



## University Provision



## Chapter I. General provisions

### Article 1. Status

- 1.1. "NEU - National Educational University" (hereinafter the "University") is a higher educational institution established on the basis of the legislation of Georgia, a private law legal entity - a limited liability company, which carries out educational activities in accordance with the Law "On Higher Education", the current legislation of Georgia, the University Charter, the University's mission and these Regulations;
- 1.2. The main authority of the University is the implementation of educational and scientific-research activities. The University is authorized to implement bachelor's, master's, certificate educational programs, as well as other programs, the implementation of which it acquires the right to implement in accordance with the rules established by the legislation of Georgia;
- 1.3. The language of instruction at the university is Georgian; teaching of a specific educational program in a foreign language, except for individual study courses, is permitted by international agreement or with the consent of the Ministry of Education and Science of Georgia.
- 1.4. Name of the University:
  - A. Fully in Georgian - limited liability company, **"Neu - National Educational University". Abbreviation - "Neu".**
  - B. Full in English - „**National Educational University**” -**Limited Liability Company**“, Abbreviation -„**NEU**” - LLC“.
- 1.5. The legal status of the University as a private law legal entity is determined by the University Charter.
- 1.6. The legal and actual address of the University is: Georgia, Tbilisi, Vake-Saburtalo district, Jurkha Nadiradze street №46, first and second floors of building №1; Postal code: 0186; E-mail: [info@neu.edu.ge](mailto:info@neu.edu.ge); Identification code: 204876991;
- 1.7. The official website of the university is: [www.neu.edu.ge](http://www.neu.edu.ge);
- 1.8. The University has a seal, logo and title page, approved by the Rector;
- 1.9. The University conducts its activities in full compliance with the principles of political and religious neutrality.

### Article 2. The legal basis of the activity, the mission

2.1. The University carries out educational activities based on the Constitution of Georgia, international treaties and agreements of Georgia, the Law of Georgia “On Higher Education” and other legislative acts of Georgia, orders of the Minister of Education and Science of Georgia, legal acts of the LEPL “National Center for the Development of Education Quality”, these Regulations and the mission defined by the University;

#### 2.1. University Mission:

The mission of the "New National University of Education" defines priorities that ensure the provision of the best learning, teaching and research environment to meet professional requirements.

The university's mission focuses on providing lifelong education through integration with the international space.

The university focuses on preparing generations with multicultural and democratic values in an ever-changing digital world and on creating an educational hub that serves the well-being and sustainable development of society.

By instilling cultural values and social responsibility, the university contributes to the development of society.

The university popularizes the Georgian language in accordance with national, regional, and local challenges.

### **Article 3. Goals, objectives and principles**

**3.1.** The goals and objectives of the university's activities are determined on the basis of the mission and strategic development plan approved by the institution and are consistent with the main goals of higher education defined by the state in the educational field;

**3.2.** The main principle of the university's activities is to ensure the participation of staff, students, graduates and employers in the decision-making process;

**3.3.** Equal treatment of university students, regardless of a person's ethnicity, gender, social background, political or religious beliefs, etc.

### **Article 4. Subject of activity**

**4.1.** The University is independent in its activities to ensure the implementation of the goals and objectives defined by its mission, in accordance with the legislation of Georgia. It may carry out the following educational and/or related activities:

- A. Implementation of higher education program/programs;
- B. Implementation of certificate education program/programs;
- C. Production of intellectual property products and publishing activities;
- D. Cooperation with Georgian and foreign educational and scientific institutions;
- E. Any services permitted by Georgian legislation on issues related to education, etc.

### **Article 5. Sources of funding and ownership**

**5.1.** The university's funding sources are:

- A. Tuition fees paid by students enrolled in the university;
- B. State funding provided to students enrolled in the university;
- C. Other funds received from the university's educational activities;
- D. Funds received from publishing activities;
- E. Founder's investments;
- F. Other income determined by legislation.

**5.2.** The property of the University is represented by the fixed assets on its balance sheet, educational inventory, other material and technical base, intellectual and other products (works) produced by the University, and other property permitted by law.

## **Chapter II. University management bodies and structure**

### **Article 6. Principles of Management**

#### **6.1. Principles**

- A. Academic freedom of academic staff and students;
- B. Participation of academic staff and students in the educational process;
- C. Ensuring equality regardless of a person's ethnicity, social origin, gender, political and religious beliefs;
- D. Fairness and transparency in the management process by ensuring publicity.

### **Article 7. University Management Bodies (Structure)**

**7.1.** University management bodies, structural units and officials:

#### **7.1.1. Management bodies/main structural units:**

- Rector;
- Senate.

#### **7.1.2. The structural units of the university are:**

- School of Business Administration and Social Sciences;
- School of Law;
- Quality Management Service;
- Legal Support Service;
- Human Resources Management Service;

- Public Relations Service;
- Financial and Material Resources Service;
- Safety and Health Service;
- International Relations Service;
- Registry and Information Technology Service;
- Student/Alumni Assistance and Career Development Center;
- Examination Center;
- Scientific - Research Center;
- Library;
- Publishing House.

