

**LEPL - Technical University of Georgia
Bylaws**

Chapter I

General Provisions

Article 1. Scope and purpose of the bylaws

1. The present internal regulations (hereinafter referred to as "the internal regulations") regulate the employment and related relations of the Technical University of Georgia (hereinafter referred to as the "University").
2. The bylaws apply to the university's academic, administrative, scientific, teaching and support staff, as well as invited specialists (hereinafter "staff").
3. By-laws, in accordance with the Labor Code of Georgia, define the issues related to the labor relations of the university staff and its purpose is to ensure the strengthening of labor discipline, proper organization of work, rational use of working time, increase of labor productivity and efficiency.
4. By-laws are a constituent part of the labor contract, and compliance with the requirements stipulated by the by-laws is mandatory for the staff.
5. Issues related to labor relations, which are not regulated by the labor contract, are regulated by the current legislation of Georgia.

Chapter II

The origin of labor relations. Appointment/election to a position, official transfer

Article 2. Origin of the labor relationship

1. The labor relationship is established between the university and the staff on the basis of equality, with an agreement reached as a result of free expression of will.
2. Labor relations are based on the principles of unacceptableness of labor discrimination, equal treatment of personnel, equality, mutual respect, honesty and collegiality. In labor and pre-contractual relations, including during the publication of a vacancy announcement and at the selection stage, any kind of discrimination based on race, skin color, language, ethnic and social

affiliation, nationality, origin, property or rank, employment contract status, place of residence, age, gender, sexual orientation, disability, religious, public, political or other association, including to professional affiliation, marital status, political or other opinion or on any other grounds, which aims or results in denying or interfering with equal opportunity or treatment in employment and professional activity.

3. A person convicted of committing a crime against sexual freedom and inviolability, provided for by the Law of Georgia "On Combating Crimes Against Sexual Freedom and Inviolability", cannot be employed at the university.

4. Recruitment of university staff is carried out on the basis of the labor contract signed with the university, the Labor Code of Georgia, the Law of Georgia "On Higher Education", the university charter and in the manner and for a specified period according to relevant legal acts of the university.

5. The employment relationship is established from the moment the person actually starts performing the work, unless otherwise stipulated by the employment contract.

6. When concluding an employment contract, the university has the right to require a person to present the following documents:

a) Application for employment;

b) Identity document;

c) Document confirming education;

d) 2 photographs;

e) Autobiography or CV;

f) Notice of medical-narcotic examination;

g) Notice of conviction/deprivation of rights in compliance with paragraph 3 of this article.

7. In addition to the documents provided for in paragraph 6 of this article, the university has the right to request other necessary documents confirming the requirements established by law for the personnel.

8. The employment contract shall be drafted in writing.

(Resolution #3 of the session #29 of the University Representative Council (Senate) on June 30, 2017)

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 3. Official change/transfer

1. The university has the right to clarify the individual circumstances of the performance of work provided for in the employment contract by oral or written instruction to the personnel, which does not essentially change conditions of the employment contract.

2. The change of the following circumstances is not considered to be a change of the essential conditions of the employment contract:

a) Changing the location of performance of work specified by the university for staff, if it takes no more than 3 hours a day to reach and return from the place of residence of the staff to the new place of performance of work by available public transport, and does not require disproportionate costs;

b) Changing the start or end time of work by no more than 90 minutes.

3. Simultaneous change of both circumstances provided for in paragraph 2 of this article shall be considered a change of the essential terms of the employment contract.

4. Changing the essential conditions of the employment contract, including transfer from the occupied position to another position, takes place only with the written agreement of the parties based on the order of the rector of the university. Changing the essential conditions of the labor contract, which is due to the change in the legislation of Georgia, does not require the consent of the personnel.

5. The issue of official change/transfer of academic and teaching staff, as well as invited specialists (professors) is decided by the academic council of the university in accordance with the rules established by the legislation and legal acts of the university.

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 4. Personnel Co-operation

1. Limitation of work by combining university staff is allowed by the decision of the academic council of the university.

2. The representative of the academic staff of the university is obliged to hold/maintain an academic position in another higher educational institution only with the written consent of the university.

3. Limitation of work by co-operation is allowed if there is a basis defined by the labor contract and/or the Labor Code of Georgia.

