

**MINISTRY OF FOREIGN AFFAIRS
OF THE REPUBLIC OF UZBEKISTAN
UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY**



**UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY
CODE OF ETHICS**

*Approved by the order of the Rector
of the University of World Economy and Diplomacy
No. 291-K dated June 16, 2022*

"Spirituality is the foundation that determines the content and quality of all political and social relations in society. The stronger this foundation is, the stronger our people and our state will be."

— Shavkat Mirziyoyev

CODE OF ETHICS OF THE UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

Chapter 1. General Provisions

Article 1. Relations governed by this Code

This Code has been developed in accordance with the Law of the Republic of Uzbekistan "On Education," other laws, and regulations. It regulates the relations related to the principles and norms of professional ethics, and the main rules of conduct in the educational process and work activities of the university's faculty members, staff, students, master's students, and doctoral students (hereinafter referred to as staff, students, and doctoral students).

Article 2. Purpose and tasks of the Code of Ethics

The purposes of the Code of Ethics are:

- To foster a healthy spiritual and socio-psychological environment at the university, protect and enhance its reputation and authority, and contribute to the training of highly qualified personnel who meet high spiritual and moral standards;
- To develop a sense of general culture, foster a modern image, and nurture respect for the university and its values among faculty members, staff, students, master's students, and doctoral students;
- To improve the understanding of ethics at the university and develop a unified approach to appearance and conduct standards.

The tasks of the Code of Ethics are as follows:

- To prepare specialists with high moral and ethical virtues, who are aware of their responsibilities to family, society, and the state, understand the internal and foreign policies of the state, respect national values, the dignity of women, are patriotic, public-spirited, enterprising, possess modern knowledge and high human qualities, and have a strong will, integrity, and conscience;
- To instill high legal awareness among faculty members, staff, students, master's students, and doctoral students, and cultivate respect for and strict adherence to the Constitution, laws, and other normative legal acts of the Republic of Uzbekistan;

- To develop and enhance the skills to always respect and protect the rights, freedoms, and interests of citizens;
- To prevent offenses and crime, including unethical conduct among faculty members, staff, students, master's students, and doctoral students, such as promoting violence, cruelty, indecency, corruption, actions (or inaction) that humiliate human dignity, spreading false information, as well as to protect against harmful influences, ideologies, and behaviors contrary to our national mentality, such as extremism, separatism, fundamentalism, and "mass culture";
- To identify and eliminate the causes and conditions for such negative behaviors;
- To create and maintain a healthy socio-psychological environment at the university;
- To create conditions for the development of a culture of appearance among faculty members, staff, students, master's students, and doctoral students;
- To protect and enhance the university's reputation and authority in the state's and society's life, as well as in the education system.

Article 3. Scope of the Code

This Code applies to all faculty members, staff, students, master's students, and doctoral students of the university.

Chapter 2. Principles of the Code

Article 4. Basic principles of conduct for faculty members, staff, students, master's students, and doctoral students

This Code is based on the principles of legality, the priority of citizens' rights, freedoms, and legal interests, patriotism, loyalty to the duty of service and education, fairness, honesty, impartiality, efficiency, and frugality.

Article 5. Principle of legality

Faculty members, staff, students, master's students, and doctoral students of the university must strictly comply with the legislation of the Republic of Uzbekistan and fulfill their service obligations, educational responsibilities, disciplinary requirements, job descriptions, employment contracts, the rules of this Code, the internal regulations of the university, and other educational regulatory legal acts and internal (local) documents.

Article 6. Principle of priority of citizens' rights, freedoms, and legal interests

The rights, freedoms, and legal interests of citizens are the highest value at the university. Faculty members, staff, students, master's students, and doctoral students must not allow violations of citizens' rights, freedoms, and legal interests and must assist in restoring them if such violations occur.

Article 7. Principle of Patriotism, Loyalty to Duty of Service and Education

Faculty members, staff, students, master's students, and doctoral students of the university shall perform their educational and service duties based on spiritual and moral values, loyalty to the homeland, and loyalty to the duty of service and education, reflecting the demands and trust that society places in the university. They must carry out their educational and service responsibilities with mutual goodwill, regardless of personal interests or ideological views.

