

Order No132/N of the Minister of Education and Science of Georgia

September 9, 2013

Tbilisi

On approval of the Statute of Legal Entity of Public Law – Akaki Tsereteli State University

Pursuant to the article 61 of the General Administrative Code, article 7, paragraph 1, subparagraph “t” of the law on “Higher Education”, Resolution N191 of the Government of Georgia as of July 29, 2013 about “Reorganization of Non-Commercial Legal Entity Akaki Tsereteli State University (identification code - 212693049)” and on the basis of article 3, paragraph 2 subparagraph “m” of the statute approved by the N37 resolution of the Government of Georgia dated May 21, 2004 about “Approval of the Statute of the Ministry of Education and Science of Georgia”, **I order:**

Article 1

Approve the Statute of the Legal Entity of Public Law – Akaki Tsereteli State University in accordance with the appendix.

Article 2

Declare invalid the Order N217/N of the Minister of Education and Science of Georgia as of December 28, 2011 about “Approval of the Statute of Non-commercial Legal Entity – Akaki Tsereteli State University”.

Article 3

The Order shall come into force immediately upon its publishing.

Minister of Education and Science of Georgia

Tamar Sanikidze

Statute of Legal Entity of Public Law – Akaki Tsereteli State University

Chapter I. General Provisions

Article 1. Scope of the Statute

This statute regulates the process of educational and scientific-research activities, management principles, types, rights and duties of the staff, labour relations with the staff, rights and duties of students, principles of financial and economic activities and other issues related to the activities of the legal entity of public law – Akaki Tsereteli State University.

Article 2. University Status

1. Akaki Tsereteli State University (hereinafter referred to as the “University”) is a legal entity of public law – a higher educational institution.
2. The control over the activities of the university shall be exercised by the Ministry of Education and Science of Georgia.
3. The full name of the university is: Legal Entity of Public Law – Akaki Tsereteli State University.
4. The university name has the following abbreviation: ATSU.
5. The university has a balance, official seal, stamp, bank accounts and other details of a legal entity; it has its symbols: an anthem, logo, flag and coat of arms. The official website is – www.atsu.edu.ge.
6. The founder of the university is the state.
7. Legal address of the university is: 59 Tamar Mepe St., Kutaisi 4600, Georgia.

Article 3. University Goals

The main goals of the university are as follows:

- a) by promoting the development of Georgian and global cultural values, to orient itself towards the ideals of democracy and humanism necessary for the development of the civil society.

The university shall

- a.a.) train highly-qualified specialists that meet modern standards of higher education and personal interests and abilities, by implementing educational programs;
 - a.b.) develop science and create proper conditions for scientific research; train and retrain new academic staff, realize personal potential and develop creative skills; meet the requirements of qualification enhancement and training;
 - b) to encourage the mobility of students and academic staff.
2. In order to achieve its goals the university shall

- a) implement a the three cycle system at the university (BA (including a one-step medical education), MA and PhD programs), vocational educational programs, life-long learning and other educational programs, fundamental and applied research, high technology and modern experiments; develop university traditions;
- b) implement the principle of life-long learning; ensure harmonization of the processes of learning, teaching and research and integration into the European educational and scientific space;
- c) select academic staff having high scientific and pedagogical potential; care for the professional development of the staff;
- d) implement innovative, fundamental and applied scientific researches;
- e) ensure high quality of education and research by applying efficient methods of quality assurance;
- f) promote scientific research by applying its own budget resources;
- g) implement publishing activities; publish textbooks and results of scientific studies;
- h) ensure academic freedom of learning, teaching and scientific research;
- i) award an appropriate academic degree and qualification;
- j) create a student-centered university environment;
- k) ensure participation of the academic staff and students in the processes of decision making and implementation control;
- l) ensure publicity and transparency of management;
- m) care for creating learning conditions for disabled students;
- n) cooperate with Georgian and foreign higher educational institutions;
- o) implement joint educational programs and scientific and research projects together with Georgian and foreign higher educational institutions;
- p) implement auxiliary economic activity;
- q) pursuant to the legislation, create such other conditions that will facilitate the implementation of university goals.

Chapter II. University Structure and Governing Bodies

Article 4. University Structure

The structure of the university shall consist of:

- a) the main educational units – faculties:
 - a.a) Faculty of Humanities;
 - a.b) Faculty of Business, Law and Social Sciences;
 - a.c) Faculty of Pedagogics;
 - a.d) Faculty of Exact and Natural Sciences;
 - a.e) Faculty of Medicine;
 - a.f) Faculty of Technical Engineering;
 - a.g) Faculty of Technological Engineering;
 - a.h) Faculty of Maritime Transport;
 - a.i) Agrarian Faculty.

- b) Scientific and Research Centre, which carries out fundamental and applied scientific researches. The center shall employ researchers and consultants whose scientific and educational activities are defined in their labor agreement with the university. The head of the scientific and research center shall be appointed and dismissed by the Rector.
- c) Centre of Culture, Sports and Youth Affairs, which shall implement university activities in the areas of culture, sports and youth affairs; promote culture and sports; regulate youth-related issues at the university. The head of the center shall be appointed and dismissed by the Rector.
- d) Centre of life-long learning, which shall ensure implementation of the programs of continuing education, professional rehabilitation, training, qualification enhancement, sub-specialty, staff training, etc.; implement particular modules; organize short-term courses, trainings, seminars and summer schools.
- e) University Library, which shall consist of an administration, libraries of university structural units, reading rooms and a storeroom.
- f) Service of Management of Educational Process;
- g) Service of Management of Financial and Material Resources;
- h) Foreign Affairs and Strategic Development Office;
- i) Marketing, Project and Event Management Service (23.10.2015 #136/5)
- j) Legal Office;
- k) Service of Management of Human Resources;
- l) IT Office;
- m) The following support structural units:
- m.a) Office of the Rector;
- m.b) Office of the Head of Administration;
- m.c) Chancellery;
- m.d) Secretariat of the Academic Board ;
- m.e) Secretariat of the Board of Representatives.
2. The rule of the activities of the university structural units and auxiliary structural units is defined by this statute and relative regulations approved by the Representative Council.
3. The decision to establish, transform and abolish university structural units is made in accordance with the rule defined by the legislation.
4. The Faculty is the main educational unit of the university and it ensures the implementation of certified doctor/dentist, Bachelor, Master or/and Doctoral educational programs.

