

Free Academy of Tbilisi

PROVISION



Chapter I. General Provisions

Article 1. Status

1.1. Free Academy of Tbilisi LLC (hereinafter the academy) is a higher education institution established under the legislation of Georgia, a legal entity of private law - a limited liability company, which carries out educational activities in accordance with mission of the academy and this provision;

1.2. According to the paragraph „ღ“ of Article 2 and subparagraph "გ" of the first paragraph of Article 9 of the Law of Georgia on Higher Education, the academy is a college which implements educational programme/programmess of academic higher education.

1.3. Name of the academy:

a. Fully in Georgian შეზღუდული პასუხისმგებლობის საზოგადოება „თბილისის თავისუფალი აკადემია“, in abbreviated form - შპს „თთა“ ..

b. Fully in English- „Free Academy of Tbilisi -Limited Liability Company“, shortened - „FTA LLC“.

1.4. Legal status of the academy, as a legal entity of private law, is determined by charter of the academy.

1.5. Legal and Factual Address of the academy: Georgia, Tbilisi, Vake-Saburtalo district, Jurkha Nadiradze street №46, first and second floors of the building №1; post index: 0186; e-mail: info@freeacademy.edu.ge; Identification number 204876991.

Article 2. Legal basis for activities

The academy carries out educational activities based on Constitution of Georgia, international treaties and agreements of Georgia, law of Georgia " On Higher Education" and other legal acts of Georgia, orders of Minister of Education and Science of Georgia, Legal acts of the LEPL "National Center for Educational Quality Enhancement", this provision and the mission defined by the academy.

Article 3.Goals and objectives

Goals and objectives of the higher educational institution activities are determined by the mission and strategic development plan approved by of the academy and are in consistent with with the state's primary goals of higher education.

Article 4. Subject of activity



4.1. The academy is independent in its activities and in accordance with the legislation of Georgia may carry out the following educational and/or related activities to ensure the goals and objectives set out by the mission:

- a. Implementation of bachelor's educational programmes;
- b. Implementation of certificate educational programmes;
- c. Production of intellectual property products and publishing activities;
- d. Cooperation with Georgian and foreign educational and scientific institutions;
- e. Activities/issues related to gaining education not prohibited by legislation of Georgia;

Article 5. Funding sources and property

5.1. The sources of financing the academy are:

- a. Tuition fees paid by students enrolled in the academy;
- b. State funding for students enrolled in the academy;
- c. Other funds received from the teaching-educational activities of the academy;
- d. Funds received from publishing activities;
- e. Investments of founders;
- f. Other revenues defined by the legislation;

5.2. The property of the academy is the main funds listed on its balance sheet; Educational inventory, other material-technical base; Intellectual and other products (Works) produced by the academy; Other property permitted by law.

Chapter II. The Governing Bodies and Structure of the academy

Article 6. Management Principles of the academy

- a. Academic freedom of academic staff and students;
- b. Participation of academic staff and students in learning process;
- c. Ensuring equality regardless of one's ethnicity, social origin, sex, political or religious beliefs;
- d. Fairness and transparency in the management process by ensuring publicity.

Article 7. Governing Bodies of the academy (Structure)

7.1. Governing bodies, structural units and officials of the academy:

7.1.1. Governing Bodies/Basic Structural Units:



- Senate;
- Rector;

7.1.2. Structural Units of the Academy are:

- School of Business Administration and Social Sciences;
- School of law;
- Quality Management Service;
- Legal Service;
- Human Resources Management Service;
- Public Relations Service;
- Financial and Material Resources Service;
- Safety and Health Assurance Service;
- International Relations Service;
- Registry and the Information Technology Service;
- Student/Alumni Support and Career Development Center;
- Examination center;
- Scientific - research center;
- Library;
- Publishing House;

7.1.3. The main educational structural unit is - school.

School management body is:

- School Board

7.1.4. The structural units of the Academy conduct their activities in accordance with this and their own regulations.

7.1.5. The structure of the academy as a scheme, as well as changes in it, is approved by the Senate and is published on the website of the academy.

Article 8. Senate

8.1. The Senate is the collegial body responsible for providing the educational, academic and scientific work of the higher education institution.

8.2. The senate consists of the chairman of the senate - the rector of the academy and members of the senate. The Senate is composed of seven members - Vice Rector for education, three academic staff nominated by the School Board, and two students nominated by the Student Self-Government.



8.3. The time limit for a Senate member is 6 years;

8.4. In case of premature termination of the mandate of a member of the Senate, a new member is appointed for the remaining term of the mandate of the Senate.

8.5. Powers of the Senate

- a. Approves the mission, provision, code of ethics and disciplinary responsibility, internal regulations of the academy;
- b. Approves the seven-year strategic development plan and the three-year action plan of the academy. Also, business continuity management mechanisms and action plans;
- c. Approves the structure of the the academy, makes decisions on the creation, reorganization and liquidation of the structural units of the the academy, the creation, reorganization and liquidation of the main educational unit - school;
- d. Approves educational programmess and syllabuses of relevant courses upon the recommendation of the School Board;
- e. Approves the provisions of the basic educational and structural units upon the submission of the relevant structural units;
- f. Approves registry rules, educational process regulation, personnel management policy, personnel management rules, internationalization policy and information technology management policy of the academy;
- g. Approves the budget of the Academy presented by the financial and material resources service;
- h. Determines the rules and conditions for the position of academic staff;
- i. Approves internal quality assurance mechanisms and evaluating system of mechanisms;
- j. Approves strategic planning methodology, key strategies for attracting international students and academic staff, development of electronic services and electronic management systems, and website administration rule;
- k. Approves the methodology for determining students and academic/invited staff body;
- l. Approves the methodology for planning, elaborating and developing educational programs;
- m. Approves other legal resolutions developed in the Academy;
- n. Has the right to award the title of Honorary Doctor of Science to a scientist or a public figure, who is a citizen of Georgia or of a foreign country, on the basis of a School Board nomination;
- o. Exercises other powers defined by the Provision of the Senate of the Academy and this Provision;
- p. The functions and powers of the Senate shall be determined by the provision of the Senate.

