

**Caucasus International University
Internal Regulation**

**Chapter I
General Provisions**

Article 1. The Scope of Internal Regulation

1. The Internal Regulation is a collection of legal-disciplinary rules, determining Caucasus International University (hereinafter – shall be referred to as University) personnel working conditions, Code of Conduct for personnel on University premises and imposing appropriate liability for violation of established rules.
2. The Internal Regulation is elaborated on the basis of the Constitution of Georgia, Law of Georgia on Higher Education, Labor Code of Georgia and University Provision.

Article 2. Obligation of Fulfilling Internal Regulation

1. In addition to rights and responsibilities under the agreement, University personnel are obliged to fulfill the Internal Regulation and obey disciplinary responsibilities without a special indication.
2. Fulfilling regulations determined by Internal Regulation and disciplinary responsibilities is obligatory for every member of administrative, academic, visiting and assisting personnel.

Chapter II

Working Conditions for University Personnel

Article 3. Labor Agreement

1. University concludes a labor agreement with university personnel, including visiting lecturers, determining: **(01-29, 16.03.2020)**
 - a) working conditions for personnel;
 - b) rights and obligations of an employer and employee; **(01-29, 16.03.2020)**
 - c) a rule of remuneration.
2. The conditions of Labor Agreement are relevant to the requirements of Labor Code of Georgia and all other laws, regulating labor relations.
3. The terms of Labor Agreement are determined by the parties of the agreement.
4. An employee, who is not hired for the purpose of performing a specific job, is signed a labor contract for a period of 1 year. **(01-11, 01.02.2023)**

Article 4. Working Hours and Location (01-88, 02.08.2018)

1. Working hours are part of calendrical time, during which the personnel are obliged to carry out their duties and responsibilities.
2. A five-day working schedule (from Monday to Friday) is established at University.
3. Taking into consideration the requirements of the academic process, a 6-day working schedule is allowed for personnel (adding Saturday as a working day).
4. Starting and finishing time of work is determined from 10.00 to 18.00. Starting and finishing time of work for academic personnel, lecturers and inviting personnel depends on fulfilling obligations within the framework of lecturing, consulting and other responsibilities provided in the agreement.
5. Library working hours are determined separately according to Library Provision (Application Rule).
6. The duration of working hours between University and personnel may be determined according to a mutual agreement on the basis of labor legislation.
- 6¹. Overtime work is remunerated in compliance with the salary of the employee with 110% per hour. Performance of overtime work is controlled and calculated by Monitoring Service. Remuneration of

more lectures than envisaged workload per week in the agreement concluded with the academic personnel, is determined in the contract. **(01-88, 02.08.2018)**

7. Break lasts for an hour. Staff at structural units are obliged to divide the break time so that working process not to be interrupted.
- 7¹. An employee is entitled to use 1 extra hour for break or leave workplace an hour earlier to take care of a very young child. **(01-29, 16.03.2020)**
8. The lectures start at the beginning of an hour and last for 50 minutes.
9. An employee, not being able to go to work due to health problems, is obliged to inform Human Resources Management Service and present a relevant reference after coming back to work. If an employee does not present a Health Reference and misses work for personal reasons, he/she is obliged to require a paid leave (holiday). In different cases of the Article, disciplinary liability norms shall be applied with the employee. **(01-88, 02.08.2018)**
10. The university pursues its activities in administrative and educational buildings located in Tbilisi. **(01-88, 02.08.2018)**
11. The official task, which involves its performance 30 km away from the administrative building of the university, is considered as a business mission. The procedures and remuneration rule of the mission are regulated with a separate document. **(01-88, 02.08.2018)**

Article 4¹. Holiday(01-88, 02.08.2018)

1. Personnel have 24 working days with a paid leave and 15 working days with non-paid leave per year.
2. An employee is entitled to ask for a holiday after working for 11 months.
3. A holiday is provided to an employee partially with no more than 15 days for a single application. In exceptional circumstances, in case of well-grounded reason, it is possible to use a holiday fully for a single time.
4. A statement on holiday is to be submitted to Human Resources Management Service/Chancellery at least five working days in advance. Mediation of the direct supervisor of the employee about the consent of the holiday during the specific period is to be attached with the statement for the holiday.
5. In case the application of paid leave will have a negative impact on normal developments of the university activity, with the consent of the employee, it is possible to use the remaining days of the holiday next year. Postponement of the paid leave for 2 consecutive years is prohibited.
6. A paid leave includes the working days during summer and winter holidays determined by the order of Chancellor. The employee, who does not want to use days of a paid leave during holidays, is obliged to inform Human Resources Management Service about not applying a paid leave during a holiday at least two days in advance and work with a full-time schedule.
7. Maternity leave is granted in compliance with the conditions provided in the Labor Code. During maternity leave the employees are remunerated for 6 months in accordance with a full-time mode. **(01-29, 16.03.2020)**

Article 5. Rest days

1. Saturday and Sunday are rest days at University, apart from the cases determined in Item 3 of Article 4.
2. Holidays determined by Labor Code of Georgia are applied as rest days by University.
3. Some rest days might be determined (not included in Labor Code of Georgia) on the basis of different important reasons by Rector/Chancellor's order. Rest days determined by the first sentence of this item are not included in the number of a paid leave formulated by Labor Code of Georgia.

