



აკაკი წერეთლის
სახელმწიფო უნივერსიტეტი

BOARD OF REPRESENTATIVES OF AKAKI
TSERETELI STATE UNIVERSITY

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**Decree of the Board of Representatives of Legal Entity of Public Law - Akaki Tsereteli State
University**

№ 60

**Approval of Internal Regulations of Legal Entity of Public Law - Akaki Tsereteli State
University**

Kutaisi

23 February, 2016

“Approval of Internal Regulations of Legal Entity of Public Law - Akaki Tsereteli State University”- according to subparagraph "b" of Article 13 of the Charter approved by Order No132/n of 9 September, 2013 by the Minister of Education and Science of Georgia, the Board of Representatives of Akaki Tsereteli State University resolves:

1. To approve the internal regulations of Legal Entity of Public Law - Akaki Tsereteli State University (attached).
2. The decree to be placed openly on the University website and a publicly available bulletin board to ensure its publicity and access to interested persons.

3. The decree is in force immediately after its publication.

**Speaker of the Board of Representatives
Kuprashvili**

Prof. Sulkhan

Supplement
Approved:
Decree No. 60 of 23 February, 2016
of the Board of Representatives of
Akaki Tsereteli State University

Internal Regulations of Legal Entity of Public Law - Akaki Tsereteli State University

Chapter I. General Provisions

Article 1. Internal Regulations of Legal Entity of Public Law - Akaki Tsereteli State University (hereinafter – “the university”, “the internal regulations”) has been developed according to the the Law of Georgia on Higher Education, the Labor Code of Georgia, the Charter of the University and other legislative and sub-legislative acts.

Article 2. General rights and responsibilities of the university staff are determined by the internal regulations of the university; duration of the working week at the university, time to start and end daily work; duration of a break; time and place of payment; duration of a paid leave and the rule of its giving; duration of an unpaid leave and the rule of its giving; rules of protection of labor conditions; the form of encouragement and liability and the rule of its use; conditions for the termination of labor relations; conditions to break the labor agreement; disciplinary liability norms (measures), disciplinary proceedings and procedures and other issues regulating labor and accompanying relationships at the university. General rights and responsibilities of the university students are also determined by the internal regulations of the university, so are issues related to students’ encouragement and disciplinary responsibilities.

Article 3. Internal Regulations are Elaborated and Approved by the Board of Representatives.

Article 4. Goals of Internal Regulations:

- a) To facilitate implementation of the rights and duties of the university staff;
- b) To ensure protection of labor discipline;
- c) To establish good faith towards labour of the university staff;
- d) To increase the level of professionalism and competence of the university personnel;
- e) To regulate the working time and rational use;
- f) To increase efficiency and effectiveness of fulfillment of official duties;
- g) To regulate official relations between the university administration and personnel;
- h) To facilitate economic, social and legal protection of the university personnel.

Article 5. Annulment or invalidation of this internal regulations or a part thereof, changes and/or additions in the regulations are made by the Board of Representatives of the university.

Chapter II. Terms Used in Internal Regulations

Article 6. Terms used in the internal regulations have the following meanings:

- a) The University - Legal Entity of Public Law - Akaki Tsereteli State University;
- b) The University Charter - the Charter of the University approved by the Order №132 /n of September 9, 2013 by the Minister of Education and Science of Georgia.
- c) The University Rector – the Rector of Legal Entity of Public Law - Akaki Tsereteli State University;
- d) Head of the University Administration - Head of the Administration of Legal Entity of Public Law - Akaki Tsereteli State University;
- e) Structural unit of the University - main educational and auxiliary structural unit of Legal Entity of Public Law - Akaki Tsereteli State University;

- f) The University Personnel – a person employed at the Legal Entity of Public Law - Akaki Tsereteli State University, and is an academic or assistant employee, teacher, invited specialist, etc.
- g) Code of Ethics of the University - Code of Ethics of Akaki Tsereteli State University approved by the Board of Representatives of Legal Entity of Public Law - Akaki Tsereteli State University, which determines compulsory norms of conduct at the university, issues of disciplinary misconduct and disciplinary procedures and rules.
- h) Labor Relations - implementation of paid work by an employee for the employer under the organizational order of labor;
- i) Employer - Legal Entity of Public Law - Akaki Tsereteli State University for which certain work is done on the basis of the labor agreement;
- j) Employee - a person who performs a job at Akaki Tsereteli State University based on the labor agreement.

