



IBSU

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

DISCIPLINARY REGULATION FOR STUDENTS

Approved on 04/10/2017 by Academic Board - Minutes № 11 (appendix #4)

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.

Prepared by: Legal Office

Approved by: Academic Board

Document No: IBSU.R7E

Rev: 2.00

Uncontrolled Copy

Controlled Copy

Revision Date: 30/04/2018

Approval Date: 04/10/2017

IBSU PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the List of QMS Documents online.
To request a change, please contact the office/board that prepared the document.

CONTENTS

Amendments.....3

Revision List4

CHAPTER I. General Provisions.....5

Article 1. Subject and Scope..... 5

Article 2. Definitions 5

Article 3. General Rules of Conduct..... 5

CHAPTER II. Disciplinary Sanctions.....6

Article 4. Types of Disciplinary Sanctions 6

Article 5. Imposing of Disciplinary Sanctions 6

Article 6. Compensation and Restriction 8

Article 7. Sanctions for Disciplinary Breaches Not Mentioned Above 8

CHAPTER III. Disciplinary Prosecution9

Article 8. Main Aspects of Investigation 9

Article 9. Authorities 9

Article 10. Length of Disciplinary Prosecution 9

Article 11. Investigation Stage..... 10

Article 12. The Rights of Student During Disciplinary Prosecution 10

Article 13. Disciplinary Prosecution..... 10

Article 14. Enjoy the Right of Defense..... 10

Article 15. Measures Taken During Investigation..... 11

Article 16. Procedural Rules for Disciplinary Board Meeting..... 11

Article 17. Public Hearing 11

Article 18. Important Points While Choosing a Sanction 12

Article 19. Application 12

Article 20. Notifications 12

Article 21. Archiving the Related Files 13

Article 22. Confidentiality 13

Article 23. Final Provisions 13

Amendments

| # | Decision taken by | Decision № | Date |
|----------|--------------------------|-------------------|-------------|
| 1. | Academic Board | 9 | 30.04.2018 |

Primary version: 04.10.2017

Revision List

| # | Date | Article | Remarks |
|----------|-------------|-----------------|--|
| 1. | 30.04.2018 | 2 | Definitions |
| 2. | 30.04.2018 | 4 | Types of Disciplinary Sanctions |
| 3. | 30.04.2018 | 5 | Imposing of Disciplinary Sanctions |
| 4. | 30.04.2018 | 17 ¹ | Common Disciplinary Proceeding |
| 5. | 30.04.2018 | 17 ² | Tobacoo Product Usage on University Campus |

CHAPTER I. General Provisions

Article 1. Subject and Scope

- 1.1. This document regulates the process of student conduct and discipline for the students of International Black Sea University, LLC (hereinafter “IBSU”) in parallel with Georgian legislation, the Ethics Code, the Internal Regulation of IBSU and other IBSU regulations and internal acts.
- 1.2. This regulation covers the rules regarding the disciplinary procedure.

Article 2. Definitions

- 2.1. **Authority:** Disciplinary authority;
- 2.2. **Disciplinary Board:** The Board of Faculty/Institute of Post-Graduate Studies (hereinafter “institute”);
- 2.3. **Campus:** The whole territory of IBSU (including auxiliary space);
- 2.4. **Financial aid:** Any type of financial aid issued by IBSU (including but not limited to scholarships, grants, tuition fee waivers).
- 2.5. **Common disciplinary proceeding:** disciplinary proceeding conducted in accordance with the rules defined by article 17.¹ of this regulation.
- 2.6. **Formal disciplinary proceeding:** disciplinary proceeding conducted in accordance with the rules set by this regulation (except the proceeding set by article 17.¹ of this regulation).

Article 3. General Rules of Conduct

- 3.1. Students of the IBSU shall be obliged to observe strictly the rules, including entrance regime established in the IBSU and ethical rules in his/her relationship with the IBSU personnel of and students.
- 3.2. Any lawful order of Security Office officials concerning maintenance of public peace and order shall be obligatory for the students of the IBSU.
- 3.3. In case of somebody breaching the established rules of behavior the officials of Security Office shall have the right to act in accordance with current necessity towards the offender. If illegal action of offender contains formal indications of crime Security Office is obliged to call police patrol.

CHAPTER II. Disciplinary Sanctions

Article 4. Types of Disciplinary Sanctions

- 4.1. Disciplinary Sanctions are as follows:
 - 4.1.1. Warning: The student is given written warning.
 - 4.1.2. Denunciation: A letter of warning is issued to the offending student with copies being filed in the student’s personal file.
 - 4.1.3. Compensation: When there is a damage or loss of university property, a student pays for the item.
 - 4.1.4. Restriction: Restriction of the student’s right to participate in the study process, if his/her conduct endangers the rights and health of the others, security and the property of IBSU.
 - 4.1.5. Termination of Student Status: Termination of Student Status occurs upon the commitment of an action which is incompatible with student status (including but not limited to the wrongful acts stipulated in the Criminal Code of Georgia).

Article 5. Imposing of Disciplinary Sanctions

- 5.1. The following sanctions are the minimum ones that the related breaches call for the disciplinary authority will decide on the final sanction according to the nature and the degree of the breach.

| 5.1.1 | Disruptive Conduct | Warning | Denunciation | Termination |
|---------|--|---------|--------------|-------------|
| 5.1.1.1 | Immoral, unethical, and/or indecent behavior within the campus or in any kind of program organized by the IBSU outside the campus | x | | |
| 5.1.1.2 | An act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the university or any part thereof | x | | |
| 5.1.1.3 | Disrupting scientific meetings - talking out loud, talking on the phone aloud, etc. | x | | |
| 5.1.1.4 | Causing distraction or disturbance in lectures, meetings, and / or practical’s | x | | |
| 5.1.1.5 | Failure to produce identification card (student’s ID card) upon request by university officials, acting within the scope of their job duties | x | | |
| 5.1.1.6 | Misuse of any university safety equipment (including but not limited to firefighting equipment and fire alarms). | x | | |

| 5.1.2 Academic Dishonesty | | Warning | Denunciation | Termination |
|--|---|----------------|---------------------|--------------------|
| 5.1.2.1 | Plagiarism - whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own | | x | |
| 5.1.2.2 | Commercial use of academic material - selling notes and other material without the written permission of IBSU | | x | |
| 5.1.2.3 | Conducting other student to plagiarism | | x | |
| 5.1.3 Personal Abuse | | Warning | Denunciation | Termination |
| 5.1.3.1 | Physical abuse or threat of physical abuse to any person | | x | |
| 5.1.3.2 | Causing discriminations in terms of language, nationality, color, religion or other grounds | | x | |
| 5.1.3.3 | Oral or written abuse of any person including lewd, indecent, or obscene expressions and behavior | x | | |
| 5.1.4 Bad Habits and Immoral Activities | | Warning | Denunciation | Termination |
| 5.1.4.1 | Gambling or organizing gambling on campus territory. | x | | |
| 5.1.4.2 | Participating in any university activity (meetings, seminars, etc.in and out of campus) having taken alcohol. | | x | |
| 5.1.4.3 | Distributing any immoral, unethical, improper handbills and posters. | | x | |
| 5.1.4.4 | Tobacco product usage on university campus. | x | | |
| 5.1.4.5 | Preventing university staff from carrying out disciplinary investigations. | | x | |
| 5.1.4.6 | Selling/distributing and/or using narcotics and/or physiological medicine, side-arm and/or firearm on the territory of IBSU. | | x | |

| 5.1.5 Vandalism / Aggressiveness | | Warning | Denunciation | Termination |
|---|---|----------------|---------------------|--------------------|
| 5.1.5.1 | Taking away, tearing, dirtying, or writing on any formal announcements | x | | |
| 5.1.5.2 | Sticking posters at campus territory without the prior consent from the administration | x | | |
| 5.1.5.3 | Keeping and / or spreading improper materials banned by IBSU | | x | |
| 5.1.5.4 | False claims, misinforming the administration when required to provide relevant information; insubordination evidenced by refusal to respond to requests by authority | | x | |
| 5.1.5.5 | Damaging or misusing university property | | x | |
| 5.1.5.6 | Not obeying to the official request of academic/administrative/auxiliary staff. | | x | |
| 5.1.6 Examination Malpractice | | Warning | Denunciation | Termination |
| 5.1.6.1 | Failure to display exam card / student ID card on desk | | x | |
| 5.1.6.2 | Rudeness to invigilator | | x | |
| 5.1.6.3 | Cheating or attempting to cheat using any (including electronic) source | | x* | |
| 5.1.6.4 | Leaving the exam hall without permission (without duly submitting the exam paper) | | x* | |
| 5.1.6.5 | Disruption of the examination | | x | |
| 5.1.6.6 | Destructions of exhibits | | x | |
| 5.1.6.7 | Tearing papers off the examination / answer paper | | x* | |
| 5.1.6.8 | Impersonation / asking other to impersonalize | | x* | |

x: Exam result will be nullified*

Article 6. Compensation and Restriction

6.1. Compensation and restriction can be used as the disciplinary measure, based on the nature of breach up to disciplinary boards' decision.

Article 7. Sanctions for Disciplinary Breaches Not Mentioned Above

7.1. Any disciplinary breach that has not been mentioned here, but in not in compliance with the rules and regulations of IBSU, based on the nature of the conduct can be punishable up to disciplinary boards' decision.

7.2. Students have to obey the rules of the library, dormitory and other structural units of the university/campus.

CHAPTER III. Disciplinary Prosecution

Article 8. Main Aspects of Investigation

- 8.1. Disciplinary prosecution of the student should be proportionate to the student's misconduct and may be carried out only in cases and in accordance with this regulation.
- 8.2. Disciplinary prosecution of the student should not restrict the student's right to participate in the study process, except for the cases, when it endangers the rights and health of the others, security and the property of IBSU.
- 8.3. Disciplinary commission is entitled to define the disciplinary measures, which differs from the disciplinary measures stipulated by this regulation, based on the nature, contents and the frequency of the breach. Herewith, if the conduct includes more than one breach, student shall be conformed with the disciplinary section conforming for the severest conduct.

Article 9. Authorities

- 9.1. University academic, invited, as well as administrative personnel can open disciplinary investigation towards the student.
- 9.2. Faculty/institute board is addressed to open disciplinary action towards the student, which is considered as a disciplinary commission for the purposes of this regulation.
- 9.3. Disciplinary commission is entitled to apply the punishment to the student in compliance with the requirements of this regulation, as well as inform the Student Affairs Office for any disciplinary sanction applied.
- 9.4. Academic Board makes the decision on applying the sanction of termination of students' status upon the suggestion of disciplinary board. Finally, Rector's order is issued regarding the case.

Article 10. Length of Disciplinary Prosecution

- 10.1. Disciplinary prosecution starts based on the decision of the disciplinary commission. Disciplinary commission is entitled to define the investigator.
- 10.2. Disciplinary prosecution must be completed within 30 working days.
- 10.3. Disciplinary Board studies the report of the investigator and announces the date and time of public hearing.
- 10.4. A student will be informed at least 3 calendar days before about the date and time of public hearing, in compliance with the requirements defined by article 14.
- 10.5. If the disciplinary sanction is not applied within 2 semesters (from the day it was breached), the sanction cannot be applied any more.

Article 11. Investigation Stage

- 11.1. The first step of disciplinary prosecution is investigation stage Investigation is conducted by investigator (defined by the disciplinary board) or by the disciplinary board itself, in compliance with the requirements of this regulation.
- 11.2. The first step of disciplinary prosecution is investigation stage Investigation is conducted by investigator (defined by the disciplinary board) or by the disciplinary board itself, in compliance with the requirements of this regulation.
- 11.3. Investigation covers all necessary steps which are necessary for conducting investigation process (including but not limited to listening to witnesses, sighting the site of the event, examining the evidences (including security camera records), and applying to a legal expert as necessary).
- 11.4. Within the framework of disciplinary prosecution, conducted activities are reflected in the disciplinary board decision.
- 11.5. The university staff (administrative, academic and invited) are expected to provide any information or relevant document required by the investigator and contribute to the process.
- 11.6. During the disciplinary proceedings the burden of proof shall be borne by the prosecution.
- 11.7. Evidences used in the disciplinary process should be obtained in compliance with Georgian legislation.

Article 12. The Rights of Student During Disciplinary Prosecution

- 12.1. The student who is the subject of a disciplinary prosecution shall be entitled to:
 - 12.1.1. Receive a written substantiated decision regarding initiation his/her

Article 13. Disciplinary Prosecution

- 13.1.1. Attend the proceeding regarding his/her disciplinary prosecution and

Article 14. Enjoy the Right of Defense

- 14.1.1. Provide the Disciplinary Board with the evidences and the information he/she possesses;
- 14.1.2. Take part in examining the evidence obtained by the Disciplinary Board;
- 14.1.3. Demand the public hearing of the disciplinary proceedings.
- 14.2. The information regarding the opening of disciplinary procession must be communicated to the student in a written form A copy of the letter should be sent to the contact person stipulated in the student agreement (if any).

- 14.3. The announcement regarding the date and time of the public hearing (sent to the student) should also include the provisions defined by paragraph 13.4 of this regulation. In case the student cannot be communicated in person, announcement should be published through relevant notice boards on campus/university. The announcement will not be in an offending/slandering style, without stating the disciplinary breach.
- 14.4. In case student is not present on the date and time announced he/she will be considered to have receded from his/her right of defense and that a decision will be made based on evidences and witnesses (unless circumstances defined by 13.5 occur).
- 14.5. If it is understood that the student could not be present for defense for a valid reason (decided by the Disciplinary Board), another date and time can be set, or he/she can be asked to send his/her defense in written form.