#### **7.1.3. The main educational structural unit is the school;**

The school's governing body is the School Council;

**7.1.4.** The structural units of the University conduct their activities in accordance with these regulations and their own regulations;

**7.1.5.** The structure of the university in the form of a scheme, as well as any changes to it, is approved by the Senate and published on the official website of the university.

### **Article 8. Senate**

**8.1.** The Senate is a collegial body of a higher educational institution;

**8.2.** The composition of the Senate is determined by seven members;

**8.3.** The term of office of a Senate member is determined by 6 (six) years.

**8.4.** In the event of premature termination of the term of office of a Senate member, a new member shall be appointed for the remaining term of office of the Senate.

#### **8.5. The powers of the Senate**

A. Approves the University's mission, regulations, code of ethics and disciplinary responsibility, internal regulations;

B. Approves the University's seven-year strategic development plan and three-year action plan. Also, business continuity management mechanisms and action plan;

C. Approves the University's structure, makes decisions on the creation, reorganization and liquidation of structural units of the University, the creation, reorganization and liquidation of the main educational unit - the school;

D. Approves educational programs and syllabi of relevant courses upon the submission of the School Council;

E. Approves the regulations of the main educational and structural units upon the submission of relevant structural units;

- F. Approves the University's Rules of Procedure, Rules regulating the educational process, Personnel Management Policy, Personnel Management Rules, Internationalization Policy and Information Technology Management Policy;
- G. Approves the budget(s) submitted by the Financial and Material Resources Service;
- H. Determines the rules and conditions for holding positions by academic staff;
- I. Approves internal quality assurance mechanisms and the mechanism evaluation system;
- J. Approves the strategic planning methodology, the main strategies for attracting foreign students and academic staff, the mechanisms for developing electronic services and electronic management systems, and the rules for administering the official website;
- K. Approves the methodology for determining the number of student contingents and academic/invited staff;
- L. Approves the methodology for planning, developing and developing educational programs;
- M. Approves other legal regulations developed at the University;
- N. Has the right, on the basis of the school's nomination, to award the title of Honorary Doctor for special merit to a scientist or public figure who is a citizen of Georgia or a foreign country;
- O. Exercises other powers specified in the Statute of the University Senate and these Statutes;
- P. The functions and powers of the Senate are determined by the Statute of the Senate.

**8.6.** The Senate makes decisions by a majority of its full membership;

**8.7.** The Senate sessions are organized and chaired by the Chairman of the Senate. In his/her absence, a Chairman of the session is elected by a majority of the members present at the session.

## **Article 9. Rector**

**9.1.** The Rector is the highest academic official of the University. He represents the University in academic fields within and outside the country, for which he is authorized to conclude deals, agreements, contracts and memoranda on behalf of the University;

**9.2.** The Rector exercises the following powers:

- A. Responsible for the implementation of the University's strategic planning work, strategic and action plans and monitoring the implementation processes;
- B. Manages the University and represents it in relations with third parties. Regulates educational and research issues, conducts negotiations on behalf of the University, concludes agreements/memorandums and signs other documents;
- C. Together with the Senate, determines the policy of educational activities at the University and its main directions, takes care of improving the qualifications of academic personnel;
- D. Implements effective management of the activities of structural units/officials of the University and promotes the establishment of the principles of teamwork;

- E. Issues a legal act on the issuance of a diploma/diploma supplement, certificate to graduates based on the decision of the School Council on granting them qualifications;
- F. Issue an order for the purpose of conducting a competition for academic personnel, approve the composition of the competition commission, and based on the recommendation of the commission, make a decision on the appointment of the winners of the competition to the position;
- G. Issue an order on the procedure, conditions and terms of conducting the competition for the purpose of selecting invited and administrative personnel. Approve the composition of the competition commission, and based on the recommendation of the commission, make a decision on the appointment of the winners of the competition to the position;
- H. The Rector appoints/dismisses academic, invited and administrative personnel of the University, concludes employment contracts with them, monitors their performance and terminates them, distributes duties among the University personnel, makes decisions on sending personnel on business trips, taking paid or unpaid leave, encouraging students and personnel, and imposing disciplinary liability.
- I. Approves the terms and conditions of the competition for funding the school's targeted scientific and research project presented by the University School Council. Announces the competition and determines the deadlines for receiving competition documents, as well as determines the persons responsible for receiving competition documents, the composition of the commission;
- J. Creates permanent and temporary commissions. Approves the composition of temporary commissions submitted by structural units;
- K. Signs service agreements with students;
- L. Approves the rules for providing services to students with special educational needs;
- M. Based on the school's submission, makes a decision on obtaining/suspending/terminating the student status. Based on the school's submission, approves the individual curriculum of students;
- N. Based on the school's submission, makes a decision on encouraging students and assigning scholarships, and based on the decision of the disciplinary commission, issues an individual administrative-legal act on imposing disciplinary liability on a student;
- O. Exercises other management-related powers determined by the legislation of Georgia, this Regulation, and legal acts in force at the university;
- P. The rector issues orders for the purpose of exercising the powers provided for by the legislation of Georgia and the university's regulations;
- Q. In the absence of the Rector, the functions of the Rector shall be performed by a specific person determined by the Rector's decision on the basis of an issued legal act;
- R. The Rector may have an advisor by his own decision, whose authority and scope of activity shall be determined by the Rector himself;

- S. Participates in the process of initiating the formation/correction of the University budget;
- T. Participates in the process of initiating the formation/correction of the budget of educational programs.