Article 5. University Management

The governing bodies of the university are: Academic Board, Board of Representatives, Rector, Head of Administration and Quality Assurance Service. The governing bodies of the Faculty are: Faculty Council, Dean and Quality Assurance Service of the Faculty.

Article 6. Principles of University Management

The university shall ensure:

- a) the publicity and availability of the decisions made by the representative bodies, reports and orders of the Rector and the head of administration;
 - b) academic freedom of academic staff and students;
 - c) participation of the academic staff and students in decision making;
 - d) equal treatment irrespective of a person's ethnicity, sex, social level, political and religious views, etc.;
 - e) fairness, transparency and publicity of elections and competitions at the university.
2. Restrictive rules of these principles cannot be determined by the regulations of the university's structural units.

Article 7. Academic Board

1. The Academic Board is a higher representative body of the university. The members of the Academic Council shall be elected by all members of the academic staff of the faculty and representatives of student self-governments – members of the faculty board through direct, independent and equal elections via secret ballot.
2. Two representatives of each faculty shall be elected in the Academic Board.
3. Full professor or associate professor shall be elected as a member of the Academic Board. A person can be elected as a member of the Academic Board only twice consecutively (*27.02.2015 N17/6*).
4. A member of the Academic Board shall be elected for a term of four years.
5. The membership of the Academic Board shall be subject to renewal by one third after 2 years;
6. The reasons for early termination of term of office of a member of the Academic Board shall be as follows:
 - a) personal decision;
 - b) academic dismissal;
 - c) acknowledgement as incapable or having limited capability by the court;
 - d) entry into force of a guilty verdict;
 - e) assignment to academic or administrative position in another higher educational institution;
 - f) other cases defined by the legislation.
7. In case of early termination of the authority of a member of the Academic Council, a new member shall be elected on the vacant position for the period remaining from the term of office of a member with terminated authority.

Article 8. Powers of the Academic Board

1. The Academic Board shall:
 - a) develop and approve the strategic development plan of the university;
 - b) upon submission of the faculty or/and independent scientific-research unit, approve educational and scientific-research programs;
 - c) promote integration into the European Higher Education Area, development of curricula and

programs of cooperation between higher educational institutions, mobility and integrated teaching, and development of research programs;

d) based on free and equal elections, elect the chairperson of the Academic Board – the Rector - via secret ballot, with the majority of its members on the list;

e) nominate a candidate elected through a competition for the position of the Head of Administration with the majority of its members on the list;

f) submit a well-substantiated proposal to the Board of Representatives concerning pre-term termination of powers of the Head of Administration with the majority of its members on the list;

g) submit a new candidate of the Head of Administration to the Board of Representatives within one month after termination of the term of office of the Head of Administration;

h) participate in the discussion of the statute of the university, regulations and budget of structural units, annual report of the Head of Administration at the Board of Representatives ;

i) approve the coefficients for the unified entry examinations at the beginning of a new academic year, as well as number of students to be enrolled in the faculties upon submission of the faculty boards;

j) in cases envisaged by the Georgian legislation, approve the coefficients for Master's examination in accordance with the procedure envisaged by Order of the Minister of Education and Science, also number of students to be enrolled in the faculties upon submission of the faculty boards;

k) upon submission of the faculty boards, set the minimal competence threshold for examinations envisaged by the list of international examinations approved by the Ministry of Education and Science of Georgia;

l) define the rules of recognition of credits awarded by other higher educational institutions;

m) upon submission of the faculty board or/and independent scientific-research unit, approve the regulations of the dissertation committee;

n) submit a candidate for the position of the University's Head of Quality Assurance Service to the Board of Representatives for approval;

o) define the unified rules of recruitment of academic staff, amounts and terms of their remuneration and submit them to the Board of Representatives for approval;

p) submit annual report to the Board of Representatives;

q) elect the head/heads of the university library;

r) upon the nomination of the University's Quality Assurance Service, approve the rules of evaluation of educational and research activities;

s) upon the nomination of the faculty, take decision on awarding the title of Honorary Doctor of Philosophy;

t) carry out other powers granted to it according to the Georgian legislation and this statute.

2. The Academic Board shall be authorized, in case of violation of the Georgian legislation by the Rector, or improper fulfillment of his/her obligations and/or on grounds of carrying out the activities improper to the Rector, to consider the issue of early termination of the Rector's term of office upon the demand of one third of the members of the Academic Board. The decision on early termination of the Rector's term of office shall be taken by secret ballot, with the

majority of its members on the list. The Rector shall not participate in balloting defined by this paragraph. Appealing of the decision made with regard to the above issue shall not result in the suspension of the disputed act.

3. Removed (*27.02.2015 N17/n*)

4. The Rector's membership of the Academic Board shall be terminated in case of termination of his/her term of office.

Article 9. Rule of Holding Academic Board Meetings and Organizational Provision of its Activities

1. The rule of holding meetings of the Academic Board, their management and decision making shall be defined by this statute and the regulations of the Academic Council.

2. The Academic Council shall be chaired by the Rector of the University.

3. The meeting of the Academic Board shall be held within the time specified in the rules. The meeting shall be held on the Rector's own initiative or at the request of 1/3 of the members.

4. The meeting of the Academic Board shall be valid if it is attended by more than half of its members.

5. Except the cases defined by the "Law of Georgia on Higher Education" and this statute, the decision of the Academic Board shall be considered adopted if it is backed by the majority of its members.

6. The organizational service of the Academic Board shall be provided by the Secretary of the Academic Council.

7. The Secretary of the Academic Board shall ensure the regularity of the minutes of each meeting. The minutes include: the list of the meeting members and invited persons, agenda issues, texts of speeches and decisions of the meeting.

8. The minutes shall be signed by the Rector and the Secretary of Academic Board. The seal of the Academic Board shall be affixed to the last page of the minutes.

Article 10. The Rector

1. The Rector shall be a person holding the highest academic position at the University, serve as a chair of the Academic Council, and represent the University in academic and scientific spheres both domestically and internationally.

