

**Approved by Order #01-35 of the Chancellor on April 26, 2018**

## **Caucasus International University Internal Regulations**

### **Chapter I General Provisions**

#### **Article 1. Scope of Internal Regulations**

1. These internal regulations constitute a collection of legal-disciplinary rules that set forth the working conditions for personnel at Caucasus International University (hereinafter – the University), rules of conduct on university premises, and establish disciplinary responsibilities for breaches of these rules.
2. These internal regulations are developed in accordance with the Constitution of Georgia, the Law on Higher Education, the Labor Code of Georgia, and the University's statute.

#### **Article 2. Mandatory Compliance with Internal Regulations**

1. In addition to the rights and obligations stipulated by contract, university personnel must adhere to these internal regulations and comply with disciplinary responsibilities without requiring special instructions.
2. Compliance with regulations and disciplinary responsibilities set forth herein is mandatory for all administrative, academic, invited, and support staff of the university.

### **Chapter II Working Conditions of University Personnel**

#### **Article 3. Employment Contract**

1. The university enters into employment contracts with university personnel (including invited lecturers) specifying: a) Personnel working conditions; b) Rights and obligations of the employer and employee; c) Salary arrangements.
2. Employment contract conditions comply with requirements of the Labor Code of Georgia and other applicable labor laws.
3. Employment contract durations are determined by mutual agreement of the contracting parties.
4. Employees not hired for specific tasks shall sign contracts for a one-year term.

#### **Article 4. Working Hours and Location**

1. Working hours represent the part of calendar time during which personnel are obliged to fulfill their professional duties.
2. A five-day workweek is established at the university, from Monday through Friday.
3. A six-day workweek, including Saturday, is permissible for personnel when required by the educational process.
4. Working hours start at 10:00 and end at 18:00. For academic staff, teachers, and invited personnel, working hours depend on lectures, consultations, and other contractual obligations.
5. Library working hours are independently set according to the library's regulations (usage rules).
6. Working hours between the university and its personnel may be mutually agreed upon in accordance with labor legislation. 6.1 Overtime work is compensated at 110% of the employee's hourly wage. The monitoring service oversees and accounts for overtime. Additional lecture hours exceeding contractual weekly loads for academic personnel are compensated according to the contract.
7. Lunch breaks last one hour. Staff must schedule breaks to avoid disruption of work. 7.1 Employees caring for young children may take an additional one-hour break or leave work one hour earlier.
8. Lectures begin at the top of the hour and last 50 minutes.

9. Employees unable to report to work due to illness must notify the Personnel Management Department and submit a relevant medical certificate upon returning to work. Employees absent without medical justification or due to personal reasons must request leave. Violations are subject to disciplinary action.
10. University activities take place within its administrative and educational buildings located in Tbilisi.
11. Tasks performed more than 30 kilometers from the administrative building constitute official business trips, governed by separate regulations.

#### **Article 4<sup>1</sup>. Leave**

1. Personnel are entitled to 24 paid leave days and 15 unpaid leave days annually.
2. Eligibility for leave arises after 11 months of employment.
3. Leave may be granted in parts, with no single leave period exceeding 15 working days. Exceptionally, with valid reasons, full leave may be granted at once.
4. Leave applications must be submitted at least five working days in advance, accompanied by the immediate supervisor's recommendation.
5. If granting paid leave negatively affects normal university operations, unused leave days may be transferred to the next year upon employee consent. Transferring paid leave over two consecutive years is prohibited.
6. Leave days include working days falling within summer and winter breaks as defined by the Chancellor. Employees who prefer not to use leave days during these breaks must inform the Personnel Management Department at least two days prior and work regular hours during this period.
7. Maternity leave is granted per the Labor Code conditions. During maternity leave, the university compensates the employee fully for six months.