8.6. The Senate makes the decision by a majority of the full members;

8.7. The Senate is convened and chaired by the chairperson of the Senate; in his/her absence, the chairperson of the meeting shall be elected by a majority of its members;

Article 9. Rector

9.1. The Rector is the higher academic official of the academy, the chairperson of the Senate and represents the academy inside and outside the country, in academic fields, for which he/she is authorized to enter into deals and agreements on behalf of the academy;

10.2. The Rector exercises the following powers:

- a. Manages the institution and represents it in relations with third parties. Regulates educational and research issues through the Vice Rector, conducts negotiations on behalf of the academy, signs agreements/memorandums and other documents;
- b. Together with the Senate determines the policy of educational activities in the Academy and its main directions, takes care of raising the qualification of the academic staff;
- c. Upon the decision of the School Board on the award of qualifications to the graduate, issues a legal act on granting them a diploma and diploma supplement;
- d. Issues an order for the competition of academic staff. Approves the composition of the Competition Commission and upon the recommendation of the Commission makes decision on the appointment of the winners;
- e. Issues an order for the competition of invited and administrative staff. Approves the composition of the Competition Commission, and upon the recommendation of the Commission, makes decision on the appointment of the winners;
- f. Appoints/dismisses academic/invited/administrative staff, concludes employment contracts, monitors their performance, allocates responsibilities among the academy staff, decides whether to send staff on leave-paid or unpaid, makes decisions about encouraging students/staff and imposing disciplinary responsibility;
- g. Approves the terms and conditions of the competition for funding the school's targeted research project presented by the School Board. Announces the competition and determines the deadline for submission applications, as well as determines the persons responsible for receiving documents and the composition of the commission;
- h. Creates permanent and temporary commissions. Approves the composition of the temporary committees nominated by the structural units;
- i. Concludes educational service agreements with students;
- j. Approves the rules for students with special educational needs;
- k. Makes decisions about obtaining/suspending/terminating student status, approves the individual curriculum for students upon submission by the School Board.
- l. Exercises other management powers as defined by the Georgian legislation, this provision and the legal acts in force in the academy;
- m. The Rector of the academy issues orders to exercise the powers provided for by the legislation of Georgia and this Provision.
- n. In case of absence of the Rector, a person determined by the Rector's decision shall perform the functions of the Rector on the basis of a legal act issued.

- o. The Rector may have an advisor by his/her own decision, whose powers and activities are determined by the Rector himself.
- p. Participates in the process of initiating the formation/adjustment of the Academy budget.

Article 10. Quality Management Service

10.1. In order to evaluate study and scientific-research activities of the academy, as well as increase qualification of staff and constant quality evaluation Quality Management Service has been created, which acts in accordance with provision of the academy and provision of Quality Management Service;

10.2. The Head of the Quality Management Service of the academy is approved by the Rector;

10.3. Quality Management Service of the academy ensures support of high quality level of teaching through introducing modern methods of teaching and assessment (credit system, methodology, etc.), by constant updates and preparation for authorization/accreditation process;

10.4. Functions of Quality Assurance Service are

- a. Develop Quality Management Policy, Quality Management Mechanisms and Procedures of the academy;
- b. Organize and coordinate the process of instruction, regulations, resolutions and orders related to the learning process, Bologna Process implementation, authorization and programme accreditation;
- c. Organize systematic monitoring of educational programmes based on criteria and indicators developed;
- d. Develop recommendations for further improvement of educational programs on the basis of monitoring educational programs;
- e. Conduct anonymous surveys of students, academic/invited personnel, alumni, employers, administration, and others, and make recommendations based on analysis results in order to further improve performance;
- f. Organize/collect self-assessment questionnaire and self-assessment report for authorization/accreditation, organize/collect attached documentation;
- g. Establish the conformity of the academy Educational programs, Human Resources and Material-Technical Basis for Authorization Standards and Recommendations and submit recommendations to the Head of the academy;
- h. Participates in the administration of the mobility process in the academy (preparation of internal/external mobility, status restoration reports, individual educational programs);
- i. Develop strategic planning methodology and submit for approval;
- j. Develop the methodology for determining student/academic/scientific/invited personnel body and submit for approval;



- k. Develop the methodology of planning, elaborating and development of educational programs and submit for approval;
 - l. Develop the methodology for elaborating of individual educational curriculum and submit for approval;
 - m. Develop the internal mechanisms of quality management and submit for approval;
 - n. Develop the quality management mechanism assessment system and submit for approval;
 - o. Develop strategic and action plans, as well as mission development rules, library access rules, special education student service rules, and submit them for approval to the Rector of the academy for approval;
 - p. Implement the responsibilities under the Regulation of the academy, the Rule of Regulation of the Study Process, the Legal Acts, and other powers defined by the Rector;
 - q. Participates in the process of forming the budget of the Academy.
- 10.5.** Functions and authority of the Quality management Service are determined by the Quality Assurance Service provision.

