be open and transparent in scientific assessments and expect the principle of justification;
- d) Adhere to the evaluation schedule and deadline; to make constructive suggestions and recommendations during the assessment, to refrain from insulting the author of the work;
- e) not to abuse his position by stealing ideas from the scientific work he is reviewing;
- f) Do not deviate from scientific criteria when determining the reviewer;
- g) Not to act as a reviewer in the evaluation team of scientific works related to persons with whom there is a "union of interests" or "conflict of interest".

IV Education and Teaching Ethics

4.1. Ethical principles that faculty should expect from education and teaching

- a) To teach classes in accordance with the content of the program approved by the competent authorities;
- b) Not to disclose to third parties the assessments and grades received by students from classes without a court decision and the written permission of the student;
- c) In principle, to be in class at the time and place specified in the schedule, not to substitute classes for others, except in excuses;
- (d) To develop a written syllabus for all the subjects he teaches and to facilitate access to this syllabus for all students;

e) To provide support and assistance to students with disabilities in accordance with the requirements of the relevant legislation.

4.2. Ethical principles that faculty should expect from students

- a) To create an environment that encourages and encourages students to research, question and learn;
- b) Encourage students to learn the basic values and principles of the profession or field of science, to express themselves freely and to think independently;
- c) To evaluate the activities and productivity of students in a fair, objective and honest manner, to contribute to the learning of students with their assessments, to respond in a timely and constructive manner to their activities;
- d) Timely assessment and announcement of students' activities and exams;
- e) To protect the freedom of learning of students, not to allow practices that would infringe on their right to education;
- f) Pay attention to the opinions of students about the lessons;
- g) To respect the personal data of students, except for those whose disclosure is required by law, to keep this information confidential;
- h) Not to exploit students for personal gain;
- i) Be fair and objective in giving a letter of recommendation or opinion to students;
- j) not to allow personal intimacy and relations between students and students beyond the limits of professionalism, to treat all students equally;
- k) To refrain in any way from any form of abuse, exploitation or violence, oppressive, degrading or disturbing behavior, to turn a blind eye to them and to act accordingly;
- l) To continuously raise the level of professionalism by conducting research so that students in the field they teach can receive relevant and quality education;
- m) Recognize that learners have different skills and characteristics and strive to serve the intellectual and personal development of each learner;
- n) To set an example for students to have high professional ethical values and behavior for their multifaceted development;
- o) Encourage students to respect each other and the teaching staff;
- p) To pay attention to protecting learners from environments which may impede their learning or endanger their health and safety;
- d) Not to accept any gifts from students;
- r) Not to force students to buy their own books or similar written or visual research; not to use the dissertation and the price as a means of pressure for this purpose.

V Service Ethics

5.1. Ethical values and principles that employees should follow when providing services

- a) To act in accordance with the principles of respect for law, legality, fairness, equality, honesty, transparency and accountability in activities and operations within the service of society, language, religion, worldview, political thought, race, age, sex and similar reasons in the performance of duties and services. not to discriminate, not to behave in a way that contradicts or restricts human rights and freedoms and impedes equality of opportunity;
- b) To protect the interests of humanity by showing sensitivity to social issues (environment, health, education, justice, etc.);
- c) not to violate their obligations to the university in order to participate in any event outside the university;
- d) To organize the income-generating activities carried out outside the University in accordance with the law and the principle of honesty;
- e) refrain from being a tool for commercial advertising;
- f) To maintain the place and respect of the university and the profession in society in extracurricular activities;
- (g) To refrain from measures that would jeopardize its integrity and objectivity;
- h) to provide services in accordance with established standards and processes, to inform service users throughout the service process by making necessary statements about work and operations;
- (i) To refrain from arbitrary conduct, coercion, insults and threats, to prepare reports based on clear and conclusive evidence, and not to demand services, opportunities or similar advantages for themselves in violation of the law;
- (j) Inform the authorities of the situation when he or she becomes aware of or sees such an activity or operation, which is contrary to ethical principles or when he or she is required to participate in illegal work or activities, or when performing services;
- k) be careful in matters of "unity of interest" and "conflict of interest";
- l) to refrain from actions that would create a material or moral advantage for himself, his relatives or third parties by using his position, status and authority;
- m) Employees may not accept gifts directly or indirectly for their work at UNEC, may not receive any material or moral benefits, and may not borrow from individuals or firms with whom they have a professional relationship.

