

“Approved by“
the Representative Council (Senate)
of the Georgian Technical University
on September “18”, 2014, at session #59,
By Decision #1

Internal Regulations of the Georgian Technical University

Chapter I:

General Provisions

Article 1: Scope and Purpose of the Internal Regulations

1. These Internal Regulations (hereinafter referred to as "the Regulations") govern the labor and related relationships at the Georgian Technical University (hereinafter referred to as "the University").
2. The Regulations apply to the academic, administrative, scientific, teaching, and auxiliary staff of the University, as well as invited specialists (hereinafter referred to as "the Personnel").
3. The Regulations, in accordance with the Georgian Labor Code, define issues related to the labor relationships of the University's personnel and aim to ensure labor discipline, proper organization of work, rational use of working time, and increase in labor productivity and efficiency at the University.
4. The Regulations are an integral part of the employment contract, and compliance with the requirements set out in the Regulations is mandatory for the personnel.
5. Issues related to labor relationships not regulated by the employment contract are governed by the current legislation of Georgia.

Chapter II: Establishment of Labor Relations, Appointment/Election to Positions, Position Transfer

Article 2: Establishment of Labor Relations

1. Labor relations are established between the University and the personnel based on equality, through an agreement reached by the free expression of will.
2. Labor relations are based on the principles of non-discrimination, equal treatment of personnel, equality, mutual respect, good faith, and collegiality. In employment and pre-contractual relationships, including during the announcement of a vacancy and the selection stage, any discrimination based on race, color, language, ethnic and social origin, nationality, property or status, residence, age, sex, sexual orientation, disability, religion, public, political or other association, including membership in a trade union, family status, political or other opinion, or any other grounds that aim to or result in the

denial or impairment of equal opportunity or treatment in employment and professional activities is prohibited.

3. A person convicted of crimes against sexual freedom and inviolability, as defined by the Georgian law "On Combating Crimes Against Sexual Freedom and Inviolability," cannot be employed at the University.
4. Employment of the University's personnel is carried out based on an employment contract concluded with the University, in accordance with the Georgian Labor Code, the Law of Georgia on Higher Education, the University's Charter, and the relevant legal acts of the University, for a defined period.
5. Labor relations are established from the moment the person actually starts performing the work, unless otherwise specified by the employment contract.
6. When concluding an employment contract, the University is authorized to require the submission of the following documents: a) Application for employment; b) Identification document; c) Education certificate; d) 2 photos; e) Autobiography or CV; f) Certificate of medical-narcological examination; g) Certificate of criminal record/rights deprivation considering the provisions of paragraph 3 of this Article.
7. In addition to the documents provided in paragraph 6 of this Article, the University has the right to request other necessary documentation confirming the fulfillment of requirements established by law for the personnel.
8. The employment contract is concluded in written form.
(Decision #3 of the Representative Council (Senate) of the University, session #29, June 30, 2017)
(Decision #01-06-02/14 of the Representative Council (Senate) of the University, session #01-06-02/14, February 26, 2021)

Article 3: Position Change/Transfer

1. The University has the right to specify the individual circumstances of the work stipulated by the employment contract for the personnel with an oral or written instruction, provided that it does not substantially change the terms of the employment contract.
2. The following changes are not considered as substantial changes to the terms of the employment contract: a) Changing the place of work specified by the University, if it requires no more than 3 hours a day for the personnel to reach the new place of work and return home using available public transportation, and does not entail disproportionate expenses; b) Changing the start or end time of work by no more than 90 minutes.
3. Simultaneous changes of both circumstances provided in paragraph 2 of this Article are considered substantial changes to the terms of the employment contract.
4. Substantial changes to the terms of the employment contract, including the transfer to another position, are made only by written agreement of the parties based on the order of the University Rector. Changes to the terms of the employment contract dictated by amendments to Georgian legislation do not require the consent of the personnel.
5. Issues of position change/transfer of academic and teaching personnel, as well as invited specialists (professors), are decided by the University's Academic Council in accordance with the law and the legal acts of the University. (Decision #01-06-02/14 of the Representative Council (Senate) of the University, February 26, 2021)