#### **Article 5. Rest Days**

1. Rest days at the university are Saturday and Sunday, except cases described in Article 4.3.
2. The university observes rest days established by the Labor Code of Georgia.
3. Additional rest days not provided by the Labor Code may be designated by Chancellor/Rector **order for significant reasons. Such days are not counted as part of annual leave.**

#### **Article 5<sup>1</sup>. Personnel Work Time Accounting**

1. The work hours of administrative, support, and academic personnel are accounted electronically monthly.
2. Personnel Management Department accounts for administrative and support staff work, while Monitoring Department accounts for academic staff. Recording is managed through electronic cards processed by specialized software. 2.1 Unauthorized use of another person's electronic card is prohibited. Employees using others' cards or permitting misuse will be penalized 50% of their salary. Repeated violations may result in contract termination.
3. Monthly performance reports are accessible through the program (hrmonitoring.ciu.local), where employees verify personal data using individual codes.
4. Employees have two days after receiving information to contest inaccuracies by submitting reasoned arguments. If not contested within this period (every 10th of the month), the record is considered accepted.
5. Work hours reporting begins at month's end and is finalized by the 10th of the subsequent month.
6. Personnel working hours are accounted using the form approved by the Minister of Internally Displaced Persons from Occupied Territories, Labor, Health, and Social Affairs of Georgia, Order #01-15n (2021).
7. The following abbreviations are used in the accounting form: a) "G" – Absence; b) "S/F" – Medical leave; c) "Sh" – Paid leave; d) "Ukh/Sh" – Unpaid leave; e) "X" – Weekend and holidays.

### **Chapter III Personnel Rights and Obligations**

#### **Article 6. Obligations of Academic Staff All individuals holding academic positions at the University are obligated to:**

1. Submit syllabi for their current or potential future courses in the format established by the University.
2. Conduct courses according to the schedules provided in the submitted syllabi. Representatives of the University administration (Rector, Quality Assurance representative, Dean, Program Director) may attend lectures and seminars.
3. Continuously update and refine course syllabi in alignment with educational programs and university requirements.
4. Present course syllabi to students during the first lecture.
5. Allocate consultation time before or after lectures. Consultation time is unpaid.
6. Arrive promptly for lectures. Notify the dean's office in advance of delays or absences. Lectures delayed by more than 10 minutes will not be compensated.
7. Swipe the electronic card upon entering and leaving the University for lecture monitoring. If forgotten, submit a written explanation to the monitoring service to ensure payment.
8. Lectures/seminars ending early are not compensated, even if breaks were skipped.
9. Enter weekly student assessments into the University's electronic educational database.
10. Reschedule lectures/seminars missed due to holidays or other absences in coordination with the dean's office, considering the academic schedule.
11. Inform the dean's office in advance of planned absences, requesting colleagues to cover missed lectures. In emergencies, promptly notify the dean's office and reschedule lectures with appropriate documentation submitted to the monitoring service.
12. Use the University's electronic systems and email to send educational materials to students.
13. Upload comprehensive examination tasks to the electronic examination system at least 48 hours before exams.
14. In courses taught by multiple instructors, present unified exam tasks.
15. Enter exam tasks, grade works, and record results electronically following established examination procedures.
16. Regularly review and update examination materials to prevent academic dishonesty.
17. Submit a written explanation to the Rector if grading deadlines exceed seven days due to objective reasons.
18. Penalties for missed grading deadlines without explanation: first violation receives an official warning, second a reprimand, third incurs a fine of 40 GEL per overdue day.
19. Update CV and scholarly information annually for the University's scientific portal.
20. Attend meetings and briefings organized by University administration.
21. Mentor 1-3 students annually for participation in university conferences.
22. Write and publish an article annually in the University's publications.