Chapter III. Origin of Labor Relations. Labor Agreement.

General Rights and Duties of the University Staff

Article 7. Labor relations between the university and its personnel arise from the agreement reached by the free expression of will based on the equality of the parties.

Article 8. A contract between the University and its staff is written in a written or oral form:

- a) For a definite period of time
- b) For an indefinite period of time
- c) For the work performance period.

Article 9. Authorities of the University Staff

A person employed at the University is authorized to:

- a) Request the maximum safe working environment and conditions for life and health;
- b) Have equal pay under equal working conditions without any discrimination in accordance with the volume and quality of labor;
- c) Use breaks during a working day, during vacations and days off, and the annual paid leave;
- d) Join a professional union;
- e) Appeal to the court for the protection of its rights and freedom;
- f) Refuse to perform the work, task or instruction that contradicts the law or due to the vulnerability of the work safety conditions, creates an obvious and substantial threat to his or third person's health, property or safety of the environment;
- g) Enjoy other rights and freedom established by the legislation.

Article 10. Duties of the University Staff

A person employed at the University is obliged to:

- a) Fulfill the duties imposed on him;
- b) Defend legislative, subordinate or other legal acts relating to his/her business activities;
- c) Perform the relevant tasks and decisions of the university administration, university and faculty management bodies.
- d) Obey labor discipline, rationally use the working time to prevent any action that hinders the work of the relevant body / structural unit and abuses the university authority;
- e) Take care of the University's property, protect material values;
- f) Follow the norms of conduct established by the Code of Ethics of the University;
- g) Perform the job on his/her own (the Parties shall have the right to agree on the performance of work by a third party for a definite period of time);

h) Keep the workplace in order, maintain the cleanliness of the building and his/her work area;

Chapter IV. Duration of a Working Week, Daily Work Commencement and Completion Time, when working in shifts - duration of each shift. Holidays and days off. Rule of summarized calculation of working time at the university. Break time during a working day.

Article 11. Duration of a Working Week. Daily Work Commencement and Completion Time. Holidays and Days Off.

1. Working hours are part of the calendar time during which the personnel are obliged to perform their duties and responsibilities.
2. The university has a five-day working week Monday through Friday.
3. Daily work commencement and completion time is from 09:00 to 18:00.
4. Sunday is a common day off.
5. For the staff involved in the academic process, it is possible to make Saturday a working day.
6. Work commencement and completion time for the academic personnel, teachers and invited teachers is related to the fulfillment of other obligations provided by the auditorium, consultation and labor agreement.
7. Taking into consideration the requirements of the study process at the university, the personnel are allowed 6 days working week, no more than 41 hours a week.
8. The working time duration between the university and personnel can be determined by mutual agreement on the basis of labor legislation.
9. The holidays for the university staff are determined under the current legislation.
10. Performance of work by the personnel during holidays and work days is considered to be overtime work and its terms are determined by the agreement of the parties.
11. Performance of work by the personnel during holidays and work days is allowed only with the consent of the University Rector and the University staff, unless something else is derived from the current legislation.
12. Performance of work during the common days off, in agreement with the parties, may be reimbursed in the form of an extra day off or money.

Article 12. Summarized Calculation of Working Time at the University

1. Taking into account the conditions of work at the university when it is impossible to maintain daily or weekly working hours, it is possible to introduce a rule of summarized calculation of working time.
2. Rule of summarized calculation of working time at the university is developed by the University administration and approved by the Rector of the University.

Article 13. When Working in Shifts - Duration of Each Shift.

1. Depending on the work specifics at the University, the duration of a break among working days (shifts) should not be less than 12 hours.
2. Depending on the work specifics at the University, working in shifts and transition from one shift to another should be determined by the shift schedule, approved by the University Rector. The university staff should be informed 10 days before the change of shift schedule.

Article 14. Break Time During a Working Day

1. The university personnel are entitled to use a break during a working day. Break time is not considered to be working time.
2. Break time at the university is set from 13.00 to 14.00. The Rector of the University is authorized to set another period of break time for a certain category of persons.

3. The staff of the university uses the break of their own will. During the break, the staff is entitled to leave the place of work. The personnel have the right to leave the job during the break.
4. During the break, the university staff is authorized to be in the workplace.
5. A person employed at the university who breast feeds a child of one year of age, upon request, is granted extra break of at least 1 hour per day. This break is considered working time and is paid.

