



NATIONAL EDUCATIONAL UNIVERSITY

School of Business Administration and Social

Sciences Statute



Article 1. School of Business Administration and Social Sciences

1.1. The School of Business Administration and Social Sciences (hereinafter referred to as the “School”) of the “NEU - National Educational University” (hereinafter referred to as the “University”) is the main educational structural unit of the University, which, through educational programs and scientific research implemented under the conditions of academic freedom and institutional autonomy, ensures the training of students in the field of business administration and social sciences and the award of academic degrees corresponding to the implemented educational programs;

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

1.3. The School operates on the basis of the Constitution of Georgia, international treaties and agreements, the current legislation of Georgia, these Regulations and other legal acts of the University;

1.4. The school has its own seal.

Article 2. Mission, Strategy, Objectives of the School of Business Administration and Social Sciences

2.1. Mission of the School:

The mission of the school is to train globally and strategically thinking specialists of higher and secondary education, who will have the ability to effectively manage and develop in an era of constant change. The university focuses on training qualified personnel relevant to the labor market, who are consistently in demand across time and space;

2.2. The main goals of the school:

- A. Continuous support for the career, academic and personal development of students;
- B. Training personnel with fundamental values and modern values for the labor market;
- C. Offering transparent and objective tools to support socially vulnerable students;
- D. Promoting lifelong learning;
- E. Ensuring student participation in school management;

F. Creating appropriate conditions for the teaching/learning process, ensuring a research component and sustainable development for the school personnel;

G. Implementing a policy focused on the development of the university's human resources and conducting highly qualified educational and research activities by generating international/national experience;

H. Ensuring academic freedom;

I. Ensuring the publicity and accessibility of information;

J. Contributing to the development of society.

2.3. Strategic objectives of the school:

A. Creating a comprehensive learning environment for the university community;

B. Offering/implementing higher education that meets the interests and capabilities of students;

C. Flexible management and constant monitoring of processes taking place at the school;

D. Identifying ways to continuously improve and perfect educational programs;

E. Creating suitable learning conditions for persons with special educational needs (SEN);

F. Cooperation with various higher educational and scientific-research institutions of Georgia, as well as with relevant foreign educational institutions, for the realization of internationalization goals;

G. Creation of favorable conditions for students for study and research;

H. Active participation in scientific-research and educational grant competitions;

I. Organization and participation in conferences;

J. Provision of qualification improvement and retraining courses and trainings in accordance with the interests and capabilities of students and other interested persons.

Article 3. School Functions

3.1. The functions of the school are:

- A. Development and implementation of educational programs in the field of business administration and social sciences and ensuring their administration;
- B. Implementation of educational, scientific and research activities;
- C. Providing educational programs with highly qualified academic/visiting personnel and constant care for their development;
- D. Sharing international experience and introducing best practices in the school;
- E. Improving the material and technical base and ensuring constant updating.

Article 4. School Structure

4.1. School management bodies/managing entities are:

- A. School Council;
- B. Dean;
- C. Deputy Dean.

4.2. Support staff:

- A. Program Head/Co - Head.

Article 5. School Council

5.1. The School Council (hereinafter referred to as the “Council”) is the representative body of the main educational structural unit of the University - the School of Business Administration and Social Sciences, which carries out planning of the academic activities of the School, supports the educational and scientific-research process, grants appropriate qualifications to graduates of the educational program, and participates in the development of the School’s educational programs.

Article 6. Composition of the School Council

6.1. The School Council is the representative body of the School, which includes: 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's composition. Members of the School Council are elected for a term of 4 (four) years. Students are elected to the School Council once every 4 years by the students of the school, through direct, free and equal elections, by secret ballot. The organization of the elections is ensured by the student self-government;

6.2. The procedure for selecting students to be nominated by the student self-government to the School Council is determined by the regulations of the student self-government of the university;

6.3. The secretary of the School Council is elected by the members of the School Council from among their own members at the first meeting. In the absence of the secretary, his authority is exercised by a person elected by the School Council from among its members.

Article 7. Authority of the School Council

7.1. The School Council:

A. Grants graduates the appropriate academic degree in accordance with existing legislative regulations;

B. The School Council, upon the proposal of the Dean, develops the School Statute and submits it to the Senate for approval;

C. For special merit, selects a scientist or public figure, a citizen of Georgia or a foreign country, to be awarded the title of Honorary Doctor, and presents them to the Senate for awarding the title of Honorary Doctor;

D. If necessary, creates permanent and temporary commissions of the School and submits them to the Rector for approval;

E. Considers various educational and scientific-research projects;

F. Develops the conditions and rules for conducting a competition to finance a targeted scientific-research project of the School and submits them to the Rector of the University for approval;

G. Within the scope of his/her competence, participates in the discussion of the issue of disciplinary misconduct of academic, guest personnel and students;

H. Addresses the Rector about the need to announce an academic competition of the School;

I. Participates in the process of developing, modifying and improving educational programs;

J. exercises other powers granted to them by the legislation of Georgia and the legal acts of the University.

Article 8. Termination of the authority of a member of the School Council

8.1. The authority of a member of the School Council shall be terminated:

A. in case of dismissal from the academic position of the University;

B. in case of dismissal from the position of the Dean;

C. in case of termination of the status of a student of the School;

D. in case of recognition by the court as incapacitated, missing or deceased;

E. in case of entry into legal force of a guilty verdict issued by the court.

Article 9. Rules for holding meetings and making decisions

9.1. The School Council meeting is convened by the Dean of the School, and in his absence - by the Deputy Dean;

9.2. The School Council meeting may also be convened by the decision of one third of the members of the School Council;

9.3. The School Council recognizes its authority at its first meeting;

9.4. The School Council meetings are held as needed, but at least once a semester;

9.5. The School Council meetings are chaired by the Dean of the School, and in his absence - by the Deputy Dean or a person elected by the majority of the members of the School Council present;

9.6. The School Council meetings are attended by members of the School Council. The University administration and school support staff, as well as other interested persons, may be invited with the right to a deliberative vote;

9.7. In case of interested persons' desire to attend the School Council meeting, the School Council shall make a decision on their admission;

9.8. The School Council meeting is authorized to make a decision if the majority of the Council members attend the meeting, issues shall be resolved by open voting, the decision shall be deemed adopted if the majority of the total composition of the School Council votes. Voting may be held by secret ballot, if the majority of the Council supports it.

Article 10. Minutes of the School Council Meeting

10.1. Minutes of the meeting shall be drawn up on the fact of the gathering of the School Council members and holding the meeting, as well as the decision-making, which shall be signed by the Chairman of the Council, in his absence - by the acting Chairman of the Council/elected person and the secretary of the meeting;

10.2. The minutes of the School Council meetings shall be kept by the Dean of the School for at least 3 years, after which they shall be transferred to the University archive.

Article 11. Dean/Deputy Dean of the School

11.1. The School shall be headed by the Dean, who shall be elected by the School Council from among the members of the School Council by a majority vote;

11.2. The Dean of the School shall ensure the smooth and successful functioning of the School;

11.3. The Dean of the School:

A. Ensures the effective conduct of the School's educational activities;

B. Develops the School's Statute;

D. Chairs the School Council meetings;

D. Develops the School's action plan in accordance with the University's mission and strategy and submits its implementation reports 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, and invites 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. Provides consulting services for planning the educational process and improving academic achievements;

J. Participates in the university mobility process (prepares mobility conclusions - internal/external 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 assigned to it by these Regulations and the School Regulations;

M. The functions and powers of the School Council are determined by the School Regulations.

1.4. Deputy Dean of the School:

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.

A. Implements the distribution of workloads;

B. Administers the mobility process at the University;

C. Participates in the mobility process at the University (prepares mobility reports, individual educational programs) and the process of restoring student status;

- D. Develops individual educational programs with the participation of students enrolled in mobility/recovery and/or students with special educational needs (SEN) and submits them to the School Council;
- E. Prepares the timetables for lectures, midterm and final exams;
- F. Ensures the preparation of diplomas for issuance to graduates. Prepares diploma supplements;
- G. Prepares conclusions on status restorations;
- H. Supervises the exercise of authority by school employees, fulfillment of contractual obligations and compliance with the university's internal regulations;
- I. Ensures the organization of exams and monitoring of student performance;
- J. Monitors lecturers (reflection of the actual hourly workload of the lecturer during the academic week);
- K. Monitors reports;
- L. Manages the school's activities and coordinates relations between structural units during the absence of the dean.

Article 12. Termination of the authority of the dean/deputy dean of the school

12.1. The authority shall be terminated:

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

12.2. The School Council is authorized, in case of violation of the Georgian legislation by the Dean/Deputy Dean, improper performance of the duties assigned to the Dean and/or implementation of activities unsuitable for them, to apply to the Rector for termination of the Dean's authority;

12.3. The Rector may dismiss the Dean/Deputy Dean from office in cases provided for by the Labor Code of Georgia.

Article 13. School Personnel

13.1. The School has academic, guest, administrative and support staff;

13.2. The academic staff of the School includes:

- A. Professor;
- B. Associate Professor;
- C. Assistant Professor;
- D. Assistant.

13.3. Rights and obligations of the academic staff of the school

13.3.1. Academic staff is entitled to:

- A. Participate in the management of the higher educational institution in accordance with these regulations and legal acts in force at the university;
- B. Carry out teaching, research, creative activities and publish scientific works without interference;
- C. Independently determine the content of the educational program (syllabuses), teaching methods and means;
- D. Exercise other powers granted to them by these regulations and legal acts in force at the university.

13.3.2. Academic staff is obliged to:

- A. Follow the requirements specified in the legal acts of the university;
- B. Follow the code of ethics and disciplinary liability norms;
- C. Fulfill obligations assumed under the labor contract.

13.4. The procedure for selecting academic staff, their rights and obligations are determined by the legislation of Georgia, the University Statute, the University Personnel Management Procedure and other legal acts;

13.5. Academic staff may be affiliated. 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/her affiliation with only one university, participates in the

processes of community development and knowledge sharing on behalf of the University;

13.6. The authority and other activities of affiliated academic staff are regulated in accordance with the document on the rules and conditions for the affiliation of academic staff of the University;

13.7. Invited staff with appropriate qualifications may be invited to achieve the goals set out in the results of the study of the educational program/programs at the school;

13.7.1. Invited staff are authorized to:

A. Participate in the management of the higher educational institution in accordance with these Regulations and the legal acts in force at the University;

B. Carry out teaching, research, creative activities and publication of scientific works without interference;

C. Independently determine the content of the educational program (syllabuses), teaching methods and means of teaching within the framework of the educational program;

D. Exercise other powers granted to them by these Regulations and the legal acts in force at the University.

13.7.2. Invited personnel are obliged to:

A. Follow the requirements specified in the legal acts of the University;

B. Follow the Code of Ethics and the norms of disciplinary responsibility;

C. Fulfill the obligations assumed under the labor contract.

Article 14. Head/Co - Head of the Educational Program

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

14.2. 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 the program;
- E. The program shall be submitted to the University Senate for final development and approval.

Article 15. Transitional and Final Provisions

15.1. This provision is approved by the University Senate;

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

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

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