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Internal regulations of Tbilisi Humanitarian Teaching University

Article 1. General Provisions

1. The Internal Regulations of the Tbilisi Humanitarian Teaching University (hereinafter referred to as the THU, the University) have been developed on the basis of the Organic Law of Georgia – the “Labor Code of Georgia”, the Law of Georgia “On Higher Education” and the Regulations of the Tbilisi Humanitarian University.
2. The Internal Regulations are a set of rules of conduct at the University, regulate relations between students and the University, between students and academic staff, as well as between university employees and the University, determine their rights and obligations, and the ethical norms of students and professors.
3. Compliance with the Internal Regulations is mandatory.
4. Violation of the requirements of the Internal Regulations entails appropriate liability.
5. The contract signed between the University and the employee may include additional conditions that, in their essence, will not contradict the main requirements of the internal regulations.

Article 2. Objectives of the Internal Regulations

1. The objectives of above mentioned Internal Regulations are: facilitation the full implementation of the functions of the University; effective implementation of the educational process; to ensure the observance of labor discipline; to establish a conscientious attitude of the personnel to labor; to rationally use working time; to increase the efficiency of the performance of official duties; to promote the identification of the level of qualification and professional skills of the personnel.
2. These Internal Regulations ensure the observance of discipline in the process of labor and higher education, the rational use of working and educational time, the increase in the quality and efficiency of the performance of official duties.
3. Subject Internal Regulations ensure the transparency of the labor relationship between the University and the employee, the clarification and more clear declaration of those regulations that are not and/or are partially regulated by the collective agreement.

Article 3. Time of Work, Break and Rest

1. The University works every day from 09.00 to 21.00.
2. Day off is Sunday.

3. The work schedule of the academic staff of the University is determined on the basis of the employment contract concluded with them and in accordance with the calendar of their academic workload.
4. It is not permissible for academic staff to be late for classroom lessons or to miss them without good reason; in case of not holding a classroom lesson for good reason or being late for a lesson for more than 10 minutes, the lecturer shall be withheld a proportional part of his/her salary.
5. In case of absence from classroom classes for a valid reason, academic staff, as well as invited staff, shall notify the Dean of the relevant faculty and the Faculty Coordinator 1 working day in advance, who shall ensure the replacement of the absent lecturer with other academic staff of the faculty or a one-time correction of the class schedule (if such an opportunity exists), and inform students about the absence/change in the class schedule. It is not permitted for other persons (persons not employed by the University) to attend classroom classes of academic and invited staff instead of them.
6. Classes missed for an unjustified or valid reason are subject to mandatory resumption; classroom classes missed due to a weekend are subject to resumption.
7. The working hours of invited personnel are determined in accordance with the study schedule.
8. The university records the time of arrival and departure of academic and invited personnel at the workplace.
9. The work schedule of the administrative and support (technical) personnel of the university is determined on the basis of the labor contract concluded with them; systematic (more than 3 times a month) violation of the work schedule is not allowed; in case of systematic violation of the work schedule (arriving late for work and/or leaving the workplace ahead of time), the rector is authorized to consider the possibility of applying adequate disciplinary sanctions to employees.
10. An employee has the right to take a one-hour break during the working day, in agreement with the immediate supervisor, during a specific period of working time.
11. All structural units of the University work in accordance with the University's work schedule, unless a different work schedule is established by the regulations of this structural unit itself.
12. Below are days off as defined by the legislation of Georgia:
 - a) January 1 and 2 – New Year's holidays;
 - b) January 7 – Christmas;
 - c) January 19 – Epiphany – the day of the Annunciation of Our Lord Jesus Christ;
 - d) March 3 – Mother's Day;
 - e) March 8 – International Women's Day;
 - f) April 9 – the day of the adoption of the Act on the Restoration of State Independence of Georgia, the day of national unity of Georgia, civil harmony and remembrance of those who died for the motherland;

- g) Easter days – Good Friday, Holy Saturday, the Day of the Glorious Resurrection of Our Lord Jesus Christ; All Souls' Day – Easter Monday (dates are subject to change);
- h) May 9 – Victory over Fascism Day;
- i) May 12 - Day of the Assumption of Georgia to the Most Holy Theotokos, the day of commemoration of the founder of the Georgian Church as an Apostolic See - Saint Andrew the Apostle - Day of Hope;
- j) May 17 - Day of the Sanctity of the Family and Respect for Parents;
- k) May 26 - Independence Day of Georgia;
- l) August 28 - Day of the Assumption of the Most Holy Theotokos (Mariamoba);
- m) October 14 - Day of Mtskheta (Feast of the Holy Cross, Robe);
- n) November 23 - St. George's Day.

13. In order to ensure the continuity of the educational process, the University, in agreement with the employees, is authorized to make a decision on the continuation of the lecture process on weekends/holidays. In this case, the employees' labor shall be compensated at an increased rate.

14. For the personnel, being at the University on weekends and holidays/holidays, during breaks or after the end of working hours, is voluntary.

15. Based on official needs, the reporting of the personnel/person to work on weekends and holidays is made in agreement with the head of the relevant structural unit.