Article 4: Concurrent Work of Personnel

1. Restrictions on concurrent work of the University's personnel are allowed by the decision of the University's Academic Council.
2. A representative of the University's academic personnel is obliged to hold/retain an academic position in another higher educational institution only with the written consent of the University.
3. Restrictions on concurrent work are allowed in cases specified by the employment contract and/or the Georgian Labor Code.
4. Concurrent work within the University is prohibited, except for: a) Administrative, scientific, and auxiliary personnel holding an academic position, as well as invited specialists, senior teachers, teachers, and vocational teachers, and vice versa; b) A professor or an associate professor holding the position of the head of an academic department; c) Cases where the remuneration of the personnel is carried out from income received from different funding sources.
5. Holding the position of the head of two structural/organizational units within the University is prohibited.
6. A professor, associate professor, assistant professor, assistant, as well as an invited specialist (except for an invited teacher), senior teacher, or teacher, in addition to the maximum standard workload, can perform academic duties on an hourly payment basis. (Decision #01-06-02/14 of the Representative Council (Senate) of the University, February 26, 2021)

Article 5: Termination of Labor Relations

1. Grounds for termination of labor relations may include: a) Economic circumstances, technological or organizational changes necessitating workforce reduction; b) Expiration of the employment contract term; c) Completion of the work stipulated by the employment contract; d) Voluntary resignation by the personnel through a written statement; e) Mutual written agreement of the parties; f) Incompatibility of the personnel's qualifications or professional skills with the position held or work performed; g) Gross violation of obligations by the personnel as stipulated in the employment contract and/or these Regulations; h) Repeated violation of obligations by the personnel, if disciplinary measures have already been applied within the past year according to the employment contract and/or these Regulations; i) Unless otherwise specified by the employment contract, prolonged incapacity to work—if the period of incapacity exceeds 40 consecutive calendar days or a total of 60 calendar days within 6 months, provided the employee has used paid or unpaid leave; j) Entry into force of a court judgment or decision that excludes the possibility of performing the work; k) Death; l) Any other objective circumstance justifying the termination of the employment contract; m) Grounds specified by current Georgian legislation, the University Charter, or the Ethics Code and disciplinary responsibility norms.
2. If the termination of the employment contract is initiated by the University, the University must notify the personnel in writing at least 30 calendar days in advance.
3. In case of termination of the employment contract at the initiative of the University, the employee will be given 1 month's salary.

4. The requirement of paragraph 3 does not apply in cases where the employment contract is terminated due to the personnel's failure to fulfill obligations stipulated in the employment contract or these Regulations. In such cases, remuneration is based on the actual days worked.
5. Upon termination of labor relations, the Rector of the University issues the corresponding order.
6. If the term of the employment contract has expired, but immediate cessation of work would cause significant damage or disrupt the normal functioning of the University, or pose a threat to human health, the personnel is obligated to continue working until such circumstances end. The University is obliged to provide remuneration for this work.

Chapter III: Organization of the Educational Process, Rights and Duties of Personnel and Students

Article 6: Organization of the Educational Process

1. The educational process at the University is conducted in accordance with the educational plans, programs, and regulatory provisions and instructions approved by the Academic Council of the University.
2. The University undertakes appropriate measures to improve the quality of education. The University is authorized to create a lecture fund using technical means and monitor the quality of teaching in accordance with established legislation.

Article 7: Order in the University Buildings and Facilities

1. Ensuring order in the University buildings and facilities is the responsibility of the building commandant and the security service.
2. Smoking is prohibited in the University buildings.
3. Bringing and consuming alcoholic beverages, as well as engaging in gambling, is prohibited in the University buildings, facilities, and premises.
4. The University administration is obligated to ensure the security of the University buildings and facilities, maintain and update the inventory.