Article 5¹. Accounting of Staff Workload (01-34, 22.03.2021)

1. Workload of university administrative, assisting and academic staff is accounted electronically on a monthly basis.
2. Workload of administrative and assisting staff is accounted by Human Resource Management Service, while workload of the academic staff is accounted by Monitoring Service. Accounting is

carried out by means of electronic cards processed by a special computer program. (01-66, 17.05.2023)

- 2¹. It is forbidden to use the electronic card by another person. An employee who uses someone else's electronic card, as well as an employee whose card is used by another person, will be fined by deducting 50% of the salary, and in case of repetition, the issue of termination of the contract may arise. (01-98, 19.07.2023)
3. Employees are notified of monthly results through the program (hr-monitoring.ciu.local). Where the employee checks personal data with an individually assigned code. (01-66, 17.05.2023)
4. **Removed (01-66, 17.05.2023)**
5. The employee has the right to file a claim within 2 days after receiving the information and request the correction of the information in accordance with the argumentative position presented by him. If the employee does not request the correction of the information within 2 days after being informed of the accounting results (10th of every month), it is considered that he agrees with the recorded result. (01-66, 17.05.2023)
6. Job accounting reporting begins at the end of the month and the completed form is given no later than the 10th of the following month. (01-66, 17.05.2023)
7. **Removed (01-66, 17.05.2023)**
8. The form approved by Minister of Internally Displaced Persons from the Occupied Territories of Georgia, Labor, Health and Social Affairs /Order #01-15N, 2021/ is applied for accounting working time.
9. The following notations shall be used when filling out the Working Time Accounting Form:
 - A) "M" - miss;
 - B) "H/C/F" – Hospital Certificate Form
 - C) "P/L" - Paid leave;
 - D) "L/W/P" - Leave without pay;
 - E) "X" - days off and holidays.

Chapter III Personnel Rights and Responsibilities

Article 6. Obligations of Academic Personnel

Every person holding an academic position at University is obliged:

1. to present the curricula of academic course/courses (in the pattern determined by University) of the current term or for the next terms, which can be delivered within the framework of the academic programme.
2. to conduct academic course/courses according to the timetable given in the curriculum. A university representative (Rector, Vice-Rector, Dean, Programme Supervisor) is entitled to attend lectures and seminars.
3. to continually renew and improve curricula of academic course/courses and make them relevant to University Educational Programmes and changes to curricula patterns determined by University.
4. to make students familiarize with the curriculum at the first lecture.
5. to allocate consultation time either before or after lectures in case of necessity. The time allocated for consultation shall not be paid.
6. to come for lectures on time. In case of being late/missing, Dean's Office must be informed in advance. In case of being late for more than 10 minutes, the lecture shall not be paid.
7. to apply a card while coming and leaving the University in order the conducted lectures-seminars, practical classes to be monitored. In case a lecturer forgets a card, he/she is obliged to write a statement in Monitoring Service. Otherwise, the lecture shall not paid by Department of Finance.

8. not to finish lectures/ seminars/ practical classes earlier. The academic hour shall not be paid if a lecturer applies break-time and joins lectures/ seminars/ practical classes.
9. to put students' interim assessment (marks) in university electronic academic database at the end of every week.
10. to restore lectures/seminars missed during holidays in accordance with the timetable of the group on working days, in addition Dean's Office must also be informed (Hours missed before mid-term exams must be restored before mid-term exams, correspondingly, the same procedure is applied with final exams).
11. to inform Dean's Office about the possibility of lecture missing in case of preliminary arranged business trip/ scientific mission in advance and ask a colleague to conduct missed classes. If a lecturer has to miss lectures unexpectedly (due to illness, accident, etc.) he/she is obliged to inform relevant Dean's Office and afterwards plan to restore lectures with a Dean and present an excusing evidence for missing lectures in Monitoring Service. **(01-29, 16.03.2020)**
12. to send reading and additional materials (in case of existence) via University electronic base and e-mail.
13. Upload the combined exam task of each subject (theoretical questions, tests, open or closed questions, case studies, examples, etc.) according to the syllabus to the electronic exam system, at least 48 hours before the exam. **(01-66, 17.05.2023)**
14. to present combined examination papers if a subject is delivered by several lecturers, in order the students to be assessed with unified exam tasks.
15. Enter exam tasks into the system, evaluate the works and reflect the marks in the database on the electronic platform in accordance with the rules of the exam process. **(01-66, 17.05.2023)**
16. to look through examination papers every next term, make changes, replace exercises; thus ensuring protection from any dishonest activities by students.
17. **Removed (01-66, 17.05.2023)**
18. If, due to objective reasons, the lecturer is unable to evaluate the exam task and enter the marks in the electronic database within 7 days, he is obliged to write an explanatory card in the name of the rector. **(01-66, 17.05.2023)**
19. In the event that the time limits for entering the exam material into the system and reflecting the marks in the electronic database were violated and the lecturer did not write an explanatory card, then in the first case the lecturer will be officially warned, in the second case - a reprimand, and in the third case - a fine of 40 (forty) GEL will be imposed for each overdue day. **(01-29, 16.03.2020) (01-66, 17.05.2023)**
20. to update CV and data for University scientific portal annually and provide administration with materials at a specified time.
21. to attend meetings/discussions arranged by University administration.
22. to prepare and supervise 1-3 students for participating in University Student Conference during an academic year.
23. to write and publish an article in university printed edition during an academic year.

