

Free Academy of Tbilisi



Provision of the Legal Assurance Service



Article 1. General provisions

1.1. The Legal Assurance Service of the Free Academy Tbilisi (hereinafter - "Academy") is a structural unit of the Academy;

1.2. The service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the statute of the Academy, the rule of personnel management and this statute.

Article 2. Management of the service

2.1. The service is managed by the supervisor, who is appointed and dismissed by the Rector of the Academy.

2.2. Functions of the head of the service

- a. Preparation of legal acts' drafts of the Academy;
- b. Legal examination of legal acts' drafts prepared by structural units of the Academy;
- c. Legal provision of activity of structural units of the Academy;
- d. Consulting structural units of the Academy, students and academic staff on legal issues related to educational activities;
- e. Preparation of responses to incoming letters and statements and legal examination of responses and correspondence prepared by other structural units;
- f. Representation to protect the interests of the Academy in court and administrative organizations;
- g. Development of drafts of legal acts of the Academy and legal provision of activities of assistant structural units;
- h. Within the scope of its competence, preparing conclusions on drafts of legal acts developed and presented by the Academy and other bodies, organizations and institutions;
- i. Ensuring compliance of the individual administrative-legal acts of the Academy with the normative acts having superior legal force;
- l. Performing other tasks of the rector;
- k. Participation in the process of forming the budget of the Academy.

Article 3. The procedure for making changes and additions to the provision

3.1. Amendments and additions to the regulations are made in accordance with the law.

Article 4. Final Provisions

4.1. This provision is approved by the Senate of the Academy;

4.1. The provision shall enter into force upon signature;

4.3. This provision shall lose its validity in case of approval of a new provision.