#### **Article 10. Quality Management Service**

**10.1.** A Quality Management Service has been established to systematically assess the quality of the university's educational and scientific research work, as well as to improve the qualifications of its personnel. It operates in accordance with the University's regulations and the Quality Management Service regulations.

**10.2.** The head of the University Quality Management Service, as well as other persons employed in the service, is appointed by the Rector.

**10.3.** The University's Quality Management Service contributes to ensuring a high level of teaching quality by implementing modern teaching and assessment methods (credit system, methodology, etc.), continuous updating, and preparation for the authorization/accreditation process.

#### **10.4. The functions of the quality management service are:**

- A. Development of the university's quality management policy, quality management mechanisms and procedures;
- B. Organization and coordination of the development of instructions, decrees, resolutions, orders related to the educational process, implementation of the Bologna process, institutional authorization and program accreditation;
- C. Organization of systematic monitoring of educational programs based on the developed criteria and indicators;
- D. Development of recommendations on measures to be taken for the further improvement of educational programs as a result of monitoring educational programs;
- E. Conducting anonymous surveys of students, academic/invited personnel, graduates, employers, administration and others and presenting recommendations based on the analysis of the results for the purpose of further improvement of activities;
- F. Organizing the preparation and collection of documentation attached to the authorization/accreditation self-assessment questionnaire and self-assessment report;
- G. Determining the compliance of the university's educational programs, human resources and material and technical base with the authorization standards and submitting recommendations to the university rector;
- H. Developing a strategic planning methodology and submitting it for approval;
- I. Developing a methodology for determining the number of student contingents and academic, scientific and invited personnel and submitting it for approval;
- J. Developing a methodology for planning, development and development of educational programs and submitting it for approval;
- K. Developing a methodology for developing an individual curriculum and submitting it for approval;
- L. Developing internal quality management mechanisms and submitting it for approval;



- M. Develop and submit for approval a system for assessing quality management mechanisms;
- N. Develop and submit for approval strategic and action plans, as well as rules for developing a mission, rules for using the library, rules for serving students with special educational needs;
- O. Participate in the university's mobility process (prepare mobility conclusions - internal/external and individual educational programs) and the process of restoring student status;
- P. Within the scope of the assigned competence, exercise other powers specified in the present University Regulations, the rules regulating the educational process, and legal acts of the Rector;
- Q. Participate in the process of forming the university budget.

**10.5.** The functions and authority of the Quality Management Service are determined by the Quality Management Service Regulations.

## **Article 11. Human Resources Management Service**

**11.1.** The Human Resources Management Service is a structural unit of the University;

**11.2.** The Human Resources Management Service has a head and specialist/specialists, who are appointed and dismissed by the Rector;

**11.3.** The head and specialist/specialists of the Human Resources Management Service work in accordance with these Regulations, the Service Regulations and the Rules of Procedure.

### **11.4. Tasks of the Human Resources Management Service:**

- A. Attracting qualified human resources, organizing and managing the selection/appointment process in accordance with the goals and objectives of the organization;
- B. Managing relations related to the labor activities of employees and drawing up appropriate documents;
- C. Initiating and organizing measures necessary for improving the qualifications of employees;
- D. Administering employees' personal files;
- E. Researching the need for employee training, drawing up a training plan, agreeing with management and organizing their implementation, and developing/implementing/updating employee evaluation and reporting systems;
- F. Discussing issues raised by employees regarding labor relations and responding accordingly;
- G. Planning measures necessary to ensure a safe environment for employees and managing possible conflict situations between employees;
- H. Organizing document circulation, recording, registering, processing, completing accounting and reference work, transferring and sending documents as intended, of the University Rector's orders, agreements, minutes of meetings of management bodies, legal acts of structural units;
- I. Ensuring the smooth operation of the electronic file system;

- K. Maintaining personal files of staff and students, their storage/organizing the work of the University archive and constant information updating and monitoring of the electronic database implemented at the University;
- L. Participation in the formation of the budget.