VI Academic Management Ethics

6.1. Ethical values and principles that executives should expect

- a) To protect the personal dignity and professional reputation of the members of the University;

- b) not to discriminate between members of the University on the basis of language, race, color, sex, appearance, political opinion, philosophical beliefs, religion, sect and similar reasons;
- c) work for the realization of academic autonomy; to accept academic freedom, the ability of different thoughts and ideas to coexist as the main value of university life;
- d) To take into account the accepted academic criteria in the evaluation of applications for the appointment and promotion of faculty;
- e) not to allow personal intimacy and relations between the employees he / she manages to a level that exceeds the limits of professionalism, to treat all employees equally;
- f) not to go beyond scientific standards in university recruitment, appointment and promotion;
- (g) To take all necessary measures for training, education and awareness in order to prevent unethical conduct, such as abuse, harassment and psychological violence (mobbing); to protect the rights of those subjected to such treatment;
- h) Assess sexual harassment within the framework of ethical criteria, not within the narrow framework established by law. To protect the principle of confidentiality in the appeals of educators, students and administrative employees who are subjected to sexual harassment and the use of force and authority for this purpose;
- (i) To act in accordance with the principles of fairness and decency in the participation of faculty in domestic and international scientific activities and in the provision of appropriate support for this purpose;
- j) to refrain from actions restricting the labor rights of employees and damaging their careers;
- k) to expect the protection of the legal rights of the teaching staff arising from scientific research and publication;
- l) to ensure that the teaching load of the teaching staff is distributed fairly, taking into account their area of specialization and skills;
- m) Be transparent and accountable in the use of university resources and the performance of work;
- n) not to establish personal relations with individuals and organizations that have business relations with the University;
- o) to provide the necessary conditions for the independent functioning of ethics or disciplinary commissions, to implement their decisions fairly, and not to turn a blind eye to unethical approaches and conduct;
- p) Adhere to the principle of neutrality in relations with political organizations and other civil society organizations.

II REGULATIONS FOR LEARNERS OF THE AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)

I General Articles

- 1.1.** “Intra-University Discipline Rules for Students of Azerbaijan State University of Economics (UNEC)” consists of norms that define the disciplinary violations and the relevant disciplinary liability.
- 1.2.** These Rules are in accordance with the Constitution of the Republic of Azerbaijan, the Law "on Education", "Rules for the organization of higher education institutions at the bachelor's and master's levels, basic (basic higher) medical education and the credit system of the Azerbaijan National Academy of Sciences", "Model of ethical standards” and other legislative acts.
- 1.3.** The main purpose of the application of these Rules is to strengthen the teaching and learning discipline among students and to form in them a conscious approach to the teaching process.
- 1.4.** These Rules are binding on all students from the moment they join UNEC.
- 1.5.** Disciplinary measures are applied to students for violation of these Rules.
- 1.6.** These Rules are based on the principles of equality, justice and humanism.
 - 1.6.1.** Students who violate the rules of discipline are subject to race, nationality, religion, language, sex, origin, financial status, beliefs, membership in political parties, trade unions, other public associations and other circumstances. are subject to disciplinary action on the basis of the principle of equality;
 - 1.6.2.** Disciplinary action against a student who violates the rules of discipline must be fair in accordance with the nature of the disciplinary offense, the degree of social danger and the circumstances of its commission;
 - 1.6.3.** Disciplinary action against a student who violates the rules of discipline should not be aimed at degrading the reputation, honor and dignity among his peers, taking into account the personal qualities of the student, based on the principle of humanism.

II Liability For Violation of Discipline

- 2.1.** Students may be warned for violating the rules of discipline within the university or one of the following disciplinary measures may be applied:
 - reprimand;
 - severe reprimand with last warning;
 - exclusion from UNEC students.
- 2.2.** If a student repeatedly violates the same disciplinary rules, he / she will be subjected to a more severe disciplinary sanction.
- 2.3.** The following shall be taken into account when imposing a disciplinary sanction:
 - severity of the incident;

- cost of damage;
 - fact and circumstances of the incident;
 - circumstances mitigating and aggravating disciplinary sanctions;
 - intentional or negligent commission of the incident;
 - cause and circumstances affecting the incident;
 - personal qualities of the student;
 - student success indicators.
- 2.4.** No disciplinary action shall be taken against a student during illness, vacation, academic leave, maternity leave or maternity leave and he / she shall not be expelled from the UNEC.

III Situations Warned

- 3.1.** A warning is an official written or oral announcement that a student is more likely to follow the rules of discipline within the university. Warning is not a disciplinary sanction.
- 3.2.** The warning is issued in the following cases:
- 3.2.1. when he is rude and disrespectful to others;
 - 3.2.2. when he speaks loudly, shouts, sings, listens to music, and makes noise in a way that disturbs others;
 - 3.2.3. failure to observe the cleanliness of the environment;
 - 3.2.4. failure to respond to requests from UNEC officials in a timely manner without good reason;
 - 3.2.5. when posting announcements outside the places specified in the UNEC;
 - 3.2.6. with the permission of the relevant structures of the UNEC, tear down, change, blacken or invalidate the posted announcements;
 - 3.2.7. committing other similar disciplinary violations not mentioned above.