**Article 7. Personnel Rights and Obligations** Personnel enjoy rights under Georgian legislation and are obligated to: a) Fulfill duties conscientiously, observing university regulations, ethics, and disciplinary standards. b) Safeguard University assets provided for their duties. c) Not remove University property, documents, or confidential information without permission. d) Acknowledge University intellectual property rights for all created works during employment. e) Return all University property immediately upon contract termination. f) Properly transfer all duties and materials upon termination, documented in writing. g) Strictly follow legal instructions from supervisors. h) Comply with legal standards related to duties without specific instructions. i) Observe subordination structures per University organization. j) Maintain high ethical standards and professionalism. k) Refrain from actions harming the University's reputation. l) Adhere to workplace discipline, ethics, safety, and sanitary standards. m) Efficiently manage work time without hindering University operations. n) Continuously improve professional qualifications. o) Promote trust and uphold University reputation among students and staff. p) Address and resolve job-related issues within competencies. q) Prohibit the use or transfer of service identification by/to others. r) Maintain cleanliness and order at the workplace. s) Observe occupational health, safety,

and fire prevention requirements. t) Preserve confidentiality regarding personal and commercial information both during and after employment. u) Submit required employment documents within 10 days of employment start. v) Provide clearance certificate upon termination verifying no outstanding obligations. w) Separate personal political, religious, social views, and actions from University roles. x) Attend annual mandatory training and pass related assessments.

#### **Article 7.1. Communication with Media**

1. Media interactions must be coordinated with the Public Relations Department. Unauthorized direct media communication is prohibited.
2. Immediately report any unplanned media interactions concerning professional duties to Public Relations.

#### **Article 7.2. Technical Security and Electronic System Usage**

1. Employees receive login credentials for electronic document management (Eflow), which must remain confidential. Unauthorized credential sharing is punishable.
2. Employees have restricted access to educational management systems (Goni), strictly for academic purposes.
3. Attempts to bypass security systems or obtain unauthorized data access are prohibited.
4. Dissemination of materials damaging University prestige via electronic means is forbidden.
5. Use of electronic communications and internet resources must be strictly professional. Corporate email (@ciu.edu.ge) usage and monitoring rules are detailed in Annex No. 3.
6. Using University equipment for gaming or non-professional internet activities is prohibited.
7. Electronic system access (except corporate email) ceases upon employment suspension or termination. Employees must transfer administrative control of systems inaccessible to University management.
8. Notices sent to corporate email are officially deemed delivered the following day.

### **Chapter IV Salary Payment Conditions**

#### **Article 8. Salary Payment**

1. Salaries are paid monthly via bank transfer according to contractually agreed or performed duties.
2. Salaries are defined by employment contracts.
3. Academic staff paid hourly receive remuneration based on lectures recorded by the monitoring service.
4. Employees must open bank accounts in banks specified by the University administration.
5. Phone and fuel allowances may be provided for official duties.
6. Income and pension taxes, as stipulated by Georgian tax law, are deducted from salaries.

#### **Article 9. Salary Payment Schedule**

1. Salaries are paid monthly within five days after month's end.
2. Academic staff salaries based on hourly workloads are paid no later than the 10th of the following month.
3. The University is not liable for salary delays caused by banking system issues.

### **Chapter V Forms of Personnel Encouragement**

#### **Article 10. Encouragement Measures**

1. For exemplary performance of duties, long-term and diligent service, or the completion of especially complex or important tasks, the following forms of encouragement are applied: 1.1. Expression of gratitude; 1.2. One-time monetary award; 1.3. Awarding a valuable gift; 1.4. Promotion to a higher salary rank.

2. Several forms of encouragement may be applied simultaneously.
3. The University ensures a discrimination-free environment and evaluates employees solely based on professional skills during the application of encouragement measures.
4. Decisions on employee encouragement are documented by the Chancellor's order and entered into personal files.
5. Requests for encouragement or salary increase must be justified in writing by the employee's immediate supervisor, registered with the Personnel Management Department, and presented to the Chancellor.

## **Chapter VI Mandatory Rules of Conduct and Forms of Disciplinary Responsibility Established by the University**

### **Article 11. Forms of Disciplinary Responsibility**

1. For breaches or improper fulfillment of internal regulations and contractual obligations, the following disciplinary actions may be taken: 1.1. Warning; 1.2. Reprimand; 1.3. Fine/salary deduction; 1.4. Dismissal.
2. Multiple forms of disciplinary responsibility may be simultaneously applied.
3. The University maintains a grievance mechanism to protect students and employees from discrimination, bullying, and harassment.

