



NATIONAL EDUCATIONAL UNIVERSITY

University Provision



Chapter I. General Provisions

Article 1. Status

1.1. “NEU - National Educational University” (hereinafter referred to as 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 a specific educational program in a foreign language, except for individual 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. In Georgian, (full name) - Limited Liability Company, “**NEU - National Educational University**”. In abbreviation - “**NEU**”;

B. In English (full name)- „**National Educational University**” -**Limited Liability Company**“, short form -„**NEU**” - **LLC**“.

1.5. The legal status of the University as a legal entity of private law is determined by the Statute of the University;

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; Identification code: 204876991;

1.7. The official website of the University is: www.neu.edu.ge;

1.8. The University has a seal, logo and title page, approved by the Rector;

1.9. The University is guided by the principles of political and religious neutrality in the implementation of its activities.

Article 2. Legal basis of activities, mission

2.1. The University carries out educational activities on the basis of 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”, this Regulation and the mission defined by the University;

2.2. The mission of the University is:

The mission of the “NEU - National Educational University” defines priorities that ensure the best learning, teaching and research environment to meet professional requirements;

The mission of the University is focused on providing lifelong education by integrating it with the international space;

The University is oriented towards preparing generations with multicultural and democratic values in an ever-changing digital world and creating an educational hub that serves the well-being and sustainable development of society;

By establishing cultural values and social responsibilities, the University contributes to the development of society;

The University promotes 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 are determined on the basis of the mission and strategic development plan approved by the institution and correspond to the main goals of higher education in the educational sphere defined by the state;

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 ethnic origin, gender, social origin, political or religious views, 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 the 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 educational 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 the legislation of Georgia on issues related to education, etc.

Article 5. Sources of financing and property

5.1. The sources of financing of the University are:

- A. Tuition fees paid by students enrolled in the University;
- B. State funding issued to students enrolled in the University;
- C. Other funds received from the educational and educational activities of the University;
- 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;

- School of Health Care;
- 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/Graduate Assistance and Career Development Center;
- Examination Center;
- Scientific and Research Center;
- Library;
- Publishing house.

7.1.3. The main educational structural unit is the school;

The school management 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 amendments 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 is appointed for the remaining term of office of the Senate.

8.5. Powers of the Senate:

A. Approves the mission, statute, code of ethics and disciplinary responsibility, internal regulations of the university;

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

- C. Approves the structure of the university, 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 resolutions developed at the University;
 - N. Has the right, on the basis of the school's nomination, to award the title of Honorary Doctor to a scientist or public figure who is a citizen of Georgia or a foreign country for special merit;
 - 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 Chairman of the Senate organizes and chairs the Senate sessions. In his/her absence, the Chairman of the Senate is elected from among the members present at the session by a majority of the members.

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 memorandums on behalf of the University;
- 9.2. The Rector exercises the following powers:**
- A. Is responsible for conducting the strategic planning work of the University, the planning and implementation monitoring processes of strategic and action plans;

- 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 the structural units/officials of the University and promotes the establishment of the principles of teamwork;
- E. On the basis of the decision of the School Council on granting qualifications to graduates, issues a legal act on the issuance of a diploma/diploma supplement, certificate;
- F. Issues an order for the purpose of conducting a competition for academic personnel, approves the composition of the competition commission, and based on the recommendation of the commission, makes a decision on the appointment of the winners of the competition to the position;
- G. Issues an order on the procedure, conditions and terms of conducting a competition for the purpose of selecting invited and administrative personnel. Approves the composition of the competition commission, and based on the recommendation of the commission, makes a decision on the appointment of the winners of the competition to the position;
- H. The Rector appoints/dismisses academic, guest 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 financing 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 appoint an advisor at his discretion, 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. In order to improve the educational and scientific-research work of the University, as well as to improve the qualification of personnel and systematically assess the quality, the Quality Management Service has been established, which operates in accordance with the University Statute and the Statute of the Quality Management Service;

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 Quality Management Service contributes to ensuring a high level of teaching quality by introducing modern teaching and assessment methods (credit system, methodology, etc.), constantly updating and preparing for the authorization/accreditation process;

10.4. The functions of the Quality Management Service are:

- A. Development of the University Quality Management Policy, Quality Management Mechanisms and Procedures;
- B. Organizing and coordinating the development of instructions, decrees, resolutions, orders related to the educational process, implementation of the Bologna Process, institutional authorization and program accreditation;
- C. Organizing systematic monitoring of educational programs based on developed criteria and indicators;
- D. Developing 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/visiting 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 the authorization/accreditation self-assessment questionnaire and the documentation attached to the 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, developing and developing 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. Developing a quality management mechanism assessment system and submitting it for approval;
 - 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. Participates in the university mobility process (prepares mobility conclusions - internal/external and individual educational programs) and in the process of restoring student status;
 - P. Within the scope of the assigned competence, exercise other powers determined by the present University Regulations, the Rules regulating the educational process, and legal acts of the Rector;
 - Q. Participates in the process of forming the university budget.
- 10.5.** The functions and powers 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 this Regulation, 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 the personal files of employees;
 - 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 as intended, orders of the University Rector, agreements, minutes of meetings of management bodies, legal acts of structural units;
- I. Ensuring the smooth operation of the electronic record-keeping system;
- J. Maintaining and storing personal files of staff and students/organizing the work of the university archive and constantly updating and monitoring the electronic database implemented at the university;
- K. Participation in budget formation.