2. In accordance with the rule prescribed by the Georgian legislation, the Rector shall be elected by majority vote of the Academic Board of the University for a term of four years via secret ballot.

3. The same person may be elected to the office of the Rector for two consecutive terms only.

4. A person who held a position of the head of administration shall have the right to hold the position of the Rector of the University only after one term of office from the moment of termination of his/her term of office as the head of administration.

5. A person holding the academic degree of a doctor or the equivalent, meeting the requirements determined by the Statute given may be deemed as a candidate for the Rector. (27.02.2015 #17/5)
6. There is a position of a Vice-Rector (Vice-Rectors), who is assigned for a position and is dismissed by the Rector.
7. The authority of the Vice-Rector is determined by the juridical act of the Rector.
8. In accordance with the Georgian legislation, in case of pre-term termination of the authority of the Rector, an Acting Rector shall be elected by the Electoral college, consisting of all the persons who hold the academic degree of a doctor or the equivalent, and have the academic or scientific positions at the University. (27.02.2015 #17/5)

Article 11. Authority of the Rector

The Rector shall:

- a) Enter into agreements and make deals on behalf of the University. If a deal or an agreement concerns financial and economic matters, it should also be signed by the Head of Administration;
- b) Issue individual administrative-legal acts and orders within his authority;
- c) Employ and dismiss the personnel of the University in compliance with relevant rules;
- d) Employ and dismiss the temporary staff working on a contract basis; The employment and dismissal of the temporary support staff occur under the submission of the Head of Administration;
- e) Establish the consultancy boards and committees in the form of the Deliberative Assembly;
- f) Exercise other powers conferred upon him or her by this Statute and the existing legislation.

Article 12. The Board of Representatives

1. The Board of Representatives shall be the representative body of the University, which shall be elected from the faculties of the University for a term of four years, by the students and the academic personnel separately, based on the representation, in proportion to their number at the faculties.
2. The number of the members of the Board of Representatives should not be less than two times of the number of Academic Boardmembers. The number of the students in the Board of Representatives should comprise no less than one-third of the entire body of the Board of Representatives. The number shall be approximated for the benefit of students, based on the representation. The Board of Representatives shall include the Head of the University library.
 - 2.1. An Assistant participates in the elections as a student. (27.02.2015 #17/n)
3. The Board of Representatives shall be elected on the basis of general, direct and equal elections via secret ballot.

4. The grounds for termination of the status of a member for a professor and a student in the Board of Representatives shall be the termination of his/her academic and/or employment relationship with the University.
5. In case of pre-term termination of authority of the member of the Board of Representatives, a candidate who came second in the elections after the member whose term is terminated shall serve the remaining term. If there is no such candidate, new elections shall be held to fill the vacant position for the same term.

Article 13. Authority of the Board of Representatives

The powers of the Board of Representatives shall be to:

- a) Develop the Statute of the University with the participation of the Academic Board and present the Statute said to the Ministry of Education and Science of Georgia for approval;
- b) Develop and approve the internal regulations of the University, code of ethics and norms for disciplinary liability;
- c) Approve the rule for designing the budget of the University as well as the statutes of structural units;
- d) Elect a Speaker of the Board of Representatives;
- e) By majority vote, upon the proposal of the Academic Board, approve the candidacy for the Head of Administration;
- f) By majority votes, approve the budget of the University, the staff recruitment procedure and determine the terms and amount of remuneration upon the proposal of the Head of Administration; (27.02.2015 #17/n)
- g) Approve the structure of the University administration upon the proposal of the Head of Administration;
- h) Approve the annual report of the Head of Administration by majority vote;
- i) Based on the reasoned opinion of the Academic Board, or on its own initiative, by majority vote, terminate the powers of the Head of Administration before his/her term of office expires;
- j) Approve the recruitment procedures as well as terms and amount of remuneration for support personnel upon the proposal of the Head of Administration;
- k) Approve the academic personnel recruitment procedures, terms and amount of remuneration upon the proposal of the Academic Council;
- l) Approve the candidacy for the Head of the Quality Assurance Service upon the proposal of the Academic Board;
- m) Approve the statutes of the Quality Assurance Service of the University;
- n) Exercise other powers conferred upon him or her by this Statute and the Georgian legislation.

Article 14. Speaker of the Board of Representatives

1. Sessions of the Board of Representatives shall be organized and presided over by a Speaker. The Speaker shall be elected from among the members of the Board of Representatives for a term of four years.
2. The following reasons shall be the grounds for pre-term termination of the powers of the Speaker:
 - a) His/her own will;
 - b) Dismissal from the academic position at the University;
 - c) Decision of the court that he/she has a limited or no legal capacity;
 - d) Court incriminating verdict entered into force;
 - e) Other cases provided in the legislation.

Article 15. The Rules of Procedure of the Board of Representatives

1. The rules for convening, presiding over the sessions of the Board of Representatives as well as for decision-making shall be defined by this Statute and the standing orders of the Board of Representatives.
2. The meeting of the Board of Representatives shall be convened upon the initiative of the Speaker or by no less than one third of the Board of Representatives members. The Speaker of the Representative has the authority to convene an extraordinary session upon the request of one-third of the Board of Representatives members. The Board of Representatives sessions are held at times as specified in the standing orders.
3. The Board of Representatives shall be empowered if the session is attended by more than half of the whole membership.
4. Other than the cases defined by this Statute and Law of Georgia on Higher Education, the decision of the Board of Representatives shall be deemed to be accepted if it is voted for by the majority of the attendees.
5. The Secretary of the Board of Representatives shall ensure the organizational part of the activity of the Board of Representatives.
6. The Secretary of the Board of Representatives shall produce minutes of each session including: a list of the session members and the invited persons, the agenda, speakers' scripts and accepted decisions.
7. The minutes shall be signed by the Speaker and the Secretary of the Board of Representatives. The last page of the minutes shall have the stamp of the Board of Representatives.

Article 16. The Head of Administration

1. The Head of Administration shall be the highest administrative manager at the University in the sphere of financial issues, material and administrative resources, and represent the University in financial and economic relationships.
2. The Head of Administration shall be approved by the Board of Representatives upon the proposal of the Board of Representatives via secret ballot, in accordance with the rules

prescribed by the legislation. The Academic Board may present the same person to the Board of Representatives only twice. In the event of the Board of Representatives' repeated refusal, the Academic Board shall propose a new candidacy for the Head of Administration.

