

Students Affair Regulations

Article 1. UG Student Club

- 1.1. UG Student Club (hereinafter - Club) is a voluntary association of students around a common interest / goal, which is established and operates in accordance with the rules established by this Regulation.
- 1.2. The club is autonomous from the university. It is managed in accordance with the Regulations of the Club.
- 1.3. The Club can apply to the University to fund its activities. The procedure for applying for and receiving funding is governed by this Regulation.
- 1.4. University property may be assigned to the club.

Article 2. Student Club Registration - Establishment / Cancellation

- 2.1. The club can be established by a team of at least 3 students with active status of UG.
- 2.2. The club is registered in the online system of UG by filling in the "My UG" online registration form.
- 2.3. The club is registered / canceled by the Center for graduate and Student Affairs (hereinafter - the Center), based on the application filled in by the founders in accordance with the rules defined by this regulation.
- 2.4. Upon registration, the applicant will submit a club regulation, which must include:
 - 2.4.1. Club name (club name must contain the words: "University of Georgia/corresponding school/Club" or words: "University of Georgia Club/Name/")
 - 2.4.2. Information about the founders (name, surname, personal number)
 - 2.4.3. Information about the main goals / activities of the Club
- 2.5. Deadlines for submitting club registration documents are 25-30 / 31 of each month. Within 3 working days after the submission of the registration documents, the center makes a decision on

the registration or refusal of the club, in which case the application will be returned to the applicant with remarks.

- 2.6. The Center cancels the club if it has not carried out any activity in the last 6 months or has not submitted a project for a grant competition.

Article 3. Student Club Founder

- 3.1. The founder of the club can only be a student with active status in UG.
- 3.2. The founder may not be the founder or president of another club.
- 3.3. The founder of the club may not be a member of the student self-government.
- 3.4. The GPA of the last semester of the Club Founder (if the founder is a bachelor) should not be less than 1.00 (the GPA calculation rule is written in the undergraduate and graduate education regulations).
- 3.5. In case of violation of the rule specified in the paragraphs of this article, the club is obliged to terminate the rights and obligations of the Founder no later than 5 days after the fact is revealed.

Article 4. Student Club Member

- 4.1. A student club member can be a student, alumnus or employee with active status at the UG.
- 4.2. A person can be a member of no more than 3 clubs at a time.

Article 5. Student Club Mentor

- 5.1. The student club mentor is the academic staff of UG, who is involved in the activities of the club

Article 6. Student Club Administration

- 6.1. The Club is led by the president of the club. The President of the Club leads it.

- 6.2. The Administration of the Club consists of the president of the Club and other administrative units defined by the regulations of the Club.
- 6.3. The structure of the management, other governing bodies, the rules of their creation / activity and the rights and responsibilities are determined by the regulations of the club.
- 6.4. The administration of the club may not be the administration of another club.
- 6.5. There can be no student self-government representative in the club administration.

Article 7. Student Club Rating

- 7.1. The rating of the club is determined by the star accumulation system.
- 7.2. The club is awarded a star each semester by the graduate and Student Affairs Center.
- 7.3. An increase in the club's semester budget is determined by the star rating.
- 7.4. Stars are issued in 3 directions:
 - 7.4.1. Most Active Club (number of projects implemented per semester)
 - 7.4.2. Largest club (number of students involved in semester projects)
 - 7.4.3. Club participating in the inter-club joint project (number of projects implemented together with other clubs in the semester)
 - 7.4.4. The most interesting project implementing club (established by the Student Projects Competition Commission)
- 7.5. The total amount provided by the star system is variable and depends on the annual / semester budget of the University

Article 8. Student Club Property

- 8.1. The student club may be assigned material property owned by the University.
- 8.2. The club is responsible for the maintenance of the material property assigned to the club.
- 8.3. In case of damage / destruction of material property, the club administration is obliged to inform the material resources management service about the fact.

- 8.4. In case of cancellation of the club, the responsibility for the maintenance of the property assigned to the club is returned to the material resources management service.

Article 9. Club obligations during the implementation of the project / activity

- 9.1. The club organizes activities according to the profile, thematically. All activities should feature UG.
- 9.2. The beneficiary of any event must be a student or graduate with active status of UG or an entrant or employee. If the beneficiary of the project / event is another person (none of the above), their activity (in the form of a general collective noun) and their approximate number should be specified in the submitted project or application.
- 9.3. Several clubs can implement a common project.
- 9.4. In order to spread information about the event, the club is obliged to provide the necessary information to the center 2 working days in advance.
- 9.5. Before inviting a person to hold a public lecture, the club is obliged to coordinate the activity with the center and invite the person only with consent. It is forbidden to invite a member of a political party or a political official 6 months before the parliamentary / presidential / municipal elections.
- 9.6. The club is not authorized to invite different media outlets or cover information about its planned project / events through different media outlets.

Article 10. Student Project Competition

- 10.1 The Student Projects Competition (hereinafter - the Competition) is held every Friday (excluding weekends as required by UG Rules).
- 10.2 The decision on the competition (funding, refusal of funding) is made by a majority vote of the members of the competition commission.
- 10.3 A registered UG club is eligible to participate in the competition.

- 10.4 The club will submit the project to the competition only through "My UG", in the form established by the center.
- 10.5 The members of the Student Projects Competition Commission are:
 - 10.5.1. Head of the Graduate and Student Affairs Center
 - 10.5.2. Representative of the Marketing and Public Relations Department
 - 10.5.3. School representative
 - 10.5.4. Club Mentor
 - 10.5.5. Student self-governrment representative.

Article 11. Competition Project Requirements

- 11.1. The competition project must meet the following criteria:
 - 11.1.1. Number of members of the organizing group - not less than 3 people
 - 11.1.2. A logical connection between the required budget and the scale of the event
 - 11.1.3. Safety guarantees
 - 11.1.4. Expediency - timeliness, relevance, benefits
 - 11.1.5. Involvement Scope - The event must have at least 15 potential beneficiaries
- 11.2. A project that does not meet the requirements of this Regulation or is not fully completed will not be considered. The project that is not reviewed, with recommendations developed by the Center, will be returned to the Initiator Club. After following the recommendations of the Center, the Club has the right to re-submit the project in the grant competition.
- 11.3. Priorities when evaluating a competition project are:
 - 11.3.1. Club rating (with star rating)
 - 11.3.2. Academic attendance of club founders, management and club members
 - 11.3.3. Club experience in implementing similar projects
 - 11.3.4. Club Mentor Recommendation
 - 11.3.5. Useful activities for students and university life (cognitive, promoting a healthy lifestyle, etc.)

11.3.6. Cost-effectiveness (scale of the measure in relation to the required resource)

Article 12. Student Project Financing Fund

12.1. The amount of funding for student project funding is determined by the annual budget of the UG.

Article 13. Student Self-Government

13.1. The UG administration does not interfere in the activities of the student self-government.

13.2. The university promotes self-government in achieving its own goals.

13.3. Student self-government is a self-governing unit established in accordance with the Law of Georgia on Higher Education.

Article 14. Self-Government formation

14.1. By secret ballot, on the basis of universal, equal, direct elections, student self-governments elected according to the main educational units (educational programs) are established at the University.

14.2. The set of student self-governments elected in the main educational units is the university self-government, which will develop the Regulations of the student self-government.

14.3. Student self-government in accordance with its regulations:

14.3.1. Ensures student participation in university management

14.3.2. Promotes the protection of students' rights

14.3.3. Elects representatives to the governing collegial bodies defined by the University Regulations

14.3.4. Is authorized to develop proposals for improving the management system of the University and the quality of learning, which are submitted to the relevant authority.

14.4. Exercise other powers provided by the regulation.

Article 15. Student participation in university management

- 15.1 In order to ensure the participation of students in the management of the University, the participation of students in the permanent and temporary collegial bodies / commissions of the following management of the University is envisaged:
- 15.1.1. School Board
 - 15.1.2. Independent Education Program Development Board (PDB)
 - 15.1.3. Program Accreditation Board (PAB)
 - 15.1.4. Disciplinary Commission
 - 15.1.5. Social Affairs Commission
 - 15.1.6. Student Projects Competition Commission
- 15.2 The Disciplinary Commission and the Social Affairs Commission consist of 1 student member selected by the student self-government.
- 15.3 The School Board selects a vacancy for a PDB and PAB student representative for a period of 1 semester from 3 candidates nominated by the Student Self-Government.
- 15.4 A student candidate for School Board, PDB, and PAB membership, must meet the following requirements:
- 15.4.1. Active student status
 - 15.4.2. Number of credits granted - not less than 60 ECTS
 - 15.4.3. Must not be a graduating semester student
 - 15.4.4. Last year GPA - not less than 3
- 15.5 Each candidate will submit a cover letter to the collegial body and will be interviewed by them. The Board votes on the approval of the nominated candidates and approves one candidate.

Article 16. Graduated and Student Affairs Center

- 16.1. The mission of the center is:

Maintaining constant contact with students / graduate and involving them in current university life; Interesting student life: Promoting extracurricular student sports, cultural, adventure events and initiatives, as well as self-governing student clubs; Liaison between student self-government and university administration

16.2. The Center within its rights:

- 16.2.1. Promotes the establishment of student clubs in accordance with this Regulation. Prior to registration, consult the founders of the club
- 16.2.2. Promotes the smooth, fruitful and active functioning of the club
- 16.2.3. Provides information on student events to the Public Relations and Marketing Service, manages the Center's website and social networks in agreement with this service
- 16.2.4. Coordinates student club projects and events
- 16.2.5. Monitors the targeted spending of funds allocated for the implementation of projects funded by the University. Records student club events and provides evaluation
- 16.2.6. Organizes orientation days in coordination with the Service Administration Service
- 16.2.7. Organizes the meeting of the Student Projects Competition Commission and conducts competitions in accordance with the rules set forth in this Regulation.
- 16.2.8. Updates the relevant link of the club activity on the University website if necessary
- 16.2.9. Promotes other services of the work and helps to motivate student activities
- 16.2.10. To plan and work on the project, the center places the club in one of the rooms of the university or in the auditorium. The center must be notified 4 days in advance of the purpose of using the relevant university space, time and number of students
- 16.2.11. Monitors the posting of implemented project reports on the club's page as well as on the student's page
- 16.2.12. Monitors all projects and determines student involvement in project implementation. This information will eventually be posted on each student's page

- 16.2.13. Communicates with student self-government, provides information on vacancies on the Board of the Basic Education Unit (School Board; INDEPENDENT EDUCATIONAL PROGRAM Development Board) and the Program Accreditation Board
- 16.2.14. During the implementation of the student project by the club, it ensures the mobilization of the university infrastructure and the necessary inventory (auditorium, hall, equipment, office materials, etc.) required for the implementation of the project.
- 16.2.15. Registers and cancels the club in accordance with the rules set forth in this regulation
- 16.2.16. Organizes student activities on university holidays, student festivals (Summer Fun, etc.)
- 16.2.17. Organizes the arrangement of student camps
- 16.2.18. In case of non-fulfillment of the obligation provided by this regulation and for violation of the rule of activity prescribed by the regulation, imposes a sanction provided by this regulation on the student union

Article 17. Sanctions

- 17.1. Gross breach of the club's obligations under this provision, including failure to comply with the club's registration requirements, misappropriation of allocated resources, and intentional incorrect inclusion of information in the project documentation may result in appropriate sanction.
- 17.2. The following sanctions may be applied by the Center in case of violation of the obligations set forth in this Regulation by the Club:
- 17.2.1. Warning
 - 17.2.2. Suspension of the right to operate for the club for a period of one to six months
 - 17.2.3. Cancellation of the club
- 17.3. When imposing the sanction provided for in paragraph, the founder of the club has no right to establish another club within the period of validity of the sanction.