Article 8: Rights and Duties of Personnel

1. The duties and rights of personnel are defined by the Law of Georgia on Higher Education, the University Charter, these Regulations, the Ethics Code, and the disciplinary responsibility norms, University regulations, and other legal acts of the University, or the individual job description instructions.
2. Personnel are obligated to:
 - a) Conscientiously perform their duties;
 - b) Comply with the legal acts related to their job activities;
 - c) Participate in the creation of the lecture fund;
 - d) Follow orders, directives, and instructions issued within the scope of the law by their superiors;
 - e) Maintain labor discipline, use working time rationally, and avoid any action or inaction

that would hinder the University's work or damage its reputation;

f) Care for the University's property and protect material values;

g) Follow these Regulations;

h) Keep their workplace in proper order and maintain cleanliness in the University buildings and premises.

3. Personnel have the right to: a) Demand the creation of necessary conditions for performing their work; b) Request information necessary for fulfilling their duties from their immediate superior or other structural units of the University; c) Submit comments and suggestions to improve the work quality of the University's structural unit; d) Demand compensation for overtime work; e) Enjoy other rights defined by Georgian legislation and the University's legal acts.

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

Article 9. Rights and Obligations of University Students

1. The rights and obligations of students are determined by the Law of Georgia on Higher Education, the university's regulations, the Code of Ethics, and disciplinary norms, university provisions, and other legal acts of the university.
2. A student is obliged to: a) Study all subjects established by the program determined by the university, which the student has chosen voluntarily and which are mandatory to study; b) Comply with these internal regulations, the Code of Ethics, and disciplinary norms; c) Take care of the university's property and not remove tools, equipment, or other items from university premises without official administrative permission.
3. Students with high academic performance and active participation in scientific-research work may be incentivized by the university's rector's order with scholarships, awards, and valuable gifts according to the procedures established by the relevant legal acts of the university.
4. Based on the faculty's recommendation, in the presence of a valid reason, the university's academic council and representative council (senate) may recommend and the administration head may approve the deferral of tuition payment for a certain period or partial/complete exemption from payment for the student.

Chapter IV: Working, Break, and Rest Time

Article 10. Duration of Working Hours (Work Week, Work Day)

1. The university has established a five-day workweek from Monday to Friday, while for some personnel, considering service requirements/needs, a six-day workweek from Monday to Saturday may apply.
2. The number of working hours should not exceed 40 hours per week. Break and rest times are not included in working hours.
3. The working hours for minors aged 16 to 18 should not exceed 36 hours per week.
4. The start and end times of work are determined by the rector's order unless otherwise specified by the labor contract.

5. The working time of university personnel is recorded according to the form and procedure established by law.
6. The heads of university structural units are obliged to properly account for the number of hours missed by personnel during working hours and, if necessary, monthly submit relevant information to the university's Human Resources Management Department.
7. Overtime work is considered work performed by personnel beyond the working hours specified in this article. Overtime work is compensated at an increased hourly rate and is subject to compensation according to the law.
8. Personnel are obliged to perform overtime work: a) To prevent or eliminate the consequences of natural disasters - without compensation; b) To prevent or eliminate the consequences of industrial accidents - with appropriate compensation.
9. It is prohibited to employ pregnant or newly delivered women, or persons with disabilities, for overtime work without their consent.
10. It is prohibited to employ minors, pregnant, newly delivered, or nursing women for night work (from 22:00 to 06:00), and a caregiver of a child under 3 years old or a person with disabilities without their consent.
(Decision of the University Representative Council (Senate) dated February 26, 2021, #01-06-02/14)

Article 11. Break and Rest Time

1. During the working day, personnel have the right to take a break. The break time is determined by the rector's order.
2. Considering the specificities of the work of the university's structural units, the break time for certain personnel may be determined by the head of the relevant structural unit.
3. Break time is not included in working hours, and personnel have the right to use it at their discretion. During this interval, they are allowed to leave the place of work.
4. An employee who is a nursing mother and feeds a child under one year old is given an additional break of not less than one hour per day upon her request. The break for feeding the child is included in working hours and is compensated.
5. Personnel have the right to rest on public holidays established by the Labor Code of Georgia.

Article 12. Conditions and Rules for Staying at the University during Rest and Public Holidays, as well as after Daily Working Hours

1. Staying at the university for personnel during rest and public holidays, during breaks, or after working hours is voluntary.
2. Due to service requirements, the appearance of personnel at work during rest and public holidays is done with the agreement of the head of the relevant structural unit.