4. It is not allowed to combine work within the university, except for:

a) holding an academic position, as well as position of an invited specialist, senior teacher, teacher and vocational teacher by a person holding an administrative, scientific and support position, and vice versa;

b) Holding the position of head of the academic department by a professor or associate professor;

c) In the case of remuneration of personnel being carried out with the income received from different sources of financing.

5. It is not allowed to hold the position of the head of two structural/organizational units within the university.

6. A professor, an associate professor, an assistant professor, an assistant, as well as an invited specialist (except for an invited teacher), a senior teacher, a teacher may perform an academic workload on an hourly basis in addition to the maximum standard of full-time workload.

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 5. Termination of employment relationship

1. The grounds for terminating the employment relationship can be:

a) economic circumstances, technological or organizational changes that make it necessary to reduce the workforce;

b) expiration of the employment contract;

- c) performance of the work provided for in the labor contract;
 - d) leaving the position/job by the staff of their own free will, based on a written application;
 - e) written agreement of the parties;
 - f) inconsistency of personnel qualifications or professional skills with the position/work to be performed;
 - g) gross violation of the obligation imposed by the staff under the employment contract and/or these bylaws;
 - h) violation by the employee of the obligation imposed on them by the labor contract and/or these bylaws, if any measure of disciplinary responsibility provided for by the labor contract and/or these bylaws has already been applied to the staff during the last 1 year;
 - i) If the labor contract does not specify otherwise, long-term incapacity for work - if the period of incapacity for work exceeds 40 consecutive calendar days, or the total period exceeds 60 calendar days during 6 months, if in addition, the employee has used paid and/or unpaid leave;
 - j) entry into legal force of a court judgment or decision, which excludes the possibility of performing work;
 - k) death;
 - n) other objective circumstance that justifies termination of the employment contract;
 - n) the grounds stipulated by current legislation of Georgia, university charter and/or the code of ethics and norms of disciplinary responsibility.
2. If the university is the initiator of termination of the labor contract, it is obliged to notify the staff at least 30 calendar days in advance in writing.
 3. In case of termination of the labor contract at the initiative of the university, the employee will be given 1 month's salary.
 4. The requirement of paragraph 3 of this article does not apply when the university terminates the employment contract due to non-fulfillment of the obligation by the staff under the employment contract. In such a case, the remuneration is paid according to the days worked.
 5. In case of termination of the employment relationship, the rector of the university will issue a corresponding order.
 6. If the term of employment contract has expired, but, depending on nature of the work, the immediate termination of work will cause significant damage and/or interfere with the normal functioning of the university and/or endanger human health, the staff is obliged to continue working until such a situation ends, and the university is obliged give them appropriate salary.

Chapter III

Organization of the educational process.

Rights and duties of staff and students

Article 6. Organization of the educational process

1. The educational process in the university is carried out in accordance with the educational plans, programs, regulations and instructions of the educational process approved by the academic council of the university.

2. The University implements appropriate measures to improve the quality of education. The university is authorized to create a lecture fund and to monitor the quality of teaching using technical means, in accordance with the law.

Article 7. Order in the educational blocks and buildings of the university

1. The commandant of the building and the security service are responsible for maintaining order in the educational buildings and other buildings of the university.
2. Smoking is prohibited in the university building.

Article 8. Rights and duties of personnel

1. The official rights and duties of the staff are determined by the law of Georgia "On Higher Education", the university charter, these bylaws, the code of ethics and disciplinary responsibility norms, university regulations and other legal acts of the university and/or individual job description instructions.
2. The staff is obliged to:
 - a) to clearly fulfill the assigned duties;
 - b) to follow the legal acts related to their official activity;
 - c) participate in the creation of the lecture fund;
 - d) to comply with the head's order, decree and reference, which are issued within the scope of the authority established by the legislation;
 - e) to observe labor discipline, to use working time rationally, not to allow such actions and/or inactions that would hinder the work of the university and harm the authority of the university;
 - f) take care of the property of the university and protect material values;
 - g) to follow the bylaws;
 - h) to have the workplace in proper order, to protect the cleanliness of the university buildings and its territory.
3. Staff is authorized to:
 - a) to request the creation of necessary conditions for the performance of work;
 - b) to request information necessary for the performance of assigned duties from the immediate supervisor and/or from another structural unit of the university;
 - c) to submit comments and proposals for the purpose of improving the quality of work of the structural unit of the university;
 - d) request overtime pay;
 - e) to enjoy other powers defined by the legislation of Georgia and legal acts of the University.

