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BAU International University, Batumi LLC

A rule for obtaining funding for studies

Batumi

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Chapter I. General provisions

Article 1. A scope and aim of regulation

1. A rule for obtaining funding for studies (hereinafter the charter) determines a rule for announcing and administering a grant competition, as well as rules for assessing applicants, decision-making by the committee, appealing against the decision, grant award and revocation at BAU International University, Batumi LLC (hereinafter the teaching university).
2. This charter aims at establishing objective, transparent, equal and fair conditions of a grant competition for obtaining funding for studies at the teaching university.

Article 2. An idea of funding for studies

1. A funding for studies implies reduction of a tuition fee set for a certain period of time by the teaching university.
2. A reduction of a tuition fee is realized through awarding a grant to a successful applicant in amount of respective concession.

Article 3. Basis for receiving funding for studies

1. The basis for obtaining funding for studies is announcement of an applicant as a winner of a grant competition by the committee observing the rule set by this charter and the rector's order and award of a grant on the ground of the rector's order except for exceptions defined by this charter.
2. In case defined by article 10, paragraph 2, the basis for obtaining funding for studies is aroused when an applicant submits a written application, a committee makes a positive decision regarding grant award with the majority of votes by a list and a grant is awarded on the ground of the rector's order.
3. In case defined by this article, paragraph 2, the composition of the committee shall meet the requirements set by chapter III of this charter.
4. For encouraging internationalization of the teaching university, the rector shall have a right to award maximum 50 % grant with an order to international students with high academic performance for the next semester whose assessment indicators (GPA) are above 91 for a respective semester.

Article 4. Stages of a grant competition

1. A grant competition consists of the following stages:
 - a) Announcement of a grant competition
 - b) Registration of applicants;
 - c) Assessment of submitted documents;
 - d) Interviews with applicants and assessment of the interviews;

- e) Announcement of a successful applicant by a committee;
- f) Award of a grant to a successful applicant by the rector of the teaching university;

Article 5. Principles for granting funding for studies

1. Funding for studies can be obtained exclusively through a grant competition which is based on the following principles:

- a) Fairness and impartiality of the committee;
- b) Availability and transparency of information;
- c) Competitiveness and fair competition;
- d) Equality and inadmissibility of discrimination;

2. In case corresponding objective circumstances exist, an applicant in substantially disadvantaged condition compared to applicants of other categories, can be given a preference in a grant competition in order to redress inequality among individuals.

Chapter II. Announcement of a grant competition

Article 6. Announcement of a grant competition

1. A grant competition is announced by the order of the rector of the teaching university which defines the following observing the rule set by this charter:

- a) Prerequisites for participating in a grant competition;
- b) A list of required documents;
- c) A rule and criteria for assessing an applicant;
- d) Volume of a grant and maximum amount;
- e) Terms of a grant competition;
- f) Composition of a grant committee;
- g) Composition of an appeal reviewing committee;

2. An order of the rector of the teaching university is openly published on the premises of the teaching university in visible areas as well as on a web-page and in social media channels.

3. An order of the rector of the teaching university must be openly published at least 10 days before submission of applications starts.

Article 7. Prerequisites for participating in a grant competition

1. Prerequisites for participating in a grant competition define those criteria which must be met in order to receive a right to participate in a grant competition.

2. It is not allowed to formulate prerequisites for participating in a grant competition in a way that sets different requirements for applicants in substantially identical conditions.

Article 8. A list of required documents

1. For participating in a grant competition an applicant must submit:

- a) An application about participation in a grant competition;
- b) A copy of an ID or a passport;
- c) A cover letter;
- d) Two recommendation letters;

2. An order of the rector of the teaching university defines a list of additional documents required for a respective grant competition as well as requirements to be met by submitted documents.

Article 9. A rule and criteria for assessing an applicant

1. Within a grant competition, an applicant is assessed with 100 (one hundred) point system out of which submitted documents are assessed with 50 (fifty) points and an interview with an applicant is assessed with 50 (fifty) points.

2. Each member of the committee individually assesses an applicant. Final assessment is calculated through adding individual assessments and dividing the sum by a number of the committee members.

3. An order of the rector of the teaching university determines a rule for distributing points and criteria when assessing submitted documents as well as a rule and criteria for assessing an interview.

