

Charter of Legal Entity of Public Law - Georgian Technical University

**Order №133/n  
of the Minister of Education and Science of Georgia  
9 September 2013, Tbilisi**

**on Approval of Charter of Legal Entity of Public Law (LEPL)  
Georgian Technical University**

Following Article 61 of the General Administrative Code of Georgia, based on paragraph 1(h) of Article 7 of the Law of Georgia "On Higher Education", based on the Ordinance №190 of the Government of Georgia "On transformation (reorganization) of non-entrepreneurial (non-commercial) Legal Entity - Georgian Technical University (identification code 211349192)", of July 29, 2013, and based on Paragraph 2(l) of Article 3 of the Regulations of the Ministry of Education and Science of Georgia, approved by the Ordinance №37 of the Government of Georgia "On Approval of the Regulations of the Ministry of Education and Science of Georgia," of May 21, 2004, I order:

**Article 1**

To approve the Charter of the legal entity under public law - Georgian Technical University in accordance with the Appendix.

**Article 2**

To declare null and void the Order of the Minister of Education and Science of Georgia №215/n "On Approval of the Charter of non-entrepreneurial (non-commercial) legal entity - Georgian Technical University" of December 28, 2011.

**Article 3**

To put this Order into effect from the date of its publication.

Tamar SANIKIDZE  
Minister of Education and Science of Georgia

Appendix

**Charter of Legal Entity of Public Law - Georgian Technical University**

**Chapter I  
General Provisions**

**Article 1. Mission and operating principles of the University**

1. Legal Entity of Public Law - Georgian Technical University (hereinafter the "University") is an autonomous institution of higher education and scientific research. It implements educational programs at all three levels of higher education, professional education programs, educational

programs for teaching the Georgian language, continuing education, and other educational programs, as well as training applicants in Georgian and foreign languages.

- 1<sup>1</sup>. The mission of the Georgian Technical University, as the center of the greatest traditions of science, education, and culture, is to produce competitive specialists with civic awareness and national and human values, to offer new opportunities for research, education, and technology, promote the creation of a knowledge-based economy in the country and to conduct innovative activities for integration into the international ecosystem.
2. The University complies with the Constitution of Georgia, international legal regulations, the law of Georgia "On Higher Education", and requirements of other regulatory and legal normative acts in this Charter.
3. Full name of the University is: The legal Entity of Public Law - Georgian Technical University, and the short name is GTU.
4. GTU has settlement and currency accounts in a banking institution, a coat of arms, a flag, an anthem, a round-shaped seal as prescribed by the legislation stamp, and other attributes applicable to a legal entity.
5. The leading place on the coat of arms is occupied by the image of a bronze eagle - an example of Georgian engineering - an art foundry found during the archaeological excavations of Vani, dating back to the 2nd half of the 2nd century BC. Above the shield, in stylized type, the abbreviation of the Georgia Technical University "GTU" appears in the form of a crown, into which a ribbon is woven, thrown over the shield with the motto of the University "Knowledge is power" in Latin "Sientia potestas est". On the shield, below the eagle, there is the name of the University in Georgian and Latin, respectively: "საქართველოს ტექნიკური უნივერსიტეტი", "Georgiae Universitas Rerum Technici". The composition on the shield is completed by the founding year of the University "1922" and olive branches as a symbol of wisdom and renewal.
6. The flag of the University is a rectangular white cloth with a ratio of sides of 2:3, with a rectangular dark red cross in the center connected to the four sides of the flag. The coat of arms of the University is placed at the intersection of the vertical-horizontal arms of the cross. The symbolic-conceptual solution of the flag is based on the basic composition of the national flag of Georgia. According to the laws of heraldry, all the colors on the flag of the University have a particular meaning: white - innocence, chastity, purity, wisdom; Yellow (golden) – education, prosperity, wealth, and fame; Dark red – courage, bravery, justice, and love.
7. The anthem of the University is symbolic in its content, honoring the illustrious past of the University, its present moral and ethical ideals, and is focused on the values of the future.
8. The language of teaching at the University is Georgian (teaching in other languages, except for individual study courses, is allowed if it is stipulated by an international agreement or agreed with the Ministry of Education, Science, Culture and Sports of Georgia).
9. The University acquires rights and obligations on its own behalf, enters into transactions and can act in court as a plaintiff and defendant.
10. Based on its goals, the University operates throughout the territory of Georgia and beyond.
11. University administration address is №77 Merab Kostava Street, 0175, Tbilisi, Georgia.
12. The e-address of the University is [www.gtu.ge](http://www.gtu.ge).

## **Article 2. Goals and activity of the University**

1. The main goals of the University are as follows:

- a) to promote the formation of Georgian and global cultural values, focusing on the ideals of democracy and humanism;
- b) to satisfy the need for higher education, raising qualifications and retraining corresponding to the interests and abilities of a person;
- c) to ensure realization of personal potential, development of creative skills, produce graduates with the competences to match modern requirements, to ensure their competitiveness in the domestic and foreign labor market, offer high-quality higher and professional education to interested persons in accordance with the requirements of students and the general public;
- d) to provide training and retraining for new scientific personnel, the creation, provision and development of conditions for scientific research in order to facilitate state development and the viability of the higher education system;
- e) to develop the University's education and research potential;
- f) to implement teaching cycle of the three levels of higher academic education, professional educational programs, continuing education, other educational programs, fundamental and applied scientific research, high technologies and modern experiments and development of University traditions through innovative research and teaching;
- g) to integrate the University into the European higher education and science area;
- h) to implement joint educational programs and scientific-research projects with Georgian and foreign higher educational institutions, as well as with independent scientific-research organizations, in the manner established by the legislation of Georgia;
- i) to create a student-centered environment;
- j) professional development of personnel;
- k) protecting academic freedom;
- l) personal and professional development of students and academic staff;
- m) generation and transfer of knowledge, produce competitive personnel;
- n) to encourage the mobility of University students and academic staff;

2. To achieve the goals under this Article, the University:

- a) produces professionals for the activities that require the application of academic and scientific knowledge;
- b) takes care of the professional development of its staff;
- c) helps to improve the social conditions of students;

- d) takes care to create learning conditions for students with disabilities;
- e) cooperates with other higher educational and scientific-research institutions in Georgia;
- f) promotes international cooperation and exchange of students and professors with relevant foreign educational institutions;
- g) participates in the implementation of state and/or other programs according to regulations;
- h) serves the development of science through learning, teaching and professional development in a free, democratic, social and legal environment;
- i) awards the relevant academic degree(s), joint academic degree and qualifications;
- j) ensures the creation of other conditions to contribute to the achievement of the goals provided for in paragraph 1 of this article;
- k) exercises other powers granted by the legislation;

3. The University is authorized to implement as follows:

- a) educational and scientific-research activities;
- a<sup>1</sup>) consultation and expert activities in accordance with the rules established by the legislation of Georgia;
- b) publishing activities;
- c) selling the products obtained in the process of educational and scientific-research activity;
- d) production and sale of products (inventions and useful models) created in the process of scientific research and laboratory activities;
- e) entrepreneurial activities of an auxiliary nature;
- f) other activities stipulated by relevant law, resolution of the Government of Georgia and/or this Charter, unless otherwise specified by the law;

4. The University is authorized to establish legal entrepreneurial (commercial) entities and non-entrepreneurial (non-commercial) entities of private law based on decision of Academic Council of the University, approved by the Board of Representatives (Senate), with the consent of the Ministry of Education, Science, Culture and Sports of Georgia, in accordance with the rules established by the legislation of Georgia.

5. According to the Law of Georgia on Higher Education, the University has the right to establish branch(es).

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 – website, 26.02.2019*

### **Article 3. University status and state control**

The University is established as a Legal Entity of Public Law, activity of which is under state control of the Ministry of Education and Science of Georgia according to the legislation and this Charter.

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 – website, 26.02.2019*

## **Chapter II**

### **Structure and Management**

#### **Article 4. University structure**

1. The structure of the University consists of the major educational (faculty, school, hereinafter the "Faculty"), independent scientific-research units (institute, center, etc.), the University library/libraries and auxiliary structural units: Office of the Rector, Administration, Office of the Head, Chancellery, Secretariat of the Academic Council and Secretariat of the Board of Representatives and other structural units (technoparks, centers for trial-production, training-production, scientific-production, design-construction, civil education, clinical, etc.).
2. The creation, reorganization and abolition of the structural units of the University (except for the independent scientific research unit of the faculty and University) are carried out in accordance with the current legislation by the decision of the Board of Representatives (Senate).
3. The competence and activities of the major educational and other structural units of the University are regulated by the relevant directives approved in accordance with this Charter.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*  
*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

#### **Article 5. Management of the University**

1. University Management Bodies (managing units) are:

- a) Academic Council;
- b) Board of Representatives (Senate);
- c) Rector;
- d) Head of the Administration (Chancellor);
- e) Quality Assurance Service.

2. Faculty Management Bodies are:

- a) Faculty Council;
- b) Dean;
- c) Faculty Quality Assurance Service;

- 2<sup>1</sup>. The management bodies of the independent scientific-research unit are:

- a) Scientific Council of an independent scientific-research unit;
- b) Director of an independent scientific-research unit.

3. The rules of elections of University and faculty management bodies (managing units), as well as representatives of independent scientific and research units in the University management bodies (except for the faculty independent scientific and research units) are determined by the University regulations "On Elections of Management Bodies (Governing Entities) of the Georgian Technical University and the Faculty" (hereinafter referred to as the "University Regulations for Conducting Elections") developed by the Academic Council and approved by the Board of Representatives (Senate).

## **Article 6. University management principles**

1. University ensures:

- a) publicity of University decisions, reports of the Rector and Head of the Administration (Chancellor), and individual administrative-legal acts;
- b) access to higher education, openness, academic freedom, and lifelong learning opportunity;
- c) participation of academic staff, scientific personnel and students in decision-making, and supervision of their implementation.
- d) equal treatment regardless of ethnic affiliation, gender, social origin, political and religious views etc.
- e) fair and transparent elections, publicity of contests;

2. The norms limiting these principles cannot be determined by the statutes of the structural units of the University.

## **Article 7. Academic Council**

1. Academic Council is the highest representative body of the University, whose members are elected by the members of the academic staff of the faculties, members of the scientific staff of independent scientific research units and self-government representatives of the students being member of Faculty Council on the basis of direct, free and equal elections, by secret ballot.