Article 11. Human Resources Management Service

- 11.1.** Human Resources Management Service represents a structural unit of the academy;
- 11.2.** Human Resources Management Service has a head, which is appointed to and dismissed from position by the Rector.
- 11.3.** The head of Human Resources Management Service works in accordance with this provision, provision of the Service and Case Proceeding rule;
- 11.4. Tasks of Human Resources Management Service**
 - a. Recruitment, organizing and managing selection /appointment process according to the goals and objectives of the organization;
 - b. Manage employees' work-related relationships and produce relevant documents;
 - c. Initiating and organizing activities necessary for staff qualification;
 - d. Administration of personal files of employees;
 - e. Researching the training needs of employees, developing training plans, agreeing with management and organizing them, develop/introduce/update employee evaluation and accountancy systems;
 - f. Review and respond to issues raised by employees regarding labor relations;
 - g. Planning activities for ensuring a safe environment for employees and manage possible conflict situations between employees;
 - h. Regulate documents circulation, registering, processing of the academy Rector's orders, agreements, protocols of management bodies, legal acts of structural units, keep track of reference-contracting works send-transfer where needed;
 - i. Ensure proper operation of the electronic case proceeding system;

j. Administration of personal files of staff and students, their storage/organization of the work of the Academy archive and constant updating and monitoring of the electronic database implemented at the Academy.

11.5. Head of Human Resources Management Service

- a. Manages the activities of the Service and is responsible for the performance of the tasks and functions assigned to the Service;
- b. Defines the rules, forms and methods of organizing and planning the activities of the Service;
- c. Submits to the Rector of the Academy the issues, proposals, conclusions and recommendations prepared by the Service;
- d. Periodically submits to the Rector of the Academy a report on the work performed by the Service;
- e. Executes other authorities defined by this provision, the provision of the Service, the Rules of Case Proceeding and the legal acts of the Academy and the legislation of Georgia.
- f. Provides constant information updates and monitoring of students and professors' electronic databases;
- g. Ensures the smooth operation of the electronic case management system;
- h. Conducts research on the need for employee training, draws up a training plan, agrees with management, and organizes their conduct;
- i. Managing possible conflict situations among employees;
- j. Participates in the process of forming the budget of the Academy;
- k. Participates in the process of forming the budget of the Academy.

11.6. Human Resource Management Service Specialist

- a. Attracting qualified human resources, organizing and managing the selection / appointment process in accordance with the goals and objectives of the organization;
- b. Administration of personal files of employees;
- c. Constant informative updating of student and professors' electronic databases;
- d. Managing employees' labor relations and signing relevant documents;
- e. Develop/introduce/update employee evaluation and accountancy systems;
- f. Discussion of issues related to labor relations by employees and appropriate response;
- g. Organizing activities for the teamwork of employees and the development of informal relationships between them;
- h. Registration of incoming and outgoing correspondence, management documents, contracts;
- i. Registration of incoming and outgoing correspondence, orders of the Rector of the Academy, agreements (academic staff, invited staff, administrative and support staff), minutes of the meetings of the governing bodies, legal acts of the structural units;



- j. Reviewing incoming correspondence and ensuring its submission to the addressee, controlling the correctness of the documents to be submitted for signing;
- k. Providing information on the status of the execution of incoming documents and sending the outgoing correspondence;
- l. Organizing case management in accordance with the unified rules of case management work in the structural units of the Academy;
- m. Registration of movement (appointment, transfer, dismissal) of all categories of staff (including academic staff in agreement with the school);
- n. Registration and protection of documents kept in the archive of the Academy. For this purpose, signing of acts of acceptance of documents with the structural units of the Academy;
- o. No later than four years after the end of the proceedings, a description of the documents to be kept permanently and temporarily in the Academy;

Article 12. Financial and Material Resources Management Service

12.1. Financial and Material Resources Management Service is a structural unit of the academy, which supports the academy with material resources and determines and controls its budget. Within the scope of its competence envisaged by the service provision, ensures the organization of financial cases, relations with banks and tax authorities.

12.2. Financial and material resources service has a head and it is possible to have a chief specialist;

12.3. The Rector of the Academy appoints and dismisses the head of the Financial and Material Resources Service, as well as the specialist;

12.4. The service is accountable and responsible to the Rector of the Academy.

12.5. The functions of the financial and material resources service are:

- a. Determination of the financial resources necessary for the realization of the activities envisaged by the action and strategic plans;
- b. Calculation and analysis of financial risks;
- c. Preparation and submission of financial reports to the rector;
- d. Participating in the development of the Academy's business continuity and action plan, identifying financial risks, taking appropriate preventive measures and, in the event of a risk, implementing business continuity activities;
- e. Administration of budgeting, revenue and expenditure determination, monitoring and reporting processes;
- f. Analysis of the determination of the needs of structural units;
- g. Development of the draft budget and submission to the Senate for review and approval.
- h. Ensuring the salary of the Academy's employees and making payments to the budget in compliance with the requirements defined by the tax legislation;

- i. settlement, accounting, reporting of obligations arising with legal and individual persons;
- j. accounting for liabilities and payments arising from student tuition fees;
- k. Based on the specifics of his work, in accordance with the goals and objectives of the Academy, exercise other powers.

