

*Appendix 1*

*Approved with the order 03/26 of the rector on 10<sup>th</sup> January, 2020 year*

**“BAU INTERNATIONAL UNIVERSITY, BATUMI”**

**LTD**

**Regulation of students` self-governance**

Batumi

2020

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## Chapter I. General provisions

### Article 1. Goal and scope of the regulation

1. According to the present regulation, it's determined the status of students' self-governance of Limited Liability Company "BAU INTERNATIONAL UNIVERSITY, BATUMI" (hereinafter – "educational university"), legal bases of the activity, the principles, purposes of the authority, rights and obligations, structure, rule of implementation of activities, selection and early termination of the powers.
2. Fulfillment of the requirements of the regulation is compulsory for both, members of students' self-governance of educational university and for all other organizational-structural units of educational university as well.

### Article 2. Status of students' self-governance

1. Students' self-governance is students' representative collegial authority, elected with universal, direct, equal and secret ballot rule by the students of educational university.
2. Students' self-governance shall independently carry out its rights and obligations, defined in accordance with this regulation, law of Georgia and domestic normative acts of educational university and there shan't be permitted any direct or indirect interference or/and influence in it.
3. Students' self-governance is not a legal entity and it's prohibited entrepreneurial activity for him.
4. Student's self-governance may have official logo, seal, blank, bank account, web-page, electronic mail and other attributes, which are approved by the general meeting of delegates.
5. The location of students' self-governance is the building of educational university.

### Article 3. Legal basics and principles of students' self-governance activities

1. Students' self-governance shall carry out its activity on the basis of constitution of Georgia, international legal acts, law of Georgia "on higher education" and other legislative acts, charter and regulation of the university, this regulation and other domestic normative acts.
2. Students' self-governance shall carry out its activity in accordance with the following principles:
  - a) Independence and academic freedom;
  - b) Political neutrality and freedom of speech;
  - c) Justice and equality;

- d) Inadmissibility of discrimination and equal treatment without distinction of a person, race, skin color, gender, origin, ethnic affiliation, language, religion, political or other view, social affiliation, property or title status, residential place or due to the other sign;
  - e) Publicity and availability of information, provision of personal data protection;
  - f) Students` involvement in decision making process;
  - g) Publicity, transparency and fairness of competitions and elections.
3. Students` self-governance is politically neutral students union and it`s inadmissible to establish any kinds of structural unit of political organization and also it`s inadmissible to produce political agitation and propaganda as well.
4. Students` self-governance, in case of existing the relevant objective circumstances, in order to eliminate inequality between the persons, is obliged to create special conditions or/and give preference to such persons.

#### **Article 4. Sources of financing the students` self-governance**

1. Sources of financing of students` self-governance are:
- a) Budget of educational university;
  - b) Incomes, got from the students` self-governance projects;
  - c) Voluntary donations and grants;
  - d) Other incomes, permitted by the law.

## **Chapter II. Purposes and rights and obligations of students` self-governance**

### **Article 1. Goals of students` self-governance**

1. Goals of students` self-governance are:
- a) Protection of students` legal rights and interests in the relationship with educational university and with the third persons as well;
  - b) To promote the students in strengthening of their rights and freedom and in practical realization;
  - c) To assist students to get high-quality education, corresponding to the international standards and to develop the skills, which are needed to be formed as a competitive employee;
  - d) To provide students` involvement in both educational and scientific activity and various socio-cultural, charitable, sport and entertainment activities;
  - e) To assist new students in adapting and integration of educational university;

- f) To promote the development of the diverse and multicultural environment in the educational university, representing them and getting the students of different nationalities closer;
- g) To promote the students in developing the leadership and change-oriented skills;
- h) To make the identification of the problems, existing in educational university and to work out the ways of their elimination;
- i) To provide the students with all required information, within the authority;

## **Article 2. Rights and obligations of students` self-governance**

1. According to the purposes of students` self-governance, the rights and obligations of students` self-governance are:
  - a) To work out the mechanism for the protection of students` legal rights and interests and their implementation;
  - b) Representation and advocacy of students` interests in the relationship with decision-making authorities of educational university and in the relationship with the third persons;
  - c) Involvement of the decision-making authorities of educational university (academic council, faculty board and etc.) in the activity and representation of the relevant initiatives;
  - d) To work out the proposals, related to quality of the educational-research activity and to the management of educational university and to submit them to the organizational-structural units of the educational university;
  - e) To evaluate the activity of academic and administrative personnel of educational university and to submit the relevant notes to the organizational-structural units of educational university;
  - f) To work out and organize trainings, workshops, conferences, debates, discussions, intellectual games and other educational-scientific, socio-cultural, sport, charitable and entertainment events;
  - g) To establish the relations with government and non-governmental organizations, also with local and international students union and to implement the joint projects;
  - h) To provide periodic meetings with students, to provide the information on current issues and planned projects, to identify their requirements, to study the satisfaction and to take appropriate measures;
  - i) To implement other activities, which are based on the goals of students` self-governance.

## Chapter III. Delegate of students` self-governance

### Article 1. Status of delegate of students` self-governance

1. Delegate of students` self-governance is a representative, elected in accordance with the rule, established with this regulation, who personally carries out his/her activity.
2. Delegate of students` self-governance shall carry out his/her activity on the basis of the independence principle from the organizational-structural units of educational university and there shall not be permitted any direct or indirect interference or/and influence in it.
3. Delegate of students` self-governance may have any position in the structure of students` self-governance, hereby, it`s not permitted that she/he has administrative or/and academic position of the educational university.

### Article 2. Term of authority of delegate of students` self-governance and the grounds of its early termination

1. Delegate of students` self-governance shall be elected for 2 years, which begins from the moment of his/her election and terminates upon convening the general meeting of newly elected delegates;
2. The grounds of early termination of the authority of students` self-governance delegate are:
  - a) Personal statement;
  - b) Termination of the students` status;
  - c) Occupying an administrative or/and academic position of the educational university;
  - d) The decision, made and entered into the legal force by the court, which excludes the possibility of implementing the delegate`s functions by him/her;
  - e) Impeachment.

### Article 3. Rights and obligations of the delegates of students` self-governance

1. For the purposes of the students` self-governance, the rights and obligations of the students` self-governance delegate are:
  - a) To take part in the structural units activity of students` self-governance, to attend general meeting of delegates and to have the right to vote;
  - b) To participate in collegial meetings of governing authorities of educational university and to submit his/her initiatives;
  - c) To work out trainings, conferences, work-shops and other mentioned events and to submit them to the general meeting of delegates to approve;

- d) To get any kinds of information about the projects, to be implemented by the students` self-governance, carried out activities, incurred expenses and any other issues, related to the students` self-governance;
- e) To carry out other activities, which derive from the goals of students` self-governance and from the status of delegate.

#### **Chapter IV. Structure of students` self-governance, rights and obligations of the structural units and their implementation rule**

##### **Article 1. Structure of students` self-governance**

1. The structure of students` self-governance consists of the highest decision-making representative authority, executive authority, students` ombudsman and committees.
2. The president of students` self-governance executes the decision, made by the general meeting of delegates of students` self-governance.
3. The president of students` self-governance, elected by the delegates, shall appoint the vice-president with the order.
4. The president of students` self-governance is students` ombudsman at the same time.
5. Committees are established in accordance with the decision, made by the general meeting of delegates of students` self-governance.

##### **Article 2. General meeting of students` self-governance delegates**

1. General meeting of students` self-governance delegates is the highest decision making representative authority, which consist of the elected delegates.
2. The general meeting of students` self-governance is held at least twice in the semester. If necessary, extraordinary general meeting shall be convened.
3. The next general meeting of the delegates of students` self-governance shall be convened by the president of students` self-governance.
4. The president and no less than 1/4 of delegates of the students` self-governance have a right to convene an extraordinary general meeting of the delegates of students` self-governance.
5. The president of students` self-governance informs to the delegates the date and agenda of the meeting at least 7 days before the general meeting of delegates of students` self-governance is held.
6. Within 2 days after the adoption of the agenda, each delegate has a right to make addition in the project of the submitted agenda, which should be shown in the final agenda.



7. The general meeting of the students` self-governance delegates has authority, if it`s attended by no less than 2/3 of the listed delegates.
8. The general meeting of the students` self-governance delegates, if otherwise is not provided with this regulation, shall make a decision by a simple majority of the votes of attendees and if the votes are equally divided, the vote of the president of students` self-governance is crucial.
9. The general meeting of students` self-governance delegates is managed by the president of the students` self-governance and in case of his absence, the meeting is managed by the vice-president.

**Article 3. Rights and obligations of the general meeting of the delegates of students` self-governance**

1. For the purposes of the students` self-governance, the rights and obligations of the general meeting of students` self-governance delegates are:
  - a) To approve action plan of students self-governance (annual or/and semestrial);
  - b) To review and approve the planned projects, events and their budget;
  - c) To approve the worked out initiatives and notes and to submit the relevant organizational-structural units;
  - d) To study the satisfaction of the students with the implemented projects and to approve the relevant measures, to be taken;
  - e) control of spending the budget of the implemented projects, checking the effectiveness and monitoring;
  - f) To review and approve the agreements, memorandums, to be concluded and the projects of other legal acts.
  - g) To make a decision on the issues, included in the functions of students` self-governance.

**Article 4. Status of the president of students` self-governance**

1. The president of students` self-governance is the highest executor, elected by the general meeting of the delegates of students` self-governance, established with the procedure of this regulation. Besides this, the president of students` self-governance is students` ombudsman.
2. The president of students` self-governance is the delegate of students` self-governance at the same time, accordingly, the guarantees, rights and obligations and restrictions of the independence, established for this delegate with this regulation, fully applies to him/her.

**Article 5. Term of authority of the president of students` self-governance and basics of early termination**

1. The president of students` self-governance shall be elected for 2 years, which begins from the moment of his/her election and terminates upon the election of new president.
2. The basics of early termination of the authority of the president of students` self-governance are:
  - a) Personal statement;
  - b) Termination of the students` status;
  - c) Occupying an administrative or/and academic position of the educational university;
  - d) The decision, made and entered into the legal force by the court, which excludes the possibility of implementing the functions of the students` self-governance by him/her;
  - e) Impeachment.
3. In case of early termination of the authority of the president of students` self-governance, for the remaining period of authority, his/her position will be occupied by the candidate, who had the best results in the president`s election and if there isn`t such candidate or if there`re 2 or more candidates, who have the same results, a new president will be elected for the remaining period of authority in accordance with the procedure, defined with this regulation.

**Article 6. Rights and obligations of the president of students` self-governance**

1. For the purposes of the students` self-governance, the rights and obligations of the president of students` self-governance are:
  - a) Representative with the educational university if students` self-governance and with the third persons;
  - b) To convene and manage the general meeting of the delegates of students` self-governance;
  - c) To sign the agreement, memorandum and other legal acts, to be concluded on behalf of students` self-governance;
  - d) To prepare the report on the activity of students` self-governance, to submit it to the meeting of delegates for approval and to introduce it to the students;
  - e) To carry out other actions, which are necessary for execution of the decisions, made by the delegates of students` self-governance;
2. At the same time, the president of the students` self-governance performs the rights and obligations, defined for the delegate of students` self-governance.

3. On the basis of the mandate of students ombudsman, the rights and obligations of the president of students` self-governance are:
  - a) To work out the mechanism for protection of students legal rights and interests and their implementation;
  - b) Regular studying of students` legal status, monitoring and in case of violation, to take the relevant immediate measures;
  - c) To establish the relations with local and international organizations, which protect students` rights and to provide the involvement of students in the activity of such organizations;
  - d) To prepare the reports on the students` legal status in the educational university (semestrial / annual) and there should be reflected the violations, problematic issues and recommendations;
  - e) To carry out other actions, which ensure the monitoring, protection and improvement of students` legal status.

#### **Article 7. Status of vice-president of students` self-governance**

1. Vice-president of students` self-governance is an executor, appointed from the list of delegates, elected by the order of the president.
2. At the same time, a vice-president of the students` self-governance is a delegate of students` self-governance, accordingly, the guarantees, rights and obligations and restrictions of the independence, established for this delegate with this regulation, fully applies to him/her.
3. A vice-president of students` self-governance may be dismissed from the position by the order of the president.

#### **Article 8. Rights and obligations of the vice-president of students` self-governance**

1. A vice-president of students` self-governance performs the rights and obligations, delegated on him/her by the president.
2. In case of absence of the president of students` self-governance, his/her authority is carried out by the vice-president.

#### **Article 9. Committee of students` self-governance**

1. The committee of students` self-governance is a collegial structural unit, created with the decision of the general meeting of delegates, which will work out the projects, proposals, recommendations and various measures on the issues, established for this committee.
2. According to the decision of the general meeting of delegates of students` self-governance, it`s permissible to merge or/and divide or/and abolish several committees.
3. All students have a right to join and get involved in the activity of the committee.

4. Student has a right to join in no more than 2 committee at the same time.

## **Chapter V. The rule of selection of the delegates of students` self-governance**

### **Article 1. To appoint the elections of the delegates of students` self-governance**

1. Within 1 month before the expiration of the term of the authority of delegates of students` self-governance, the rector of educational university shall appoint the date of the next election and approve the election commission with no less than 4 members.
2. The information about the appointment of the elections of delegates of students` self-governance should be notified to the university students and the order should be posted in a conspicuous place on the territory of the educational university.

### **Article 2. Election commission and observers**

1. Election commission, which carries out its activity in keeping the principle of neutrality, provides the organization of the elections in accordance with the rule, defined with this regulation.
2. It`s inadmissible that election commission has a candidate or/and person, who wishes to be elected as a delegate, who has direct or indirect interest with respect to the results of elections.
3. Students have a right to request to avoid the member of election commission and in this connection, the decision is made by the election commission.
4. A member of the election commission, who was declared the avoidance, has no right to vote in resolving this issue.
5. Election commission elects the chairman with the majority of the votes from the list, who directs the organization of the election process and signs on the election documentation.
6. Election commission makes a decision with the majority of the votes from the list, if otherwise is not provided with this regulation and if the votes are equally divided, the vote of the chairman of the commission is crucial.
7. Each candidate, wishing to be elected as a delegate in the students` self-governance, has a right to represent an observer, who must be a student of the educational university at the same time.

### **Article 3. To approve the electoral lists, registration of candidates and election documentation**

1. Election commission, based on the information, provided by the administration of the educational university, approves the lists of the students with the right to vote.

2. Election commission, based on the written request, registers the candidates, who are interested to be elected as a delegate of students` self-governance.
3. Term of the registration of electing the delegate of students` self-governance should be at least 2 working days.
4. Since the expiration of the term of the registration, each candidate chooses an election number by the principle of randomness and after that, each of them shall be given an election number and final list of candidates shall be approved.
5. Election commission shall work out and approve the form of appeal, bulletin, avoidance statement, complaint form and the form of other documentation, related to the election process, which are necessary to be registered as a delegate of students` self-governance.

#### **Article 4. Pre-election campaign**

1. Each student has a right to conduct pre-election campaign so that not to hinder the normal learning activities of the educational university.
2. Within the pre-election campaign, each student has a right to use equally material-technical base of the educational university and it`s inadmissible an unequal treatment towards any candidate.
3. Pre-election campaign is ceased at the moment of the end of prevision day of the election and on election date, it`s not permitted any kinds of agitation or campaigning.

#### **Article 5. Election of the delegates of students` self-governance**

1. 2 delegates of the students` self-governance will be elected for 2 years from each course of the educational university.
2. The student, having an active student`s status, registered on the same course, has a right to vote for the candidate, wishing to be elected as a delegate of students` self-governance.
3. The elections shall be deemed to be held if no less than 6 delegates of students` self-governance are elected in total and at the same time, from the courses, where from the students ran for their candidates to be elected as a delegate, no less than 1/3 of students with the right of voting took part in the election.

#### **Article 6. The process of voting and counting the votes**

1. Voting shall start at 10 a.m. and end at 16:00 pm.
2. On the voting day, the representative of the relevant course gets election bulletin, in which it`s indicated the first name, last name of the candidates, who wishes to be elected as a delegate and their election numbers.

3. Student confirms that he/she got the election bulletin by signing his/her first name/last name along with his/her first/last name in the voter list.
4. After getting the election bulletin, student enters into the specially allocated electoral space (where should be provided the opportunity of voting in secret) and he/she circularly outlines the election number of his/her desirable candidate, after that, he places the bulletin in a special envelope and drops it in the ballot box, intended for the relevant course.
5. The voting is completed upon the expiration of the voting period and after that, the members of election commission shall count the number of the students, who participated in the election in accordance with each course, which shall be shown in the final minutes (protocol).
6. After counting the number of students of each course, participated in the election, the ballot box, defined for the lowest course, will be opened and number of the votes will be counted and after that, the opening of the ballot boxes, defined for the following courses and counting of the votes will be made with the same principle.
7. All observers, represented by the candidates, to be elected as a delegates, should attend the process of counting the votes.
8. Election bulletin is void, if:
  - a) There isn't a signature of the signatory of election commission on the election bulletin and the seal of the educational university;
  - b) There's not outlined the election number of any candidate;
  - c) There's outlined more than 1 candidate's election number;
  - d) It's impossible to find out which candidate was voted by the voter.
9. After opening the ballot box, intended for each course and after the counting the votes, there should be filled the final protocol of the election on the relevant course, in which there will be the following data:
  - a) The number of the students with the right of voting, registered on the course;
  - b) According to the relevant course, the number of the students, participated in the election;
  - c) Total number of the bulletins, existing in the ballot box, intended for the relevant course;
  - d) Number of void bulletins;
  - e) According to the appropriate course, the number of the votes, obtained by each candidate.
10. All members of the election commission shall sign on the final protocol.

**Article 7. To announce the results of election, to identify the winning candidates and repeated election.**

1. In the election of delegates of students` self-governance, the first 2-candidates, registered on the relevant course, having the best results, are considered as winner.
2. If more than 2 candidates, registered on the relevant course, accumulated the number of the same votes so that, it`s impossible to identify 2 candidates, having the best results, then repeated elections are held between the candidates, having the best equal votes in accordance with the order of the rector of the educational university, with the rule, defined with this regulation.
3. The information about the appointment of the elections of delegates of students` self-governance should be notified to the university students and the order should be posted in a conspicuous place on the territory of the educational university.

**Article 8. To appeal to the election results and to make a decision**

1. Within 24 hours after the announcement of the election results, candidate has a right to file a complaint in the election commission. After the mentioned period is expired, the complaint won`t be accepted.
2. Election commission is obliged to review the complaint and to make a decision within 2 days period after the complaint is accepted.
3. If the actual circumstances, submitted with the complaint, are confirmed and it refers to the violation, which may have an influence on the election results, election commission will make a decision about holding the re-election, which will be held on the basis of the rector`s order, with the general procedure, established with this regulation.

**Article 9. To publish the final results**

1. Election commission, taking into account the decision, made on the reviewed complaints, shall confirm the election results with the final act, upon its promulgation the election results shall enter into the force.
2. If the complaint isn`t filed within 24 hours, established for receiving the complaints after the primary election act is promulgated, after the expiration of the mentioned period, the election results, provided with the act, will be considered as final results and they will enter into the force since this period is expired.

**Chapter VI. Rule for electing the president of students` self-governance**

### **Article 1. Registration of the candidate of the president of students` self-governance**

1. Each delegate has a right to nominate his/her candidacy on the mentioned position before the first general meeting of delegates of students` self-governance is held, also directly at the meeting, but no later than the president of students` self-governance is elected.
2. In order to nominate his/her candidacy as a president of students` self-governance, delegate should inform to the other delegates about this in a written form or through an electronic mail or to declare this at the first general meeting of the delegates, but no later than the president of students` self-governance is elected.
3. At the first general meeting of the delegates of students` self-governance, the chairman of the meeting will be elected by the majority list votes of the meeting, who registers the candidate of president of students` self-governance.
4. After the registration process is over, each candidate selects the election number by the principle of randomness and after that, each of them is given election number and final list of the candidates is approved.

### **Article 2. Voting and the process of counting the votes**

1. Each delegate takes an election bulletin, where it`s indicated the name, surname of the candidate, wishing to be elected as a president of students` self-governance and their election numbers.
2. After getting the election bulletin, delegate enters into the specially allocated electoral space (where should be provided the opportunity of voting in secret) and he/she circularly outlines the election number of his/her desirable candidate, after that, he places the bulletin in a special envelope and drops it in the ballot box. Delegates have a right to abstain from voting.
3. After the voting is over, the ballot box will be opened and counting the votes will start.
4. Election bulletin is void, if:
  - a) There`s not outlined the election number of any candidate;
  - b) There`s outlined more than 1 candidate`s election number;
  - c) It`s impossible to find out which candidate was voted by the voter.
5. After the ballot box is opened and the votes are counted, the final protocol is filed, where should be filed the following data:
  - a) Number of the attendant delegates;
  - b) Number of the delegates, who abstained from the right of voting;
  - c) Total number of the bulletins, existing in the ballot box;
  - d) Number of void bulletins;
  - e) Number of the votes, obtained by each candidate.



6. The final protocol shall be signed by all members of the election commission.

**Article 3. To announce the results of election, to identify the winning candidates and the repeated election.**

1. In the election of president of students` self-governance, the candidate, having the best result, is considered as a winner.
2. If more than 1 registered candidate accumulated the number of the same votes so that, it`s impossible to identify the candidate, having the best result, then repeated elections are held between the candidates, having the best equal votes in accordance with the order of the chairman of the general meeting of delegates and in accordance with the rule, defined with this regulation.
3. The information about the appointment of the elections of delegates of students` self-governance should be notified to the university students and the order should be posted in a conspicuous place on the territory of the educational university.

## **Chapter VII. Impeachment**

**Article 1. Basics of starting the proceedings of impeachment**

1. The basics of starting the impeachment against the delegate and president of students` self-governance is the demand of at least 2/3 of the delegates, who consider that from the delegate or/and president side, there`s:
  - a) Gross violation of the charter or/and regulation of the educational university;
  - b) Gross violation of the regulation of students` self-governance;
  - c) Gross violation of code of ethics for students;

**Article 2. To review the impeachment case**

1. If the review of impeachment case is started against the person, he/she has a right to submit his/her written or/and oral position at the general meeting of delegates.
2. The board of delegates of students` self-governance is obliged to study the case thoroughly, to get acquainted to the argumentation of the person in detail, against whom the case is going, to request the information, which is related to the circumstances of the case and only after this, make a decision.
3. There`s presumption of innocence towards the person, against whom the review of impeachment case is going, what means that, before the contrary is proved, it`s assumed that there was no fact of misbehavior from his/her side.
4. General meeting of the delegates of students` self-governance is obliged to review only legally obtained evidences, which authentically confirm the fact of his/her

misbehavior and any kinds of doubt, which can't be confirmed, should be resolved in favor of a person, against whom the review of impeachment case is going.

**Article 3. To make a decision and the rule of its appealing**

1. In order to make a decision on early termination of the authority with the rule of impeachment against the delegate and president of students' self-governance, it's necessary that it was supported by all listed members of the delegates, except for the person, against whom the impeachment case is going.
2. General meeting of the delegates of students' self-governance is obliged to justify the decision and there should be indicated all the actual circumstances and basics, which he relied on while making a decision.
3. Within 1 month after making a decision on early termination of the authority of a person with the impeachment procedure by the general meeting of the delegates of students' self-governance, this person has a right to appeal the mentioned decision in the court.

**Chapter VIII. Final provisions**

**Article 1. Rule of making amendments and additions in the regulation**

1. General meeting of the delegates of students' self-governance has a right to approve changes or/and additions or/and new edition in the regulation of students' self-governance.

**Article 2. To enter the regulation into the force and its legal consequences**

1. The present regulation enters into the force upon its approval by the rector.
2. Since the moment of entering this regulation into the force, to be declared the legal acts, issued before its adoption as void, which regulate the rules, provided with this regulation in a different way.