

Approved by the rector's order

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Internal Regulation of Avrasia Batumi Interational University

Article 1. Internal Regulations, its purpose and sphere of action

1. Internal Regulation (hereinafter - "Internal Regulation") LTD "Avrasia Batumi International University" (hereinafter referred to as "Teaching University") is developed according to the Constitution of Georgia, Georgian Law "Georgian Labor Code" and applicable legislation, which is necessary for the university.
2. Internal regulation determines the university's labor regulation; Duration of working week; Start and end daily work; The duration of the rest; Time and place of remuneration; Duration of the paid leave and the rule of paid; Duration of leave without payment and the rule of paid; The rule of protection of labor conditions; Promotion and disciplinary liability and conditions of use; Ensuring the protection of ethical norms at work.
3. The internal regulation applies to the persons employed at the Teaching University and is obliged to perform.
4. In case of violation of internal regulations, the responsibility for the employee of the university is used by the Labor Code of Georgia and its internal regulations.
5. Internal regulation is an integral part of the labor agreement signed between the university and the employee.
6. Any kind of discrimination in the field of employment between the university and the employee is prohibited for race, color, language, ethnicity and social belonging, nationality, origin, property and rank status, residence, age, sex, sexual orientation, disability, religion or any other association, Marital status, political and other views.
7. Internal regulations should be available for all interested persons.

Article 2. Duration of work, time of work and vacation

1. The duration of working week in the university is 5 days a week, from Monday to Friday, from 10:00 to 18:00. The break is determined from 13:00 to 14:00. Working days for academic personnel

and invited specialists are disorganized. They perform the teaching-method and / or scientific-research work during the working day.

2. An employee who is a nursing woman and nourishes a child of one year of age, on the basis of her request, provides additional break for at least an hour a day. Break-up for child feeding is considered to be working and reimbursed.

3. The duration of the work time may be determined by mutual agreement between the university and personnel, based on the labor specificity, taking into consideration the specific work specifications.

4. Taking into consideration the educational process, the staff is allowed 6 days working week, not more than 40 hours a week.

5. Holidays are determined by Article 20 of the Labor Code of Georgia.

3. Pre-contractual relations

1. Before signing a labor relations, the candidate is obliged to submit to the Teaching University the following;

A) identity document;

B) the application on the employment process;

C) Autobiography / CV;

D) Copy of education document;

E) Documents asserting the qualification raising, in case of existence.

2. In addition to the documents provided for in paragraph 1 of this article, the University of Teaching is authorized to request from the candidate to nominate other documents, verify their correctness or obtain additional information needed to make a decision on the employment relationship.

Article 4. Conclusion of a labor agreement

1. The appointment is made on the basis of a labor agreement, Which is formalized in written form.

2. The labor agreement is arranged in Georgian and is signed by both parties. One copy will be handed over to the employee, the other is kept at the Teaching University.

3. The labor agreements are signed by Rector of the University.

4. A labor agreement may be concluded for any term of rector's decision based on labor legislation;

5. The employment contract concluded with the employee may include a probationary period. The probationary period shall not exceed 6 months.

6. The labor agreement should define:

A) the date of commencement of work;

B) Title of the position;

C) duration of labor agreement;

D) Work place;

E) the amount of labor compensation or an agreement on the means of determining the amount of labor remuneration;

F) Other labor conditions which are based on the negotiation of the parties.

Article 5. Personal Case

1. Every employee has a personal case in the Teaching University, the procedure and contents of which are determined by this regulation;
2. All personal matters should contain the following documentation:
 - A) Copy of the identity document;
 - B) work book and / or references (references) from previous jobs (exemptions are the persons who are the first to start service);
 - C) autobiography (CV);
 - D) copies of documents certifying education and other academic achievements;
 - E) all previous and current labor agreements for the period of work at the Teaching University;
 - F) all forms of vacation requests during the work at the Teaching University;
 - F) orders and letters of encouragement, promotion and wage increase;
 - G) Written warning / reprimand, in case of existence;
 - H) dismissal application or/and The order of dismissal;
 - I) Any other document related to the employee's work at the university.

Article 6. Delay on Work

1. Delaying on the job is considered to be delayed at the work place by the employee at work time.
2. Delaying on work may be considered as appropriate or unfairly in case of the rules prescribed by this Regulation.

Article 7. The time spent by the employee is considered to be valid or non-excused

1. Delaying work and other absence of work time will be considered honorable if the Rector will satisfy the employee's oath or writing request considered to be valid for delay. For this purpose, the Rector is entitled to demand an employee who is subordinate to his / her job immediately upon his arrival.
2. If the rector is satisfied with the delay in working or any other absence of work time, the time or the written statement of the personnel shall be considered honorary.
3. In case of delaying work and / or failure of work, the University of Teaching is authorized to use the established disciplinary liability measure.
4. It will not be delayed and will not be regarded as unreasonable for the job if the employee performs outside the building of the university, which was caused by the specific work specification and the rector was informed about the above.
5. If the missed working time is considered unreasonable, it will not be compensated.

Article 8 Unclaimed in the Service for preliminary reasons

1. In case of failure to appear before the employee for a pre-known reason, the employee is obliged to apply to the Rector on the basis of the reasons for the absence of the service, the probable period of time, and the temporary release from service liabilities during this period. In case of absence from the office for more than 2 days, the appeal should be submitted in writing, And less than 2 days - in written or oral form requested by the Rector.
2. In case of failure to request a temporary release from the job, the employee is obliged to continue his / her official activities. Otherwise, his / her action is considered to be misplaced for a job without a job and the university is authorized to use the disciplinary liability of the established discipline.

Article 9. The absence from work For unknown reasons

1. In case of unforeseen reasons, the employee is obliged to Immediately inform oral (by phone) the Rector of the factor without informing him of the reasonable period of time and information about his immediate work, After the announcement, in case of request, in the shortest possible time he shall submit a report card.
2. In case of unforeseen reasons for not more than 2 days, the employee should apply to the Rector for the removal of the expired time.
3. Unspecified reasons for unexpected reasons can be regarded as legally protected in accordance with the provisions of this Regulation.

Article 10. Rules of regulation of declaring in the teaching service and the results of the absence

1. The teacher is conducting the study process in compliance with the "table" sessions set by the Faculty Dean. The teacher's timetable may be changed by the teacher's written consent on the relevant application of the teacher on the basis of written consent of the faculty.
2. On each fact of missed by the teacher, a deacon representative defines a written protocol in which the name and surname of the teacher is written and the academic hours passed. The accuracy of the record of the protocol is confirmed by the signature of the Dean.
3. In case of a dean's request, the teacher is obliged to present a written explanation to the Dean about the reason of the lecture in three calendar days.
4. The teacher is obliged to provide for each of the missing sessions during the current semester.
5. In case the teacher fails to attend classes for a month without a reasonable reason, the Rector shall issue an order to pay the employee with the salary payable for the monthly salary For each missed lesson, and in the course of 10 lesson for 1 months, the Rector is authorized to terminate the labor agreement.
6. Failure to lecture the teacher will be honored if he/she is sick (family member's illness), death of a close relative or other honorable case.
7. In case if the students are not informed about the training provided by the training table, the teacher's absence will be considered valid if he / she has been in the auditory for the first 15 minutes.
8. For the purpose of this article, "Teacher" implies academic personnel and invited specialists.

Article 11. Overtime Work

1. Overtime work is considered by the employer's agreement by the employee to perform the work in the period of time, the duration of which is greater than 40 hours per week.
2. The overtime work will be paid by an increased amount of wage rate, which is 5% of the monthly salary for each hour; With the consent of the employee it is possible to give extra time for him to pay for overtime work.

Article 12. Time, place and rule of remuneration

Workers' salaries will be paid to the university employee until the last date of each calendar month. Reimbursement is paid on non-cash settlement, by transfer to the employee's personal bank account.

Article 13. Duration of paid leave and the rule of issuance

1. Persons employed at the Teaching University have the right to use a paid vacation at least 24 working days a year.
2. Employee vacation has the right to leave after 11 months of work. The employee may be allowed to leave the vacancy until the expiration of this term.
3. At the request of the employed vacation, the Rector of the Teaching University shall submit a written application. Vacation is issued by the order issued by the Rector of the Teaching University.
4. The employee is obliged to return to work at the end of the leave.
5. In case of commencement of temporary disability at a paid leave, compensation will be paid for the entire period of temporary disability due to temporary disability. In this case the days of vacation will be transferred to the number of days indicated in the hospital sheet.
6. Parties can agree to the use of vacation.
7. Vacation does not include the period of temporary disability, vacation due to pregnancy, childbirth and childcare, vacation due to adoption of newborns and additional vacation due to child care.

Article 14. Vacation Pay

Employee's leave payments are calculated from the average salary of the previous 3 months, if less than 3 months after the commencement of work or the last vacation - from the average salary of months of work, and monthly fixed pay - according to the last month's salary.

Article 15. Duration of the leave without pay and the rule of issuance

1. The employee is entitled to take advantage of non-pay leave - at least 15 calendar days a year.

2. Upon receiving a vacation without paying, the employee is obliged to warn the employer about two weeks before the vacation, except when the warning is not possible due to emergency medical or family conditions.

Article 16. Vacation due to pregnancy, childbirth and child care

1. Employees are given leave on the basis of their request for pregnancy, childbirth and child care - 730 calendar days.
2. From the vacation due to pregnancy, childbirth and childcare, 183 calendar days are paid and 200 calendar days in case of in case of childbirth complication or twin births - 200 calendar days.
3. The vacancy envisaged by paragraph 2 of this article may allow the employee to disseminate the pregnancy and postpartum periods at its discretion.

Article 17. Termination of the employment contract with the employee

1. The University of Teaching can terminate employment agreement with employers in the case of Georgia's "Law of Labor Code ".
2. In case of termination of labor relations the employer is obliged to make the final settlement with the employee no later than 7 calendar days.

Article 18. Types of incentives

1. For the success of the work related to the holidays, for the high professionalism of the obligations under the labor agreement, Also of special difficulty Or for the purpose of performing the work, for long and honest service, and / or special appearance in the educational process, the Teaching University is authorized to use the following forms of incentives for employees;
 - A) Appreciation by the Rector of the Teaching University;
 - B) awarded with a valuable gift;
 - C) Issuing once-only (cash) bonus;
2. Employees may use several forms of incentives simultaneously.

Article 19. Disciplinary persecution

1. Disciplinary persecution is a set of measures taken by the University of Teaching which aims to identify the disciplinary misconduct committed by the employee.
2. Requirements, disciplinary pursuits and penalties established by the regulations of the Teaching University are reasonable, justified and modest.
3. Disciplinary persecution can only be done in the cases provided by the internal regulations of the Teaching University and in accordance with the established procedure with fair and fair procedure.
4. In disciplinary persecution the Teaching University is obliged to explain the essence of disciplinary misconduct committed by the employee.

5. It is unacceptable to use a fierce or disciplinary penalty that violates the person's honor and dignity.
6. One disciplinary violation can only be imposed on a single disciplinary punishment.
7. It is impermissible to impose disciplinary sanctions by the Teaching University for the action, which has been employed during the non-working hours of the university or outside of the university territory, except when the University of Teaching has reasonable interest.

Article 20. Disciplinary misconduct of the employee

1. Disciplinary penalty is imposed on an employee for committing a disciplinary offense;
2. Disciplinary misconduct for the employee is:
 - A) Implementation of the employee's duties, university rules and regulations or improper performance;
 - B) Employee, student or the unworthy behavior directed towards discrediting the Teaching University,
 - C) Get alcohol, narcotics or other toxic substances in the university or nearby territory;
 - D) to get drunk at the Teaching University, As well as the influence of drugs or toxic substances;
 - E) material or property damage or delusions to the university or create a threat to the damage caused by the university;
 - F) Non-fulfillment of the legal acts published in the university or obstruction to others in its implementation
3. For disciplinary misconduct, the following disciplinary sanctions apply to the employee:
 - A) Admonition;
 - B) reprimand;
 - C) dismissal from work.
4. Before the imposition of a disciplinary penalty, the gravity of the offense, the circumstances of their commitment, the attitude of the perpetrator to the actions committed by the employee, the work of the employee and the behavior of the employee should be taken into consideration.
5. Prior to imposing disciplinary sanction, the violation of the labor discipline should be required to write a written explanation. Disciplinary punishment of a person being on holiday or on a business trip is made after his announcement. A commission should be created to impose a penalty after which the issue is discussed.
6. The Teaching University uses disciplinary penalty upon detection, but not later than a month after its discovery, in case of sickness or vacation in the employee.
7. Implementation of disciplinary penalty for an employee is drawn up by the order of the Rector and entered into the employee's personal case.
8. Decision on the use of disciplinary liability shall be transferred to the interested person in accordance with the established procedure.
9. Order of the Rector of the Teaching University against the imposition of a disciplinary sanction for the employee shall be appealed to the court.