IV Cases of Defamation Announced

- 4.1.** A reprimand is an official written statement of a student's misconduct.
- 4.2.** Reprimand is given in the following cases:
- 4.2.1.** When the information required by UNEC officials is deliberately incomplete and incorrect;
 - 4.2.2.** lectures, seminars, laboratory work, scientific conferences, cultural events, etc. with actions and behavior. when it breaks the course;
 - 4.2.3.** At UNEC, when writing on walls and objects, putting up signs, taking pictures, damaging them;
 - 4.2.4.** when using mobile phones in the classroom during lessons;
 - 4.2.5.** Dissemination of announcements and other written information within UNEC without permission;
 - 4.2.6.** when trying to transfer in exams;

- 4.2.7. deliberately harassing others with words and actions
- 4.2.8. committing another similar disciplinary violation not mentioned above.

V Cases of Serious Library with Last Warning

- 5.1. The final warning is an official written statement stating the disciplinary violation committed by the student.
- 5.2. The last warning is a severe reprimand in the following cases:
 - 5.2.1. Engaged in political and religious propaganda within the UNEC;
 - 5.2.2. obstructs the investigation into a violation of disciplinary rules;
 - 5.2.3. When a person receives a document officially received from UNEC and belongs to him for use and uses a document belonging to someone else for himself;
 - 5.2.4. if he / she wishes to enter the UNEC without presenting a student card at the request of the security service or if he / she tries to enter the UNEC with someone else's student card;
 - 5.2.5. Disseminating untrue verbal or written information, both inside and outside UNEC, as well as on social networks, degrading people's honor and dignity;
 - 5.2.6. When drinking alcohol within the UNEC or coming to the UNEC under the influence of alcohol;
 - 5.2.7. Smoking in prohibited places within the UNEC;
 - 5.2.8. when creating conditions for transfer or transfer in examinations;
 - 5.2.9. graduation works, dissertations, etc. gross violation of copyright in writing;
 - 5.2.10. when, individually or in a group, opposes the decisions made by teachers and administrators, and in connection with this, conducts propaganda or attempts to do so among students;
 - 5.2.11. when he discriminates between his peers on the basis of language, race, religion, sex, nationality, and acts that will create polarization on the basis of characteristics such as religion;
 - 5.2.12. When writing ideological or political writings on objects, doors, windows, walls and other places in UNEC, pictures, emblems, etc. when pasting;
 - 5.2.13. Organizing or participating in various events in UNEC and related bodies without the permission of the responsible persons;
 - 5.2.14. When making statements, claiming to be a competent person, without the authority to represent the UNEC or any of its bodies;
 - 5.2.15. Access to UNEC buildings and prohibited areas;

- 5.2.16.** when he is a member of illegal organizations or acts in favor of these organizations;
- 5.2.17.** When conducting a special campaign against a UNEC employee (or staff member), disseminating information that could damage his / her professional reputation, honor and dignity, collecting signatures for this purpose, organizing or attempting to do so;
- 5.2.18.** if the student creates conditions for another person to participate in the lesson instead of attending the lesson (or classes), as well as if the student participates in the lesson (or classes) instead of another student;
- 5.2.19.** committing another similar disciplinary violation not mentioned above.

VI Dismissals From UNEC Students

- 6.1.** Expulsion from the UNEC is a written notification to the student.
- 6.2.** Exclusion from UNEC students is applied in the following cases:
 - 6.2.1.** When using drugs and psychotropic substances within UNEC or when coming to UNEC using drugs and psychotropic substances;
 - 6.2.2.** When threatening UNEC staff and students;
 - 6.2.3.** Violence against UNEC staff and students;
 - 6.2.4.** expelling employees or students from the UNEC by force, obstructing them in the performance of their duties, or inciting others to do so;
 - 6.2.5.** knowingly and systematically holding events, meetings, rallies and demonstrations that damage the reputation of the UNEC, conducting propaganda;
 - 6.2.6.** Severely insult the honor and dignity of UNEC employees;
 - 6.2.7.** in case of disregard of the relevant instructions of the supervisor in the examination hall and gross violation of the examination process;
 - 6.2.8.** When stealing at UNEC;
 - 6.2.9.** Disabling UNEC buildings and inventory and causing serious damage to the information system;
 - 6.2.10.** to intimidate students during exams and to prevent them from being removed from the examination room;
 - 6.2.11.** if the student deliberately creates conditions for someone else to take the exam instead of him or tries to take the exam instead of another student;
 - 6.2.12.** in case of obtaining part or all of the examination questions in any illegal way;
 - 6.2.13.** Falsification of the signature of an authorized person in an official document belonging to the UNEC;
 - 6.2.14.** When making changes to UNEC documents, inciting others to do so;
 - 6.2.15.** To enter the UNEC database and carry out illegal operations in one's own or another's favor;

