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## **BSU Internal Regulation**

### **Chapter I. General Provisions**

#### **Article 1 General Provisions**

1. Legal Entity of Public Law - Shota Rustaveli State University of Batumi (hereinafter referred to as "University" or "BSU" or "Employer") Regulation has been developed in accordance with the legislation of Georgia, including the Labor Code of Georgia, the Law of Georgia on "Higher Education", In accordance with the Law of Georgia "On Vocational Education", the Law of Georgia "On Personal Data Protection", BSU Charter, Code of Ethics, BSU Personnel Management Policy.
2. The code of ethics of the university establishes the general rules of behavior of the staff and students and is an integral part of the present bylaws.
3. BSU's personnel management policy establishes the general principles and rules of BSU's personnel management, including the terms and conditions of hiring and affiliation of personnel, approaches and strategies for professional development of personnel, principles of remuneration and incentives, integration of new employees with the work environment, their work process effective inclusion procedure, gender equality policy.
4. The present Regulation applies to BSU staff (academic, scientific, administrative, support staff, invited teaching staff, vocational education teaching staff, other persons employed under an employment contract) and interns. The employment contract is a part of the legal act of employment (appointment/selection) and the labor contract. If a special act and/or labor contract establishes regulations different from the bylaws, they have priority over the norms established by the bylaws. While performing the work, the employee is obliged to follow the by-laws and all other legal acts, which are related to the performance of his function-duty, without special instructions.
5. The BSU Regulation applies also to students/vocational students/persons enrolled in the residency program and teacher training program (hereinafter - students), as well as trainees of professional training-retraining programs and other short-term educational programs (hereinafter - trainees). The given Regulation (except for the norms governing labor relations) constitute an integral part of the contract concluded with the student/trainee and are mandatory for implementation.
6. The present Regulation is publicly available on the official website of BSU - [www.bsu.edu.ge](http://www.bsu.edu.ge) (placed in the legal reference and student guide fields).

#### **Article 2. Objectives, tasks and subject matter of the Regulation**

1. **The Objectives of the given Regulation include:**
  - a) Establishing the Regulation of the employees, regulating the labor relations, which will contribute to the efficient and effective fulfillment of the university's mission and strategic development plan;
  - b) Facilitating the implementation of the rights of employees and students/vocational students/trainees;
  - c) Determination of the common standard of behavior of employees and students;
  - d) Protection of labor discipline of employees;
  - e) Creation of safe and healthy conditions for study and work;
  - f) Creating a university environment free from any discrimination and hate speech;
  - g) Ensuring and facilitating access to material, library and information resources of the university.
2. **The Regulation Tasks include:**
  - a) Establishing a corporate culture based on the principles of equality, mutual respect, justice, honesty and collegiality;
  - b) Creation of a working environment conducive to the performance of work by employees;
  - c) Rational use of working time;
  - d) Increasing labor productivity, efficiency and motivation;
3. **The BSU Regulation regulates** labor relations with university staff, establishes common standards of behavior of employees and students, usage of measures of encouragement and disciplinary responsibility towards them, provision of safe environment-conditions for work and study, as well as the regulation of usage of material-technical, informational and library resources of the university.
4. **The Regulation defines the following:** (regulates):
  - a) General provisions on the Labor Relations (labor relationship; admission to work; rights and obligations of the subjects of the labor relationship (employee/employer); job incompatibility; personnel evaluation; duration of the working week/day and break/rest; time of starting and ending work; accounting of working time; The procedure for reporting lateness/absence from work; the procedure for administering business trips; the procedure for handling complaints/incentives;
  - b) A safe environment and healthy conditions for life, health and labor activities at the university, including the rule of prohibiting any discrimination, harassment (including sexual harassment) and the use of hate speech;
  - c) Measures of encouragement and disciplinary responsibility of university students, vocational students, trainees;
  - d) The rule of access to material-technical, informational and library resources of the university.

## **Chapter II.**

### **Regulation of labor relations**

#### **Article 3. Labor Relations**

1. Labor relations with university personnel are based on the following basic principles determined by the personnel management policy of BSU:
  - a) Equality/provision of equal opportunities - provision of equal conditions for candidates/contestants and employees, starting a labor relationship with them on the basis of equality of the parties, with an agreement reached as a result of free expression of will, observing the principle of prohibition of any kind of discrimination;

- b) Transparency - ensuring the clarity and public accessibility of the personnel management policy document, the university's employment policy, the relevant rules/procedures for hiring personnel;
- c) Mutual respect and mutual support - respect for the opinion of others, compromise decision-making by the subjects of the labor relationship (on the one hand, the employer - BSU/University, and on the other - the employee).

2. In addition to the labor relations principles stated in the personnel management policy, it is possible to define different/supplementary conditions by the labor contract signed with the employee and/or by the legal acts of the university, taking into account the specifics of the work to be performed by the personnel.
3. Discrimination in labor relations and pre-contractual relations (including during the publication of the vacancy announcement and at the selection stage), employment and professional activity is not allowed in the university. In the labor relationship, the parties must protect the basic human rights and freedoms defined by the legislation of Georgia.
4. Before the employment relationship is established, the employee must submit the documents required for the opening of a personal file (in the case of a competition/elections) determined by the legal act on the announcement of the competition/elections for the relevant position and/or the documents specified by the instructions of the BSU as indicated by the structural unit responsible for human resources management:
  - a) Application for employment (application form);
  - b) Copy of identity document/passport;
  - c) Autobiography/curriculum vitae (CV);
  - d) A copy of the document confirming education/academic degree/qualification (considering the need);
  - e) A document confirming work experience (if necessary);
  - f) 1 color photograph (in ¾);
  - g) A certificate issued by the service agency of the Ministry of Internal Affairs of Georgia about the conviction for committing a crime against sexual freedom and inviolability or the lack of deprivation of the right to work (the certificate must be valid at the time of submitting the documentation);
  - h) Other documents (in accordance with the legislation and/or in accordance with the rules of admission to a relevant position at the university and/or in accordance with another legal act of BSU).
5. Failure to submit the documents required for conducting the employee's personal affairs within the specified time frame or presentation of incomplete or incorrect information/documentation may be the basis for refusing to appoint a person to a position or terminating the concluded contract.
6. A person convicted of committing a crime against sexual freedom and inviolability and/or a person whose right to work in an educational institution has been revoked by a court based on the same law cannot be employed at the university.
7. The applicant/employee is obliged to inform the employer about the following circumstances excluding the employment relationship:

- a) entry into legal force of a court judgment or decision, which excludes the possibility of performing work;
  - b) incapacity;
  - c) conviction for committing a crime against sexual freedom and inviolability provided for by the law of Georgia "On combating crimes against sexual freedom and inviolability" and/or depriving a person of the right to work in an educational institution by a court based on the same law;
  - d) impossibility of submitting the information/documentation requested by the University, taking into account the specifics of the work and these internal regulations;
  - e) in case of existence, about other objective circumstances stipulated by the legislation of Georgia.
8. The applicant/employee is obliged to inform the employer about the following circumstances excluding the employment relationship:
- a) entry into legal force of a court judgment or decision, which excludes the possibility of performing work;
  - b) incapacity;
  - c) conviction for committing a crime against sexual freedom and inviolability provided for by the law of Georgia "On combating crimes against sexual freedom and inviolability" and/or depriving a person of the right to work in an educational institution by a court based on the same law;
  - d) impossibility of submitting the information/documentation requested by the University, taking into account the specifics of the work and these internal regulations;
  - e) in case of existence, about other objective circumstances stipulated by the legislation of Georgia.
9. The workplace of the employee is the place of operation/activity of the university, taking into account the position held by the employee and the defined functions and duties (the university operates in the area under its ownership - buildings and territory in the city of Batumi, including the legal address of the institution - Rustaveli/Ninoshvili N32/35- three buildings located in Batumi, as well as buildings and plots of land located in Kobuleti). The place of operation of the university's partner institutions/medical clinics (in the case of BSU staff carrying out clinical training) is also considered the workplace of the employee.
10. Labor relations, which are not regulated by this Regulation are regulated by the labor contract signed with the employee, university legal acts and the legislation of Georgia.

#### **Article 4. Origin and termination of labor relationship**

1. Employment (recruitment) at staff units provided for by the BSU staff schedule, in accordance with the personnel management policy, is carried out by selection, open/internal competition or without competition - by appointment/invitation (as a result of an interview with the employer based on the application). Employment at the university based on a short-term employment contract (in non-staff positions) is carried out on a competitive or non-competitive basis.
2. A written labor contract is signed with the employee, including: with academic, scientific, invited teachers, as well as with the staff of vocational education teachers - in accordance with the form approved by the Order of the Rector, and in the case of support staff - in accordance with the form established by the employer (rector/head of administration).

