

Georgian Technical University

**Faculty of Transportation and Mechanical
Engineering**

REGULATIONS

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CHAPTER I

General Provisions

Article 1. Scopes of the Regulation of the Provisions

The present regulations, in compliance with the provisions envisaged by the Law of Georgia on "Higher Education" and the statute of Georgian Technical University, determines the goals and tasks, basic directions of educational and scientific activities, rules of appointing and electing management bodies and staff, their rights and liabilities, management principles and other issues linked to the functioning of the Faculty of Transportation and Mechanical Engineering ("Faculty" hereinafter) of the Georgian Technical University ("University" hereinafter).

Article 2. Status of the Faculty

1. The Faculty is the major educational unit of the University, which within the framework of academic freedom and institutional autonomy, implements educational programs of all the three levels of high education (bachelor's, masters and Ph.D) and vocational education and carries out scientific researches in the fields of Faculty of Transportation and Mechanical Engineering;

2. The Faculty has the seal with the name of the Faculty on it, as well as relevant blanks and stamp.

3. The full name of the Faculty is: – Faculty of Transportation and Mechanical engineering;

Article 3. Powers of the Faculty

1. The Faculty operates in compliance with the Georgian Constitution, international treaties and agreements of Georgia, the Law of Georgia on "Higher Education," other normative acts of Georgia, the University Statute and present regulations.

2. The Faculty is free to make decisions and operate within the competence determined under the Georgian legislation, the University Statute and the present regulations.

CHAPTER II.

Goals, Tasks and Basic Directions of the Faculty Activity

Article 4. Objectives and goals of the Faculty

1. The main objective of the faculty is to comply with modern requirements Competent, competitive on the international labor market Training / retraining of specialists.

2. The main objectives of the faculty are:

A) academic degree focused on practical activities

People with education - with bachelor's and professional education- Preparation and retraining of specialists;

B) academic degree oriented on scientific research activities Preparation of Masters - Doctors and Doctors

3. Faculty shall be responsible for the development of the state of Georgia Due to the creation of optimum conditions for learning and independence For research, to provide the latest in relevant fields of science Conforming to standards, getting a future oriented education Possibility and continuity to improve learning conditions.

4. The Faculty is obliged to carry out scientific research for which The budget is consistent with appropriate financial resources.

5. Faculty cares and promotes international cooperation Enhancing the internationalization process, including foreign students And attract personnel / mobility. It also cares about the University Agreements between universities of different countries Within the scope of participation in student exchange programs For promotion.

6. The faculty carries out the development and / or development of the new program Close cooperation with employers and professional associations Based on the recommendations, the University's educational program Planning, development, evaluation and development.

Article 5. Basic Directions of the Faculty Activity

Basic directions of the Faculty are the following:

a) implementation of Bachelor's, Master's and PhD academic programs in the relevant scientific fields;

b) implementation of the programs for vocational education;

c) implementation of scientific-research activities;

d) Expertise-consulting activities.

CHAPTER III.

Structure of the Faculty

Article 6. Structure of the Faculty

1. The Faculty consists of the Faculty management bodies, teaching (academic department, chair, college, etc.), scientific-research (scientific-research institute, laboratory, software direction, etc.) and supporting structural units.

2. The Faculty has the Faculty Council and position of Manager.

3. Guardians' Council can be set up at the Faculty by majority vote of the Faculty Board members;

4. The staff of Guardians' Council is approved by the University Academic Board upon the nomination of the Faculty Board.

5. The structure and the regulations of the Faculty, regulations of the Faculty structural units are approved by the Representative Council (Senate) of the University upon the nomination of the Faculty Board.

Article 7. Management Bodies of the Faculty (Governing Bodies)

1. Management bodies of the Faculty (governing bodies) are: Faculty Board, Dean, Quality Assurance Service of the Faculty.

2. The Dean and the Head of the Quality Assurance Service of the Faculty - elective governing bodies of the Faculty are elected according to the rules envisaged by the regulation on "Conducting Elections of Management Bodies (Governing Bodies) of Georgian Technical University and the Faculty" ("University Statute on Elections" hereinafter).

