

Free Academy of Tbilisi



Business Administration and Social Sciences

School Provision



Article 1. Status of the school

1.1. School of Business Administration and Social Sciences (hereinafter - the school) is the main educational unit of the Free Academy of Tbilisi LLC (hereinafter the academy) which, through educational programs and scientific research carried out in accordance with academic freedom and institutional autonomy, ensures the training of students in the field of business administration/social sciences and awards the academic quality appropriate to the implemented educational program.

1.2. The school is accountable to the Rector of the Academy, the Senate and the relevant structural units;

1.3. The school operates on the basis of the Constitution of Georgia, international treaties and agreements, current legislation of Georgia, this Regulation and other legal acts of the Academy;

1.4. The school can have its own seal.

Article 2. Mission, strategy and goals of the School of Business Administration and Social Sciences

2.1. School mission

The mission of Business Administration and Social Sciences School is to prepare top and middle-class global and strategically minded leaders who will have the ability to effectively manage and develop themselves in this ever changing epoch, who will be able to create a socially responsible business based on innovative management, focus on developing own career, be equipped with strategic thinking, leadership skills, analytical skills in strategic management of business and public sector, as well as global thinking and norms of behavior complied with internationally recognized moral, ethical and legal norms. Our goal is a citizen who strives for life long learning, who possesses knowledge and practical skills, critical thinking and a broad perspective that combines professionalism, morality, social responsibility and is in demand in time and space.

2.2. The main goals of the school are:

- a. Continuous promotion of career, academic and personal development of students;
- b. Training of personnel for the labor market with fundamental and modern values;
- c. Offering transparent and objective instruments to support socially vulnerable students;
- d. Promoting lifelong learning;
- e. Ensuring student participation in school management;
- f. Creation of appropriate conditions for the school staff for the teaching/learning process, provision of the research component and sustainable development;
- g. Implementation of a policy focused on the development of human resources of the Academy and implementation of highly qualified educational and research activities by generating international/national experience;
- h. Ensuring academic freedom;
- i. Ensuring publicity and access to information.

2.3. The strategic tasks of the school:



- a. Creating a perfect learning environment for the university community;
- b. Offering/implementing higher education in accordance with the interests and capabilities of the student;
- c. Introduce flexible management and constant monitoring of current processes at school;
- d. Setting ways to permanently improve and complete educational programs;
- e. Creating suitable learning conditions for students with special educational needs;
- f. Cooperation with various higher education and scientific-research institutions of Georgia, as well as with relevant foreign educational institutions for the realization of the goals of internationalization.
- g. Creating favorable conditions for students to study and conduct independent research;
- h. Active participation in scientific-research and educational grant competitions;
- i. Organization and participation in conferences;
- j. Providing upgrading qualification and training courses in accordance with the interests and capabilities of students and other stakeholders.

Article 3. Functions of the school

3.1 The functions of the school are:

- a. Elaborate, develop and administer educational programs in the field of business administration and Social Sciences;
- b. Implementation of educational, scientific and research activities;
- c. Providing highly qualified academic/invited staff for educational programs and constant care for their development;
- d. Sharing international experience and introducing best practices;
- e. Refining the material and technical base and taking care of its constant updating;

Article 4. School structure

4.1. School management bodies/governing units are:

- a. School Board;
- b. Dean;
- c. Deputy dean.

4.2. Support Staff:

Program Supervisor/Supervisors.

Article 5. School Board

5.1. The School Board of the School of Business Administration and Social Sciences (hereinafter the School Board) is the representative body of the main educational structural unit of the Academy - Business Administration and Social Sciences School, which plans the academic activities of the school, supports the educational and scientific research process. Granting appropriate qualifications to graduates of the educational program, participates in the development of school educational programs.

Article 6. Composition of the school board

6.1. The school representative body is the school board, which Dean, deputy dean, heads of educational programs, affiliated staff and students of the program/programs realized by the school in the amount of 1/3 of the composition of the board. School board members are elected for a period of 4 (four) years. The election of students to the school board is done once in 4(four) years by the students of the school, through direct, free and equal elections, by secret ballot. Elections are organized by the Student student self-government;

6.2. The rules for selecting students to be nominated by the Student Self-Government in the School Board shall be determined by the regulations of the Student Self-Government of the Academy;

6.3. The secretary of the school board is elected by the members of the school board at the first meeting from among its members. In the absence of the Secretary, his / her powers shall be exercised by the person elected by the School Board.