(Resolution #3 of the session #29 of the University Representative Council (Senate) on June 30, 2017)

Article 9. Rights and duties of a university student

1. The student's rights and duties are determined by the law of Georgia "On Higher Education", the university's charter, the code of ethics and norms of disciplinary responsibility, university regulations and other legal acts of the university.
2. The student is obliged to:

- a) To learn all the subjects that they chose of their own free will and whose teaching is mandatory according to the program established by the university;
 - b) To follow these bylaws, code of ethics and norms of disciplinary responsibility;
 - c) To take care of the university property, not to take tools, devices and other things out of the university rooms without the official permission of the administration.
3. Students with high academic performance and active participation in scientific and research work may be encouraged by order of the rector of the university with scholarships, bonuses and paid gifts in accordance with the rules established by the relevant legal act of the university.
 4. Upon submission of the faculty, if there is a valid reason, with the recommendations of the academic council and the representative council (senate) of the university, and with the approval of the head of the administration, it is possible for the student to postpone the payment of the tuition fee for a certain period of time or to be partially/completely exempted from the payment of the fee.

Chapter IV

Work, Break and Rest Time

Article 10. Duration of working time (working week, working day).

1. A five-day working week is established at the university, from Monday to Friday, and for some staff - a six-day working week, from Monday to Saturday.
2. The number of working hours should not exceed 40 hours per week. Working time does not include break and rest time.
3. The length of working time of a minor between the ages of 16 and 18 shall not exceed 36 hours per week.
4. The start and end time of work is determined by the order of the rector of the university, unless otherwise specified in the labor contract.
5. Accounting of the working time of the university staff is carried out in accordance with the form and procedure established by the legislation.
6. The heads of the structural units of the university are obliged to keep records of the number of hours missed by the staff during working time and submit relevant information to the human resources management department of the university every month.
7. Overtime work is considered to be the performance of work by personnel in the period of time, the duration of which exceeds the working time defined by this article. Overtime is paid at an increased hourly wage rate and is subject to compensation in accordance with the law.
8. The staff is obliged to perform overtime work:
 - a) to prevent a natural disaster and/or eliminate its consequences - without compensation;
 - b) to prevent an industrial accident and/or eliminate its consequences - with appropriate compensation;
9. It is forbidden to employ a pregnant woman or a woman who just gave birth, a disabled person for overtime work without their consent.

10. It is forbidden to employ minors, pregnant women, women who just gave birth or nursing women for night work (from 22:00 to 6:00), and to employ a caregiver of a child under the age of 3 or a disabled person - without their consent.

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 11. Break and Rest Time

1. During the working day, the staff has the right to take a break. The break time is determined by the order of the rector of the university.
2. Taking into account the specifics of the work of structural units of the university, the break time for individual personnel may be determined by the head of the corresponding structural unit.
3. Break time is not included in working time and the staff has the right to use it as they wish. During this interval of time, they are allowed to leave their place of work.
4. An employee who is a nursing woman and feeds a child under the age of 1, is given an additional break of at least 1 hour per day based on her request. The break for feeding the child is considered working time and is compensated.
5. The staff has the right to rest on the days off established by the Labor Code of Georgia.

Article 12. Terms and conditions of staying at the university on holidays and weekends, as well as after the end of daily working hours

1. Staying at the university for staff on holidays and weekends, during breaks or after working hours is voluntary.
2. Depending on the work requirements, the staff report to work on rest days and holidays in agreement with the head of the relevant structural unit.

Chapter V

Time, Place and Manner of Payment of Wages

Article 13. Amount of remuneration

1. Remuneration of personnel is given taking into account the position held and the rate established by the staff list, based on the applicable legislation.
2. The amount of remuneration of academic and teaching staff and invited specialists (professors) is related to their actual/expected annual workload. In the event of a change in the annual hourly workload, on the basis of the relevant legal act of the university, it is possible to unilaterally change the salary in accordance with the established proportion, which does not require a change in the labor contract.
3. The amount of remuneration for other personnel is determined in accordance with the staff list.
4. All taxes stipulated by the current legislation shall be deducted from the salary of the staff.