2. Members of Academic Council are elected for a term of four years.

3. Each faculty has two representatives in the Academic Council of the University.

4. A professor or an associate professor can be elected as a member of the Academic Council. Any member of the Academic Council can be elected only two times in a row.

5. Each independent scientific-research unit (except the independent scientific-research unit of the faculty) must have at least one representative in the Academic Council.

5<sup>1</sup>. (Deleted - 22.12.2017, No. 199/n);

6. The Academic Council is chaired by the University Rector;

7. Grounds for early termination of the term of office of a member of the Academic Council:

- a) termination of his/her employment relations with the University;
- b) recognized by a court as having limited legal capacity or as receiving an allowance unless otherwise determined by the court decision;
- c) a guilty verdict by the court entered into legal force;
- d) occupying an academic or administrative position in another higher educational institution;
- e) other cases stipulated by the legislation.

## **Article 8. Authority of the University's Academic Council**

1. In accordance with the requirements of the legislation, in order to implement the goals defined by this Charter, the Academic Council:

- a) Develops and approves the strategic plan for the development of the University;
- b) Approves educational and scientific-research programs upon submission from the faculty;
- c) Promotes the integration of higher education in the European space, cooperation of curricula and programs between higher educational institutions, creation of mobility and integrated teaching, scientific research programs;
- d) On the basis of free and equal elections, by secret ballot, the Rector is elected by the majority of the members of the University - the Chairman of the Academic Council;
- e) Submits to the Board of Representatives (Senate) the candidate selected on the basis of the competition for the Head of the Administration (Chancellor) by the majority of its members;
- f) Submits to the Board of Representatives (Senate) a reasoned proposal for early termination of the authority of the Head of the Administration (Chancellor) by a majority of its members;
- g) Submits to the Board of Representatives (Senate) a new candidate for the Head of the Administration (chancellor) within one month after the termination of the authority of the Head of the Administration (Chancellor);
- g<sup>1</sup>) Upon termination of authority, if necessary, submits to the Board of Representatives (Senate) for approval the candidacy of the Head of the administration (chancellor) and/or the acting head of the quality assurance service, as well as, upon termination of authority, if necessary, makes a decision on the appointment of a person as the acting director of the library, before appointing a person to the relevant position in accordance with the law;
- h) Participates in the review of the University's Charter, statutes of structural units, budget and the annual report of the Head of the Administration (Chancellor) in the Board of Representatives (Senate);
- h<sup>1</sup>) Review the conclusions and recommendations prepared by the Supervisory Board for taking appropriate measures;
- i) Approves the coefficients for the unified national exams, as well as the number of students to be admitted to the faculties on the recommendation of the councils of the faculties;
- j) In the case provided for by the legislation of Georgia, in accordance with the Order of the Minister of Education, Science, Culture and Sports of Georgia, it approves the coefficients of the master's examination, as well as the number of students to be admitted to the faculties on the recommendation of the Faculty Councils;
- k) Sets the minimum competence limit in the exam provided by the list of international exams approved by the Ministry of Education, Science, Culture and Sports of Georgia by submission of Faculty Councils;

- l) Establishes the procedure for recognizing credits received in another educational institution;
- m) Approves the statute of the Dissertation Council upon the submission to the Faculty Council;
- n) Submits the candidacy of the head of the quality assurance service of the University for approval to the Board of Representatives;
- o) Establishes the uniform rules for hiring academic staff, the amount and terms of remuneration and submits it to the Board of Representatives (Senate) for approval;
- p) By a qualified majority of votes (2/3), by secret ballot, individually decides the issue of holding an academic and/or administrative position by a person aged 65 and over;
- q) Determines the maximum amount of workload of academic staff and submits it to the Board of Representatives (Senate) for approval;
- q<sup>1</sup>) Makes a decision on the creation of the faculty, appoints the head of the newly created faculty by the majority of the members. Also, before the formation of the Faculty Council, exercises their authority at the newly created faculty;
- q<sup>2</sup>) Resolves the issue of change/transfer of academic and teaching staff, as well as invited specialists (professors) in accordance with the rules established by the legislation and legal acts of the University;
- q<sup>3</sup>) In the cases provided for in Article 37 of this statute, makes a decision on the early release of a person and submits it to the Rector for execution;
- q<sup>4</sup>) Approves the director of the independent scientific-research unit of the University upon submission of the Scientific Council of the independent scientific-research unit of the University;
- q<sup>5</sup>) Based on the presentation of the independent scientific research unit of the University, it reviews and submits to the Board of Representatives (Senate) for approval the statute of the independent scientific research unit of the University and the additional conditions for occupying the scientific position of the independent scientific research unit of the University;
- q<sup>6</sup>) Considers and submits to the Board of Representatives (Senate) for approval the procedure for hiring scientific personnel of the independent scientific-research unit of the University;
- q<sup>7</sup>) On the submission of the quality assurance service of the University, it considers and approves the internal evaluation procedure of the scientific-research activity of the independent scientific-research unit of the University;
- q<sup>8</sup>) On the recommendation of the faculty, reviews and approves the rules for the participation of students in the execution of bachelor's and master's theses and dissertations by the relevant independent scientific-research unit, as well as the inclusion of students in scientific grant projects, local and international scientific conferences and scientific-research events;
- q<sup>9</sup>) Determines the procedure for employing a postdoctoral student in an independent scientific research unit for the implementation of a specific scientific research project;
- r) Approves the rules (instructions, provisions) regulating the educational process;
- s) Establishes University medals, awards and prizes, approves the terms and conditions of their acceptance;
- t) In accordance with the rules established by this statute, makes a decision on awarding the title of honorary doctor or emeritus;
- u) Makes a decision on awarding the Giorgi Nikoladze medal or an honorary diploma of the University;
- v) Submits an annual report to the Board of Representatives;
- w) Elects the director of the University library;



- x) Approves the method of evaluation of educational and scientific-research work on the submission of the quality assurance service of the University;
- x<sup>1</sup>) In order to evaluate and monitor the quality of educational and scientific-research work, the quality assurance service of the University makes a decision on the recording of educational and scientific-research works by audio-visual and photographic means;
- y) Develops the University's symbolism and submits it to the Board of Representatives (Senate) for approval;
- z) Exercises other powers granted to them by this Charter, the legislation of Georgia and its own regulations.

2. The academic council is authorized to consider the issue of premature termination of the Rector's authority based on the Rector's violation of Georgian legislation, improper performance of the duties assigned to the Rector and/or activities unsuitable for the Rector, at the request of at least 1/3 of the members of the academic council. The decision on premature termination of the Rector's authority is made by secret voting, by the majority of the list of members. The Rector does not participate in the voting provided for in this paragraph. Appealing the decisions on these issues does not lead to the suspension of the contested act.

3. (Deleted - 27.02.2015; No. 16/N).

4. The session of the academic council shall be convened by the initiative of the Rector or by at least 1/3 of the members of the academic council.

5. The Rector's membership of the Academic Council is terminated in the event of termination of the Rector's authority.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

## **Article 9. Rules for holding sessions of the Academic Council**

1. At the first session of the newly elected academic council, the authority of the elected members is confirmed by following the same requirements as those established for the authority of the members of the University's Board of Representatives.

2. The secretary of the Academic Council is elected from among the members of the Council, by majority of the members, by open voting.

3. Each member of the Academic Council has the right to one vote. The reason for non-attendance at the session shall be reported to the chairman of the session in writing. Council members must attend the meeting without a special invitation. During the working period of the Academic Council, the member of the Academic Council has the right to participate in the discussion of all the issues that are the subject of the Academic Council's discussion, to express their opinion, to ask questions, to use other powers granted by the law and this statute.

4. With the majority of votes of full attendance, the Academic Council is authorized to create study commissions, working groups, with the participation of members of the Academic Council. It is

possible to create commissions and working groups with the participation of specialists, experts, public representatives, University employees and other interested persons invited by the Academic Council.

5. The meeting is authorized if more than half of the full composition of the members of the Academic Council is present. Before opening the meeting and making decisions, members are registered with the secretary of the Academic Council (the registration data is attached to the minutes of the meeting and is an integral part of the minutes).

6. Sessions of the Academic Council may be closed.

7. The secretary of the Academic Council, in agreement with the Chairman of the Academic Council, establishes the agenda of the session at least three days before the session (except for the extraordinary session). Along with the issues belonging to the agenda, the speaker is announced.

8. The academic council is authorized to make decisions on procedural issues of the course of the session by open vote or another form of voting, with the majority of those present.

9. Sessions of the Academic Council are formed by minutes, the continuity of registration of which is ensured by the Secretary of the Academic Council. All the materials related to the subject of discussion according to the agenda of this session are attached to the minutes. The authenticity of the minutes is confirmed by the signature of the chairman and the secretary of the meeting. The seal of the University will be placed on the last page of the minutes.

10. The Academic Council is authorized to make a decision in the form of a resolution on all issues that fall within the competence of the Academic Council.

#### **Article 10. Board of Representatives (Senate)**

1. The representative body of the University is the Board of Representatives (Senate), which is elected from the faculties of the University on the basis of representation by students and academic staff separately, in proportion to their number at the faculties. Two representatives are elected to the Board of Representatives (Senate) from the independent scientific-research unit (except the independent scientific-research unit of the faculty).

2. The Board of Representatives (Senate) is elected for a term of four years, on the basis of universal, direct, equal elections by secret ballot.

3. The composition of the Board of Representatives (Senate) is determined by at least twice the amount of the academic council. Students make up one third of the full composition of the Board of Representatives (Senate). The assistant participates in the elections as a student. To determine the number of students, rounding is done in favor of students.