Article 7. Powers of the School Board

7.1. School Board:

- a. Confers confers the appropriate academic degree to the graduates in accordance with the existing legal regulations;
- b. Develops the school provision submitted by the dean and submits it to the Senate for approval;
- c. In order to award the title of Honorary Doctor for special merits, selects a citizen of Georgia or a foreign citizen, scientist or public figure and presents to the Senate;
- d. If necessary, establishes permanent and temporary commissions of the school and submits them to the Rector for approval;
- e. Reviews various educational and research projects;
- f. Develops the terms and conditions of the competition to finance the targeted scientific-research project of the School of Business Administration and Social Sciences of the Academy and submits it to the Rector of the Academy for approval;
- g. Within the scope of its competence, participates in the discussion of the issue of disciplinary misconduct of academic, invited staff and students;
- h. Addresses the Rector on the need to announce an academic competition;
- i. Participates in the development and modification of educational programs, their improvement;
- j. Executes other authorities assigned to him/her by the legislation of Georgia and legal acts of the Academy.

Article 8. Termination of the school board member authority

8.1. The authority of a school board member will be terminated:



- a. In case of dismissal of the academic position of the Academy;
- b. In case of dean - dismissal of the dean;
- c. In case of student of this school - termination of the student status;
- d. In the event of incapacity, impunity or recognized dead by a court;
- e. In case of entry into force of a guilty verdict rendered by the court against him.

Article 9. Rules for holding meetings and making decisions

- 9.1.** The meeting of the school board is convened by the dean of the school, and in his/her absence - by the deputy dean;
- 9.2.** A school board meeting may also be convened by a decision of one-third of the school board members;
- 9.3.** The school board recognizes its authority at the first meeting;
- 9.4.** School board meetings are held as needed, but not less than once a semester;
- 9.5.** The meetings of the school board are chaired by the dean of the school, and in his/her absence - the acting dean, or the person elected by the majority of the members of the school board present;
- 9.6.** Meetings of the school board are attended by members of the school board. Invited staff and other stakeholders of the Academy Administration and School may be invited with the right to vote;
- 9.7.** If the interested parties wish to attend the school board meeting, the decision on their admission is made by the school board;
- 9.8.** The school board meeting is authorized to make a decision if the majority of the board members are present at the meeting. Problems are resolved by open voting, the decision will be considered adopted if the majority of the total composition of the school board votes. Voting may be by secret ballot if supported by a majority of the Board;

Article 10. Minutes of the school board meeting

- 10.1.** The minutes of the meeting are drawn up on the fact of the school board meeting and decision-making, which is signed by the Chairman of the Board, in his absence - the acting/elected person and the secretary;
- 10.2.** Minutes of school board meetings shall be kept by the school dean for at least 3 years, after which they shall be transferred to the archive of the academy.

Article 11. Dean/deputy dean of the school

- 11.1.** The school is headed by a dean who is elected by a majority vote of the school board.
- 11.2.** The school dean ensures the smooth and successful functioning of the school.

11.3. Dean of the School:

- a. Ensures the effective implementation of school activities;



- b. Develops school provision;
- c. Chairs the meetings of the school board;
- d. In accordance with the academy's mission and strategy, participates in the development of the school's action plan and submits its performance reports to the rector;
- e. Carries out specific activities for planning the academic year/semester: determines the teaching loads of the academic staff and invited staff in accordance with the staff units;
- f. Develops proposals for the modification and implementation of educational programmes;
- g. Provides information about the number of hours carried out by invited staff during the semester to the financial and material resources service;
- h. Participates in drawing up the school budget;
- i. Participates in determining the compatibility of credits earned by students seeking mobility and status restoration with the existing program;
- j. Provides consulting services for planning the learning process and improving academic achievement;
- k. Manages and implements relations with the mass media, is responsible for the image of the school, internal and external communications;
- l. Executes other powers granted by the academy regulations and this provision;
- m. The functions and powers of the school board are determined by the school provision.

11.4. Deputy Dean of the School:

The deputy dean of the school is appointed by the rector of the academy based on the dean's nomination. The deputy dean of the school ensures smooth and successful functioning of the educational process.