Article 4. The Procedure for Reporting of Absence from Work

1. An employee is obliged to notify his/her immediate supervisor about arriving late to work and/or leaving work during the day.
2. In case of absence from work for a reason known in advance, the employee is obliged to notify his/her immediate supervisor and/or, in his/her absence, the Human Resources Management Service.
3. In case of absence from work without a reason known in advance, the employee is obliged to immediately notify his/her immediate supervisor and/or, in his/her absence, the Human Resources Management Service of the estimated period of absence, indicating the appropriate reason.
4. The employee has the right to use an additional 7 calendar days during the year, but not more than 3 calendar days per month, in addition to vacation for a known reason and/or in case of unknown reason. Absence from work during this period shall be considered an honorable absence for the personnel/person.

Article 5. Vacation

1. An employee has the right to take paid leave – not less than 24 working days per year.
2. An employee has the right to take unpaid leave – not less than 15 calendar days per year.
3. An employee must apply for paid/prepaid leave at least 5 days before going on leave, unless there are other objective circumstances that justify the request for leave without observing this period.

Article 6. Leave for Pregnancy, Childbirth and Childcare

1. An employee shall, upon her request, be granted paid leave for pregnancy and childbirth in the amount of 126 calendar days, and in the case of complications in childbirth or the birth of twins - in the amount of 143 calendar days.
2. An employee shall have the right to distribute the leave provided for in paragraph 1 of this Article, at her discretion, over the periods of pregnancy and childbirth.
3. An employee shall, upon her request, be granted paid leave for childcare in the amount of 604 calendar days, and in the case of complications in childbirth or the birth of twins - in the amount of 587 calendar days. Of this leave, 57 calendar days shall be paid.
4. The leave for childcare provided for in paragraph 3 of this Article may be used in whole or in part by the mother or father of the child. The use of the leave for childcare provided for in paragraph 1 of this Article is the exclusive right of the mother of the child, however, the father of the child has the right to use the days of the said leave that the mother of the child has not used.
5. When taking leave for childcare, the employee is obliged to notify the employer 2 weeks in advance about taking the said leave. The employee uses the leave for childcare and the paid part of the leave for childcare consecutively, respectively, for 183 or 200 calendar days.
6. A university employee, at his own request, continuously or in parts, but not less than 2 weeks per year, is granted unpaid leave for childcare in the amount of 12 weeks until the child reaches the age of 10.
7. Additional leave for childcare may be granted to any employee who is actually caring for a child.

Article 7. Business Trip

1. A business trip is a temporary change of an employee's place of work by the employer, based on the interests of the job.
2. The employer is authorized, at its own discretion, to send an employee on a business trip for a period of no more than 45 calendar days per year.

3. Expenses related to the business trip: travel, accommodation and daily expenses are reimbursed by the university.
4. The employee is obliged to submit documents confirming the business trip expenses and a written report on the business trip within 5 working days after returning from the business trip.

Article 8. Remuneration, Deductions and Overtime

1. The amount of remuneration is determined for each employee individually by an employment contract or by order of the rector.
2. Remuneration is paid once a month. It includes income tax, pension tax, which is paid to the budget by the university from the personnel salary.
3. The employee is paid a monthly salary by the 15th of the following month.
4. The salary is paid by transfer to the employee's salary account in the bank.
5. The university is not responsible for any delay in the payment of salary due to reasons arising in the banking systems and for compensation for damage caused by this.
6. Unless otherwise specified in the employment contract, in the event of a forced delay caused by the employer's fault, the employee will be paid the full amount of remuneration.
7. Involuntary absences caused by the employee's fault shall not be compensated.
8. The amount of a one-time deduction from the salary shall not exceed 50 percent of the salary.
9. The employee is obliged to perform overtime work:
 - a) To prevent a natural disaster and/or to eliminate its consequences – without compensation;
 - b) To prevent an industrial accident and/or to eliminate its consequences – with appropriate compensation. An industrial accident, depending on the specifics of the institution, also implies the existence of circumstances that may threaten the institution's authorization, accreditation of programs or the exercise of other rights that require licensing or granting of special rights from regulatory agencies.
 - c) Overtime work is considered to be work performed by an employee in a period of time exceeding 40 hours per week by agreement of the parties.
 - d) Work performed by an employee during non-working hours on his own initiative without the instruction of an authorized person shall not be considered overtime work.
 - e) For each hour, worked overtime the employee shall be paid an amount increased by 25 percent of the hourly wage rate; also, in exchange for overtime work performed, the employee may be granted additional rest time with his consent.
10. It is prohibited to employ a pregnant woman or a woman who has recently given birth, a person with disabilities, or a minor to overtime work without his consent.

Article 9. Working Conditions and Environment

1. The University is obliged to provide the safest possible working environment for the life and health of employees. The University takes measures to implement a preventive system ensuring labor safety and to conduct a procedure for periodic monitoring of working conditions.
2. An employee has the right to refuse to perform work, tasks or instructions that are contrary to the law or pose a clear and substantial threat to his or a third person's life, health, property or the safety of the natural environment due to non-compliance with labor safety conditions. The employee is obliged to immediately notify the employer of the circumstances due to which he or she refuses to perform the obligation assumed under the employment contract.

Article 10. Labor obligations of an employee

1. An employee is obliged to:
 - a) Properly perform the assigned duties;
 - b) Comply with those legal acts that are related to his/her official activities without special instructions;
 - c) Carry out the orders and instructions of the supervisor, which arise within the framework of the authority established by the legislation; observe the system of official subordination - subordination;
 - d) Observe labor discipline, use working time rationally, and prevent actions that hinder the work of the University and undermine its authority;
 - e) Take care of the University's property, protect material values;
 - f) Comply with the University's ethics and disciplinary responsibility norms, the University's internal regulations, and the requirements of other acts in force at the institution;
 - g) Keep the workplace in order, and maintain cleanliness in the building and on its territory.
2. It is prohibited for personnel to use computer games at work and use Internet resources for non-official purposes.
3. Personnel/persons are obliged to comply with labor, fire safety, and other safety requirements provided for by the legislation of Georgia and the order of the rector.