3. Before starting the employment relationship/signing the employment contract, the employee must familiarize himself/herself with the university's statutes, personnel management policy, code of ethics, the present Regulation the rules of employment defined for the relevant position, legal acts regulating the labor activities to be performed (statutes, job description/official instructions, etc.) and terms of the labor contract.
4. The legal act/employment contract signed with the employee regarding employment in BSU shall determine [www.win2.t](http://www.win2.t) defined by the Labor Code of Georgia, including: the time and duration of the employment relationship; Rights and duties of subjects of labor relations and others, which derive from the legislation of Georgia, the present internal regulations and other university regulations. The mentioned legal acts, in accordance with the present Regulation/labor contract concluded with the employee, are considered a constituent part of the labor contract and it is ensured that they are made known to the employee before the beginning of the labor relationship/before the signing of the labor contract (the structural unit responsible for personnel management provides promotion/support for familiarization with the regulations, it is also publicly available on the university's website, in the Legal Reference field).
5. It is possible to define different rules from this Regulation in the labor contract, no matter what worsens the situation of the employee. If the norms of the Regulation and the agreement only complement and do not replace each other, all norms retain their force and are considered as one agreement.
6. The written employment contract is drawn up in the Georgian language. A written labor contract can be concluded in Georgian and English, in case of differences between the provisions of the labor contracts, the labor contract concluded in the Georgian language is given priority.
7. The employment relationship arises from the moment the employee actually starts performing the work, unless otherwise determined by the legal act of employment/recruitment/employment contract.
8. The structural unit responsible for personnel management and the official direct supervisor introduce the new employee to the relevant structure, introduce the work environment, personnel, material and technical base and other resources (adaptation of the employee to the workplace). The new employee is introduced to the university's mission, strategic development plan, personnel management policy, code of ethics, bylaws, sexual prevention policy document, case management instructions, regulations of the relevant structural unit and other legal acts regulating the activity.
9. The procedure for determining the qualification requirements for the position/position to be held in BSU is established by the personnel management policy of BSU and the regulations for hiring relevant personnel.
10. The basis for determining the qualification requirements of the employees are the legal requirements, the statute of the BSU and the statute of the relevant structural unit. Based on the functions of the structural unit, the work to be performed is determined, based on the analysis of which the function-duties and qualification requirements are determined for a specific position: necessary education and experience, competencies, skills, etc.
11. The general grounds for terminating the labor relationship with employees are determined by the organic law "Labor Code of Georgia", as well as by the labor contract developed in accordance with the Law of Georgia "On Higher Education", BSU statutes and university regulations.
12. The employment relationship with BSU employees can be terminated by agreement of the parties (with the agreement on early termination of the employment contract or by the legal act of the employer issued at the initiative of the subject of the employment relationship (with the rector - by the resolution of the academic council; with the head of administration - by the decision of the representative council; academic, scientific, administrative, invited With the

staff of teachers/professional education teachers - by the order of the rector; with the support staff - by the order of the head of administration and the order of the rector (taking into account their competence).

13. When terminating the employment relationship on his own initiative, the employee is obliged to notify the employer in advance, at least 30 calendar days in advance, with a written statement, unless there is an objective circumstance that justifies the insecurity of the notice period (such a case is considered honorable by the employer's decision). If the notice period is violated due to an unfair reason, the employee will be released from the position held on the 30th calendar day after the submission of the application.
14. Upon termination of the employment relationship for any reason, the employee is obliged to return the property transferred to him and ensure the transfer of current affairs to the superior official or his replacement. Upon termination of the employment relationship with the employee, the university is obliged to make the final payment no later than 7 calendar days after its termination, unless otherwise determined by the employment contract or the law.

## **Article 5. Position incompatibility**

1. The official incompatibility of employees at the university is determined by the present Regulation established in accordance with the Law of Georgia on "Higher Education" and the statutes of BSU.
2. An administrative official of BSU cannot simultaneously hold another administrative position or be the head of another structural unit in this university.
3. If holding an administrative position or being a member of a management body is a prerequisite for being in an academic position of BSU, the expiration of the term of tenure in an academic position leads to the termination of authority in the relevant administrative position or management body, immediately after the approval of the results of the competition announced for occupying the academic position, if the person is not selected for the relevant academic position.
4. The speaker of the representative council cannot simultaneously hold an administrative position in this higher educational institution.
5. Support staff of the university, with the prior approval of the rector and the head of administration, have the right to engage in other remunerative activities.
6. Working with a combination of academic, scientific and support staff in a higher educational and/or other institution is allowed with the consent of the employer, compliance with the requirements of Georgian legislation, BSU affiliation rules and/or other legal acts of BSU issued in connection with work performance and/or labor contract .
7. The remuneration of an employee of the staff unit of the BSU, who at the same time is employed in another position in the BSU and/or in another institution, may be determined in an amount and conditions different from the salary of the position mentioned in the staff schedule of the BSU, in accordance with the employer's order and/or labor contract.

## **Article 6. Rights and obligations of subjects of labor relations (employee/employer)**

1. The rights and duties of the employee are determined by the labor contract, in accordance with the legislation of Georgia, the BSU charter, the personnel management policy, the regulations of the relevant structural unit (with the job description), the rules for accepting the relevant position, the present internal regulations, and other acts regulating the activity.

**2. The employee has the right to:**

- a) to get acquainted with all legal acts and documents, which define the functions and rights-duties for the position to be held by him/her;
- b) to receive and make available to him the necessary infrastructure, information, material and library resources, technical means and documentation for the performance of official functions;
- c) to demand a suitable environment for work, safe and healthy working conditions;
- d) to receive labor remuneration, in accordance with the procedure established by the legislation of Georgia;
- e) to take advantage of the time off at work, benefits established for reporting to work, holidays/holidays, business trips, paid/unpaid vacations, in accordance with BSU's personnel management policy, these internal regulations, other legal acts of BSU and the legislation of Georgia;
- f) to enjoy the right to participate in professional development events, in accordance with the regulation on professional development approved by the decision of the BSU Representative Council;
- g) to take advantage of the participation in the selection competition for internal targeted projects of BSU (with the right to participate in the projects as staff), in accordance with the regulations approved by the decision of the Academic Council of BSU;
- h) in agreement with the employer, to enjoy the right to work in combination with the legislation of Georgia, BSU's personnel management policy, the present Regulation "BSU Academic Staff Affiliation, Workload Determination and Remuneration Rules of BSU" (hereinafter - Affiliation Rule) ) respectively.
- i) to enjoy other rights defined by the legislation of Georgia, university regulations and/or labor contract.

**3. The employee is obliged to:**

- a) to perform the work personally, on time, carefully and conscientiously, in accordance with the requirements defined for the occupied position/position/performance of assigned work;
- b) without special instructions, to strictly follow the requirements of the university's charter, the code of ethics, the present bylaws, the regulations of the relevant structural unit and other legal acts regulating its functions-duties/labor activities;
- c) when making decisions, be guided by the principles of legality, respect and protection of human rights and freedoms, political neutrality, objectivity and impartiality, professionalism and confidentiality protection;
- d) to regularly check the official e-mail/other electronic resources related to the performance of functions and to carry out appropriate response/activity within the scope of competence;
- e) in the work process, to ensure compliance with the information contained in the commercial, professional, personal and state secrets available to him / known to him, the rules stipulated by the information security policy, as well as with the personal affairs of students and staff, while working on the BSU portal, in the education management information management system, he is obliged to protect personal data, in accordance with Georgian legislation and university policy;
- f) observe labor discipline and use working time rationally;
- g) to observe the rule of prohibition of any discrimination, harassment (including sexual harassment) and the use of hate speech; show courtesy and collegiality when communicating with employees, help a colleague with less experience or newly employed to adapt to the work environment;
- h) to take care, protect, rationally and only for official purposes use the goods and material values of the university and non-financial assets; take care of the maintenance of the

property (inventory/resource) transferred to him and report immediately in case of damage, destruction or loss of the property transferred to him;

- i) ensure order at the workplace, protect cleanliness; in the building and territory of the university to observe the general safety rules, to use electrical wiring/water wiring/gas wiring in the workplace as intended, in compliance with labor safety, fire protection and sanitary rules;
  - j) to observe the rule of tobacco consumption, as well as the rule of prohibition of consuming alcoholic beverages in the service building, staying in the service building in a drunken and/or intoxicated state;
  - k) within the scope of competence and taking into account the principle of accountability, to carry out instructions and tasks of the immediate supervisor/employer, in accordance with Georgian legislation and university regulations;
  - l) to fulfill other obligations/requirements/functions-duties, which are stipulated by the legislation of Georgia and/or university legal acts.
- m) The rights and duties of the employee are determined by the labor contract, in accordance with the legislation of Georgia, the statutes of BSU, personnel management policy, regulations of the relevant structural unit (job description), the rules for accepting the relevant position, these internal regulations, and other acts regulating the activity.

**4. The representative of the personnel implementing the educational process of the university is additionally obliged to:**

- a)** to comply with the requirements of "BSU Academic Personnel Affiliation, Academic Workload Determination and Labor Remuneration Rules", academic work load determination and other legal acts regulating the educational process, approved by the decision of the Representative Council;
- b)** to report on time to the classes provided by the study table, as well as to the students' consultation hours, in case of lateness and/or absence, to notify the administration of the faculty/specialist department in accordance with the rules established by these internal regulations and/or other relevant legal act of BSU; not to allow early dismissal of students from classroom classes, even if he used breaks and conducted classes in a row;
- c)** in case of a pre-planned business trip (participation in a professional development event), inform the administration of the faculty in time about the expected absence of the contact hour/auditory classes and agree on the schedule for the recovery of the missed hour(s);
- d)** ensure recovery of missed contact hours/studies on holidays and/or for other reasons, taking into account the table of student groups on study/working days, in agreement with the faculty's administration;
- e)** to ensure the preparation, updating, presentation of exam questions and evaluation of students' papers within the established terms, in accordance with the regulation of the university's educational process;
- f)** to ensure that relevant materials are sent to the students through the university portal (electronic management system of educational process management), if necessary, also through e-mail; to provide timely reflection of the student's evaluations in the electronic journal of the educational process;
- g)** to present/update the syllabi of the training course/courses to be implemented by him in accordance with the University's regulations;
- h)** to introduce the syllabus of the study course to the students at the first contact hour; to conduct the training course in accordance with the syllabus;



- i) in the process of activity, promote the protection of the principle of academic freedom and academic integrity, as well as the administration and enforcement of the procedures/regulations established by the BSU quality assurance policy and/or staff evaluation rules by the representatives of the university administration; attend workshops organized by the university/faculty administration;
- j) to comply with other requirements established by the legislation of Georgia, the Code of Ethics, the present internal regulations, the rules of affiliation and the university regulations related to the implementation of the educational process.