- a. Distributes semester work-loads;
- b. Participates in determining the compatibility of credits earned by students seeking mobility and status restoration with the existing program;
- c. Develops individual educational programs with the participation of students enrolled in the mobility/status restoration and/or with special educational needs and presents them to the school board;
- d. Prepares lecture, intermediate and final exam tables;
- e. Prepares diplomas for graduates. Prepares diploma supplements;
- f. Prepares conclusions on restoration of student status;
- g. Supervises the exercise of powers by the employees of the school, the fulfillment of contractual obligations and the observance of the internal rules of the academy;
- h. Ensures organization of exams;
- i. Monitors the lecturers (reflection of the hourly workload actually carried out by the lecturer during the academic week);
- j. Monitors students' performance;
- k. Directs the activities of the school and coordinates the relations of structural units in the absence of the dean.

Article 12. Termination of the School Dean/deputy dean authority

12.1. Authority shall be terminated:

- a. On the basis of a personal statement;
- b. In the case of death, incapacity, impunity or death or recognized by a court.

12.2. In case of violation of the legislation of Georgia by the Dean/deputy dean, in case of improper performance of the duties imposed and/or inappropriate activities performed by the Dean/deputy dean, the School Board is authorized to apply to the Rector for termination of his/her authority.

12.3. The Rector may dismiss the Dean/deputy dean in the cases provided for by the Labor Code of Georgia.

Article 13. School staff

13.1. The school has academic, invited, administrative and support staff;

13.2. The academic staff of the school includes:

- a. Professor;
- b. Associate Professor;
- c. Assistant professor;
- d. Assistant;
- e. Invited personnel.

13.3. The rights and responsibilities of the academic staff of the school

13.3.1. Academic staff are authorized to:

- a. Participate in the management of the higher education institution in accordance with this Regulation and the legal acts in force at the Academy;
- b. Carry out teaching, research, creative activities and publication of scientific papers without interference;
- c. Independently determine the content of curricula (syllabi), teaching methods and means within the framework of the educational program;
- d. Exercise other powers conferred on them by this provision and the legal acts in force at the Academy.

13.3.2. Academic staff are required to:

- a. Comply with the requirements of the legal acts of the Academy;
- b. Follow the code of ethics and disciplinary liability norms;
- c. Fulfill the obligations under the labor contract.

13.4. The rules for the selection of academic staff, their rights and obligations shall be determined by the legislation of Georgia, Academy Provision, the rules of management of the Academy staff and other legal acts;



13.5. Academic staff can be affiliated. Affiliation means a written agreement between the academy and the academic staff by which each person defines his or her affiliation only with the academy, participating in the processes of society development and knowledge sharing on behalf of the academy;

13.6. The powers and other activities of the affiliated academic staff shall be regulated in accordance with the Academic Staff Affiliation Rules;

13.7. Relevant qualified invited personnel may be invited to achieve the objectives of the educational program/programs;

13.7.1. Invited personnel is authorized to:

- a. Participate in the management of the higher education institution in accordance with this Regulation and the legal acts in force at the Academy;
- b. Carry out teaching, research, creative activities and publication of scientific papers without interference;
- c. Independently determine the content of curricula (syllabi), teaching methods and means within the framework of the educational program;
- d. Exercise other powers conferred on them by this provision and the legal acts in force at the Academy.

13.7.2. Invited personnel is required to:

- a. Comply with the requirements of the legal acts of the Academy;
- b. Follow the code of ethics and disciplinary liability norms;
- c. Fulfill the obligations under the labor contract.

Article 14. Head/deputy head of educational programmes

14.1. The educational program/programs are supervised by the academic/invited personnel of the school;

14.2. Functions of the program head/deputy head:

- a. To compile programs in accordance with the legal acts in force at the Academy;
- b. When developing programs, be guided by the legal acts developed by the Head of the Quality Management Service of the Academy;
- c. Agree on the content and format of the program with the Head of the Quality Management Service of the Academy;
- d. When developing the program, be guided by the Law of Georgia on Higher Education, the legal acts of the Minister of Education and Science and the Director of the National Center for Educational Quality Enhancement;
- e. Submitted the programme for final processing and approval to the Senate of the Academy.

Article 15. Final Provisions



15.1. The present provision is approved by the Senate of the Academy upon the recommendation of the School Board;

15.2. Amendments and additions to the provision shall be made in accordance with the rules established by law.

15.3. The provision shall enter into force upon signature;

15.4. This provision shall lose its force if a new provision is approved.