Article 11. Responsibility

1. Damage caused by a party to the other party during labor relations shall be compensated in accordance with the procedure established by these internal regulations and the legislation of Georgia.

2. Employees are obliged to treat the property of the University with care and take measures to prevent damage. The liability provided for in this Article applies to the information resources of the University and information belonging to the sphere of intellectual property.
3. Employees working with the documentation of students and professors, the register of educational institutions are obliged to comply with the requirements for the confidentiality of personal data established by law.
4. For damage caused to the University during the performance of labor activities, the employee shall bear material liability for the amount of damage caused, regardless of the employee's fault.
5. For damage caused by the employee's culpable actions, the University has the right to impose fines and sanctions on the employee, which shall be determined by the Rector or a person/structural unit authorized by him, taking into account the amount and significance of the damage.

Article 12. Material Responsibility of the Personnel

1. The administration is obliged to supervise the use of material assets on the employee's balance sheet.
2. The personnel of the institution shall be obliged to:
 - a) Use control over the proper use and protection of the property transferred to him;
 - b) Immediately notify the rector of any movement, damage, destruction or loss of property under his control;
 - c) Use the property only for official purposes;
 - d) Not to transfer the property in his possession to another staff/person without the consent of the rector;
 - e) In case of damage to the property, submit an explanatory note to the rector.
3. The removal of material values accounted for on the balance sheet of the institution from the administrative building of the university, except for urgent necessity, is allowed with the consent of the head of the Finance and Infrastructure Management Service, about which a written act is drawn up.

Article 13. Rules of Employee Behavior

1. An employee is obliged to perform work personally.
2. An employee of the University is obliged to strictly observe the internal regulations of the University, as well as the norms of ethics in relations with the University staff and students.
3. When implementing the procedures for obtaining, storing and issuing information about a student, the University staff is guided by the requirements of the General Administrative Code of Georgia.

4. University staff who is in contact with University documentation must keep the relevant information confidential. The personal files of staff and students are also confidential, except for cases when there are legal requirements of law enforcement agencies.
5. An employee is obliged to notify the head of the department or the Human Resources Management Department in advance in case of delay or absence from work.
6. An employee who has a child under 10 years of age has the right to be late for work by 30 minutes and finish work 30 minutes early.
7. The rules of conduct of employees are determined by the University's Code of Ethics, which is part of these internal regulations.

Article 14. Responsibility During working in the Electronic Case Management System

1. An employee of every structural unit of the University is responsible for timely and competent response to correspondence related to his/her department.
2. Until the full implementation of the electronic case management system, the University may record documentation in material form.
3. In the event of the functioning of the electronic case management system provided for in paragraph 2 of this Article, each employee of every structural unit of the University will have an individual page in the system, which will provide access to the correspondence assigned to them.
4. In the event of the functioning of the electronic case management system, each employee of the University is obliged to:
 - a) Check the individual page of the system daily to familiarize yourself with the correspondence and tasks written on it;
 - b) Complete the received tasks within the established deadline, in compliance with the requirements of the University's procedure, and electronically notify the results to the administration service.
5. University employees are prohibited from:
 - a) Transferring work on their own page of the system to another person;
 - b) Disclosing information available in the system to third parties;
 - c) Transferring the login name and password to other persons.

Article 15. Suspension of Labor Relations

1. Labor relations are suspended upon the existence of the grounds specified in paragraph 2 of Article 46 of the Labor Code of Georgia.
2. An act - order of the director of the relevant content shall be issued regarding the suspended labor relations (except for the grounds of a lockout).

3. During the period of suspension of labor relations, the employee shall not be paid for labor, except for cases of suspension of labor relations on the grounds of conscription into reserve military service, temporary disability and/or use of paid leave.
4. In the event of suspension of labor relations, the employer may replace the employee who is temporarily absent from work.

Article 16. Termination of the Labor Contract with an Employee

1. The grounds for termination of an employment contract with an employee are follows:
 - a) Economic circumstances, technological or organizational changes that necessitate a reduction in the workforce;
 - b) Expiration of a fixed-term employment contract;
 - c) The employee voluntarily resigns from the position/work based on a written application,
 - d) Written agreement of the parties;
 - e) Inconsistency of the employee's qualifications or professional skills with the position held/work performed, which shall be determined by attestation and/or work process evaluation mechanisms; inconsistency may also be caused in the event that additional qualification requirements are established for the employee under the current legislation of Georgia;
 - f) Gross violation of the obligation imposed on the employee by the employment contract and/or internal labor regulations;
 - g) Violation of the obligation imposed on the employee by the individual employment contract and/or internal labor regulations, if any disciplinary measure provided for by the internal labor regulations has already been applied to him/her within the last 1 year;
 - h) Long-term incapacity for work, if its term exceeds 40 consecutive calendar days or the total term exceeds 60 calendar days within 6 months, and the employee has used paid leave;
 - i) Entry into legal force of a court judgment or other decision that excludes the possibility of performing work;
 - j) In case of recognition of the strike as illegal by a decision adopted by the court and entered into legal force;
 - k) Death of the employee;
 - l) Commencement of liquidation proceedings against the employer;
 - m) Other objective circumstances justifying the termination of the employment contract.
2. When the employer terminates the employment contract on the grounds provided for in subparagraphs "a", "e", "h" and "n" of paragraph 1 of this Article, he is obliged to warn the employee 30 calendar days in advance about the expected dismissal, in writing. In this case, the employee shall be compensated in the amount of 1 month's salary; and, if the employee is warned 3 calendar days in advance, the employee shall be compensated in the amount of 2 months' salary.