### **Article 12. Mandatory Rules of Conduct**

1. Smoking is prohibited on University premises. Violations lead to: a. First violation: salary deduction (10-50%) and warning; b. Second and subsequent violations: salary deduction (30-70%) or dismissal.
2. Alcohol consumption, intoxication, and gambling are prohibited on University premises. Violations lead to: a. First violation: salary deduction (10-50%) and warning; b. Second and subsequent violations: salary deduction (30-70%) or dismissal.
3. Damage to University property by personnel will result in compensation proportionate to the damage, alongside disciplinary action (warning, reprimand, or dismissal).
4. Violations must be reported by the head of security or monitoring service to the Rector/Chancellor, who will order disciplinary actions after appropriate proceedings.

### **Article 12'. Conflict of Interest Policy**

1. The University protects students and staff from unequal conditions.
2. Conflicts of interest at the University include: 2.1.1. Working at another institution without University consent; 2.1.2. Holding shares in another educational institution without consent; 2.1.3. Collaborating with another organization without consent on projects the University plans or implements; 2.1.4. Participating in a commission evaluating close relatives; 2.1.5. Competing in contests where the participant controls conditions or decisions; 2.1.6. Contracted students participating in University scholarship contests; 2.1.7. Any actions undermining employee integrity towards the University.
3. Close relatives include direct ascendants/descendants, their spouses, spouses and their immediate family, siblings, their spouses and descendants.
4. Employees must promptly disclose conflicts or recuse themselves from participation.
5. Disciplinary actions apply to employees violating conflict of interest rules.
6. Decisions benefiting individuals involved in conflicts during competitions are annulled or repeated.

### **Article 13. Ethical Norms at the University**

1. Personnel must adhere to behavioral and ethical standards with staff and students. 1.1. Discrimination against students/staff based on race, color, gender, age, nationality, religion,

- health status, disability, sexual orientation, or any other characteristic is prohibited. 1.2. Unwanted sexual behavior creating an intimidating or offensive environment is prohibited.
2. Personnel must not: a) Disrupt educational processes; b) Bring or distribute alcohol, drugs, political or religious propaganda; c) Dress or groom inappropriately; d) Organize political events or protests; e) Bring weapons (must deposit at security); f) Use forged documents; g) Falsify exam results or impersonate others; h) Spread false information discrediting the University or individuals; i) Commit theft, hooliganism, or criminal acts; j) Disregard directives, disrespect colleagues, or negatively influence students; k) Plagiarize; l) Act to discredit the University or violate established ethical norms.
  3. Personal information handling must comply with Georgian law to prevent unauthorized access.
  4. University security directives must be followed for safety.
  5. Security may act against violations and involve police if necessary.
  6. Disciplinary actions for breaches depend on severity.

#### **Article 13<sup>1</sup>. Absenteeism, Tardiness, and Missed Work Hours**

1. Absenteeism is failure to report during working hours.
2. Tardiness, absenteeism, and missed work may be excused or unexcused based on these regulations.
3. All employees must arrive on time and complete tasks during working hours.
4. Unexcused absence or tardiness without supervisor notice may incur disciplinary action.
5. Employees must inform supervisors in writing about tardiness or leaving during work hours.
6. Performing duties outside premises with supervisor consent is not considered absence.
7. Employees must immediately notify supervisors of unforeseen valid absences, request leave, and complete required documentation upon return.
8. Supervisors are responsible for granting temporary leave; absences over 5 days suspend duties.
9. Denied leave requires continued regular work; failure to comply must be reported by supervisors.
10. Employees may take up to 5 justified leave days annually, not exceeding 2 per month or 1 consecutive day.
11. Tardiness up to 120 minutes monthly is excused.
12. More than 2 hours monthly unexcused absences result in salary deduction proportional to missed hours.
13. Systematic unexcused absences or tardiness invoke disciplinary actions.
14. Employment may terminate after 5 consecutive days of unexcused absence per Georgian Labor Code.