Article 8. Principle of Fairness, Honesty, and Impartiality

Faculty members, staff, students, master's students, and doctoral students of the university must act fairly, honestly, and impartially in performing their duties and receiving education. They must adhere to these principles in their interactions with all legal and physical persons who contact the university or its affiliated web pages and social networks.

Article 9. Principle of Efficiency and Frugality

Faculty members, staff, students, master's students, and doctoral students of the university must continuously improve the efficiency of their activities through the application of innovative technologies and other methods. They must also take responsibility for and handle university property, their own time, and the time of others with care and diligence.

Chapter 3. Anti-Corruption Measures

Article 10. Rejection of All Forms and Manifestations of Corruption

Faculty members, staff, students, master's students, and doctoral students of the university reject any form or manifestation of corruption and work together to take legal measures against any appearance of it.

Faculty members, students, master's students, and doctoral students must actively combat and prevent corruption. They are also required to comply with the Program for Combating Corruption at the university and the Regulations concerning the reporting of any attempts to incite corrupt practices by faculty members, students, master's students, or doctoral students. They must carry out their activities transparently and fairly, strictly adhering to the rule of law while remaining loyal to high moral values and principles.

Chapter 4. Requirements for Conduct and Official Communication for Faculty Members, Students, Master's Students, and Doctoral Students

Article 11. Rules on Dress Code and Appearance at the University

Faculty members, staff, students, master's students, and doctoral students of the university must dress with high aesthetic taste, in accordance with their educational and professional activities.

Women who are faculty members, staff, students, master's students, or doctoral students must not wear attention-grabbing clothing, including transparent attire, clothing that exposes the shoulders, chest, abdomen, or thighs above the knee, or excessively tight clothing. They are also prohibited from wearing headphones, or jewelry or metal items on body parts other than the ears or fingers, and they may not display piercings or tattoos on visible parts of the body while at the university. Additionally, the attire of female students must not include elements that signify affiliation with any religion, denomination, or subculture (such as hijabs, kippahs, cassocks, crosses, etc.).

Female students must attend the university in blouses that are not in bright or light colors, skirts that cover the knees, or modest suits and dark-colored shoes. They are also required to bring necessary educational materials.

Male faculty members, staff, students, master's students, and doctoral students must attend the university wearing white, light blue, light brown, or light gray shirts, classic-style trousers, or modest suits with ties, and dark-colored shoes. Students must also bring necessary educational materials.

It is prohibited for faculty members, staff, students, master's students, and doctoral students to wear outerwear (such as coats, raincoats, jackets) in classrooms and offices.

The appearance and attire of faculty members, staff, students, master's students, and doctoral students must be neat and clean.

Article 12. Participation in Events (Offline/Online)

Faculty members, staff, students, master's students, and doctoral students of the university must show respect to speakers during various events (meetings, ceremonial gatherings, celebrations, competitions), maintain peace and tranquility during the event, and refrain from interrupting without permission from the chairperson or moderator. If necessary, they may enter or exit the meeting hall between speeches.

Article 13. Rules of Conduct in Buildings

At the entrances and exits of buildings, as well as in hallways, students must allow staff, men must allow women, and the young must allow the elderly to pass first.

Each person entering the building must show a valid identification document (work or student ID, passport, etc.) or use a special ID card at the turnstiles to pass, to the person responsible for monitoring entry and exit.

Faculty members, staff, students, master's students, and doctoral students must walk on the right side while on university premises. Additionally, they should not speak loudly on mobile phones in hallways or corridors. It is recommended that students greet staff and the young greet the elderly first when they meet.

Article 14. Norms of Official Communication for Faculty Members, Staff, Students, Master's Students, and Doctoral Students

Faculty members, staff, students, master's students, and doctoral students of the university must observe the following norms and rules in their interactions with organizations, media, and citizens:

- Act in the university's best interest, preserving and enhancing its image. They should not engage in activities that damage the university or the reputation of its faculty members, staff, students, master's students, or doctoral students.

- Relationships with women should be based on the principles of mutual respect, adhering to legal documents and national traditions.