**5. The employer is entitled to:**

- a) to require the employee to perform his/her duties personally, diligently and conscientiously, to carry out official supervision/monitoring of the employee's labor activities, in accordance with the legislation of Georgia, the present internal regulations and other university regulations;
- b) issue an official order (oral or written), general, which may apply to the entire staff of the university, and personal, which applies to one employee or a defined group of employees (issued by administrative officials/heads of the relevant structural unit);
- c) in order to determine the professional development needs of the employee, to improve and/or encourage professional skills, to evaluate the employee in accordance with the legislation of Georgia and university regulations;
- d) to apply incentive measures to the employee, and in case of disciplinary misconduct - disciplinary liability measures, in accordance with the legislation of Georgia, internal regulations, orders of the rector/head of administration, other university regulations on professional development and encouragement of personnel;
- e) to require the employee to perform tasks that do not belong to his functions, but are necessary to prevent natural disasters and accidents in a timely manner, to protect the University's property from damage and destruction (except when the performance of such tasks is harmful to the health of the employee or exceeds his capabilities);
- f) to exercise other authority, which derives from the requirements of Georgian legislation, university charter, personnel management policy, affiliation rule and/or other regulatory legal acts of the university.

**6. The employer is obliged to:**

- a) to create and protect safe and healthy conditions for work and study;
- b) to create favorable conditions and a motivating work environment for employees, not to allow discrimination;
- c) ensure the existence of an open, inclusive and intercultural environment focused on gender equality and family values in the university;
- d) promote the protection of the principles of academic freedom and academic integrity;
- e) to promote the use of vacations belonging to the employee, as well as the benefits defined by the legislation of Georgia and/or the legal acts of BSU;
- f) ensure the payment of the employee's wages, in accordance with the legislation of Georgia, university regulations and the labor contract;
- g) implement organizational and other measures aimed at the rational use of labor resources, strengthening and development of human resources, and effective and efficient implementation of the institution's mission and strategic development plan;
- h) to ensure equal access to career advancement and development for employees, to promote the growth of the employee's professional/qualification, within the limits of the opportunities available to him and the legislation of Georgia;

- i) to ensure the implementation of appropriate activities for the formation of "team building" (close team) announced in the personnel management policy, which will contribute to revealing the abilities and talents of employees and establishing corporate relations;
- j) to take measures to ensure the observance of the principle of equal treatment for the employees of the institution, to ensure the fulfillment of the anti-discrimination provisions outlined in the Code of Ethics and the present Regulation;
- k) to promote the realization of the rights of persons with disabilities at the place of employment;
- l) to fulfill other requirements established by the legislation of Georgia, the Code of Ethics, the present internal regulations, the rules of affiliation and university regulations regarding the implementation of the educational process.

## **Article 7. Personnel Evaluation**

1. The regulation of personnel evaluation process, evaluation criteria and methods are explained in BSU personnel management policy.
2. The evaluation process of the BSU staff will be conducted: a) according to the rules approved by the academic council of the BSU academic and guest teaching staff, as well as the scientific staff; b) administrative personnel evaluation process - according to the order approved by the rector of BSU; c) evaluation process of support staff - prepared in agreement with the rector of BSU and issued by order of the head of BSU administration; d) in accordance with the quality assurance mechanisms approved by the order of the rector of vocational education teachers - BSU.
3. Based on the results of personnel evaluation, it is possible to: a) encourage the employee (using material and/or non-material incentive measures); b) planning-execution of professional development event; c) initiation of disciplinary proceedings (in accordance with the Labor Code of Georgia, the Code of Ethics, the present internal regulations and/or the labor contract concluded with the employee).

## **Article 8. Working time, duration, break and rest time**

1. The working time of an employee at the university is a part of the calendar time during which he is obliged to perform official functions and rights and duties.
2. The university has a 5-day working week (from Monday to Friday). The duration of working time is 40 hours per week (usually 8 hours per day). Taking into account the requirements of the training process, a 6-day working week, not more than 40 hours per week, is allowed for the relevant personnel.
3. The starting and finishing time of work at the university is determined from 09:00 to 18:00, except for the exceptions established by these internal regulations and/or the order of the employer. For academic and invited staff of the university implementing the educational process (teachers/senior teachers and specialists; teachers of professional education), the time of starting and ending work is related to the fulfillment of audit/consulting work and other obligations provided for in the employment contract.
4. The university may have a shift work schedule:
  - a) according to individual faculties and/or educational programs - determined by the legal act of the dean/rector of the faculty (according to competence);
  - b) for support staff (staff of structural units of the administration, security guard/cleaner/invited specialists) - determined by the legal act of the head of the administration.

5. The working time of the personnel of the higher/professional/short-term educational programs invited to perform work on an hourly basis is determined in accordance with the hourly workload to be performed by them.
6. The employee has the right to take a 1-hour break during the working day. The break is not included in the working time and the employee uses it according to his will. The period from 13.00 to 14.00 is defined for the break at the university. By agreement with the immediate superior of the structural unit, it is allowed to use a different period of time for a break (except for a period of 2 hours before the start or end of work), while maintaining the continuity of the structural unit's operation.
7. An employee who is a nursing mother and feeds a child under one year of age, based on her request, is given an additional break of at least 1 (one) hour per day, which she can use in any part of the working day. The additional break provided for in this clause shall be considered working time and shall be subject to compensation.
8. The break time for academic and guest staff of the university implementing the educational process, as well as for the staff of professional education teachers implementing vocational education programs, during the working day is determined by taking into account the tables of the educational process, and the break time established by this article does not apply to them. The break time of the said personnel is determined by the intervals between contact hours/auditory classes (1 contact/academic hour - 50 minutes).
9. The university has two rest days per week (Saturday and Sunday), except for the cases used for the implementation of the educational process under this article.
10. The days of rest for employees are the public holidays stipulated by the Labor Code of Georgia and other public holidays declared by the state. According to the decision of the representative council of the university, it is possible to declare a specific working day as a holiday.
11. After the end of the working day, on weekends/official holidays and during the period of suspension of the employment relationship (vacation, being on hospital leave, etc.), the work of the employee at the University is voluntary.
12. By the order of the rector of the university (under the authority of the head of the administration), it is possible to define a different rule/working time/format (local/remote)/benefits and related issues for reporting to work, breaks, rest, performance of official functions and duties than those established by this article, in the event of a pandemic in the country, an emergency, war or other such situation that restricts the movement/gathering of natural persons and reporting to the place of duty and/or taking into account the specifics of the work to be performed.

#### **Article 9. Accounting of working time**

1. The employee's reporting to the workplace and leaving the workplace are recorded in the university's electronic system.
2. The employee is obliged to register his arrival at the workplace and his departure from the workplace through the electronic card given to him by the administration (in case of loss or damage of the card, he must immediately inform the head of the administration through the electronic document circulation (E-flow) system of proceedings. Before receiving a new card, the registration of the employee's appearance at work is carried out by the present according to the article and/or order of the rector/head of administration).
3. The information about the announcement of university personnel to work is processed by the structural unit responsible for human resources management of BSU and recorded in the employee announcement document (table), in accordance with the legislation of Georgia.

4. In the case of an employee's appearance at the workplace without a card, lateness, early departure or absenteeism, the measures provided for by the present internal regulations and the order of the university rector and the head of administration are carried out.
5. Late reporting or non-reporting at the workplace is considered honorable in the cases provided for by the present bylaws. The rector/head of administration (within the scope of competence) is authorized to determine by order other honorable cases of late reporting or non-reporting at the workplace (taking into account the specifics of the work to be performed or other objective circumstances).
6. **The following cases are considered late at the workplace:**
  - a) academic/invited personnel showing up more than 5 minutes late for contact hours/auditory classes or leaving more than 5 minutes early;
  - b) by academic/scientific staff - reporting more than 30 minutes late or leaving the workplace more than 30 minutes earlier;
  - c) Administrative/support staff reporting more than 10 minutes late or leaving the workplace more than 10 minutes early.
7. **Missing a working day is considered:**
  - a) Academic/invited personnel showing up more than 15 minutes late for contact hours/**auditory classes** or leaving more than 15 minutes early;
  - b) Academic/scientific/administrative/support staff reporting to the workplace **more than 1 hour** late or leaving the workplace early for the same period.
8. Academic and invited staff will conduct the training process in accordance with the study schedule and consultation hours established by the university. A one-time or a certain period change of the work schedule established by the mentioned table/consulting hours is allowed in agreement with the administration of the relevant faculty, which should be reported to the Department of Study Process.
9. In the case of non-appearance of students in the hours provided by the study table, the absence of classroom lessons will be considered as an honor if the representative of the academic/guest staff was in the auditorium **for the first 20 minutes** (in such a case, the employee informs the authorized employee of the relevant faculty/department).
10. **Systematic lateness/absence** is considered to be late/early departure and/or absenteeism by an employee **in 3 or more cases** during one calendar month.
11. In order to fulfill the 40-hour workload of the working week, the time missed by the employee due to being late to work or leaving the workplace early must be compensated by performing official duties/functions during non-working hours.
12. The **recovery of missed work hours** (contact hours/tutorials) by the academic/guest staff of the university implementing the educational process, as well as the staff of vocational education teachers implementing vocational education programs, should be done in the same semester/period on the academic/working days, taking into account the table of student groups, faculty/professional in agreement with the administration of the Center for Program Management and Continuing Education and should be reported to the Department of Learning Process/structural unit responsible for human resource management.
13. **A written notification/report letter** about late reporting or non-reporting to work by the employee must be submitted to the employer in advance:
  - a) to the rector - by administrative, academic, scientific staff and by the support staff of the office of the rector/quality assurance service;
  - b) to the head of administration - by support staff;
14. The employee's report letter (presented in the electronic management system) about late reporting or non-reporting to work must be endorsed by the immediate supervisor/head of the relevant faculty/institute/structural unit and sent to the structural unit responsible for human

resources management with the employer's resolution (indicating a positive or negative decision).