Chapter V: Time, Place, and Manner of Salary Payment

Article 13. Amount of Salary

1. The salary of personnel is given according to the position held and the rate determined by the staff schedule, based on current legislation.
2. The amount of salary for academic and teaching personnel and invited specialists (professors) is related to their actual/expected annual workload volume. In the case of a change in the annual hourly workload, the university may unilaterally change the salary according to the established proportion, which does not require changes to the labor contract.
3. The amount of salary for other personnel is determined according to the staff schedule.
4. All taxes provided by the current legislation are deducted from personnel salaries.

Article 14. Time and Place of Salary Payment

1. Salary is paid during the last week of the month, no later than the 7th of the following accounting month.
2. Salary is transferred to the personnel's personal bank account by non-cash settlement.
3. The university is not responsible for delays in salary payment caused by reasons arising from the banking system and does not compensate for damages caused by such delays.

Chapter VI: Leave

Article 15. Leave and Its Duration

1. Personnel have the right to use 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 personnel generally take their annual leave during the summer holidays, while the duration of leave for other personnel is determined by the respective labor contract according to the Labor Code of Georgia.
3. Employees working in hazardous conditions are granted an additional 10 calendar days of paid leave per year.
4. The labor contract may define different terms and conditions than those provided in this article, which should not worsen the personnel's condition.
(Decision of the University Representative Council (Senate) dated June 30, 2017, #29 Protocol #3)
5. (Decision of the University Representative Council (Senate) dated February 26, 2021, #01-06-02/14)

Article 16. Procedure for Granting Leave

1. Personnel are entitled to request leave after 11 months of work. By mutual agreement, leave may be granted before this period expires.
2. From the second year of work, personnel may take leave at any time during the working year by mutual agreement.
3. By mutual agreement, leave may also be taken in parts but not more than twice a year.
4. The period during which the right to request leave arises includes the actual working time and the time of forced downtime caused by the university's fault.

5. The period during which the right to request leave arises does not include the time of absence from work without a valid reason or more than 7 working days of unpaid leave.
6. The period of temporary incapacity for work, leave due to pregnancy, childbirth, and childcare, leave due to adoption of a newborn, and additional leave for childcare are not counted as leave.
7. When taking paid or unpaid leave, personnel must notify the university rector in writing one week in advance unless it is impossible due to urgent medical or family reasons.
8. The leave request must be agreed upon with the head of the relevant structural unit. The head of the structural unit has the right to refuse consent if, during the given period, it is deemed inappropriate for the personnel to take leave due to service necessity.
9. If granting paid leave to personnel during the current year could negatively affect the normal operation of work, it is permissible to defer leave to the next year with the personnel's consent.
10. It is prohibited to defer paid leave for two consecutive years.
11. In exceptional cases, the university rector may require personnel to interrupt their leave. In such cases, personnel have the right to use the remaining leave days at any time during the year at their discretion or defer it to the next year.
12. It is prohibited to defer a minor's paid leave to the next year.

Article 17. Leave for Pregnancy, Childbirth, and Childcare, Leave for Adoption of a Newborn, and Additional Leave for Childcare

1. Personnel are granted leave for pregnancy, childbirth, and childcare, as well as leave for the adoption of a newborn and additional leave for childcare based on the Labor Code of Georgia.
2. Additional leave for childcare may be granted to any person who is actually taking care of the child.

Article 18. Vacation Pay

1. Personnel vacation pay is determined based on the average salary of the last 3 months before the leave. If the working period is less than 3 months from the start of work or the last leave, it is based on the average salary of the months worked, or for fixed monthly salaries, based on the last month's salary.
2. Leave for pregnancy, childbirth, and childcare, as well as for the adoption of a newborn, is compensated from the state budget according to the law. The university and the personnel may agree on additional compensation.

Chapter VII Rules for Ensuring Labor Conditions

Article 19. Protection and Control of Labor Conditions

1. Protection of labor conditions implies a broad system of technical, sanitary-hygienic, and legal measures aimed at ensuring healthy and safe working conditions.

2. The constant control over the fulfillment of the established rules for the protection of labor conditions is carried out by the administration of the university/faculty or/and the head of the relevant structural unit.

Article 20. University Obligations to Ensure the Protection of Labor Conditions

1. The university ensures the creation of work conditions that are as safe as possible for the life and health of the employed personnel as established by the Labor Code of Georgia and other normative acts, the proper technical arrangement of all workplaces, and the creation of such labor conditions that correspond to the requirements for the protection of labor conditions (safety equipment rules, sanitary norms and rules, etc.).
2. The university is obliged to provide the personnel with complete, objective, and understandable information about all factors that affect the life and health of the personnel or the safety of the natural environment within a reasonable time.
3. The university periodically conducts training for personnel on safety techniques, industrial sanitation, fire protection, and other rules for labor protection and independently exercises constant control over the fulfillment of each of them.
4. The university is obliged to ensure the protection of a pregnant woman from work that endangers her or the fetus's well-being, physical and mental health.

Article 21. Personnel Rights and Duties to Ensure Labor Protection

1. Personnel are obliged to comply with the established requirements for using the equipment, machinery, and mechanisms owned by the university, use the personal protective equipment provided to them for its intended purpose, and follow the labor protection instructions that establish the rules for performing work and behavior on the premises and territory of the university.
2. Personnel have the right to refuse to perform any work, task, or instruction that is contrary to the law or that poses an obvious and substantial danger to their or a third party's life, health, property, or the safety of the natural environment due to non-compliance with labor safety conditions. Personnel are obliged to immediately inform the university administration of the circumstances that led them to refuse to fulfill the obligations under the employment contract.

Article 22. Liability for Violation of Labor Protection Rules

1. Personnel bear the corresponding liability established by law for violations of labor protection rules.
2. The university is obliged to fully compensate personnel for any harm to health and necessary medical expenses related to the performance of work.

Article 23. Tardiness to Work

Chapter VIII Labor Discipline

1. Tardiness to work is considered as the personnel arriving at the workplace more than 20 minutes late or more than 5 minutes late for a lecture.
2. Tardiness to work may be considered justified or unjustified according to the rules established by this internal regulation and the code of ethics and disciplinary liability norms.
3. Systematic tardiness is considered when personnel arrive late five times, which is deemed unjustified.

Article 24. Recognizing Missed Work Time as Justified

1. Tardiness to work or unjustified absence may be considered justified if the university/faculty administration or the head of the relevant structural unit (hereinafter referred to as "administration") satisfies the personnel's oral or written request for recognizing the tardiness as justified. For this purpose, the administration is authorized to require the personnel to provide an explanation immediately upon being late.
2. If the administration satisfies the personnel's oral or written request for recognizing the tardiness or unjustified absence as justified, the missed time is considered justified.
3. In cases of unjustified tardiness to work or unjustified absence, the university is authorized to apply disciplinary measures established by Georgian legislation, this internal regulation, the code of ethics, and disciplinary liability norms.

Article 25. Absence from Work for Known Reasons

1. In case of absence from work for known reasons, personnel must notify the administration in advance of the reason for the absence, the expected duration, and the urgent work they need to perform and request temporary release from official duties. If the absence for known reasons is for more than 2 days, the request must be submitted in writing, and for less than 2 days, it can be submitted in writing or orally, as required by the head of the administration.
2. If the request for temporary release from work is not satisfied, the personnel must continue their official duties as usual. Otherwise, their action is considered an unjustified absence from work, and the university is authorized to apply the corresponding disciplinary measures.
3. Tardiness to work or absence from work is not considered unjustified if the personnel perform official duties outside the university building due to the nature of the work and have informed the administration about it. The personnel must provide the administration with information about performing official duties outside the university building upon request.

Article 26. Absence from Work for Unknown Reasons

1. In case of absence from work for unknown reasons, personnel must immediately inform the head of the structural unit about the reason for the absence, the expected duration, and information about urgent work to be performed to the best of their ability. Upon returning, if requested, they must submit a report card as soon as possible.

2. If the absence for unknown reasons is for more than 2 days, personnel must submit a written request to the administration to recognize the missed time as justified.
3. Absence from work for unknown reasons may be considered justified if the rules established by this internal regulation are followed.

