



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Regulation on Students' Self-Governance

Approved on 29/05/2013 by the General Meeting – Decision №1 (Appendix №1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision

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Article 1. General Provisions

- 1.1. *Students' Self-Governance of International Black Sea University* is students' representative organ which is elected by the students of the university on the grounds of public, equal, direct, and secret ballot elections in accordance with the requirements of the "Law on Higher Education" of Georgia. Students' Self-Governance exercises its authority inside and outside the university within its competence.
- 1.2. Students' Self-Governance is not a legal person. It is an apolitical union, and is not entitled to run entrepreneurial activity.
- 1.3. Students' Self-governance is an independent organ, operating within the university. Herewith, it's operation should be in accordance with university regulations.
- 1.4. Legal status of Students' Self-Governance is defined by the "Law On Higher Education" of Georgia, and university regulations. The activities of Students' Self-Governance are carried out, observing the regulations established by the "Regulation on Students' Self-Governance" - IBSU.R8E.
- 1.5. The rules and procedure for the election of the organs of Students' Self - Governance is defined by this regulation.
- 1.6. Students' Self-Governance is operating in cooperation with the Student and Staff Support Services (hereinafter „SSSS") of the university.
- 1.7. Students' Self-Governance is not entitled to publish, spread, or advertice information within univerity or nearby teritory, without the consent of the university authority. Unless such activity shall be regarded as violation of disciplinary norms.
- 1.8. The address of Students' Self-Governance is at International Black Sea University, 13-th kilom,2, Agmashenebeli Alley, Tbilisi.

Article 2. Definition of the Terms

The terms used in this regulation have the following meaning:

- 2.1 *Student* – a person who enrolled in a higher education institution commensurate with the "Law on Higher Education" of Georgia and "Rules and Regulations on Study Process" - IBSU.R3E and studies for the accomplishment of Bachelor's, Master's, and Doctoral educational programme;
- 2.2 *Students' Self-Governance* – representative organ of the students of the university;
- 2.3 *University* – International Black Sea University, Ltd.;
- 2.4 *Administration of the university* – plenipotentiary organ, which is entitled to manage university and executes administration and study process;
- 2.5 *Faculty* – basic teaching-scientific or administrative unit ensuring the training of students of one or more specialties and awarding them the respective qualifications;

- 2.6 *Faculty Board* - representative body of the basic educational unit;
- 2.7 *General meeting* – the highest representative organ of Students' Self-governance, which is composed by delegates from each faculty;
- 2.8 *President* – the highest official of Students' Self-governance;
- 2.9 *Executive chamber* – the main executive body of Students' Self-governance;
- 2.10 *Department* – executive body, created for certain aims in a concrete sphere.

Article 3. The goals of Students' Self-governance

The goals of Students' Self-Governance are the following:

- 3.1 To protect and represent interests of the students in relations with the university management within its capacity;
- 3.2 To support students in protection and practical realization of their rights, freedom, and their legal interests within its capacity;
- 3.3 To make proposals concerning the improvement of university management systems and quality of studying and submit them to the competent authority in written format;
- 3.4 To create optimal conditions for students' social-cultural, sports, holiday, and other needs to diversify students' life;
- 3.5 To support students of different nationalities to set close relationships between each other;
- 3.6 To organize communications with other universities' Students' Self-Governances and other student organizations;
- 3.7 To provide students with all needed information which are in Students' Self-Governances' competence and play a big role in orienting the newcomers to the university.

Article 4. Authority of Students' Self-governance

Students' Self-governance within its authority shall:

- 4.1 Protect students' interests;
- 4.2 Make proposals concerning the improvement of university management systems and quality of studying and submit them to the Faculty Board;
- 4.3 Participate in the management of managerial body (Academic Board) of the university in accordance to this regulation;
- 4.4 Periodically prepare the assessment of the work of academic personal in cooperation with the Faculty Quality Assurance and submit the results to the Faculty Board;

- 4.5 In order to implement the goals stated by this regulation, Students' Self – Governance is authorized to arrange relevant meetings, debates, discussions, trainings, intellectual games, and activities which are connected to education, literature, sport, culture, leisure, science, charity, as well as other activities which are allowed by law;
- 4.6 Students' Self-Governance is authorized to cooperate with Governmental and Non-governmental organizations, other universities, unions, State and international organizations;
- 4.7 In order to implement the goals defined by this regulation, Students' Self-governance is entitled to exercise other powers defined by the "Law on Higher Education" of Georgia and this regulation.

Article 5. Delegate of students' Self-Governance

- 5.1 A delegate of Students' Self-governance (hereinafter "delegate") is a member of Students' –Governance, which has been elected in accordance to the rules and procedure of this regulation.
- 5.2 A student can be elected as a delegate only once, for a term of one year.
- 5.3 A delegate can not be the university administrative staff at the same time.
- 5.4 The authority of a delegate starts from his/her election and ends by the time of the first meeting of newly elected delegates.
- 5.5 The authority of a delegate shall be pre-terminated in the following cases:
 - a) Personal application;
 - b) Appointment on the position of administrative staff at the university;
 - c) Termination of student status at the university;
 - d) Sevier violation of the "Code of Ethics" - IBSU.R2E and the "Regulation on Disciplinary norms for Students" - IBSU.R7E;
 - e) Failure to participate in the work of Students' Self-Governance for a period of two months without a good reason;
 - f) Recognition by a court as legally incapable, missing or dead;
 - g) Death.
- 5.6 In case of pre-term termination of a delegate, his/her responsibilities shall be exercised by the preceding candidate of a delegate, who has collected enough votes than other candidates on the relevant faculty, but not enough to be elected as a delegate.
- 5.7 A delegate can be a student of university, who is capable, is not appointed on the administrative staff position at the university, is not judged, has the recommendation from the Dean of the relevant faculty and his/her GPA is more than 80 score.
- 5.8 A student cannot be elected as a delegate if:
 - a) He/she is a freshman on the bachelor's program;
 - b) He/she has received disciplinary punishment.

Article 6. The rights of the delegate

The rights of the delegate are the following:

- 6.1 In order to implement the goals, defined by this regulation, makes proposals to the managerial bodies of the Students Self-Governance;
- 6.2 Elects a representative and can be elected in the managerial bodies of Students' Self-Governance;
- 6.3 Participates in the events, conducted by Students' Self-Governance or creates the project independently and submit to the managerial bodies of Student's Self-Governance for discussion;
- 6.4 Receives any information from delegates, regarding their activities;
- 6.5 Executes other activities defined by this regulation and Georgian legislation.

Article 7. The obligations of the delegate

The delegate is obliged to:

- 7.1 Perform the obligations defined by this regulation;
- 7.2 Protect the name, authority and property of Students' Self-Governance;
- 7.3 Support for creation of grounds of respect and collaboration between managerial bodies of the university and the student;
- 7.4 Participate in the activities of Students' Self-Governance;
- 7.5 Participate in the work of the managerial bodies of Students' Self-Governance;
- 7.6 Attend the meetings held by the managerial bodies of Students' Self-Governance, as well as the meeting of Faculty Board and Academic Board in accordance to this regulation.

Article 8. The structure of Students' Self-Governance

- 8.1 The managerial bodies of Students' Self-Governance are:
 - a) General meeting;
 - b) President;
 - c) Executive Chamber;
 - d) Departments.
- 8.2 The authority of the managerial units of the Students' Self-Governance shall be terminated upon the first convocation of the newly elected Students' Self-Governance.

Article 9. General Meeting

- 9.1 The General Meeting of the delegates is a highest representative organ of Students' Self-Governance, which is composed by the delegates.
- 9.2 General Meeting is held once a semester. In case of necessity, it could be held more frequently.
- 9.3 Regular General Meeting is called by the President.
- 9.4 Extraordinary General Meeting is called by:
 - a) The President on its own initiative;

- b) The President, at the request of not less than $\frac{1}{4}$ of the delegates;
 - c) Executive Chamber, during impeachment procedure.
- 9.5 Information regarding the date and agenda of the meeting will be provided to delegates not less than 7 days prior the meeting.
- 9.6 A meeting shall be fully authorised when at least $\frac{2}{3}$ of the list members of the Board are present.
- 9.7 Meeting is presided by the President, and in case of his/her absence by Vice-President.
- 9.8 The decision is made by the majority of votes. In case of equal votes, the vote of chairman prevails.

Article 10. Authority of the General Meeting

General meeting is entitled to:

- 10.1 Approve the candidate of Vice-President upon the proposal of President;
- 10.2 Approve the candidates of the delegates of Executive Chamber, upon the proposal of President;
- 10.3 Decide the issue of the impeachment of the President;
- 10.4 Approve the annual activity plan;
- 10.5 After the agreement with the SSSS, approve the changes/amendments to this regulation;
- 10.6 Render a decision within its authority, which is later signed by the President;
- 10.7 Render a decision regarding the creation, cancellation or combination of new departments upon the proposal of Executive Chamber;
- 10.8 After holding elections, approve the candidates submitted by the delegates of the faculty (one candidate in one direction).
- 10.9 Execute other authority, which does not violate this regulation and Georgian legislation.

Article 11 . President

- 11.1 The President is the highest official of Students' Self-Governance, who coordinates General Meeting, Executive Chamber and represents Students' Self-Governance to third persons.
- 11.2 The President of Students Self-Governance is the delegate of Students' Self-Governance at the same time;
- 11.3 Every student of the university has right to be elected as a Students' Self – Governance President, if he/she is capable, does not hold an administrative staff position at university, is not judged, is sophomore/junior student on bachelor's program, has the recommendation from the Dean of the relevant faculty and his/her GPA is more than 80 score.
- 11.4 The President of Students' Self –Governance is elected by the university students on the grounds of public, equal, direct, and secret ballot for a term of one year.

- 11.5 The right to nominate a candidate of the President of Students' Self – Governance have no less than 1/5 of the members of the Students' Self – Governance, as well as an initiative group, if the nomination is confirmed by the signatures of not less than 100 students.
- 11.6 If election is deemed to be held but none of the candidates obtained the necessary number of votes, the second round of the election shall be held in five business days. Two candidates having the best results in the first round shall be put to the vote in the second round. In case of the failure to elect the President in the second round, new election shall be held within 10 business days.

Article 12. The authority of the President

- 12.1 The authority of the President starts by his/her election and ends by the election of new President;
- 12.2 Unless the grounds defined for pre-term termination of delegates authority, President's authority is terminated by impeachment procedure.
- 12.3 In case of pre-term termination of the authority of President, Vice-president shall exercise the responsibilities of the President for the period left of the authority of President.
- 12.4 In case of severe violation of this regulation, "Code of Ethics" - IBSU.R2E, "Disciplinary norms for Students" - IBSU.R7E and Georgian Legislation, not less than 1/3 of the delegates of Students' Self-Governance are entitled to raise the question of the dismissal of the President in accordance with impeachment procedure on General Meeting. The President shall be deemed to be dismissed from the office in accordance with impeachment procedure, if not less than two thirds of the total number of the members of the General Meeting supported the decision.
- 12.5 The president is entitled to:
- a) Manage the Executive Chamber;
 - b) Coordinate the operation of the managerial bodies of Students' Self-Governance;
 - c) Call and preside at General Meeting;
 - d) Propose the candidates of Executive Chamber to General Meeting for approval;
 - e) Represent Students' Self-Governance to third persons;
 - f) Sign the decisions rendered by General Meeting;
 - g) Propose the candidate of Vice-president to General Meeting for approval (the candidate of vice-president should meet all the requirements defined by paragraph 11.3 of Article 11);

- h) Define the composition of departments, appoints and dismisses the Heads of the Departments;
- i) Sign the official documents on behalf of Students' Self-Governance;
- j) Render decisions related to the issues within his/her competence;
- k) Participate in Academic Board Meetings;
- l) Exercise other duties, which does not contradict this regulation and present legislation.

Article 13. Executive Chamber

- 13.1 The Executive Chamber is the executive organ, composed by the President, Vice-president and the Heads of the Departments.
- 13.2 Regular meeting of Executive chamber is called once a month. Extraordinary meeting could be called by the President on its own initiative.
- 13.3 Executive Chamber is authoritative if 2/3 of the members are present.
- 13.4 Decision is rendered by the majority. In case of equal votes the vote of President prevails.
- 13.5 Executive Chamber:
 - a) Defines the main priorities and aims during the year, conducts the general politics on students' self-governance;
 - b) Defines the main principles and directions of departments. Submits proposals to departments regarding the improvement of their activity;
 - c) Discuss and approves the main projects and programs concerning the activity of Students' Self-Governance, which are submitted by delegates;
 - d) Creates draft document concerning changes /amendments to this regulations and submits to SSSS for arrangement;
 - e) Submits the draft of budget/budget to the university SSSS for submission to Administrative Board;
 - f) Exercises other activities which does not violate this regulation and present regulation.

Article 14. Departments

- 14.1 Department is an executive organ, created for specific purposes defined by this regulation.
- 14.2 Department is composed by the Head of the Department and 4 delegates.
- 14.3 The Head of the Department and two members are appointed and dismissed by the President (ground(s) for dismissal should be approved by General Meeting), while the other two members are elected (from delegates) and dismissed by the General Meeting.

- 14.4 Department renders decisions on the meeting. Meeting is authorities if at least 2/3 of members are present. Decisions are made by the majority. In case of division of votes, the vote of chair prevails.
- 14.5 Department is responsible to Executive Chamber.
- 14.6 Students' Self-Governance is composed by the following departments:
- Education and Science;
 - Culture, sport and leisure;
 - Protecting of students' rights;
 - Department of Foreign affairs.
- 14.7 The President is entitled to initiate the creation, cancellation and combination of new department. The final decision is rendered by General Meeting.

Article 15. The functions of the Departments

- 15.1 *The Department of Education and Science* plans and arranges discussions, debates and other types of intellectual games. It is responsible for intellectual-scientific events.
- 15.2 *The Department of Culture, Sport and Leisure* is responsible for cultural and leisure events. It arranges excursions and picnics, organized different types of sport events and turners.
- 15.3 *The Department of Protection of Students Rights* – is responsible for protecting students' rights. Arranges periodical assesment of academic personal in accordance with this regulation.
- 15.4 *The Department of Foreign Affairs* have systematic relation with other Student Self-Governance, State and Non-governmental organizations.

Article 16. Elections

- 16.1 Regular elections are held once a year, in the fall semester, during October-November.
- 16.2 Elections are held on the territory of university, on the grounds of public, equal, direct, and secret ballot elections.
- 16.3 Via elections Delegates of Students Self-Governance are elected in the managerial bodies of Students' Self –Governance.
- 16.4 All students of the university have the right to participate in elections.
- 16.5 Elections is deemed to be held if more than 1/3 of university students participate in it.
- 16.6 For the purposes of elections, university is divided into election districts of faculties.
- 16.7 The students of the faculty elect 1 delegate from each faculty.
- 16.8 The delegate, elected on the faculty shall nominate one candidate from each direction of his/her faculty and submit to the General Meeting for approval. The nominated candidate shall meet the requirements set for the delegate of the students' Self-Governance. After the approval of the General Meeting, the candidates becomes the delegate of the students' Self-Governance.

- 16.9 The representative of the students' in the faculty Board is elected within and by the delegates elected on the faculty.
- 16.10 The Presidnet is elected by studnets of the university.
- 16.11 Organizational issues related to elections are arranged by SSSS.

Article 17. Budget

- 17.1 In order to fill budget, Students' Self - Governance is authorized to cooperate with Universities, Governmental and Non-governmental organizations, also with non-political unions, State and International organizations
- 17.2 Students' Self – Governance is obliged to submit substantiated project and financial plan for reviewing to the universities SSSS, before it is submitted to the relevant donors. By way of an exception, the project and the financial plan are considered and the final decision is made only by the SSSS, when the donor is The International Black Sea University.
- 17.3 In the circumstances, when International Black Sea University is not the donor, Students' Self – Governance, after the approval of SSSS, is authorized to submit the project to the authorized body of relevant donor, and after obtaining and disposing financial resources, is obliged to submit financial documentation to the SSSS of the university, in order to determine compliance with the advance financial plan (documentation motioned above should also be submitted to the donors authorized body, in the case of request).
- 17.4 All financials decisions made by SSSS is arranged with Administrative Board.

Article 18. Final Provisions

- 18.1 Issues, which are not defined within this very document, are regulated by “Law on Higher Education” of Georgia and other regulations of International Black Sea University.
- 18.2 The case of any changes, amendments and/or additions to this regulation, is adopted by the General Meeting of Students' Self-Governance.

Article 19. Enforcement

- 19.1 This regulation is valid from the date of approval and is enacted from 2013-2014 academic year.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarise themselves with the rules and regulations as outlined in the
related IBSU documentation.*

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