3. In case of early termination of the contract at the initiative of the employee, the employee is obliged to notify the employer about this 30 calendar days in advance. In case of termination of the labor relationship on the employee's own initiative without observing the period specified in this paragraph, the employer is entitled to impose a fine on the employee in the amount of the employee's last full month's salary.
4. Failure or improper fulfillment of the obligations specified in the labor contract or internal regulations by the employee is considered a violation of the obligations imposed on him by the labor contract and/or internal regulations.
5. Upon termination of the labor contract, the rules provided for in Article 48 of the Labor Code of Georgia shall apply.
6. Upon termination of the labor relationship, the employer is obliged to make a final settlement with the employee no later than 7 calendar days.

Article 17. Study Schedule

1. The academic process at Tbilisi Humanitarian Teaching University is carried out during the academic year (40 weeks). Education is carried out in 2 – autumn and summer semesters. The duration of one semester is – 20 weeks.

2. The academic schedule at the university is approved by the dean of the relevant faculty and the head of the academic process management service; the academic schedule is published on the university website, as well as in the university lobby; the academic schedule for one academic day should not include more than 6 academic hours for a group;

The university must ensure that group classes during one academic day are consistent and do not include free hours/hours (windows).

3. Based on the student's substantiated application, the faculty ensures the planning of the student's individual academic process, based on a special rule developed by the faculty.

4. The duration of the classroom training session is 50 astronomical minutes, according to the following schedule:

1. 09.00 – 09.50 Break - 10 minutes;
2. 10.00 – 10.50; Break - 10 minutes;
3. 11.00 – 11.50; Break - 10 minutes;
4. 12.00 – 12.50; Break - 10 minutes;
5. 13.00 – 13.50; Break - 10 minutes;
6. 14.00 – 14.50; Break - 10 minutes;
7. 15.00 – 15.50; Break - 10 minutes;
8. 16.00 – 16.50; Break - 10 minutes;
9. 17.00 – 17.50; Break - 10 minutes;
10. 18.00 -18.50; Break - 10 minutes;

11. 19.00 – 19.50; Break - 10 minutes;
12. 20.00 – 20.50; Break - 10 minutes.
5. After the start of classroom classes, order must be maintained in the auditorium and corridor.
6. The week of midterm exams is established once during the academic semester by the relevant faculty; no classroom classes are held during the week of midterm exams; if necessary, make-up midterm exams are scheduled for the academic week following the week of midterm exams, so that the classroom learning process is not disrupted (coincidence is not allowed); midterm exams are rescheduled one week before the final.
7. During the examination session, exams should not overlap; it is not allowed to schedule more than 1 exam on the same day.
8. The interval between the main and additional exams in one academic discipline is at least 5 calendar days.

Article 18. Student Rights and Responsibilities

1. The main purpose of studying at the university is to receive quality education.
2. The student has the right to:
 - a) Receive quality education;
 - b) Use the material and technical, library, information and other resources of the university on equal terms;
 - c) Elect a representative by secret ballot on the basis of universal, direct and equal elections and be elected to the Student Self-Government Council, as well as to the University Faculty Council;
 - d) Freely establish and/or unite in student organizations in accordance with their interests;
 - e) Freely express their opinion and reasonably refuse to share the ideas that are offered during the educational process;
 - f) Transfer to another higher educational institution; transfer the state educational grant they have obtained, in accordance with the procedure established by the legislation of Georgia;
 - g) Receive a study incentive scholarship, financial or material assistance, and other benefits from the University or other sources;
 - h) Choose an educational program;
 - i) Participate in the development of an educational program;
 - j) Periodically evaluate the work of academic personnel;
 - l) Appeal the decision made by the University against him in court;
 - k) Exercise other powers granted to him by the legislation of Georgia.
3. Personal information expressed by a student in the presence of academic personnel, as well as information about his own views, beliefs and political beliefs, which became known to the latter during the educational process, as well as information about the implementation of disciplinary measures against the student, are confidential, except for cases where there is a student's

permission or the University has a legitimate interest in protecting the safety of others and the rights protected by law.

4. The student is obliged to study all subjects that he/she has chosen of his/her own free will and whose teaching is mandatory, according to the program established by the university, to comply with the university's statutes, internal regulations, and other internal regulatory acts of the university, including decisions of the university's academic council, orders of the university's rector, decisions of the faculty council, and obligations assumed under the agreement on educational services signed with the university.

Article 19. Rules of Ethical Behavior of Students

1. The student is obliged to comply with the internal regulations and academic discipline of the university and to contribute to the improvement of the university's image through his/her own behavior.

2. The student must take care of the university's material and technical values, library funds, computers, etc.

3. The student is prohibited from:

- a) Being intoxicated at the university;
- b) Using toxic and narcotic substances.

