

The change has been approved at the
Teaching University Geomedi LLC.
Academic Council Meeting: Protocol # 12,
27.11.2017

Rector: Marina Pirtskhalava

Teaching University Geomedi LLC.

**Internal regulation
And disciplinary liability norms**

Tbilisi 2017

Article 1. General provisions

- The Internal Regulations of Teaching University Geomedi LLC (hereinafter - the University) is a set of rules of behavior, regulates the relationship between student and university, student and person holding academic position, determines their rights and obligations.
- Internal Regulations and disciplinary liability norms determine university's labor regulation, disciplinary liability measures.
- Regulation of the relationship between the university and the personnel employed in the service to the requirements of the legislation of Georgia;
- Execution of internal regulations is mandatory.

Article 2. Performing internal regulations and disciplinary liability regulations by the personnel

- University academic and administrative personnel, except for the obligation to maintain the terms of the labor agreement, are obliged to follow the present internal regulations.
- Following the rules of internal regulation and disciplinary liability are mandatory for the staff working at the university.

Article 3. Work and rest time

1. The working time is part of the calendar time, during which the personnel of the university is obliged to carry out their duties and responsibilities.
2. The university has a working week five days, except for the library that works 6 days a week from 09 am to 19:00 pm.
3. The working time of the employee is 40 hours a week.
4. The beginning and end of the working time for the academic personnel is determined according to the schedule approved by the Rector. And for the rest of the staff from 10 am to 18 pm.

Article 4. Late arrival at working place

1. Late arrival on the job is considered by the staff to be delayed at the workplace at work time.
2. Late arrival on work may be considered as reasonable or inadequate excuse in case of prescribed rules for the present regulation and disciplinary liability regulations.

3. A systematic late arrival, delay, three times to be declared late in the workplace late, which is considered to be inadequate reason will result in termination of the contract.
4. It will not be considered as late arrival or dismissal the working day in case the personnel was performing working obligations outside the university building, which was caused by specific work and the Head of Administration was informed about it. Personnel inform the Head of Administration about the performance of the duties outside the university building during the working hours if requested.
5. The missed working time, if considered unreasonable, will not be compensated.

Article 5. Academic personnel labor relations

The employment contract with academic personnel is provided for the terms and conditions set out in the manner of academic staff employment agreement.

Article 6. Release of academic and administrative personnel

6.1. Basis of release of academic personnel are:

- a) Personal statement;
- b) Expiration of the term of labor contract;
- c) Rough or systematic violation of code of ethics and disciplinary liability norms;
- d) Infringement of terms and conditions of the agreement;
- e) Other cases defined by the legislation.

6.2. The grounds for Pre-term dismissal from University Administrative Position are:

- a) At his/her own will;
- b) Enforcement of the court ruling on his/her conviction;
- c) Death;
- d) Decision of the court that he/she is incapable or has limited capability;
- e) Any other case envisaged by the Statute of the University.

6.3. Academic personnel dismissal order is issued by the rector.

Article 7. Rights of the Academic Personnel

Academic personnel according to competence, has a right to:

- a) To participate in university management in accordance with the Law of Georgia on Higher Education and the Statute of the University;
- b) Independently conduct teaching, research and publish scientific works;
- c) Within the scopes of educational program, define independently the contents of the programs, teaching methods and techniques;

- d) Once every five years, take a paid scientific and creative leave for not more than one semester, for the purpose of professional improvement;
- e) Perform duties and obligations under labor agreement and prescribed by the legal acts of the University;

Article 8. Obligations of Academic Personnel

Academic personal is obliged to:

- a) Follow university policy and code of ethics;
- b) Observe the code of ethics and standards of disciplinary liability;
- c) Fulfill obligations assigned by labor agreement;
- d) After the end of the scientific and creative leave, present a report on the work fulfilled.

Article 9. University academic personnel behavior norms

1 The university employee is obliged to care for the strengthening of the University's authority;

2. It is prohibited for Academic personnel to:

- a) Inappropriate behavior for professors;
- b) Impact on University exam results, non-objective evaluation;
- c) Falsification of facts, the protection and concealing other similar facts;
- d) Having missed the lecture and late arrival;
- e) Presentation of fake documents for management;
- f) Syllabus content to scroll;
- g) Make a political assessment on the lecture;
- h) Provide additional services to students for the purpose of benefit, including private lessons offering in non-working hours;

3. Personal life of a university employee is inviolable. At the same time, the University worker should be aware that his human dignity, spiritual and civic values should be role models for students;

4. Professors and students should have a healthy co-operation relationship;

5. The decision on committing the inappropriate behavior of the employee is taken by an academic council, that is authorized to create a Disciplinary Commission composed of 3 persons.

6. The tasks on university administrative, academic and assistant officials violation of the labor contract or the regulations terms shall be considered by the rector;

7. In case of violation of disciplinary misconduct or labor contract conditions, the following disciplinary sanctions apply to a person:

- a) Notice;
- b) Reprimand;

c) Severe reprimand, withholding salaries or compensation for damage caused by imposing;

8. The academic personnel of the university must obey any legislative and entrepreneurial request related to the learning process, as well as the decisions of the Academic Council and the rector's orders;

9. Academic staff is obliged to withdraw from situations that may directly or indirectly harm the university's reputation and credibility;

10. University pedagogic staff is not allowed to make any further payment, cash or a valuable gift request, if it is related to their official duties;

11. The personnel of the university who have to deal with the University's documentation must keep the information secret, as well as students' and personalities private cases confidentiality except when there is a written request of law enforcement agencies.

12. The University recognizes the intellectual property of the personnel and encourages it (these are inventions, copyright, etc.).

13. The activities carried out by the university pedagogical staff in the sphere of their activity should not be contrary to the interests of the university and should not prevent the course of the educational process.

Article 10. Forms of Student and Employee awarding.

10.1. The following forms of encouragement are set for the employee by the excellent performance of duties, for a long and honorable service, especially difficult or important task performance:

- a) A note of appreciation in a personal file;
- b) A bonus premium;
- c) Award with a valuable gift.

10.2. Forms of Student awarding.

The following forms of encouragement are set for successful studies and achievements in university activities:

- a) Scholarship appointment;
- b) A note of appreciation in a personal file;
- c) Award with a valuable gift.

Article 11. Labor Remuneration

1. Remuneration (salary) shall be paid once a month;

2. An employee has the right to benefit from a paid leave not less than 24 working days per year;
3. Employee shall be entitled to leave vacant after 11 months after the commencement of work;
4. The employee has the right to take unpaid leave of not less than 15 calendar days;
5. The employee shall notify the University of Unpaid leave, 2 weeks before taking the leave, except for the cases when the notice can not be used for medical or family reasons.

Article 12. Student Rights and obligations

1. A student shall have the right:

- a) To receive and get a qualified education;
- b) To use the material and technical, librarian, informational and other sources in equal conditions under the stated rule of the following Charter, internal regulations and provisions;
- c) To choose the representative by the secret voting on the basis of the general, direct and equal elections and to be chosen into the Students' Self-government, as well as in the Management Authorities of the Faculty and the University.
- d) To express his/her own ideas freely and to refuse reasonably to share the ideas those are suggested during the educational process;
- e) By the rules established by the normative acts applicable to the university to move to other university faculty or other higher education institution;
- f) To choose the educational program; to participate in the elaboration of the individual educational program;
- g) To take part and evaluate the performance of academic staff of the university.
- h)) To execute other powers envisaged by Georgian legislation and the university's legal acts, and other rights granted by the Law of Georgia on "Higher Education".