Article 7. Personnel Rights and Responsibilities

1. Personnel, apart from the Internal Regulation and labor rights envisaged within disciplinary liability norms, have every right provided in the Constitution of Georgia, the Labor Code of Georgia and other legislative acts.
2. Personnel are obliged:
 - a) to conscientiously fulfill obligations under Georgian Legislation and labor agreement, protect University provision, Internal Regulation, norms of ethics and disciplinary liability;
 - b) to take care of material values, provided for the purpose of fulfilling official duties;
 - c) not to take any objects, documents, archives, records, information from University without a permission, gained directly or indirectly during service delivery process;

- d) University intellectual property right spreads over any content created by an employee during a labor agreement and over any objects of copyright and adjacent rights defined by the legislation, thus excluding any rights and claims for such rights over any content by an employee;
- e) In case of termination the labor agreement for any reasons, every document, record, possession being available for providing certain service (books, keys, computer technology, programmes, etc.) must be returned to the employer. Making copies and epitomizing is prohibited;
- f) In case of termination the labor agreement for any reasons, the employee is authorized to provide the co-worker appointed by University with every stuff and piece of information, which shall be concluded in a written form. Proper fulfillment of the above-mentioned obligation is a necessary precondition for final payment.
- g) to fulfill the task (order, direction) comprehensively assigned by a head of structural subdivision within his/her competence, apart from the tasks not being in line with Georgian Legislation;**(01-29, 16.03.2020)**
- h) to adhere to the conditions related to the work activities determined by the legal acts without being given special instructions; **(01-29, 16.03.2020)**
- i) to obey the system of subordination in compliance with current structure of university; **(01-29, 16.03.2020)**
- j) to adhere to ethical and moral standards in dealing with management, employees and citizens, as well as provide high standard of service and be attentive; **(01-29, 16.03.2020)**
- k) to refrain from any activities that would damage the reputation of the job; **(01-29, 16.03.2020)**
- l) to obey the requirements of the present labor regulations, rules of conduct, labor discipline, ethics and safety norms, sanitary-hygienic rules; **(01-29, 16.03.2020)**
- m) to adhere to labor discipline, rationally use working time and prevent any action that disrupts the university activity and violates its authority; **(01-29, 16.03.2020)**
- n) to continuously take care of maintaining and upgrading the qualifications foreseen within the official duties; **(01-29, 16.03.2020)**
- o) employees must constantly strive to increase the trust of students and academic staff and increase employer's authority; **(01-29, 16.03.2020)**
- p) to discuss work related issues within the scope of his/her competence and make appropriate decisions; **(01-29, 16.03.2020)**
- q) Using a work certificate of another employee, as well as giving a work certificate to another person is prohibited; **(01-29, 16.03.2020)**
- r) to have a working space in order, maintain cleanliness in the university building and on its territory; **(01-29, 16.03.2020)**
- s) to comply with labor protection, technical and fire safety requirements; **(01-29, 16.03.2020)**
- t) not to disseminate and protect commercial and personal information, as well as other confidential information, which the employee became familiar with while performing official duties, both in the course of their employment and after dismissal; **(01-29, 16.03.2020)**
- u) to submit the documentation to the Personnel Management Service within 10 days after the origin of the employment relationship; **(01-29, 16.03.2020)**
- v) In case of dismissal, the person is obliged to submit a Checklist Report (Appendix # 1) to the Administration (Office) confirming that he / she has no obligations to the University. **(01-29, 16.03.2020)**
- w) Dissociate personal political, religious, social or other views, plans and actions from the University. To refrain from using the name of the university and the official regalia of the university when engaging in such processes, in which there is a particularly high interest of the public. **(01-66, 17.05.2023)**

- x) to undergo mandatory training courses planned by the personnel management service every year. Specialists in the management of the educational process of the faculties are obliged to undergo the obligatory training of the internal regulations of the university and to pass the test of the relevant topic. In case of not exceeding the minimum threshold (70%) in the test, the specialist is given a warning and a 1-month time limit for retaking. **(01-66, 17.05.2023)**
3. Personnel is prohibited from:
- a) disclosing personal, commercial and/or professional secrets as well as other information protected by law, except for the cases foreseen in the law; **(01-29, 16.03.2020)**
 - b) The employee is liable for improper use of the employer's name, property and / or equipment; **(01-29, 16.03.2020)**
 - c) dissemination of information that violates the prestige of the University in public or private conversations; **(01-29, 16.03.2020)**
 - d) refusing to perform the task assigned by the supervisor unless that task is line with the law; **(01-29, 16.03.2020)**
 - e) receiving or requiring a remuneration or other forms of benefits (apart from the officially determined salary) in relation to fulfilling official duties, as well as for the publication of the information created or obtained by the University, or the publication of a work, report, or other material based on that information, also for providing service, making decisions or fulfilling actions; **(01-29, 16.03.2020)**
 - f) receiving gifts, financial or other forms of benefits (e.g. entertainment, sport, transport or other services)) from individuals or legal entities related to fulfilling official duties (apart from the cases determined by the legislation). **(01-29, 16.03.2020)**
 - g) using his/her official position for propaganda or pursuing interests of political parties, public or religious organizations; **(01-29, 16.03.2020)**

Article 7¹. Communication with Mass media (01-29, 16.03.2020)

1. The relation of the employer with the media is coordinated by PR Service. An employee is obliged not to communicate directly with the media on behalf of an employer without communicating with PR Service.
2. The employee is obliged to immediately notify the PR Service of any unplanned communication with the media (including social media) regarding job-related issues.