4. The following actions by the student shall be considered a violation of the norms of student ethics:

- a) Engaging in obscene verbal arguments with other students;
- b) Initiating physical conflicts with other students and/or engaging in such conflicts;
- c) Using obscene language on the university's official website or social media;
- d) Using a mobile phone during classes;
- e) Behaving in a manner that disrupts the learning process – the lecturer, other students;
- f) Insulting academic staff;
- g) Insulting administrative staff;
- h) Insulting support staff;
- i) Other actions that disrupt the learning process detract from it or the image of the university;
- j) Violating the tobacco control rules

5. Students are prohibited from using someone else's work (plagiarism), copying (using a so-called "cheat sheet") or dictating during learning activities. Work submitted using these prohibited methods will not be evaluated.

Article 20. Students Self-Government Rights

1. Students self-governments elected by secret ballot, based on universal, equal, direct elections, are established at the university according to the main educational units. Students may establish alternative student self-government associations.
2. Students self-government develops and functions on the basis of the Students Self-Government Statute.
3. The highest body of student self-governments is the General Assembly, which establishes the Student Self-Government Council and elects the President of the Student Self-Government.
4. Students Self-Government Council, elected by the General Assembly of Students Self-Government for a term of 2 years, is headed by the President of Student Self-Government, who is elected by the General Assembly of Students Self-Government for a term of 2 years.
5. The Student Self-Government, in accordance with its regulations:
 - a) Ensures the participation of students in the management of the University and the Faculty;
 - b) Promotes the protection of students' rights;
 - c) Elects representatives to the University Faculty Councils;
 - d) Is authorized to develop proposals to improve the University management system and the quality of education;
 - e) Exercises other powers provided for by the regulations.
6. University professors and teachers, as well as the administrative staff of the University, do not have the right to engage in the activities of the Student Self-Government(s).

Article 21. General Obligations of the University towards Students

1. The University is obliged to ensure a fair assessment of student knowledge, for which it shall develop appropriate procedures.
2. It is prohibited for the University to use its own powers and material and technical base in a way that may create a threat of censorship or restrict the student's freedom of expression, except for exceptional cases specified in the University's regulations based on the legislation of Georgia.
3. The University takes care of creating the necessary conditions for students with disabilities to receive full education, in accordance with the procedure established by the legislation of Georgia.
4. The University is obliged to faithfully fulfill the agreement signed with the student on the provision of educational services.
5. The University is obliged to protect the personal data of students, in accordance with the Law of Georgia "On the Protection of Personal Data".

Article 22. Acquaintance with Rights and Obligations for Students

1. In order to familiarize students with their rights and obligations, to easily adapt to the environment and to fully utilize the resources offered by the university, the university offers the following:
2. Orientation meetings are held for first-year students within two weeks of the beginning of the academic year, which include the following:
 - a) Introduction to the goals, objectives and strategy of the university's mission;
 - b) Introduction to the rights and obligations of students;
 - c) Introduction to the main provisions of the documents regulating the educational process and information about their accessibility;
 - d) Provision of information about various support measures (e.g. scholarships, flexible tuition payment schedules, etc.) taking into account the student's socio-economic status;
 - e) Introduction to the rules for using the electronic educational process management system;
 - f) Provision of information about career support and consulting services;
 - g) Information that the university website is a means/source of official information dissemination;
3. In order to protect the rights and legitimate interests of students, the university has created a form for submitting a complaint/claim, which may concern the activities of pedagogical and administrative personnel, collegiate and management bodies, and student unions.
 - 3.1. The complaint/claim shall be submitted in writing.
 - 3.2. The complaint/claim shall be submitted for consideration no later than 3 working days to the Ethics Committee, which shall make a decision no later than five working days after the complaint/claim has been reviewed.
 - 3.3. The addressee(s) of the complaint/claim shall be involved in the review process.
 - 3.4. The decision shall be notified in writing to the author of the complaint/claim within 10 days.
 - 3.5. In the event that the official/body reviewing the complaint/claim considers that disciplinary proceedings should be initiated on the issue, all relevant documents shall be transferred to the Disciplinary Commission for review.
 - 3.6. The party is entitled to appeal the decision in accordance with the procedure established by the legislation of Georgia.
4. The University has mechanisms for appealing exam results/ongoing assessment. The procedures related to appealing exam results are regulated by the University "Rules for Conducting Midterm and Final Exams".

Article 23. Rights and Obligations of University Employees and Rules of Ethical Behavior of Academic Personnel

1. The human resources of the university consist of administrative, academic and support (technical) personnel, as well as invited personnel (senior teachers and teachers) and those employed under fixed-term employment contracts in non-staff units.
2. The Human Resources Management Service ensures the ongoing management of human resources.
3. University employees are obliged to comply with the University Statute, Internal Regulations, and other internal regulatory acts of the University, including decisions of the University Academic Council, orders of the University Rector, decisions of the Faculty Council, and obligations assumed under the labor contract concluded with the University.
4. The University ensures the freedom of teaching and research of academic personnel and creates appropriate conditions for their activities.
5. Academic staff shall enjoy academic freedom and have the right to:
 - a) Carry out teaching, research, creative activities and publish scientific works without interference;
 - b) Independently determine the content of the curricula (syllabuses), teaching methods and means of education within the framework of the educational program;
 - c) Use other powers granted by the legislation of Georgia.
6. Academic staff participates in the management of the University.
7. Academic staff is obliged to:
 - a) comply with the University Statute, these internal regulations, and other internal regulatory acts of the University, including decisions of the University Academic Council, orders of the University Rector, decisions of the Faculty Council, and obligations assumed under the employment contract concluded with the University;
 - b) Comply with the ethical norms specified in these internal regulations.
8. A person employed at the University is obliged to take care of strengthening and enhancing the authority of the University.
9. Academic staff is prohibited from:
 - a) Behavior unbecoming a professor;
 - b) Influencing a student's exam result, biased assessment;
 - c) Covering up falsification of facts, cases of patronage, and other similar facts;
 - d) Missing a lecture and being late for it;
 - e) Submission/use of false documentation;
 - f) Unjustified deviation from the content of the syllabus;
 - g) Making political and religious appeals during a lecture;