Article 15. Combination

Labor contract for a part-time job can be signed with a person who can perform other paid work in the free time from the main job. Under the labor agreement, the university is entitled to restrict an employee's right to work in another workplace in accordance with the legislation.

Article 16. Arrival and Departure from Work

1. The university staff is obliged to report on his / her arrival or departure from work in a special journal or in a specially allocated place through a registration apparatus – if applicable.
2. While performing work during holidays and days off under the legislation, the university staff is obliged to report on his / her arrival or departure from work in accordance with paragraph 1 of this article.
3. The form of a special journal and the procedure for its production is set up by the head of the university administration.

Article 17. Delayed Arrival at Work

1. The staff's delayed arrival at work (10 minutes or more) is considered late for work.
2. Delayed arrival at work can be considered excused or unexcused.
3. Considering delayed arrival at work excused or unexcused is done under the internal regulations.
4. The staff's delayed arrival at work for 5 or more days in a calendar year will be considered unexcused, not performing official duties and as systematic delay.
5. Unexcused delay at work is the basis for firing a person.

Article 18. Leaving Work Arbitrarily

1. Absence from the workplace or leaving arbitrarily (more than 2 days) will be considered as absence and a failure to perform official duties.
2. Leaving work arbitrarily is the basis for firing a person.
3. The university employee will be considered as fired the next working day from his/her absence or arbitrary leaving.

Article 19. Considering the Missing Time Caused by Delay at Work Excused or Unexcused

1. Delayed arrival at work or any other type of absence will be considered excused if the rector of the university or the head of the university administration or the head of the relevant structural unit of the university will satisfy the person's oral or written explanation and request for considering his/her absence as excused.
2. Delayed arrival at work or any other type of absence can be considered unexcused by the rector of the university or the head of the university administration or the head of the relevant structural unit of the university. In this case the appropriate disciplinary liability regulation is applied to the personnel.
3. Delayed arrival at work or any other type of absence will not be considered unexcused, if an employee performs official duties outside his/her workplace, which was required by the

work specifics or other urgent circumstances, and the Rector of the university or the Head of the University Administration were informed about it.

4. If delayed arrival at work or any other type of absence is considered unexcused, disciplinary liability measures imposed by the internal regulations may be applied towards the person.

Article 20. Absence from Work

1. In case of absence for a pre-known reason, the staff is obliged to address the head of the relevant structural unit, the head of the structural unit or other official – to the rector or the head of the administration, and the head of the administration – to the rector about the cause of the absence and the probable period of absence. If the absence does not exceed 2 days, appeal is performed orally or in written form if it is required by the head of the structural unit or other official, the head of the university administration or the rector, and if the term of absence exceeds 2 days, appeal must be submitted in written form.

2. If the request of a personnel for temporary dismissal from work is not approved, the personnel is obliged to continue to perform official duties or immediately appear in the workplace, even if he/she is away.

3. In case of absence for a pre-known reason, the staff is obliged to immediately contact and inform the head of the relevant structural unit, the head of the structural unit or other official – to the rector or the head of the administration, and the head of the administration – to the rector about the cause of the absence and the probable period of absence. If the absence does not exceed 2 days appeal is performed orally or in written form if it is required by the head of the structural unit or other official, the head of the university administration or the rector, and if the term of absence exceeds 2 days, appeal must be submitted in written form. The appeal should be made as a report card.

4. In case of absence from work for more than 2 days for an unknown reason, the person is obliged to mention in the report card a request for considering his/her absence as excused.

5. Absence from work for an unknown reason can be considered excused in accordance with the internal regulations.

6. In case of non-compliance with the provisions of this article, a disciplinary liability norm will be applied against the university staff.

Article 21. Absence from Work for an Unknown Reason

1. In case of absence by the staff of the university, except for academic personnel, teachers and specialists under paragraph 6 “a” of Article 50 of the Charter of the University, the University Rector or the Head of the University Administration are entitled to:

a) Charge 25 GEL for the first absence, but no more than 50 per cent of the labor cost at a time, for the second absence – 50 GEL, but no more than 50 per cent of the labor cost at a time.

b) Terminate labor relations for the third absence (dismiss from work).

2. Other disciplinary liability norms may be used by an authorized person instead of the disciplinary liability measures set forth in accordance with the first paragraph of this article.

Article 22. Rules for Regulating the University Academic Staff and Teachers' Arrival at Work

1. University academic personnel and teachers, as well as invited specialists conduct the study process in accordance with the "schedule" and "consulting hours table" set by the Faculty Board. The timetable set by the academic personnel and teachers, as well as invited

specialists can be adjusted once or for a certain period of time by a written consent of the Faculty Dean.