Article 15. Measures Taken During Investigation

- 15.1. Upon deciding that it is necessary, the investigator can require that the student(s) under investigation should be deprived of entering university buildings, when his/her conduct endangers the rights and health of the others, security and the property the university The Disciplinary Board makes the final decision on the case.

Article 16. Procedural Rules for Disciplinary Board Meeting

- 16.1. The Disciplinary Board gathers at the time and on the date specified by the Disciplinary Board decision.
- 16.2. The Disciplinary Board Secretary organizes the preparation of the agenda for the meeting, notification of the meeting to the board members, and smooth-running of the board's work.
- 16.3. The minimum number of members for the meeting to reach a decision is one more than half the total number of members of the Disciplinary Board.
- 16.4. Every member of the Disciplinary Board has to vote for or against the case A member cannot remain neutral It is adequate to reach a decision with the votes of the majority of the Disciplinary Board Members In case the number of the votes that are for or against the case is equal, the majority is considered to be the Chairman's side. The decision summary is translated into minutes, prepared by the Secretary and signed by the Chairman and all attending members.

Article 17. Public Hearing

- 17.1. For the purposes of reviewing disciplinary material, Disciplinary Board is entitled to gather without public hearing Public hearing is held after the materials are revised.
- 17.2. On the public hearing the student and the investigator state their positions The Disciplinary Board can receive information from other people as well, who are involved in the disciplinary prosecution, ask questions, and state its own position.

- 17.3. The Disciplinary Board makes a decision on imposing disciplinary sanction and defining the type of sanction(s), based on the investigation material and public hearing. Herewith, if the disciplinary board makes the decision on terminating students status, decision for further discussion is sent to Academic Board.

Article 17¹. Common Disciplinary Proceeding

- 17¹.1 Common disciplinary proceeding is conducted for the infrigemnet defined by this article.
- 17².2 Paragraph 8.3 of article 8, articles 9-17 (except paragraphs 12.1.1 and 12.1.5) does not apply to common disciplinary proceeding.
- 17³.3 In case of repetition, infrigemnets treated by common disciplinary proceeding, might be discussed by formal disciplinary proceeding.
- 17³.4 Based on the circumstances, infrigemnet treated by common disciplinary proceeding, could be discussed by formali disciplinary proceeding.
- 17⁴.5 Tobacoo product usage on university campus is treated by common disciplinary proceeding.

Article 17² Tobacoo product usage on university campus

- 172.1 If a student violates the rule of tobacoo product usage on university campus, university security representative is entitled to give written warning to the student.

Article 18. Important Points While Choosing a Sanction

- 18.1. While defining the type of sanction, the following is taken into consideration:
- 18.1.1. The weight / degree of the action;
 - 18.1.2. The intention of the student at the moment of conducting the action;
 - 18.1.3. Whether he/she has breached the disciplinary rules before;
 - 18.1.4. His/her general reference (personal, academic);
 - 18.1.5. His/her position on disciplinary conduct.

Article 19. Application

- 19.1. Disciplinary sanctions will be put into practice after public hearing, except the sanction is termination of students' status.
- 19.2. If the sanction is termination of students' status, sanction is put into practice based on Academic Board decision, by the Rector's order.

Article 20. Notifications

- 20.1. All kinds of notifications will be made to the mobile number, postal address and email address the student has submitted upon registration or are posted as a notification at the university.

- 20.2. The students carry the sole responsibility for the accuracy of the phone numbers and current addresses the university holds in the files. Therefore, the students cannot claim that the university has not notified them in case the address was wrong.

Article 21. Archiving the Related Files

- 21.1. The Disciplinary Authority keeps the related files during the disciplinary process. After the disciplinary sanction is applied, materials are sent to Student Affairs Office.

Article 22. Confidentiality

- 22.1. Confidentiality prevails at all steps of the investigation. Staff that violates secrecy of any procedure will be treated according to disciplinary regulations.

Article 23. Final Provisions

- 23.1. All the issues which are not regulated by this document, are defined by Georgian legislation, IBSU Code of Ethics, Rules and Regulations for Educational Process, IBSU Internal Regulation and other regulations and internal acts of IBSU.
- 23.2. Any changes made to this document must be approved as the changes or additions by the IBSU Academic Board.
- 23.3. This regulation is enacted from date of the approval by Academic Board.
- 23.4. The provisions outlined in this document are executed by the Rector.

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

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on the
basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical, mental,
emotional, or learning disabilities in its educational programmes and activities.*

Published by:

INTERNATIONAL BLACK SEA UNIVERSITY LLC

2, David Agmashenebeli Alley, 13th km.,

Tbilisi, 0131, Georgia

www.ibsu.edu.ge

contact@ibsu.edu.ge