- Do not disseminate false or misleading information about the university, its faculty members, staff, students, master's students, or doctoral students, nor engage in public or social media discussions that could harm the university's image.

- Respect the privacy of faculty members, staff, students, master's students, and doctoral students by not disclosing personal information without consent.

- Do not inquire about information unrelated to the professional or academic activities of faculty members, staff, students, master's students, and doctoral students.

- Adhere to rules on the provision of official information and ensure the information shared is sufficient and reliable, requiring no further verification.

- Use the information acquired during work responsibly and do not share it without the approval of university administration.

- Do not unjustly criticize the professional activities of others and refrain from discussing or assessing government bodies, university activities, or its employees publicly or in the media without substantial and verified evidence.

Article 15. Adherence to Working and Study Hours

Faculty members, staff, students, master's students, and doctoral students must arrive at classes and work on time and strictly adhere to work and study discipline.

Article 16. Prohibition of Immoral and Improper Behavior in the University

It is strictly prohibited for students, master's students, and doctoral students to engage in immoral or improper behavior that hinders their studies, or for faculty members and staff to engage in such behavior during their work at the university, including:

- Committing any crime or offense, including slander or insults;

- Using or distributing drugs, psychotropic substances, alcohol, or tobacco products;

- Engaging in aggressive or disruptive behavior, quarreling, or playing gambling or risky games;

- Damaging the university's property or reputation;

- Causing physical, moral, or material harm to faculty members, staff, students, master's students, or doctoral students;

- Polluting the university environment in any way;

- Consuming alcohol, smoking, or being intoxicated on university grounds or in adjacent areas, and coming to the university with unkempt hair, beards, or improper attire that violates this Code;

- Playing games on university computers, downloading non-educational materials such as films, illegal content, or obscene images, and promoting or distributing materials that incite violence, extremism, or racism.

Disruptive behavior that interferes with classes or work, such as inappropriate use of radios, televisions, multimedia, or loud devices, is also prohibited.

It is strictly forbidden to post or share materials on the Internet or social networks that are inappropriate, harmful to universal or national values, or damaging to the university's reputation. Any promotion of terrorism, extremism, or fundamentalism through pictures, videos, or documents is strictly banned.

Chapter 5. Ethical Obligations of University Leadership and Procedures for Avoiding Conflicts of Interest in Professional Activity

Article 17. Obligations of Leadership

The administration and heads of structural divisions (hereinafter referred to as "leaders") must serve as role models for their subordinates in terms of professionalism, impartiality, integrity, and fairness. Leaders should contribute to the formation of a positive moral and psychological environment within the university or their division. Leaders are prohibited from requiring subordinates to perform tasks outside their official duties or to engage in unlawful activities.

In their activities, leaders must:

- Avoid nepotism, regionalism, or favoritism in the selection, placement, or treatment of employees.

- Prevent groupism, regionalism, and favoritism in the execution of their duties, as well as any other negative influences.

- Avoid rudeness and refrain from disrespecting the dignity of individuals or applying psychological or physical pressure.

- Take timely measures to prevent and manage conflicts of interest.

- Implement measures to prevent corruption.

- Provide a conducive working environment for employees' professional and intellectual development, ensuring access to modern computers, the internet, the library, and other resources, as well as opportunities for rest and physical exercise.

- Effectively organize the work of subordinates and manage university resources and finances with care and responsibility.

Leaders are responsible for ensuring that subordinates comply with work discipline and for enforcing this compliance.

Chapter 6. Rules Governing Interpersonal Relations Among Faculty, Staff, Students, Master's Students, and Doctoral Students

Article 18. Interpersonal Relations Among Faculty, Staff, Students, Master's Students, and Doctoral Students

Interpersonal relations among faculty, staff, students, master's students, and doctoral students should be based on national values and traditions, a collective team spirit, mutual respect, attention, friendship, solidarity, honesty, and fairness.

Disrespect for human dignity, intellectual property theft, rudeness, the use of inappropriate language, and physical violence are strictly prohibited in relations among university members.

Educators should maintain a balance between high academic standards and respect for the individual during the teaching and learning process.

Article 19. Classroom and Non-Classroom Relations Between Educators, Staff, and Students (Master's Students)

When an educator enters the classroom, all students (master's students) should stand up to show respect, and only sit down after the educator has greeted them and given permission to take their seats. Similarly, when the educator finishes the class and exits, students should stand up as a sign of respect.

Educators should maintain respect for students' personalities, adhering to the principles of openness and kindness in all interactions. Educators must not adopt approaches such as favoritism, superiority, or familiarity and must always act with fairness and impartiality.

Educators should also respond to students' questions outside of class time in a manner that adheres to ethical norms, promoting students' interest in the subject.

Article 20. Interaction Outside of Class

When it is necessary for a student (master's student) to communicate with an educator outside of class, the interaction should occur:

- During designated consultation hours, independent study periods, or at a mutually agreed-upon time.
- The student should be aware of the educator's full name, position, and relevant details.

In cases where students have serious concerns (e.g., disrespect, corruption, poor teaching quality, or frequent class cancellations due to the educator's fault) and the group (course) agrees unanimously, they may submit a formal request to the faculty dean to replace the educator.

Article 21. Use of Mobile Phones

The use of mobile phones during class is strictly prohibited for everyone. Mobile phones may only be used in necessary and justifiable cases with the educator's permission.

Article 22. Participation in Classes

Students arriving late to class are not allowed. However, if there is a valid reason for being late, students may apologize and, with the educator's permission, enter the classroom and take their seats.

Educators have the right to remove any student disrupting the class with inappropriate behavior by informing the faculty dean (or the dean's deputy or tutor in the dean's absence) of the situation.

Chapter 7. Ethical Responsibilities of Faculty, Staff, Students, Master's Students, and Doctoral Students

Article 23. Prohibition of Academic Harassment and Coercion

In university life, any attempt by leadership or teaching staff to involve students in certain tasks without their consent or use their labor without payment (with the exception of voluntary cleanup events or other activities organized in compliance with safety standards as per the decisions of the President of the Republic of Uzbekistan or the Cabinet of Ministers) is strictly prohibited. Should students refuse such requests, they must not be subjected to academic harassment (e.g., lower grades or other types of pressure) by the teaching staff, and such harassment will be strongly condemned.

Article 24. Subordination

In cases where faculty, staff, students, master's students, or doctoral students need to address specific issues, they should follow the established hierarchy, addressing their concerns to the relevant leaders step by step. Direct appeals to the university rector by students are an exception to this rule.

Article 25. Initiative and Activity

Faculty, staff, students, master's students, and doctoral students are encouraged to put forward initiatives and ideas aimed at improving the moral-ethical environment, enhancing the quality of education, efficiently utilizing innovative ideas, and organizing various beneficial activities within the university. Such initiatives will be supported and encouraged.

Chapter 7. Ethical Responsibilities of Faculty, Staff, Students, Master's Students, and Doctoral Students

Article 26. Ethical Responsibilities

Individuals joining the university, whether for studies or work, are introduced to this Code in writing (by signing it). Faculty, staff, students, master's students, and doctoral students must:

- Abide by the legal documents and requirements of this Code.
- Strive for excellence and deeply understand virtues such as honesty and justice.

- Respect national traditions, customs, and values related to ethics and morality.
- Strictly adhere to the rules outlined in Article 11 of this Code.
- Continuously work on self-improvement and stay informed about newly passed laws and regulations.
- Perform their duties conscientiously, with professionalism, and avoid actions that could tarnish the reputation and prestige of the university.
- Protect information about the university and avoid using it in ways that could damage its interests or business reputation.
- Handle university property with care, including material and technical resources provided for fulfilling job duties.
- Conserve electricity and water, and immediately report any negative incidents or emergencies to university leadership.
- Comply with established restrictions and prohibitions, carry out their duties without deviation, and refrain from discussing the personal or family matters of others.
- Avoid making negative assumptions or discriminating against others based on gender, race, nationality, language, religious beliefs, social background, position, or other characteristics.
- Abstain from spreading rumors, conspiracies, slander, or false information.
- Prevent situations that could damage the university's reputation or business prestige.
- Refrain from deliberately harming the efforts of faculty, staff, students, master's students, or doctoral students in their work or studies.
- Avoid behavior that demeans the dignity of women or engages in indecent language, harassment, or disrespectful conduct.
- Fulfill all orders and tasks from higher state bodies and university management promptly and efficiently, within the scope of their authority.
- Not abuse their position for personal gain or the benefit of others.
- Speak the truth, not mislead, and avoid installing promotional materials without proper permission.
- Take all necessary measures to ensure the confidentiality of information that they come across in their professional activities, especially if disclosing it could lead to legal consequences.
- Promote a healthy lifestyle, care for the health of others, and contribute to the improvement of aesthetic and environmental culture.
- Express constructive criticism and accept objective decisions, acknowledging and correcting their mistakes and shortcomings.
- Avoid flaunting personal wealth.
- Treat library staff with respect, take good care of books and equipment, avoid using mobile phones in the library, and follow all library rules.
- Enter sports facilities only in appropriate sportswear and footwear, treat sports equipment with care, and return it after use.

- Maintain cleanliness in classrooms, university buildings, and adjacent areas.
- Dispose of waste in designated bins.
- Park personal vehicles in designated areas and adhere to traffic rules, ensuring safety when using vehicles.
- Uphold generally accepted norms of conduct outside of work or study hours, avoiding antisocial behavior.

Article 27. Additional Ethical Requirements

a) For students (master's students):

- Continuously improve their communication and speech culture.
- Actively support and strengthen the student self-management system, develop creativity, and promote a collective culture.
- Avoid discussing other students' grades with the instructor.
- During written work defenses and rating control tasks, refrain from receiving or providing external assistance.
- Avoid submitting tasks or written works prepared by others as their own.
- Do not skip classes or arrive late without valid reasons.
- Do not wander aimlessly on campus during study sessions.
- Do not leave the university premises during class time without permission from the faculty dean or the head of the master's department.
- In cases of conflict with a professor, staff member, student, master's student, or doctoral student, control emotions and approach the appropriate department or staff (tutor, dean, deputy dean, Department of Spiritual and Educational Development, chairperson of the university Youth Union, student council).
- Be attentive and active during the learning process and strictly follow the instructor's guidance.
- Do not talk or engage in unrelated activities during class.
- Treat equipment with care and avoid writing on tables and chairs.
- Do not leave trash such as paper, gum, or other unnecessary items in classrooms.
- Avoid eating, chewing gum, and using personal computers or communication devices in class without the instructor's permission.
- When asking a question or making a request during class, raise a hand and wait for permission before speaking.
- Follow the order and rules when ordering and receiving food in dining areas.
- Strictly adhere to the internal rules of student dormitories.
- For public safety reasons, students should ideally use public transportation to commute to the university.

b) For staff (professors and instructors):

- Adhere to workplace discipline and the university's internal rules.

- Before going on leave or terminating a work contract, leave the workspace in good order, and ensure that equipment and unfinished tasks are handed over to someone else.
- Follow communication etiquette when speaking on the phone, including starting the conversation with a formal greeting, providing one's full name, title, and the purpose of the call. The information provided must be concise and accurate, without unnecessary delays.
- Promote patriotism among students.
- Encourage healthy lifestyles among the youth, helping them avoid alcoholism, drug addiction, and the dangers of extremism and "mass culture."
- Actively participate in the moral-ethical education of students and develop effective forms and methods of educational activities.
- Avoid engaging in any behavior that casts doubt on the conscientious execution of work duties.
- Do not discuss the professional or personal shortcomings of colleagues with students.
- Do not unjustifiably remove students from class or intimidate them with the threat of expulsion, repeating a year, or other academic sanctions without valid reasons.
- Provide faculty deans with written reports about the overall cultural behavior of students when necessary and assist in taking appropriate measures.

Chapter 8. Procedures for Encouragement and Disciplinary Actions

Article 28. Encouraging Professors, Staff, and Students (including master's students)

Throughout the academic year, professors, staff, and students (including master's students) who fully adhere to this Code and contribute to the strengthening of a highly moral and ethical atmosphere at the University may be rewarded either materially or morally, based on recommendations from leadership, faculty deans, department heads, and other administrative leaders in accordance with established procedures.

Article 29. The Importance of Adherence to the Code for Attestation and Other Processes

Compliance with the Code by professors and staff is taken into account during the attestation process and when forming the personnel reserve for promotions to higher and other positions (career advancement).

Article 30. Disciplinary Responsibility for Violating the Code

Violations of the Code by professors, staff, students (including master's students), and doctoral students provide grounds for disciplinary action in accordance with established procedures.

Article 31. Relationship Between the Code and Internal Regulations

If professors, staff, students, master's students, or doctoral students violate the provisions of this Code, disciplinary measures outlined in Chapter VII (Liability for Violations of Work and Study Discipline) of the University's Internal Regulations will be applied.

Chapter 9. Rules for the Use of Turnstiles Installed at the Control and Access Point to Regulate Entry and Exit on University Premises**Article 32. General Rules for the Use of Turnstiles at the Control and Access Point**

To regulate entry and exit on University premises and prevent unauthorized access, as well as to track working hours and ensure general safety, the following rules must be strictly followed when using the control point turnstiles (hereafter referred to as turnstiles):

a) All professors, staff, students, master's students, and doctoral students (including those living in the dormitory or academic lyceum students attached to the university) must enter and exit the university premises in accordance with the established rules.

b) It is strictly prohibited for two or more people to pass through the turnstile simultaneously, or to bypass the established procedures to assist unauthorized persons in gaining entry.

c) Passing through the turnstile in violation of the established procedure is prohibited. Should such a violation occur, the responsible staff members at the university's entry points must submit a disciplinary report to the university administration.

d) It is strictly forbidden to jump over the turnstile, as this is considered a gross violation of the established rules and will result in disciplinary action.

e) If a professor, staff member, student, master's student, or doctoral student is unable to pass through the turnstile due to technical issues, they must inform the responsible staff at the university's control and access point. The issue will be recorded in a logbook, and access to the university will be granted. The technical issue must be reported to the "Information Technology Center" for resolution the same day.

f) The "Information Technology Center" is responsible for addressing any reported technical malfunctions.

g) All staff (including new employees) and students (including newly admitted students) must be formally acquainted with the rules outlined in this chapter of the Code of Ethics.

h) Failure to comply with these rules will be considered a gross violation of the University's Code of Ethics, and disciplinary action will be taken in accordance with applicable legal and internal regulations.

Chapter 10. Organization of the Ethics Committee's Activities

Article 33. Ethics Committee

Matters related to violations of the norms of this Code by professors, staff, students, master's students, and doctoral students may, as a rule, be reviewed by the Ethics Committee. The Ethics Committee may initiate reviews based on:

- Instructions from the university rector;
- Results of an internal investigation;
- Its own initiative;
- Information received from professors, staff, students, master's students, and doctoral students, or from external sources through communication channels.

The Ethics Committee is composed of at least 5 members. The objectives, tasks, functions, rights, and organizational structure of the Ethics Committee are defined in the regulations approved by the university rector.

Article 34. Conclusion of the Ethics Committee

Based on its review of violations of the Code, the Ethics Committee issues a conclusion on whether a disciplinary or other violation exists. Additionally, the committee may submit a proposal to the university rector suggesting disciplinary measures against the violator.

Depending on the nature of the violation, the Ethics Committee may issue a warning to the violator to prevent further breaches of the Code.

The draft order for disciplinary action against professors, staff, students, master's students, and doctoral students is prepared by the respective faculty deans (for students) and the HR department (for staff and doctoral students).

Violators have the right to be informed about the violation, to present evidence in their defense, and to appeal university decisions through the established procedures.

Article 35. Public Oversight

To ensure public oversight over the behavior of professors, staff, students, master's students, and doctoral students, violations of the Code may be discussed by the Trade Union Committee, the Advisory Council on Women's Issues, the Youth Union's primary organization, or the Student Council.

Chapter 11. Final Provision

Article 36. Entry into Force, Amendments, and Additions to the Code

This Code is enacted, and any amendments or additions are made by university order.