

BAKU EURASIAN UNIVERSITY

CODE OF ETHICS POLICY

Integrity, Accountability, and Respect in Teaching, Research, and Service

It was discussed and approved at
the meeting of Scientific Council at
Baku Eurasian University on 26.05.2026

1. Purpose and Preamble

This Code of Ethics Policy (“the Code”) establishes the fundamental principles and standards of ethical conduct expected of every member of Baku Eurasian University (“the University”) community. It exists to protect the integrity of teaching, learning, research, and administration; to safeguard the rights and dignity of all individuals; and to preserve the trust that students, families, employers, government bodies, and the public place in the University.

Baku Eurasian University is committed to fostering a culture in which honesty, fairness, respect, accountability, and academic freedom are practiced consistently — not only because such conduct is required, but because it reflects the shared values of a genuine academic community.

This Code does not replace but complements existing academic, employment, and disciplinary policies. Where a more specific policy addresses a particular matter (e.g., Research Misconduct Policy, IT Acceptable Use Policy etc.), that specific policy governs in addition to the principles set out here.

2. Scope and Application

This Code applies to all members of the University community, including:

- Undergraduate, graduate, and doctoral students, whether enrolled full-time, part-time, or in exchange/visiting status;
- Faculty members, including tenured, tenure-track, adjunct, visiting, and emeritus faculty;
- Administrative, professional, and support staff at all levels;
- Members of governing bodies, including the Board of Trustees and Academic Senate;
- Postdoctoral researchers, research assistants, and laboratory personnel;
- Contractors, vendors, and third parties acting on behalf of the University while engaged in University business;
- Volunteers, interns, and affiliates representing the University in any official capacity.

The Code applies on all University campuses and facilities, in online and hybrid learning environments, during University-sponsored travel and events, and in any context where an individual is acting as a representative of the University, including in digital and social media communications made in that capacity.

3. Guiding Principles

The following core principles underpin every provision of this Code and should guide conduct even in situations this document does not explicitly address.

3.1 Integrity

Members of the University community act honestly in all academic, research, financial, and administrative matters, and represent their work, credentials, and achievements truthfully.

3.2 Respect and Dignity

Every individual is treated with courtesy, fairness, and respect for their inherent dignity, regardless of position, background, or point of view.

3.3 Fairness and Non-Discrimination

Decisions affecting admission, employment, evaluation, promotion, and discipline are made on the basis of merit and relevant, objective criteria, free from discrimination or favoritism.

3.4 Accountability

Individuals take responsibility for their actions and decisions, and cooperate honestly with legitimate institutional inquiries and oversight processes.

3.5 Academic Freedom and Responsibility

The University protects the freedom to teach, research, learn, and publish, exercised responsibly and consistently with professional and ethical standards.

3.6 Transparency

Decision-making processes, particularly those involving finances, governance, and personnel, are conducted openly and are documented appropriately, subject to legitimate confidentiality requirements.

3.7 Stewardship

University resources — financial, physical, intellectual, and human — are used responsibly and for their intended institutional purposes.

4. Academic Integrity

Academic integrity is foundational to the University's mission. All students, faculty, and staff engaged in academic work are expected to uphold the highest standards of honesty in learning, teaching, and evaluation.

4.1 Prohibited Conduct

The following are considered violations of academic integrity and are subject to disciplinary action under the University's Academic Integrity Policy:

- Plagiarism: presenting another person's words, ideas, data, or work as one's own without proper attribution;

- Cheating: using unauthorized materials, aids, or assistance during examinations or assessments;
- Fabrication or falsification of data, research results, citations, or academic records;
- Unauthorized collaboration on work required to be completed independently;
- Submitting the same or substantially similar work for credit in multiple courses without prior authorization;
- Facilitating or enabling another person's academic dishonesty;
- Misrepresentation of credentials, qualifications, or academic records;
- Misuse of generative artificial intelligence tools in ways that violate course-specific or institutional guidelines on permitted use and disclosure.

4.2 Responsibilities of Faculty

Faculty members are expected to clearly communicate academic integrity expectations, including permitted use of collaborative and AI-assisted tools, design assessments that support honest work, and report suspected violations through established procedures rather than resolving them informally in ways that bypass due process.

5. Research Ethics and Scholarly Integrity

The University is committed to the responsible conduct of research across all disciplines. Researchers at every level, from undergraduate research assistants to senior faculty, are expected to conduct their work honestly, rigorously, and in accordance with applicable laws, funder requirements, and disciplinary standards.