2. On each fact of absence by the academic staff and teacher, as well as by an invited specialist, the Human Resources Management Service sets up a written protocol in which the name and surname of the person envisaged by this article, the title of the faculty, missing academic hours are observed. The accuracy of the protocol record is confirmed by the signature of the relevant faculty representative or other authorized person.

3. On the request of the University Human Resources Management Service, the person is obliged to present the explanation of the reasons for absence within 2 days.

4. The academic staff (teacher) is obliged to provide a recovery for each excused absence during the current academic semester.

5. In case of absence from work for an unexcused reason by the academic personnel, teacher or invited specialist, the Rector of the University or with his reference the Head of the University Administration are entitled to:

a) Charge 25 GEL for the first absence, but no more than 50 per cent of the labor cost at a time, for the second absence – 50 GEL, but no more than 50 per cent of the labor cost at a time.

b) Terminate labor relations for the third absence (dismiss from work)

6. Other disciplinary liability norms may be used by an authorized person instead of the disciplinary liability measures set forth in accordance with this article.

7. In case of student absence during the hours provided by the academic schedule, the academic staff, teacher or invited specialist are required to stay in the auditorium for 15 minutes after the start of the lecture.

Chapter V. Overtime Work. Night Work

Article 23. Regulation of Overtime Work and Conditions of its Performance

1. Overtime work at the University is regulated by the Labor Code of Georgia. It is inadmissible to impose any sort of overtime work if it is beyond the norms and conditions established by the labor legislation.

2. The staff of the University in accordance with the Labor Code is obliged to perform overtime work:

a) For avoiding natural disaster and/or liquidation of its consequences - without pay;

b) For avoiding an industrial accident and/or liquidation of its consequences - with proper pay.

3. Overtime work is considered to be the work performed by the employee under the agreement of the parties in the time period, duration of which exceeds 40 hours a week for adults, 36 hours a week - for children under the age of 16 to 18, and 24 hours a week - for the juvenile age of 14 to 16.

4. Overtime work will be compensated by an increased hourly rate. This amount of this pay is determined by the agreement of the parties.

5. Parties may agree to give extra time off to an employee instead of an overtime pay.

Article 24. Juveniles, pregnant women and nursing mothers can not be employed at the University for night work (from 22:00 to 6:00), and a person nursing a child under the age of three or a person with disabilities – without their consent.

Chapter VI. Duration of Paid and Non-paid Leave and the Rule of its Giving

Article 25. Scope and Duration of a Leave Regulation

1. The duration of paid and non-paid leave and the rule of its giving is regulated by the Labor Code. It is inadmissible to establish any norms that restrict the right of an employee established by the Labor Code to use the vacation.

2. The university staff in accordance with the Labor Code shall enjoy a vacation in compliance with the following conditions:

a) The university personnel have the right to take a paid leave - at least 24 working days per year.

b) The university personnel have the right to take a non-paid leave - at least 15 calendar days per year.

3. The labor agreement can define the terms and conditions different from those stipulated in this article which should not worsen the personnel's status.

Article 26. Rule of Giving a Vacation

1. The university personnel have the right to request a leave after eleven months of working. By agreement of the parties a leave may be given until the expiration of this term.

2. From the second year of work, by agreement of the parties, an employee may be given a leave at any time of working year.

3. By agreement of the parties, an employee can use a partial leave.

4. A leave does not include the period of temporary disability, time off due to pregnancy, childbirth and childcare, time off due to adoption of a newborn and additional time off due to child care.

5. Unless otherwise is provided by a labor agreement, the university is entitled to determine the sequence of a paid leave for the personnel during the year.

Article 27. Obligation to Notify the Employer in Advance about Taking a Non-paid Leave.

When taking a non-paid, the staff is obliged to inform the university administration at least 2 weeks in advance, except when this is not possible due to urgent medical or family conditions.

Article 28. The right to demand vacation leave

1. In terms of the right to demand vacation leave, factual work performed by the employee is counted together with the time of compulsory outage caused by University.

2. In terms of the right to demand vacation leave, the time of missing the work for inadequate reason is not counted or the time of being on unpaid leave for more than 7 working days.

Article 29. Exceptional cases of postponement of paid vacation leave.

