	Educational institution "Royal Metropolitan University"
	Quality Management System Code of Ethics for Faculty, Staff, and Students

«Approving»

Rector of EI «RMU»


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Code of Ethics for Faculty, Staff, and Students

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	<p align="center">Educational institution "Royal Metropolitan University"</p>
	<p align="center">Quality Management System Code of Ethics for Faculty, Staff, and Students</p>

I. GENERAL PROVISIONS

1.1. The Ethical Code of Teachers, Employees, and Students of the Educational Institution “Royal Metropolitan University” (hereinafter referred to as the “Code”) is a local regulatory act defining the moral and ethical principles, norms, and rules of conduct and professional communication within EI “RMU”.


1.2. The Ethical Code of EI “RMU” has been developed in accordance with the Constitution of the Kyrgyz Republic, the laws of the Kyrgyz Republic regulating anti-corruption issues, the Law of the Kyrgyz Republic “On Education”, other legislative acts of the Kyrgyz Republic, the Charter of EI “RMU”, the Internal Labor Regulations of EI “RMU”, and is based on generally recognized moral principles and social values.

1.3. The Code is introduced with the purpose of strengthening and developing the moral and ethical foundations of educational, pedagogical, scientific, upbringing, and organizational activities of EI “RMU”, contributing to increased motivation of teachers, employees, and students, ensuring their conscious support in implementing the University’s development programs aimed at improving the quality of specialist training and enhancing the prestige and competitiveness of the University in the Kyrgyz and international educational environment.

1.4. The Code is intended to help EI “RMU” maintain appropriate standards of conduct, public trust, confidence in the honesty and professionalism of employees and students, and the reputation and image of the University.

1.5. The Code applies equally to all structural subdivisions of EI “RMU”.

1.6. Teachers, employees, and students of EI “RMU” voluntarily undertake obligations to comply with the principles, norms, and rules of professional communication and conduct established by this Code.

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All teachers, employees, and students, including newly hired or enrolled individuals, shall familiarize themselves with the text of the Code against signature. The text of the Code shall be posted on the official website of EI "RMU".

1.7. Employees of EI "RMU" accept the principles set forth in the Code by signing an employment contract. Students and graduates accept the Code by choosing EI "RMU" and signing the University agreement after enrollment.

1.8. Compliance with the principles and ethical standards by teachers, employees, and students of EI "RMU" is mandatory in the performance of official duties and academic responsibilities.

1.9. The policy of EI "RMU" implies that the principles of the Code shall be observed not only in internal relations among employees and students, but also in communication with the external environment outside the University.

1.10. For matters not regulated by this Code, generally accepted standards of conduct shall apply.


II. GENERAL ETHICAL PRINCIPLES AND RULES OF CONDUCT FOR TEACHERS, EMPLOYEES, AND STUDENTS

2.1. Moral integrity, devotion to the interests of the University, and loyalty to professional duty form the basis of the moral and ethical standards of conduct for teachers, employees, and students.

2.2. The ethical principles of teachers and employees of EI "RMU" are:

- honesty and fairness;
- modesty and restraint in behavior;
- conscientiousness and personal responsibility;
- goodwill and decency;
- professionalism in the performance of duties;
- intolerance toward violations of ethical standards.

2.3. Teachers, employees, and students of EI "RMU" shall:

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- conscientiously comply with the Charter, Internal Labor Regulations, local regulations, and orders of the University administration;
- arrive at work and classes on time and observe access control rules;
- adhere to a business style of dress;
- maintain general culture of behavior, politeness, attentiveness, correctness, goodwill, and punctuality;
- maintain proper speech culture and communication style;
- address one another formally regardless of age or position;
- respect the rights and freedoms of others and demonstrate tolerance toward religious and political views not contradicting constitutional principles;
- avoid discrimination based on age, language, gender, or other characteristics;
- consume food only in designated areas;
- treat University property with care and maintain cleanliness.


2.4. Teachers, employees, and students shall support and participate in cultural and public events organized by EI “RMU”.

2.5. During classes, meetings, and official events, electronic devices must be set to silent mode.

2.6. During meetings, conferences, and public events, participants shall maintain order, show respect to speakers, and ask questions only after presentations are completed.

2.7. Teachers, employees, and students shall not conduct political or ideological campaigning on the territory of EI “RMU”.

2.8. It is prohibited to appear at work under the influence of alcohol or drugs, consume alcoholic beverages or narcotic substances at the workplace, smoke on University premises, or violate fire and sanitary safety regulations.

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III. PREVENTION OF CORRUPTION

3.1.In the event of a conflict of interest or the possibility thereof, a teacher, employee, or student shall immediately inform their supervisor, dean, or curator.

3.2.Teachers, employees, and students are obliged to prevent corruption within EI "RMU". Any known facts of corruption must be immediately reported to the administration in writing.

3.3.When addressing personal matters with state or local government authorities, employees shall not represent themselves as acting on behalf of EI "RMU".

3.4.Teachers and employees of EI "RMU" shall not use their official position to receive gifts, money, goods, or services from interested parties.

3.5.It is prohibited to offer or promise assistance in exchange for gifts, rewards, or personal benefits.


3.6.Gifts from colleagues for birthdays or family celebrations are permitted, provided their total annual value does not exceed one monthly salary.

3.7.Gifts received during official business trips or protocol events shall become the property of EI "RMU", except for official awards, diplomas, and certificates.