Article 27. Consequences of Unjustified Absence from Work

1. In case of unjustified absence from work, the university is authorized to apply disciplinary measures established by Georgian legislation, the university's internal regulation, and the code of ethics and disciplinary liability norms.
2. If the academic and teaching staff of the university, as well as invited specialists, miss more than 20% of their hourly workload per semester without justification, this is considered a gross violation of obligations imposed by the internal regulation and grounds for termination of the employment contract with the person.
3. If university personnel (excluding academic and teaching staff and invited specialists) are absent from work for 5 consecutive working days without justification, the university is authorized to suspend their salary payment and initiate disciplinary proceedings based on the service note of the head of the relevant structural unit.
4. If the academic and teaching staff and invited specialists of the university miss classes for 5 consecutive days without justification (at least one hour per day), or if they miss classes rescheduled to make up for missed ones without justification, the university is authorized to suspend their salary payment and initiate disciplinary proceedings based on the service note of the head of the relevant structural unit.

(Decision #3 of the University Representative Council (Senate) at session #29 on June 30, 2017)
(Decision #01-06-02/14 of the University Representative Council (Senate) at session on February 26, 2021)

Article 28. Personnel Obligations When Leaving a Position, Going on a Business Trip, or Going on Leave

1. Personnel are obliged to ensure the transfer of documentation related to work, indicating the location of the corresponding electronic versions, and property entrusted to them, including the office key registered in their name, to their replacement or, if such a person is not available, to the head of the relevant structural unit within 2 days of being informed about the order of dismissal or the expiration of the employment contract.
2. Before going on leave or a business trip, personnel are obliged to transfer the documentation of a service nature in their possession to their replacement or superior, indicating the location of the corresponding electronic versions.
3. In the case provided for in paragraph 2 of this article, the authorized person processes the documents of the employee on leave or on a business trip in accordance with the requirements of the law.

Chapter IX

Obligation of Personnel to Adhere to Ethical Standards

Article 29. Personnel Obligations in the Field of Ethical Norms

1. Personnel are obliged to adhere to ethical norms according to the university's code of ethics and the requirements set by disciplinary liability standards.
2. It is impermissible for personnel to engage in conduct (culpable actions) that contravene general moral norms or discredit the university and its personnel/students, regardless of where it is committed.
3. It is prohibited for personnel to appear at the workplace under the influence of alcohol, narcotics, or toxic substances.
4. The university has the right not to allow personnel who appear at work intoxicated or under the influence of narcotics or toxic substances to work and/or to terminate their employment relationship.
5. When interacting with citizens, colleagues, and students, personnel and students must adhere to ethical and moral norms, introduce themselves and their position, and be attentive and polite.
6. Personnel are obliged to assist colleagues with necessary assistance on official matters within their competence if: a) The colleague is unable to act due to legal or factual reasons. b) The colleague lacks sufficient knowledge of necessary facts to act, which the approached colleague possesses. c) Documents or other evidence necessary for resolving the issue are held by the approached colleague.
7. Personnel are also required to adhere to other restrictions not mentioned here but stipulated by other legal acts of the university.

Chapter X

Types and Procedures for Incentives and Responsibility

Article 30. Forms of Incentives

1. Personnel are incentivized for successfully completed work. Incentives are used for exemplary fulfillment of duties, long and conscientious service, or completing tasks of particular difficulty or importance.
2. The following forms of incentives are used at the university: a) Declaration of gratitude. b) One-time monetary reward (bonus). c) Awarding with valuable and/or personalized gifts. d) Awarding with an honorary diploma. e) Awarding with the Giorgi Nikoladze Medal (the highest university award).
3. Multiple forms of incentives may be used simultaneously.
4. The initiator of personnel incentives can be either the immediate supervisor or the university rector.
5. Personnel incentives are implemented by the rector's order.
6. The decision to award an honorary diploma or the Giorgi Nikoladze Medal is made by the academic council of the university and approved by the representative council (senate) in the case of monetary rewards/compensation.
7. For special merits to the university and the country, the rector of the university, in agreement with the academic council, may present personnel for a state award of Georgia.