1. If paid vacation leave has negative effect on regular way of work, it can be postponed for the next year with acceptance of staff. Postponement of paid vacation leave for juvenile for the next year is forbidden.

2. It is not allowed to postpone paid leave during two years in immediate succession.

Article 30. Vacation leave compensation

Compensation for vacation leave for an employee is determined by average payment of previous three months. If the time from the day of starting the work or last vacation leave is less than three months then, compensation is determined by the average amount of payment of the months being worked, but in case of fixed salary – according to the last month payment.

Article 31. Maternity leave for pregnancy, childbirth and childcare

1. On the basis of his/her own request, employee is given the leave of 730 calendar days for pregnancy, childbirth and childcare.
2. 183 calendar days are compensated from the leave for pregnancy, childbirth and childcare. In case of complication or giving birth to twin, 200 calendar days are compensated.
3. The leave envisaged by the second paragraph of this article, can be distributed to the periods of pregnancy and childbirth by employee in accordance to his/her wishes.

Article 32. Leave for child adopting

Employee, who has adopted a child under the age of one year, is given 550 calendar days from the day of birth of leave from the child birthday on the basis of her own request. 90 calendar days of this leave are compensated.

Article 33. Compensation of the leave for pregnancy, childbirth and childcare and the leave for child adopting

The leave for pregnancy, childbirth and child care and the leave for child adopting are compensated by Georgian State Budget in accordance with regulation of Georgian Legislation. Financial help for the leave for pregnancy, childbirth and childcare, also the leave for child adopting does not exceed 1000 GEL. Employer and employee can make agreement on additional compensation.

Article 34. Additional leave for childcare

1. Employee is given unpaid leave for 12 weeks, but not less than 2 weeks a year (consecutively or partially) before the child reaches 5 years.
2. Additional leave for childcare can be given to any person who actually looks after a child.

Chapter VII. Obligations of the staff while dismissal, being on special mission or taking the vacation leave.

Special mission

Article 35. University staff is obliged to ensure handing in all documentation and material values entrusted to him together with room keys in three days time after being introduced the order of dismissal.

Article 36. Before leaving for special mission or vacation leave, University staff is obliged to ensure handing over all documentation and material values to appropriate service .

Article 37. Special mission is the alternation of working place for implementation of official duties by a person employed at University in accordance with Administrative Act by Rector of the University or the Head of University Administration.

Article 38. Sending a person for special mission does not mean the change of Labor Contract terms, if the time of the mission does not exceed 45 calendar days a year.

Article 39. University is obliged to compensate the expenses connected with the mission for a university employee in accordance with legislative regulations.

Article 40. On the basis of agreement between signatories, it is possible to set Labor Contract conditions different from the norms of this article according to legislation.

Chapter VIII. University staff encouragement and responsibilities

Article 41 . Forms of encouragement

1. University staff can be encouraged for:

- a) carrying his/her official duties in an exemplary way;
- b) long and conscientious work;
- c) performing the task of great importance or difficulty;
- დ) success gained in work.

2. Forms of encouragement of University staff can be the following:

- a) thanksgiving proclamation;
- b) financial reward (Bonus);
- c) valuable gift.

3. Several forms of encouragement can be used toward an employee of University.

4. The decision about giving encouragement to an employee is made by the Rector of the University.

5. Motivated proposal about usage of encouragement can be made by the relevant appointment body (authority).

6. Official promotion as a form of encouragement can be used for support staff.

7. Proposal for promotion of support staff member for higher position can be made by a person who has the right to appoint him/her to the position. In order to get promotion, he/she should make written approval.

Article 42. Responsibilities of University Staff

1. Following norms can be implemented toward university staff:

- a) Disciplinary responsibility norms;
- b) Material responsibility Norms.

Article 43. Norms of disciplinary responsibility

1. In case of violation of „Law of Georgia on Higher Education“, other legislative and statutory acts, conditions determined by University management body decisions, University regulations and Code of Ethics of University, University Internal Regulations and Labor Contract.