Article 14. Time and place of payment of wages

1. Labor compensation is issued in the last week of the month, no later than the 7th of the next accounting month.

2. Labor compensation is made by non-cash payment, by depositing the appropriate amount into the personal account of the staff in the bank.
3. The University shall not be held responsible for the delay in the payment of wages due to the banking system and compensation for the damages caused by this.

Chapter VI Vacation

Article 15. Leave and its duration

1. The staff has the right to take paid leave for at least 24 working days per year, and unpaid leave for at least 15 calendar days per year.
2. Academic and teaching staff are granted annual leave, not less than the duration established by law, usually during the summer holidays, the duration of leave for other staff is determined by the relevant labor contract, in accordance with the Labor Code of Georgia.
3. An employee working on hard, harmful or dangerous work is given an additional paid vacation - 10 calendar days a year.
4. Terms and conditions different from those stipulated in this article may be determined by the labor contract, which should not worsen the situation of the personnel.

(Resolution #3 of the session #29 of the University Representative Council (Senate) on June 30, 2017)

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 16. Procedure for granting leave

1. The staff has the right to request leave 11 months after the start of work. With the agreement of the parties, leave can be granted even before the expiration of the mentioned term.
2. From the second year of work, the staff may be granted vacation at any time of the working year by agreement of the parties.
3. By agreement of the parties, the vacation can be used in parts, but not more than twice a year.
4. The actual work of the staff, as well as the time of forced absence caused by the fault of the university, is considered in the calculation period for the right to request leave.
5. The period for calculating the origin of the right to request a vacation does not include the time of the employee missing work for an illegitimate reason or being on vacation without pay for more than 7 working days.
6. The leave does not include the period of temporary incapacity for work, leave due to pregnancy, childbirth and child care, leave due to the adoption of a newborn and additional leave due to child care.
7. When taking leave with pay or without pay, the staff is obliged to apply in writing to the rector of the university 1 week in advance, unless notice is impossible due to urgent medical or family conditions.
8. The request for leave must be agreed with the head of the relevant structural unit. The head of the structural unit has the right to refuse to give consent, if it is not appropriate for the personnel to take leave during the given period, due to operational necessity.

9. If granting a paid vacation to the staff in the current year may adversely affect the normal course of work, it is allowed to transfer the vacation to the next year with the consent of the staff.
10. It is prohibited to carry over paid leave for 2 consecutive years.
11. In special cases, the rector of the university can request the termination of the leave of the staff. In such a case, the staff has the right to use the remaining vacation days during the year at any time they wish, or to carry them over to the next year.
12. It is prohibited to transfer the paid vacation of a minor to the following year.

Article 17. Leave due to pregnancy, childbirth and child care, leave due to the adoption of a newborn and additional leave due to child care

1. On the basis of their request, the staff is given leave due to pregnancy, childbirth and child care, as well as leave due to the adoption of a newborn and additional leave due to child care in accordance with the procedure established by the Labor Code of Georgia.
2. Additional leave due to child care may be granted to any person who actually cares for the child.

Article 18. Vacation pay

1. The vacation pay of the staff is determined from the average pay of the 3 months preceding the vacation, if the working time after the start of work or the last vacation is less than 3 months - from the average pay of the months worked, and in the case of monthly fixed pay - according to the last month's pay.
2. Leave due to pregnancy, childbirth and child care, as well as adoption of a newborn baby, are compensated from the state budget in accordance with the law. Additional remuneration may be agreed between the University and staff.

Chapter VII

Rules for protection of labor conditions

Article 19. Protection and control of labor conditions

1. Protection of working conditions means a wide system of technical, sanitary-hygienic and legal measures aimed at ensuring healthy and safe working conditions.
2. The administration of the university/faculty and/or the head of the relevant structural unit carry out constant control of the fulfillment of the established rules for the protection of working conditions.