Article 31. University Awards and Academic Titles

1. The highest university award is the "Giorgi Nikoladze Medal"; the university award is the "Honorary Diploma."
2. The rules and conditions for awarding university awards are determined by the relevant regulations approved by the academic council.
3. The academic council has the right to confer the title of honorary doctor or emeritus for special merits to a scientist or public figure.
4. The title of honorary doctor may be conferred on a foreign scientist, state or public figure in recognition of special contributions to the university, on the recommendation of the rector or the faculty council.
5. The title of emeritus may be conferred for special merits to a person engaged or previously engaged in fruitful teaching, scientific, and public activities at the university, as well as to prominent scientists, state or public figures from Georgia or abroad, on the recommendation of the rector, the faculty council, or a member of the academic council.
6. The issue of compensation for a person holding the title of emeritus is decided by the academic council of the university in each specific case.

Article 32. Disciplinary Responsibility and Its Implementation

1. In the case of violations of this internal regulation or conditions stipulated by labor/educational agreements, considering the severity and frequency of the violations, disciplinary measures are applied to personnel and students according to the university's code of ethics and disciplinary liability standards.
2. Types of disciplinary penalties for personnel are:
 - a) Reprimand.
 - b) Warning.
 - c) Withholding 10 working days' salary.
 - d) Severe reprimand.
 - e) Transfer to a lower-paid position (for a period of 3 to 6 months).
 - f) Dismissal.
3. Types of disciplinary penalties for students are:
 - a) Reprimand.
 - b) Warning.
 - c) Severe reprimand.
 - d) Termination of student status.
4. Only one type of disciplinary penalty can be applied for a single disciplinary violation.
5. When determining the type of disciplinary penalty, the severity of the violation, the circumstances of its commission (time and conditions), its repetitive nature, and the offender's previous work and behavior are taken into account.
6. Disciplinary penalties for persons on leave or business trips are applied after their return to work.
7. A reprimand is given to personnel/students for minor disciplinary violations by the university/faculty administration without disciplinary proceedings.
8. A warning is applied to personnel whose lateness and absence from work are deemed unjustified. If the same reason for warning is repeated, the personnel will be notified that

further unjustified behavior will result in a more severe disciplinary penalty. Three warnings can be grounds for dismissal.

9. Grounds for termination of student status are:
 - a) Gross and unethical behavior, violence, or insult towards students or personnel.
 - b) Attempting to receive an undeserved grade by threatening, physically coercing, or psychologically pressuring the examiner, deceiving, bribing, promising, cheating, or using other improper methods and actions.
10. The application of penalties such as warning, severe reprimand, transfer to a lower-paid position for 3 to 6 months (applicable only to administrative and support staff), and dismissal/termination of student status occurs only after disciplinary proceedings conducted by the relevant bodies according to the university's code of ethics and disciplinary liability standards.
(Decision #3 of the representative council (senate) of the university, meeting #29 of June 30, 2017)

Article 33. Material Responsibility of Personnel

1. The university administration supervises the use of material assets listed on the university's balance sheet.
2. The head of a structural unit is obliged to: a) Control the proper use, maintenance, and protection of the property transferred to the employees of the structural unit under their supervision. b) Immediately notify the university administration in writing about any relocation, damage, destruction, or loss of property under their control.
3. Personnel are responsible for the proper use and protection of the property transferred to them. They are obliged to: a) Use the property only for official purposes. b) Notify the head of the structural unit about any relocation, 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 relevant head of the structural unit.
4. The removal of material assets listed on the university's balance sheet from the university premises, except in cases of urgent necessity, is permissible with the consent of the administration, for which a written act is drawn up.
5. The head of a structural unit, unless otherwise stipulated by the university's legal act, is the materially responsible person for the property transferred to the structural unit under their supervision.

Article 34. Procedure for Reviewing Applications/Complaints

1. An application/complaint is submitted to the relevant governing body of the university/faculty (managing subject) according to 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's chancellery, which will ensure its forwarding to the relevant governing body (managing subject) for review within 3 (three) days.
3. A complaint about a disciplinary violation by personnel/student, if there are sufficient grounds, is forwarded to the relevant body conducting disciplinary proceedings for study and appropriate decision-making.