Article 10. Volume of a grant and maximum amount

1. In the frames of a grant competition 30 (thirty), 40 (forty) and 50 (fifty) % grants can be awarded.

2. In exceptional cases, the teaching university can award 100 (one hundred) % grant for meeting marketing objectives of the teaching university, for encouraging mobility of students in the frames of memorandums signed with other educational establishments and/or for supporting socially disadvantaged students.

3. An order of the rector of the teaching university defines maximum volume of funding for studies and a number of points necessary for obtaining a specific amount of grant.

Article 11. Terms of a grant competition

1. An order of the rector of the teaching university shall define:

- a) Terms for beginning and ending registration of applicants for a grant competition;
- b) Terms for reviewing submitted documents by a committee;
- c) Terms for interviewing applicants;

- d) Terms for making a final decision by a committee;
- 2. Registration of applicants for a grant competition must continue for at least 20 calendar days.
- 3. A final decision must be made by the committee within no later than 3 months after a closing date of registration of applicants.

Chapter III. The committee of a grant competition

Article 12. Composition of the committee

- 1. Composition of the committee is defined by an order of the rector of the teaching university.
- 2. The committee must include minimum 5 members out of which one member must be the president of the students' union or a delegate of the students' union proposed by him/her.
- 3. The committee might include the third parties who are in legal employment relationships with the teaching university or unbiased individuals operating in educational sphere.

Article 13. Authority of the committee

- 1. The committee is an independent collegial body formed on the basis of the rector's order which:
 - a) Makes a decision regarding refusal to review incomplete applications;
 - b) Makes a decision regarding disqualification of an applicant from a grant competition;
 - c) Makes a decision regarding withdrawal of a committee member;
 - d) Assesses documents submitted by applicants as well as interviews with them;
 - e) Makes a decision about announcing a successful applicant in a grant competition on the basis of individual assessment of applicants by each member of the committee.

Article 14. Inadmissibility of interference in the committee's activities

- 1. The committee makes a decision independently in congruence with this charter and the order of the rector of the teaching university regarding announcement of a grant competition. It is prohibited to interfere in the committee's activities in any manner either directly or indirectly.
- 2. Each member of the committee independently assesses an applicant. No other member of the committee and/or any other third party shall attempt to influence a member of the committee.
- 3. If an individual in legal employment relationships with the teaching university acts against inadmissibility of interference in the committee's activities this will lead to imposition of a disciplinary action against this individual following the rules set by internal normative acts.

Article 15. A conflict of interest and withdrawal of a committee member

1. A conflict of interest arise when a committee member and an applicant are relatives and/or have close social connection or in any other circumstances that might impact impartiality of a member of the committee.
2. Relatives mentioned in the first part of this article include:
 - a) A spouse;
 - b) A fiancé;
 - c) Lineal kin;
 - d) Siblings;
 - e) Nephews and nieces;
 - f) Siblings of parents;
 - g) Acquired relatives;
 - h) People in family relations for a long time;
3. Close social relations mentioned in the first part of this article imply social relations between a committee member and an applicant that might arise the question of impartiality of a committee member.
4. In case of a conflict of interest, a committee member must immediately declare self-withdrawal.
5. An application about a self-withdrawal is submitted to the rector of the teaching university which is considered satisfied upon receipt.
6. Any individual participating in a grant competition, including committee members shall have a right to declare withdrawal to a committee member.
7. A conflict of interest serves as the basis of withdrawal. A decision about withdrawal is made by the committee with the majority of votes by a list.
8. A person affected by an application regarding withdrawal, can not vote in a process of decision-making. However, he/she shall have a right to declare his/her position before the committee.

Article 16. Termination of authority of a committee member and change in composition of the committee

1. Authority of a member of the committee can be terminated based on the following:
 - a) Expiration of the authority of a committee member;
 - b) Termination of legal employment relationships (if such relationships exist with the teaching university)
 - c) Self-withdrawal;
 - d) Withdrawal;
 - e) Submission of a written application to the rector requesting the termination of authority;
 - f) Start of a disciplinary procedure against a member of the committee;
 - g) Other circumstances that prevent a member of the committee from realization of his/her authority;
2. In case authority of a member of the committee terminates early, original number of the committee members is refilled with individual/s determined by the rector's order.