15. The employee's written notification about late reporting/non-reporting to work (when it is not possible to present the service card through the electronic system of proceedings for objective reasons) should be sent to the direct supervisor/head of the relevant faculty/institute/structural unit and the human resources management of the university through the official official e-mail of the employee. to the e-mail addresses of the responsible structural unit.
16. In the case of written notification of the employee/report letter with the consent/approval of the head of the relevant faculty/institute/structural unit, the dean/head of the structural unit is responsible for the appropriateness of not reporting to work.
17. In the case of non-appearance or lateness to work without a known reason, the employee is obliged to immediately inform the immediate supervisor/the head of the relevant faculty/institute/structural unit (verbal notification) of the estimated period of non-appearance/lateness, the appropriate reason, the relevant documentation and submit it to the workplace through the electronic system of proceedings report letter and relevant documentation.
18. The case of not reporting to work can be considered honorable, taking into account the state of health of the employee, if the employee informs the administration in accordance with the procedure established by this article and presents a certificate issued in accordance with the procedure established by law (disability/sickness leave).
19. The employee will not be given, or if it is given - a deduction (by order of the employer) from the amount of wages to be paid in the next month, the wages corresponding to the work hours/days absent without honor, which does not exclude the implementation of disciplinary measures against this person.
20. On the basis of the employee's application and the submitted documentation, **by the order of the employer, reporting to work no more than 30 minutes late and/or leaving the workplace no more than 30 minutes early** will be considered honorable (**benefits are defined**):
  - a) by a parent of a small child (children);
  - b) by a single parent;
  - c) by a person with disabilities.
21. **The basic monitoring of reporting/attendance at work** is carried out by:
  - a) administrative, scientific and support personnel of the university - structural unit responsible for human resources management;
  - b) performance of the work provided by the workload/study tables by the academic/**invited staff of the university implementing the educational process** - mainly the **relevant faculty/sectoral department**; Selective monitoring, as well as the data reflected in the electronic system about remotely conducted classes, is recorded by the department of educational process;
  - c) **vocational education teacher staff** - mainly professional programs management and continuous education center.
22. The case of non-fulfilment or non-fulfilment of the university regulation established by the present by-laws or by the order of the rector/head of administration on reporting/being at the workplace by the university staff is considered as non-fulfilment of official duties and the measures prescribed by these by-laws will be taken against the employee.
23. **The procedure for conducting monitoring necessary to ensure the protection of labor discipline** by the staff can be determined by the **order of the rector** (through certification of the head of the administration).

## **Article 10. Vacation**

1. The duration of annual paid leave of BSU academic staff is determined by no more than 48 calendar days, taking into account the gap between academic years (period of student vacations), by the order of the Rector of BSU issued at the end of each academic year.
2. University employees (scientific, administrative and support staff) are entitled to take advantage of annual paid leave - 24 working days, in accordance with the order of the employer issued based on the employee's application.
3. A senior teacher/teacher/vocational education teacher/guest specialist invited under a fixed-term labor contract to fulfill the labor/hourly workload in the relevant semester/period is given a paid vacation if it is stipulated by the labor contract and concluded for a period of more than 11 months.
4. A scientific or administrative or support official of the university, who at the same time holds an academic position at the university, is entitled to take advantage of paid leave, with the corresponding leave period and the amount of pay. As an academic official, he is granted leave with pay in accordance with the rector's order.
5. A scientific/administrative/support official of the university has the right to take paid leave even during the period, if he, as an academic official, is on paid or unpaid leave.
6. The application of the employee on the use of leave must be submitted to the rector/head of administration at least 5 days before the start of the leave period. Earlier submission of application/report letter is allowed in objective case, with appropriate justification.
7. The application for the use of leave will be accepted if there is the consent of the immediate supervisor/the dean of the relevant faculty/the director of the institute/the head of the structural unit. The mentioned persons have the right to refuse to give their consent, if it is not appropriate for the university staff to take leave during the given period, due to the operational necessity.
8. Scientific, administrative and support staff of the university are entitled to partially use their paid leave.
9. It is not allowed to replace annual paid leave with cash compensation, unless the dismissed person has not used the leave.
10. An employee of the university is entitled to take leave without pay, in the amount of not less than 15 calendar days per year and not more than 1 year at a time. When taking unpaid leave, the employee is obliged to notify the employer 2 weeks in advance about the use of the leave, unless the notice is impossible due to urgent medical, family or other objective conditions.
11. Academic staff may request leave without pay up to 2 weeks prior to the start of the academic semester. An application submitted in violation of this deadline will be considered by the employer only in the presence of special factual circumstances.
12. In case of early return from unpaid leave, taking into account the principle of continuity of the educational process, it is possible that the employee may not be given the full work (academic) workload of the corresponding category until the next semester.
13. If the use of paid leave by the employee in the current year may negatively affect the work process, with the consent of the employee, it is allowed to transfer the leave to the following year by order of the employer. It is prohibited to carry over paid leave for 2 consecutive years. Based on the rector's application, the decision to postpone his paid leave to the next year is made by the academic council of BSU, and the decision to postpone the paid leave of the head of administration is made by the representative council of BSU.

14. The presence of an academic official who is a member of the representative council/academic council/faculty council does not exclude his participation in the work of the council and attendance at the session.
15. Based on her application, the employee is granted leave due to pregnancy and childbirth, leave due to childcare, leave due to the adoption of a newborn (hereinafter - maternity leave), in accordance with the Labor Code of Georgia. An employee returning after maternity leave is entitled to the same job under the same working conditions, as well as to any improved working conditions within the limits of what she would have been entitled to if she had not taken the relevant leave.
16. During the period of maternity leave, the employee of the BSU staff unit, along with the assistance established by the law, is given compensation to cover the full amount of the salary received by him during the leave period, which is reimbursed from the budget of the university, no later than in the second half of the leave period.
17. An employee's vacation is formed and a legal act (order) is issued:
  - a) administrative staff of the university (rector, vice-rectors, directors of independent scientific and research institutes, heads of university and faculty service for quality assurance, deans and their deputies) - by order of the rector;
  - b) by the order of the head of the administration - the head of the administration (with the supervision/consent of the rector);
  - c) academic and scientific staff, university quality assurance service/academic council secretariat/supporting staff of the rector's office - by order of the rector;
  - d) by the order of the head of the administration of the university administration, scientific-research units and faculties/professional programs management and support staff of the continuing education center.

#### **Article 11. Academic leave of academic staff**

1. BSU academic staff have the right to take advantage of paid scientific-creative leave (hereinafter - academic leave) for the purpose of professional development once in 5 years for at least one academic semester or no more than one academic year.
2. A person who has worked continuously for 5 years in an academic position at BSU has the right to request an academic leave. A person who has taken full academic leave (one academic year/2 semesters) within 5 years of taking up an academic position at BSU has the right to take academic leave at any time during the next 5-year period.
3. Those wishing to go on academic leave must apply in writing to the dean of the relevant faculty two weeks before the beginning of the academic year, who will submit the matter to the faculty council for consideration. In accordance with the approval of the Council, the order of the Rector of BSU is issued.
4. The purpose of going on an academic leave should be consistent with the strategic development goals of BSU.
5. Not later than one month after the expiration of the academic leave, the academic staff is obliged to submit to the relevant faculty council the report on the work performed and the materials specified by the rector's order regarding going on the academic leave.
6. In case of non-fulfillment of the requirement established by paragraph 4 of this article or in case of negative assessment of the work done by the faculty council, the academic staff is obliged to return the received vacation money to BSU. In addition, this is considered as non-fulfillment of the obligations assumed by the labor contract by the academic staff.

7. An academic official who is on academic leave will be given leave pay in the amount of the official salary for the academic position held by him in the current academic year in the staff schedule of BSU.
8. The remuneration of the academic official returning from the academic leave is determined in the current academic year, in the amount provided for the academic position of the corresponding category held by him.
9. Academic leave is compensated from the university budget.