- h) Providing additional services to one's own students in order to get by, including offering private lessons during non-working hours;
 - i) Making discriminatory statements or actions or treatment on any grounds;
 - j) Violating the tobacco restriction rule.
10. The personal life of a university employee is inviolable. At the same time, a university employee must realize that his human dignity, spiritual and civic values should be a role model for students.
 11. There should be a healthy cooperative relationship between professors and students.
 12. Affiliated academic personnel are obliged to comply with the terms of affiliation specified in the labor contract and special rules.
 13. The formation of structural units of political and religious organizations at the university is not allowed.

Article 24. Disciplinary Responsibility

1. The norms of disciplinary proceedings and disciplinary responsibility determine the grounds for disciplinary responsibility of personnel and students, types of disciplinary punishment, issues of initiating disciplinary prosecution, conducting disciplinary proceedings and imposing responsibility.
2. Disciplinary responsibility against a student must be proportional to the disciplinary offense and may be implemented only in cases and in accordance with the established procedure, in compliance with the requirements of the Law of Georgia on Higher Education, through a fair procedure.
3. The initiation of disciplinary proceedings against a student shall not restrict the student's right to participate in the educational process, except for the cases provided for in these internal regulations.
4. During the period of disciplinary proceedings against a student, the use of a temporary measure to restrict the student's participation in the educational process shall be permitted if his/her participation in the educational process poses a threat to the rights, health, property and safety of others, or the conduct of the educational process; a temporary restriction of a student's access to the educational process may be imposed by decision of the Disciplinary Commission.
5. Disciplinary proceedings against a student are conducted by a disciplinary commission formed by the Faculty Council from its own members, consisting of 5 members.
6. The Faculty Disciplinary Commission is headed by the Dean of the Faculty, and its composition also includes, by mandatory rule, at least 1 student; the Disciplinary Commission is convened by the Dean of the Faculty, based on the application of a member of the Disciplinary Commission or an interested person.

7. The issue of disciplinary proceedings against a student is resolved by the Disciplinary Commission of the Faculty Council, based on whose decision an order of the Rector of the University is issued on the imposition of a disciplinary sanction on the student.
8. The student has the right to attend the discussion of his case in the Disciplinary Commission.
9. The Disciplinary Commission shall investigate a case of disciplinary misconduct and shall have the authority to interview the interested person, University employees and students; the Disciplinary Commission shall determine whether there has been a violation of the University Statutes and University Internal Regulations, and, if a violation is confirmed, how serious the violation is and what will be an adequate measure of impact on the violator – a measure proportional to the violation.
10. During disciplinary proceedings, a student has the right to:
 - a) To make a reasoned decision in writing on the initiation of disciplinary proceedings against him/her;
 - b) To attend the discussion of the disciplinary proceedings and exercise the right to defense;
 - c) To provide the disciplinary commission with the information and evidence at its disposal;
 - d) To participate in the examination of the evidence obtained by the disciplinary commission;
 - e) To request that the disciplinary proceedings against him/her be discussed at a public hearing.
11. When considering a disciplinary proceeding, the burden of proof lies with the prosecution. The decision to initiate disciplinary proceedings must be substantiated and based on evidence obtained in accordance with the procedure provided for by the legislation of Georgia and the University's internal regulations. All evidence that is the basis for disciplinary proceedings must be examined by the Disciplinary Commission.
12. In the event of confirmation of a student's violation of the University's regulations and these internal regulations, the Disciplinary Commission shall petition the University Rector (submit its reasoned decision on the consideration of the matter, as well as the Rector's draft order) to apply one of the following disciplinary sanctions:
 - a) Warning (basic);
 - b) Severe warning (basic);
 - c) Compensation for damage/losses caused, if any (additional);
 - d) Last warning (basic - within 1 academic semester - in case of repeated violation, after a warning or severe warning);
 - e) Termination of student status (expulsion from the university) - used in cases of extremely serious or gross violation, when the student's continuation of studies at the university makes it impossible to protect the rights and safety of others and/or conduct the educational process.
13. A student has the right to appeal a decision taken against him/her in the context of disciplinary proceedings in court.
14. Information on disciplinary sanctions applied to a student is, as a rule, confidential.

15. The issue of violation of the internal regulations and/or the terms of the employment contract by auxiliary or non-elective administrative officials of the University, as well as invited personnel, shall be considered by the Rector.

16. The issue of violation of the internal regulations and the terms of the employment contract by the elective administrative personnel of the University, as well as academic personnel, shall be considered by the Academic Council of the University; to investigate the fact of the violation, the Academic Council shall establish a disciplinary commission, for the term of office of the Academic Council, consisting of 3 members, chaired by the Rector.