#### **Article 14. Disciplinary Proceedings**

1. Based on reported violations, the Rector/Chancellor initiates disciplinary proceedings and appoints an investigator. Authority may be suspended during investigation. 1.1. Anonymous reporting is possible via email or personnel management.
2. The Rector manages academic staff investigations; the Chancellor handles administrative staff.
3. Investigators gather testimonies, evidence, and provide conclusions. Subjects of investigations must participate.
4. Findings are submitted to the Rector/Chancellor for response.
5. An ethics commission appointed by the Rector/Chancellor decides on disciplinary actions. Commission members must not be related or dependent on involved parties.

#### **Chapter VI Disciplinary Procedures and Enforcement**

Article 14. Disciplinary Proceedings (continued) 6. The Ethics Committee reviews cases thoroughly, impartially, and fairly. It may hold oral hearings, during which it must hear from involved parties. The subject of disciplinary proceedings must be invited to any oral hearing. 7. Decisions by the Ethics Committee are made by majority vote and formalized by the Rector's/Chancellor's order. Decisions are final and can only be appealed through the court. 8. Copies of disciplinary action orders are sent to the violator. Upon written request, a copy of the investigation findings will also be provided. 9. Disciplinary

proceedings should not exceed one month. If dismissal is considered, proceedings may extend to three months. Any extension must occur at least five days before the initial one-month period ends. 10. Written explanations from those subject to disciplinary action are required unless proven guilty by unequivocal evidence without needing further testimony. 11. In cases of clear misconduct where no additional evidence is required and guilt is admitted, the Rector/Chancellor may impose disciplinary action without an Ethics Committee review, except for dismissal, which always requires formal proceedings.

#### **Article 14<sup>1</sup>. Enforcement, Validity, and Recurrence of Disciplinary Actions**

1. No disciplinary action shall be imposed if three years have passed since the misconduct or one year since the misconduct was reported.
2. Employees subject to disciplinary action are generally ineligible for material incentives during the disciplinary period, excluding general holiday rewards.
3. Disciplinary action durations: a) Warnings are valid for 6 months. b) Reprimands are valid for 1 year. c) Disciplinary actions are expunged if no further misconduct occurs within their validity period. d) Expunged disciplinary actions are disregarded for future decisions. e) Employees under active disciplinary actions cannot be promoted.
4. The Chancellor/Rector may lift disciplinary actions early upon supervisor recommendation or personal initiative, provided the employee demonstrates improved conduct.
5. Decisions to lift disciplinary actions are documented in personal files.
6. Recurrence means repeated misconduct during an active disciplinary period.
7. Recurrence of similar or more serious misconduct results in harsher penalties.
8. Repeated minor misconduct may result in the same or lighter penalties, considering circumstances.

#### **Article 14<sup>2</sup>. Suspension of Employment Relations**

1. Employment suspension temporarily halts work obligations without ending employment.
2. Suspension terms follow Georgian labor law.
3. Employees must immediately notify supervisors of illness-related absences, including estimated duration, illness/injury details, and urgent tasks.
4. University can suspend duties if incapacity exceeds five working days.
5. Employees must submit illness documentation within five working days of returning to work. Failure to comply results in unpaid absences subject to disciplinary action.
6. Compensation during temporary incapacity is based on monthly salary.

#### **Article 14<sup>3</sup>. Grounds for Employment Termination**

1. Grounds for termination: a) Economic, technological, organizational changes; b) Contract expiration; c) Completion of contracted tasks; d) Voluntary resignation; e) Mutual agreement; f) Lack of qualifications or skills; g) Serious breach of duties; h) Repeated breaches within one year; i) Extended incapacity exceeding 40 consecutive or 60 cumulative days; j) Court ruling affecting employment capacity; k) Illegal strike; l) Death of employee; m) Employer liquidation; n) Other objective reasons.
2. Termination is prohibited: a) Without valid grounds; b) Due to discrimination; c) During pregnancy and protected maternity periods; d) During military or reserve service; e) During jury duty.
3. Employees must receive 30-day written termination notice with at least one-month salary compensation.
4. If termination notice is less than 30 days, employees receive two-month salary compensation.
5. Employees must provide a 30-day written notice for voluntary termination.
6. Termination date is specified in dismissal orders.
7. Employees must return university property upon termination.
8. Outstanding obligations must be resolved legally if unresolved.
9. Final settlements include compensation for worked days.