#### **Article 12. Business –Trips of the Staff**

1. Legal acts of the employee's business trips are issued in accordance with the legislation of Georgia and the "rules for the administration of staff business trips" approved by the order of the head of the administration. The mentioned rule establishes the regulation of initiation of business trips, preparation of order, issuance, reimbursement of expenses of business trips, report of business trips and other issues related to business trips.
2. The rector or the head of the administration makes the decision on the appointment of staff, according to their competence.
3. The order on the employee's business trip is prepared based on the employee's application, with the approval of the head of the relevant structural unit (except in exceptional cases).
4. The employee's business trip is formed, a legal act (order) is issued:
  - a) by the order of the rector of the university and the head of the administration - the head of the administration (with the approval of the rector);
  - b) administrative staff of the university, faculties and independent scientific-research units (hereinafter - the institute) (deputy rectors, directors of institutes, heads of the quality assurance service, deans and their deputies) - by order of the rector (under the supervision of the head of administration);
  - c) academic and scientific staff - by order of the rector (under the supervision of the head of the administration);
  - d) supporting staff (persons employed at BSU faculties and structural units of the administration, except for the staff of the university's quality assurance service, the academic council's secretariat and the rector's office) - by order of the head of the administration;
  - e) auxiliary personnel employed in the university's quality assurance service, the secretariat of the academic council and the office of the rector - by order of the rector (under the authority of the head of the administration);
  - f) invited personnel (teacher, senior teacher, professional education teacher, invited specialists) for the purpose of conducting the educational process - by order of the rector (under the supervision of the head of administration);
  - g) grant project staff (researchers/managers/administrative/support/technical staff) - by order of the Rector (under the authority of the head of administration).
5. On the basis of the order on business trips within the country, the university administration service (chancellery) prepares and issues a business trip card, the form and manner of issuing of which is approved by the head of the administration.
6. An academic official is entitled to take advantage of unpaid business trips outside the country for a period of no more than 3 months (only the salary rate will be maintained), if the need for business trips arises from his involvement in the university's international project. The employee's reasoned request (indicating the reason, pre-fulfillment of the academic load or the subsequent payment schedule and the absence of obstacles to the smooth conduct of the



educational process) must be submitted to the dean of the relevant faculty for consideration by the faculty council, 2 weeks before the start of the relevant semester. An order of the Rector is issued based on the approval of the Faculty Council.

7. A scientific official participating in an international grant project, who at the same time is a representative of key personnel participating in a national and/or other grant project (manager, supervisor, researcher), is authorized to travel abroad for a period of no more than 6 months to perform scientific activities and at the same time perform the scientific work of the relevant institute's department. The work plan defined for the official, as well as the obligations assumed by national or international grant projects. In such a case, the remuneration of a scientific official is determined in accordance with the rules approved by the decision of the BSU representative council. The petition of a scientific official will be considered by the scientific council of the relevant institute, with the participation of the director of the institute, and the positive decision of the council will be submitted to the rector of BSU under the supervision of the deputy rector (in scientific direction) for the purpose of issuing the relevant legal act.
8. In accordance with the BSU professional development financing rule approved by the decision of the BSU representative council, an order for the employee's business trip/departure to participate in the event (training, conference or other) provided for by this rule is issued.
9. The employee is obliged to submit a report on the business trip and relevant documentation no later than 5 working days after returning from the business trip.
10. The business trip expenses of university staff are issued and/or reimbursed based on the legislation of Georgia, university legal acts on business trips/funding.

### **Article 13. Remuneration and method of payment**

1. The amount of remuneration of the employee is determined in accordance with the staff schedule of the university and/or the labor contract signed with the employee, taking into account the fees established by the legislation of Georgia.
2. Labor remuneration includes the official salary stipulated by the staff schedule of BSU, remuneration for the work performed on an hourly basis (if any) and the supplement provided for by these bylaws (if any).
3. An allowance is issued to the employee based on the legal act of the employer:
  - a) in accordance with overtime work performed on the instructions of a superior official;
  - b) when assigned additional functions, including during night hours, on rest/holidays and due to activities in difficult working conditions.
4. Labor wages are paid to university staff in the form of non-cash payments, in national currency, to the bank account indicated by the employee/ through the banking institution serving the university.
5. During the period of business trip, the employee shall be paid the salary determined for the position held.
6. **University personnel are paid:**
  - a) official salary of staff employed in staff units - monthly, no later than the 5th day of the following month;
  - b) personnel employed under an employment contract (on non-staff positions) - in accordance with the terms of the employment contract;
  - c) hourly wages and allowances - in accordance with the order of the employer (if any);
  - d) Remuneration of the personnel of BSU internal targeted, national and international grant projects - in accordance with these projects, the labor contract and relevant regulatory legal acts.
7. The university has the right to deduct from the employee's salary the overpaid amount or any other amount that the employee has to pay to the employer based on the employment

relationship. The total amount of the one-time payment should not exceed 50 percent of the salary.

8. Overtime work performed by an employee (performance of work in the period of time, the duration of which exceeds 40 hours per week/performed above the hourly workload/on days off stipulated by the Labor Code) is subject to compensation in accordance with the rules established by these bylaws. An employee who performs overtime work on the instructions of his immediate supervisor/supervisor is entitled to submit a service card, under the visa of his immediate supervisor, to the employer (respectively the head of administration or the rector) on the next working day through the electronic reporting system (e-flow) (description of the work performed, number of working hours (referring to and requesting overtime pay or additional time off). The employee's official card is sent to the structural unit responsible for human resources management and the financial and economic department of the university (in case of overtime compensation or additional rest time, for the implementation of further measures and preparation of the order of the rector/head of administration) with the employer's resolution (job assignment). Hourly compensation for overtime work will be done in the amount of 1.5 of the average hourly rate of salary/official sorghum/labor compensation, unless otherwise determined by the agreement of the parties, in accordance with these internal regulations and the legislation of Georgia. Overtime is paid in addition to the monthly wages due after the overtime is completed.
9. If there is an agreement between the parties to give the employee additional rest time in return for overtime pay, the employee must be given additional rest time no later than 4 weeks after performing overtime work.
10. The employee is obliged to perform overtime work: a) to prevent a natural disaster and/or eliminate its consequences - without overtime pay; b) to prevent an industrial accident and/or eliminate its consequences - with overtime pay. It is prohibited to work overtime without the consent of an employee who is pregnant, a newborn or nursing woman, a disabled person, a minor, a legal representative or supporter of a disabled person or who has a child under 3 years of age.

#### **Article 14. Disciplinary responsibility and proceedings of personnel**

1. Disciplinary responsibility of the employee shall arise in case of disciplinary misconduct committed by him.
2. Disciplinary misconduct shall be considered as a disciplinary offense if the employee fails to comply with the obligations and/or official orders stipulated by the legislation of Georgia, the university charter, the code of ethics, the present bylaws, the regulations of the relevant structural unit, the job description, the labor contract, or the non-timely performance of "sexual harassment" approved by the order of the rector of the university. Failure to comply with the requirements of the "Prevention Policy Document".
3. The following types of disciplinary penalties may apply to the employee:
  - a) **Notification/warning** (expired in 6 months);
  - b) **reprimand** (expired in 9 months);
  - c) dismissal from the occupied position/termination of the employment contract;
4. **A notification/warning may be imposed** on an employee who:
  - a) damages the property of the university, the value of which does not exceed 50 GEL (the violator is obliged to compensate the damage caused to the university, regardless of the imposed fine);
  - b) violates the labor discipline, shows up late at the workplace (or leaves early) for an undeserved reason;
  - c) distribute political and religious propaganda literature in the university;
  - d) performs the function-duty assigned to him improperly;
  - e) consumes tobacco in the premises and territory of the university (including the yard);
  - f) commits an unethical act (non-compliance with the ethical standard of a professor-teacher provided for by the Code of Ethics of BSU or violation of the category of "less serious (mild)" provided by the "Rule for protection of academic integrity at BSU"

approved by the resolution of the Academic Council of BSU, violation of the Ethics Commission in accordance with the decision and order of the Rector of BSU).

**5. A reprimand may apply to an employee who:**

- a) reports to work under the influence of alcoholic, narcotic or psychotropic substances;
- b) damages the property of the university, if the damage exceeds 100 GEL (the violator is obliged to compensate the damage caused to the university, regardless of the fine);
- c) repeatedly commits a disciplinary offense during the year, for which he was given a notice;
- d) commits an unethical act - violation of the category of "less severe (mild) or "medium severity" provided by the "Rule of protection of academic integrity in BSU" approved by the resolution of the Academic Council of BSU (in accordance with the decision of the Ethics Commission and the order of the Rector of BSU );
- e) will violate the prohibition related to sexual harassment, which will be assessed as a serious violation/misdemeanor as a result of the disciplinary proceedings/investigation provided for in the present bylaws and/or the "Sexual Harassment Prevention Policy Document" approved by the order of the BSU Rector.

**6. Dismissal/termination of the employment contract as a disciplinary penalty may be applied to an employee who:**

- a) grossly violates the norms of the BSU charter, bylaws and/or code of ethics;
- b) violates the terms of the labor contract and/or fails to fulfill the functions and duties assigned to him by the acts of the BSU management body;
- c) commits a disciplinary offense again within one year, for which a disciplinary penalty was imposed - a reprimand;
- d) will cause significant damage to the goals, tasks and/or image of the university by his actions;
- e) commits an unethical act - a violation of the category of "moderate severity" or "severe (gross)" stipulated by the "Rule of Protection of Academic Integrity at BSU" approved by the resolution of the Academic Council of BSU (in accordance with the decision of the Ethics Commission and the order of the Rector of BSU ).
- f) will violate the prohibition related to sexual harassment, which will be assessed as a violation/misdemeanor of a very serious (gross) category as a result of the disciplinary proceedings/investigation stipulated in the present bylaws and/or the "sexual harassment prevention policy document" approved by the order of the BSU rector.

**7. The following action of the employee will be considered a gross violation of the internal regulations of the university:**

- a) use of the university's resources (space in the legal use of the university, material-technical resources, etc.) by him and/or with him by other persons without the university's permission, despite the university's request (warning) to stop such use;
- b) systematically committing (3 or more times) the violation stipulated by the internal regulations and/or the code of ethics.

**8. The following action of the employee will be considered a gross violation of the university's code of ethics:**

- a) plagiarism (violation of the severe (gross) category provided for by the "rules for protection of academic integrity at BSU" approved by the resolution of the Academic Council of BSU);
- b) using the student's opportunity for personal gain;
- c) receiving a gift/money from a student, university employee or other interested person in exchange for benefits or vice versa.