4. The review of the application/complaint is conducted according to the General Administrative Code of Georgia, this internal regulation, the university's code of ethics, and disciplinary liability standards.

Chapter XI

Professional Development and Social Guarantees

Article 35. Training, Qualification Improvement of Personnel and the Procedure for Reimbursement of Related Expenses

1. Personnel qualification improvement is carried out through specialized training, training, and/or internships.
2. A recommendation on the need/necessity for personnel qualification improvement is prepared by the head of the relevant structural unit.
3. The university makes a decision on funding based on an assessment of the necessity/expediency of the recommended employee's qualification improvement and considering the current year's budget. Specifically:
 - a) The university may fully cover the qualification improvement expenses - 100%.
 - b) The university may partially cover the qualification improvement expenses - co-financing.
 - c) Personnel may be refused funding.
4. After completing the qualification improvement process, personnel are obliged to submit a document (diploma, certificate) confirming the positive result of the qualification improvement to the university's human resources management department.

Article 36. Business Trips

1. The issue of sending personnel on a business trip is decided by the rector of the university based on specific situations and tasks. Personnel have the right to request a business trip to effectively fulfill directly assigned duties. In this case, they apply to the immediate supervisor and the rector of the university with a statement describing the purpose and duration of the trip.
2. The sending of personnel on a business trip is formalized by an order.
3. Based on the order for a business trip within the country, personnel are issued a business trip form.
4. Business trip expenses are reimbursed according to the norms defined by law and established procedures.
5. After returning from a business trip, personnel submit the business trip form and supporting documents (invoices, bills, etc.) confirming the incurred expenses.
6. A report on the outcomes of the business trip is submitted to the immediate supervisor after returning.

Chapter XII

Procedure for Informing Personnel About Legal Acts Issued on Employment Matters

Article 37. Legal Acts Issued on Employment Matters and Their Notification Procedure

1. The university's rector and the head of administration have the authority to issue orders and directives on employment matters.
2. The preparation and monitoring of the execution of orders and directives by the university's rector and the head of administration are carried out by the structural unit/person equipped with the appropriate authority.
3. Drafts of legal acts prepared on employment matters must be endorsed by the relevant (thematically appropriate) structural unit and the university's legal support department.
4. Orders/directives issued on employment matters regarding personnel can be general or individual.
5. General orders/directives are subject to notification to the university's personnel.
6. Individual orders/directives, unless otherwise provided by law, are delivered personally or by mail to the interested person(s). In case the order/directive sent by mail is not received, the person has the right to obtain a copy of the order/directive at the university without any charge.

Chapter XIII

Concluding Provisions

Article 38. Procedure for Adoption and Notification of the Internal Regulations

1. The internal regulations are developed and approved by the university's representative council (senate) with the participation of the academic council.
2. Upon approval, the internal regulations are presented to the personnel by being published on the university's website for notification purposes.
3. The university is obliged to familiarize personnel with the internal regulations upon hiring and to ensure the opportunity for any interested person to access them at any time.

Article 39. Entry into Force of the Internal Regulations The internal regulations enter into force according to the procedure established by law, on the working day following their adoption.

Article 40. Control Over the Implementation of the Internal Regulations The implementation of the internal regulations by personnel/students is monitored by the university administration and the heads of structural units.

Article 41. Responsibility for Violation of the Internal Regulations In the event of a violation of the internal regulations, the university is authorized to apply disciplinary measures against the violator as stipulated by the current legislation of Georgia, these internal regulations, the code of ethics, and disciplinary liability standards.

Article 42. Amendments and/or Additions to the Internal Regulations

1. Amendments and/or additions to the internal regulations and their entry into force are carried out according to the procedure established for the adoption of the internal regulations.
2. Personnel have the right to submit their proposals for the improvement of the internal regulations in writing to the university's representative council (senate).
3. The university is obliged to inform personnel about any amendments and/or additions to the internal regulations in accordance with Article 57 of the General Administrative Code of Georgia.