

CODE OF ETHICS FOR LECTURERS AND STAFF OF GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

1. GENERAL GROUNDS

- 1.1 The Code of Ethics for lecturer and staff of the German-Mongolian Institute for Resources and Technology (hereinafter referred to as “GMIT”) is grounded and regulated by the Constitution of Mongolia, the Law on Education, the Law on Higher Education, the Labor Law and other laws enacted in conformity therewith, Annex to the Government Resolution No. 33 of 2019, “Code of Ethics for Public Administration and Service Employees”, Annex to the Order No. 482 of the Minister of Education, Culture and Science dated 2006, “General Code of Ethics for University and College Professors”, GMIT rules, internal labor regulations, other relevant regulations specified in the employment agreements and this code of ethics.
- 1.2 The basic need of this Code is to establish and adhere to common values, moral principles and norms in order to fulfill its mission of training, research and public service in a responsible and sustainable manner in accordance with its mission.
- 1.3 The main purpose of this Code is to establish the norms and to cultivate professional ethics of lecturers, staff and administrators of GMIT (hereinafter referred to as “the Community”) in their activities (code of conduct and behavior), and to regulate relations related to protect the reputation of the University, to prevent from ethical violations, imposing relevant penalties on the perpetrators, and elimination of violations.
- 1.4 The values of the GMIT are to promote diversity, gender equality, quality, tolerance, mutual understanding, encouragement of business thinking and activities of students, lecturers, and staff and develop and support of exchange of Mongolian-German culture, education and science.
- 1.5 This Code applies to all faculty lecturers, staff and administrators of GMIT.

2 GLOSSARY OF TERMS IN THE CODE

- 2.1 The terms used in the Code shall have the following meanings. These include:
 - 2.1.1 “Lecturer” means a core or contracted professor, associate professor, senior researcher, researcher, senior professor, teacher, laboratory staff, trainee teacher who is Mongolian or foreign citizen who has concluded an employment contract or service contract with the Rector of GMIT in accordance with the Labor Law of Mongolia and the Internal Labor Regulations of GMIT;
 - 2.1.2 “Staff” means associates and assistants of all levels of administrative, technical and service units who have concluded an employment contract or service contract with the Rector of GMIT in accordance with the Labor Law of Mongolia and the Internal Labor Regulations of GMIT;
 - 2.1.3 “Management” means an official authorized executive staff to make decisions at all levels, for example, rector, vice rector, dean of faculty, head of department, and unit manager of GMIT;

- 2.1.4 A common code of ethics is a general rule that must be followed by all staff of GMIT, that obliges or prohibits certain actions or omissions, applies equally to all, and is affirmed by special norms that reflect the significance of their duties;
- 2.1.5 "Freedom of education" means that the process of creating, acquiring and transmitting knowledge is independent, unaffected, and lecturers to create an opportunity to teach in their own way and to ensure that students acquire education in accordance with their interests and needs;
- 2.1.6 "Professional ethics of a lecturers" means generally accepted beliefs, customary culture and communication actions and inactions related to professional activities of lecturers;
- 2.1.7 "Code of ethics of lecturers" means a set of requirements for a lecturer to be loyal to his/her profession, to protect the reputation of a lecturer and to strictly fulfill his/her professional duties;
- 2.1.8 "Violation of code of ethics for lecturers" means intentional or unintentional actions or omissions that violate the professional code of ethics for lecturer set forth in this code;
- 2.1.9 "Ethical violation" means intentional or unintentional act or omission that violates relevant legislation, legal normative act and norms established by this code;
- 2.1.10 "Ethics committee" means a non-personnel organization authorized to impose sanctions on persons who have committed ethical violations and to resolve issues related to ethics;
- 2.1.11 "Conflict of interest" means a situation in which an official's personal interests may conflict with the public interest and adversely affect the equitable and fair performance of his/her official duties while exercising his/her official powers.