5.1 Research Misconduct

Research misconduct includes, but is not limited to:

- Fabrication: inventing data or results and recording or reporting them;
- Falsification: manipulating research materials, equipment, processes, or data such that the research is not accurately represented;
- Plagiarism: appropriation of another person's ideas, processes, results, or words without appropriate credit;
- Improper authorship, including denying deserved authorship, granting undeserved ("gift" or "ghost") authorship, or listing authors without their consent;
- Duplicate publication or submission without appropriate disclosure;
- Failure to disclose conflicts of interest relevant to research funding, publication, or outcomes.

5.2 Human Subjects, Animal Welfare, and Biosafety

Research involving human participants, animal subjects, or biohazardous materials must receive prior approval from the relevant Committees/Boards, and must be conducted in strict accordance with approved protocols, informed consent requirements, and applicable regulations.

5.3 Data Management

Researchers must maintain accurate, complete, and secure records of research data, retain data for the period required by University policy or funder requirements, and facilitate appropriate access for verification, replication, and audit purposes.

6. Respect, Non-Discrimination, and Anti-Harassment

The University prohibits discrimination and harassment on the basis of race, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, age, disability, religion, marital or family status, veteran status, or any other characteristic protected by applicable law.

6.1 Prohibited Behaviour

- Unwelcome conduct that creates an intimidating, hostile, or offensive academic or work environment;
- Sexual harassment or sexual misconduct, including unwelcome advances or requests for sexual favours;
- Bullying, including online and social-media-based harassment directed at members of the University community;
- Retaliation against individuals who report concerns or participate in an investigation in good faith.

6.2 Reporting and Support

Individuals who experience or witness discrimination or harassment are encouraged to report the matter to the Executive Office or through the University's confidential reporting channel described in Section 11. Support services, including counseling and academic accommodations, are available regardless of whether a formal complaint is filed.

7. Conflicts of Interest and Commitment

A conflict of interest arises when an individual's personal, financial, or other external interests could reasonably be perceived to compromise, or actually compromise, their objectivity or judgment in carrying out University duties.

7.1 Examples of Potential Conflicts

- Participating in hiring, evaluation, promotion, or admission decisions involving a relative, romantic partner, or close personal associate;

- Holding a financial interest in a company that funds, sponsors, or is otherwise affected by one's University research or purchasing decisions;
- Accepting gifts, gratuities, or hospitality from vendors, students, or research sponsors that could influence, or appear to influence, professional judgment;
- Outside consulting, employment, or board service that interferes with University duties or uses University resources without authorization;
- Steering University contracts, grants, or admissions to entities in which the individual or a close associate holds an interest.

7.2 Disclosure Obligation

Individuals must proactively disclose actual, potential, or perceived conflicts of interest to their supervisor, department chair, or University's Executive Office, using the University's official disclosure process, and must recuse themselves from decisions where a conflict exists unless a documented management plan is in place.

8. Confidentiality, Privacy, and Data Protection

Members of the University community routinely have access to sensitive information, including student educational records, personnel files, health information, financial data, and proprietary research. This information must be handled with appropriate care.

- Access confidential information only as necessary to perform legitimate University duties;
- Comply with applicable data protection laws and University records and information security policies;
- Never disclose confidential student, employee, or research information to unauthorized parties;
- Report suspected data breaches or unauthorized disclosures immediately to the IT Sector;
- Use University information systems and accounts in accordance with the IT Acceptable Use Policy.

9. Financial Integrity and Responsible Use of Resources

9.1 Financial Conduct

- All financial transactions, expense reports, and grant expenditures must be accurate, properly authorized, and supported by appropriate documentation;
- Funds, grants, and endowments must be used only for their designated and approved purposes;
- Fraud, embezzlement, or the falsification of financial records is strictly prohibited and will be referred for disciplinary and, where appropriate, criminal proceedings;

- Procurement decisions must be free of favoritism and comply with University purchasing policy.

9.2 Use of University Property

University facilities, equipment, funds, intellectual property, and the University's name and marks may not be used for personal financial gain, partisan political campaigns, or purposes unrelated to University business, except as expressly authorized by policy.

10. Health, Safety, and Environmental Responsibility

Every member of the University community shares responsibility for maintaining a safe, healthy campus environment.

- Comply with all applicable health, safety, and environmental regulations and University protocols, including laboratory and workplace safety standards;
- Report unsafe conditions, accidents, or near-misses promptly to Environmental Health and Safety or the relevant supervisor;
- Refrain from conduct that endangers the safety of self or others, including working or studying under the influence of alcohol or illegal substances where prohibited by policy.

11. Reporting Concerns, Whistleblower Protection, and Non-Retaliation

11.1 Duty to Report

Members of the University community who witness or reasonably suspect a violation of this Code, applicable law, or University policy are expected to report the matter promptly through one of the following channels:

1. Direct supervisor, department chair, or dean;
2. Executive Office.

11.2 Non-Retaliation

The University strictly prohibits retaliation against any individual who, in good faith, reports a suspected violation, raises a concern, or participates in an investigation. Good-faith reporting means the individual reasonably believes the information to be true; it does not require that the underlying concern ultimately be substantiated. Retaliation is itself a serious violation of this Code and will result in disciplinary action, independent of the outcome of the original report.

11.3 Knowingly False Reports

While good-faith reports are protected even if unsubstantiated, knowingly filing a false report or providing false information during an investigation is itself a violation of this Code.

12. Investigation and Enforcement

12.1 Investigation Process

Reports of suspected violations will be assessed and, where warranted, investigated promptly, fairly, and, to the extent possible, confidentially, by the appropriate office – Executive Office, consistent with due process and any applicable collective bargaining agreements, faculty governance procedures, or student conduct processes.

12.2 Rights of the Parties

- The right to be informed of the general nature of allegations against them, consistent with the integrity of the investigation;
- The right to present relevant information and, where applicable policy provides, to be accompanied by an advisor;
- The right to a decision based on the evidence and applicable procedural standard (e.g., preponderance of the evidence);
- The right to appeal findings and sanctions through the applicable University appeals process.

12.3 Range of Sanctions

Sanctions for violations of this Code are proportionate to the severity, frequency, and context of the misconduct, and may include: a documented warning; mandatory training; academic penalties (e.g., failing grade, transcript notation); probation or suspension; termination of employment; expulsion; loss of research privileges; restitution of misused funds; and, where conduct is unlawful, referral to civil or criminal authorities.

13. Roles and Responsibilities

Term	Definition
Board of Trustees	Approves this Code and holds senior leadership accountable for its implementation and enforcement.
President / Rector	Provides institutional leadership on ethics and ensures adequate resources for compliance functions.
Office of Institutional Integrity Compliance	Administers this Code, oversees the reporting hotline, coordinates investigations, and reports annually to the Board on ethics matters.
Deans and Supervisors	Model ethical conduct, communicate expectations within their units, and respond promptly to reported concerns. Uphold academic and research integrity, treat students and colleagues fairly, and report suspected violations.

Term	Definition
Staff	Perform duties honestly and in compliance with financial, administrative, and safety policies.
Students	Uphold academic integrity, treat peers and staff with respect, and comply with the Student Code of Conduct.

14. Training, Awareness, and Acknowledgment

- All new employees and students complete ethics and compliance orientation training within their first semester or term of appointment;
- Refresher training is required periodically, and targeted training is provided for roles with elevated compliance risk (e.g., research administration, procurement, admissions);
- This Code is published on the University's public website and referenced in the employee handbook, faculty handbook, and student handbook;
- Employees and students may be required to formally acknowledge receipt and understanding of this Code upon appointment or enrollment and periodically thereafter.

15. Review and Amendment

This Code is reviewed at least every three (3) years, or sooner if required by changes in law, accreditation standards, or institutional need.

Appendix A: Key Definitions

Term	Definition
Code / this Code	This University Code of Ethics Policy.
Conflict of Interest	A situation in which personal, financial, or other external interests could improperly influence, or appear to influence, professional judgment or University decisions.
Good Faith	An honest belief, based on the information reasonably available, that the reported concern is accurate, regardless of whether it is later substantiated.
Retaliation	Any adverse action taken against an individual because they made a good-faith report, raised a concern, or participated in an investigation under this Code.
Research Misconduct	Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
University Community	All students, faculty, staff, trustees, contractors, and affiliates covered by the scope of this Code, as described in Section 2.

Appendix B: Reporting Contacts

How to Report a Concern

Ethics and Compliance Hotline: [Insert phone number / web portal] (available 24/7, anonymous reporting accepted where permitted by law)

Office of Institutional Integrity: [Insert email/phone]

Title IX / Equal Opportunity Office: [Insert email/phone]

Human Resources: [Insert email/phone]

Research Integrity Officer: [Insert email/phone]

Campus Safety / Emergency: [Insert emergency number]