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 defined 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. Ensuring the university's financial management and control system;
- F. Ensuring internal control over the use of university material and technical resources;
- G. Ensuring 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. Complex and operational analysis of the financial condition of systems based on accounting reports;
- J. Development and updating of university financial policy, procedures, norms, rules;

- K. Organizing the implementation of procurements 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. Preparing documentation for the payment of utility bills and ensuring control over payment;
- N. Preparing and submitting financial statements;
- O. Accounting - monitoring reporting;
- P. Systematic supervision of the implementation of budget indicators. Settlement with the budget in compliance 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. Implementation of 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 of higher educational institutions and the introduction/development/improvement of information technology;

13.2. The Service has a head and specialist/specialists who are appointed and dismissed by the Rector of the University;

13.3. The functions of the Service are:

- A. Entering information specified in the "Registry of Educational Institutions" into the register 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. Creation of the university's common computer network, 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's 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 for users and ensuring the work necessary for the uninterrupted operation of computer equipment;
- F. Monitoring the warranty repair 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 the formation of the budget.

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 of the International Relations Service/specialist/ 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 educational institutions, research and public organizations;
- C. Establishing new relationships with international partner higher educational institutions, research and public organizations;
- D. Finding information about the 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;
- J. Participating 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 public relations;

15.2. The head/specialist of the Public Relations Service is appointed and dismissed by the Rector of the University.

15.3. The main functions of the Public Relations Service 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 the 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. Promotion of the University's activities within and outside the country;
- F. Participation in the formation of the budget.

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 University in court and administrative bodies to protect its interests;
- C. Preparation of conclusions on draft legal acts developed and submitted by the University and other bodies, organizations and institutions within the scope of their competence;
- D. Legal support for the activities of the University's structural units;
- E. Ensuring compliance of individual administrative and legal acts of the University with normative acts of 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. Implementation of security control throughout the University;
- B. Protection of discipline in accordance with the requirements established by the University Code of Ethics and Disciplinary Responsibility Norms;
- C. Identification of students who violate the order;
- D. Implementation of control over the processes taking place in the building through surveillance cameras in full compliance with the legislation;
- E. Implementation of fire safety and the availability of appropriate inventory;

- F. Visibility of evacuation plans of the University administrative building and their constant monitoring;
- G. Conducting informational meetings with students and staff on security measures;
- H. Participation in budget formation.

Article 18. Library

- 18.1.** The structural unit of the library ensures the uninterrupted implementation of the educational activities of the University;
- 18.2.** The library has a head and an assistant head, who are appointed and dismissed by the Rector of the University;
- 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.** The library has a reading room, individual and group work spaces to provide comprehensive service to users.
- 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 implementation 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/Graduate 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 to and dismissed from their positions by the Rector of the University;
- 19.4. Function of the Student/Graduate Assistance and Career Development Center:**

- A. Supporting students/graduates (assistance in correctly setting 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 their relationships 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. Studying the labor market, conducting periodic surveys of both students and employers to monitor demand and supply of human resources.

Article 20. Examination Center

20.1. The functions of the Examination Center (hereinafter referred to as 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 the 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 relevant 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, additional exams at least one week before the exams;
- H. Transferring exam papers/tests to the head of the course after the exam;
- I. Entering exam 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, popularization of science, establishment of ties with foreign universities, regional and local organizations, scientific centers and development of existing ties;

21.2. The Center has a head and may have a specialist/specialists, who are appointed to 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 services.

Chapter III. Main 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 - the School is 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 on the establishment, reorganization and liquidation of a university school is made by the Rector of the University;

22.5. Powers of the School Council;

22.6. The 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 who is a citizen of Georgia or a foreign country, and submits it 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-research project of the university and submits them to the rector of the university for approval;
- H. Participates, within the scope of his/her competence, in discussing the issue of disciplinary misconduct of academic, guest personnel and students;
- I. Addresses the rector about the need to announce an academic competition of 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 the authority of a member of the School Council:

- A. Dismissal from the academic position of the University;
- B. Dismissal of the Dean from the position of the Dean;
- C. Termination of the status of a student of 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 against him by a court.

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 Dean of the School:

- A. Ensures the effective conduct of the School's educational activities;
- B. Develops the School's Statute;
- C. Chairs the meetings of the School Council;
- D. In accordance with the mission and strategy of the university, develop a school action plan and submit 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 about the number of hours spent by invited personnel during the semester;

- H. Participates in drawing up the school budget;
- I. Ensures the planning of the educational process and the provision of consulting services to improve academic achievements;
- J. Participates in the university mobility process (prepares mobility conclusions - and individual educational programs) and the process of restoring student status;
- K. Manages and implements relations with mass media, is responsible for the image of the school, internal and external communications;
- L. Exercises other powers granted to it by these regulations and the school regulations.
- M. 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 shall be terminated:

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

22.12. The School Council is authorized, in the event of the Dean's violation of Georgian legislation, improper performance of the duties assigned to the Dean and/or the implementation of activities inappropriate for the Dean, to apply to the Rector for the 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 on the basis of the Dean's nomination. 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 the student's status;
- C. Prepares the timetables for lecture, 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, the fulfillment of contractual obligations and compliance with the university's internal regulations;
- F Ensures the organization of exams and monitoring of student performance;
- G. Monitors lecturers (reflects the actual hourly workload of the lecturer during the academic week);
- H. Manages the school's activities 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. On the basis of a personal statement;
- B. In the event of death, recognition by the court of incompetent, missing or deceased.

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 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 positions, their workload are determined by the University Statute and other legal acts;

23.2. Academic personnel consist of professors, associate professors, assistant professors and assistants;

23.3. Academic personnel participate 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 academic positions:

23.5.1. To occupy the academic position of a 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 terms of conducting the competition are approved by the Rector of the University;

23.5.3. The announcement of the competition, for the purpose of public familiarization and accessibility, will be posted on the University website before the deadline for receiving documents, and will also be published on the website of electronic applications no later than 1 month before the deadline for receiving documents;

23.5.4. The announcement shall indicate the deadlines for registration of candidates, the conditions of the competition, the list of documents to be submitted, and 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. A person 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 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 qualified personnel to academic positions based on professional qualifications. In this case, the qualification of a person may be confirmed by professional experience, special training and/or publications. A person who has the necessary competence to produce the learning outcomes envisaged by the program is considered to have the appropriate qualifications;

23.6.6. An additional condition may be a requirement for affiliation;

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

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. The academic staff selected by the competition commission in accordance with the rules and conditions for holding an academic position 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 implies a written agreement between the University and a person holding an academic position, by which each person holding an academic position determines his affiliation only with the University and participates in the processes of development of society and knowledge sharing on behalf of the University;

24.2. An affiliated person:

A. Carries out the main educational, research/scientific activities, and the results of his 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 a 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 a 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.** Invited personnel are selected through an open competition that 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, shall 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.** In accordance with the rules and conditions for the selection of invited personnel, the invited personnel selected by the commission shall be appointed to the position by the Rector of the University.

Article 26. Honorary Doctor

- 26.1.** The University Senate is authorized to award the title of Honorary 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 Honorary 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. Personnel are entitled to

- 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 educational 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. Personnel Obligations

- Comply with the requirements of these Regulations and the acts regulating the current educational process of the University;
- Comply with the Code of Ethics and the norms of disciplinary responsibility;
- Fulfill the obligations assumed under the employment contract.

Article 28. Dismissal of Personnel

28.1. The grounds for dismissal of personnel are:

- A. Personal statement;
- B. Expiration of the employment contract;
- C. Violation of the terms and conditions of the employment contract;
- D. Retirement;
- E. Death;
- F. Other cases specified by law.

Article 29. Head/Co-Head of the Educational Program

29.1. The educational program/programs are headed by the academic/invited staff of the school.

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

- A. To draw up programs in accordance with the legal acts in force at the university;
- B. To be guided by the legal acts developed by the University Quality Management Service when developing programs;

- C. To agree on the content and format of the program with the head of the University Quality Management Service;
- D. To 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 when developing programs;
- E. Participate in the university mobility process (prepare mobility reports - internal/external and individual educational programs) and in 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 procedure established by the legislation of Georgia.

30.2. Rights - Duties and Responsibilities of a Student:

A student has the right to:

- A. Receive quality education;
- B. Participate in research;
- C. Use the material - technical, library, information and other resources of the higher educational institution on equal terms in accordance with the procedure established by the statute, internal regulations and other internal legal acts of the university;
- D. Express his/her opinion freely and to reasonably decline ideas presented during the educational process;
- E. Participate in the mobility process in accordance with the legislation of Georgia and the legal regulations of the receiving higher educational institution;
- F. In accordance with the legislation of Georgia and the internal legal acts of the University, receive a scholarship or other benefit from the state, the University or other sources;
- G. Participate in the development of an individual educational program;
- H. Periodically evaluate the work of academic personnel;
- I. Elect a representative and be elected to the student self-government, school representative bodies and the Senate;
- J. Exercise other powers granted to it by the legislation of Georgia.

30.3. The University ensures 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 one's 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 a student, are confidential, except for cases where there is a 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 must be proportionate to the disciplinary misconduct and may be taken only in cases and in accordance with the procedure provided for by the University's Code of Ethics, through a fair procedure. The University's Code of Ethics for Students imposes restrictions on student behavior related to the conduct of the educational process;

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

The student is obliged to:

30.7. Study all courses of study 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 discretion;

30.8. Follow and fulfill the university's regulations and internal regulations and other internal legal acts;

30.9. 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 Student Self-Government of the University 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 University Regulation shall enter into force immediately upon signing;

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

33.4. This Regulation shall cease to be valid in the event of the approval of a new Regulation.