Article 20. Obligations of the university to ensure protection of labor conditions

1. The University ensures the creation of working conditions that are as safe as possible for the life and health of the employed staff, established by the Labor Code of Georgia and other normative acts, the proper technical arrangement of all workplaces and the creation of such working conditions as are in accordance with the requirements for the protection of working conditions (safety equipment rules, sanitary norms and rules, etc.).
2. The university is obliged to provide the staff with complete, objective and understandable information about all the factors that affect the life and health of the staff or safety of the natural

environment.

3. The University periodically instructs the staff on safety techniques, industrial sanitation, fire protection and other labor protection rules and carries out constant control over the implementation of each of them.

4. The university is obliged to ensure the protection of a pregnant woman from work that threatens her or the fetus' well-being, physical and mental health.

Article 21. Rights and duties of personnel to ensure labor protection

1. The staff is required to comply with the established requirements for the use of equipment, machines and mechanisms owned by the university, to use the personal protective equipment given to them as intended, to comply with the labor protection instructions, which establish the rules of work performance and behavior in the buildings and territory of the university.

2. The staff has the right to refuse to perform the work, task or instruction that is against the law, or due to the insecurity of the labor safety conditions, poses an obvious and substantial threat to their or a third person's life, health, property or the safety of the natural environment. The staff is obliged to immediately inform the university administration about the circumstances due to which he refuses to fulfill the obligation under the employment contract.

Article 22. Responsibility for violation of the rules of protection of labor conditions

1. For violation of the rules of protection of labor conditions, the staff shall bear the relevant responsibility established by the legislation.

2. The university is obliged to fully compensate the staff for work-related damages caused by health deterioration and necessary treatment costs.

Chapter VIII

Labor discipline

Article 23. Being late for work

1. Being late for work is considered late by the staff for more than 20 minutes at the workplace, and more than 5 minutes late for a lecture.

2. Being late for work can be considered legitimate or illegitimate in case of compliance with the rules established by the present bylaws and the code of ethics and norms of disciplinary responsibility.

3. Systematic lateness will be considered by the staff to show up five times late, which is considered illegitimate.

Article 24. Justifying missed work time by staff

1. Lateness and/or absenteeism at work will be considered legitimate if the administration of the university/faculty or the head of the relevant structural unit (hereinafter referred to as "administration") satisfies the staff's oral or written request to consider the tardiness legitimate. For this purpose, the administration has the right to demand an explanation from its staff immediately after the delay.

2. In the event that the administration accepts the staff's oral or written application for lateness and/or unjustified absence from work - with a report card, the said time is considered legitimate.
3. In cases of undeserved lateness and/or undeserved absence from work, the university is entitled to apply the disciplinary measures established by the legislation of Georgia, the present internal regulations, the code of ethics and the norms of disciplinary responsibility.

Article 25. Failure to report to work due to a known reason

1. In case of missing work for a known reason, the staff is obliged to apply to the administration in advance, stating the reason for the absence from work, the estimated period, the work to be performed urgently, and request a temporary release from official duties. In case of missing work for a period of more than 2 days, for a known reason, the appeal must be submitted in writing, and for a period of less than 2 days - in written or oral form, in accordance with the request of the head of the administration.
2. If the request for temporary release from work is not met, the staff is obliged to continue their official activities as usual. Otherwise, their action will be considered as absenteeism, and the university is entitled to take appropriate disciplinary measures against them.
3. Illegitimate lateness to work and absence from work will not be considered as the performance of official duty by the staff outside the University building during working hours, which was caused by the specifics of the work to be performed and the administration was informed about it. The staff will submit information about the performance of official duties outside the university building during working hours to the administration upon request.

Article 26. Failure to report to work for an unknown reason

1. In case of non-appearance at work for an unknown reason, the staff is obliged to inform the head of the structural unit verbally (by phone) as soon as possible about the reason for non-appearance, the expected period and information about the work to be performed immediately. And after the announcement, if requested, to submit the report card to them as soon as possible.
2. In case of not reporting to work for more than 2 days for an unknown reason, the staff should apply in writing to the administration with a request to count the missed time as creditable.
3. Failure to report to work for an unknown reason in advance can be considered legitimate, in case of compliance with the rules established by the present bylaws.