3 COMMON CODE OF CONDUCT FOR GMIT COMMUNITY

Obligated norms

- 3.1 Equally treat without discrimination on the basis of citizenship, nationality, ethnicity, language, age, sex, religion, social background, marital status, health status, appearance, sexual orientation, place of residence, acquaintances, graduate school, research area, opinion, position or party affiliation.
- 3.2 Prefer knowledge, intelligence, and truth, and always put them above other interests.
- 3.3 Be honest and accountable.
- 3.4 Strictly separate formal and personal relationships in business.
- 3.5 Contribute to the implementation of this code by upholding morality, behaving in a moral manner, and making legitimate demands on those around you.
- 3.6 Be transparent, objective, fair, tolerant, serious and self-controlled in voting and decision-making.
- 3.7 Treat each other fairly and respectfully regardless of position, treat others private life with respect and dignity, and abide by laws that protect personal privacy.
- 3.8 When working in a team, be free from differences of opinion that arose before, disputes and disagreements that are not relevant to the current work, prioritize the public interest and respect the views of minorities.
- 3.9 Make the necessary efforts to avoid situations that could adversely affect a healthy and safe work and study environment.

4 CODE OF ETHICS FOR EXECUTIVE, ADMINISTRATIVE AND TECHNICAL STAFF

Management:

- 4.1 Participate actively, creatively and responsibly in leadership in the implementation and development of education policy. Set a role model for reputation and business for those who work under their management. These include:
 - 4.1.1 Create a business-like atmosphere in the organization;
 - 4.1.2 To prevent from conflicts of interest among the organization and resolve conflict;
 - 4.1.3 Prevent from the creation of corruption;
 - 4.1.4 Prevent employees from engaging in political activities;
 - 4.1.5 Prevent violations of ethical norms and organize ethics training;
 - 4.1.6 Not to disrupt the normal relations of the organization by intimidating, insulting, discriminating, or giving illegal assignments to staff under his/her supervision.
- 4.2 Provide lecturers, staff and students with relevant information promptly and regularly.
- 4.3 Treat and resolve the suggestions and requests of lecturers, staff, students, and interest groups fairly and objectively.
- 4.4 In making any decision, conform it with the interests of GMIT and to make it reasonable, appropriate, in accordance with the law, and monitors the results of the decision.
- 4.5 Encourage any investment in the GMIT's intellectual property and actively cooperate with research sponsors.
- 4.6 Keep information related to GMIT's activities transparent and open to the public.

Staff:

- 4.7 Keep job-related information open and accessible to others.
- 4.8 Provide relevant services to management, lecturers, staff and students promptly, without delay, with quality and equal access.

Prohibited norms:

In the following cases, the management shall be deemed to have violated the general and special norms of ethics and shall be subject to liability. These include:

- 4.9 Abuse of position and power, making decisions with conflict of interest.
- 4.10 Pursue personal gain in the name of GMIT, to take personal advantage, and to reflect personal interests in concluding contracts and agreements.
- 4.11 Create conflict of interest when recruiting, appointing, promoting, rewards to staff, and create non-transparency.
- 4.12 Abuse of power to give privileged opportunities and support to those who are close.
- 4.13 Intentionally making false statements about the knowledge and skills of a competitor.
- 4.14 Misappropriation of the work of staff working under his/her supervision and students in accordance with personal interests.
- 4.15 Abuse of privilege of the position.
- 4.16 All forms of sexual harassment, including unwanted verbal and physical sexual advances, and sexual assault.
- 4.17 Block or obstruct the opportunity for others to advance in their positions and professions, gain prestige, and receive awards.

- 4.18 Use university property for political and religious activities, and to donate it to politicians and candidates to election.