4. The Board of Representatives (Senate) includes the director of the University library.

5. Termination of the status of a member of the Board of Representatives (Senate) for a professor and student is the termination of his/her respective academic and/or labor relationship with this University.

6. In case of premature termination of the mandate of a member of the Board of Representatives (Senate), for the remaining term of the mandate of the Board of Representatives (Senate), the candidate who has collected the most votes after the terminated member in the relevant elections becomes its member. In the absence of such, elections are held to elect the corresponding representative for the same term.

7. Representatives of administrative and support staff, as well as members of the Academic Council, cannot be elected to the composition of the Board of Representatives (Senate).

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 74/n of the Minister of Education and Science of Georgia of April 12, 2019 – website, 15.04.2019*

## **Article 11. Authority of the Board of Representatives (Senate)**

1. The Board of Representatives, in accordance with the requirements of the legislation, in order to implement the goals defined by this Charter:

a) Develops the University Charter with the participation of the academic council and submits it to the Ministry of Education, Science, Culture and Sports of Georgia for approval;

b) Develops and approves the internal regulations of the University, the code of ethics and norms of disciplinary responsibility;

c) On the basis of the joint submission of the Rector and the head of the administration (chancellor), approve the structure of the University by the majority of the members present at the joint session of the Academic Council and the Senate;

d) Approves the rule of drawing up the budget;

e) Approves the statutes of structural units of the University;

f) Elects the Speaker of the Board of Representatives (Senate);

g) Approves the candidacy of the Head of the Administration (Chancellor) on the recommendation of the Academic Council;

h) Approves the University's budget upon submission of the Head of the Administration (Chancellor);

i) Approves the structure of the University administration by the head of the administration based on the (Chancellor's) submission;

j) Approves the annual report of the Head of the Administration (Chancellor);

k) With a motivated proposal of the academic council or on their own initiative, they are authorized to terminate the authority of the Head of the Administration (Chancellor) before the deadline;

l) Approves the procedure for hiring support staff, the amount and terms of remuneration, upon submission of the head of the administration;

m) Approves the procedure for hiring academic staff, the amount and conditions of remuneration, as well as the maximum amount of workload of academic staff upon submission of the Academic Council;

m<sup>1</sup>) On the submission of the Academic Council, approves the procedure for hiring the scientific staff of the independent scientific-research unit of the University, the amount and conditions of remuneration, as well as the additional conditions for occupying the scientific position of the independent scientific-research unit of the University;

m<sup>2</sup>) Upon termination of the authority, if necessary, the academic council approves the candidacy of the Head of the Administration (Chancellor) and/or acting Head of the quality assurance service, before appointing a person to the relevant position in accordance with the law;

n) Approves the Head of the quality assurance service of the University on the recommendation of the Academic Council;

n<sup>1</sup>) Review the conclusions and recommendations prepared by the Supervisory Board to take appropriate measures;

o) Approves the University's symbolism;

p) Exercises other powers granted by this Charter, the legislation of Georgia and its own regulations.

2. The Board of Representatives (Senate) makes decisions by the majority of the members of the Board of Representatives (Senate).

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

## **Article 12. Speaker of the Board of Representatives (Senate)**

1. The sessions of the Board of Representatives (Senate) are organized and presided over by the Speaker, who is elected by the Board of Representatives (Senate) from among its ranks for a term of four years, in accordance with the rules established by this Charter and the University regulations for conducting elections.

2. The grounds for premature termination of the powers of the Speaker of the Board of Representatives (Senate) are:

a) Personal desire;

b) Entry into legal force of the guilty verdict issued against them by the court;

c) Death;

d) Being recognized by the court as having limited capacity or to be recognized as a recipient of support, unless otherwise determined by the court's decision;

e) Dismissal from University academic position.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 13. The manner of work of the Board of Representatives (Senate)**

1. The first session of the newly elected Board of Representatives (Senate) is chaired by the senior member of the session;
2. At the first session of the newly elected Board of Representatives (Senate), the chairman of the election commission of the University will report the election results to the council and hand over to the chairman of the session the necessary documents confirming the authority of the members of the Board of Representatives (Senate) (Election protocols, materials on election results, the correctness of its organization, received complaints, statements and revealed facts of violations of election legislation and other election information).
3. The chairman of the session informs the participants of the session about the information and documentation presented by the election commission.
4. The resolution of the Council on the confirmation of the authority of the members of the Board of Representatives (Senate) shall include all those persons whose election was considered legal by the election commission of the University and confirmed by the majority of the full composition of the participants of the session.
5. If the number of persons whose authority has been confirmed by the Board of Representatives (Senate) is less than half of the full composition, then the session is terminated. The next meeting of the newly elected Board of Representatives (Senate) is called by the chairman of the election commission of the University within 10 days after the election of at least half of the full composition of the Board of Representatives (Senate).
6. The Board of Representatives (Senate) elects the Speaker of the Board of Representatives (Senate) from among its members by a majority of votes in an open vote. A person supported by more than half of the list of members of the Council will be considered elected. In the event that there are more than two bidders and none of them has received the required number of votes, a repeat vote will be held on the same day between the two bidders with the best results. If even in this case the winner could not be identified, a meeting of the Board of Representatives (Senate) is held within 5 days and the procedure for selecting the speaker is held again.
7. The session of the Board of Representatives (Senate) shall be convened by the initiative of the Speaker or by at least 1/3 of the members of the Board of Representatives (Senate).
8. Each member of the Board of Representatives (Senate) holds one vote. The reason for non-attendance at the session shall be reported to the chairman of the session in writing. Council members appear at the meeting without a special invitation. During the working period of the Board of Representatives (Senate), a member has the right to participate in the discussion of all the issues that are the subject of consideration of the Board of Representatives (Senate), to put forward suggestions, comments and corrections on the discussed issue. To propose nominations and express their opinion regarding nominations to be elected, appointed or approved by the Board of Representatives (Senate), to ask questions, to exercise other powers granted by law and this Charter.

9. The Board of Representatives (Senate) with the majority of the full composition is authorized to create commissions and/or working groups studying specific issues, with the participation of the members of the Board of Representatives (Senate). It is possible to create commissions and working groups with the participation of specialists, experts, public representatives, University employees and other interested persons invited by the Board of Representatives (Senate).

10. The secretary of the Board of Representatives (Senate), who is elected from among the members of the council, is responsible for convening the meetings of the Board of Representatives (Senate).

11. The session is authorized if more than half of the members of the Board of Representatives (Senate) are present. Before opening the session and making decisions, members are registered with the Board of Representatives (Senate) secretary. (Registration data is attached to the minutes of the meeting and is an integral part of the minutes).

12. Sessions of the Board of Representatives (Senate) may be closed.

13. Matters that require secrecy are declared completely or partially closed by the majority of those present. The circle of persons present at the closed session is determined by the speaker of the council.

14. During the session, members and invited persons are obliged to observe the established norms of ethics and other requirements.

15. The issues to be discussed at the session are determined at least three days before (except for the agenda of an emergency session) and the speaker is indicated along with the issues belonging to the agenda.

16. The Board of Representatives (Senate) is authorized to make decisions on procedural issues of the session by open voting with the majority of those present.

17. The sessions of the Board of Representatives (Senate) are formed by a protocol, the continuity of registration of which is ensured by the Secretariat of the Board of Representatives (Senate). All the materials related to the subject of discussion according to the agenda of this session are attached to the minutes. The authenticity of the protocol is confirmed by the signature of the Board of Representatives (Senate) Speaker and secretary.

18. The Board of Representatives (Senate) is authorized to make a decision in the form of a resolution on all issues that fall within the competence of the Board of Representatives (Senate).

#### **Article 14. Rector**

1. The Rector is the head of the University, the highest academic official, the Chairman of the Academic Council and represents the University inside and outside the country in academic and scientific fields, for which they are authorized to enter into transactions and agreements on behalf of the University. Transactions and agreements related to financial and economic issues are signed by the Head of the Administration (Chancellor) together with the Rector.

2. The Rector is elected by the academic council by secret ballot, with the majority of the members,

for a term of four years. A person who holds a doctor's degree or an equivalent academic degree and has scientific-pedagogical work experience can be elected as the Rector.

3. The same person may be elected to the position of Rector only twice in a row.

4. The announcement on the start of registration of candidates for the post of Rector is published by the Academic Council at least 1 month before the start of the registration of candidates, in accordance with the rules established by the Georgian legislation and the University regulations for holding elections, observing the principles of transparency, equality and fair competition.

5. During the selection of candidates before the Rector's election, the academic council evaluates the action plan presented by each candidate.

6. The Rector:

a) Manages the University within its competence;

b) On the recommendation of the faculty and scientific-research institute, establishes the staffing schedule of academic and scientific positions and submits it to the Head of the Administration (Chancellor) in order to reflect it in the project of the unified staffing schedule of the University;

b<sup>1</sup>) Is authorized to appoint the acting director of the independent scientific-research unit of the University;

c) Concludes and terminates labor contracts with University staff, issues orders on their appointment and dismissal;

d) Within the scope of their competence, determines the main directions of the management policy of the University's scientific-research units;

e) Resolves other issues necessary for the effective management of the educational-scientific and academic activities of the University, if they do not represent the authority of another University management body, other structural unit or official, according to the legislation of Georgia;

f) Issues individual administrative/legal acts/orders on matters falling under their competence;

g) Exercises other powers granted to them by the legislation of Georgia, this Charter and administrative-legal acts of the University.

7. The Rector is authorized to create consultative councils and commissions in the form of a deliberative body, whose activities are regulated by the individual administrative-legal act of the Rector.

8. The Rector has deputies (including one Vice Rector), whose number is determined by the staff schedule of the University, and their authority is regulated by the individual administrative-legal act of the Rector.

9. It is not allowed to give the deputy Rector the authority to sign the document confirming higher education.

10. Based on the interests of the University, the temporary change of the Rector's workplace (secondment), as well as vacation, is formed by an individual administrative/legal act/order of the head of the administration.