Article 27. Consequences of not reporting to work for an illegitimate reason

1. In case of non-reporting for work due to an illegitimate reason, the university is entitled to use disciplinary measures established by the legislation of Georgia, the internal regulations of the university and norms of ethics and disciplinary responsibility.
2. The case of absenteeism for more than 20% of the hourly workload during the semester by the university's academic and teaching staff, as well as invited specialists, will be considered a gross

violation of the obligation imposed by the bylaws and a basis for terminating the employment contract with the person.

3. In the event that the university staff (except academic staff, teaching staff and invited specialists) do not report to work for 5 working days in a row for an illegitimate reason, the university has the right, based on the service card of the head of the relevant structural unit, to suspend the payment of wages to the staff and initiate disciplinary proceedings against them.

4. In the case of academic, teaching staff and invited specialists of the university missing classes for 5 consecutive days in a semester (at least one hour per day), as well as in case of missing classes scheduled to make up for the absence, the university is entitled to, suspend the payment of wages to the staff and initiate disciplinary proceedings against them, on the basis of the service card of the head of the relevant structural unit.

(Resolution #3 of the session #29 of the University Representative Council (Senate) on June 30, 2017)

(Resolution #01-06-02/14 of the University Representative Council (Senate) of February 26, 2021)

Article 28. Obligations of personnel during dismissal, business trip or vacation

1. Within 2 (two) days from the notification of the dismissal order or the expiration of the employment contract, the staff is obliged to provide the relevant electronic versions of the documents entrusted to them with the location of the documents and the property, including the key to the work room numbered in their name, for their replacement, or the mentioned person In case of absence, transfer to the head of the relevant structural unit.

2. Before going on vacation or going on a business trip, the staff is obliged to ensure the transfer of official documentation in their possession to their substitute or superior official, indicating the location of the relevant electronic versions.

3. In the case provided by paragraph 2 of this article, the authorized person shall process the documentation of the employee on vacation or business trip in order to comply with the requirements established by law.

Chapter IX

Obligation of staff to observe ethical norms

Article 29. Obligations of personnel in the field of ethical norms protection

1. The staff is obliged to follow the ethical norms, according to the requirements established by the University Code of Ethics and the norms of disciplinary responsibility.

2. Indecent behavior (culpable act) against social norms or aimed at discrediting the University and the staff/student is not allowed for the staff, regardless of where it is committed.

3. It is not allowed to report to work in a drunken state or under the influence of narcotic or toxic substances.

4. The university has the right not to allow the staff to work and/or terminate the employment relationship if they report to work in a state of inebriation, under the influence of narcotic or toxic substances.
5. When interacting with citizens, employees and students, staff and students are obliged to follow ethical and moral norms, introduce themselves and their position, be attentive and polite.
6. The staff is obliged, within the scope of their competence, to provide the employee with the necessary assistance on official matters with the means at their disposal, if:
 - a) this employee cannot perform the action themselves due to legal or factual reasons;
 - b) this employee does not have sufficient knowledge of the facts necessary to perform the action, while this knowledge is possessed by the employee to whom they referred;
 - c) documents or any other evidence necessary to resolve the issue is with the employee to whom they applied.
7. Staff are also required to comply with other restrictions not mentioned here but provided for in other legal acts of the University.

Chapter X

Types of incentives and responsibilities and how to use them

Article 30. Forms of incentives

1. Staff are encouraged for successfully performed work. Incentive measures are used for exemplary performance of official duties by personnel, for long and conscientious service, for performing tasks of special difficulty or importance.
2. The following forms of incentives are used in the university:
 - a) declaration of gratitude;
 - b) one-time monetary reward (bonus);
 - c) awarding with a paid and/or nominal gift;
 - d) awarding with an honorary diploma;
 - e) awarding with the Giorgi Nikoladze medal (the highest award of the university).
3. Several forms of incentives can be used at the same time.
4. The initiator of staff encouragement can be both the direct supervisor of the staff and the rector of the university.
5. Incentives of the staff are done by the order of the rector of the university.
6. The academic council of the university makes a decision on the awarding of an honorary diploma and the Giorgi Nikoladze medal, which is approved by the representative council (senate) in the case of a monetary award/remuneration.
7. In agreement with the academic council, the rector of the university will nominate the staff member for the state award of Georgia for special services to the university and the country.