Article 7². Technical Security, Use of Electronic Systems (01-29, 16.03.2020)

1. An employee shall be given a username and password for accessing the Eflow System- Electronic Correspondence System. The employee must log in the personal computer / program using the username and password to ensure that it is not accessible to other persons. In case of transferring a user name and password to another person (including other employee), the employee shall be liable for the damage caused.
2. Depending on the job position, the employee may be given a certain level of access to the electronic Academic Process Management System (Goni). The employee is obliged to access the system personally and only for educational purposes.
3. An employee is prohibited from attempting to avoid or deceive security systems differently or obtain encrypted keys, passwords to access someone else's computer or information database to gain the information stored there.
4. An employee shall not be permitted to disseminate information (including photo / video material) by electronic or other technical means defaming the reputation of the university.
5. An employee shall be granted the right to use electronic mail, various job-related programs and the Internet for official purposes and for the performance of one's official duties.

6. An employee is prohibited from playing computer games at work and using the internet resources for non-job related purposes.
7. In the event of suspension or termination of the activity, the employee shall be suspended/terminated access to electronic systems (except for corporate email). In case of suspension / termination, the employee is obliged to hand over access to electronic systems which cannot be managed by the university administration.
8. The notice sent by the University administration to the employee's corporate e-mail is considered delivered on the second day of dispatch, regardless of whether the addressee confirms receipt. **(01-126, 12.11.2020)**

Chapter IV Remuneration Conditions

Article 8. Remuneration

1. Personnel are remunerated in compliance with the workload concluded in the agreement and/or the workload accomplished actually. The salary/wage is transferred to their personal bank account.
2. Remuneration is paid according to the amount concluded in the agreement.
- 2¹. Equal remuneration is ensured for equal amount of labor by the university.
(01-29, 16.03.2020)
3. Remuneration, for the academic personnel whose wage is determined hourly, is paid according to the lectures summed up by Monitoring Service per month.
4. Personnel are obliged to open a bank account in the bank indicated by University administration.
5. An employee may be provided with fuel benefit and compensated with a phone bill in order to fulfill official duties. **(01-29, 16.03.2020)**
6. An income tax and pension payment are deducted from the remuneration of an employee in compliance with the amount determined by Tax Legislation of Georgia.

Article 9. Period of Remuneration

1. University personnel are remunerated once a month, within five days of the next month.
2. The University personnel, whose monthly payment is calculated according to the hours of conducted lectures, are remunerated no later than the 10th day of the next month.
3. University removes responsibility for delaying salary issuing due to the problems created in banking system and compensating damage caused by it.

Chapter V Forms of Personnel Encouragement

Article 10. Encouraging Forms

1. The following forms of encouragement are applied for fulfilling duties in an excellent way, performing long-term service honestly, accomplishing something very complex and important:
 - 1.1. Giving thanks;
 - 1.2. Providing with a cash reward one time;
 - 1.3. Awarding with a gift;
 - 1.4. Raising salary.
2. Various forms of encouragement may be applied simultaneously.
3. In applying incentive forms, a non-discriminatory environment is provided by the University and only professional skills are considered for evaluating staff. **(01-29, 16.03.2020)**
4. The decision on encouraging the employee shall be made with the order issued by the Chancellor and filed in a personal case. **(01-29, 16.03.2020)**

5. The direct supervisor of the employee submits a written justification to the Chancellor regarding the increase of incentives or remuneration. The petition is registered with the Personnel Management Service, which submits the processed information to the Chancellor. **(01-24, 11.03.2022)**

Chapter VI

Mandatory Code of Conduct and Disciplinary Liability Measures Determined by University

Article 11. Disciplinary Liability Measures

1. In case of violation/dishonest fulfillment of obligations determined in Internal Regulation and Labor Agreement, the following disciplinary liability measures shall be applied against University personnel: **(01-29, 16.03.2020)**
 - 1.1. warning;
 - 1.2. reprimanding;
 - 1.3. fining/salary deduction;
 - 1.4. Dismissal from work
2. Several measures of disciplinary liability may be applied.
3. A mechanism for complaints is available at university, protecting any student and / or staff member from discrimination and harassment. **(01-29, 16.03.2020)**

Article 12. Mandatory Rules of Conduct.

1. Tobacco consumption is prohibited on University premises. In case of violation tobacco prohibition rule, the following measures shall be applied:
 - a. In case of the first violation - Salary deduction (10-50%) and a warning shall be given;
 - b. In case of the second violation – Salary deduction (30-70%) or the employee shall be dismissed from work. **(01-11, 01.02.2023)**
2. Alcohol consumption, being under the influence of alcohol and gambling are prohibited on University premises. In case of violating the regulation, the following measures shall be applied:
 - a. In case of the first violation - Salary deduction (10-50%) and a warning shall be given;
 - b. In case of the second violation – Salary deduction (30-70%) or the employee shall be dismissed from work; **(01-11, 01.02.2023)**
3. Any damage for University property caused by personnel shall be compensated in accordance with Georgian Legislation, the money shall be paid with proportion of the damage. On the basis of the quality of property damage, one of the measures of disciplinary liability shall be applied (such as: warning, reprimanding or dismissal from work) alongside imposing a fine.
4. In case of violation the rules determined in the present article, statement to Rector/Chancellor (Chancellor reviews disciplinary issues for administrative staff, whereas Rector reviews disciplinary issues for – Academic personnel) is presented by Head of Security Department or Head of Monitoring Service. After applying relevant proceedings a decree on imposing disciplinary liability is issued by Rector/Chancellor.