10. Upon termination, employees must: a) Complete an exit form with signatures confirming obligations resolved; b) Return property and documentation; c) Handover unfinished tasks, incurring liability for damages from non-compliance.
11. Employers must settle outstanding wages within seven days and unused leave proportionally.

## **Chapter VII Personal Data Processing and Protection**

### **Article 15. Personal Data Processing**

1. The university processes student and personnel data lawfully for security and administrative purposes.
2. Data processed include personal, contact, education, social status, military records, and interests.
3. Personnel data include personal, contact, educational background, employment history, and academic achievements.
4. Personal data collected through electronic access control for attendance monitoring.
5. Video surveillance monitors property protection and security. Clear notices must be displayed.

### **Article 16. Personal Data Protection**

1. University ensures confidentiality and protection of personal data.
2. Sharing personal data externally occurs only when legally necessary.
3. Data is securely stored electronically with restricted access.
4. Personnel management maintains personnel documentation.
5. Security manages video surveillance data. Disclosure requires Rector/Chancellor approval.
6. Accidental disclosures must be promptly communicated.

## **Chapter VIII Final Provisions**

### **Article 17. Final Provisions**

1. All staff and units must comply with these regulations.
2. Changes require Chancellor's orders.
3. Regulations must be accessible on the official university website.
4. Personnel notified of changes via corporate email can contest within five days.
5. These regulations remain effective until superseded.



**Annex № 1**

**Caucasus International University  
Checklist Report**

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(An employees' First name, Surname, Position)

Direct Supervisor of an Employee

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(Signature of the person being accountable)

Person being accountable for Information Technology

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(Signature of the person being accountable)

Person being accountable for Material Means

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(Signature of the person being accountable)

Person being accountable for Financial Issues

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(Signature of the person being accountable)

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(An employee's signature)

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**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 :

<b>Type of the Requirement for Time-off from Work</b>	
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**

### **Instructions for Using and Monitoring Official Email**

#### **Article 1. General Provisions**

1. These instructions establish rules and conditions for using official email @ciu.edu.ge (hereinafter referred to as "email") by employees of Caucasus International University LLC (hereinafter referred to as "University").
2. These instructions comply with Georgian legislation, including the Law of Georgia "On Personal Data Protection."
3. These instructions aim to proportionally protect organizational security and employee rights.

#### **Article 2. Email Usage Rules**

1. The email is the University's property and intended solely for fulfilling official duties.
2. Employees must: a) Use email exclusively for professional purposes. b) Avoid using email for personal purposes. c) Ensure confidentiality and security of the email password.
3. Email usage is prohibited for: a) Sending illegal, harmful, or offensive information; b) Sending unauthorized advertising or spam messages; c) Actions damaging the University's reputation.

#### **Article 3. Email Monitoring**

1. The University is entitled to monitor emails as provided by law.
2. Monitoring aims to: a) Protect informational security; b) Prevent violations of University policy; c) Protect University property, including intellectual property; d) Protect the University's contractual and other legal interests.
3. Monitoring is based on: a) Legitimate interests as per Article 5 of the Georgian Law on Personal Data Protection; b) Employee's informed consent.
4. Monitoring is conducted only when legally justified.
5. Employee privacy is respected during monitoring.
6. Monitoring may only be conducted by the Internal Audit Service and/or Information Technology Service.

#### **Article 4. Employee Rights**

1. Employees are entitled to: a) Request information about when and why their email is monitored; b) Appeal monitoring procedures if they believe their rights were violated.
2. The University must maintain confidentiality of information obtained during monitoring.

#### **Article 5. Final Provisions**

1. These instructions form an integral part of Caucasus International University's Internal Regulations (approved by Chancellor's Order #01-35, dated April 26, 2018) and are appended as Annex №3.
2. Violations of these instructions entitle the University to implement appropriate measures, including imposing disciplinary actions.
3. These instructions are effective immediately upon signing.