11. In case of temporary impossibility of the Rector to exercise their powers, their duty is performed by the Vice Rector, and in the absence of the Vice Rector, one of the deputies determined by them.

12. In accordance with the legislation of Georgia, in the case of early termination of the Rector's authority, as well as in the case of failure to elect a Rector, the Academic Council shall, within 14 days, by secret ballot, elect an acting Rector for a period of no more than 6 months. The same person can be elected acting Rector only once.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

### **Article 15. Head of the Administration (Chancellor)**

1. The Head of the Administration (Chancellor) is the highest administrative manager of the University in the field of financial, material and administrative resources, who represents the University in financial and economic relations.

2. The head of the administration (chancellor) is approved by the Board of Representatives (Senate) on the recommendation of the academic council by secret ballot, in accordance with the law. The same person can be presented by the Academic Council to the Board of Representatives (Senate) only twice. In case of repeated refusal of the Board of Representatives (Senate), the academic council will present a new candidate for the head of the administration (chancellor).

3. The term of office of the Head of the Administration (Chancellor) is four years.

4. The same person can be elected as the head of the administration (chancellor) only twice in a row.

### **Article 16. Authority of the Head of the Administration (Chancellor)**

1. The head of the administration (chancellor) according to the rules established by the legislation and the Charter:

a) Heads the administration of the University;

b) Is authorized to conclude financial and economic transactions on behalf of the University in accordance with the University's budget;

c) Establishes the project of the University administration structure and submits it to the Board of Representatives (Senate) for approval;

d) Establishes a draft of the uniform rules for hiring support personnel, the draft of the amount and terms of their remuneration and submits it to the Board of Representatives (Senate) for approval;

e) Directs University faculties and independent scientific-research units to draw up their own budget project and submit it to the Board of Representatives (Senate), to form and approve the unified budget project of the University by the Board of Representatives (Senate);

f) Prepares the annual report of the completed work and submits it to the Board of Representatives (Senate) for approval;



- g) Issues individual administrative-legal acts within their competence;
- h) Is responsible for the legality and effectiveness of the University's financial and economic activities;
- i) Submits the candidacy of their deputy to the Rector for the purpose of appointment;
- j) Exercises other powers granted to them by the legislation of Georgia, this Charter and the administrative-legal acts of the University.

2. The head of the administration (Chancellor) is accountable for their activities to the Academic Council and the Board of Representatives (Senate).

3. In case of temporary inability of the Head of the Administration (Chancellor) to exercise their powers, their duties are performed by the deputy (if any) or an authorized person designated by them.

4. In addition to the general grounds for early dismissal of an administrative official, the grounds for early termination of the authority of the Head of the Administration (Chancellor) are:

- a) Repeated refusal of the Board of Representatives (Senate) to approve the annual report and budget;
- b) Motivated decision of the Board of Representatives (Senate);
- c) Grounds for terminating the labor contract stipulated by the Organic Law of Georgia "Labor Code of Georgia"

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

## **Article 17. University quality assurance service**

1. Educational and scientific-research work, as well as the quality of professional development of the University staff are subject to systematic evaluation, in which University students also participate, and the results of which are public and available to all interested persons.

2. In order to systematically assess the quality of educational and scientific-research work of the University, as well as the professional development of the staff, the quality assurance service of the University is established.

3. The head of quality assurance of the University is approved by the Board of Representatives (Senate) on the recommendation of the academic council. The academic council determines the requirements for the head of quality assurance of the University.

4. The head of the quality assurance service of the University is elected for a term of 4 years.

5. The quality assurance service of the University establishes a close relationship and cooperates with the relevant services of foreign countries and their higher educational institutions to establish transparent quality control criteria and their assurance methodology.

6. The quality assurance service of the University provides:

- a) Internal and external assessment procedures, the purpose of which is to improve the quality of teaching at the University;
  - b) Creation and updating of the database on the indicators of the quality of teaching in the University according to the established criteria;
  - c) Information regarding the normative requirements related to quality assurance, as well as the changes implemented therein, for the quality assurance services of the faculties;
  - d) Information from the quality assurance services of the faculties on issues belonging to this field for further processing and their reflection in the database;
  - e) Other activities that promote a high level of teaching quality through the introduction of modern learning, teaching and assessment methods (modules, credit system, etc.) and preparation of self-assessment for the accreditation process;
  - f) High level of research quality by introducing modern research methods;
  - g) Development of the rules for internal evaluation of the scientific and research activity of the independent scientific and research unit of the University and submit it for approval to the Academic Council, in accordance with the international standards of evaluation of scientific and research activity (participation of foreign evaluators in the evaluation process, use of various forms of scientific bibliometrics, etc.).
7. The quality assurance service of the University is accountable for its activities to the Academic Council and the Board of Representatives (Senate).
8. In case of early termination of the authority of the head of the quality assurance service of the University, the Board of Representatives (Senate) approves the person acting on the recommendation of the academic council, and elections are scheduled within 10 days after the termination of the authority.
9. In case of temporary impossibility of the head of the quality assurance service of the University to exercise their powers, their duties are performed by the deputy (if any), or an authorized person designated by them.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

*Order No. 38/n of the Minister of Education, Science, Culture and Sports of Georgia of March 24, 2020 - website, 24.03.2020*

## **Article 17<sup>1</sup>. Supervisory Board**

1. In order to ensure the University's autonomy and academic freedom, to carry out appropriate measures, to fulfill the tasks defined by the University's strategic development plan, and to identify and avoid systemic risks related to this process, a supervisory board is established by the decision of the Board of Representatives and Academic Council.

2. The Supervisory Board consists of the Chairman (President) of the Supervisory Board and not less

than 7 and not more than 19 members. Representatives of the University's academic and/or scientific staff, foreign and local experts may be elected as members of the Supervisory Board.

3. The Chairman of the Supervisory Board (President) is elected by the Academic Council by secret ballot, with the majority of the members present, for a term of 4 years, on the recommendation of the Board of Representatives (Senate). The members of the Supervisory Board are elected for a term of 4 years by secret ballot, by the majority of the members present, by the Academic Council on the nomination of the Chairman (President) of the Supervisory Board.

4. Supervisory Board:

a) Participates in the development of the University's mission, strategic and action plans and monitoring their implementation;

b) Observes the University life, together with the academic and Board of Representatives discusses the risks related to the University's activities and governance strategies, in order to help and support the effective management of the University system;

c) Evaluates the activities of the University administration, the quality of educational programs, research and innovation policy, the effectiveness of the use of material, financial and intellectual resources, the conformity of the goals of the structural units of the University with the general strategic ones and submits the conclusion for a response to the Academic Council and the Board of representatives;

d) in order to issue recommendations on University issues, conducts research on employment and other profile markets and conducts negotiations with employers, manufacturers and technology owners, investment funds, international and local partners;

e) Develops recommendations regarding compliance with University authorization standards;

f) Promotes University achievements both domestically and internationally;

g) In accordance with the goals of the Supervisory Board, participates in the preparation of other strategic issues at the suggestion of the management bodies (managing entities) of the University.

5. The Supervisory Board is authorized to:

a) Request information necessary for the implementation of its functions;

b) If necessary, invite experts in the relevant field.

6. The procedure and criteria for the election of the Chairman (President) and members of the Supervisory Board, the grounds for their dismissal will be developed and approved by the Academic Council.

7. The structure of the Supervisory Board, the rules of activity and decision-making, the rights and duties of the Chairman (President) and members are determined by the statutes and regulations of the Board, which are approved by the Board of Representatives and Academic Council of the University on the recommendation of the Chairman (President) of the Supervisory Board.

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

### **Chapter III**

#### **Faculty**

## **Article 18. Faculty structure and faculty management bodies**

1. The faculty is the main educational unit of the University, which ensures training of students in one or more specialties and providing them with appropriate qualifications.
2. Faculty management bodies are: Faculty Council, Dean, faculty quality assurance service.
3. Faculty includes administration, teaching (academic department, chair, college, etc.), scientific-research (scientific-research institute, laboratory, clinic, program direction, etc.), independent scientific-research and auxiliary (library, etc.) structural units.
4. There is also a faculty advisory and manager position at the faculty. According to the rules established by this statute, the Faculty may establish a Board of Caregivers.
5. The structure and statutes of the faculty, as well as the statutes of the structural units of the faculty (except for the independent scientific-research unit) are approved by the Board of Representatives (Senate) upon submission of the Faculty Council. The regulation of the independent scientific-research unit of the faculty is approved by the Faculty Council.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

## **Article 19. Faculty Council**

1. The representative body of the faculty is the Faculty Council, which consists of all members of the faculty's academic staff, all persons holding scientific positions of an independent scientific-research unit of the faculty, and student self-government representatives.
2. The number of student self-government representatives on the Faculty Council shall be determined by the faculty statute, but shall not be less than 1/4 of the composition of the Council.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

## **Article 20. Authorities of the Faculty Council**

1. The authority of the Faculty Council is determined by this Charter and the regulations of the Faculty Council. The regulations of the Council are approved by the Faculty Council.
2. Faculty Council:
  - a) Determines and submits to the Head of the Administration (Chancellor) the draft budget of the faculty;
  - b) On the basis of free and equal elections, by secret ballot, elects the Dean by the majority of the list;
  - c) On the recommendation of the Dean, develops and submits a strategic plan for the development of the faculty, educational and scientific-research programs to the academic council for approval;
  - d) Based on the proposal of the Dean, develops the structure and statute of the faculty and submits it to

the Board of Representatives (Senate) for approval;

e) Develops the statute of the Dissertation Council and submits it to the Academic Council for approval;

f) Elects the Head of the quality assurance service of the faculty;

g) Is authorized to consider the issue of early termination of the Dean's authority at the request of at least 1/3 of the members of the Faculty Council, based on the Dean's violation of Georgian legislation, improper performance of duties assigned to the Dean and/or performance of activities unsuitable for the Dean. The decision on early termination of the Dean's term of office shall be made by secret vote, by the majority of the members. The Dean does not participate in the voting provided for in this clause. Appealing the decisions made on these issues does not result in the suspension of the contested act;

h) In case of premature termination of the Dean's authority, appoints an acting Dean;

h<sup>1</sup>) Approves the director of the faculty's independent scientific-research unit upon submission of the Scientific Council of the faculty's independent scientific-research unit;

h<sup>2</sup>) By submission of the independent scientific-research unit of the faculty, approves the procedure for hiring the scientific personnel of the independent scientific-research unit of the faculty;

h<sup>3</sup>) On the submission of the independent scientific-research unit of the faculty, approves the statute of the independent scientific-research unit of the faculty and the additional conditions for occupying the scientific position of the independent scientific-research unit of the faculty;

h<sup>4</sup>) Approves the rule of internal evaluation of the scientific-research activity of the faculty's independent scientific-research unit upon submission of the quality assurance service of the faculty;

i) Approves the decisions made by the Ethics Commission of the Faculty;

j) Exercises other powers granted by this Charter, the legislation of Georgia and its own regulations.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

## **Article 21. Dean**

1. The faculty council elects the dean of faculty for a term of four years. The same person may be elected to the position of dean only twice in a row. The announcement on the start of registration of candidates for the position of dean is published by the faculty council at least 1 month before the start of the registration of candidates, in accordance with the rules established by the university regulations for holding elections, observing the principles of transparency, equality and fair competition.