2. Norm of responsibility is used in case of disciplinary misdemeanour.
3. Forms of disciplinary misdemeanor are the following:
 - a) Non-fulfilment or improper fulfilment of duties;
 - b) Non-fulfillment of obligations set by University Administrative authorities, Management Bodies of University and Faculty and Labor Contract;
 - c) Violation of labor discipline, particularly, coming to work and leaving it, misuse of break hours, also missing work for inadequate reason etc.
 - d) Damage to university property or create threat to it;
 - e) Coming to work in alcohol-impaired condition or under the influence of narcotic or toxic substances.
 - f) Commitment of dishonest act which is against moral norms discrediting university;
 - g) Violation of University Code of Ethics.
4. Measures of disciplinary responsibilities are the following:
 - a) warning;
 - b) holding back up to 50% of salary;
 - c) dismissal from work (to terminate a contract).
5. the right, for assignment of disciplinary responsibility, measures of responsibility and determination of time for acting, is given to the authority or management body that has earlier chosen or appointed the person who is going to be assigned disciplinary responsibility measure or to the authority who has the right to employ or dismiss his/her from work according to University regulations.
6. Commitment of disciplinary misdemeanor can be the basis for assignment of disciplinary responsibility.
7. For one disciplinary misdemeanor only one measure of disciplinary responsibility can be used.
8. Disciplinary responsibility assigned for misdemeanor must be adequate to committed misdemeanor.
9. while performing disciplinary clerical work, performer body (authority) is obliged to study all importance circumstances of the case and make decisions on the basis of complying and evaluation of all these circumstances.
10. the person who is facing disciplinary responsibility assignment must be given opportunity to introduce his/her own views and facts of evidence.
11. in case of violation University Code of Ethics norms, disciplinary clerical work is conducted by Committee of University Ethics. Otherwise, disciplinary clerical work conduction, decision making and introducing it to plenipotentiary (management body) is ensured by human resource

management service or plenipotentiary set by the order of University Rector. Time for disciplinary clerical work conduction is one month.

Article 44. norms of material responsibilities

1. University staff is obliged to take care of university property and take measures in order to avoid damage. While one litigant damages the other during working interaction, the damage is compensated in accordance with legislation.

2. While performing official duties, university staff is assigned material responsibility if the damage to university is his/her fault. The responsibility is determined by part of labor compensation and should not exceed 50% of labor compensation for one occasion. Apart from the case when the damage exceed 50% of labor compensation.

3. If the damage to university exceeds 50 % of labor compensation, university staff is obliged to compensate it in compliance with the terms of this internal regulation.

4. While defining amount of damage, only actual amount of it is taken into account and not the benefit that was not received due to its damage.

5. It is not allowed to assign the responsibility to the staff for damage that is possible to belong to the risk category defined by the Civil Code.

6. University is obliged to create all conditions for staff for normal way of work and ensuring complete protection of entrusted property.

7. Forms of material responsibilities are the following:

- a) Limited material responsibility;
- b) Full material responsibility.

8. Limited material responsibility is assigned to:

- a) University staff – when damage is their fault but it must not exceed two months of labor compensation for negligent infliction or destroying the items, instruments, measuring tools and other items used by them.
- b) The heads of University structural units and other authorities – for damage of their fault, but not more than three month salary if damage is giving excess financial resources, wrong calculation or saving of material or financial values, theft of material or financial values, not taking measures in order to avoid damage or devastation;

9. Full material responsibility is assigned to university staff for damage to university if it is caused due to their fault, when:

- a) damage is caused by staff criminal action and is approved by court decision;
- b) damage was made under alcoholic influence;
- c) while carrying out official (labor) duties, staff is obliged with full material responsibility for university damage on the basis of written agreement;

d) Agreement made between university and a person, which obliges the person with full material responsibility, if he/she is not able to protect property entrusted to him for saving or other reasons;

e) Damage is made during carrying out nonofficial duties;

f) Property or other values were received by the person on the basis of unitary permit or document;

g) Items, instruments, measuring tools and other things entrusted to the person are damaged or destroyed on purpose;

10. Written agreement about full material responsibility can be signed with full age employee who protects, processes, hands over, transports or uses (in the process of work) the values entrusted to him/her.

11. Typical form of agreement about full material responsibility is approved by the Rector of University.

11. Amount of damage is determined by factual losses on the basis of accountancy data, eliminating norms of wearing out from prime cost of material values.

12. While grabbing, losses, destroying on purpose or damaging, damage is determined by the price which the item has at the moment of damaging.

13. While several employees are blamed in damage, amount of compensation is defined for each of them in terms of crime level, type and limits of material responsibility.

14. The order about compensation of damage made by university staff must be issued by the Rector of University or the Head of University Administration, no later than two weeks after the damaged was made and implemented in ten days tem after the message is received by university staff. If university staff does not agree with deduction or its amount, it should be considered as dispute and must be solved in accordance with regulations of Labor Code.