3. Withdrawal and self-withdrawal norms set by this rule apply in the same manner to a new member/s of the committee.

Article 17. The head of the committee

1. The committee elects the head out of its composition with the majority of votes by a list;
2. The head of the committee prepares agenda of issues to discuss during a committee meeting, makes necessary amendments, convenes and chairs meetings, prepares and signs minutes of a meeting as well as coordinates activities of an office of the grant committee.
3. If the head of the committee is not able to perform his/her duties on temporary basis, his/her authority is transferred to the deputy head who is appointed by an order of the head of the committee.

Article 18. An office of the committee of a grant competition

1. The administration of the teaching university provides organizational-technical support to activities of the committee;
2. The head of the administration of the teaching university upon agreement with the head of the grant committee on the basis of an order develops a rule for operation of the office of the committee of a grant competition as well as its composition.
3. Following the rule set by the order of the head of the administration of the teaching university, the office of the committee of a grant competition:
 - a) Informs interested individuals about terms and conditions of a grant competition and provides technical support for facilitating their participation in a grant competition;
 - b) Registers applicants;
 - c) Verifies formal correspondence of a submitted application with requirements set by a grant competition;
 - d) In case of incomplete applications, informs applicants about required additional documents (only in cases when internal regulating normative acts of a grant competition include a direct indication hereto);
 - e) Verifies accuracy and authenticity of information submitted by an applicant;
 - f) Systematizes submitted applications and transfers them to the committee;
 - g) Gathers statistical data about submitted applications;
 - h) Performs other organizational-technical functions associated with activities of the committee.

Article 19. A committee meeting

1. The head of the committee convenes a committee meeting. The head sends a project of an agenda to each member of the committee minimum 3 days prior to a meeting date.
2. Within 2 days of receipt of a project of an agenda, each member of the committee shall have a right to request additions to a project of an agenda which is sent to the head of the committee via a corresponding email address.
3. A meeting of the committee is entitled to make a decision if a meeting is attended by full composition of the committee. A member of the committee can attend a meeting physically or via distance communication tools.
4. The committee makes a decision with the majority of votes by a list if not otherwise defined by this charter.
5. Immediately after the committee makes a decision, the head of the committee prepares minutes of a meeting which is signed by each member of the committee.

Chapter IV. Decision-making about winners of a competition and appeal against a decision

Article 20. Decision-making by the committee and grant award

1. The grant committee makes a decision about successful applicant/s of a grant competition within the term set for making a final decision by the committee with the order of the rector of the teaching university. The decision is presented to the rector within 2 (two) days.
2. A decision of the committee is openly published on the premises of the teaching university in visible areas as well as on a web-page and in social media channels.
3. The rector of the teaching university issues an order about awarding a grant to successful applicant/s of a grant competition in correspondence with the terms and conditions set for a respective grant competition and points received by an applicant, within 3 (three) days after a committee makes a decision and deadline for appealing against the decision is expired.

Article 21. An appeal reviewing committee

1. An appeal reviewing committee is formed by the order of the rector of the teaching university for monitoring administration of a grant competition in congruence with this charter and respective requirements set for a grant competition.
2. The appeal reviewing committee must include minimum 3 (three) members out of which one member must be represented by a delegate of the students' union of the teaching university.
3. A person cannot be a member of the appeal reviewing committee if he/she is a committee member and/or is involved in a grant competition processes in any manner.
4. The appeal reviewing committee is entitled to make a decision if a meeting is attended by all members of the committee;

5. The appeal reviewing committee makes a decision with the majority of votes by a list;
6. The norms defined by this charter which prohibit interference in the committee's activities, regulate withdrawal/self-withdrawal and replacement of a committee member in case of a conflict of interest, fully apply to an appeal reviewing committee.

Article 22. Appeal against a decision of the committee

1. Any applicant shall have a right to submit a complaint against a final decision of the committee to the appeal reviewing committee within 3 (three) days of open publication of the results.
2. A complaint submitted by an applicant must be well-justified and must include description of facts of violation of requirements set by this charter and conditions of a grant competition from members of the grant committee as well as respective evidences.
3. The appeal reviewing committee reviews a complaint within 5 (five) days of receipt of the complaint. The appeal reviewing committee makes a decision to uphold a complaint and annul a decision of the grant committee or to reject it.
4. The appeal reviewing committee shall have a right to annul a final decision of the committee either in relation to a complaint submitted by an applicant or fully if it is revealed that a grant competition was conducted disregarding this charter and the requirements set by a grant competition in a way that substantially affected the results of a grant competition.