1<sup>1</sup>. A university faculty professor or associate professor can be elected as a dean.

2. The Dean:

a) Ensures the effective course of educational and scientific activities of the faculty;

b) Submits the faculty's strategic development plan, educational and scientific-research programs for consideration to the faculty council;

c) Develops and submits the structure and regulations of the faculty to the faculty council for approval;

- d) Within the scope of their competence, are responsible for the implementation of the decisions of the Board of Representatives (Senate), the Academic Council and the Faculty Council;
  - e) Presides over the sessions of the faculty council;
  - f) In accordance with the Law of Georgia "On Higher Education" and this statute, they are responsible for the targeted use of the faculty's budget;
  - g) Exercises other powers provided for by the legislation of Georgia, this Charter and administrative-legal acts of university and faculty management bodies (governing entities).
3. The dean, in accordance with their competence, issues individual administrative-legal acts/orders that regulate all legal issues related to educational and scientific activities within the faculty.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

## **Article 22. Faculty quality assurance service**

1. For the purpose of systematic internal assessment of the quality of educational and scientific-research work at the faculty, as well as the professional development of its academic staff and scientific staff, a quality assurance service is established for the continuous development of the education quality assurance system, which operates in accordance with the faculty's regulations.
2. The quality assurance service of the faculty is authorized to cooperate with foreign countries and relevant services of the higher educational institution to establish transparent quality control criteria and their assurance methodology.
3. The head of the quality assurance service of the faculty is elected by the Faculty Council for a term of four years. The Faculty Council determines the requirements for the head of the quality assurance service of the faculty.
4. In case of temporary inability of the head of quality assurance service of the faculty to exercise their powers, the duties are performed by their deputy (if any) or an authorized person designated by them.
5. The main task of the faculty's quality assurance service is to support the provision of a high level of teaching quality through the use of modern methods of learning, teaching and assessment (modules, credit system, etc.) and preparation of self-assessment for the accreditation process.
- 5<sup>1</sup>. The quality assurance service of the faculty evaluates the scientific-research activity of the independent scientific-research unit of the faculty on the basis of the internal evaluation rule of the scientific-research activity of the independent scientific-research unit of the faculty, which is developed by the quality assurance service of the faculty and approved by the Faculty Council.
6. In case of early termination of the authority of the head of the quality assurance service, the Faculty Council appoints an acting person and within 10 days after the termination of the authority, elections are held.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

*Order No. 38/n of the Minister of Education, Science, Culture and Sports of Georgia of March 24, 2020 - website, 24.03.2020*

### **Article 23. Faculty Deliberative Assembly**

1. The Faculty Deliberative Assembly includes: Dean (chairman), their deputy, manager, heads of structural units of the faculty, Head of the quality assurance service of the faculty, representatives elected by the quota of this faculty in the management bodies of the University.
2. The authority of the Deliberative Assembly is determined by the statute of the faculty.

### **Article 24. Manager**

The assistant position includes a manager who is appointed and whose powers are determined by the individual administrative-legal act of the Rector.

### **Article 25. Board of Trustees**

1. By a decision made by a simple majority of votes of the members of the Faculty Council, a Board of Trustees may be established at the Faculty.
2. The composition of the Board of Trustees is approved by the Academic Council of the University upon the submission of the Faculty Council.
3. The mission of the Board of Trustees is:
  - a) To contribute to the development of the faculty based on the knowledge of educational and scientific directions, the essence of academic and intellectual processes and the specificity of problematic situations, making decisions taking into account the latest information, cooperation, attracting charitable contributions, promoting its strengthening with the latest achievements of science and technology;
  - b) Cooperation in raising the academic quality and actualization of the faculty's educational and scientific programs.

### **Article 26. Dissertation Council**

1. The Dissertation Council is the body awarding the academic degree of Doctorate.
2. Dissertation council is established according to the relevant field/specialty at the University or faculty. The academic council of the University takes the decision on the creation of the Dissertation Council /Councils.
3. The procedure for forming the Faculty Dissertation Council and electing its chairman is determined by the regulations approved by the Academic Council on the submission of the Faculty Council. The procedure for drawing up the University Dissertation Council and electing its chairman is determined by the regulations approved by the Academic Council upon the submission of the Faculty Council/councils and independent scientific-research unit/units.

3<sup>1</sup>. The Dissertation Council of the faculty consists of all professors and associate professors of the relevant field/specialty of the faculty, as well as the senior scientific employee and the main scientific employee of the relevant field/specialty of the independent scientific-research unit of the faculty. The University Dissertation Council may consist of all professors and associate professors of the relevant field/specialty of the University, as well as the senior scientific employee and chief scientific employee of the relevant field/specialty of the independent scientific-research unit of the University, or from professors and associate professors of the relevant field/specialty of the University, as well as senior scientific employees and chief scientific employees of the relevant field/specialty of the independent scientific-research unit of the University. The members of the University Dissertation Council are selected in accordance with the criteria and rules defined by the Academic Council.

3<sup>2</sup>. The Faculty Dissertation Council and the University Dissertation Council may include representatives of relevant fields/specialists from Georgia and abroad, in accordance with the criteria and rules determined by the Academic Council.

4. (Deleted - 04.12.2019, No. 230/N).

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

*Order No. 230/n of the Minister of Education, Science, Culture and Sports of Georgia of December 4, 2019 - website, 05.12.2019*

### **Chapter III<sup>1</sup>**

#### **Independent Scientific Research Unit**

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

#### **Article 26<sup>1</sup>. Criteria and rules for establishing an independent scientific research unit**

1. The status of an independent scientific-research unit of the University can be granted to the scientific-research institute, center, etc., which, in terms of the volume, quality and international cooperation of its scientific activity, is internationally visible, competitive at the national level, and which makes a significant contribution to the relevant field/ in the development of industries, which is determined through the following indicators:

a) Scientific products created by the scientific staff of the scientific-research unit - published papers with an impact factor in international and local scientific journals (does not apply to Georgian sciences), in internationally indexed (peer reviewed) journals, in the materials of international scientific conferences (proceedings); monographs, textbooks, dictionaries, atlases, maps published in leading foreign and local publishing houses; has developed techniques and technologies; has databases and sectoral collection field samples; The scientific-research unit is involved in international scientific networks, engages in significant publishing activities (meaning printed and electronic databases, scientific periodicals, language corpus, etc.);

b) University, national and international scientific-research projects implemented by the scientific staff of the scientific-research unit;

c) Studies promoting the development and management of sectors of the country's economy, promoting innovative activities (normative documents, state program, concept, etc.);

d) Objects of intellectual property of the scientific staff of the scientific-research unit (if the profile of



the scientific-research unit allows it);

e) Participation and/or organization of scientific staff in national and international scientific-research events (conference, exhibition, symposium, seminar, workshop, seasonal school, etc.);

f) Existence of program funding based on peer review by foreign expert/experts of the relevant field/subfield.

2. The status of scientific-research unit of the faculty can be granted to the scientific-research unit which, in terms of the scope and quality of its scientific activity, is visible at the national level, but of less importance at the international level, which is determined using the following indicators:

a) Publications published by the scientific staff of the scientific-research unit (papers published in scientific magazines and conference materials (Proceedings), etc.);

b) Scientific-research projects carried out by the science staff of the science-research unit;

c) Participation of scientific personnel in scientific-research events (conference, symposium, seminar, workshop, seasonal school, etc.);

d) Existence of program funding based on peer review by foreign expert of the relevant field/subfield.

3. The decision to establish an independent scientific-research unit of the University is made by the Academic Council and approved by the Board of Representatives (Senate).

4. The decision to establish an independent scientific-research unit of the faculty is made by the Faculty Council and approved by the Board of Representatives (Senate).

5. The statute of the independent scientific-research unit of the University is approved by the Board of Representatives (Senate) on the recommendation of the academic council, and the statute of the independent scientific-research unit of the faculty is approved by the Faculty Council.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

## **Article 26<sup>2</sup>. Structure and management of an independent scientific research unit**

1. The structure of the independent scientific-research unit is determined by the statute of the independent scientific-research unit.

2. The management bodies of the independent scientific-research unit are the Scientific Council of the independent scientific-research unit and the director of the independent scientific-research unit.

3. Scientific and non-scientific structural units of the independent scientific-research unit, the rules of their management and activity are determined by the regulations of the independent scientific-research unit.

4. The head of the scientific structural unit of the independent scientific-research unit is elected by the Scientific Council based on an open competition and approved by the director in accordance with the regulations of the independent scientific-research unit. The head of the scientific structural unit

of an independent scientific-research unit may be elected by a person who meets the requirements established for the chief scientific employee or senior scientific employee of this independent scientific-research unit. If a person does not hold the position of chief scientific employee or senior scientific employee of an independent scientific-research unit, in case of being elected to the position of the head of the scientific structural unit of an independent scientific-research unit, he is also considered to have been elected to the appropriate scientific position.