Article 8. Faculty Board

1. Faculty Board is the representative body of the Faculty, comprising all the members of academic staff of the Faculty and representatives of the students' self-government.

2. The students' self-government representatives shall comprise one fourth of the members of the Faculty Board. While calculating the number of students, the number shall be approximated for the benefit of students.

3. The Faculty Board shall be valid if it is attended by more than half of the Board members on the list.

4. Faculty Board makes decisions by majority vote of the members, attending the meeting, while in certain cases defined by the "Georgian Law on Higher Education", decisions are taken by majority vote of the Board members on the list.

5. The power of the members shall be approved at the first meeting of the Faculty Board.

6. The power of the representatives of the students' self-government in the Faculty Board shall be approved at the upcoming meeting.

7. In case of absence of the Dean, the meeting of the Faculty Board shall be called by no less than one third of the Faculty Board members or by the deputy Dean.

Article 9. Powers of the Faculty Board

Faculty Board shall:

- a) submit the draft budget of the Faculty to the Head of Administration;
- b) elect the Faculty Dean by majority vote of the Board members on the list through free and equal elections via secret ballot;
- c) develop strategic plan of the Faculty development, teaching and scientific research programs upon the nomination of the Dean and submit them to the Academic Council of the University for approval;
- d) elaborate structure and regulations of the Faculty upon the nomination of the Dean and submit them to the Representative Council (Senate) of the University for approval;
- e) elaborate the regulations of the Dissertation Board and submit them to the Academic Council of the University for approval;
- f) elect the head of Quality Assurance Service of the Faculty;

- g) form permanent Commission of Ethics of the Faculty and approves the decisions made by the Commission;
- h) make disciplinary proceedings against a student of the Faculty;
- i) form permanent and temporary commissions of the Faculty, as well as special commissions of scholarly experts;
- j) consider the issue of early termination of the Dean's term of office upon the demand of one third of the members of the Faculty Board in case of violation of the Georgian legislation by the Dean, or improper fulfillment of his/her obligations and/or on grounds of carrying out the activities improper to the Dean. The decision on early termination of the Dean's term of office shall be taken by secret ballot, with the majority of its members on the list. The Dean shall not participate in balloting, the Board is headed by the oldest member of the Board;
- k) appoint the acting Dean by majority vote via secret ballot, presided over the oldest member of the Board in case of early termination of the Dean's authority;
- l) select the members of the Academic Council and Representative Council (Senate) of the University among the academic staff of the Faculty in compliance with the Faculty quota. The elections are held according to the rule on elections defined by the University Statute;
- m) make decision on delegating its functions to the Faculty Council, except the authority determined in the article 28 of the Georgian Law on "Higher Education";
- n) discuss the action plans presented by the applicants for the position of the Head of the Academic Department – organizational unit of the Faculty in case of submitting the candidacy of the Head of the Academic Department by the Faculty Board and recommend the candidate, approved by the majority vote of the members attending the Board meeting, to the Academic Council of the University;
- o) exercise all the other powers defined by the Georgian Legislation, University Statute, present regulations, University legal acts and the regulation of the Faculty Board.

Article 10. Dean of the Faculty

1. Dean of the Faculty is elected by the Faculty Board upon the nomination of Academic Council.

2. The Dean shall hold office for a term of four years. The same person can be elected on the position of Dean for only two consecutive terms.
3. The rule of candidate registration for the position of the Faculty Dean and the rule of holding elections are determined by the University Statute.
4. Professor or Associate professor of the University can be elected as the Dean of the Faculty.
5. The Dean of the Faculty shall:
 - a) ensure effective teaching-scientific activities carried out at the Faculty;
 - b) submit the Faculty development plan, teaching and scientific research programs to the Faculty Board for discussion;
 - c) elaborate structure and regulation of the faculty and submit them to the Faculty Board for approval;
 - d) be responsible to carry out the decisions made by the Academic Council, Representative Council (Senate), Faculty Board and Council within the framework of his/her competence;
 - e) issue individual-legal acts within the framework of his/her competence;
 - f) preside over the Faculty Board sessions;
 - g) be responsible for the target usage of the Faculty budget in compliance with the Georgian Law on “Higher Education” and the University Statute;
 - h) represent the Faculty in relationship with the third party in the framework of the authority endowed to him/her;
 - i) conclude agreements and memoranda in the name of the Faculty in the framework of the authority endowed to him/her;
 - j) exercise all the other authorities endowed to him/her by the Georgian Law on “Higher Education”, the University Statute and legal acts of the University.
6. The Faculty Dean has the Deputy, whose appointment and dismissal is in the competence of the University Rector, upon the nomination of the Dean. The term of office of the Deputy Dean is the same as of the Dean. The number of the Deputies is determined by the University staff regulation.
7. The rights and duties of the Deputy Dean are determined by order of the Dean if any other circumstances are not defined by the current legislation or the University Statute;