Article 23. Results of annulment of a decision of the committee by an appeal reviewing committee

1. If the appeal reviewing committee fully annuls a decision made by the committee, a grant competition is declared failed.
2. If the appeal reviewing committee annuls a decision made by the committee only in relation to a complaint submitted by an applicant, a given application, including an interview will be assessed by a new composition of the committee in accordance with a rule set by this charter and terms and conditions of a grant competition, that must exclude old members of the committee.
3. The norms defined by this charter which prohibit interference in the committee's activities, regulate withdrawal/self-withdrawal and replacement of a committee member in case of a conflict of interest, fully apply to a new composition of the committee.
4. A decision made by a new composition of the committee is final and is not subject to appeal.

Chapter V. Prerequisites for enacting a grant and basis for its revocation

Article 24. Prerequisites for enacting a grant

1. A grant becomes effective when a successful applicant of a grant competition obtains a right to benefit from financial concession.
2. Prerequisites for enacting a grant are:

- a) Enrollment of an applicant at the teaching university;
 - b) Recognition of foreign education received by an applicant abroad by an authorized body;
 - c) Confirmation of authenticity of documentation submitted for a grant competition following a respective form.
3. With an order of the rector of the teaching university, different and/or additional prerequisites might be introduced for enacting a grant in congruence with the terms and conditions of a grant competition.

Article 25. Basis for revoking a grant

1. Revocation of a grant implies loss of a right to benefit from financial concession by a successful applicant of a grant competition.
2. The grant can be revoked on the following basis:
 - a) Submission of wrong and/or false information by an applicant in the frames of a grant competition;
 - b) Disciplinary offence committed by a successful applicant of a grant competition;
 - c) Poor academic performance of a successful applicant of a grant competition;
3. Additional basis might be introduced for revoking a grant on the basis of an order of the rector of the teaching university in congruence with the terms and conditions of a grant competition.

Article 26. Revocation of a grant on the basis of submitting incorrect and/or false information

1. If it turns out that a successful applicant of a grant competition submitted wrong and/or false information in the frames of a grant competition, awarded grant is revoked regardless a date of enacting a grant.
2. In case a grant is revoked on the basis of submitting wrong and/or false information, the teaching university shall have a right to request an applicant reimbursement of amount of money that he/she received as a form of financial concession during validity period of the mentioned grant.
3. Alongside with revocation of a grant, an applicant might be imposed a disciplinary action in congruence with internal normative acts of the teaching university.

Article 27. Revocation of a grant on the basis of a disciplinary offence

1. In case a successful applicant of a grant competition commits a disciplinary offence, an awarded grant might be revoked upon a decision of a disciplinary committee.
2. Depending on seriousness of a disciplinary offence, a disciplinary committee shall have a right not to terminate a grant, suspend a grant for maximum 1 (one) year or entirely revoke a grant.

Article 28. Revocation of a grant on the basis of poor academic performance

1. Validity of an awarded grant depends on index of semester assessment (GPA) of a student except for the first three semesters.
2. Assessment of a previous semester of a successful applicant of a grant competition must be minimum 81 points as a prerequisite for prolonging a grant for the next semester except for the semesters indicated in paragraph 1 of this article.
3. If semester assessment of a successful applicant of a grant competition is less than 81 points, a grant is revoked at the end of the mentioned semester.
4. Upon decision of the rector of the teaching university, an applicant might retain a grant regardless the basis defined by this article, if poor academic performance is conditioned due to invincible, objective, obstructing circumstances beyond an applicant's control.
5. A successful applicant of a grant competition shall have a right to request restoration of a grant if his/her semester assessment will be at least 81 points.

Chapter VI. Final provisions

Article 29. A rule for making amendments and additions to the charter

1. The academic council is entitled to make amendments and/or additions to the charter and/or to approve a new edition.
2. When making amendments and/or additions to the charter and/or approving a new edition, the academic council ensures involvement of all organizational-structural units of the teaching university in a process depending on issues under review.