## **Article 12. Financial and Material Resources Service**

**12.1.** The Financial and Material Resources Service is a structural unit of the University that ensures the determination and control of the University's material resources and budget. The Service, within the scope of its competence determined by its own regulations, ensures the organization of financial issues, relations with banks and tax authorities;

**12.2.** The Financial and Material Resources Service has a head and may have a chief specialist/specialists;

**12.3.** The head of the Financial and Material Resources Service and chief specialist/specialists are appointed and dismissed by the Rector of the University;

**12.4.** The Service is accountable and responsible to the Rector of the University.

### **12.5. The functions of the Financial and Material Resources Service are:**

- A. Implementation of effective financial management of the University, ensuring financial sustainability, implementation and administration of an effective and efficient financial system.
- B. Coordination of the University budget, participation in its planning, accounting, control of compliance of expenses and revenues with the parameters provided for by the budget;
- C. Financial monitoring of the University's structural units. Study and analysis of monitoring results every quarter;
- D. Development and implementation of proposals for rational, effective and targeted spending of University finances;
- E. Provision of a University financial management and control system;
- F. Provision of internal control over the use of University material and technical resources;
- G. Provision of accounting for fixed assets, commodity material values and major capital investments;
- H. Organizational provision of financial accounting and reporting in the University's electronic and accounting system;
- I. Comprehensive and operational analysis of the financial condition of systems based on accounting reports;
- J. Development and updating of the financial policy, procedures, norms, rules of the university;
- K. Organization of procurement and monitoring the implementation of procurement plans;
- L. Accounting - conducting an inventory of property and financial obligations in order to ensure the accuracy of reporting data;
- M. Preparation of documentation for payment of utility bills and ensuring control over payment;
- N. Preparation and submission of financial statements;
- O. Accounting - monitoring of reporting;
- P. Systematic supervision of the implementation of budget indicators. Settlement with the budget in accordance with the requirements specified by tax legislation;

- Q. Financial assessment/analysis of the needs presented by the structural units of the university;
- R. Identifying priorities taking into account the strategic and action plans of the University;
- S. Developing a draft budget and submitting it to the Senate for consideration and approval;
- T. Implementing legislative and by-laws related to financial issues at the University.
- U. Coordinated cooperation with all levels of the University's financial management and control system (Rector, Head of Administration, Dean, etc.) within the scope of competence for the purpose of exchanging financial information, reporting and analyzing budget execution.

### **Article 13. Registry and Information Technology Service**

**13.1.** The Registry and Information Technology Service is a structural unit of the university that ensures the registry maintenance and implementation/development/improvement of information technologies in higher education institutions;

**13.2.** The service has a head and specialist(s), who are appointed and dismissed by the university rector.

**13.3. The functions of the service are:**

- A. Entering information specified in the “Registry of Educational Institutions”, making changes to it and/or removing registered information from the register;
- B. Proper functioning of the information and communication system;
- C. Creating a common computer network of the university, its management and systematic updating - expansion, ensuring its security, carrying out installation and software work necessary for the inclusion of new users;
- D. Proper operation of the university e-mail server and registration of new users in it, protection and backup of mailboxes;
- E. Ensuring the proper operation of computer equipment. Technical support of users and ensuring the uninterrupted operation of computer equipment;
- F. Monitoring warranty repairs of computer equipment;
- G. Ensuring the proper operation of video surveillance devices;
- H. Supporting the library with information technologies in the direction of technology services;
- I. Registration - accounting, distribution and monitoring of computer equipment and technologies at the disposal of the university;
- J. Participation in budget formation.

### **Article 14. International Relations Service**

**14.1.** The International Relations Service is a structural unit of the University that ensures the internationalization of the University.

**14.2.** The Head/Specialist of the International Relations Service is appointed and dismissed by the Rector of the University.

**14.3. The main functions of the International Relations Service are:**

- A. Promoting internationalization - integration of the university into the international space;
- B. Finding information about international partner higher education institutions, research and public organizations;
- C. Establishing new relationships with international partner higher education institutions, research and public organizations;
- D. Finding information about international mobility of students and academic staff;
- E. Promoting cultural and creative activities at the university at the international level;
- F. Planning and organizing international conferences and various types of events;
- G. Ensuring coordination of joint grant, scholarship and research projects on behalf of the university;
- H. Promoting participation in exchange projects for local students;
- I. Attracting international students;
- K. Participation in budget formation.

#### **Article 15. Public Relations Service**

**15.1.** The Public Relations Service is a structural unit of the University that ensures the promotion of relations with the public.

**15.2.** The Head of the Public Relations Service/Specialist is appointed and dismissed by the Rector of the University.

**15.3. The main functions of the Public Relations Department are:**

- A. Establishing relations with the public and higher educational institutions, educational and scientific centers, cultural, sports, creative and other types of organizations and institutions, famous scientists and public figures;
- B. Planning/holding university conferences and other important events;
- C. Ensuring coordination of joint grant, scholarship and research projects on behalf of the university;
- D. Ensuring the participation of the university in discussing social, cultural, environmental and socially important topics;
- E. Popularizing the university's activities inside and outside the country;
- F. Participation in budget formation.

#### **Article 16. Legal Support Service**

**16.1.** The Legal Support Service is a structural unit of the University that ensures the legal support of the University;

**16.2.** The Head of the Legal Support Service is appointed and dismissed by the Rector of the University.

**16.3. The main functions of the Legal Support Service are:**

- A. Consulting the structural units of the University, students and academic staff on legal issues related to educational activities;
- B. Representation of the interests of the University in court and administrative bodies;

- C. Preparation of conclusions on draft legal acts developed and submitted by the University and other bodies, organizations and institutions within the scope of competence;
- D. Legal support for the activities of the structural units of the University;
- E. Ensuring compliance of individual administrative and legal acts of the University with normative acts having primary legal force;
- F. Participation in the formation of the budget.

