Appendix 1

Approved by: International Black Sea University Governing Board Resolution #14, 22/04/2024

The regulation of disciplinary responsibility of the

International Black Sea University’s students

Tbilisi

2024

Article 1. Scope of the regulation

1.1. This document regulates the issues of disciplinary responsibility of students of the "International Black Sea University" LLC (hereinafter - "University") in accordance with the law of Georgia, university regulations, internal regulations, code of ethics, regulation of educational process, personal data protection policy and other normative documents of the university.

1.2. This provision establishes the rules of procedure related to the disciplinary responsibility of students.

Article 2. General rules of conduct

2.1. University students are obliged to:

2.1.1. to observe the rules of the university, the ethical norms of relations with the staff and students, the rules of entering and leaving the university;

2.1.2. comply with the instructions issued by the University related to the maintenance of public order;

2.2. If this rule is broken, the security service is empowered to take appropriate action against the offender and, if there are indications of criminal activity, to notify law enforcement.

Article 3. Disciplinary penalty

3.1. The following disciplinary measures apply at the university:

3.1.1. Warning: the student receives a verbal and/or written (including electronic) warning about the action he/she has committed.

3.1.2. Reprimand: the student receives a reprimand in writing. A copy of the reprimand is kept in the student's personal file.

3.1.3. Compensation: In case of damage, destruction or loss of University property, the student shall pay a monetary sum for the damaged/destroyed/lost property.

3.1.4. Penalty: the amount of money imposed by the university, which the student pays in case of violation of the requirements established by the normative acts of the university.

3.1.5. Restriction: restriction of the student's right to participate in the educational process, if his/her action threatens the protection of other people's rights, health, university property and safety.

3.1.6. Termination of a student status: the basis for termination of a student status is the conduct incompatible with student status, which significantly violates the requirements established by the normative documentation of the university and the legislation of Georgia.

3.1.7. Different types of disciplinary action are also defined by the Code of Ethics.

Article 4. Fine

4.1. Consumption of tobacco in the non-smoking area of ​​the university will lead to disciplinary responsibility for the student - a fine of 200 (two hundred) GEL.

Article 5. Principles of disciplinary proceedings

5.1. Disciplinary action against the student must be proportionate to the disciplinary offense and can be carried out in accordance with the rules established by the normative acts of the university and the current legislation of Georgia.

5.2. In considering the issue of disciplinary prosecution, the burden of proof is on the prosecution. The decision to initiate disciplinary proceedings must be substantiated and based on the evidence obtained in accordance with the law of Georgia and the normative acts of the university. All evidence that is the basis for disciplinary action must be investigated by the school board.

Article 6. Criteria for determining disciplinary penalty

6.1. When determining the disciplinary penalty, the following circumstances are considered:

6.1.1. severity/level of the action;

6.1.2. the student's intention at the time of the act;

6.1.3. repeated disciplinary misconduct;

6.1.4. general characterization of the student (personal, academic);

6.1.5. Position expressed by the student regarding disciplinary misconduct.

Article 7. Person/organization authorized for disciplinary proceedings

7.1. The issue of disciplinary responsibility of the student can be raised both by the university's academic and visiting staff, as well as by the administrative staff.

7.2. In accordance with the procedure stipulated in paragraph 7.1 of this article, the student's disciplinary responsibility is referred to the relevant school council, which for the purposes of this provision is the disciplinary commission.

7.3. The Disciplinary Commission is authorized to impose a disciplinary penalty on the student in the manner defined by the present regulation and is obliged to provide information about the fact to the vice-rector for education and the rector.

7.4. As a form of disciplinary punishment for the student, in case of termination of the student's status, based on the conclusion of the school council, the rector makes the final decision and issues an order.

Article 8. Student's rights in the process of disciplinary prosecution

8.1. During disciplinary proceedings, the student has the right to:

8.1.1. to receive a decision in a written form on the initiation of disciplinary proceedings against him/her;

8.1.2. attend the discussion of his/her disciplinary responsibility and enjoy the right of defense;

8.1.3. to provide the disciplinary commission with the information and evidence at his/her disposal;

8.1.4. participate in the examination of evidence by the Disciplinary Commission;

8.1.5. to demand consideration of the issue of his/her disciplinary responsibility at the (board) meeting.

8.2. The student must be notified in writing about the initiation of disciplinary proceedings. A copy of the notice must also be sent to the contact person provided by the student in the student's contract (if applicable).

8.3. The notice sent to the student (including the notice sent in electronic form) about the time and place of the hearing must include an indication of the circumstances specified in clause 8.4 of this article.