- 6.2.16. interfering with electronic stands in auditoriums, as well as electronic journals;
- 6.2.17. Allowing UNEC staff to engage in conduct aimed at capturing them in various ways (bribes, gifts, assignments, intimidation, blackmail, deception, etc.);
- 6.2.18. entering the auditorium with items that can be considered cold weapons (knives, other cutting tools, blunt instruments that can injure the body, five fingers, etc.) and refuses to hand over those items if they are found;
- 6.2.19. committing other similar disciplinary offenses not mentioned above.

VII Cancellation of Colloquium, Examination and Intervention Results

- 7.1. When students commit disciplinary violations related to transfer in colloquiums and exams and interfere with documents (written or electronic) that reflect their academic results, the results of the colloquium, exams and interventions are annulled, along with the relevant disciplinary decision.

VIII Disciplinary Responsibility Procedure

- 8.1. The imposition of a disciplinary sanction on a student is carried out in accordance with the order of the rector with the written presentation of the dean of the faculty. The student is acquainted with the relevant order of the rector within 3 days.
- 8.2. A disciplinary sanction may be imposed within 2 months from the date of discovery of the relevant incident.
- 8.3. Information on the disciplinary sanction imposed on the student shall be recorded in his / her personal file and transcript.
- 8.4. Information on the disciplinary sanction imposed on the student is placed on the bulletin board of the faculty where he studied.

IX Procedure for Appealing Discipline Appeal

- 9.1. The student may file an appeal within 3 working days after the student is notified of the official order on disciplinary punishment.
- 9.2. The appeal is addressed to the rector.
- 9.3. An appeal commission shall be established by the rector and an investigation shall be carried out within 5 working days. Persons participating in the preliminary investigation may not be members of the appeal commission.
- 9.4. The Appeals Commission examines the complaint and makes a record recommendation that the decision to impose a disciplinary sanction be upheld, annulled or amended.
- 9.5. Based on the recommendations of the Appeals Commission, the rector makes the final decision, and this decision is final.
- 9.6. If a student has not been disciplined again within 1 year from the date of imposition of a disciplinary sanction, he / she shall be deemed not to be subject to disciplinary liability at all.

9.7. Disciplinary action may be taken after 6 months for good performance in classes and behavior.

X Final Articles

10.1. The implementation of the rules is supervised by the UNEC Rector.

10.2. Additions and changes to the Rules are discussed at the UNEC Scientific Council and approved by the decision of the Scientific Council.

10.3. The rules come into force on the day of their approval by the UNEC Scientific Council.

II Basic Ethical Behavior Principles of UNEC Learners

UNEC students are honored to be guided by the following ethical values and principles in all their activities, both real and virtual, from the moment they register at the university:

1. Respect the freedom of expression of the views and opinions of others;
2. To respect differences without discrimination, and to refrain from degrading treatment of gardeners; Respect the faculty and administrative staff of the University and other students;
3. To prevent violence and insults against others by words or actions;
4. Not to obtain or disseminate the academic or personal information of another person without the permission of that person;
5. To strive to ensure the sustainability of quality life on campus without harming the environment and wildlife, keeping the area where they live and operating clean, creating sound and visual pollution, and making efficient use of limited resources;
6. To continue classes and take exams. Homework, freelance work, report preparation, etc. to fulfill obligations in a timely manner;
7. Always pay attention to grades and academic status;
8. Know, pay attention to and follow the academic calendar and rules;
9. Follow the following principles of scientific plagiarism and other academic integrity:
 - Recognize that assessments in all academic activities will be based solely on the results of one's own intellectual work, and that it is not permissible to copy or / or translate, in whole or in part, the opinions, suggestions and opinions of others without indicating the source;
 - Provide appropriate references when using any published or manuscript source (eg article, book, report, student research, internet text, etc.);
 - Not to present research done and / or done by someone else as one's own research;
 - Do not transfer in exams and do not help others in this work;
 - Not to distort any document, including electronic documents, in favor of and / or against oneself and others;
10. To prevent and support behaviors that lead to unfair competition;
11. To use all the knowledge and skills acquired during their education only for the benefit of mankind;
12. Arrive on time for scheduled meetings;
13. Inform in advance if he / she is unable to participate in the events;
14. To actively participate in the election processes of the elected structures of which he is a member;
15. Take responsibility for the accuracy and completeness of personal information and take the necessary steps in this direction.

Note: This document has been approved by Academic Council of Azerbaijan State University of Economics (UNEC)

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