8. In case of absence of the Dean the Deputy Dean shall fulfill the obligations of the Dean.

Article 11. Quality assurance Service of the Faculty

1. The Quality Assurance Service shall be created to evaluate the quality of educational and research activities, as well as the qualification of the employees on a regular basis in compliance with the Georgian Law on “Higher Education”, Georgian Legislation, the University Statute and the present regulations.

2. The Head of Quality Assurance Service of the Faculty shall be elected by the Faculty Board for a term of 4 years; the same person can be elected as the Head of Quality Assurance Service only twice consecutively.

3. The member of Quality Assurance Service of the Faculty can be the Faculty Board member professor or associate professor.

4. The number of the members and the personnel of the Quality Assurance Service of the Faculty are determined by the Faculty Council upon the nomination of the head of Quality Assurance Service.

5. Quality Assurance Service of the Faculty shall:

- a) evaluate the quality of educational and scientific-research activities, as well as the qualification of the academic staff and the teachers on a regular basis;
- b) establish close contacts and collaborate with relevant units of foreign countries and their educational institutions in order to establish transparent criteria and methodology for quality control;
- c) establish transparent criteria for quality control of teaching and scientific activities at the Faculty, in collaboration with the appropriate service of the University;
- d) conduct monitoring and evaluation of the teaching and scientific processes on the basis of the mentioned criteria;
- e) ensure self-evaluation of the faculty for the processes of authorization and accreditation;
- f) submit the results of its activities to the Faculty Board and Council on a regular basis (once per term);
- g) discuss curricula and modules of the educational programs and syllabi of the teaching courses and give recommendations for their perfection;

h) exercise all the other authorities endowed by the University Statute and legal acts of the University.

6. In case of early termination of term in office of Head of Quality Assurance Service, the Faculty Board appoints the acting Head of Quality Assurance Service and elections are held within 10 days from the date of termination.

Article 12. Faculty Council

1. The Faculty Council consists of Dean (Chairman), Deputy Dean, Manager, Heads of the Faculty organizational units, Head of the Faculty Quality Assurance Service, representatives in the management bodies elected in accordance with the Faculty quota.

2. The Faculty Council shall:

- a) fulfill all the managerial functions in the framework of the Faculty authority, not assigned to the competence of the Faculty Board, Dean, Faculty Quality Assurance Service and Manager by the Georgian Law on “Higher Education”;
- b) carry out any function delegated by the Faculty Board in compliance with the sub-article “n” of the article 9 of the present Regulations;
- c) assist management bodies of the Faculty by consulting them in main directions of the Faculty activity and in solving operational tasks;
- d) make decisions in the framework of its authority, prepare the issues and elaborate appropriate recommendations to submit to the Faculty Board (for discussion).

Article 13. Manager of the Faculty

1. Manager is a supporting position, whose authority is determined by individual administrative-legal act of the Rector and the present Regulations.

2. Faculty Manager is appointed and dismissed by the Rector.

3. Manager shall:

- a) conduct marketing and predictive analytical research of labor market, enabling him/her to elaborate list of requirements to the educational programs in accordance with the modern social requirements;
- b) provide financial and material-technical supervision of the teaching-scientific activity of the Faculty;

- c) design annual plan to attract financial and material resources for completion of the strategic plan of the Faculty development and is responsible for the effectiveness and purposefulness of its fulfillment;
- d) draft the Faculty budget in cooperation with the Dean and the Faculty Council and submits it to the Faculty Board for approval;
- e) be responsible for the budget fulfillment;
- f) coordinate the students' practices, internships and their further employment process;
- g) carry out other authorities defined by the present Regulations and the University's Legal Acts.