Article 12¹. Conflict of Interests Policy (01-29, 16.03.2020)

1. The University protects interests of the student, academic and administrative staff and all other persons to prevent placing them in unequal conditions compared to others.
2. In the premises of the University, conflict of interest may be expressed as follows:
 - 2.1.1. Working at other academic institution without agreement with the University;
 - 2.1.2. Holding a share at other academic institution without agreement with the University;
 - 2.1.3. Cooperation with other organization without agreement within the projects implemented or declared to be implemented by the University;
 - 2.1.4. Participation in the commission/council/jury (hereafter – Commission) which reviews application/candidacy of a close relative;

- 2.1.5. Participation in the competition when the leverages of establishment of the competition conditions and the decision-making are in the hands of the participant;
- 2.1.6. Participation of the student being in contractual relations with the University in the student scholarship competition;
- 2.1.7. Any other action which hinders an honest attitude of the employee to the University.
3. For the purposes of this Article, a close relative means;
 - 3.1.1. lineal descendant or ancestor;
 - 3.1.2. spouse of lineal descendant or ancestor;
 - 3.1.3. spouse and his/her family members (mother, father, sister, brother, daughter, son);
 - 3.1.4. sister/brother;
 - 3.1.5. spouse and children/grandchildren of sister/brother;
4. In case of conflict of interests established by paragraph 2 of this Article, the person is obliged to notify the administration of the University in a timely manner or in case of participation in the consideration, seek self-recusal.
5. The University shall be authorized to apply disciplinary measures in respect to the employee in case of violation of the provisions established by paragraph 2 of this Article.
6. In case of discovery of the conflict of interests during the competition, the decision made in respect to the respective person placing him in the advantageous position shall become invalidated. If it is impossible to invalidate the results in respect to a specific person based on the content of the contest, the competition shall be held for the second time.

Article 13. Ethical Norms at University

1. University personnel are obliged to obey Code of Conduct on University premises and apply ethical norms with University personnel and students.
- 1¹. A student and / or university employee must not be discriminated based on the race, skin color, language, sex, age, citizenship, origin, place of birth, place of residence, material condition or rank, religion or belief, national, ethnic or social affiliation, profession, marital status, health condition, disability, sexual orientation, expression, political or other opinion and/ or other reasons. **01-29, 16.03.2020**
- 1². Undesirable sexual behavior is prohibited, including physical contact undermining one's dignity and creating an intimidating, hostile, degrading or abusive environment. **(01-29, 16.03.2020)**
2. On the university premises personnel are prohibited:
 - a. Making a noise and interfering in academic process;
 - b. Bringing and distributing alcoholic drinks and drugs, advertising papers and leaflets promoting certain political and religious groups;
 - c. Appearance (clothes, hairstyle, accessories), unsuitable for personnel of Educational Institution.
 - d. Giving political speeches and arranging political rallies on University premises;
 - e. Bringing firearms, gas weapons or shotguns (If an employee is authorized to carry a weapon, he/she is obliged to leave it at Department of Security before leaving University premises);
 - f. Damaging University inventory (in addition to disciplinary liability, a fine equal to the damage will also be imposed);
 - g. Using a fake document;
 - h. Falsifying exam results or taking an exam instead of somebody;
 - i. Spreading false information aimed at disrupting academic process, discrediting university, student or staff members;
 - j. Theft, hooliganism and any criminal offences under Criminal Law on University premises;
- J¹. Ignoring the tasks and responsibilities assigned by the supervisor, disrespectful and non-collegial attitude towards colleagues, provoking a negative attitude in students towards the university and staff; **(01-88, 02.08.2018)**

- k. Plagiarism;
 - l. Any activity aimed at discrediting university, and violating Codes of Conduct and Ethics existing in Higher Education Institution.
3. University administration is to be guided with established rules by Legislation of Georgia while getting, keeping and issuing the information about students and personnel. The administration must not allow gaining and spreading personal data illegally.
 4. Any legal order issued by the staff of Department of Security is mandatory to be fulfilled on the university premises in the process of protecting university possession, student, personnel or any individual.
 5. In case of violating the rules established by University, Department of Security is authorized to take relevant measures against the offender, but if the action contains signs of an administrative offence and crime - call Patrol Police for taking appropriate measures.
 6. In case of violating the rules within the framework of the second item of this article, applying disciplinary measures shall be determined on the basis of the severity of violation.

Article 13¹. Absence from Work, Being Late, Missing Working Hours (01-29, 16.03.2020)

1. An employee's failure to appear at work during the working hours shall be considered as absence from work.
2. Being late, absence from work and/or missing working hours may be considered excusable or inexcusable in compliance with the present Internal Regulation.
3. All employees of the University are obliged to appear on time and fulfill all the imposed duties during working hours until the completion of the work.
4. In case of an employee's failure to appear at work, being late, missing working hours with inexcusable reason without notifying direct head/ Rector/Chancellor (in compliance with the apparatus) may be considered as not excusable and disciplinary measures may be applied against him/her.
5. An employee is obliged to inform a head of the structural unit in a written form in advance in case being late or leaving workplace during the day.
6. In case an employee fulfills his/her duties outside the premises of the university during working hours and direct supervisor is notified, this practice cannot be considered as being late, missing working hours and being absent from work in this case.
7. In case of necessity of leaving a working place or being absent because of an unpredictable but excusable reason (e.g. illness, family condition, etc.), an employee is obliged to inform a head of corresponding structural unit the reason for missing work, the approximate period of being absent through email or other communication means immediately. An employee has to inform the head of the unit about the urgent work to be completed and request the time-off from the official duties within the relevant time period. After coming back to work, an employee is obliged to fill in "Template of Requiring Time-Off from Work" (**Annex #2**) in agreement with the head of the service and after confirming with a signature submit it to the Personal Management Service.
8. In case of satisfaction of the request for time-off, the direct supervisor shall be responsible for the expediency of the employee's absence at work. In case of temporary incapacity of the employee exceeds 5 working days, his/her authority is suspended.
9. In case of non-satisfaction of the request for time-off, an employee is obliged to continue work in a regular schedule. Otherwise, direct supervisor of the employee is obliged to inform Monitoring Service about absence of the employee immediately.
10. In the cases provided in Paragraph 7 of the present Article, an employee is entitled to use 5 working days during the year apart from the holiday, though no more 2 working days can be used a month (not in a consecutive order). Absence from the work during this period is excusable. After coming back an employee is obliged to fill in the "Template of Requiring Time-off from Work (**Annex #2**)".

11. In case of being late no more than 120 minutes totally a month – in the morning hours and after break period, a disciplinary liability is not imposed on the employee and this point is considered as excusable.
12. In case missing more than 2 hours per month (non-excusable), the remuneration of the corresponding hours will be deducted from the salary. Remuneration of one hour is calculated as follows: the amount of salary is divided into working hours to be accomplished in a month multiplied by 8 hours.
13. In case of regularly being absent from work, being late, missing working hours measures of liability provided in the present Internal Regulation may be applied as a disciplinary sanction.
14. Labor relations can be terminated with the employee, being absent from work for five or more days without excuses. Issues related to this matter shall be regulated with the Labor Code of Georgia.

Article 14. Disciplinary Proceedings

1. On the basis of submitting an explanatory note on the possible violation determined with this regulation, Rector/ Chancellor determines launching Disciplinary Proceedings with issuing a decree and defines the person responsible for the inquiry. Due to the presumable severity of disciplinary misconduct, the authority of the person, against whom the disciplinary proceedings are instituted, can be terminated with the decree. **(01-29, 16.03.2020)**
- 1¹. Information about violation can be provided anonymously, via e-mail, in the Personnel Management Service or through another employee. **01-29, 16.03.2020)**
2. Disciplinary Proceedings with academic personnel are conducted by Rector, while Chancellor applies the similar proceedings with administrative staff.
3. The person(s), being responsible for the inquiry, interviews every person related to the fact, collects data, process video footage and presents a conclusion based on the accumulated documents. The subject of disciplinary proceedings is essential to be involved in the inquiry.
4. The conclusion, presented by a person being responsible for the inquiry, is to be submitted to Rector/Chancellor for corresponding actions.
5. Rector/Chancellor determines a Commission of Ethics in compliance with the content of the conclusion and the commission is instructed to draw relevant conclusions. The membership of Commission of Ethics is determined as including at least 3 members, not being related to or depended on the subject of disciplinary proceedings.
6. Commission of ethics shall review the case fully, impartially and fairly. The commission is entitled to conduct an oral hearing and become aware of the positions expressed by individuals related to the case. In case of oral hearing, inviting a subject of disciplinary proceedings is obligatory.
7. The commission of ethics makes a decision by a majority of votes. The resolution made by the commission of ethics is drawn up under Rector/Chancellor's decree. The decision is final and may be appealed only in court.
8. A copy of the order imposing a disciplinary sanction shall be sent to the person who committed the disciplinary misconduct. A copy of the investigation report shall also be sent upon his / her written request. **(01-29, 16.03.2020)**
9. The duration of disciplinary proceedings shall not exceed 1 month. If necessary, if presumable misconduct involves dismissal from work, additional time is necessary for a comprehensive investigation; on the basis of reporting note of the person being responsible for the investigation, the term of disciplinary proceedings may be extended to 3 months. The term must be extended no later than 5 (five) calendar days before the expiration of the one-month period. **(01-29, 16.03.2020)**
10. Recording an explanation from the person against whom the disciplinary proceedings are going on is compulsory, apart from the cases when the person cannot attend this procedure/be interrogated due to objective reasons and his/her disciplinary misconduct is proved with factual circumstances. **(01-29, 16.03.2020)**

11. In case the disciplinary misconduct is apparent and gathering additional information is not necessary and also if the person himself/herself admits misconducting, without inquiry and Ethics Commission, the Rector/Chancellor's decree may be issued on the imposition of sanction. Without conducting proceedings, a sanction of dismissal cannot be applied. (01-29, 16.03.2020)

Article 14¹. Enforcement of a Disciplinary Sanction, Period of Validity, Recidivism (01-29, 16.03.2020)

1. A disciplinary sanction shall not be imposed on an employee, if three years passed after committing disciplinary misconduct. A disciplinary sanction shall not be imposed on an employee, if the person authorized to conduct disciplinary proceedings was aware of the disciplinary misconduct and disciplinary measures have not been applied for 1 year.
2. Forms of material incentives shall not be applied to a person being imposed a disciplinary sanction during the period of penalty. The employer's decision regarding the holiday bonus or the common forms of incentives may be exceptions.
3. Period of disciplinary sanction:
 - a) A disciplinary sanction imposed on an employee as a remark shall be effective for 6 months from the date of imposition of the penalty;
 - b) A disciplinary sanction imposed on an employee as a reprimand shall be effective for 1 year from the date of imposition of the penalty;
 - c) If no other disciplinary sanction has been imposed on an employee during the period of disciplinary action, the imposed disciplinary sanction shall be deemed to have been revoked.
 - d) A revoked disciplinary sanction shall not be taken into account when imposing a disciplinary sanction.
 - e) Until revoking a disciplinary sanction, an employee does not have a right to be promoted/to get higher salary.
4. The Rector/Chancellor is entitled to lift a disciplinary sanction for an employee ahead of time through the mediation of a direct supervisor or his/her own initiative (in case an employee does not have a direct supervisor) if the employee did not commit a new misconduct and showed himself/herself to be a conscientious employee.
5. The resolution on lifting disciplinary liability shall be filed in an employee's personal documents.
6. Recidivism is the act of an employee repeating the same misconduct during the period of penalty or until the sanction is revoked.
7. During the period of validity of the disciplinary sanction (before the disciplinary sanction is revoked or lifted), when committing a similar or more serious disciplinary misconduct, a stricter sanction shall be applied on the employee.
8. In case a more minor disciplinary misconduct is committed, the same or lighter penalty may be applied, depending on the circumstances of the offense.