3. The term of office of the Head of Administration shall last for 4 years.
4. The same person may be elected to the office of the Head of Administration for two consecutive terms only.
5. The Head of Administration may have deputy heads, whose functions shall be determined by the Board of Representatives.
6. The Deputy Head of Administration shall be appointed to the post and be dismissed from the post by the Board of Representatives.

Article 17. Authority of the Head of Administration

1. The powers of the Head of Administration shall be to:
 - a) Be in charge of administration of the university;
 - b) Be entitled to enter into financial and economic agreements on behalf of the university as prescribed in the budget of the University;
 - c) Define the structure of the University's administration and propose it to the Board of Representatives for approval.
 - d) Define the support personnel recruitment procedures, amount and terms of remuneration and propose it to the Board of Representatives for approval.
 - e) Coordinate the formulation of the University budget project and in agreement with the Academic Council, propose it to the Board of Representatives for approval as prescribed in the legislation.
 - f) Prepare an annual report on the works performed and propose it to the Board of Representatives for approval. (27.02.2015 #17/n)
 - g) Enact individual acts within his/her competence;
 - h) Be responsible for legitimacy and effectiveness of financial and economic activities of the University;
 - i) Exercise other powers envisaged by this Statute and the legislation.
2. The Head of Administration shall be accountable to the Board of Representatives and the Academic Board.

Article 18. Dismissal of the Head of Administration before the Expiration of his/her Term of Office

Apart from general reasons for dismissal of an administrative official before the expiration of his/her term of office, there shall be the following grounds for the early termination of powers of the Head of Administration:

- a) The Board of Representatives repeated refusal to approve the annual report and the budget;

- b) The Board of Representatives substantiated decision upon the proposal of the Academic Board;
- c) Bases for termination of the employment contract envisaged by the organic law of Georgia on Labor Code of Georgia.

Article 19. Quality Assurance Service

1. For the purpose of evaluating systematically study and scientific- research activities of the University, as well as upgrading personnel qualifications, there shall be established a Quality Assurance Service that shall operate in compliance with this Statute and the statutes of the service, approved by the Board of Representatives.
2. The Quality Assurance Service shall:
 - a) Regularly evaluate the ongoing study and scientific processes at the University and develop appropriate recommendations;
 - b) Carry out the activates essential to the professional development of the academic personnel;
 - c) Collaborate with the relevant services of the higher educational institutions of Georgia and foreign countries in order to establish a perfect methodology for the quality provision and monitoring.
 - d) Prepare the University for authorization and programming accreditation.
3. The Quality Assurance Service shall be accountable to the Academic Board.
4. The Quality Assurance Service shall be charged by the head of the service, who shall be approved by the Board of Representatives upon the proposal of the Academic Board.
5. The term of office of the Head of the Quality Assurance Service shall last for 4 years.
6. The same person may be elected to the office of the Head of the Quality Assurance Service for two consecutive terms only. (27.02.2015 #17/n)
7. Removed (27.02.2015 #17/n)
8. Removed (27.02.2015 #17/n)

Chapter III. Faculty Structure and Governing Bodies

Article 20. Faculty Structure

1. The faculty may be comprised of educational, scientific-research (department, scientific-research institute/center, etc.) and support (library and other) structural units.
2. Upon the proposal of the Dean of the Faculty Board there shall be developed the faculty structure and the statutes and be submitted to the Board of Representatives for approval.

Article 21. Faculty Board

1. The Faculty Board shall be a representative body of the faculty, which shall consist of the elected representatives of the academic personnel and the students' self-governance.

2. The number of student self-governance representatives in the Faculty Board shall be defined by the faculty statute and shall not be less than 1/4 of the entire membership of the Board.
3. The representatives of the academic personnel in the Faculty Board shall be elected from the main educational and scientific-research structural units of the faculty by the academic personnel, in proportion to their number in the structural units.
4. The Faculty Board shall be elected on the basis of direct, free and equal elections via secret ballot, in accordance with the rule prescribed by the faculty statute.

Article 22. Authority of the Faculty Board

The Faculty Board shall:

- a) Design the budget project of the faculty and submit it to the Head of Administration;
- b) Elect the Dean on the basis of free and equal elections by the majority of members on the list via secret ballot;
- c) Be entitled to consider the issue concerning the early termination of powers of the Dean on the grounds for the violation of the Georgian legislation on the part of the Dean, the failure to fulfill the duties ascribed to him/her or/and for the inappropriateness of the activities undertaken by him/her for the position held, at the request of not less than 1/3 of the members of the Faculty Board. The decision on the early termination of powers of the Dean shall be taken via secret ballot, by the majority of members on the list. The Dean shall not participate in the ballot referred to in this paragraph. Appealing against the decisions made upon these issues shall not cause the suspension of the enactment of the disputable act;
- d) In the event of the early termination of powers of the Dean, there shall be appointed an Acting Dean;
- e) Upon the Dean's proposal, develop and present the faculty's strategic development plan, study and scientific-research programs and present them to the Academic Board for approval;
- f) Upon the Dean's proposal, develop the faculty's structure and the statute and present them to the Academic Board for approval;
- g) Develop the statute of the Dissertation Council and present it to the Academic Board;
- h) Elect a Head of the Quality Assurance System of the faculty;
- i) Upon the Dean's proposal, approve a candidacy for the Deputy Dean;
- j) Elect a head of the structural unit of the faculty;
- k) Exercise other powers conferred upon him or her by the legislation.

Article 23. The Rules of Procedure of the Faculty Board

1. The rules for convening, presiding over the sessions of the Faculty Board as well as for decision-making shall be defined by this Statute and the standing orders of the Faculty Board.