### **Article 17. Safety and Health Service**

**17.1.** The Safety and Health Service is a structural unit of the University that ensures the safety and health of students and staff of the University.

**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 University.

#### **17.3. Functions of the Safety and Health Service:**

- A. Implementing security control throughout the entire perimeter of the university;
- B. Maintaining discipline in accordance with the requirements established by the University Code of Ethics and Disciplinary Responsibility Norms;
- C. Identifying students who violate the order;
- D. Controlling the processes taking place in the building through surveillance cameras in full compliance with the legislation;
- E. Implementing fire safety and having the appropriate inventory;
- F. Displaying evacuation plans for the university's administrative building and their constant monitoring;
- G. Conducting information meetings with students and staff on security measures;
- H. Participation in budget formation.

### **Article 18. Library**

**18.1.** The library structural unit ensures the uninterrupted implementation of the educational activities of the university;

**18.2.** The library has a head and assistant head, who are appointed and dismissed by the university rector;

**18.3.** The main task of the university library is to raise/promote the level of development of education, science and culture of the university, to assist students in becoming worthy members of civil society;

**18.4.** In order to ensure the mission and goals of the university, the library is in effective coordination with the relevant structural units of the university;

**18.5.** In order to provide comprehensive service to the users, the library has a reading room, individual and group work spaces.

#### **18.6. The main functions of the university library are:**

- A. Organizing library funds, systematically replenishing them with the latest or new publications, protecting them and ensuring their accessibility to readers;
- B. Creating databases;
- C. Promoting the introduction of innovative processes in the library field;
- D. Coordination of library activities in accordance with the procedure established by law;
- E. Taking care of improving the qualifications of library staff.

#### **Article 19. Student/Alumni Assistance and Career Development Center**

**19.1.** The goal of the Student/Graduate Assistance and Career Development Center is to promote the career growth of university students and graduates, to develop general skills necessary for employment, which will help young people establish themselves in the labor market and, accordingly, in professional, social and economic realization;

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

**19.3.** The Student/Graduate Assistance and Career Development Center has a director and, if necessary, may have a specialist/specialists, who are appointed and dismissed by the Rector of the University.

#### **19.4. Function of the Student/Alumni Assistance and Career Development Center**

- A. Supporting students/graduates (assisting in correctly defining job goals and expectations, developing interview skills and introducing job search strategies, teaching resume writing - modification, preparing for interviews with employers, etc.);
- B. Informing students/graduates about labor market dynamics and prospects. Providing them with consultations regarding current and future labor market requirements;
- C. Offering regular trainings to students/graduates in order to develop skills necessary for employment;
- D. Assisting students/graduates in professional orientation and self-determination, setting priorities and properly managing their education and career;
- E. Assisting students/graduates in relations with employers and planning and implementing specific thematic events for this purpose;
- F. Close cooperation with employers to facilitate student employment, bring employers closer to the learning process, and ensure their involvement in the development and implementation of training programs;
- G. Quantitative and qualitative analysis of vacancies on employment websites in order to monitor labor market dynamics and trends and identify active employers;
- H. Cooperation and exchange of information with non-governmental and international organizations and state structures working on labor market and employment issues;
- I. Study of the labor market, periodic surveys of both students and employers in order to monitor the demand and supply of human resources.

## **Article 20. Examination Center**

**20.1.** The functions of the Examination Center (hereinafter the “Center”), the rights and obligations of persons involved in the examination process, and the conditions and rules for organizing the examination process are determined by the Examination Center’s Regulations;

**20.2.** The Examination Center has a head and may have a specialist/specialists who are appointed and dismissed by the Rector;

### **20.3. Function of the examination center**

- A. Ensuring transparent conduct of the examination process;
- B. Arranging and organizing midterm, final and additional examinations at the university;
- C. Monitoring, evaluating the examination process and developing appropriate recommendations to correct the identified shortcomings and submitting them to the university management;
- D. Providing timely and complete information related to the examinations to persons participating in the examination process;
- E. Ensuring transparent conduct of appeal processes;
- F. Protecting the confidentiality of examination issues;
- G. Preparing materials for midterm, final and additional examinations at least one week before the examinations;
- H. Transferring examination papers/tests to the head of the course after the examination;
- I. Entering examination results (student assessments) into the electronic database for managing the educational process.

## **Article 21. Scientific and Research Center**

**21.1.** The goal of the Center is to promote the growth of the scientific and research potential of the University, 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 and may have a specialist/specialists who are appointed and dismissed by the Rector;

**21.3.** The Center conducts its activities in accordance with the Center's regulations.

**Note:** Every structural unit operating at the university has its own legal document/regulation, which explains in detail the scope of its activities and the rights and obligations of its departments.