Article 14². Suspension of Labor Relations (01-29, 16.03.2020)

1. Suspension of a labor relation is the temporary non-fulfillment of tasks by an employee foreseen in the Labor Agreement, which does not result in termination of labor relations.
2. Issues of suspension of labor relations with an employee are regulated in accordance with the requirements of the Labor Code of Georgia.
3. An employee, who is unable to go to work because of illness, is obliged to inform the head of relevant structural subdivision immediately via e-mail or other means of communication:
 - a) the reason of absence;
 - b) the probable period of absence from work;
 - c) type of illness / injury;
 - d) urgent work to be fulfilled during his/her absence.

4. The University is entitled to suspend the authority of an employee in case temporary incapacity exceeds 5 working days.
5. The employee is obliged to submit a document certifying temporary incapacity for work (medical report) with the statement of requiring a remuneration, during five working days until the medical report is closed, otherwise the missed days shall not be remunerated. Being absent from work shall be considered inexcusable during this period and disciplinary measures may be applied against him/her.
6. The basis for calculating the amount of remuneration to be paid due to the temporary incapacity of an employee is his / her monthly remuneration.

Article 4³. Bases for Terminating Labor Relations (01-29, 16.03.2020)

1. Bases for terminating labor relations are as follows:
 - a) economic circumstances, technological or organizational changes that make it necessary to reduce labor force;
 - b) expiration of Labor Agreement;
 - c) fulfillment of the work foreseen in Labor Agreement;
 - d) leaving a position by an employee on his/her own wish on the basis of the written statement;
 - e) written agreement of the parties;
 - f) incompatibility of the employee's qualification or professional skills with the position / job to be performed by him / her;
 - g) severe violation of the obligation by an employee imposed on him/her via an individual labor contract or collective agreement and / or labor regulations;
 - h) violation of the obligation by an employee imposed on him/her via an individual labor contract or collective agreement and / or labor regulations, in case any measure of disciplinary liability foreseen in an individual labor contract or collective agreement and / or labor regulations has been applied for the last 1 year against the employee.
 - i) prolonged incapacity for work - If the period of incapacity for work exceeds 40 calendar days in a row, or for 6 months total term exceeds 60 calendar days, in addition, an employee has used a holiday foreseen in the Internal Regulation.
 - j) a court sentence or resolution coming into force, excluding the opportunity of work fulfillment;
 - k) the resolution made by Court and being in force declaring a strike as illegal;
 - l) death of an employee;
 - m) start of liquidation proceedings of the employer legal entity;
 - n) other objective circumstance that justifies the termination of Labor Agreement.
2. Termination of labor relations is prohibited:
 - a) based on the other grounds, apart from the bases under the first paragraph of the present article;
 - b) on the grounds of discrimination under Article 2 of the Labor Code;
 - c) from the period of informing the employer by a female employee about her pregnancy until the period determined under Article 36, Paragraph 2, Sub-paragraph "g" of Labor Code, apart from the bases under the present Article, Paragraph 1, Sub-paragraphs "b" – "e", "g" "h" "j" and "l";
 - d) due to the conscription of an employee into compulsory military or military reserve service or during the period of serving in compulsory military or military reserve service, apart from the bases under Paragraph 1 of the present Article, Sub-paragraphs "b" – "e", "g" "h" "j" and "l";
 - e) during his/her time as a juror in court, apart from the bases under Paragraph 1 of the present Article, Sub-paragraphs "b" – "e", "g" "h" "j" and "l";
3. In case the employer terminates a Labor Agreement through any grounds under Paragraph 2 of the present Article, Sub-paragraphs "a", "f", "i" "n", the employer is obliged to inform the employee no less than 30 calendar days earlier via sending a written notification. In addition, the employee shall be given a compensation of no less than 1 month's salary, within 30 calendar days from the termination of the Labor Agreement.

4. In case the employer terminates a Labor Agreement through any grounds under Paragraph 2 of the present Article, Subparagraphs “a”, “f”, “i” “n”, the employer is obliged to inform the employee no less than 3 calendar days earlier via sending a written notification. In addition, the employee shall be given a compensation of no less than 2 months’ salary, within 30 calendar days from the termination of the Labor Agreement.
5. In case the employer terminates a Labor Agreement under the basis of Paragraph 2 of the present Article, Subparagraph “d” on his/her initiative, the employer is obliged to inform the employee no less than 3 calendar days earlier via sending a written notification.
6. The day of dismissal of the employee is considered to be the day of dismissal indicated in the dismissal order.
7. The dismissed employee is obliged to present a Checklist Report for handing over material, technical and intellectual assets used by him/her temporarily and owned by the university.
8. In case of confirmation of the loss by the dismissed person, the dismissed person shall be considered a person with debts to the University and the procedures related to the withdrawal of the debt shall be carried out by the University in accordance with the Legislation of Georgia.
9. Final settlement includes remuneration of working days in the current month.
10. When terminating a labor relation, the employee is obliged:
 - a) to fill and confirm a “Checklist Report” with the signatures of all authorized individuals of the corresponding structural unit, which is to be submitted to Personal Management Service. Without submission of this document, the final remuneration shall not be made.
 - b) to hand over the equipment belonging to the institution to the immediate supervisor or the relevant responsible person, as well as any property, document, material stored with him/her in electronic or other form, letters, manuals and other documents related to the activities of the institution.
 - c) to submit his / her cases and unfinished work to the immediate supervisor no later than one week before dismissal. In the event of violation of this obligation, the employee will be liable for damages caused to the employer due to unfinished work.
11. The employer is obliged to fully reimburse the employee's salary no later than 7 days after the dismissal. However, in case a labor relation was terminated based on one of the evidences under the Paragraph 2 of the present Article, Sub-paragraphs “a” “f”, “i” and “n” and in addition if holiday was not applied, the remuneration shall be provided in proportion to the duration of the labor relation.