Article 21. Dismissal of the disciplinary penalty and term of validity

1. The term of validity of the employee's disciplinary penalty is 1 year.
2. Disciplinary penalty may be removed from time to time if the employee has not committed a new misconduct and has shown himself as a good worker.
3. Pre-term removal of disciplinary penalty shall be drawn up by the Rector of the Teaching University and entered into the employee's personal case.
4. In case the expiry of the term of the disciplinary penalty or the disciplinary penalty is removed earlier, it will be deemed that the employee had no disciplinary penalty.
5. During the period of disciplinary penalty, employee shall not apply forms of incentives. An exception can be established by the rector of the Teaching University.

Article 22. Disciplinary Responsibility of Teaching University's Students

1. Disciplinary prosecution against a student shall be proportionate to disciplinary misconduct and can only be done by the provision of the Teaching University, according to this regulation, in the cases provided for by the Code of Ethics and the disciplinary liability norms, taking into consideration the Law of Georgia on Higher Education and through a fair procedure.
2. The initiation of disciplinary prosecution against a student shall not restrict the student's right to participate in the educational process, except for the provisions of the Teaching University and the present Regulations, if this threatens the protection of the rights and health of the university's rights, health and education.
3. The student's disciplinary prosecution is decided by the rector. The student has the right to attend his case.
4. In case of disciplinary proceedings the student has the right:
 - A) make a reasonable decision on the commencement of disciplinary proceedings against him in written form;
 - B) Attend the discussion of disciplinary proceedings and enjoy the right to defense;
 - C) Provide information and evidence available to the Teaching University;
 - D) Take part in examining evidence obtained by the University of Teaching;
 - E) to request the disciplinary proceedings against him at the public hearing.
5. In the case of disciplinary prosecution case against the student, the burden of proof lays the charge of the prosecution. The decision on disciplinary prosecution should be grounded and based on the legislation of Georgia, provisions of the Teaching University, internal regulations and evidence obtained by the Code of Ethics and disciplinary liability regulations. All the evidence, which is the basis for disciplinary prosecution, shall examine the rector.
6. The student has the right to appeal to the court the decision made by the Rector.
7. Possible sanctions on student disciplinary measures and the use of it shall be determined by the Code of Ethics of the Teaching University and disciplinary liability norms.

Article 23. Material Responsibility of Employees

1. Employees of the Teaching University are responsible for the proper use and protection of the university property.
2. Employees are obliged to:
 - A) Use the property only for the purpose;
 - B) to inform the Rector of the Teaching University about any kind of movement, damage, destruction and loss of property;
3. Employees are obliged to reimburse the material damage caused to the university by the Civil Code of Georgia.

Article 24. General instructions for labor protection and fire safety

1. The University of Teaching is responsible for creating healthy and safe environment-conditions for workers to perform labor protection rules. Take measures to safeguard security and sanitary-hygiene norms.
2. The employee is obliged to:
 - A) to follow the terms of the internal regulations;
 - B) to fulfill instructions of the Teaching University;
 - C) Take care of the property of the university taught by him;
 - D) perform conscientiously the duties imposed on him;
 - E) maintain its workplace in order to maintain cleanliness and peace in the university;
 - F) be collegial, polite and correct.
5. The rules for protecting fire safety and labor conditions are mandatory for everyone to be enacted under the Labor Code of Georgia and other legal acts.
6. The mechanism for security safety at the university is:
 - A) Fire-fighting inventory placed on a visible spot;
 - B) Evacuation plan posted on every floor visible.

Article 25. Responsibility for violation of labor protection rules

For the violation of the labor protection rules, personnel shall be held responsible for the disciplinary, administrative, material or criminal law of Georgia established by the legislation.

Article 26. Rules for the establishment of internal regulations

1. The regulations will be elaborated and approved by the rector of the university.
2. Internal regulation will be published in the specially assigned place of the teaching university. The University of Teaching is obliged to introduce personnel to the staff at the time of their receipt of his / her signature and also provide the opportunity to be acquainted with the interested person at any time.

Article 27. Entry into force of the regulations

Internal regulation shall come into force from the date of its public declaration in accordance with the law -Openly accessible to everyone at the university on the next working day after placement.

Article 28. Amendments or additions to the internal regulations

Changes in the internal regulation and / or additions are made by the established rule.