5. CODE OF ETHICS FOR LECTURERS

- 5.1 Lecturers shall be provided with the following professional rights. These include:
- 5.1.1 Freely conduct research and exchange opinions on its results;
 - 5.1.2 Select and apply advanced scientific methods in training;
 - 5.1.3 Use textbooks and teaching aids that meet educational standards;
 - 5.1.4 Freely express his/her opinion and submit a complaint to a government official for resolution.
- 5.2 Lecturers shall follow the following professional code of ethics. These include:
- 5.2.1 Lecturers shall focus on developing students' ability to learn creatively and independently, and encourage students to explore freely for learning;
 - 5.2.2 Lecturers shall respect students as an individual and guide, support, and supervise them in their learning activities;
 - 5.2.3 Lecturers evaluate students' knowledge, skills and efforts objectively and fairly;
 - 5.2.4 Lecturers value the trust and respect in the relationship between lecturer and student;
 - 5.2.5 Lecturers shall avoid harassment or discrimination against students.
- 5.3 The following are prohibited, which are inappropriate forms of teaching. These include:
- 5.3.1 Not to allow students to attend classes arbitrarily;
 - 5.3.2 Evaluate students' knowledge, skills and attitudes on criteria that are not directly relevant to the subject;
 - 5.3.3 Delay the evaluation of student learning outcomes for no reason or indefinitely;
 - 5.3.4 Use his/her position or authority, arbitrarily or for personal reasons to forcibly influence the student's opinion or cognition, force his/her point of view, to scold or to intimidate;
 - 5.3.5 Speech or actions that discriminate, embarrass, or stigmatize students based on gender or other factors;
 - 5.3.6 Sexual harassment for students;
 - 5.3.7 Sell and demand students to buy books and written materials written by oneself and others to students.
- 5.4 Ethical standards for knowledge and education of lecturers:
- 5.4.1 Lecturers shall recognize their special responsibilities based on the value of continuing to improve their knowledge and education;
 - 5.4.2 The primary responsibility of a lecturers in teaching is to seek and affirm the truth without being subjugated. To do this, lecturers shall work hard to improve his/her knowledge, teaching methods, and research skills.
- 5.5 Unethical forms of lecturer's knowledge and education are:
- 5.5.1 Violation of the accepted moral purity by the lecturers by deliberately misappropriating the writings, research, and discoveries of others.
- 5.6 As an employee of an educational institution, the following ethical standards shall be set for lecturers.

Obligated to:

- 5.6.1 Lecturers of GMIT must be creative and perform their duties in high professional standards, proactively and honestly;
- 5.6.2 Lecturers shall be aware of the impact of his/her decision on the implementation of the GMIT curriculum in the event of temporary or permanent suspension of his/her work and services, and shall notify the relevant authorities in advance.

Prohibited:

- 5.6.3 Deliberately obstruct activities initiated or organized by GMIT;
- 5.6.4 Use GMIT's resources or equipment for personal, commercial, political or religious purposes without permission;
- 5.6.5 Obstruct, threaten or harass other lecturers and staff of the GMIT;
- 5.6.6 Violate the institute's policy on the code of ethics for lecturers; intentionally convey personal views as the position of the GMIT and its unit.
- 5.7 Ethical standards for communicating with colleagues
 - 5.7.1 Communicate respectfully with colleagues, receive objective criticism and ideas related to work, and resolve any disputes amicably;
 - 5.7.2 Respect the freedom of colleagues for conducting research and analysis;
 - 5.7.3 Respect the views of others when exchanging criticism and opinions;
 - 5.7.4 Lecturers shall be aware of their learning responsibilities and be objective in giving professional opinions about their colleagues.

6 LIABILITY OF LECTURERS, STAFF AND MANAGEMENT FOR VIOLATORS OF ETHICS

- 6.1 If a lecturer, staff, or management is found to have committed an ethical violation, he or she shall be subject to disciplinary action in accordance with the relevant legislation, the institute's internal labor regulations and the employment contract.
- 6.2 The issue of imposing disciplinary sanctions on lecturer, staff and management who violate the code of ethics for lecturer, staff and management shall be discussed by the Ethics Committee of GMIT and submit the proposal to the competent authority for resolution.

7 Entry into force and amendment of the code

- 7.1 GMIT shall have an ethics committee for lecturers and staff. The rules of procedure of the Committee shall be an appendix to this code.
- 7.2 This code shall come into force from the date of its approval.
- 7.3 Proposals to amend the code shall be submitted by the Ethics Committee for discussion and decision at the meeting of the Board of Governors of the GMIT and approved by the order of the Rector.