8.4. Failure of the student to appear at the hearing (except for the circumstances specified in clause 8.5) will not stop the consideration of the case. In such a case, the student will be considered to have exercised his/her right to defense and a decision will be made based on the investigation materials and the circumstances revealed at the hearing.

8.5. If the student's absence at the hearing is due to an objective reason (the fact of the existence of an objective reason is established by the disciplinary commission), the student has the right to present his/her position in writing or to apply to the disciplinary commission to postpone the hearing.

8.6. Initiating disciplinary proceedings against a student should not limit the student's right to participate in the educational process, except for the cases stipulated by the normative acts of the university, if it threatens other's rights, health, property and safety.

Article 9. Investigation stage

9.1. The investigation is carried out out in the initial stage of disciplinary proceedings, which is done by a person selected by the disciplinary commission or by the commission itself, based on the materials presented.

9.2. The investigation involves the implementation of all measures necessary for the complete conduct of disciplinary proceedings (including questioning of witnesses, inspection of the scene of the incident, obtaining evidence (including video footage) and, if necessary, obtaining legal advice).

9.3. Information about the measures implemented in the process of disciplinary prosecution is reflected in the decision of the disciplinary commission.

9.4. The university staff (administrative, academic, invited) is obliged to provide the investigator with the necessary information/documentation at their disposal and to assist the investigation process as much as possible.

9.5. The evidence used in the disciplinary proceedings must be legitimate.

Article 10. Procedural rules for conducting the disciplinary commission session

10.1. The Disciplinary Commission meets at the time and place specified in the decision to initiate disciplinary proceedings.

10.2. The secretary of the disciplinary commission puts forward the issues necessary for the meeting and informs the members of the commission about the agenda of the session.

10.3. The disciplinary commission is authorized if more than half of the members are present.

10.4. The decision is made by closed ballot. A member is entitled to vote for or against a case. The member has no right to abstain. The decision is made by the majority of votes. In case of an equal number of votes, the chairman's vote is decisive. The decision of the meeting is made in the form of a protocol, which is signed by the chairman and the secretary of the meeting.

Article 11. Hearing procedure

11.1. The Disciplinary Commission is authorized to meet for the purpose of studying the materials of the investigation, without a public hearing. After studying the investigation materials, a hearing procedure is conducted.

11.2. The form of hearing can be both public and closed. Disciplinary commission decides the question about the hearing form.

11.3. At the hearing, researched materials are presented and the student states his/her position. The Disciplinary Commission is authorized to receive clarification from other persons on the issue related to disciplinary prosecution, to ask questions, to state its opinion.

11.4. The vice-rector for education will be informed of the disciplinary commission's decision regarding the student's disciplinary penalty, which is based on the reconciliation of the investigation materials and the opinions recorded during the hearing.

Article 12. Terms of disciplinary proceedings

12.1. Disciplinary proceedings provided for in this rule must be started and completed within 30 calendar days after the discovery of the fact of violation. If necessary, based on the request of the investigator/commission, the mentioned period may be extended once for a period not exceeding 1 (one) month. After this period, the university's right to initiate disciplinary proceedings is terminated.

12.2. The Disciplinary Commission will study the investigation materials submitted to it by the person responsible for the investigation and appoint the time and place of the hearing.

12.3. The student is notified about the hearing 3 calendar days before the hearing, considering the requirements established by Article 12 of this rule.

Article 13. Notices

13.1. The mobile phone number, postal address/e-mail provided by the student at the time of registration will be considered as the official contact information of the student and the notice sent to the said address(es) will be considered officially sent.

13.2. The student is responsible for the accuracy of the contact information provided by him/her. If incorrect/inaccurate information is indicated by the student, the University is not responsible for an incorrect/inaccurate address.

Article 14. Archiving of materials

14.1. Materials related to disciplinary proceedings are kept with the authorized person during the proceedings. On the basis of disciplinary prosecution, in case of imposing a corresponding disciplinary penalty on the student, the materials are sent to the department of proceedings, which are stored for the period established by the "rule of proceedings" in force at the university.

Article 15. Confidentiality

15.1. Confidentiality shall be maintained at any stage of the disciplinary proceedings. In case of violation of confidentiality from the parties participating in the disciplinary proceedings, the issue of corresponding responsibility arises.

Article 16. Final Provisions

16.1. Matters that are not regulated by this regulation are regulated by the legislation of Georgia, the university's code of ethics, regulation of the educational process, internal regulations, personal data protection policy and other normative acts of the university.

16.2. This provision shall enter into force upon its approval by the Governing Board.

16.3. Any modification to the current provision is included in the process that was set forth for its adoption.