5. The procedure for choosing/appointing the head of the non-scientific structural unit of the independent scientific-research unit is determined by the regulations of the independent scientific-research unit.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 26<sup>3</sup>. Scientific Council of an independent scientific-research unit**

1. The chief scientific employees of the independent scientific-research unit form the Scientific Council of the independent scientific-research unit.

2. Scientific Council of the independent scientific-research unit:

a) Discusses and resolves issues of scientific management and development of an independent scientific-research unit;

b) In case of implementation of the higher education program, participates in the process of monitoring the performance of the research component;

c) Performs other functions provided for by this law, other legislative and sub-legal acts of Georgia and the statute of the independent scientific-research unit.

3. The activities of the Scientific Council of the independent scientific-research unit are managed by the Chairman elected by the majority of its members.

4. The powers of the chairman of the Scientific Council of the independent scientific-research unit, the term of office, the procedure for election and termination of the authority are determined by the regulations of the independent scientific-research unit.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 26<sup>4</sup>. Director of an independent scientific-research unit**

1. The activity of the independent scientific-research unit is managed by the Director of the independent scientific-research unit.

2. The candidature of the director of the independent scientific-research unit for a period of 5 years will be selected by the Scientific Council of the independent scientific-research unit based on an open competition and submitted to the Academic Council/Faculty Council for approval. In case of justified refusal of the Academic Council/Faculty Council to approve the candidature, the Scientific Council of the independent scientific-research unit will present the same candidate or select another candidate. In case of repeated refusal of the Academic Council/Faculty Council to approve the candidature, the

acting director of the independent scientific-research unit of the University is appointed by the Rector, and the acting director of the scientific-research unit of the faculty is appointed by the Rector upon the proposal of the Dean. The Scientific Council of the independent scientific-research unit is obliged to select a new candidate for the director of the independent scientific-research unit no later than 6 months. The acting director of the independent scientific-research unit is appointed by the academic council/Faculty Council before the candidacy of the director of the independent scientific-research unit is approved.

3. The position of the director of an independent scientific-research unit can be held by a person who meets the requirements established for the chief scientific employee of this independent scientific-research unit and whose age does not exceed 65 years. If a person has not held the position of chief scientific employee of an independent scientific research unit, in case of holding the position of director of an independent scientific research unit, he is also considered to have been elected to the position of chief scientific employee. Reaching the age of 65 years does not result in termination of directorship.

4. The same person can hold the position of director of an independent scientific-research unit only twice in a row.

5. The procedure for selecting the candidature of the director of the independent scientific-research unit and the powers of the director are determined by the regulations of the independent scientific-research unit.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

#### **Article 26<sup>5</sup>. Authority of an independent scientific-research unit**

An independent scientific-research unit has the right to:

- a) To carry out fundamental and applied scientific-research activities;
- b) To carry out consulting and expert activities in the manner established by the legislation of Georgia;
- c) To organize and/or participate in various level (local, national and international) scientific conferences and other scientific events with own or acquired financial support;
- d) Within the scope of their competence to cooperate - sign agreements and/or memoranda for the purpose of drawing up and implementing joint scientific-research projects with Georgian and foreign scientific-research institutions;
- e) To participate in the preparation and implementation of higher educational programs, as well as in the performance of bachelor's and master's theses and dissertations by students, in accordance with the rules determined by the University;
- f) To involve students in scientific grant projects, local and international scientific conferences and scientific-research events in the manner determined by the University;
- g) To carry out other activities stipulated by the legislation of Georgia and the regulations of the independent scientific-research unit.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

## **Chapter IV University Staff**

### **Article 27. University staff**

1. There are academic, scientific, administrative and support staff positions at the University.
2. The maximum teaching workload of the academic staff is determined by the Academic Council and approved by the Board of Representatives (Senate).

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 28. Academic staff of the University**

1. The academic staff of the University consists of professors, associate professors, assistant professors and assistants.
2. (Deleted - 16.03.2017, No. 53/n).
3. Professors participate in and/or manage educational processes and scientific research.
4. Under the guidance of an assistant professor, associate professor, or assistant professor, an assistant carries out seminar and research work within the current education process of the faculty.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 – website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 29. Rules for holding an academic position**

1. An academic position may be held only through open competition, which must comply with the principles of transparency, equality and fair competition.
2. The date and conditions of the competition are published in accordance with the rules established by the legislation of Georgia and this Charter, at least 1 month prior to receiving the applications.
3. The announcement concerning the competition shall be posted on the official website of the University and located in places visible to everyone in the University, in order to ensure its publicity and accessibility to interested persons.
4. The date of the opening of the applicant registrations, the deadline for receiving applications and the list of documents to be submitted shall be indicated in the announcement.
5. The competition is announced by the Rector under the relevant decision of the Academic Council. The competition is held in compliance with the principles of transparency, equality and fair competition. The Competition Commission, established by the Academic Council of the University, ensures the conduct of the competition. Based on the voting results the Competition Commission shall

submit the winning candidates (competition results) to the Academic Council to approve them to hold the relevant academic positions.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015.*

### **Article 30. Requirements for being elected to an academic position**

1. A person with an academic degree of a Doctor or an equivalent degree, who has at least 6 years of scientific and teaching work experience, may be elected to the position of professor. A person is elected to the position of professor for a four-year term or life. A person who meets the requirements outlined in this paragraph and who has outstanding professional and/or scientific achievements (for example, scientific publications in leading local and international journals and other editorials; participation in national and international scientific-research projects, etc.) may be elected for life. A professor elected for life is subject to appraisal once in 5 years under the procedure established by this Charter.

2. A person with an academic degree of a Doctor or an equivalent degree, who has at least 3 years of scientific and teaching work experience, may be elected to the position of associate professor. A person is elected to the position of associate professor for four years.

3. A person with an academic degree of a Doctor or an equivalent degree may be elected to the position of an assistant professor for a period of three or four years.

3<sup>1</sup>. A doctoral student may be elected to the position of assistant for a three or four-year period.

4. A person with appropriate professional experience, whose qualifications can be verified with professional experience, special training and/or publications, and who has the necessary competence to produce the study results provided by the program, may also be elected to an academic position. The qualification requirements for persons in this category and the conditions for participating in the competition are defined by the Academic Council and approved by the Board of Representatives (Senate).

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 – website, 17.03.2017*

### **Article 31. Rights of the academic staff**

1. The academic staff, within their competence, have the right to:

- a) participate in the University management, including in the elections of the management bodies;
- b) independently carry out teaching, research and publication of scientific work;
- c) independently determine, within the framework of the education program, the content of the training course programs (syllabus), teaching methods and instruments.

2. Academic staff is obliged to:

- a) observe the internal regulations and the Code of Ethics of the University;

- b) meet the duties imposed under the employment contract;
- c) submit a report on the works performed following the raise in the qualification;
- d) comply with the requirements established by this Charter and the legislation;
- e) submit a report on the works performed after the end of the academic leave;

3. The University ensures the freedom of teaching and research of the academic staff and creates appropriate conditions for their activities.

### **Article 32. Academic staff dismissals**

The grounds for the dismissal of academic staff are:

- a) personal statement;
- b) expiration of a fixed-term employment contract;
- c) gross or systematic violation of the norms of the internal regulations and Code of Ethics of the University;
- d) violation of the terms and conditions stipulated in the employment contract;
- e) retirement or conferral of the Professor Emeritus title;
- f) other cases defined by law.

### **Article 33. University Awards and academic ranks**

1. The highest University Award is the "Giorgi Nikoladze Medal", and the University Award is the "Honorary Diploma".
2. The rules and conditions for granting University Awards shall be defined by the relevant regulations approved by the Academic Council.
3. The Academic Council has the right to award the title of Honorary Doctor or Professor Emeritus to a scientist or a public figure for special merits.
4. Upon the recommendation of the University Rector and/or the Faculty Council, the title of the Honorary Doctor may be awarded to an outstanding Georgian and foreign scientist, state and/or public figure in recognition of special merits rendered to the University.
5. Upon the nomination of the University Rector, a member of the Faculty Council and/or the Academic Council, the title of the Professor Emeritus may be awarded for special merits to a person who is engaged in fruitful teaching, scientific and public activities at the University, as well as to an outstanding Georgian and foreign scientist, state and/or a public figure.
6. The Academic Council of the University in each particular case shall decide on the remuneration of the person with the Professor Emeritus title.

#### **Article 34. Invited specialists, the teaching staff**

1. The University is authorized to invite a specialist with appropriate qualifications (visiting professor and/or a visiting teacher), to participate in the education and/or scientific-research process and/or to manage the process without holding an academic or teaching position.
2. Visiting professors are divided into "P", "A" and "AP" categories, with official rights and duties similar to those ascribed to the status of professors, associate professors and assistant professors, respectively. The applicable rules and the amount of their remuneration are determined by the Academic Council of the University and approved by the Board of Representatives (Senate).
3. The teaching staff includes a head teacher and a teacher. The teaching staff is authorized to conduct practical and laboratory work without holding academic positions.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

#### **Article 35. The scientific staff of the University**

1. The scientific staff of the independent scientific-research unit consists of scientists and postdoctoral fellows.
2. The scientists are persons who hold the following scientific positions: chief scientist, senior scientist and a scientist.
3. A postdoctoral fellow is a person who is elected on the basis of a competition to carry out a specific scientific-research project at the faculty or in an independent scientific-research unit in the manner and for the term as defined by the Academic Council. A person can be elected as a postdoctoral fellow only once.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

#### **Article 35<sup>1</sup>. Rules for holding a scientific position**

1. A scientific position may be held only on the basis of an open competition, which shall be conducted in accordance with the principles of transparency, equality and fair competition.
2. The position of chief scientist may be held by a person who holds an academic degree of a Doctor or an equivalent academic degree, with at least 6 years of experience in scientific and research activities. A person may hold the position of chief scientist for 5 years or life. A person who meets the requirements outlined in this paragraph and who has outstanding professional and/or scientific achievements (for example, scientific publications in the leading local and international journals and other editorials; participation in national and international scientific-research projects, etc.) may hold

the position for life. A chief scientist who is selected for life shall be subject to appraisal once in 5 years under the procedure established by this Charter.

3. The position of a senior scientist may be held by a person who holds an academic degree of a Doctor or an equivalent academic degree. A person may hold the position of a senior scientist for five years.

4. A person who holds an academic degree of a Master or an equivalent academic degree may hold the position of a scientist. A person holds the position of a scientist for five years.

5. The date of the competition for a scientific position and its supplementary terms are published in accordance with the legislation of Georgia and the regulations of the independent scientific-research unit, 1 month prior to receiving the relevant application documents.

6. The Scientific Council of the independent scientific-research unit shall develop the rules for hiring the scientific staff of the independent scientific-research unit of the University and the supplementary terms for holding the scientific position of the independent scientific-research unit of the University and shall submit it for consideration to the Academic Council of the University, which shall submit the mentioned rules and supplementary terms for approval to the Board of Representatives (Senate) of the University.

7. The Scientific Council of the independent scientific-research unit of the faculty shall develop the procedure for hiring the scientific staff of the faculty independent scientific-research unit and the supplementary terms for holding the scientific position of the faculty independent scientific-research unit and shall submit it for approval to the Faculty Council.

8. A person with a Doctor's academic degree may be selected as a postdoctoral fellow under the procedure determined by the Academic Council.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 35<sup>2</sup>. Scientific staff employment relations**

1. A written employment contract is signed with the scientific staff.

2. The grounds for terminating the employment contract with the scientific staff are as follows:

- a) personal statement;
- b) expiration of the fixed-term employment contract;
- c) gross or systematic violation of disciplinary norms;
- d) violation of the conditions defined by the employment contract;
- e) other cases determined by the legislation of Georgia.



3. The issue of simultaneously holding academic and scientific positions is regulated by the rules established by the Academic Council.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 35<sup>3</sup>. Rights and duties of a scientist**

1. The rights of a scientist are defined under the legislation of Georgia, the regulations of the independent scientific research unit and/or the employment contract.

2. The scientist has the right to:

a) carry out scientific research without external interference and publish research results without restrictions, except when the restrictions are stipulated by the employment contract or they contain state secrets;

b) independently determine the content of scientific research, the research methods and instruments;

c) participate in the implementation of educational and research components of education programs;

d) participate in scholarship contests while carrying out scientific research activities, as well as benefit from individual scholarship/s and receive additional funding;

e) exercise other powers granted by this law and other legislative acts and by-laws of Georgia.

3. The scientist is obliged to:

a) Comply with the requirements established by the legislation of Georgia and the statute of the independent scientific-research unit;

b) meet the duties imposed by the employment contract;

c) submit, annually, the report of the works performed under the procedure established by the legislation of Georgia.

4. The University/faculty and the independent scientific-research unit ensure the freedom of scientific research of the scientific staff.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 35<sup>4</sup>. Procedures for appraisal of the professor and the chief scientist**

1. A person elected to the position of professor and chief scientist for life shall be subject to an appraisal once in 5 years.

2. During the appraisal, the activities performed by the professor/chief scientist, the professional habits, qualifications, skills and personal qualities are evaluated in accordance with the requirements of the position held.

3. An appraisal is carried out in compliance with the principles of legality, fairness, publicity, transparency, non-discrimination, objectivity, impartiality, and collegiality.
4. The appraisal of the professor is carried out by the Appraisal Commission of the relevant faculty of the University, and the appraisal of the chief scientist is carried out by the Appraisal Commission of the relevant independent scientific-research unit. The Appraisal Commissions shall be created by the University Rector.
5. The relevant appraisal commission shall define the criteria and assessment methods of a person's conformity with the requirements of the position held, the list of persons subject to appraisal and the appraisal timetables. The chairman of the relevant Appraisal Commission ensures the publicity of the above information.
6. Based on the appraisal results, the Appraisal Commission makes one of the following conclusions:
  - a) the person is suitable for the position held;
  - b) the person is not suitable for the position held.
7. The results of the appraisal provided for in sub-paragraph "b" of paragraph 6 of this article lead to the dismissal of a person from the position.
8. The person subject to appraisal has the right to appeal the results of the appraisal to the Claims Commission (if it exists), and then to the court, or may decide not to use the right to appeal to the Claims Commission and submit a complaint concerning the appraisal procedures and its results to the court in accordance with the legislation of Georgia.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 36. Administrative positions and other employees**

1. Administrative positions in the University include a Rector, Head of the Administration (Chancellor), Dean and their deputies, Director of an independent scientific-research unit, Head of the quality assurance service of the University and Head of the quality assurance of the faculty.
2. Administrative positions shall be held in accordance with the Law of Georgia "On Higher Education" and this Charter.
3. The Vice Rector and other deputies of the Rector shall be appointed and dismissed from their positions by the Rector.
4. The Head of the Administration (Chancellor) and the Dean's deputies are appointed to the position by the order of the Rector upon the submission of the relevant governing body.
5. The support staff includes other employees provided for in the staff list which are essential to the performance of University activities.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 37. Dismissal from the administrative position**

The grounds for early dismissal of an administrative official of the University are:

- a) personal desire;
- b) entry into legal force of the guilty verdict issued against him/her by the court;
- c) death;
- d) recognition by the court as having limited legal capacity or to be recognized as a beneficiary of support, unless otherwise determined by the court's decision;
- e) dismissal from the University's academic position, if that position is a pre-requisite for holding a corresponding administrative position;
- e<sup>1</sup>) organizational and structural changes that lead to and/or require the abolition, transformation, alteration of the relevant position or the creation of a new alternate position/positions or changes that lead to the reduction in the workforce;
- f) other cases stipulated by the legislation of Georgia or the employment contract.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*  
*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 37<sup>1</sup>. Dismissal of the support staff**

The grounds for early dismissal of the University support staff are:

- a) personal desire, observing the prior written notice timeframe as stipulated by the employment contract;
- b) entry into legal force of a court verdict or a decision, which excludes the possibility of performance of duties;
- c) death;
- d) other cases stipulated by the legislation of Georgia or the employment contract.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*

### **Article 38. Incompatibility of duties**

1. An administrative official may not at the same time hold another administrative position in the University, or be the Head of an independent structural unit of the University.
2. If holding an academic position is a prerequisite for holding an administrative position or being a member of a management body, the expiration of the term of an academic position shall lead to the termination of authority in the relevant administrative position or the management body upon approval of the results of the competition for holding an academic position, unless the person is not re-elected to the relevant academic position.

3. A member of the Academic Council may not at the same time hold an administrative position in the University, except for the position of the Rector, or be a member of the Board of Representatives (Senate).
4. The Speaker of the Board of Representatives (Senate) may not at the same time hold an administrative position in the University.
5. Incompatibility of duties of the academic, teacher and support staff, as well as other cases of incompatibility, are regulated by the legislation of Georgia and by the relevant administrative-legal acts of the University.

## **Chapter V**

### **Student**

#### **Article 39. Status and rights of a Student**

1. A person is granted the status of a University student in the manner defined by the University, under the order of the Rector on enrollment in the University, which is valid until the legal relationship with the University is terminated.
2. The student status grants the student an entitlement to enjoy the rights and duties defined for the student.
3. The student has the right to:
  - a) receive a quality education;
  - b) participate in scientific research;
  - c) use, under equal conditions, the material-technical, library, information and other facilities of the University, in accordance with the rules established by this Charter, internal regulations and statutes;
  - d) elect, on the basis of universal, direct and equal elections, a representative by secret ballot and be elected in the student self-government, as well as in the governing bodies of the University and the faculty in accordance with this Charter;
  - e) establish and/or join, without restraint, the student organizations that suits their interests;
  - f) express, without restraint, opinions but refuse on reasonable grounds to share the ideas that are offered during the course of the education process;
  - g) enjoy the right of mobility in accordance with the legislation of Georgia and under the rules established by the University;
  - h) receive scholarships, financial or material support and other benefits from the state, University, or other sources in accordance with the legislation of Georgia and the rules established by the University;
  - i) choose an education program;

- j) participate in the elaboration of an individual education program;
  - k) periodically evaluate the work of the academic staff;
  - l) exercise other powers granted by this Charter and the legislation of Georgia.
4. The University provides privileges for students with disabilities to create the necessary conditions for their full-fledged education, including the opportunity to receive education through individual education programs.
5. Personal information expressed by the student in the presence of the academic staff, as well as information about personal views, beliefs and political opinions, which became known to the academic staff during the education process, as well as information about disciplinary measures taken against the student, are confidential unless there is a permission from the student or the Administration has a legitimate interest in protecting safety and rights of others as protected by law. Information about a student's academic performance and disciplinary measures taken against this student shall be kept separately. When storing information about the student, the Administration of the faculty is obliged to follow the rules established by the General Administrative Code of Georgia.
6. The University shall ensure a fair assessment of the student's knowledge, for which it shall develop appropriate procedures.
7. The grounds for suspension of the status of a student are:
- a) absence of administrative (financial) or academic (educational) registrations;
  - b) pregnancy, childbirth, child care or a health condition;
  - c) studying in a higher educational institution of a foreign country, except for studying within the exchange education program;
  - d) personal statement (without indicating the grounds);
  - e) criminal indictment, which excludes the possibility of a student to participate in the education process;
  - f) conscription or service in the military reserve;
  - g) other cases provided for by law.
8. For suspension of the status as per sub-paragraphs "b"-"d" of paragraph 7 of this article, the student shall apply to the Rector of the University no later than six weeks after the start of the education process. After the expiration of the mentioned term, the student loses the right to use the already paid tuition fees for the following semesters.
9. In case of non-payment of the tuition fees, suspension of the status of a student does not exempt the student from the obligation to pay tuition fees.
10. The maximum period of suspension of the status of a student is 5 years.

11. Upon restoration of the status, the person whose student status had been suspended usually carries on with the studies from the very semester from which the status of the student had been suspended.

12. The grounds for termination of the status of a student are:

- a) suspension of the status of a student for more than 5 years while still studying at the University;
- b) completion of the education program at the given level;
- c) personal statement;
- d) failure to meet the requirements of the relevant education program within the time limits established by the rules governing the education process of the University;
- e) the decision made as a result of the disciplinary proceedings against the student based on the norms of the internal regulations and the Code of Ethics of the university;
- f) death;
- g) other cases provided for by law.

13. A person whose student status has been suspended may have it restored according to the procedure defined by the legislation of Georgia.

14. A person whose student status has been terminated may reclaim it in accordance with the procedure defined by the legislation of Georgia.

15. An order of the Rector shall be issued to suspend, restore or terminate the status of a student.

16. The legal consequences anticipated by the legal act on termination of the status of a student shall come about twelve months after the order is issued. During this period, the status of a student is considered suspended and the student is entitled to enjoy the right to mobility unless the reason for the termination of the status of a student is incompatible with the charter of the receiving institution.

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

#### **Article 40. Obligations of the student**

The student is obliged to study, in accordance with the program established by the higher educational institution, all the subjects that he/she has freely chosen and which are mandatory to teach; to observe this Charter and internal regulations.

#### **Article 41. Disciplinary responsibility of the student**

1. Disciplinary proceedings against the student shall be proportional to the disciplinary offense and may be carried out only in the cases provided for by the Code of Ethics and internal regulations and in accordance with the established procedure, taking into account the law of Georgia "On Higher Education" and carried out through a fair procedure.

2. In case of violation of the rules of conduct established by the Code of Ethics of the University, the relevant Faculty Council makes a decision to initiate disciplinary proceedings against the student. The rules of disciplinary proceedings, as well as the student's rights and duties in the process of disciplinary proceedings, are defined in the Law of Georgia "On Higher Education" and the Code of Ethics of the University.

3. The initiation of the disciplinary proceedings against a student shall not limit the student's right to participate in the education process, except for the cases stipulated by the Code of Ethics and internal regulations, and if the protection of others' rights, health, the University property, and security are jeopardized.

4. During the disciplinary proceedings, the student has a right to:

- a) receive a reasoned decision in a written form on the initiation of disciplinary proceedings against him/her;
- b) attend the hearing of the issue of disciplinary proceedings and enjoy the right to defense;
- c) provide the relevant body of the University with existing information and evidence;
- d) participate in the investigation of the evidence obtained by the relevant body of the University;
- e) demand that the issue of disciplinary proceedings against him/her be heard at a public meeting.

5. During the hearing of the issue of disciplinary proceedings, the burden of proof shall rest on the prosecution. The decision to conduct the disciplinary proceedings shall be substantiated and based on the evidence obtained in accordance with the legislation of Georgia and the Code of Ethics of the University. All the evidence, constituting the basis for the disciplinary proceedings, shall be investigated by the body carrying out the disciplinary proceedings - the relevant Faculty Council.

6. The student has the right to appeal the decision made by the University in court.

#### **Article 42. Student self-government**

1. Within the University, the student self-governments elected per faculties shall be formed on the basis of universal, equal, direct elections conducted by a secret ballot.

2. All the student self-governments elected at the faculties represent the self-government of the University as a whole, which develops the statute of the student self-government.

3. In accordance with its statute, the student self-government:

- a) ensures participation of students in University management;
- b) promotes the protection of the rights of students;
- c) elects representatives to the Faculty Council;

- d) is authorized to develop proposals to improve the management system and teaching quality of the faculty or the University, which shall be presented to the Faculty Council, the Board of Representatives and the Academic Council;
- e) exercises other powers provided for by the statute;
4. The University Administration has no right to interfere in the activities of the student self-government.

**Article 42<sup>1</sup>. Recognition of study results achieved within one qualification for the purposes of a different qualification**

1. The University is authorized to recognize, within the framework of the education program of the subsequent level of academic higher education, the study results achieved by the student through successfully undergoing a different education program of the same level of academic higher education for the purposes of awarding the relevant qualification.
2. The credits gained within the framework of the higher education program, where the enrollment and teaching are carried out according to the rules established by the legislation of Georgia, may be subject to recognition.
3. In order to recognize the credits, the University determines the compatibility of the study results achieved by the student within the framework of a different education program of the same level of higher education with the equivalent higher education program and decides on the recognition of the relevant credits.
4. The credits are recognized in accordance with the rules established by the Academic Council of the University.

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

**Chapter VI**  
**University Budget and Property and the State Oversight**

**Article 43. University Budget**

1. The development of the draft budget of the University for the coming year is coordinated by the head of the University Administration (Chancellor).
2. The draft budget of the University for the coming year shall be developed in consultation with the faculties and other structural units of the University.
3. In agreement with the Academic Council, the Head of the Administration (Chancellor) shall submit the draft budget of the University for approval to the Board of Representatives (Senate).
4. The Board of Representatives (Senate) shall consider the proposed draft budget and approve it or return it to the Head of the Administration (Chancellor) with the relevant remarks.



5. If the Head of the Administration (Chancellor) agrees with the proposed remarks, the Board of Representatives (Senate) shall approve the budget taking the remarks into account.
6. If the Head of the Administration (Chancellor) does not agree with the remarks of the Board of Representatives (Senate), the Head of the Administration (Chancellor) has the right to return with appropriate reasoning the original version of the budget to the Board of Representatives (Senate) for approval. The proposals of the Academic Council shall be attached to the reasoning submitted to the Board of Representatives (Senate).
7. Repeated failure by the Board of Representatives (Senate) to approve the budget shall lead to the termination of the authority of the Head of the Administration (Chancellor) and the budget shall be approved following the presentation by the newly elected Head of the Administration (Chancellor).

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*

#### **Article 44. University funding**

1. The University, through its structural units, carries out entrepreneurial activities which are permitted by law.
2. The sources of the University funding are:
  - a) tuition fees which are covered by the State Study Grant and the State Study Master's Grant (only for the certified higher education programs);
  - b) income received in the form of a grant, a donation, or a bequest;
  - c) scientific-research grants issued by the state based on the selection through competition;
  - d) program funding allocated by the ministries;
  - e) income received from the implementation of the state requisition;
  - f) income received from the job performed on the basis of a contract;
  - g) other income allowed by the legislation of Georgia, including income gained from economic activities.

#### **Article 45. University property and state oversight**

1. The University property consists of property transferred to it by the state, natural persons and legal entities of private law, as well as property acquired through its own funds.
2. The state oversight of the University shall be carried out by the Ministry of Education, Science, Culture and Sports of Georgia, which oversees the legality, expediency, effectiveness as well as financial-economic activities of the University. The Ministry of Education, Science, Culture and Sports of Georgia is authorized to request the University to provide any material as well as information necessary for the oversight to be carried out.

3. With the approval of the Ministry of Education, Science, Culture and Sports of Georgia, the University may carry out the following actions:

- a) purchase of the real estate, alienation and encumbrance of the property owned by the University;
- b) loan taking;
- c) suretyship;
- d) other decisions regarding the University property, when they fall beyond the scope of normal activities.

4. The refusal of the Ministry of Education, Science, Culture and Sports of Georgia to take the actions specified in paragraph 3 of this article shall be substantiated. The refusal may be appealed to a higher state body and/or to a court.

5. The University real estate or its parts can be purchased, alienated or leased only under the decision of the Board of Representatives (Senate), with the consent of the Ministry of Education, Science, Culture and Sports of Georgia and the Ministry of Economy and Sustainable Development of Georgia, in accordance with the procedure established by the legislation of Georgia, whereas any decision regarding the University's movable property, if it falls beyond the scope of educational and scientific-research activities, may only be made by the Board of Representatives (Senate), with the consent of the Ministry of Education, Science, Culture and Sports of Georgia, and in accordance with the rules established by the legislation of Georgia.

6. The approval of the Ministry of Finance of Georgia is necessary for the actions provided for in subparagraphs "b" and "c" of paragraph 3 of this article to be carried out.

*Order No. 16/n of the Minister of Education and Science of Georgia of February 27, 2015 - website, 27.02.2015*

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

#### **Article 46. Preparation and examination of the balance sheet of the University**

The University is obliged to make accounting and reporting of financial-economic activities in accordance with the procedure established by the legislation of Georgia, to prepare a balance sheet and submit it to the Ministry of Education, Science, Culture and Sports of Georgia for approval. The annual balance sheet of the University shall be examined by an independent auditor appointed by the Ministry of Education, Science, Culture and Sports of Georgia.

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

### **Chapter VII Reorganization, Liquidation**

#### **Article 47. Reorganization and liquidation of the University**

1. Reorganization and liquidation of the University are carried out under the procedure established by the legislation of Georgia.
2. The reorganization and liquidation of the University shall be carried out by the Government of Georgia in accordance with the legislation of Georgia - on the recommendation of the Ministry of Education, Science, Culture and Sports of Georgia.

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

## **Chapter VIII Amendments and Additions to the Charter**

### **Article 48. Rules for introducing amendments and additions to the Charter**

Together with the Academic Council of the University, the Board of Representatives (Senate) shall elaborate on the draft amendments and additions to the Charter and shall submit them to the Ministry of Education, Science, Culture and Sports of Georgia for approval.

*Order No. 39/n of the Minister of Education, Science, Culture and Sports of Georgia of February 25, 2019 - website, 26.02.2019*

## **Chapter IX Transitional provisions**

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017*

### **Article 49. Definition of the status of an independent scientific-research unit**

1. The status of the independent scientific research units – the scientific research institutes (centers) within the University system shall be defined by June 1, 2017, in accordance with the criteria defined in Article 26<sup>1</sup> of this Charter.
2. The newly founded independent scientific-research unit shall be considered as the successor of the relevant scientific-research institute (center).

*Order No. 53/n of the Minister of Education and Science of Georgia of March 16, 2017 - website, 17.03.2017.*