Article 31. University awards and academic ranks

1. The highest award of the university is the "Giorgi Nikoladze Medal", the award of the university is the "Honorary Diploma".
2. The manner and conditions of awarding university awards are determined by relevant regulations approved by the Academic Council.
3. The Academic Council has the right to award the title of honorary doctor or emeritus to a scientist or a public figure for special merit.
4. The title of honorary doctorate can be awarded to a scientist, state and/or public figure of a foreign country in recognition of special services rendered to the university, on the recommendation of the university rector and/or the faculty council.
5. The title of emeritus can be awarded for special merit to a person who is or has been engaged in fruitful teaching-scientific and public work at the university, as well as to an outstanding scientist of Georgia and a foreign country, a state and/or public figure, by submission of a member of the university rector, faculty council and/or academic council.
6. The academic council of the university decides on the issue of remuneration for the person with the title of emeritus in each specific case.

Article 32. Disciplinary responsibility and the manner of its application

1. In case of violation of these bylaws, as well as the conditions stipulated in labor/educational agreements, taking into account the size and/or frequency of the violation, in accordance with the university's code of ethics and disciplinary responsibility norms, disciplinary responsibility measures are applied to staff and students.
2. The types of personnel disciplinary action are:
 - a) Note;
 - b) Reprimand;
 - c) Deduction of 10 working days' salary;
 - d) Severe reprimand;
 - e) Transfer to a lower salary (for a period of 3 to 6 months);
 - f) Dismissal from work.
3. Types of student disciplinary punishment are:
 - a) Note;
 - b) Reprimand;
 - c) Severe reprimand;
 - d) Termination of student status.
4. Only one type of disciplinary punishment can be applied for one disciplinary offense.
5. When imposing this or that type of disciplinary penalty, take into account the severity of the disciplinary offense, the circumstances of its commission (time and conditions), repeated nature, previous work and behavior of the violator.

6. Disciplinary punishment is applied to a person on vacation or on a business trip after he reports to work.
7. A staff/student will be reprimanded for minor disciplinary misconduct by the university/faculty administration without disciplinary proceedings.
8. Reprimand is applied to personnel whose lateness and absence from work will be considered illegitimate. Upon receiving a warning for the same reason, staff will be notified that a repeat of the the same behavior will result in more severe disciplinary action. Receiving a reprimand three times can be grounds for dismissal.
9. The grounds for termination of student status are:
 - a) Rude and unethical attitude, violence and/or abuse towards students and/or staff;
 - b) Attempting to obtain an undeserved grade from the examiner by threatening, physical impact or psychological pressure, deception, bribery, promises, fraud or other unfair means and actions.
10. Penalties - reprimand, severe reprimand, transfer to a lower salary for a period of 3 to 6 months (can be applied only to administrative and support staff) and dismissal/termination of student status - are applied only as a result of disciplinary proceedings carried out by the appropriate authorities, according to the ethics of the university in accordance with the rules established by the code and norms of disciplinary responsibility.

(Resolution #3 of the session #29 of the University Representative Council (Senate) on June 30, 2017)

Article 33. Material responsibility of personnel

1. The administration of the university supervises the use of tangible assets on the balance sheet of the university.
2. The head of the structural unit of the university is obliged to:
 - a) to exercise control over the proper use, maintenance and protection of the property, which has been transferred to the employee of the structural unit subordinate to them;
 - b) to immediately notify the university administration in writing about any movement, damage, destruction or loss of property under its control.
3. The staff is responsible for the proper use and protection of the property assigned to them. they are obliged to:
 - a) Use the property only for official purposes;
 - b) Inform the head of the structural unit about any movement, damage, destruction or loss of property;
 - c) Not transfer the property in their possession to other personnel, without the consent of the administration and the head of the corresponding structural unit.
4. Withdrawal of tangible assets on the university's balance sheet from the university building, except for urgent needs, is allowed with the approval of the administration, on which a written act is drawn up.
5. The head of the structural unit, unless otherwise established by the legal act of the university, is the materially responsible person for the property transferred to the structural unit under their authority.