Article 13. Registry and Information Technology Service

13.1. Registry and Information Technology Service is a structural unit of the academy, which ensures establishment/development/ improvement of Registry and the Information Technology of higher education institution.

13.2. The head of the service is appointed and dismissed by the Rector of the academy.

13.3. Service Functions are:

- a. Introduce information about educational institution in the register of educational institution, educational programs, including staff implementing the program and eligible/enrolled persons in the program based on the "Procedures for Registration of Educational Institutions", makes changes and/or, if necessary, removes registered information from the register.
- b. Keep systematized information about educational institution, educational programs, including staff implementing the program and persons enrolled in the program.
- c. Ensure planning, maintaining and optimal functioning of the computer network of the academy;
- d. Elaborate-develop IT infrastructure;
- e. Create and implement the academy databases;
- f. Ensure internal network services and provision of software systems;
- g. Ensure proper operation of information-communication system;
- h. Creating, managing and systematic updating-enhancing a common computer network of the academy, ensuring its security, conducting installation and software activities for the inclusion of new users;
- i. Ensure the academy e-mail server functionality and new user registration, protection and backup of mailboxes;
- j. Ensure proper functioning of computer technologies; Technical support for users and provision of necessary interventions for the smooth operation of the software;
- k. Ensure proper operation of video surveillance equipment;
- l. Support of information technology and technology services of the library to access international bases;
- m. Registration, accounting, distribution and monitoring of the academy computer equipment and technology.

13.4. Functions of the head of the Service

- a. Entering the educational institution register, educational programs, including the personnel implementing the program and the persons entitled to/enrolled in the program, as defined by the "Procedure of the Register of



Educational Institutions", making changes to it and/or, if necessary, supervising the removal of the registered information from the register;

- b. Supervision of the systematization of information about the educational programs of educational institutions, including the personnel implementing the program and the persons enrolled in the program;
- c. Creation - development of information - technological infrastructure;
- d. Implementation of other powers defined by the present regulations, service regulations and legal acts of the Academy and the legislation of Georgia;
- e. Participation in the process of forming the budget of the Academy.

13.5. Functions of the registry and information technology service specialist:

- a. proper functioning of the information-communication system;
- b. Creation of a common computer network of the Academy, its management and systematic updating - expansion, ensuring its security, carrying out installation and software works necessary for the inclusion of new users;
- c. Ensure the academy e-mail server functionality and new user registration, protection and backup of mailboxes;
- d. Ensuring proper operation of computer equipment; technical support of users and provision of work necessary for smooth operation of computer devices;
- e. Ensuring proper operation of video surveillance devices;
- f. Library information technology support in the direction of access to international databases and technology services;
- g. Planning, maintenance and optimal functioning of the computer network of the Academy;
- h. Creation and implementation of the Academy databases;
- i. Software provision of internal network services and systems;
- j. Supervision of the proper functioning of the information-communication system;
- k. Registration, distribution and monitoring of computer equipment and technologies at the disposal of the Academy.

Article 14. The International Relations Service

14.1. International Relations Service is a structural unit of the academy, which ensures internationalization of the the academy;

14.2. Head of The International Relations Service is appointed and dismissed from position by the Rector of the academy.

14.3. Main Functions of the International Relations Service are:

- a. Finding information on international partner institutions of higher education, research and public organizations, including provision of communication and joint project development;
- b. Finding information about International mobility of students and academic staff;



- c. On behalf of the academy providing coordination of joint grant, scholarship, and research projects;
- d. Helping international students to get involved in the academy's educational programs;

14.4. Head/specialist of International Relations Service

- a. Manages the work of the service and is responsible for the fulfillment of the tasks and functions imposed on service;
- b. Defines the rules, forms and methods of organizing and planning the activities of the service;
- c. Submits to the Vice Rector of the academy the issues, proposals, conclusions and recommendations prepared by the service about planned and implemented activities;
- c. Periodically submits a report to the Rector and Vice Rector of the academy on the work performed by the service;
- d. Is accountable to the Rector and Vice Rector for Education of the academy.
- F. Carries out other powers defined by this provision, service regulations and other Legal Act of the academy and the Georgian legislation;
- g. Participates in the process of forming the budget of the Academy.

Article 15. Public Relations Service

15.1. The Public Relations Service is a structural unit of the academy that provides support for public relations.

15.2. The head/specialist of the public relations department is appointed and dismissed by the rector of the academy.

15.3. The main functions of the Public Relations Service are:

- a. Establishing business relations with the public and higher educational institutions, educational-scientific centers, cultural-sport, creative and other types of organization-institutions, famous scientists and public figures.
- b. Ensuring participation in discussion about important social, cultural, environmental issues;
- c. Planning, organizing conferences and various activities;
- d. Promoting cultural and creative activities in the academy;
- e. Developing and distributing communication/advertising texts (booklets, posters, press releases and other reference materials);
- f. Conducting the academy's press conferences and briefings, preparing and publishing periodic press digest on the academy activities;
- g. Participating in management of website structure and content with other structural units; publication of the acts adopted by the management bodies of the the academy;
- h. Management of social network systems. Advertising activities of the academy using various types of advertising and social networks within the country.

- i. Informing the public on important events, programs, projects, vacancies, competitions and other activities. Elaboration / preparation of information on current processes, news and delivery of the information to the public in an appropriate manner.
- j. Internal communication with the administration, students and professors-teachers.
- k. Carrying out other functions defined by this provision, service regulation active legislation and the legal acts of the management bodies of the academy.