Chapter IX. Form and amount of labor compensation. Place and time for giving labor compensation.

Article 45. form and amount of labor compensation.

1. Form and amount of labor compensation of university staff is determined by Labor Contract or Order on Appointment.

2. Amount of labor compensation (salary) is determined by personnel arrangement and salary fund approved by University Representative Council.

3. Coercive outage, which takes place due to university fault, is fully compensated.

4. Coercive outage, which takes place due to staff fault, is not compensated.

Article 46. Time and place of labor compensation

1. labor compensation (salary, bonus) for university staff is performed in accordance with established regulations through service bank, putting it on private account of the staff.
2. Salary of University staff is given in accordance to established regulations at the last week of each month via service bank.
3. University ensures receiving the compensation by the staff without any delays.
4. Labor compensation can given to the staff via service bank cashpoint machines.
5. university is obliged to take into account the fact of installation of cashpoint machines in University buildings while signing the contract with the service bank.
6. University is obliged to compensate each day of any type of delay regarding compensation or payment with 0.07 percent of the sum.

Article 47. general instructions for labor protection and anti fire safety

1. University ensures creation of safe and healthy conditions for labor work.
2. Creation of highly safe labor environment for university staff health and life is enable through implanting preventive system for safe labor by University.
3. University ensures creation of conditions for labor protection for an employee. Staff is obliged to follow safety requirements set by current legislation and decision by university management bodies.
4. University staff is obliged to follow the anti fire safety requirements set by current legislation.
5. At the moment of employing a person at university or while performing a particular work, staff is obliged to get know the requirements of labor protection and anti fire safety. Introduction to conditions for labor protection and anti fire safety is performed by the Rector's plenipotentiary. The staff confirms the introduction to the conditions and requirements with his/her signature. Written acknowledgement is attached to his/her personal history.

Chapter X. signing the labor contract and its terms. Cancellation of labor contract.

Preemptive right for staying at work in acse of reorganization.

Article 48. Labor Contract. Contract terms

1. Written agreement is signed between the signatories.
2. Written agreement is made on understandable language of both signatories. Written agreement can be made in several languages. If written labor contract is made in different languages, it should contain the clause regarding which language contract is prioritized in case of differences among contract statements.
3. Application of a person and the document issued by the employer on its basis, which confirms the will of an employer regarding employing the person, is equal to formation of labor contract.
4. On the basis of employee's requirement, employer is obliged to issue the notice regarding the

employment which includes the data concerning performed work, labor compensation, and duration of labor contract.

5. The fact that labor internal regulation is the part of the contract can be defined by the labor contract. In this case employer is obliged to introduce labor internal regulations to the applicant before signing labor contract and later – all changed that are introduced in regulations.

6. If employee has signed several labor contracts which infill one another and not alter, all of them are given force and are considered as one labor contract.

7. Previous contract remains in force inasmuch as its regulations are not changed by the next contract.

8. In case of existing several labor contracts regarding the same conditions, the last one signed is prioritized.

9. Essential conditions for labor contract are the following:

a) The date of starting the work and duration of labor interaction;

b) working time and rest time;

c) work place;

d) post and the type of the work performed;

e) amount of labor compensation and payment rule;

f) extra work and compensation rule;

g) duration of paid and non paid vacation leave and the rule for giving the leave.

Article 49. Cancellation of labor contract on the initiative of university or the staff

1. Cancellation of labor contract can act as the basis for ceasing the contract.

2. ceasing the contract with the staff by University is possible while:

a) Reorganization of University structural unit (transformation, union, division, adjoining, merging etc) or due to the reduction of the staff;

b) revealing that the person is not suitable for the post or lack of qualification for performing the work;

c) the person who had been performing this work earlier, is returned to post on the basis of court decision;

d) non fulfilment of university internal regulation;

e) recognizing the person incapable to function;

f) issuing court decision in force according to which the person is sentenced to imprisonment that excludes the possibility of his/her return to work.

g) in other cases established by current legislation and university internal regulation.

3. working relationship with the staff is not ceased during university structural unit reorganization if the staff agrees and no specification is changed. In this case, cancelation of contract takes place reorganization is followed by the reduction of the staff.
4. university rector is empowered to free the person employed on a particular post from additional duties if this type of additional duty was given to this person on the basis of Rector's order and give this duty to another person (with his/her consent) in defined terms.
5. cancelation of labor contract is possible in any case on staff initiative. While canceling contract on staff initiative, he/she is obliged to warn university in written form at least 30 days earlier.