Chapter VI Personal Data Processing and Protection

Article 15. Personal Data Processing

1. University is entitled to process personal data of students and personnel in compliance with the law for security reasons.
- ¹ Personal data of students and employees are processed with their consent, based on the information provided in advance. (01-120, 02.10.2023)
2. University processes students’ data as follows:
 - a) personal data (first name, last name, father’s name, personal identification number, citizenship, nationality, a copy of identity card, a photo);
 - b) contact details (Physical and legal address, phone number, e-mail address);
 - c) education (document – a Secondary School Leaving Certificate, a diploma of higher education);
 - d) belonging to a particular social group (socially unprotected, refugee, etc.)
 - e) a certificate of military recruit (for male citizens);
 - f) sports and artistic interests.
3. University processes personnel’s data as follows:

- a) personal data (first name, last name, father's name, personal identification number, a copy of identity card, a photo);
 - b) contact details (Physical and legal address, phone number, e-mail address);
 - c) education (document – a diploma of higher education);
 - d) work experience (document – a reference of work experience);
 - e) academic achievements for academic personnel (participation in conferences, published articles and publications, scientific papers, document- certificate, information on the scientific work).
4. With the purpose of observing employees' arrival and leave, University processes staff's personal data through controlling application of personal card by an employee while arriving at and leaving a workplace (a card is to be touched to a special technology).
 5. Video surveillance is carried out on the outer perimeter and university premises with the purpose of protecting property and students and personnel's security. University is obliged to put a sign "Video Control" (in a visible area) in the video surveillance area. Video surveillance is carried out only through visual inspection cameras in halls and the lecture halls, where valuable inventory is located (e.g. computers, laboratory technology, electronic and digital technology, etc.).

Article 16. Personal Data Protection

1. University is obliged to protect employees and students' processed personal data, as well as ensure its protection.
- 1¹. Personal data of students and staff processed by the University is shared with third parties only when necessary, in accordance with the law. **(01-120, 02.10.2023)**
2. Students' personal information is kept in the Faculty Dean's Office, while the data inserted online is put in electronic system of Academic Process Management on student's private page. The page is accessible not only for student, but also authorized employees of university.
3. Personal data of the staff is processed and relevant documentations are kept by Department of Human Resource Management.
4. Department of Security is responsible for controlling and processing the footage of video cameras.
5. Only staff of Department of Security, Chancellor, Deputy Chancellor and Rector (Staff of Examination Centre in Examination Centre) are entitled to watch video recordings. Video recordings shall be given to Law-Enforcement Agencies or other third parties with the consent of Chancellor or Rector.
6. The University is obliged to notify the person within a reasonable period of time if personal information is accidentally disclosed due to technical or other reasons. **(01-120, 02.10.2023)**

Article 17. Final Provisions

1. University structural units and personnel act on the basis of the Internal Regulation and they are obliged to obey the rules.
2. Amendments and additional articles to Internal Regulation are made by the decree issued by Chancellor.
3. An employee is obliged to become familiar with the present Internal Regulation and confirm with a signature **(Annex #3)**. Acknowledgement on becoming familiar with the Internal Regulation is enclosed in the employee's personal file.
4. 3¹. In case of making amendments in Internal Regulation, the information is sent to corporate e-mail addresses of the personnel within 10 days. The personnel, who do not agree with the changes, are entitled to present the position supported with arguments (the reason why it is unacceptable the specific changes to be included in the contract is to be indicated) in a written form within 5 days after the reception of the e-mail. **(01-88, 02.08.2018)**
5. The present provision becomes invalid in case of approval a new provision.

Annex №2

Template of Requiring Time-off from Work
Filled in case of leaving the workplace or not appearing at work

Addressee	Administration (Service)
Applicant	First Name, Surname:
	Position:
	First Name, Surname:
	Date :

Type of the Requirement for Time-off from Work	
Educational	
Illness	
Other reasons (child care, pregnancy, lectures, etc.)	
Period of temporary absence from work	
Number of days being off work	
An employee fulfilling his/her duties during the absence of work (in case of existence)	First Name, Surname:
	Position:
The direct supervisor is informed	First Name, Surname:
	Position:

Additional information (if applicable)

- **An employee is entitled to use 5 working days during the year, though no more 2 working days can be used a month (not in a consecutive order).**

Annex № 3

Caucasus International University

Acknowledgement of Internal Regulation

I became familiar with Internal Regulation of Caucasus International University and confirm with a signature:

First Name, Surname: _____

Position: _____

Signature of an employee: _____

Date of Acknowledgement of Internal Regulation:
