

I.K. Akhunbaev Kyrgyz State Medical Academy

Approved by:

Chairman of the trade union committee

Student Council President

Academic Council

KSMA Ethics Code

The community of students, teachers and employees of I.K. Akhunbaev Kyrgyz State Medical Academy (hereinafter KSMA), realizing its responsibility for the implementation of the main goal of the higher education system is the preparation of a professionally and culturally oriented person with a worldview potential, creative thinking abilities, possessing sustainable competencies in the specialty, and, considering it his duty to strengthen and develop the principles of corporate governance, accepts this Code of Ethics and undertakes to strictly follow it.

1. General Provisions

1.1. The Code of Ethics for teachers, employees and students of KSMA (hereinafter referred to as the Code) is a local normative act that defines the moral and ethical principles, norms, rules of conduct and business communication in KSMA.

1.2. The Code of Ethics of the KSMA was developed in accordance with the provisions of the Constitution of the Kyrgyz Republic, the laws of the Kyrgyz Republic regulating issues of combating corruption, the Law of the Kyrgyz Republic "On Education" and other legislative acts of the Kyrgyz Republic, the Charter of the KSMA, the Internal Regulations of the KSMA, and is also based on generally recognized moral principles and norms of society and the state.

1.3. The Code is introduced in order to strengthen and develop the spiritual and moral foundations of educational, pedagogical, scientific, educational and organizational activities of KSMA, which helps to increase the level of motivation of teachers, employees and students, to provide them with conscious support for the implementation of the main development programs and activities of KSMA, aimed at improving the quality of training specialists and increasing the prestige and competitiveness of the academy in the Kyrgyz and international educational space.

1.4. The Code is designed to help KSMA maintain appropriate standards of conduct, public trust, confidence in the honesty and professionalism of employees and students, the reputation and image of the Academy in the eyes of the public.

1.5. The code is the same for all structural divisions of KSMA.

1.6. Teachers, employees and students of KSMA voluntarily assume obligations to comply with the principles, norms and rules of business communication and behavior established by this Code. Teachers, employees and students (including newly accepted (enrolled) students get acquainted with the text of the Code under the signature. The text of the Code is posted on the official website of KSMA.

1.7. Employees of KSMA accept the principles set forth in the Code by signing an employment contract. Students and graduates accept the Code by choosing KSMA, entering it after enrollment and signing an Agreement with KSMA.

1.8. Compliance with the principles and norms of ethics by teachers, employees and students of KSMA is a prerequisite for the performance of official duties and duties of students.

1.9. The policy of KSMA implies that the principles of the Code must be respected not only in the relationship between employees and students, but also in their communication with the external environment outside the walls of KSMA.

1.10. On issues not regulated by this Code of Ethics, generally accepted norms of conduct apply.

2. General ethical principles and rules of conduct for teachers, employees and students

2.1. Moral decency, devotion to the interests of the Academy, loyalty to professional duty form the basis of the moral and ethical standard of behavior of teachers, employees and students.

2.2. The ethical principles of teachers, employees of KSMA are:

- honesty and justice;
- modesty and restraint in behavior;
- integrity and personal responsibility,
- benevolence and integrity;
- professionalism in the performance of official duties/duties student;
- intolerance to the facts of violation of ethical standards.

2.3. Teachers, employees and students of KSMA should:

- conscientiously observe and execute the Charter, the Rules of the internal labor regulations, and other local regulations, orders and orders of the leadership of KSMA;
- come to work and study without delay, follow the rules of the access system established in KSMA;
- observe business style in clothes. Men should not be indoors wearing hats;
- observe the general culture of behavior, show courtesy, attention to people, correctness, goodwill, responsiveness, punctuality;
- take care of the culture of your speech and communication style;
- address each other as "you" regardless of age and / or official provisions;
- respect the rights and freedoms of other persons, be tolerant of the religious and political views of other people that do not contradict constitutional principles and values; show respect for the customs and traditions of employees and students representing different nationalities, take into account the characteristics of ethnic and national groups.
- not allow discrimination on the basis of age, language, gender and other grounds;
- to take food in KSMA in places specially designed for this;
- take care of property, keep cleanliness in classrooms and other premises of KSMA, respect the work of economic (maintenance) personnel.

2.4. When holding cultural events in KSMA, teachers, employees and students provide support and assistance in their conduct and, if possible, attend these events.

2.5. During training sessions and during various events (meetings, meetings, meetings), it is necessary to turn off the sound signals of electronic devices.

2.6. At events - meetings, sessions, business meetings, concerts - it is necessary to treat the speakers with respect, keep silence and order, ask questions only after the end of the speech.

2.7. Teachers, employees and students should not conduct political and ideological campaigning on the territory of KSMA.

2.8. It is forbidden to come to work in a state of intoxication or use alcoholic beverages or narcotic substances at the workplace. It is forbidden to smoke in the workplace, as well as violate the rules of fire and sanitary safety.

3. Prevention of corruption

3.1. In the event of a conflict of interest or the possibility of such a conflict, the teacher, employee, student is obliged to inform their supervisor/dean/curator about this. In the event of a conflict of interest, the manager takes measures established by law in order to prevent the employee from using the benefits of official authority for personal purposes.

3.2. A teacher, employee, student is obliged to contribute to the prevention of corruption in KSMA. In cases where a teacher, employee, student becomes aware of the facts of corruption on the part of other teachers, employees, student, he is obliged to immediately report this in writing to the management. The head takes measures established by the legislation.

3.3. In the event that a teacher or employee applies for personal issues to government or local government bodies, he should not introduce himself as an employee of KSMA, but limit himself only to the subject of the appeal.

3.4. Teachers and employees of KSMA are not entitled to use their official position to receive gifts (money, goods, services, etc.) from interested parties and should avoid situations that call into question the authority of KSMA.

3.5. It is forbidden to offer or promise any help for a gift, reward or any other personal benefit to a third party in the form of an action (inaction) or deferment of official duties.

3.6. It is allowed to receive gifts from colleagues in the service for birthdays, family celebrations, etc. The total value of such gifts during the year should not exceed the amount of the employee's monthly salary.

3.7. Gifts received by teachers or employees of KSMA during business trips, in connection with protocol and other official events are transferred under the act to the ownership of KSMA. These restrictions do not apply to official awards (prizes, diplomas, certificates, etc.).

4. Professional ethics of the teacher

4.1. The teacher should:

- conscientiously perform official duties, strive to fulfill them on

high professional level;

- build their relationship with students on the basis of mutual respect, exactingness towards themselves and students, maintain objectivity and impartiality;

- strive to develop in students such qualities as: independence, initiative, responsibility, critical thinking, self-control, self-education, self-education, conscientiousness, honesty, professionalism, patriotism, respect for the rights and freedoms of others.

4.2. In the process of education and upbringing, the teacher is not entitled to use means of influencing the personality that would be contrary to generally accepted moral and moral standards and would violate the interests of the individual.

4.3. The teacher should not discuss with students the professional and personal qualities, actions and deeds of their colleagues and other students.

4.4. Direct or indirect statements or other actions of the teacher in relation to students that can be regarded by them as a promise of a positive assessment or privileges in exchange for money or gifts are unacceptable.

4.5. Out-of-service activities of a teacher, employee of KSMA or his belonging to a public, political association and religious organization should not give rise to doubts about the impartiality and objectivity of his official duties.

4.6. A teacher, an employee of KSMA should not, using his official position, force other employees to participate in the activities of public, political associations and religious organizations.

4.7. Teachers, employees of KSMA are prohibited from holding events of public, political associations and religious organizations in office premises.

4.8. It is forbidden to engage in extracurricular activities during working hours.

4.9. A teacher, an employee of KSMA should avoid situations in which his activities may lead to violation of the legislation of the Kyrgyz Republic, cause damage to property and image of KSMA.

4.10. At public events, a teacher, an employee of KSMA should be able to correctly use the methods of public speaking, avoid incorrect behavior and statements that call into question the authority of KSMA.

4.11. In public speeches on behalf of KSMA, an employee, a teacher, has the right to voice information that coincides with the position of KSMA. In the event that a teacher, employee, employee of KSMA acts as a private person who does not have the right to make statements as an employee of KSMA or on behalf of KSMA, he must not allow behavior and any statements associated with KSMA

4.12. The teacher, employee of KSMA is obliged: comply with the requirements of labor and collective agreements, internal labor regulations, job descriptions and other internal regulatory documents;

- bear personal responsibility for any violation or non-compliance with the above;

- contribute to the creation of a stable and positive environment in the team with their attitude to work and behavior;

- respect the honor and dignity of other persons;

- take care of the property of KSMA, rationally and efficiently use it; - behave in such a way as to avoid a situation in which the occurrence of

a conflict of interest, either in relation to oneself (or persons related to oneself) or in relation to others;

- not allow discrimination against colleagues and partners on gender, age, racial, political, religious and other grounds;

5. Ethics of student behavior

5.1. The student should strive to become a worthy citizen of his Fatherland and a professional in his chosen specialty.

5.2. The student honors and increases the traditions of KSMA.

5.3. The student should refrain from committing acts that detract from the honor and dignity of KSMA students.

5.4. The student conscientiously treats all types of training sessions and forms of control, does not allow manifestations of dishonesty, indiscipline, deceit and fraud in the educational process. Actions that in any way impede the conduct of the lesson and create inconvenience for others to gain knowledge, such as free movement around the audience during the lesson, conversations, including through mobile communications, are not allowed. During training sessions, the student may use electronic devices only for purposes related to the educational process.

5.5. The main principle that guides students is mutual respect, fairness and honesty in relations between members of the team of students. Rudeness, foul language, infringement of the honor and dignity of other persons, infliction of moral or material damage to them, and the commission of unlawful acts are not allowed.

5.6. Various forms of communication between students from different groups, institutions, etc. are encouraged. – joint discussion and solution of educational issues, implementation of projects, participation in permitted mass youth events and competitions, leisure activities, activities aimed at strengthening the system of student self-government, development of student creative activity (scientific education, sports, art, etc.), improving corporate culture and improving the image of KSMA. They strongly support such activities and contribute to the formation of a favorable climate for their implementation.

5.7. Students adhere to the business style of clothing, avoid defiant things and make-up, are neat and tidy.

5.8. Students carefully and respectfully treat the library and information resources and property of KSMA.

5.9. A student living in a hostel of KSMA is obliged to:

- comply with all the rules of living in a hostel related to compliance with sanitary and hygienic regime, improvement of the hostel and the territory adjacent to it;
- timely pay for accommodation;
- Take good care of the housing and property provided during the training.

5.10. The community of students of KSMA considers it its duty to fight all types of academic dishonesty, including:

- cheating and passing knowledge control procedures by nominees;
- presentation of any volume of ready-made educational materials (abstracts, term papers, control and other works), including Internet resources, as the results of their own work;
- the use of family or service ties to obtain a higher score;
- deception of the teacher and disrespectful attitude towards him;
- forgery of documents that are directly or indirectly related to training in

KSMA;

- absenteeism and tardiness - skipping classes or part of them without a respectful the reasons.

5.11. The community of KSMA students is considered unacceptable for themselves:

- use, manufacture and distribution of any narcotic substances;

- use of obscene and swear words and expressions/speech;
- smoking in the premises and on the territory of KSMA;
- the use of alcoholic beverages and being in a state of intoxication on the territory KSMA;
- non-compliance with generally accepted norms of morality and ethics, including reprehensible behavior in public places;
- rudeness and rudeness towards students, teachers and employees of KSMA; - various forms of public expression of aggression;
- sexual harassment;
- Violation of freedom of movement, speech, assembly;
- illegal carrying or possession of weapons, explosive substances;
- implementation of commercial activities on the territory of KSMA.

5.12. The community of KSMA students is considered illegal actions and is considered unacceptable:

- theft of university and personal property of students, staff and teachers by third parties;
- negligent attitude to material and other funds;
- removal from classrooms, laboratories, classrooms, educational and amenity buildings and other premises of various equipment, teaching aids and literature, instruments and other property of KSMA without a permit;
- vandalism (deliberate damage or destruction of KSMA property).

5.13. The student community has the right to create, on its own initiative, student courts of honor to deal with situations related to violation of the provisions of this Code by students.

6. Relationship between students and teachers

6.1. Students must strictly comply with the Statute of KSMA, internal regulations, obligations set forth in the individual agreement, rules for living in a hostel and other local acts of KSMA.

6.2. Students must arrive to class on time. Latecomers are allowed to attend classes only with the permission of the teacher.

6.3. Students greet the teacher while standing.

6.4. Students should not: - argue during classes, behave cheekily or familiarly; - discuss with the teacher someone else's grades, except for their own.

6.5. If a student needs to communicate with a teacher outside of the classroom, the following rules should be observed: - you must know the position, first name, patronymic and last name of the teacher; – carefully read the information posted on the KSMA website or on the cathedral stands before entering the department and asking questions; - take into account that the teacher should deal with students in the following cases: in the classroom - according to the schedule; for consultations - according to the schedule; at tests and exams - according to the schedule (including retakes); at the time appointed by individual agreement; during various student events (cultural events, sports events, scientific student conferences, meetings of scientific student circles, etc.).

6.6. The teacher, at the request of the student, is obliged to justify the grade given to him.

6.7. In the event of an individual conflict with the teacher, the student can apply to the head of the department with a request to allow another teacher to take the exam. The issue of replacing a teacher is decided by the dean / vice-rector / rector on the basis of the presentation of the head of the department.

7. Ethics of behavior of an employee of KSMA

7.1. Relations within the KSMA team are built on the basis of the ideals of solidarity, mutual assistance, cooperation, maintaining a favorable climate in the name of the interests of the University as a whole.

7.2. The main principle that guides the employees is mutual respect based on business ethics, fairness and honesty in relations between team members.

7.3. The employee must contribute to strengthening the reputation of KSMA and refrain from behavior that could damage it.

7.4. The employee should control his behavior, feelings and emotions, not allowing personal likes or dislikes, mood to influence official decisions; equally correct to treat colleagues, management and students, regardless of their official or social status.

7.5. In the process of business telephone communication, it is recommended to observe the following rules: - answer incoming calls quickly, specifically, when answering, give your last name, first name and position; – when calling the KSMA units, you should introduce yourself to the interlocutor (give your name and patronymic and / or position and / or name of the unit), and also ask if the interlocutor can take time to talk at the moment; - When calling other organizations, introduce yourself (give your last name, first name and patronymic, position, name of the university), clarify whether it is convenient for the interlocutor to talk at the moment; - as a rule, the caller should end the conversation; - if the matter on which the employee needs to contact colleagues or external representatives is not urgent, communication by e-mail should be preferred.

7.6. The employee should refrain from negative statements regarding the business qualities, behavior and personal life of his colleagues who are not participating in the conversation.

7.7. An employee can openly express his opinion and apply with statements and proposals to the leadership of KSMA and structural divisions on issues of educational, scientific work and organization of the internal life of KSMA.

7.8. An employee should avoid involvement in conflict situations that may damage his personal authority and business reputation, or the authority and reputation of KSMA.

7.9. To prevent and resolve a conflict situation, an employee should: - report to the immediate supervisor about the conflict that has arisen or about the threat of its occurrence; - stop questionable, compromising interpersonal relationships; - behave with dignity, act in strict accordance with their official duties, principles and norms of professional ethics; — counteract corruption; - take measures to overcome the negative consequences of conflict situations.

7.10. The head of the structural unit is obliged to take the necessary measures aimed at resolving the conflict.

7.11. The head of a structural unit should be a model of professionalism, serve as an example of fairness, benevolence and attentiveness to people, contribute to the formation of a moral and psychological climate favorable for effective work in the team. The head of the structural unit is not entitled to shift his responsibility to colleagues and subordinates.

8. Ethical rules of interaction with external structures, partners and mass media

8.1. When interacting with external structures, KSMA, its structural divisions, teachers, employees and students are guided by: - high standards of business ethics;

- the principle of reliability of the information provided;

— the principle of the priority of resolving disagreements and disputes through negotiations and search for compromises.

8.2. When interacting with the media, teachers, employees and students of KSMA:

— act in the interests of KSMA, maintain its image, do not take actions that damage the interests of the academy;

— refrain from discrediting KSMA;

- do not allow the use for other purposes of information obtained during fulfillment of their duties;

- Do not allow the dissemination of false information.

9. Procedure for consideration of violations of ethical standards

9.1. An Ethics Commission (hereinafter referred to as the Commission) is created to consider issues related to the violation of ethical norms and rules established by this Code.

9.2. The number of members of the ethics commission must be an odd number, but not less than 3 people.

9.3. The Ethics Commission is formed from among the scientific and pedagogical staff, employees and students of KSMA, who enjoy authority and respect in the team, taking into account gender representation. The chairman of the commission is the vice-rector for educational work. The personal and quantitative composition is approved by the rector of KSMA.

9.4. Meetings of the Ethics Commission are held at least once a quarter, and also as needed.

9.5. The Ethics Commission carries out the following activities:

- establishes the facts of violation of ethical norms;

- gives recommendations to reduce corruption risks and eliminate conflict interests;

- conducts preventive conversations with employees on ethics issues; - considers other issues in accordance with the law.

9.6. In the event of a violation of ethical standards, the ethics commission makes the following decisions:

- morally condemns the teacher, employee, student;

- issue a written warning about the obligatory observance of ethical standards;

- makes recommendations to the rector on the application of disciplinary measures in relation to the employee.

9.7. Members of the ethics committee are not entitled to speak publicly about violations of ethics by teachers, employees and students of KSMA. In case of revealing facts of violation of ethics, the commission will agree with the rector on the expediency of their public disclosure.

9.8. Individuals who do not comply with the Code may be assessed and recommended for behavior change by the Ethics Commission.

10. Types of ethical violations

10.1 Violation of ethics (misdemeanor) is a non-observance by an employee of the norms and rules of conduct established by this Code.

10.2. Misdemeanors are divided into significant and serious.

- Significant is a misdemeanor that discredits only

the teacher, employee or student.

- A serious offense is one that undermines the trust of citizens and the public in KSMA.

10.3. When qualifying the type of misconduct, the ethics commission takes into account the repetition of its commission within one year.

10.4. If an employee repeatedly violates ethical standards, his misconduct can be reclassified from significant to serious.

11. Appealing the decisions of the Ethics Commission

11.1. In case of disagreement with the decision of the Ethics Commission, the employee has the right to apply in writing to the manager within three working days from the date of familiarization with by decision or in court within the time limits stipulated by the legislation of the Kyrgyz Republic.

11.2. The head, on the basis of a written application of the employee, creates an appeal commission to consider the complaint.

11.3. Members of the ethics committee, as well as persons who are dependent on the employee who filed the complaint, cannot be members of the appeal commission.

11.4. The decision of the Appeal Commission is binding on the Ethics Commission.

11.5. The Board of Appeal makes its decision within 7 working days.

12. Final provisions

12.1. Compliance with the provisions of the Code by students is taken into account when deciding whether to send them for an internship to other educational institutions, in the reference issued after graduation, in recommendations for admission to graduate school, as well as when resolving issues of encouragement or imposition of disciplinary sanctions.

12.2. Compliance with the provisions of the Code by teachers and employees is taken into account when conducting certification, elective and competitive procedures, forming a personnel reserve for promotion to higher positions, as well as when resolving issues of encouraging or imposing disciplinary sanctions.