## **Chapter III. Basic Educational Unit**

### **Article 22. School and Council**

**22.1.** The main educational unit of the University is the School;

**22.2.** The main educational unit of the University is the School, headed by the Dean, who may have a Deputy;

**22.3.** The representative body of the School is the School Council, which consists of: the Dean, Deputy Dean (if any), heads of educational programs, affiliated personnel and students of the program/programs implemented by the School in the amount of 1/3 of the Council. Members of the School Council are elected for a term of 4 (four) years. Students are elected to the School Council once every 4 (four) years by the students of the School, through direct, free and equal elections, by secret ballot. The organization of elections is ensured by the Student Self-Government;

**22.4.** The decision to establish, reorganize and liquidate a University School is made by the Rector of the University.

**22.5. School Board Authority**

**22.6. School Council:**

- A. Grants graduates the appropriate academic degree in accordance with the existing legislative regulations;
- B. The School Council, upon the recommendation of the Dean, develops the School Statute and submits it to the Senate for approval;
- C. For the purpose of conferring the title of Honorary Doctor for special merit, selects a scientist or public figure, a citizen of Georgia or a foreign country, to whom it presents the title of Honorary Doctor to the Senate for conferring the title of Honorary Doctor;
- D. Ensures the preparation and implementation of academic educational programs, as well as the syllabi of the courses provided for by the program, together with the program development group, which, after agreement with the Head of the University Quality Management Service, is submitted to the Senate for approval;
- E. Creates permanent and temporary commissions of the School and submits them to the Rector for approval;
- F. Considers various educational and scientific-research projects;
- G. Develops the conditions and rules for conducting a competition to finance a targeted scientific and research project of the University and submits them to the Rector of the University for approval;
- H. Within the scope of his/her competence, participates in the discussion of the issue of disciplinary misconduct of academic, guest personnel and students;
- I. Addresses the Rector about the need to announce an academic competition at the School;
- J. Participates in the process of developing, modifying and improving educational programs;
- K. Exercises other powers granted to him/her by the legislation of Georgia and legal acts of the University.

**22.7. Termination of authority of a school board member:**

- A. Dismissal from the academic position of the university;
- B. Dismissal from the position of the dean;
- C. Termination of the status of a student at the school;
- D. The case of being declared incompetent, missing or deceased by a court;
- E. The case of the entry into legal force of a guilty verdict issued by a court against him.



### **Dean of the school**

**22.8.** The school is headed by the Dean of the School, who is elected by the School Council from among the members of the School Council by a majority vote. The Dean of the School ensures the smooth and successful functioning of the school.

### **22.9. Functions of the School Dean**

- A. Ensures the effective conduct of the school's educational activities;
- B. Develops the school's regulations;
- C. Chairs the school council meetings;
- D. Develops the school's action plan in accordance with the university's mission and strategy and submits reports on its implementation to the rector;
- E. Implements specific measures to plan the academic year/semester: determines the academic workload of academic personnel, in accordance with staff units, invited personnel;
- F. Develops proposals for updating, modifying and implementing the educational program/programs;
- G. Provides information to the Financial and Material Resources Service on the number of hours spent by invited personnel during the semester;
- H. Participates in the preparation of the school budget;
- I. Ensures the planning of the educational process and the provision of consulting services to improve academic achievements;
- K. Participates in the university mobility process (prepares mobility reports and individual educational programs) and in the process of restoring student status;
- L. Leads and implements relations with mass media, is responsible for the image of the school, internal and external communications;
- M. Exercises other powers granted to it by these regulations and the school regulations.
- N. The functions and powers of the School Council are determined by the school regulations.

### **22.10. Termination of the authority of the school dean**

**22.11.** The authority of the school dean will be terminated:

- A. Based on a personal statement;
- B. In the event of death, being declared incapacitated, missing or deceased by a court.

**22.12.** The School Council is authorized, in the event of a Dean's violation of Georgian legislation, improper performance of the duties assigned to the Dean, and/or performance of activities inappropriate for the Dean, to apply to the Rector for termination of the Dean's authority;

**22.13.** The Rector may dismiss the Dean from office in cases provided for 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 University upon the recommendation of the Dean. The Deputy Dean of the School ensures the smooth and successful functioning of the educational process.

**22.16. The functions of the Deputy Dean of the School are:**

- A. Carries out the distribution of workloads;
- B. Participates in the mobility process at the university (prepares mobility reports - and individual educational programs) and in the process of restoring student status;
- C. Prepares the schedules of lectures, midterm and final exams;
- D. Ensures the preparation of diplomas for issuance to graduates. Prepares diploma supplements;
- E. Supervises the exercise of authority by school employees, fulfillment of contractual obligations and compliance with the university's internal regulations;
- F. Ensures the organization of exams and monitoring student performance;
- G. Monitors lecturers (reflects the actual hourly workload of the lecturer during the academic week);
- H. Manages the activities of the school and coordinates the relations of structural units during the absence of the dean.

**22.17. Termination of the authority of the Deputy Dean of the School**

**22.18.** The authority of the Deputy Dean of the School shall be terminated:

- a. Based on a personal statement;
- b. In the event of death, being declared incompetent, missing or deceased by a court.

**22.19.** In the event of violation of Georgian legislation, improper performance of assigned duties and/or inappropriate activities, the Dean may apply to the Rector for termination of the authority of the Deputy Dean.

## **Chapter IV. Human Resources**

### **Article 23. University personnel**

**23.1.** The rules and conditions for holding academic staff positions, their workload are determined by the University Statute and other legal acts;

**23.2.** The academic staff consists of a professor, associate professor, assistant professor and assistant;

**23.3.** The academic staff participates in the educational process, scientific research, scientific conferences and other additional activities;

**23.4.** An academic official may be affiliated with the University.

#### **23.5. Rules for holding an academic position**

**23.5.1.** To fill the academic positions of University Professor, Associate Professor, Assistant Professor and Assistant, it is possible to participate in an open competition, which must comply with the principles of transparency, equality and fair competition, in accordance with the Law of Georgia on Higher Education;

**23.5.2.** The rules, conditions and deadlines for conducting the competition are approved by the Rector of the University;

**23.5.3.** The announcement of the competition, for the purpose of public awareness and accessibility, will be posted on the university website before the deadline for receiving documents, and will also be published on the electronic applications website no less than 1 month before the deadline for receiving documents.

**23.5.4.** The announcement shall indicate the deadlines for registration of contestants, the terms of the competition, the list of documents to be submitted, 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. A professor shall be elected to the position 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 position shall be elected to the position for a term of 4 years;

**23.6.3.** 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 assistant professor for a term of 3 or 4 years;

**23.6.4.** A doctoral candidate may be elected to the position of assistant for a term of 3 or 4 years;

**23.6.5.** The University is authorized to appoint to academic positions qualified personnel on professional grounds. In this case, the qualification of the person may be confirmed by professional experience, special training and/or publications. A person is considered to have the appropriate qualification if he/she has the necessary competence to produce the learning outcomes envisaged by the program;

**23.6.6.** An additional condition may be the requirement of affiliation.

**23.6.7. A person may be elected to the academic position of professor for life if he/she:**

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

B. Will undergo mandatory attestation once every 5 years, in accordance with the procedure established by this Regulation and the law;

C. In order to ensure the competition announced for the appointment of an academic position, the members of the Competition Commission shall be appointed by the Rector of the University;

**23.7.** In accordance with the rules and conditions for the appointment of an academic position, the academic staff selected by the Competition Commission shall be appointed to the position by the Rector of the University.

## **Article 24. Rules and conditions for affiliation of academic personnel**

**24.1.** Affiliation refers to a written agreement between a university and an academic, whereby each academic defines their affiliation solely with the university and participates in community development and knowledge sharing processes on behalf of the university;

**24.2. Affiliated person:**

A. Carries out the main educational, research/scientific activities, and the results of its research are considered the property of the university;

B. Is actively involved in the decision-making processes regarding educational, research and other important issues of the university;

C. Is actively involved in the processes of providing consultations to students in the academic/scientific guidance.

**24.3. Procedures and conditions related to affiliation:**

A. A person holding an academic position at the University who wins a competition for an academic position at another higher education institution is entitled to conclude an affiliation agreement with the University;

B. A person who wins a competition for an academic position, if he or she is not simultaneously holding an academic position at another university, is entitled to conclude an affiliation agreement with the University before concluding the agreement;

C. A person holding an academic position at the University who has an academic/teaching load at another educational institution is obliged to submit information about this before the beginning of each academic year;

D. Violation of the requirements of this Rule automatically leads to the termination of the employment contract;

E. Affiliated academic personnel conclude an affiliation agreement with the University, the form of which is approved by the Rector.

**Article 25. Invited personnel**

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

**25.2.** The rules, conditions and deadlines for conducting the competition are approved by the Rector of the University;

**25.3.** An announcement about existing vacancies, for the purpose of public awareness and accessibility, will be posted on the University website at least 1 month before the deadline for receiving documents. The announcement shall indicate the terms and conditions of registration for the competition, the list of documents to be submitted, and the date of publication of the results of the commission's work. The announcement may also include other information;

**25.4.** Invited personnel are personnel with appropriate qualifications invited for the purpose of participating in the educational and/or scientific-research process and/or conducting this process;

**25.5.** Invited personnel are persons with a doctorate or equivalent academic degree or other qualified persons who may at the same time be a person elected to an academic position at another higher educational institution or have relevant qualifications, professional experience and special training and/or publications;

- 25.6.** In the event of a vacancy for invited personnel, an open competition for vacancies shall be announced by order of the Rector of the University before the start of each new semester or as necessary;
- 25.7.** A fixed-term employment contract shall be concluded with the invited personnel;
- 25.8.** Invited personnel are authorized to conduct lectures, seminars, and practical activities without holding an academic position;
- 25.9.** In special cases, the selection of invited personnel may be carried out without an open competition;
- 25.10.** The Rector of the University appoints the invited personnel selected by the Commission in accordance with the rules and conditions for the selection of invited personnel.

## **Article 26. Honourable Doctor**

- 26.1.** The University Senate is authorized to award the title of Honourable Doctor of the University to a scientist or public figure for special merit in accordance with the procedure specified in this Regulation;
- 26.2.** The following may serve as the basis for awarding the title of Honourable Doctor:
- a. Scientific achievement of special importance;
  - b. Special contribution to the development of academic education and scientific research;
  - c. Merit to society;
  - d. Special service rendered to the University.