2. The dean shall organize and preside over the session of the Faculty Board;
3. The Faculty Board sessions shall be held at times as specified in the standing orders. The Dean shall convene an extraordinary session either on his/her initiative, upon the request of 1/3 of the Faculty Board members, 1/3 of the Board of Representatives members, 1/3 of the Academic Boardmembers or on the initiative of the Rector.
4. The Faculty Board shall be empowered if the session shall be attended by more than half of the whole membership.
5. Other than the cases defined by this Statute and Law of Georgia on Higher Education, the decision of the Faculty Board shall be deemed to be accepted if it is voted for by the majority of the attendees.
6. The Secretary of the Faculty Board shall ensure the organizational part of the activity of the Faculty Board.
7. The Secretary of the Faculty Board shall produce minutes of each session including: a list of the session members and the invited persons, the agenda, speakers' scripts and accepted decisions.
8. The minutes shall be signed by the Dean and the Secretary of the Faculty Board. The last page of the minutes shall have the Faculty Board's stamp.

Article 24. The Dean

1. The Faculty Board shall elect the Dean for a term of 4 years.
2. A professor or associate professor from the relevant faculty can hold the position of the Dean. The same person can be elected on the position of the Dean for only two consecutive terms.
(27.02.2015 N17/n)
3. The Dean shall have deputy/deputies. Their number and rights are determined by the faculty regulations.
4. A person holding a a Doctoral Degreemay become a Deputy Dean. The Dean shall submit the candidacies of a deputy/deputies to the Faculty Board for approval.
5. A Deputy Dean performs the Dean's duties in case of his/her absence.

Article 25. Authority of the Dean

The Dean shall:

- a) ensure the effective scientific and research process of the faculty;
- b) submit strategic development plan as well as educational and research programs to the Faculty Board for discussion;
- c) develop the faculty structure and regulations and submit them to the Faculty Board for discussion;

- d) submit Deputy Deans to the Faculty Board for approval;
- e) be entitled within his/her competence to execute the decisions of the Board of Representatives Academic Board and Faculty Boards;
- f) enact individual administrative and legal acts within his/her competence;
- g) preside over the meetings of the Faculty Board;
- h) be responsible for purposeful use of the Faculty Board budget;
- i) carry out other activities and powers envisaged by law.

Article 26. Dissertation Council

1. The Dissertation Council is a body awarding Doctoral Degree, created at the faculty.
2. The Dissertation Council of the Faculty consists of all full and associate professors holding a Doctoral Degree. Besides, upon the decision of the Dissertation Council any person holding a Doctoral Degree can be invited to become a member of the Dissertation Council. (27.02.2015 N17/5)
3. The rule of composition of the Dissertation Council and election of its chairperson shall be prescribed by relevant statute, which is approved by the University Academic Board upon submission of the Faculty Board.

Article 27. Quality Assurance Service of the Faculty

1. The Quality Assurance Service of the Faculty shall be created to evaluate the quality of educational and research activities of the faculty as well as the qualification of the employees on a regular basis; it operates in accordance with regulations of the faculty.
2. Quality Assurance Service of the Faculty:
 - a) shall evaluate educational and scientific processes of the faculty on a regular basis and develop appropriate recommendations;
 - b) shall conduct necessary training activities for the faculty staff;
 - c) shall have the power to collaborate with relevant units of Georgian and foreign educational institutions in order to establish complete methodology for quality control and assurance;
 - d) shall perform inner activities that encourage university authorization and program accreditation.
 - e) shall carry out other powers envisaged by law and the faculty statute.

3. A member of the Faculty Board, associate or full professor can become a member of the Quality Assurance Service. (27.02.2015 N17/n)

4. Quality Assurance Service of the Faculty is accountable to the Faculty Board and Quality Assurance Service of the University.

5. Quality Assurance Service of the Faculty is led by the Head, who is elected by the Faculty Board upon the recommendation of the Head of Quality Assurance Service of the University. There might be one or more than one candidate submitted to the Faculty Board.

Article 28. Head of the Faculty Structural Unit

1. A professor or associate professor from the relevant structural unit can hold the position of the Head of the Faculty Structural Unit. (27.02.2015 N17/n)

2. A person holding a a Doctoral Degree from the relevant scientific-research unit may become the Head of the Faculty Scientific-Research Unit.

3. Head of the Faculty Structural Unit shall be elected for a term of no later than 4 years.

4. Head of the Faculty Structural Unit shall:

a) be entitled within his/her competence to execute the decisions of the University and the Faculty Governing Bodies;

b) ensure the effective scientific and research processes together with professors and Head of the Educational Program of the structural unit. (27.02.2015 N17/n)

Chapter IV. Elections of Governing Bodies

Article 29. Regulation of University Elections

Elections for University Governing Bodies, Head of Library, Faculty Governing Bodies, Heads of Faculty Structural Units shall be regulated by the statute and the “University Election Code” which is approved by the Academic Board.

Article 30. Announcement of Elections of the University Governing Bodies

The Rector shall appoint elections for the Academic Board and the Board of Representatives, but elections for the Rector and Quality Assurance Service of the University shall be appointed by the Academic Board.

Article 31. The University Election Commission

1. The University Election Commission and Faculties Election Commissions shall be formed to ensure holding of elections.
2. The membership of the Election Commission shall be determined by the Academic Board with the decision of the majority of its members on the list. The Election Commission should include representatives of student self-government.
3. The activities of the University Election Commission shall be governed by the University Election Code.

Article 32. Election Commission of the Faculty

Election Commission of the Faculty shall be created by the decision of the University Election Commission. Election Commission of the Faculty should include representatives of student self-government.

Article 33. Incompatibility of Positions

A member of the University and Faculty Election Commissions shall not simultaneously hold other administrative position, be a membership candidate of the governing body and/or be participating in the elections.

Article 34. Recognition of the Authority of the Faculty Board

1. In case the number of faculty members from student self-government exceeds the number specified in paragraph 2 of Article 21 of the statute, then the faculty election commission shall ensure holding of student self-government elections in the Faculty Board, in the prescribed manner.
2. Representatives of student self-government in the Faculty Board shall be elected for a term of 4 years. The Faculty Board shall hold a meeting no later than within 5 days after the elections of student self-government.
3. The Faculty Board shall recognize its authority at the first meeting. The Faculty Board is authorized if it is attended by more than half of its members.

Article 35. Recognition of the Authority of the Academic Board

At the first meeting of the Academic Board, which is held within 3 days after the announcement of the election results, the Academic Board shall recognize its authority. The Academic Board is

authorized if it is attended by more than half of its members. The decision shall be made by the majority of the attendees.