17. In case of disciplinary misconduct (violation of internal regulations) or violation of the terms of the employment contract, the following disciplinary sanctions shall be applied to a person:

- a) Note;
- b) Warning;
- c) Reprimand;
- d) Salary withholding (proportionately, depending on the nature of the violation);
- e) Compensation for damage/losses caused (basic, additional);
- f) Dismissal.

18. An employee has the right to appeal a decision taken against him/her within the framework of disciplinary proceedings in court, in accordance with the procedure established by the legislation of Georgia.

19. A person shall not be subject to disciplinary liability if two (2) years have passed since the date of committing or discovering a disciplinary violation, and three (3) months have passed since the date of making a decision to initiate disciplinary proceedings.

20. The deadline for deciding on the admissibility of a complaint is one (1) month from the date of receipt of the application/complaint, and for considering the case and issuing a decision - one (1) month from the date of initiation of disciplinary proceedings.

21. The period during which the consideration of the case is suspended or postponed shall not be included in the total period of case proceedings specified in the Regulation.

Article 25. The powers of the Disciplinary Commission are:

- a) To receive and examine the information received (application/complaint);
- b) To check the statute of limitations for initiating disciplinary proceedings specified in this Regulation;
- c) To determine whether disciplinary proceedings should be initiated or not. To this end, the disciplinary body shall obtain explanations from the author of the application/complaint and the person against whom the complaint is filed.

The disciplinary body may speak to the party and request clarification of the information, submission of documents and relevant materials. It shall take into account the submitted

motions and additional explanations. If the information is confirmed to be authentic, it shall become the basis for disciplinary proceedings;

d) In case of non-initiation of disciplinary liability (disciplinary prosecution), provide the author of the application/complaint with a reasoned decision on the refusal to initiate disciplinary liability;

e) Carry out disciplinary prosecution and make an appropriate decision;

f) In case of imposition of a disciplinary penalty on a disciplinary violator, submit the decision to the relevant body of the University for Enforcement.

Article 26. Grounds for Initiating Disciplinary Proceedings

1. Disciplinary proceedings may be initiated on the basis of a motivated application/complaint by the University Rector, Academic Council, Vice-Rector, Dean, Faculty Council, Student Self-Government, University services, staff, student, as well as by a person who believes that his or her rights and interests have been violated by the actions of staff or student.

2. The application/complaint must indicate the surname, name of the author of the complaint (in the case of a legal entity - the name, name, surname of the representative), the name, surname, address and contact telephone number of the disciplinary violator, the type of violation, factual circumstances and supporting evidence.

3. Taking into account the increased interest of the applicant, the identity of the author of the complaint may be confidential.

4. Consideration of the application/complaint and acceptance into proceedings.

4.1. The Disciplinary Board shall, within one (1) month from the receipt of the complaint or application, examine the case materials, decide whether there are sufficient grounds to initiate disciplinary proceedings and issue a decision to initiate disciplinary proceedings or to terminate disciplinary proceedings.

4.2. Disciplinary proceedings shall not be initiated or disciplinary proceedings shall be terminated if:

- The complaint/statement does not meet the admissibility requirements;
- The complaint/statement, even if the information is correct, does not provide grounds for disciplinary action;
- The time limits for disciplinary action or imposition of a disciplinary penalty have expired;
- The investigated materials do not provide grounds for disciplinary action;
- The verified materials indicate that the person has committed a criminal offense;
- The application/complaint is filed against a person who is no longer a university staff member or student.

4.3. If the author of the complaint/application refuses the complaint, the Disciplinary Commission is authorized to terminate or continue the disciplinary proceedings.

4.4. In the event of termination of disciplinary proceedings, the Council shall forward to the author of the application/complaint a decision on termination of disciplinary proceedings.

5. Suspension and postponement of disciplinary proceedings.

5.1. Disciplinary proceedings may be suspended if the material obtained during the examination of the case indicates that the person may have committed a criminal offense. In such a case, the case shall be referred to a body with appropriate competence.

5.2. Disciplinary proceedings may be postponed if objective difficulties or obstacles arise during the examination of the application/complaint (illness of the person or other circumstances) that makes it impossible to continue the proceedings.

5.3. The consideration of the case shall be resumed from the moment the reason for the suspension or postponement of disciplinary proceedings is eliminated.

Procedure for considering an application/complaint:

1. The disciplinary commission shall consider the application/complaint fairly and impartially, in compliance with the principles of competition and equality.

2. The sessions of the disciplinary body are closed, and the information obtained in the course of disciplinary proceedings is confidential. The student has the right to request that the issue of disciplinary proceedings against him be considered at a public session.

3. The disciplinary commission is obliged to hear the explanation of the disciplinary violator, who has the right to participate in the disciplinary proceedings both directly and through a representative. The parties have the right to fully present their position, ask questions of witnesses, present written and other evidence, initiate motions for the presentation of additional materials, documents and information, as well as, in order to obtain the necessary information, request the appearance of other persons and take other actions not provided for in this Article.

4. The disciplinary commission has the right to question the parties and persons invited to participate in the session, request additional documents, materials and information, summon witnesses and take other actions.

5. The decision to initiate disciplinary proceedings against a person or impose a disciplinary penalty shall be made by the disciplinary council by a majority of the full membership, by open voting. A dissenting opinion shall be expressed in writing and attached to the decision.

6. When imposing a disciplinary penalty, the disciplinary council has to take into account the severity and degree of the violation(s), the damage caused (or possible), as well as the repeated nature of the violation. The person's liability shall increase in proportion to the severity and degree of the disciplinary offense, or in case of repeated violation of the norms; If a disciplinary violation by a person is confirmed and he/she has previously been subject to disciplinary liability in accordance with the requirements of this Code, the disciplinary body may make a decision to apply a more severe disciplinary penalty.