IV. PROFESSIONAL ETHICS OF TEACHERS

Teachers shall:

- perform their professional duties conscientiously and professionally;
- build relations with students on mutual respect and objectivity;
- foster independence, responsibility, honesty, professionalism, and patriotism among students;
- avoid methods of influence contradicting moral and ethical standards;
- refrain from discussing personal or professional qualities of colleagues or students with others;
- avoid any statements or actions implying preferential treatment in exchange for gifts or money;
- avoid activities that may cast doubt on their impartiality;

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- not force employees or students to participate in political, religious, or public organizations;
- avoid personal business during working hours;
- avoid situations that may damage the reputation of EI "RMU".

Teachers and employees must:

- comply with employment agreements and internal regulations;
- bear personal responsibility for violations;
- contribute to a positive working atmosphere;
- respect the dignity of others;
- use University property carefully and efficiently;
- prevent conflicts of interest;
- avoid discrimination of colleagues or partners.

V. ETHICS OF STUDENT CONDUCT

5.1. Students shall strive to become worthy citizens and professionals in their chosen specialty.

5.2. Students shall honor and preserve the traditions of EI "RMU".

5.3. Students shall refrain from actions diminishing the honor and dignity of students of EI "RMU".

5.4. Students shall conscientiously attend classes and examinations and avoid dishonesty, fraud, and indiscipline.


Electronic devices during classes may be used only for educational purposes.

5.5. Mutual respect, fairness, and honesty are the fundamental principles of student relations. Rudeness, obscene language, humiliation, or causing moral or material harm are prohibited.

5.6. Joint educational projects, scientific, cultural, sports, and student self-government activities are encouraged.

5.7. Students shall adhere to a business style of dress and maintain a neat appearance.

5.8. Students shall treat library and University property with care.

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5.9.Students residing in dormitories shall:

- comply with sanitary and residence rules;
- pay accommodation fees on time;
- carefully use dormitory property.

5.10.The student community considers unacceptable:

- use, manufacture, or distribution of narcotic substances;
- obscene language;
- smoking on University premises;
- alcohol consumption on campus;
- immoral or offensive behavior;
- aggression or harassment;
- sexual harassment;
- illegal possession of weapons or explosives;
- unauthorized commercial activity on campus.

5.11.The student community considers the following unacceptable:

- theft of University or personal property;
- negligent treatment of property;
- unauthorized removal of equipment or educational materials;
- vandalism.


5.12.Students may establish student honor courts to review violations of this Code.

VI. RELATIONS BETWEEN STUDENTS AND TEACHERS

Students shall:

- comply with the Charter and internal regulations;
- attend classes on time;
- greet teachers while standing.

Students shall not:

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- argue during classes;
- behave disrespectfully;
- discuss grades of other students.

Teachers are obliged, upon request, to justify assigned grades.

In case of conflict with a teacher, a student may apply to the Head of Department for permission to take an examination before another teacher.

VII. ETHICS OF EMPLOYEE CONDUCT AT EI “RMU”

Relations within the University staff shall be based on unity, mutual support, cooperation, fairness, and honesty.

Employees shall:

- protect and strengthen the reputation of EI “RMU”;
- control emotions and maintain professionalism;
- communicate respectfully regardless of social or professional status;
- follow proper business telephone etiquette;
- refrain from negative statements about colleagues;
- openly express opinions and proposals to University management;
- avoid conflicts damaging personal or University reputation;
- counteract corruption and help resolve conflicts.


Heads of structural subdivisions shall serve as examples of professionalism, fairness, and attentiveness and create a favorable psychological climate.

VIII. ETHICAL RULES FOR INTERACTION WITH EXTERNAL ORGANIZATIONS, PARTNERS, AND MASS MEDIA

Teachers, employees, and students shall:

- follow high standards of business ethics;
- provide reliable information;
- resolve disputes through negotiations and compromise.

When interacting with the media, representatives of EI “RMU” shall:

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- act in the interests of the University;
- maintain the University's image;
- refrain from disseminating false information;
- avoid misuse of confidential information.

IX. PROCEDURE FOR REVIEWING VIOLATIONS OF ETHICAL STANDARDS

An Ethics Commission shall be established to review violations of ethical standards.

The Commission:

- determines facts of ethical violations;
- provides recommendations for reducing corruption risks;
- conducts preventive discussions;
- considers other issues in accordance with legislation.

The Commission may:

- issue moral condemnation;
- issue written warnings;
- recommend disciplinary measures to the Rector.

X. TYPES OF VIOLATIONS OF ETHICAL STANDARDS


Violations are divided into:

- significant violations;
- serious violations.

A significant violation discredits the individual person.

A serious violation undermines public confidence in EI "RMU".

Repeated violations within one year may result in reclassification from significant to serious.

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XI. APPEAL OF DECISIONS OF THE ETHICS COMMISSION

A person disagreeing with a decision of the Ethics Commission may submit a written appeal within three working days or apply to the court in accordance with the legislation of the Kyrgyz Republic.

An Appeal Commission shall be established to review complaints.

Members of the Ethics Commission and persons directly subordinate to the complainant may not serve on the Appeal Commission.

The Appeal Commission shall issue its decision within seven working days.

XII. FINAL PROVISIONS

Compliance with the Code by students shall be considered when:

- sending students for internships;
- issuing references after graduation;
- recommending candidates for postgraduate studies;
- deciding on incentives or disciplinary measures.

Compliance with the Code by teachers and employees shall be considered during:

- certification procedures;
- competitive selection procedures;
- formation of personnel reserves;
- decisions regarding incentives or disciplinary measures.