15.4. Head/Specialist of Public Relations Service

- a. Directs the activities of the service and is responsible for the performance of tasks and functions assigned to the service;
- b. Determines the manner, forms and methods of organizing and planning the activities of the service;
- c. Submits issues, suggestions, conclusions and recommendations prepared by the service to the Rector, Vice Rector of the Academy;
- d. Periodically submits a report on the work performed by the service to the rector and vice-rector of the Academy;
- e. Is accountable to the Rector of the Academy and the Vice Rector in the field of study;
- f. Exercises other powers defined by the present regulations, service regulations and legal acts of the Academy and the legislation of Georgia;
- g. Participates in the process of forming the budget of the Academy.

Article 16. Legal Service

16.1. Legal Service is a structural unit of the academy, which ensures legal service to the academy.

16.2. Head of the Legal Service is appointed to and dismissed from position by the Rector of the academy.

16.3. Main Functions of Legal Service are:

- a. Preparation of Draft Legal Acts of the academy;
- b. Legal expertise of legal acts prepared by the 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 on the academy Rector's request and legal expertise of the answers and correspondence prepared by other structural units;
- f. Representation of the academy in judiciary and administrative bodies to protect its interests;
- g. Drafting of legal acts of the academy and legal service provision to structural units;
- h. Within his/her competence, preparing conclusions on legal projects proposed by the academy and other bodies, organizations and institutions;



- i. Providing the academy's individual administrative acts compatibility with normative acts of superior legal power;
- j. Carrying out other duties requested by the Rector.

16.4. Head of Legal Service

- a. Manages the work of the service and is responsible for the fulfillment of the tasks and functions imposed on service;
- b. Defines the rules, forms and methods of organizing and planning of the activity of the service;
- c. Submits the issues, proposals, conclusions and recommendations prepared by the service to the Rector of the academy;
- d. Periodically submits a report on the work performed by the service to the Rector of the academy;
- e. Is accountable to the Rector of the academy.
- f. Carries out other powers defined by this provision, service regulations and other Legal Act of the academy and the Georgian legislation;
- g. Participates in the process of forming the budget of the Academy.

Article 17. Safety and Health Assurance Service

17.1. Safety and Health Assurance Service is a structural unit of the academy, which ensures the safety and health of the academy staff and students.

17.2. The safety and health service has a head, a specialist and a doctor, who are appointed and dismissed by the rector of the academy.

17.3. Functions of Safety and Health Assurance Service

- a. Protect discipline set by the Code of Ethics of the academy and the requirements set by the norms of disciplinary liability;
- b. Reveal students who violate the order;
- c. Take care about the safety of employees and students of the academy;
- d. Control the processes in the building in compliance with the legislation by means of surveillance cameras;
- e. Ensure fire safety. For this purpose placing fire extinguishers in visible places in the administrative building in accordance with specialists' instructions and be responsible for periodic inspection of their suitability;
- f. Place the evacuation plan in a noticeable location of the administrative building of the academy;
- g. Hold informational meetings with students and staff about safety activities;

17.4. Doctor's office

- a. When necessary provides first aid to students and staff of the academy;
- b. In case certain infectious viral disease are spread and for prevention of thus, offers free medical consultation and assistance to students and staff of the academy; In any other case, call for urgent medical assistance is performed.

Article 18. Library

18.1. The structural unit - the Library ensures that the academy conducts its educational activities without interruption.

18.2. Main task of the academy library is to raise awareness/promotion of educational, scientific and cultural development at the academy, assist students in becoming the worthy members of the civil society.

18.3. To ensure the mission and goals of the the academy, the library is in an effective coordination with relevant structural unit of the academy.

18.4. The Library is headed by the Head of the Library, who is appointed to and dismissed from position by the Rector of the academy.

18.5. The library has a reading hall, individual and group work spaces to provide a complete customer service.

18.6. Main functions of the Library are:

- a. Organizing library funds, systematic refilling with Georgian and foreign publications, protecting them and ensuring access by the readers;
- b. Creating databases.
- c. Promoting the introduction of innovative processes in the library field;
- d. Coordinating the library activities in accordance with the established legislation;
- e. Taking care to increase qualification of the library staff;

Article 19. Students/Graduates Assistance and Career Development Center

19.1. The goal of the Students/Graduates Assistance and Career Development Center is to promote career development of students and graduates of the academy, and develop general skills required for employment, which will help young people to establish themselves on the labor market and therefore their professional, social and economic realization.

19.2. The aim of the Center is to plan/organize short-term and long-term trainings and certificate courses for students and graduates, as well as for any interested person.

19.3. The Student/ Graduates Assistance and Career Development Center has a head, who is appointed and dismissed by the Rector of the Academy.

19.4. Functions of Students/Graduates Assistance and Career Development Center are:

- a. Assistance of students/graduates to develop general skills (to help them set work purposes and expectations properly, develop their interview skills and job search strategies, resume elaboration-modification, preparation for interviews with employers, etc.);
- b. Informing students/graduates regarding the dynamics and prospects of the labor market. Consulting them on the current and future requirements of the labor market;

- c. Provision regular trainings to students/graduates in order to develop necessary skills for employment;
- d. Assisting students / graduates in professional orientation and self-determination, setting priorities and leading their own education and career;
- e. Assisting students / graduates in dealing with employers and planning and implementing specific thematic activities for this purpose;
- f. Arranging meetings with specific employers;
- g. Together with the employers, the Center will periodically organize various promotional or informational events, meetings, seminars to facilitate getting closer with employers and to exchange information between them.
- h. Devote special attention to supporting employment of students/graduates with disabilities, as well as other vulnerable groups (socially unprotected families, refugees etc.).
- i. Preparing trainings/certification courses and offering them to potential users.
- j. Organizing and conducting trainings/certification courses on various topics and specificity;
- k. Organizing events for submission of certificates for training/certification courses;

19.5. The Head of the center

- a. Directs activities of the Center and is responsible for the performance of the functions assigned;
- b. Defines the rules, forms and methods of organizing and planning of the activities of the center;
- c. Submit the issues, proposals, conclusions and recommendations prepared by the Center to the senate of the academy;
- d. Carries out other powers defined by this provision, center regulations and other Legal Act of the academy and the Georgian legislation.
- e. Participates in the process of forming the budget of the Academy.

Article 20. Examination center

20.1. The functions of the examination center (hereinafter referred to as "the center") and the rights and duties of the persons involved in the examination process, and the terms and conditions of the organization of the examination process are determined by the regulations of the examination center;

20.2. The examination center has a head, who is appointed and dismissed by the rector;

20.3. The right and duties of the examination center are approved by the Senate of the Academy.

Article 21. Scientific - research center

21.1. The aim of the center is to promote the growth of the scientific-research potential of the Academy, the popularization of science, the establishment of connections with foreign universities, regional and local organizations, scientific centers and the development of existing connections;

21.2. The center has a head, who is appointed and dismissed by the rector;

21.3. The center conducts its activities in accordance with the regulations of the center.

Chapter III. Main Educational Units

Article 22. School and School Board

22.1. The main educational unit of higher education institution is - school;

22.2. The main educational unit of the higher educational institution - the school - is headed by a dean who has a deputy;

22.3. The representative body of the school is the school council, which consists of: dean, deputy dean, heads of educational programs, affiliated staff and students of the program/programs implemented by the school in the amount of 1/3 of the council's composition. School board members are elected for a period of 4 (four) years. Students are elected to the school council once in 4 years by the students of the school, through direct, free and equal elections, by secret ballot. The organization of the elections is ensured by the student self-government;

22.4. Decision on creation, reorganization and liquidation of the school in the academy is made by the the Rector.

22.5. Authority of the School Board

23.6. The School Board:

a. Grants the graduates the relevant academic degree in accordance with the existing legislative regulations;

b. Develops the School Provision by submission of the Dean and submits it to the the Senate for approval;

c. In order to award title of honorary doctor for exceptional merits, selects Georgian scientist or public figures (or citizen of foreign country) who will be presented to Senate for awarding title of honorary doctor;

d. Provides preparation and implementation of syllabuses of study courses envisioned by academic educational program/programs, which will be submitted to the Senate for approval after the agreement with the Head of Quality Management Service;

e. Establishes permanent and temporary commissions of the school and submits to the Rector for approval;

f. Discusses various educational and scientific research projects;

g. Elaborates the terms and conditions of the competition for financing the targeted research project of the School and submits it to the Rector of the academy for approval;



- h. Within the scope of its competence participates in the discussion of disciplinary misconduct by academic, invited personnel and students;
- i. Addresses the Rector about the need to announce an academic competition at the School;
- j. Participates in the development and modification of educational programs and their improvement;
- k. Exercises other powers granted by the legislation of Georgia and the legal acts of the academy;

22.7. The grounds for termination of a school board member's authority may be:

- a. dismissal from the academic position of the Academy;
- b. dismissal of the dean;
- c. termination of school student status;
- d. being recognized by the court as incapacitated, missing or dead;
- e. The case of entering into legal force of the guilty verdict issued against him by the court.

Dean of the School

22.8. The school is headed by the Dean of the school, who is elected by the School Board by a majority vote of its members. Dean of the school provides the successful and perfect functioning of the school.

22.9. Functions of the Dean of the School

- a. Provide efficient proceeding of the school educational activities;
- b. Elaborate school provisionl;
- c. Chairs the sessions of the School Board;
- d. Developing the school's action plan In accordance with the academy's mission and strategy and submitting its performance reports to the rector;
- e. Implements specific measures to plan the academic year/semester: Determines the academic workload of staff, invited staff;
- f. Develops proposals for updating, modifying and implementing the educational programme/programmes;
- g. Participates in the administration of the mobility process in the academy (preparation of internal/external mobility, status restoration reports, individual educational programs);
- h. Provides financial and material resources service with information about hours of invited staff during the semester;
- i. Participates in drawing up the school budget;
- j. Provides consulting services to plan the learning process and improve academic achievement;
- k. Manages and establishes relations with the mass media, is responsible for the image of the school, internal and external communications;
- l. Exercises other powers granted by this provision and the legislation of Georgia.
- m. The functions and powers of the School Board is determined by the School Provision.

22.10. Termination of authority of the dean of the school

22.11. Authority of the Dean of the school will be terminated:

a. On the basis of a personal application;

b. In case of recognition by the court as disabled, lost without track or dead;

22.12. The School Board is authorized to appeal to the Rector on termination of the Dean's authority in case of violation of legislation of Georgia by the Dean, Dean's failure to perform assigned functions adequately and/or carrying out activity not suitable for the dean.

22.13. The Rector may dismiss the Dean from the position in cases stated by the Labor Code of Georgia.

22.14. Deputy dean of the school

22.15. 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.

22.16. The functions of the deputy dean of the school are:

a. Distributes workloads;

b. Participates in the administration of the mobility process in the academy (preparation of internal/external mobility, status restoration reports, individual educational programs);

c. Prepares tables of lectures, intermediate and final exams;

d. Provides preparation of diplomas for issuing to graduates. prepares diploma supplements;

e. 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;

f. Ensures organization of exams and monitoring of students' performance;

g. Monitors the lecturers (hourly workload actually carried out by the lecturer during the academic week);

h. Directs the activities of the school and coordinates the relations of structural units in the absence of the dean.

22.17. Termination of authority of the deputy dean of the school

22.18. The authority of the deputy dean of the school will be terminated:

a. On the basis of a personal application

b. In case of recognition by the court as disabled, lost without track or dead;

22.19. In case of violation of Georgian legislation, improper performance of assigned duties and/or inappropriate activities, the dean may apply to the rector to terminate the authority of the deputy dean.

Chapter IV. Human Resources

Article 23. Academic Staff of the Academy

23.1. The rules and conditions for holding academic staff positions, their workload are determined by the Tbilisi Free Academy Provision and other legal acts;



23.2. Academic staff consists of professors, associate professors, assistant professors and assistants;

23.3. Academic staff participate in the learning process, scientific research, scientific conferences and other additional activities.

23.4. Academic staff may be affiliated with the Free Academy of Tbilisi.

23.5. The Procedure of Holding an Academic Position

23.5.1. To hold the position of professor, associate professor, assistant professor and assistant in the academy only way is to participate in an open competition that conforms to the principles of transparency, equality and fair competition according to the Article 34 of the Law of Georgia "on Higher Education";

23.5.2. The rules and conditions of conducting an open competition shall be determined by the Rector of the academy;

23.5.3. The announcement about the competition, for public acquaintance and access, will be posted on the Academy's website and information stand as well as on the website of electronic applications at least 1 month before the submission of the documents.

23.5.4. The announcement states the terms of registration of the applicants, the terms of the competition, the list of submitted documents, the date of publication of the competition results. The announcement may also include other information.

23.6. A person may be elected to an academic position:

23.6.1. A person with a doctorate or an equivalent academic degree who has at least 6 years of experience in scientific and pedagogical work may be elected to the position of Professor. The professor is elected for a term of 4 years;

23.6.2. A person with a doctorate or an equivalent academic degree who has at least 3 years of experience in scientific and pedagogical work may be elected to the position of Associate Professor. The professor is elected for a term of 4 years;

23.6.3. A person with a doctorate or an equivalent academic degree may be is elected to a position of Assistant Professor for a term of 3 or 4 years;

23.6.4. A doctoral student may be elected to the position of Assistant for a term of 3 or 4 years;

23.6.5. The Academy is authorized to select qualified personnel for academic positions. In this case, the person's qualification can be confirmed by professional experience, special training and/or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the appropriate qualifications.

23.6.6. Additional term may be a requirement for affiliation.

23.6.7. A person may be elected to the academic position of professor for lifelong who:

a. Has exceptional professional and/or scientific achievements; Has scientific publications in leading local and international periodicals and other publications; has participated in national and international scientific research projects, etc;

b. Will undertake mandatory attestation once in 5 years in accordance with this Provision and the law;

c. The rector of the academy appoints the members of the competition commission for the purpose of ensuring the announced competition for occupying an academic position;

23.7. In accordance with the rules and conditions for holding an academic position, the academic staff selected by the competition commission is appointed by the rector of the academy.

Article 24. Rules and conditions of the academic staff affiliation

24.1. Affiliation means a written agreement between the Academy and a person holding an academic position, by which each person holding an academic position defines his affiliation only with the Academy and participates in the processes of community development and knowledge sharing on behalf of the Academy;

24.2. Affiliated person

- A. Carries out basic educational, research/scientific activities, and the results of his research belong to the Academy;
- b. Is actively involved in decision-making processes regarding educational, research and other important issues of the Academy;
- c. Actively participates in students' consulting and supervising academic/scientific processes.

24.3. Procedures and conditions related to affiliation

- a. A person elected to an academic position by competition, if he/she is at the same time an academic personnel of another HEI, is authorized to sign an affiliation agreement with the Academy before signing the agreement;
- b. The academic position holder elected to an academic position by competition in another HEI, is authorized to draw up affiliation agreement with the academy;
- c. A person in an academic position of the Academy, who has an academic/study load in another educational institution, is obliged to submit information about the aforementioned before the beginning of each academic year;
- d. The present rule violation automatically leads to employment contract termination.
- e. Affiliated academic staff signs an agreement on affiliation with the academy, the form of which is approved by the Rector;

Article 25. Invited Staff

25.1. The selection of the invited personnel is done through an open competition, which complies with the principles of transparency, equality and fair competition;

25.2. The rules, conditions and terms of the competition are approved by the Rector of the Academy;

25.3. The announcement about the competition, for public acquaintance and access, will be posted on the Academy's website and information stand as well as on the website of electronic applications at least 1 month before the submission of the documents. The announcement states the terms of registration of the applicants, the terms of the competition, the list of submitted documents, the date of publication of the competition results. The announcement may also include other information.



25.4. Invited staff are personnel with relevant qualifications invited to participate in the educational and/or scientific-research process and/or to lead this process;

25.5. Invited personnel is a person having PhD academic degree or academic degree equal to a doctor or other qualified person who is elected to the academic position of another higher education institution or has the relevant qualification with professional experience and special training or/and publications;

25.6. In case invited staff vacancy exists, before the start of each new semester or as needed, the Rector of the academy signs an order to call for applications for the post.