Article 50. Preemptive right for staying at work

1. during the reduction of university academic staff quantity, preemptive right (among people holding similar academic posts) for staying at work is given to the person holding academic post who has got scientific/academic degree directly in relevant direction in field/specialty. In case of equal circumstances, priority goes to the person who has got more experience in scientific-pedagogical work and high scientific qualification.
2. during the reduction of university support staff quantity, preemptive right (among people holding relevant posts) for staying at work is given to the person who has got higher qualification and performs his/her duties in an exemplary way. In case of equal circumstances, priority goes to the person who has got more experience of work.
3. apart from equal circumstances established by the first and second paragraphs of article on academic and support staff preemptive right for staying at work, additional circumstances are set by the Rector through the order.

Article 51. The rule for informing staff about decisions made by management bodies working on official issues

1. Decisions made by management bodies working on official issues can be spread on each member of university staff or on one or several members.

Chapter XI Student rights and obligations. Student encouragement and disciplinary responsibility

Article 52. Student rights are the following:

- a) get quality education;
- b) participation in scientific research;
- c) equal conditions for usage university material-technical, library, informational and other opportunities
- d) on the basis of regulation of Georgian Legislation, get thorough information about university work including financial and economical work.

- e) set up or/and join student organization in accordance with his/her wishes
- f) choose educational program;
- g) participate in working out individual educational program;
- h) make evaluation of academic staff work time by time;
- i) develop other entitlement given by this law and Georgian Legislation.

Article 53. Student obligations. Student encouragement and disciplinary responsibility

1. student is obliged to study all those subjects set by University programs, which were chosen by him/her and which are compulsory to be studied, follow university internal regulation, Code of Ethics and other regulations.

2. in order to encourage the student for distinguished study and active participation in university life, following measures are taken:

- a) thanksgiving proclamation;
- b) valuable gift;
- c) awarding diploma/certificate;

3. student is assigned disciplinary responsibility in case of disciplinary misdemeanor

4. Disciplinary misdemeanor is considered as nonfulfillment of internal regulations and study contract signed by the student, inappropriate fulfillment or violation of normed determined by Code of Ethics.

5. In case of disciplinary misdemeanor, following disciplinary measure is taken toward the student:

- a) Remark;
- b) Warning;
- c) Cancellation/ suspension of student status.

6. Issues of suspension/cancellation of student status are regulated by current legislation.

Article 54. Violation of internal regulation norms by the student and disciplinary pursuit of him

1. Due to the fact of violation of internal regulation norms, disciplinary pursuit is brought in action.

2. Disciplinary pursuit of the student must be equal to disciplinary misdemeanor and can be implemented according to established rules.

3. Any issue, which is connected with violation of internal regulation norms by the student, is discussed and solved by Faculty Council.

4. The issue of bringing in action disciplinary pursuit is solved by Faculty Council.

5. Assignment of disciplinary responsibility measure should not exceed 1 year if something different is not followed according to this internal regulation. In the end of established deadline

the person is released from responsibility, apart from the cases when the student is canceled the status.

6. Starting up the disciplinary pursuit of the student should not restrict his/her right to participate in studying process, if something different is established according to university rules and internal regulations and in case of threat on other people's rights, health, property of educational institute and safety protection. The student has right to attend the discussion of his/her case.

7. During disciplinary pursuit implementation the student has right to:

- a) Receive proved written decision on starting up disciplinary pursuit toward him/her.
- b) Attend the discussion of disciplinary pursuit issue and use the right to protection;
- c) Provide the council with current information and evidence;
- d) Participate in survey of evidence found by Faculty Council
- e) Demand discussion of disciplinary pursuit issue on public session.

8. The barden of discussion of disciplinary pursuit lies on plaintiff party. Decision about implementation of disciplinary pursuit must be proved and based on facts of eviadnc found out by Law of Georgia and University internal regulations and rules. All facts of evidence which are the basis for disciplinary pursuit must be studied by the Faculty Council.

9. The student has got right to appeal to court the decision made by the faculty against him.

10. Issues of violation of norms determined by Code of Ethics by the student, bringing up disciplinary pursuit against him/her, assignment of disciplinary measures due to violation of norms of Code of Ethics are regulated by University Code of Ethics.

Article 55. Final statements

1. Current internal regulations are compulsory for university staff to follow.

2. In case of violation of internal regulation requirements, university staff will be assigned the responsibility in accordance with legislation.