**9. In the case of an employee who has been dismissed from the position/termination of the employment contract as a disciplinary penalty, the University is entitled to compensate the damage caused (deduct the appropriate amount from the employee's salary) in the final settlement.**

**10. If the employee subject to a disciplinary fine does not commit a repeated disciplinary offense, the imposed fine will be considered removed (dismissed) after the expiration of the period of disqualification specified for the corresponding fine in this article, and he will be considered not having disciplinary responsibility.**

11. In accordance with the order issued by the employer (on encouraging the employee), a person who violates a disciplinary law may no longer be considered subject to a disciplinary fine, even before the expiration of the period for dispelling the fine. The employer is entitled to remove the measure of disciplinary responsibility from the employee before the deadline, at the request of the employee's direct supervisor or on his own initiative, if he has not committed any other disciplinary offense and conscientiously fulfills the rights and duties assigned to him.
12. Disciplinary punishment must be proportionate to the disciplinary misconduct and must be determined objectively, taking into account all the circumstances. When imposing a disciplinary penalty, the severity, character, circumstances of the violation committed by the employee, the share of guilt, previous work experience and behavior of the employee shall be taken into account.
13. If a person has repeatedly committed a disciplinary violation without the previous penalty being disproved, he shall be subject to a more severe penalty, and in case of a lighter offense, the same or a lighter measure of responsibility shall be applied.
14. The decision to impose a disciplinary fine or to terminate proceedings is made no later than 1 (one) month after the initiation of disciplinary proceedings.
15. Disciplinary proceedings against an employee may be initiated no later than 1 (one) year after committing a disciplinary offense or discovering the fact of committing a disciplinary offense. Disciplinary proceedings are carried out in accordance with the procedures established by the present bylaws, and in relation to the violation of the prohibition of sexual harassment, also in accordance with the "Sexual Harassment Prevention Policy Document" approved by the order of the rector of BSU.
16. Disciplinary proceedings will be initiated by the rector of the university, the head of administration or the dean of the faculty/director of the institute.
17. The investigation of the case related to the fact of disciplinary misconduct is carried out by:
  - a) in relation to the rector - a person appointed by the academic council of the university;
  - b) for the head of the administration and the head of the quality assurance service of the university - a person appointed by the representative council of the university;
  - c) for the deputy rector, library director, dean, deputy dean and other administrative staff - a person appointed by the rector;
  - d) for academic, scientific, teachers/invited specialists/vocational education teachers - a person appointed by the rector;
  - e) for support staff - a person appointed by the head of administration or the rector.
18. The investigating person/commission appointed by the authorized person prepares a draft of the legal act on the imposition or refusal to impose a disciplinary penalty and the termination of disciplinary proceedings based on the investigated materials and submits it to the person authorized to impose a disciplinary penalty (management body) in accordance with this article. The decision made by the disciplinary commission is made in the form of a protocol, which is signed by the chairman of the group/commission and the secretary.
19. The employee has the right to receive any information related to the disciplinary proceedings and to participate in the consideration of the issue in order to protect his own interests. The employee has the right to submit his written opinion before making a decision.
20. The legal act on imposing a disciplinary penalty must be substantiated. The decision will be notified in writing to the violator. The employee has the right to appeal the decision on imposition of disciplinary responsibility against him in accordance with the law, within 1 (one) month after the relevant order/decision is handed over to him/her.
21. Information about the imposed disciplinary penalty should be placed in the violator's personal file.

## **Article 15. Staff incentives**

1. The following measures of encouragement can be used for the employee of the university for active participation in work, educational and scientific-research activities, as well as in the public life of the university:

- a) declaration of gratitude;
  - b) awarding with a paid gift;
  - c) early removal of previously imposed disciplinary fines;
  - d) awarding with a one-time monetary amount/premium;
  - e) financing of participation in national and international scientific and professional development events (conference, training, symposium, etc.);
  - f) promoting/financing the publication of scientific articles and scientific research results in international scientific journals, in accordance with university regulations;
  - g) facilitating publication of textbooks/books;
  - h) official promotion (transfer/appointment to a higher position).
2. The appropriate management body (rector/head of administration, within the scope of competence) has the right to use the incentive measures provided for in subsections "a" - "d" and "h" of the first paragraph of this article. The decision related to finances must be agreed with the head of the administration;
  3. The academic council of the university takes the decision on the incentive measures provided for in subsections "e", "f" and "g" of the first paragraph of this article, upon the submission of the faculty/institute and with the approval of the rector.

#### **Article 16. Acquaintance with legal acts for personnel and the procedure for submitting a complaint/application**

1. The legal acts of the University must be notified in a timely manner to the relevant staff and interested parties, through the electronic case management system and by placing them on the BSU website and on public, accessible information boards, taking into account the BSU case management instructions and the content of the issued legal acts.
2. Individual legal acts must be delivered to the addressee in writing, within the terms established by the law (by hand delivery and/or sending to electronic mail and/or in another way).
3. The employee has the right to appeal the decision and/or action of a colleague, employer, direct or superior official to the university rector/head of administration, in accordance with their competence.
4. The employee's application/complaint must contain the requisites defined by the law in order to be considered in a timely and smooth manner.
5. In order to review the employee's application/complaint and prepare a decision, the university rector/head of administration makes a decision alone within 5 working days and/or creates a complaint review commission considering the complexity of the issue. The applicant/complainant is notified of the decision on the appeal, who has the right to appeal it in court.

### **Chapter III.**

#### **Safe environment and healthy conditions for life, health and labor activities in the university**

#### **Article 17. General instructions for labor protection, first aid and fire safety**

1. The university ensures the safety and health of students, vocational students, trainees, and staff, namely:
  - a) fire safety and medical assistance detection mechanisms are approved and there is an appropriate inventory;
  - b) fire-fighting equipment is installed in a visible place on all floors of the building, with detailed instructions for its use and evacuation plans approved by the competent authority;
  - c) buildings have additional evacuation exit/exits;

- d) the institution has a medical cabinet equipped with the necessary inventory for finding first aid, with natural and artificial lighting, which is ventilated naturally, supplied with hot and cold water;
  - e) protection of order is ensured on the entire perimeter of the buildings, security cameras equipped with the function of video recording are installed on the entire internal and external perimeter of the buildings;
  - f) The location of the buildings provides a safe and appropriate learning environment for students, professional students, trainees and staff.
2. Protection of security and material values in the university, timely and effective response to violations of order, as well as fire safety, is provided by the Security and Labor Safety Service of BSU (Security Department), in accordance with the legislation of Georgia, including the Law of Georgia "On Higher Education", In accordance with the Law of Georgia "On Professional Education", the Organic Law of Georgia "On Labor Safety", as well as the regulations of the Security and Labor Safety Service of BSU, the work description of the security department approved by the orders of the head of the administration, and the "Fire Safety Instructions".
  3. First aid for BSU students, vocational students, trainees and staff on the territory of the university is provided by persons with appropriate qualifications (personnel of the medical center/BSU vocational program management and continuing education center - defined by the order of the employer/persons employed under the labor contract). The functions and duties of the first aid providers are determined by the "Instructions for receiving first aid in the territory of BSU" approved by the order of the head of the university administration (hereinafter - the "instruction of medical aid"), the job description of the personnel of the Department of Material Resources Management and/or the employment contract/employer by command.
  4. The cleaning department of BSU is responsible for cleaning the premises of the university (courtyard, territory, garden, buildings, auditoriums, laboratories, sanitary junctions and other premises) and compliance with sanitary-hygienic norms.

#### **Article 18. The rule prohibiting the use of discrimination, harassment and hate speech**

1. The University prohibits all forms of discrimination, harassment (workplace harassment/sexual harassment) and the use of hate speech (Note: Discrimination is the intentional or negligent discrimination or exclusion of a person or favoring him or her on the basis of race, color, language, ethnic or social origin, nationality, origin, property or rank status, employment contract status, place of residence, age, gender, sexual orientation, disability, health status, belonging to a religious, public, political or other association (including a professional union), marital status, political or other opinion because of or on any other grounds which aim at or result in the denial or infringement of equal opportunity or treatment; harassment in the workplace (including sexual harassment) is a form of discrimination, in particular, adverse behavior towards a person based on any of the above grounds, which aims at or results in his or her dignity insulting and creating an intimidating, hostile, humiliating, degrading or insulting environment for him; Hate speech is defined as verbal aggression, insults, mockery and other offensive epithets, incitement to violence against a person or group of persons, on the basis of national origin, ethnicity, different religion, gender, disabilities or other characteristics).
2. Discrimination in labor relations and pre-contractual relations (including during the publication of the vacancy notice and at the selection stage), employment and professional activity is prohibited in the university.
3. The form of the complaint to be submitted by the alleged victim of sexual harassment at the university, the procedures for its submission, investigation and disciplinary proceedings are

established by the "Sexual Harassment Prevention Policy Document" approved by the order of the Rector of BSU, which is considered in accordance with the present bylaws and, accordingly, the legal provisions of the labor contract/employment concluded with the employee. as part of the act.

4. The complaint of the alleged victim is submitted to the person authorized to receive it - the coordinator of the BSU psychology clinic (or the dean of the relevant faculty - in the case of a student or the director of the center for professional program management and continuing education - in the case of a professional student/trainee).
5. Information about the person/persons authorized to receive the complaint of sexual harassment, as well as the relevant e-mail address for submitting the complaint electronically, will be posted on the website of the faculties/university.
6. The investigation of the case related to the issue of sexual harassment should be carried out by the commission created by the order of the rector (created within a reasonable time, but no later than 10 calendar days after the submission of the complaint).
7. The commission reviewing the issue of sexual harassment (hereinafter - the commission) should be staffed with at least 5 members, and gender balance should be maintained as much as possible during its formation. At least one member of the commission should be a person with knowledge and experience and/or special training in the mentioned field.
8. Regarding the sexual harassment complaint, the commission makes a decision within 1 month at the latest. If a period of more than 1 month is necessary for the establishment of significant circumstances, 10 days before the expiration of the 1-month period, the rector of the university, based on the commission's recommendation, makes a decision to extend the investigation period by no more than 1 month.
9. The commission can make 2 types of decisions: a) it does not recognize the alleged harasser as a violator; b) recognizes the alleged harasser as a violator. In such a case, the report of the commission states that a serious or very serious (gross) violation has been committed. The severity of the committed violation is assessed taking into account the personality of the violator and the alleged harasser, the nature of the committed act, the extent of its spread, repetition and degree of severity.
10. The conclusion of the commission reviewing the issue of sexual harassment for further response and/or issuing a legal act on imposing a disciplinary penalty defined by the bylaws is sent to: a) the rector - students, trainees, academic, scientific, administrative and support staff (who are appointed and dismissed by the rector) and labor in the case of a representative of the teaching staff invited on the basis of the contract; b) to the head of the administration - in the case of support staff; c) In the case of the relevant management body (academic or representative council) - the sole management body of the university (rector, head of administration, head of quality assurance service).
11. Violators of the prohibition of sexual harassment shall be subject to the disciplinary penalty specified in the present by-laws, which may not be removed early.
12. The parties to the proceedings of sexual harassment are obliged to act in good faith and to observe the obligation of confidentiality until the end of the proceedings in such a way as not to harm each other's honor, dignity and business reputation. All persons are obliged to show respect for the regulation defined in this article and not to abuse its provisions by making false and dishonest accusations.
13. The university ensures the dissemination of information about the prohibition of sexual harassment and this policy document in the university community (the document will be posted on the BSU website, including in the "Student Guide" field, an authorized person will inform students and staff/interns).

## **Article 19 Prohibition of tobacco smoking**

1. In accordance with the Law of Georgia "On Tobacco Control", smoking is prohibited in the premises and territory of the university (including the yard).
2. In connection with the consumption of tobacco on the territory of BSU, the specific rules (including the structural unit/person exercising control over the implementation of the regulations) for fulfilling the requirements of the Law of Georgia "On Tobacco Control", detecting/preventing violations, and determining appropriate measures of responsibility (within the authority of the university) are determined by the administration. by order of the head.
3. In connection with the consumption of tobacco on the territory of BSU, the fulfillment of the requirements of the Law of Georgia "On Tobacco Control" by appropriately responding to violations of the Law of Georgia and the internal regulations of BSU is carried out by the head of the administration of BSU, who is authorized to use the head of the administration against the violator. One of the measures of disciplinary responsibility defined by the order.

## **Article 20. Other prohibitions established on the territory of the university**

1. It is prohibited to:
  - a) using a mobile phone, making noise and/or interfering with the educational process in any other way during classroom classes;
  - b) violation of the requirements of the instructions for conducting examinations during the examination period;
  - c) bringing in and distributing gambling, alcoholic and narcotic drugs, as well as political and religious propaganda, advertising leaflets and proclamations, making or painting inscriptions in the building and on the walls of the building;
  - d) organizing speeches/rally of a political nature or actions/speeches of a nature that will disrupt the educational and/or work process;
  - e) entering with firearms, gas/shotgun or cold weapons (if a person has the right to carry a weapon, he is obliged to hand it over to the university's security and protection service before leaving the mentioned territory, except for the cases stipulated by the legislation of Georgia);
  - f) reporting to work, lecture hall and/or other event in a state of inebriation;
  - g) wearing morally and ethically inappropriate clothes for the work (study) environment (classical clothes are recommended for academic and scientific staff).
2. By the order of the head of the university administration, it is possible to determine other restrictions based on the legislation of Georgia.
3. In relation to the prohibitions established on the territory of the university, any legal decree of the staff of the security department of the university, and according to subsection "g" of the first paragraph of this article, as well as the head of the corresponding structural unit, is mandatory to be followed.

## **Chapter V.**

### **Encouragement and disciplinary responsibility of university student, vocational student, trainee**

## **Article 21. Encouraging students, vocational students and trainees**

1. For success in studies and scientific research and active participation in the public life of the university, the following types of incentives can be used for the student:
  - a) declaration of gratitude;
  - b) transfer of monetary reward and/or paid gift;
  - c) early removal of previously imposed disciplinary punishment;



- d) Full or partial funding for participation in national and international scientific conferences and seminars.
- 2. The dean of the main educational unit - the faculty and the rector of the university have the right to express gratitude to the student.
- 3. The order of the head of the university administration regarding the transfer of a monetary reward and/or a paid gift is issued based on the application of the dean of the relevant faculty or the service card of the department of student career development, culture and sports or the chairman of the student self-government.
- 4. The rector of the university has the right to use the size of the incentive determined by sub-section "c" of the first part of this article, on the recommendation of the dean of the faculty.
- 5. The head of the administration shall issue the order on the use of the amount of incentives determined by subsection "d" of the first part of this article, upon the submission of the dean of the faculty and with the approval of the representative council.
- 6. For success in studies and active participation in the public life of the university, the following types of incentives can be used for professional students/trainees:
  - a) declaration of gratitude;
  - b) transfer of monetary reward and/or paid gift;
  - c) early removal of previously imposed disciplinary punishment (if any). The order on the use of incentives is issued by the Rector of BSU, on the basis of the report letter of the Center for Management of Vocational Programs and Continuing Education, including in the case of the use of the type of incentives provided for in subsection "b" - under the direction of the head of the administration.

## **Article 22. Foundations of disciplinary responsibility and penalties for students, vocational students and trainees**

- 1. The issue of disciplinary responsibility of a student/professional student/trainee of BSU arises in case of committing a disciplinary offense. Non-fulfillment or improper fulfillment of the obligation stipulated by the Code of Ethics and these bylaws shall be considered a disciplinary offense.
- 2. As a result of disciplinary proceedings initiated and conducted on the basis of disciplinary misconduct committed by a student/vocational student/trainee of BSU, the following disciplinary penalty may be applied:
  - a) note;
  - b) warning;
  - c) termination of university student/vocational student/trainee status.
- 3. Note may apply to a student/vocational student/trainee who:
  - a) committed an unethical act - non-compliance with the student's ethical standard stipulated by the BSU Code of Ethics or a violation of the category of "medium severity" provided for by the "rules for the protection of academic integrity in BSU" approved by the resolution of the Academic Council of BSU (the decision of the Ethics Commission and BSU in accordance with the order of the rector);
  - b) damaged the property of the university, the value of which does not exceed 100 GEL (in such a case, the student is obliged to compensate the damage caused to the university);
  - c) interfered with or disrupted classroom lessons;
  - d) distributed political and religious literature, propaganda leaflets and proclamations on the territory of the university;
  - e) damaged the announcements/acts published on the territory (buildings) of BSU;
  - f) smoked tobacco in the premises/buildings and territory (including the courtyard) of the University.
- 4. A warning may apply to a student/vocational student/trainee who:
  - a) systematically violates the rules (prohibitions) of entering and behaving on the territory of the university (two or more cases);
  - b) enters the territory of the university in a state of alcoholic, narcotic, toxic or psychotropic intoxication;

- c) fails the exam;
  - d) takes the documents protected in the university without permission and/or destroys them;
  - e) damages the property of the university, if the damage exceeds 100 GEL (in such a case, the violator will be charged with a disciplinary fine and compensation for the material damage caused to the university);
  - f) commits a disciplinary offense again within one year after the imposition of a disciplinary penalty;
  - g) commits an unethical act - non-compliance with the student's ethical standard provided for by the Code of Ethics of BSU or violation of the category of "medium severity" provided for by the "rules for protecting academic integrity at BSU" approved by the resolution of the Academic Council of BSU (the decision of the Ethics Commission and the BSU according to the order of the rector)
  - h) violates the prohibition related to sexual harassment, which will be assessed as a serious violation/misdemeanor as a result of the disciplinary proceedings/investigation stipulated in the present bylaws and/or the "Sexual Harassment Prevention Policy Document" approved by the order of the BSU Rector.
5. Termination of the status of a university student/professional student/trainee as a disciplinary penalty shall apply to a person who:
- a) against the established rules and/or without permission, uses (tampers) the material and technical resources of the university (despite the warning, continues to use the dormitory or other premises of the university and/or uses the computer or other equipment that is not intended for the use of students);
  - b) repeatedly commits a disciplinary offense within a year, for which a disciplinary penalty has been imposed - a warning;
  - c) enters the exam instead of another student or will try to pass the exam to another person instead of him;
  - d) commits a violation of the severe (gross) category provided for by the "rules for the protection of academic integrity in BSU" approved by the resolution of the Academic Council of BSU;
  - e) uses and/or provides someone else with personal information (password and code) of the user of the electronic management system of the educational process and/or conducts an assessment (registers) for himself or another student instead of the subject lecturer;
  - f) violates the prohibition related to sexual harassment, which will be assessed as a violation/misdemeanor of a very serious (gross) category as a result of the disciplinary proceedings/investigation stipulated in the present bylaws and/or the "sexual harassment prevention policy document" approved by the order of the BSU rector.

### **Article 23. Disciplinary proceedings against the student/vocational student/trainee**

1. In the case of a student/vocational student/trainee committing a disciplinary offense provided for in these bylaws and the Code of Ethics, the academic, administrative or support staff of the university witnessing the offense must submit a service card to the dean of the relevant faculty/director of the Center for Vocational Program Management and Continuing Education, where it should be issued. The identity of the indicated violator, the place and time of the disciplinary offense, the nature of the offense and the identity of the witnesses (if any). The mentioned card is the basis for the dean of the relevant faculty to issue an order to initiate disciplinary proceedings in the case of students, and in the case of a professional student/trainee - to issue the order of the rector.
2. In case of violations stipulated by the "Rule of protection of academic integrity in BSU" approved by the resolution of the academic council of BSU, the response is carried out in accordance with the same rule and in accordance with the BSU code of ethics.
3. Disciplinary proceedings related to the alleged violation of the prohibition of sexual harassment on the part of a student/professional student/trainee are carried out in accordance with the "Sexual Harassment Prevention Policy Document" approved by the order of the rector.

of BSU, based on the briefing conducted by the commission created by the order of the rector of BSU, during which the student / The student enjoys the rights defined by the legislation of Georgia, the statutes of BSU, the code of ethics of BSU and the present provision.

4. Proceedings regarding the fact of a disciplinary offense may be initiated if no more than six months have passed since the offense was committed.
5. In order to conduct disciplinary proceedings against the student, the dean of the faculty appoints a group of investigators from among the members of the faculty council, consisting of three members, who are obliged to investigate the case in no more than 10 working days and for this purpose invite the student against whom disciplinary proceedings have been initiated, as well as other persons who They can give an explanation about the circumstances important to the case. Non-appearance of the student/trainee will not prevent the holding of the session of the research group. Based on the conducted research, the research team is obliged to draw up a relevant conclusion regarding the alleged disciplinary offense and submit it to the dean. The said conclusion should be handed over to the student against whom disciplinary proceedings are being conducted.
6. The student is entitled to submit additional arguments against the conclusion of the research group to the dean, and the dean, in turn, is entitled to request additional evidence.
7. The order on the results of the disciplinary proceedings must be issued no later than 30 days after the initiation of the disciplinary proceedings, and it may be of the following types:
  - a) on termination of disciplinary proceedings against the alleged violator;
  - b) Regarding the application of one of the disciplinary penalties (notice or warning or termination of student status/termination of professional student status/termination of trainee status) to the violator.
8. Dean's order to impose a disciplinary penalty on a student - termination of university student status - after the expiration of the appeal period, will be submitted to the rector of the university, who will issue a final order to terminate the student status of BSU.
9. Information about the student's/professional student's/trainee's academic performance and disciplinary measures against him/her should be kept separately. When storing information about them, the University follows the requirements of the General Administrative Code of Georgia and the Law of Georgia on "Personal Data Protection".
10. Disciplinary proceedings provided for in this article in the case of a professional student or a student of an educational program administered by the center for management of professional programs and continuing education, are carried out by the commission created by the order of the rector based on the service card of the director of this center. The protocol decision (recommendation) of the commission regarding the disciplinary penalty applied to the professional student/trainee or the termination of the disciplinary proceedings shall be submitted to the rector of BSU, who is authorized to leave the commission's decision in force or impose another, lighter or stricter penalty provided for in this bylaw or terminate the disciplinary proceedings. The Rector's decision is final and may be appealed in court.
11. If a person subject to a disciplinary penalty does not commit a repeated disciplinary offense within one year from the date of imposition of the penalty, he/she shall be considered to have no disciplinary penalty.

#### **Article 24. The procedure for appealing the decision regarding the application of a disciplinary penalty to a student**

1. The dean's order to impose a disciplinary penalty by the student can be appealed to the rector of the university within 3 working days. In case of submitting a complaint, the final decision will be made by the rector of the university within the next 3 working days.
2. The rector is authorized to leave the dean's decision in force or replace the relative fine with another (lighter or severe) penalty provided for in these bylaws or cancel the dean's decision to impose a disciplinary penalty.
3. The Rector's decision regarding disciplinary action against the student is final and may be appealed in court.

**Chapter V.**  
**Use of material-technical, library and other**  
**resources**

**Article 25. infrastructure and material resources of the university**

**Availability**

1. The property, infrastructure and material resources in the legitimate possession of the university are used to achieve the goals defined by the mission of BSU, adequately respond to the requirements of educational programs and research activities, and correspond to the number of students/vocational students.
2. The infrastructure of the university, the material resources located in the buildings (buildings) and the territory are available to BSU students, vocational students, trainees and staff and ensure the effective management of educational and administrative processes, the achievement of educational program goals and learning outcomes (there are theoretical teaching auditoriums/study cabinets A space for group work, with the possibility of both natural and artificial lighting, an educational space equipped with appropriate equipment, including the necessary equipment for the implementation of the practical component (archive). reagents, educational materials, etc.), administrative storage rooms, sanitary units, lobby, common spaces, etc.; a central heating system is installed in the buildings/buildings of the university).
3. For persons with special needs (hereafter-persons with special needs), the university has an adapted environment (including: ramps, elevator, etc.). A person with a special need can freely navigate and move around the building, which is facilitated by the appropriate staff of the university's material resources management department/security department.
4. University dormitories can be used by BSU students, professional students and staff, in accordance with the dormitory usage rules approved by the order of the head of the BSU administration. By the order of the head of the administration, the amount of the dormitory usage fee and the number of places/quota for students and vocational students are determined.
5. Dormitory use is administered by the university's dormitory manager, in accordance with the legislation of Georgia, the rules for the use of the dormitory approved by the orders of the head of the administration, and the work description of the dormitory staff.
6. Facilitating the availability of university infrastructure, common use spaces and material resources, including university students, professional students, trainees and staff, the availability of common accommodation, university structural units with furniture/technique/equipment/machineequipment/educational/scientific/practical/laboratory/clinic Supplying with other goods/inventory/equipment necessary for educational activities and/or sports/cultural/creative activities, as well as monitoring their intended use and warehouse management is carried out by the university's material resources management department.
7. The availability of the necessary infrastructure for the management of BSU professional programs and the activities of the Continuing Education Center and the educational process in the field of professional education, with materials and in order to ensure smooth supply of raw materials, an authorized employee of the center (learning process management manager, financial manager and/or other employee responsible for the management of material resources, within the scope of their competence), in coordinated work with the department

of material resources management of the university and in agreement with the director of the center (visa), a non-presentation card of the administration to the head, in accordance with the provisions of these structural units.

8. University infrastructure and material resources for studies/work are unlimitedly available for students, vocational students, trainees and staff, with the permission/ notification of the authorized person/head of the administration of the relevant structural unit, including the use of educational resources/inventory specified for laboratories/practical learning that is allowed in compliance with safety norms and the attendance/involvement of a person responsible for conducting the relevant educational/practical component.

#### **Article 26. Access to library and information resources**

1. Ilia Chavchavadze Library of BSU is responsible for equal access to library resources in the university for BSU students, professional students, trainees and staff. The reading rooms of the library are available to all citizens of Georgia and foreign guests, and BSU students, vocational students, trainees and staff can use the library subscription under equal conditions.
2. Ilia Chavchavadze Library of BSU coordinates the structural units of BSU: Institute of Agrarian and Membrane Technologies of BSU, Niko Berdzenishvili Institute and Faculty of Technology of BSU, as well as management of professional programs of BSU and the activities of the person responsible for the management (use administration) of the library resources of the Continuing Education Center. The library resources of the mentioned structural units ensure the availability of the relevant profile literature of the educational and scientific-research structural units.
3. The "Rules for using the BSU library" approved by the order of the head of the BSU administration define the regulation of using the library (taking out and returning library documents, exercising the right to use library resources, rights and duties of the library user, user responsibilities, etc.).
4. The university's information technology infrastructure (computer equipment, software, Internet) corresponds to the university's activities and is freely available to students, professional students, trainees and staff during the study/work process.
5. With the electronic services implemented in the university (electronic business management system, BSU portal, electronic system of the educational process and others) the effectiveness of service and process management, efficiency and affordability is ensured.
6. The BSU Information Technology Service ensures adequate and efficient management of the university information technologies (including risk management and data protection, in accordance with the Personal Data Protection Law).

#### **Article 27. Returning material value of the university**

1. Upon termination of the employment relationship, the BSU employee is obliged to return the material value of the university, which was transferred to personal use during the period of work, and to submit a document certified by the signature of the authorized persons (receipt sheet/handover act) within 5 working days at the latest. Confirmation of the fulfillment of this obligation by the employee is carried out by the head of the relevant structural unit (where he was employed) and an authorized employee of the university's material resources management department. After fulfilling the mentioned obligation, the final settlement with the employee should be made.
2. The student of BSU is obliged to fulfill the obligation related to the return of the material value of the university immediately after the termination of the student status (on the basis of

qualification/mobility or other grounds) or when withdrawing the educational document, in accordance with the regulations in BSU (the rules for using the library, the rules for paying tuition fees, the diploma withdrawal rule and/or other).

## **Chapter VI. Final Provisions**

### **Article 28. Approval, amendment and publication of the Regulation**

1. The Regulation is approved by the representative council, on the recommendation of the rector and/or the head of the administration.
2. The regulations will be sent to students and staff through the electronic system and portal, in accordance with the legislation of Georgia and university legal acts.
3. The university provides notification of the changes made to the Regulation to BSU students and staff within 14 calendar days after the change is made.
4. The Regulation (in case of changes - codified by-laws) is published on the official website of BSU.

### **Article 29. Control of the implementation of the Regulation**

The execution of the Regulation is controlled by the university rector and the head of the administration, as well as by the deputy rectors, in compliance with the competence of the relevant management body, the present regulation and the requirements of Georgian legislation.