Article 34. Application/complaint review procedure

1. The application/complaint is submitted to the relevant management body (governing entity) of the university/faculty in accordance with the authority (competence) defined by the law of Georgia "On Higher Education" and the university's charter.
2. The application/complaint must be submitted to the university office, which within 3 (three) days ensures that it is forwarded to the relevant management body (managing entity) for consideration.
3. A complaint about a disciplinary violation against a staff member/student, if there is a proper basis, will be forwarded to the relevant body implementing the disciplinary proceedings for study and making an appropriate decision.
4. The review of the application/complaint is carried out in accordance with the General Administrative Code of Georgia, these internal regulations, the University Code of Ethics and the norms of disciplinary responsibility.

Chapter XI

Professional development and social guarantees

Article 35. Staff training, qualification raising and the procedure for reimbursement of expenses related to it

1. Raising the qualification of personnel is carried out through specialized training, through training and/or internship.
2. A recommendation is prepared by the head of the relevant structural unit about the need/necessity to raise the qualifications of the staff.
3. The University makes a decision on financing based on the assessment of the necessity/feasibility of the qualification of the recommended employee and taking into account the current year's budget.
Specifically:
 - a) The university may cover the costs of raising qualifications in full - 100%;
 - b) The costs of qualification raising may be partially covered by the university - with co-financing;
 - c) Staff may be denied funding.
4. After the completion of the qualification raising process, the staff is obliged to submit a document confirming the positive result of qualification raising (diploma, certificate) to the human resources management department of the university.

Article 36. Business trip

1. The rector of the university decides on the issue of staff going on a business trip depending on the specific situation and tasks. The staff has the right to request a business trip for the effective performance of the duties directly assigned to them. In this case, they apply to the immediate supervisor and the rector of the university. The purpose and terms of the business trip should be described in the application.
2. Dispatch of personnel on a business trip is formally made by an order.

3. On the basis of the order on business trips within the country, the staff is issued a business trip sheet.
4. Reimbursement of the travel allowance is made in accordance with the travel norms defined by the law and according to the established procedure.
5. Upon arrival from the business trip, the staff is obliged to submit a detailed expense report to the accounting and reporting department of the university.

Chapter XII

The rule of bringing legal acts issued on official matters to personnel

Article 37. Legal acts issued on official matters and the manner of their familiarization

1. The university rector and the head of the administration have the right to issue orders and decrees on official matters.
2. Preparation of orders and decrees by the university rector and the head of administration and monitoring of their implementation is carried out by a structural unit/person equipped with appropriate authority.
3. Drafts of legal acts prepared on official issues must be endorsed by the appropriate structural unit and the university's legal assurance department.
4. The order/decreed issued to the staff on official issues can be general or individual.
5. The general order/ordinance is subject to notification to the University staff.
6. An individual order/decreed, unless otherwise established by law, shall be delivered to the interested person (group of persons) personally or by mail. In case of non-arrival of the order/decreed sent by mail, the person has the right to receive a copy of this order/decreed at the university without paying any fee.

Chapter XIII

Final Provisions

Article 38. Procedure for adoption and familiarization of bylaws

1. The bylaws are developed and approved by the university's representative council (senate) with the participation of the academic council.
2. Upon approval, the bylaws will be presented to the staff for familiarization by publishing them on the university's website.
3. The university is obliged to introduce them to the staff upon hiring them, as well as to provide an opportunity for the interested person to get to know them at any time.

Article 39. Entry into force of the bylaws

By-laws enter into force on the next working day after their adoption, according to the law.

Article 40. Control over the implementation of the bylaws

The administration of the university and the heads of the structural units control the implementation of the bylaws by the staff/students.

Article 41. Responsibility for violation of internal regulations

In case of violation of the bylaws, the university is authorized to use the disciplinary measures against the violator established by the current legislation of Georgia, these bylaws and the code of ethics and norms of disciplinary responsibility.

Article 42. Making changes and/or additions to the bylaws

1. Amendments and/or additions to the bylaws and their entry into force shall be made in accordance with the procedure established for the adoption of the bylaws.
2. The staff has the right to submit their proposals in writing to the representative council (senate) of the university regarding the improvement of the bylaws.
3. The university is obliged to inform the staff about the changes and/or additions made to the bylaws in accordance with Article 57 of the General Administrative Code of Georgia.