25.7. A fixed-term employment contract is signed with the invited staff;

25.8. The invited personnel are authorized to conduct lectures, seminars, practical activities without holding the academic position;

25.9. In special cases, the invited personnel can be selected without open competition;

25.10. According to the rules and conditions of selection of the invited staff, the invited personnel selected by the commission is appointed by the Rector of the the academy.

Article 26. Honorary Doctor

26.1. The Senate of the Academy is authorized to award the title of Honorary Doctor of the Academy to a scientist or a public figure for special merit in the manner defined by this regulation.

Article 27. Rights and obligations of the staff

27.1. Staff is authorized to:

- Participate in the management of the the academy in compliance with the Law of Georgia “on Higher Education” and the provision of the academy;
- Perform teaching, research, creative activity and publication of scientific papers without interference;
- Within the frames of an educational programme, define content of programmes of courses (syllabus), methods and means of teaching independently;
- Exercise other powers conferred on them by the legislation of Georgia.

27.2. Staff obligations

- Follow the requirements of the present regulation and the regulatory acts of the current educational process of the Academy;
- Follow the code of ethics and norms of disciplinary liabilities;
- Perform the obligations assumed under the employment contract.

Article 28. Dismissing staff from the position

28.1. The following are the grounds for dismissal:

- a. Personal application;
- b. Expiration of the term of the labor contract;
- c. Violation of conditions envisaged by a labor agreement;
- d. Retirement;
- e. Death;
- f. Other case defined by the legislation.

Article 29. Head/co-head of the educational programme

29.1. The educational programme/programmes are headed by the academic/visiting staff of the school.

29.2. Functions of the programme head/co-head:

- a. To prepare programmes in accordance with the legal acts in force in the Academy;
- b. When developing the programmes should be guided by the legal acts developed by the Quality Management Service of the Academy;
- c. To agree the content and format of the programme 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. To participate in the process of mobility in the academy (to prepare credit compatibility conclusions - internal/external and individual educational programs) and in the process of restoring student status;
- f. Submitted educational programmes to the Senate of the Academy for final processing and approval.

Chapter V. Student

Article 30. Student

30.1. A student is a person who has been enrolled and is studying at the Academy in accordance with the rules established by the legislation of Georgia.

30.2. Student rights and obligations



Students have right to:

- a. To receive quality education;
- b. Participate in research;
- c. Use material-technical, library, information and other means of higher education institution in equal conditions in accordance with the rules, regulations and other internal legal acts of the academy;
- d. Freely express one's opinion and reasonably refuse to share the ideas that are offered during the course of the educational process;
- e. Participate in the mobility process from the second year of study, in accordance with the legislation of Georgia and provision of the recipient higher education institution;
- f. Accept the scholarship or other kind of benefit from the academy or other sources in accordance with the Georgian legislation and internal legal acts of the academy;
- g. Participate in constructing an individual education program;
- h. Periodically evaluate the performance of the academic staff;
- i. Choose a representative and be elected in student self-government, representative bodies of schools and in the Senate;
- j. Exercise other powers granted by the Georgian legislation;

30.3. The the academy ensures the creation of an adaptive environment for students with special educational needs within the inclusive education framework so that they can receive the full education equally with other students, that facilitate the integration of students with disabilities in society. Other information and rules related to service of students having special education needs is defined by service rule for students with special education needs.

30.4. Personal information expressed by a student in presence of academic staff, also information about personal views, faith and political belief, which became know to the latter during learning process, also information of carrying out disciplinary actions against student is confidential, except the cases if there is students permission or legal interests of the academy to protect others safety. Information about the student's academic performance and disciplinary action against him/ her should be kept separately.

30.5. Disciplinary prosecution against a student shall be proportional to disciplinary misconduct and may only be carried out in the cases and rules provided by the Code of Ethics of the academy, under a fair procedure. According to the Code of Ethics of the the academy, the restriction is placed on the behavior of the student which is related to the conduct of the educational process.

30.6. A student who performs all the tasks envisaged by the educational programme and obtains the relevant amount of credits envisaged by the educational program shall be awarded the appropriate academic degree or the relevant qualification and is granted a diploma.

Students are obliged to:

30.7. According to the program implemented by the academy, learn all the study courses that are mandatory, as well as study courses that are chosen by their own desire;

30.8. Follow and fulfill the provisions of the the academy and internal regulations and other internal acts;

30.9. To fulfill the obligations under the service contract signed with the academy.

30.10. The rules and conditions for obtaining, suspension and termination of the student status, mobility, and recognition of education received during the learning period is determined in accordance with the learning process regulation rule;

Article 31. Student Self-government

31.1. Student self-governance of the academy is students' representative body elected by students of the academy via universal, equal, direct and secret elections in accordance with requirements of law of Georgia "on higher education".

31.2. Legal status of student self-governance is defined by law of Georgia "on higher education" and this provision; activity of student self-governance, rules and terms of election of student self-governance and its bodies are defined by the students' self-governance provision.

31.3. Student self-governance is an independent body operating within the academy.

Chapter VI. Transitional and Final Provisions

Article 32. Transitional and Final Provisions

32.1. This provision of the academy shall enter into force upon signing.

32.2. Acceptance, revocation, amendments and additions to the provision of the Academy are made by the Senate.

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