## **Article 27. Rights and obligations of personnel**

### **27.1. The staff is authorized**

- Participate in the management of the University in accordance with the Law of Georgia on Higher Education and the University Regulations;
- Carry out teaching, research, creative activities and publish scientific works without interference;
- Independently determine the content of the study course programs (syllabuses), teaching methods and means within the framework of the educational program;
- Exercise other powers granted to them by the legislation of Georgia.

### **27.2. Staff responsibilities**

- To comply with the requirements of these Regulations and the current regulatory acts of the University;
- To comply with the Code of Ethics and disciplinary liability norms;
- To fulfill the obligations assumed under the employment contract.

## **Article 28. Dismissal of personnel**

**28.1.** The grounds for dismissal of personnel are:

- a. Personal application;
- b. Expiration of the employment contract;
- c. Violation of the terms and conditions stipulated by the employment contract;
- d. Retirement;
- e. Death;
- f. Other cases specified by legislation.

#### **Article 29. Head/co-head of the educational program**

**29.1.** The educational program(s) is/are led by the school's academic/invited staff.

#### **29.2. Functions of the program head/co-head:**

- A. Develop programs in accordance with the legal acts in force at the university;
- B. When developing programs, be guided by the legal acts developed by the University Quality Management Service;
- C. Agree on the content and format of the program with the head of the University Quality Management Service;
- 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 Quality Development;
- E. Participate in the university mobility process (prepare mobility conclusions - internal/external and individual educational programs) and the process of restoring student status;
- F. The program is submitted to the University Senate for final development and approval.

### **Chapter V. Student**

#### **Article 30. Student**

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

#### **30.2. Student rights - duties and obligations**

##### **The student has the right to:**

- a. To receive quality education;
- b. To participate in research;
- c. To use the material - technical, library, information and other resources of the higher educational institution on equal terms in accordance with the rules established by the university's statute, internal regulations and other internal legal acts;
- d. To freely express one's opinion and to refuse to share ideas offered during the educational process with a reasoned refusal;
- e. To participate in the mobility process in accordance with the legislation of Georgia and the legal regulations of the receiving higher educational institution;

- f. To receive a scholarship or other benefit from the state, the university or other sources in accordance with the legislation of Georgia and the internal legal acts of the university;
- g. To participate in the development of an individual educational program;
- h. To periodically evaluate the work of academic personnel;
- i. To elect a representative and be elected to student self-government, school representative bodies and the Senate;
- j. To exercise other powers granted to it by the legislation of Georgia.

**30.3.** The University shall ensure the creation of an appropriate adapted environment for students with special educational needs within the framework of inclusive education, so that they can receive a full-fledged education on equal terms with other students, which will promote the integration of students with disabilities into society.

**30.4.** Personal information expressed by a student in the presence of academic personnel, as well as information about his/her own views, beliefs and political beliefs, which became known to the latter during the educational process, as well as information about disciplinary measures taken against the student, are confidential, except in cases where there is the student's permission or the university has a legitimate interest in protecting the safety of others and the rights protected by law. Information about a student's academic performance and disciplinary measures taken against him/her must be kept separate.

**30.5.** Disciplinary action against a student shall be proportionate to the disciplinary misconduct and may be taken only in cases and in accordance with the University Code of Ethics, through a fair procedure. The University Code of Ethics imposes restrictions on student behavior related to the conduct of the educational process.

**30.6.** A student who fulfills all obligations stipulated in the educational program and obtains the appropriate number of credits stipulated in the educational program is awarded the appropriate academic degree or appropriate qualification and is given a diploma confirming the qualification.

**The student is obliged to:**

**30.7.** To study all the courses that are mandatory according to the educational programs implemented by the University, as well as those courses that he/she has chosen at his/her own will;

**30.8.** To observe and fulfill the University's regulations and internal regulations and other internal legal acts.

**30.9.** To fulfill the obligations assumed under the service agreement signed with the University;

**30.10.** The rules and conditions for obtaining, suspending and terminating the student status, mobility, as well as the recognition of education received during the study period are determined in accordance with the rules regulating the educational process.

**Article 31. Student Self-Government**

**31.1.** The University Student Self-Government is, in compliance with the requirements of the Law of Georgia “On Higher Education”, a representative body of students elected by the students of the University through universal, equal, direct and secret elections;

**31.2.** The legal status of the Student Self-Government is determined by the Law of Georgia “On Higher Education” and this Regulation; The activities of the Student Self-Government, the rules and conditions for the elections of the Student Self-Government and its bodies are determined by the Regulation of the Student Self-Government;

**31.3.** The Student Self-Government is an independent body operating within the University.

## **Chapter VI. Transitional and Final Provisions**

### **Article 32. Transitional and final provisions**

**32.1.** This Regulation is approved by the University Senate;

**32.2.** This Regulation of the University shall enter into force upon signing;

**32.3.** The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

**33.4.** This Regulation shall cease to be valid upon the approval of a new Regulation.