Article 36. Recognition of the Authority of the Board of Representatives and Elections of the Speaker

1. The first meeting of the Board of Representatives shall be convened by the Rector no later than within 5 days after the announcement of the election results.
2. The first meeting shall be presided over by the oldest member of the Board of Representatives. The meeting shall be valid if it is attended by majority of the Board of Representatives members.
3. The Board of Representatives shall recognize its authority at the first meeting. The Board of Representatives is authorized if it is attended by more than half of its members.
4. The Board of Representatives shall elect the Speaker via secret balloting by majority of votes. The ballot shall be conducted by the University Election Commission.
5. No less than 10% of the Board of Representatives, 3 days before the Speaker election, shall submit the candidacy of the Speaker to the University Election Commission. A person shall be considered elected if he/she is backed by more than half of the Board of Representatives members on the list. If there are more than two candidates and none of them has garnered enough votes, the repeat ballot should be held on the same day between the two candidates with best results. In case if the winner is not still identified, the date of the next elections shall be appointed no later than within 7 days. The new elections should follow the same rules. Previous pretenders shall have no power to take part in the next elections.

Article 37. Announcement of the Rector's Elections

1. The Academic Board shall announce the Rector's elections and publish the announcement about the registration of candidates.
2. The announcement shall mark the beginning of registration of candidates, deadline for submission of candidates' applications and the date of the Rector's elections.

Article 38. Registration of Rector Candidates

1. The announcement about the beginning of registration of rector candidates shall be published by the University Academic Board at least 1 month before the beginning of registration, based on the principles of transparency, equality and fair competition of the Georgian legislation.
2. The registration shall last for no less than 2 and no more than 3 weeks.

Article 39. Elections for Rector

1. The Rector elections are held no earlier than 1 and no later than within 2 months after the end of the registration of candidates.
2. Before elections of the Rector, the Academic Board shall evaluate the action plans of each candidate.
3. Candidates shall submit their action plans publically to the Academic Board.
4. The Rector shall be elected via secret balloting by the majority of the Board of Representatives members on the list. If none of the candidates garner enough votes, the second round of voting shall be held and the two candidates with the best results shall participate in it. If no winner is revealed during the second round of election, the date of new elections shall be appointed no later than within 5 days.

Article 40. Elections for the Head of Quality Assurance Service of the University

1. The Academic Board shall announce a contest for the Head of Quality Assurance Service of the University.
2. The announcement for the Head of Quality Assurance Service of the University shall include the criteria and the list of documents to be submitted. They shall be approved by the Academic Board with the relevant act. The registration lasts for 15 days after the publication of announcement.
3. Within 10 days after the application deadline, the Academic Board shall elect the candidate.
4. In case of not choosing the candidate for the position of the Head of Quality Assurance Service of the University, the Academic Board shall announce another contest.
5. The second contest shall follow the terms of the Chapter.

Article 41. Elections for the Head of Quality Assurance Service of the Faculty

1. The Head of Quality Assurance Service of the University, within 10 days of his/her appointment by the Board of Representatives, shall submit candidacies for the Head of Quality Assurance Service of the Faculty to Faculty Boards.
2. The Faculty Board, within 5 days, shall elect the Head of Quality Assurance Service of the Faculty by the majority of members on the list, which is formalized by the decision of the Faculty Board.
3. In case of not choosing the candidate by the Faculty Board, the Head of Quality Assurance Service of the University shall submit a new candidacy within 3 days.

Article 42. Announcement of the Dean Elections

1. The announcement about the beginning of registration of Dean candidates shall be published by the Faculty Board at least 1 month before the beginning of registration, based on the principles of transparency, equality and fair competition of the Georgian legislation.
2. The announcement shall mark the beginning of registration of candidates, deadline for submission of candidates' applications and the date of the Dean's elections.

Articel 43. Registration of Dean Candidates

The registration shall last for no less than 2 and no more than 3 weeks.

Article 44. Elections for the Dean

1. The Dean elections are held no earlier than within 3 weeks and no later than within 1 month after the end of the registration of candidates.
2. Before elections of the Dean, the Faculty Board shall evaluate the action plans of each candidate.
3. Candidates shall submit their action plans publically to the Faculty Board.
4. The Dean shall be elected via secret balloting by the majority of the Faculty Board members on the list. If none of the candidates garner enough votes, the second round of voting shall be held and the two candidates with the best results shall participate in it. If no winner is revealed during the second round of election, the date of new elections shall be appointed no later than within 5 days.

Chapter V. University Staff

Article 45. University Staff

There are academic, administrative, teachers' and auxiliary positions at the University.

Article 46. Academic Staff of the University and Academic Positions

1. The academic staff of the University shall include professors and assistants. *(27.02.2015 N17/n)*
2. The professors shall be full professors, associate professors and assistant professors. *(27.02.2015 N17/n)*
3. The professors shall participate in and /or manage learning process and research activities.
4. The Academic Staff Board of Representatives determines the norms for teaching and research loads of pedagogical staff. *(27.02.2015 N17/n)*

4¹Seminar and research activities shall be carried out within the framework of educational process by assistant under guidance of professor, associate professor or assistant professor. (27.02.2015 N17/n)

5. The Academic Board has the right to grant the Honorary Doctorate Award to deserving foreign scientists or public figures for special merit.

6. The academic staff within its right may have professors who have reached the age of 65 conferred with the honorary rank of Professor Emeritus. (27.02.2015 N17/n)

7. A person with the honorary *title of emeritus* scientist participates in educational and scientific-research activities without taking on academic *or administrative responsibilities*.

8. Provided that a person with the honorary *title of emeritus* scientist occupy a *position related to academic, administrative or other research activities at different Higher Education Research Institute s/he is deprived of the status* of emeritus.

9. The issues concerning the appointment of members of staff aged 65 or more on academic position, their dismissal, granting of Emeritus titles and remuneration *emeritus* scientists shall be determined in accordance with Academic Board decree.

10. 1 year after occupying academic positions, only once in the tenure period academic staff is entitled to take a paid academic leave of absence *no longer than 6 months. Regulations in this respect are controlled by the Academic Council*.

11. Academic staff rights and obligations are defined by the legislation.

Article 47. The Rule of Obtaining Academic Positions

1. An academic position can be obtained only through open competition which should be in compliance with the principles of transparency, equality and fair competition.

2. The date and conditions of the competition shall be published a month before receiving the documents and at least 2 months before the competition takes place in a manner prescribed by Georgian legislation and this statute. Rules specific to each *competition* are displayed in a *notice. The notice of competition is published by the press, posted in a conspicuous place and put on the University website* in order to ensure the publicity and availability of such information.

3. The announcement shall indicate the date of registration of candidates, deadlines for receiving applications and the list of necessary documents. *Selection Criteria and Judging shall be worked out by the Academic Council*. The competition shall be announced by the Rector through an individual administrative and legal act. The competition shall be held in compliance with the principles of transparency, equality and fair competition. Holding of the competition shall be ensured by the competition commission, which shall be set up by the Academic Board of the University upon nomination of the Rector. The winners revealed by the competition commission through voting (competition results) shall be submitted to the Academic Board for approval. (27.02.2015 N17/n)

Article 48. Terms and Conditions for Electing on Academic Positions (27.02.2015 N17/n)

1. A person holding a Doctoral Degree or equal to it and having the scientific and teaching experience of not less than 6 years, can be elected on the position of full professor.
2. A person holding a Doctoral Degree or equal to it and having the scientific and teaching experience of not less than 3 years, can be elected on the position of associate professor
3. A person holding a Doctoral Degree or equal to it can be elected on the position of assistant professor for a term of four years.
4. A PhD student can be elected on the position of assistant for a term of four years.

Article 49. Dismissal of Academic Staff

The grounds for dismissal of academic staff shall be

- a) Own request
- b) Expiration of the term of labor contract;
- c) Rough or systematic violation of code of ethics and disciplinary liability norms.
- d) Infringement of terms and conditions of the agreement and/or requirements of the University legal acts.
- e) Retirement or awarding the title of emeritus;
- f) Other cases defined by the legislation.

Article 50. Administrative Positions and Other Staff

1. The following shall be the administrative offices at the University: Rector and Vice Rector, Head of Administration and his/her deputy, Faculty Deans and their deputies, Head of Quality Assurance Service of the University, heads of quality assurance services of the faculties.
2. A person aged 65 mustn't be elected or appointed to an administrative position.
3. The teaching staff shall consist of teachers and senior teachers.
4. A teacher shall be entitled to conduct theoretical, practical and laboratory works without holding an academic position.
5. The auxiliary staff is as follows: staff determined by the university's internal regulations, contract staff and other staff necessary for the university activities.
6. University shall be entitled:
 - a) to invite a qualified expert without holding any academic or teacher's position in order to take part in educational and/or scientific and research process and/or in management of such process. (Rector's proposal with regard to Convocation of experts is agreed on by the dean of the faculty and the head of administration.)
 - b) to invite suitably qualified persons alongside auxiliary staff, for specific activities in the form of part-time staff.

Article 51. Pre-term Dismissal from Administrative Position

1. The grounds for pre-term dismissal of an administrative employee shall be as follows:
 - a) At his/her own will;
 - b) Enforcement of the court ruling on his/her conviction;
 - d) Decision of the court that he/she is incapable or has limited capability;
 - e) Reaching the age of 65, except for the case, when otherwise envisaged by this statute;
 - f) Dismissal from an academic position of this university provided that holding of this academic position is the precondition of holding a relevant administrative position;
 - g) Any other case envisaged by Georgian legislation and/or the Statute of the University.
2. In case of an early termination a person is liable to occupy relevant position over the *remaining term*.

Article 52. Incompatibility of Positions

1. A person holding an administrative position shall not be entitled to simultaneously hold either other administrative position or be the head of structural unit at the same university;
2. A member of the Academic Board shall have no power to simultaneously hold any administrative position, except a position of the Rector, or to be a member of the Board of Representatives.
3. A speaker of the Board of Representatives shall not have power to hold any administrative position at the same educational institution.
4. A person shall not have the right to hold two academic positions simultaneously.
5. When the precondition for holding an administrative position or membership of a governing body is holding of an academic position, the authority of person who holds administrative position or has the authority in the governing body, after the termination of his/her term of office on such positions, shall be automatically terminated upon confirmation of the competition results with the exception if such person is not elected on a relevant academic position.
6. Any other type of incompatibility of academic, administrative, auxiliary personnel is envisaged by Georgian legislation and/or the Statute of the University

Chapter VI. Student

Article 53. Rights and Status of a Student

1. A student of the University is a person who is enrolled in the University pursuant to the Law of Georgia on Higher Education or the Law of Georgia on Professional Education as well as the Statute of the University to undergo studies on professional educational programs, undergraduate, postgraduate or certified medical worker/dentist or doctoral programs.
2. A student shall have the right:

- a) To get quality education;
 - b) To participate in research activities;
 - c) To make use of the university's material and technical, library, information and other resources in accordance with the procedures envisaged by this statute, internal regulations and individual acts of the university;
 - d) To get detailed???? information concerning University activities, including financial and economic activities in accordance with the legislation and this statute;
 - e) To elect a representative and be elected to the student self-government, also the managerial bodies of the Board of Representatives and basic educational units through secret balloting on the basis of general, direct and equal elections in accordance with the legislation and this statute;
 - f) To establish freely and/or join student organizations in accordance with his/her interests
 - g) To freely express his/her opinion and refuse to share those ideas, proposed thereto during the learning process in a well-substantiated manner;
 - h) *In the second year* of the programme a student may transfer to another higher education institution and is able to restore order with application of funds allocated by the Government.
 - i) To receive scholarship, financial or material assistance, as well as other benefits from the State, the University or other sources in accordance with Georgian legislation and this statute;
 - j) To select educational program;
 - k) To participate in elaboration of individual educational program
 - l) To evaluate the performance academic staff from time to time;
 - m) To execute other powers envisaged by Georgian legislation and the university's legal acts
3. The university shall set benefits/privileges for students with disabilities in order to create necessary conditions for their comprehensive education whether via scholarship, special material-technical base or any other privileges.
4. The University system is to provide objective evaluation system.
5. A person shall be granted the status of a student on the basis of the Order of the Rector on enrollment at the University, which shall be valid until the termination of his/her legal relations with the University.
6. A student may be *suspended or terminated* from their academic program.
7. The ground of suspension of student's status can be as follows: academic leave; sickness; studying at foreign higher educational institution; financial debt and other cases defined by the legislation. 5 years after termination of student *status* a person is suspended except in cases prescribed by law.
8. The ground of termination of student's status can be determined by the statute that stipulates incapability of achieving learning outcomes of *targeted education program or due to behavior incompatible with the status of a student*.
9. *Legal consequences* envisaged by legal acts concerning student status termination is drawn up Twelve months after the issuance of the Order. For the duration of this period student's status is suspended and s/he is entitled to take advantage of mobility rights except in cases prescribed by law.

10. As a result of termination to restore the status as a student is available in accordance with Georgian legislation and the statute.

11. The order to terminate/stop the status of students is issued by the rector once dean's office submits proposal

12. The Faculty Council observes issues in reference with disciplinary liabilities submitted by the Dean's office.

Article 54. Obligations of a Student

A student shall be obliged

- a) to learn all the subjects defined by the University program, which he/she selected at his/her own will and learning of which is compulsory;
- b) to observe the university statute;
- c) To take care of University property
- d) to get familiar with relevant legal acts of the university from time to time, abide by the code of ethics fully to meet imposed requirements.

Article 55. Student Self-Government

1. Student self-governments shall be created at the university according to the faculties via secret balloting based on general, fair and direct elections.

2. The unity of student self-governments elected at the faculties is the self-government of the university, which approves the regulations of the student self-government.

3. The student self-government pursuant to its regulations shall:

- a) Ensure the participation of students in administration of the university;
- b) Facilitate the protection of student rights;
- c) Elect its representative in the faculty board;
- d) Elaborate proposals in order to improve the university's administration system and teaching quality and submit them to Faculty Council, Board of Representatives and Academic Council.
- e) Perform other duties and rights prescribed by the regulations.

4. The university administration shall have no right to interfere with the activities of the student self-government.

5. Student self-government is financed from the university budget.

Chapter VII University Property, Financing and Budget

Article 56. Budget of the University

1. Drafting of the next year budget of the university shall be coordinated by the Head of Administration. *(27.02.2015 N17/N)*

2. Draft budget of the university shall be developed through consultations with faculties and other structural units of the university. *(27.02.2015 N17/N)*

3. The Head of Administration, through the agreement with the Academic Board, shall submit the draft budget to the Board of Representatives for approval.

4. Board of Representatives shall consider the submitted draft budget and either approve it or return it to the Head of Administration with appropriate comments.
5. If the Head of Administration agrees with the comments, the Board of Representatives shall approve the budget considering the presented comments
6. If the Head of Administration does not agree with the comments of the Board of Representatives he/she shall have the right to return back reasonably substantiated initial version of the budget to the Board of Representatives for further approval. The proposals of the Academic Board shall be attached to the substantiation submitted to the Board of Representatives.
7. If the Board of Representatives does not approve the budget again, it shall become the basis for termination of authority of the Head of Administration and the budget shall be approved upon its submission by new Head of Administration.

Article 57. Property of the University and State Control

1. The property of the university comprises the assets transferred thereto by the state, natural and legal entities of private law, as well as the assets acquired by the institution at its own expense.
2. The state control over the university shall be executed by the Ministry of Education and Science of Georgia, which performs the supervision over the legitimacy, expediency and effectiveness of the university activities as well as over its financial and economic activities. The Ministry of Education and Science of Georgia shall have power to request from the University any material and information necessary for exercising state control.
3. With the consent of the Ministry of Education and Science of Georgia, the university shall be entitled to perform the following:
 - a) Real estate acquisition, alienation and mortgage of university-owned assets;
 - b) Taking a loan;
 - c) Warranty;
 - d) (Removed - (27.02.2015 N17/N)
 - e) Other decisions related to the university's property if they go beyond ordinary activities.
4. The refusal of the Ministry of Education and Science of Georgia for implementation of the activities envisaged by paragraph 3 of this article should be well-founded. The refusal may be appealed in the superior state agency and/or in court.
5. Acquisition, alienation or leasing of real estate of the university completely or partly, as well as any decision related to the property, if it goes beyond the educational activities, shall be made only by the Board of Representatives with the consent of the Ministry of Education and Science of Georgia and the Ministry of Economy and Sustainable Development of Georgia pursuant to Georgian legislation.
6. In order to perform the activities stipulated by subparagraphs "b" and "c" of paragraph 3 of this article, the consent of the Ministry of Finance of Georgia is necessary.

Article 58. Income and Budget of the University

The sources of funding are listed below:

- a) Tuition fee, which is covered by the state grant and state postgraduate grant (only with regard to an accredited higher educational programs);
- b) Funds received through grants, donations or a will;
- c) Research grants awarded by the state on the basis of competition;

- d) Program financing allocated by the ministries;
- e) Incomes received from fulfillment of the state order;
- f) Incomes received from the work fulfilled on the basis of agreements;
- g) Incomes received from other activities, including economic activities permitted by Georgian legislation.

Article 59. Drawing up and Auditing the University's Balance Sheet

The University shall be obliged to perform accounting of financial and economic activities of the university according to the rules defined by Georgian legislation, draw up the balance sheet and submit it to the Ministry of Education and Science of Georgia for approval. The annual balance sheet of the university shall be audited by an independent auditor appointed by the Ministry of Education and Science of Georgia.

Chapter VIII Reorganization and Liquidation of the University

Article 60. Reorganization and Liquidation of the University

1. Reorganization and liquidation of the university shall be carried out according to the “higher education law” and “legal entity of public law” rules set forth in Georgian legislation.
2. Reorganization and liquidation of the university shall be carried out by the Government of Georgia upon nomination of the Ministry of Education and Science of Georgia.

Chapter IX Amendments to the Statute

Article 61. The Rules of Making Amendments to the Statute

1. The draft amendments to the statute shall be developed by the Board of Representatives and submitted to the Ministry of Education and Science of Georgia for approval.
2. Draft statute shall be discussed in the Board of Representatives with participation of the Academic Board.