2. Student is obliged to:

- a) Under the program established by the university, learn the subject that has been chosen by himself/herself and which are mandatory to study;
- b) Strictly follow the requirements of University Charter, the provisions and the internal regulations;
- c) Strictly follow the obligations undertaken by the agreement with the university;
- d) Strictly follow the principles and requirements of the Code of Ethics for the university student;
- e) Protect and take care of university property, material-technical means;

- f) Protect ecological, sanitation, fire safety and other general safety norms;
- 3. The mutual obligations and rights- responsibilities between the student and the university are formed and regulated by the University Regulation, Code of Ethics of the Student's and agreement and the Law of Georgia on Higher Education.
- 4. The formation of sports and cultural development centers is allowed in the university for students support.

Article 13. Rules of Student Behavior

The Student is obliged to:

- 1. Follow the rules of the university (regulations, inter regulations), decisions made by the Rector and Academic Council.
- 2. The student must pay particular attention and care at the University material and technical values, the library collection, computers and so on.
- 3. The student is obliged to protect public order;
- 4. The student is prohibited:
 - a) To arrive at University in not sober state;
 - b) To use toxic and narcotic substances;
 - c) To use mobile phones during the training;
 - d) To attend lectures with food products.

Article 14. Financial responsibility of the student.

- 1. The student is obliged to:
 - a) Pay the 50% of the first academic year tuition payment in 5 (five) days after the contract is formed, to pay the rest of the tuition fee before the beginning of the second semester;
 - b) From the next academic year, for each academic year to provide paying the tuition fee in 4 (four) parts:
 - Provide to pay **the first part** before the start of the first semester of the academic year;
 - Provide to pay **the second part** before the 10th of November;
 - Provide to pay **the third part** before the start of the second semester of the academic year;
 - Provide to pay **the fourth part** before the 10th of April;
 - c) In case of state financing, pay the difference between the amount of the tuition fees and the extracted state funding.
 - d) After the expiration of the Higher Education Program, in case of continuation the course in the additional semester, pay the tuition fees according to the credits. One credit fee: Tuition Fee divided by 60 credits.

2. In case of termination the studying on own purpose by the Student, the paid tuition fee will not be refunded.
3. 3. A student who has not been able to earn credits under the curriculum during the academic year, has the opportunity to re-take the course of study before the expiry of the higher education program and pay the fee in accordance with assimilating credits.
4. In exceptional cases, the Dean will discuss the issue of delay paying the tuition fee by the student.

Article 15. Disciplinary responsibility of the student

Issues related to disciplinary responsibilities of the student shall be determined by the Law of Georgia "On Higher Education", the University Regulation, the Code of Ethics and disciplinary liability.

Article 16. Disciplinary responsibility of the Academic and Administrative personnel

1. The following forms are used for violation of labor discipline:
 - a) Notice;
 - b) Reprimand in a personal file;
 - c) Severe reprimand;
 - d) Dismissal from work
2. In the case of disciplinary punishment, the heaviness of the misdemeanour, the circumstances of its commitment, the previous work of the employee and the behavior of the employee shall be taken into consideration.
3. Employees holding elected positions may be dismissed from the job only by the decision of their elective authorities and grounds provided by the legislation.
4. Prior to disciplinary punishment, the person who violated the labor discipline should be required to write a written explanation. The disciplinary punishment of a person on vacation or business trip is only after his / her announcement at working place.
5. Only one disciplinary punishment can be used for each violation of the labor discipline.

Article 17. Contracting Rules at the University.

1. The contract at University may be drawn up between:
 - a) The University Rector and the Student;
 - b) The University Rector and Specialist Training Customer, the Head of the Organization (sponsor).
 - c) The University Rector and the Employee of Administration;
 - d) The University Rector and the Academic and Invited Personnel;

2. An annual tuition fees for university studies according to educational program, will be determined by the rector's order before the start of the unified national exams of each year.

Article 18. Final Provisions

1. The present internal regulation is approved by the Rector of the University by the appropriate order.
2. The internal regulation enters into force upon signing.
3. Students and employees can get familiar with the internal regulations at the university library and website - www.geosis.edu.ge