7. It is not permissible to impose a penalty for a violation for which a decision has already been made.
8. The decision to impose a disciplinary penalty must be substantiated and based on evidence obtained in accordance with the relevant procedure.
9. The decision of the Disciplinary Board should include:
 - Name of the disciplinary body;
 - Composition of the disciplinary body;
 - Date of consideration of the case;
 - Name, surname and status of the disciplinary violator;
 - Date of initiation of disciplinary proceedings and imposition of disciplinary penalty;
 - Circumstances related to the disciplinary case;
 - Essence of the disciplinary violation and the disciplinary violator's response;
 - Factual and legal basis for the decision;
 - Type of disciplinary violation and type of disciplinary penalty imposed;
 - Grounds for termination of disciplinary proceedings, rejection of the complaint/application, or imposition of disciplinary penalty.
10. A copy of the decision of the disciplinary body shall be sent to the disciplinary violator within five (5 working days) days from the date of the decision.
11. A copy of the decision shall be attached to the disciplinary violator's personal file.
12. The decision of the Disciplinary Board has to be forwarded to the Rector for response;
13. The Rector has to issue an order within 3 days of the decision of the Disciplinary Board, which may be appealed in accordance with the procedure established by law.

Article 27. Restriction of Tobacco

1. It is prohibited in the university buildings and structures smoking, the presence of smoke, ash, and soot resulting from tobacco use, as well as the placement of hookahs.
2. The term "building" in this Act is used within the meaning of the Law of Georgia "On Tobacco Control".
3. At all entrances to buildings and structures and in other visible places, appropriate inscriptions and signs regarding the prohibition/restriction of tobacco smoking are placed (Appendix No. 1).
4. Violation of the ban on tobacco consumption will result in disciplinary liability against the violator, and if the violation resulted in a fine for the university in accordance with Article 1711 of the Administrative Offenses Code of Georgia, it will result in additional liability of the violator in the form of a fine (for example, by withholding the appropriate amount from the salary to cover the amount of the administrative fine).

Article 28. Incentives for Employees and Students

1. For conscientious and exemplary performance of duties by university employees, for carrying out activities useful to the university, for long and exemplary work at the university, etc., the university rector is authorized to use the following incentive measures for the purpose of labor motivation and encouragement of employees:

- a) Expression of gratitude;
- b) Paid gift;
- c) Issuance of a bonus;
- d) Increase in salary.

2. The Rector shall decide individually in each specific case on the issue of using incentive measures, taking into account the results of the evaluation of the performance of employees, on which an appropriate order shall be issued and its publicity shall be ensured.

3. In accordance with the University Regulations, the Rector of the University is authorized to use the following measures of student encouragement in order to motivate and encourage students to study:

- a) Expression of gratitude;
- b) Gifting with educational materials;
- c) Issuing a one-time scholarship;
- d) Assigning a semester scholarship;
- e) Reducing the tuition fee;
- f) Full or partial financing of a business trip for educational purposes.

Article 29. Staff Workload Scheme

1. Before the beginning of each semester, the Dean of the relevant faculty of the University sends information on the semester workload of academic personnel to the Human Resources Management Service of the University of Tbilisi (Appendix N1), which reflects the information on the workload in the Unified Personnel Management System QMS and monitors it;

2. The Dean of the Faculty of the University of Tbilisi requests information on the workload of personnel in another higher educational institution from the personnel within one month from the beginning of the semester by filling out the appropriate form (Appendix N2), which he provides to the Human Resources Management Service. The Service checks this information in the Unified Personnel Management System. The Service is authorized, if necessary, to require the personnel to submit a certificate on the workload in another higher educational institution.

3. In case of violation of these instructions, the Human Resources Management Service of the University shall submit a report card to the Rector for further response.

4. If a violation of the requirements stipulated by the legislation is established, the Human Resources Management Service, the Dean of the Faculty and the academic staff shall immediately respond and bring the matter into compliance with the requirements of the legislation;

Article 30. Response Mechanisms

1. The rector has to apply the following liability measures in response to a violation of the above-mentioned instruction:

- a) Warning;
- b) Cancellation of the teaching load for the next semester;
- c) Dismissal from academic position.

2. When determining the liability measure, the content of the violation, the circumstances that has caused the above, and the history of cooperation with the staff shall be taken into account.

3. Liability measures shall be applied sequentially. The same liability measure may be applied only twice in a row.

4. Liability measures shall be imposed by order of the rector of the university based on the report card of the Human Resources Management Service and the conclusion of the dean of the relevant faculty.

5. Before imposing liability measures, the academic staff shall be required to provide a written explanation.

Appendix 1

20 - -20 -- Semesters of the Academic Year						
N	Firs Name, Last Name	Faculty	Position	Occupation in THU	Occupation in other HEI	Note

Appendix 2

First name, last name:

Academic position:

Faculty:

I would like to inform you that my study load for the semester of the 20—20--- academic year is:

1. Tbilisi Humanitarian University LLC----- Hours;
2. Other HEI ----- Hours.

- ا) ----- Hours ----- Semester;
ب) ----- Hours ----- Semester
ج) -----Hours ----- Semester
د) -----Hours ----- Semester

By signing this form, I confirm the accuracy of the information contained in the form.

Signature:

Date: