

Mechanisms for Upholding Student Rights and Legal Interests

Introduction

This document is designed to uphold student rights and legal interests in accordance with Georgian legislation and internationally recognized principles, providing safe, sound, and student-centered environment.

The purpose of this document is to establish and maintain the following values in the institution:

Freedom of expression - students are entitled to express their opinion without any restriction in such a way as not to infringe on the legal rights and interests of others.

Freedom from discrimination – the institution prohibits discrimination of another person or intolerant attitude due to any type of difference based on race, skin color, language, sex, sexual orientation, gender identity, age, religion, belief, political or other views, political affiliation, disability, citizenship, national, cultural belonging, ethnic or social belonging, origin, family, property, title, place of residence, health, lifestyle, place of birth, age, or any other sign.

Confidentiality - personal information expressed by a student in the presence of pedagogical and/or administrative staff, as well as information about their views, faiths and political beliefs, which becomes known to the latter during the educational process, as well as information about the disciplinary measures applied to the student are confidential, except the cases of student consent or the legitimate interest of the administration to protect the safety of others and the rights guaranteed by law.

Equality – TMA ensures the principle of equality in the institution. Students are equal regardless of national, ethnic, religious or linguistic belonging. They shall equally enjoy the rights granted by the institution.

Academic freedom - TMA ensures the students' right to study and independent research.

Participation in the decision-making process - if necessary, TMA ensures the involvement of students in the decision-making process, based on their competence.

Personal responsibility and equal accountability - students are personally accountable and equal for their actions; they enjoy on equal grounds the mechanisms of protection of rights that are available in the institution.

Right to fair process - TMA ensures the process of disciplinary proceedings against students in fair and equal conditions.

Chapter I. Rights and obligations of the student

Article 1. Student rights

TMA ensures that the students enjoy the following rights to:

- 1.1 Receive a quality education;
- 1.2 Receive a fair evaluation of their knowledge;
- 1.3 Participate, within their competence, in scientific-research activities, conferences, cultural, social and other events, and exchange programs;
- 1.4 Make use on equal grounds of TMA provided material-technical, library, information, laboratory and other resources and services;
- 1.5 Freely establish and/or join student associations based on their interests;
- 1.6 Freely express their opinion and refuse in a grounded manner to share ideas offered during the educational process;

- 1.7 Periodically evaluate the pedagogical staff and educational process;
- 1.8 In accordance with the legislation of Georgia and procedure established by the TMA, receive financial incentives or material assistance and/or other benefits.
- 1.9 Use the right to mobility;
- 1.10 Participate in surveys conducted by TMA;
- 1.11 In order to uphold the student rights and legal interests, TMA has a mechanism for submitting a complaint/claim, which may relate to the activities of pedagogical and administrative personnel, collegial and management bodies and student associations.
 - 1.11.1 A complaint/claim shall be submitted in written;
 - 1.11.2 A complaint/claim shall be submitted for consideration to a relevant official/body within no more than three working days. The official/body shall make a decision within no more than five working days after the consideration of the complaint/claim or transfer it to a relevant official/body;
 - 1.11.3 In the review process are involved the addressee(s) of the complaint/claim;
 - 1.11.4 The author of the complaint/claim shall be notified in written about a decision;
 - 1.11.5 If the official/body reviewing the complaint/claim deems that disciplinary proceedings should be initiated on the issue; all relevant documents shall be submitted to the Professional Behavior Committee for consideration. Issues related to disciplinary proceedings are regulated by the TMA Code of Conduct;
 - 1.11.6 The party is entitled to appeal the decision in accordance with the procedure established by the legislation of Georgia.
- 1.12 TMA has functioning mechanisms for appealing the test result/evaluation. Procedures related to the appeal of the test result are governed by the Regulation of the Examination Center of TMA. Request from TMA the information about what kind of personal data the institution processes about them, for what purpose and on what grounds;
- 1.13 Protect from disclosure information related to academic performance, including a request to TMA pedagogical and administrative staff not to disclose to third parties the information about their academic performance;
- 1.14 Take advantage of academic freedom granted by TMA;
- 1.15 Enjoy other rights granted by the legislation of Georgia and TMA.

Article 2. Obligations of the student

The students are obliged to:

- 2.1 Respect their own life and the life, health, dignity, personal property and non-property rights of others;
- 2.2 Not to allow discrimination or intolerant attitudes towards others;
- 2.3 Respect the name and business reputation of TMA, take care of the TMA property;
- 2.4 Respect the right of other students to study and the inviolability of the educational process;
- 2.5 According to the program established by TMA, study all the subjects they have willingly chosen and those that are mandatory;
- 2.6 Systematically get acquainted with the TMA website, where regulatory documents (if amended, their updated versions) and news are periodically posted;
- 2.7 Continuously comply with the TMA Regulations, Code of Conduct and other regulatory documents.

Chapter II. Procedure for disciplinary proceedings

Article 3. Disciplinary proceedings

- 3.1 Disciplinary proceedings shall be carried out in accordance with the TMA Code of Conduct by the Professional behavior Committee.
- 3.2 Disciplinary proceedings are carried out proportionally to disciplinary misconduct through fair procedure.
- 3.3 When carrying out disciplinary proceedings, the students have the right to:
 - 3.3.1 Receive notification from TMA about initiation of disciplinary proceedings against them;
 - 3.3.2 Attend their disciplinary proceedings, defend their rights independently or through a representative;
 - 3.3.3 Provide the TMA Professional behavior Committee with the information and evidence at their disposal;
 - 3.3.4 Participate in the examination of evidence obtained by the TMA Professional behavior Committee;
 - 3.3.5 Request their disciplinary proceedings to be public;
 - 3.3.6 Appeal to the court the decision made by TMA in their case.
- 3.4 The decision on conducting the disciplinary proceedings must be substantiated and based on appropriate evidence. The examination of all evidence is carried out by the Professional Behavior Committee.

Chapter III. Entry into force of the document and amendments to the document

Article 4. Procedure for entry into force of the document and amendments to the document

- 4.1 This document shall enter into force upon its approval by the Rector's Board.
- 4.2 Amendments to this document shall be made in accordance with the procedure for its approval.