4. Manager is accountable to the Rector and the Faculty Board.

Article 14. Council of Guardians

1. The members of the Faculty Board are received by a simple majority

According to the decision, the Board of Guardians can be created at the faculty.

2. The composition of the Board of Trustees shall be approved by the Faculty Council

University Academic Council

3. The mission of the Council of Guardians is:

A) Knowledge of educational-educational and scientific directions,

Academic and intellectual processes and problem situations

Specific awareness, solutions for the latest information

Taking into consideration the development of faculty development

Introduce, cooperate, engage in charity activities and hand

To promote, to enhance it with the latest achievements of science and technology

Promotion; Facilitate faculty graduates employment;

B) Cooperation with the Faculty of Study-Educational and Scientific

In the process of increasing the academic quality of programs and functioning,

Successful students for international conferences

Promote participation in symposiums.

CHAPTER IV

Dissertation Board of the Faculty

Article 15. Aim of the Faculty Dissertation Board

The Faculty Dissertation Board is the Doctor's academic degree
An Authority Authority, which can be created at the Faculty of Academic Council
By decision.

Article 16. Structure and composition of the Dissertation Board

1. The Dissertation Board shall consist of the academic degree of the Doctor
All faculty professors and associate professors.
2. Chairperson of the Dissertation Board and Dissertation Board
The rules of procedure are determined by the Dissertation Board Statute
The Academic Council shall approve the Board of the Faculty.
3. With the mediation of the chair of the Dissertation Board it is possible
To be invited to the Dissertation Board with a Doctor's academic degree
A person who is not a university employee and any of the faculty
The doctoral program in the relevant science field in the last 5 years
Published at least 3 works.
4. Academic degree of Doctor on Faculty can be granted
The University Dissertation Board is also implementing
Created and approved by the Academic Board.

CHAPTER V.

Educational and Scientific-Research Units of the Faculty

Article 17. Faculty Study and Research-Research Units

1. For the purpose of coordinating the learning process and scientific research, the faculty is set up in educational and scientific-research units.
2. Faculty study units are:
 - A). Department of Industrial Machinery and Mechanical Engineering (501);
 - B). Mechanical Engineering Engineering Technologies Department (502);
 - C). Department of Polygraph and Light Industry Technologies (503);

- D). Department of Engineering Graphics and Technical Mechanics (504);
- E). Food Industry Department (505);
- F). Forestry and Technical Department (506);
- G). Logistics Department (507);
- H). Department of Transport and Mechanical Management (508);
- I). Department of Motor Transport (509);
- J). Railway Transport Department (510);
- K). Marine and Special Technological Transport Department (511);
- M). Road Department (faculty 512).

3. Scientific-research units of the faculty are:

- A). Transport Training-Scientific and Expert Laboratory;
- B). Mechanical Engineering Training-Scientific and Expert Laboratory;
- C). Center for Transport Problems;
- D). Ecological and technical security of transport
Study-Research and Expert Center;
- E). Training Computer Center
- F). Training-scientific center of crane-transport vehicles and diagnostic
Center;
- G). Light industry manufacturing modeling and technology manufacturing technology
Center;
- H). Automated control systems for machine tools
Center;
- I). Railway Transport Facilities and Infrastructure Scientific
Engineering Center;
- J). Center for Food Safety and Quality Management;
- K). Engineering Service Center;
- L). Scientific-Engineering Center for Optimization of Industrial Processes;
- M). Scientific Technologies for putting composite materials in the mechanics of the
mechanics Center;
- N). Railway Infrastructure Training Center
- O). Intellectual Sensors Research Center;
- P). Maritime and special vehicles systems for academic scientists
And consulting center;
- Q). Georgian Technical University of Transport and Mechanical Engineering
Preparation and processing of timber materials at faculty
Educational-Scientific Center

R). By the Faculty Board of Guardians

Article 18. Academic Department and its Status

1. **Academic Department** ("department" hereinafter) is a teaching-scientific unit of the Faculty, providing teaching-methodological and scientific-research activities at the Faculty within educational program/programs.
2. The activity of the **Department** is in compliance with the University Statute, the Faculty Regulations and relevant legal acts of the University and Faculty Management Bodies (Governing Bodies).

Article 19. Scope, Goals and Functions of Department Activity

1. Department shall:

- a) ensure lecture delivery in accordance with the syllabi and schedule in the subjects determined for the department by educational programs;
- b) design new educational programs or participate in the process of modification and design of new educational programs;
- c) implement the methodological provision of the teaching process (preparation of textbooks and other teaching-methodical materials), introduction of new educational programs;
- d) form and administer workload of the academic staff of the department;
- e) initiate to the Dean the recruitment of the specialists having relevant qualification (invited professors/invited teachers) for their involvement in the teaching process, in case if the department has vacant academic workload;
- f) enhance learning quality through the effective use of existing methods of teaching, introduction of new methods and technologies of teaching, improvement of teaching process;
- g) organize students' scientific-research activities;
- h) provide MA and Ph.D students with theses and supervisors;
- i) encourage preparation of teaching-pedagogic staff and raising their qualifications;
- j) maintain creative links and cooperate with teaching-scientific structural units and scientific-research organizations of other higher education institutions, in accordance with the Department profile;
- k) conduct and coordinate scientific researches, hold scientific-methodological seminars, provide expert reports on scientific researches and projects on the basis of the relevant teaching-scientific unit of the Faculty - laboratory;
- l) provide reviews of master's qualification and doctoral dissertation papers;

- m) cooperate with enterprises and organizations in accordance with its own profile and promote graduate employment opportunities;
 - n) coordinate the activities of relevant profile self-financing research centers of the Faculty;
 - o) implement the registration of students assessment reports and submit the information to the Dean's Office.
2. The Department is headed by a person, whose appointment/election or dismissal is carried out in compliance with rule determined by the University legal acts.
 3. The Head of Department is accountable to the Rector and Faculty Board/Council.

Article 20. Scientific-Research Unit (Scientific-Research Institute, Laboratory, Software Direction, Center, etc.)

1. Scientific-research unit (Scientific-Research Institute, Laboratory, Software Direction, Center, etc.) is an organizational unit of the Faculty, comprising mainly academic staff.
2. Staff of the scientific-research unit is liable to conduct teaching, scientific and methodical activities and retrain the specialists, Scientific and academic personnel in compliance with the educational program.
3. The activity of the scientific research unit is in compliance with present Regulations.
4. The Head of the scientific-research unit is appointed or dismissed by the Rector upon the nomination of the Faculty Dean.

CHAPTER VI.

Supporting Structural Units of the Faculty

Article 20. Supporting Structural Units of the Faculty

1. In the framework of their competence Supporting Structural Units of the Faculty implement decisions made by the University Administration and Managing Authorities, Faculty Board, Faculty Council and Dean, elaborate proposals for the development of the relevant field and submit them to the Faculty Dean for discussion.
2. Supporting Structural Units of the Faculty are the following:
 - a) Dean's Office;
 - b) Teaching-scientific laboratory (hereinafter laboratory);

c) Computer centre.

3. **Dean's Office** ensure perfect and effective teaching process of the Faculty. It is staffed by the following supporting personnel: curator of educational programs, main specialist, senior specialist, specialist and archivist.

a) Curator of educational programs shall:

- a.a) coordinate bachelor's, master's, doctoral and vocational programs, compare them to exclude mutual exclusion;
- a.b) ensure student involvement in scientific-research work;
- a.c) prepare and conduct scientific conferences;
- a.d) coordinate the academic workload of professors and teachers.

b) Main specialist shall:

- b.a) prepare projects for relevant content orders;
- b.b) make relevant statistical data;
- b.c) prepare copies of order project and diploma for the graduates;
- b.d) compile summary documents for the groups having completed theoretical courses;
- b.e) proceed the minutes of the qualification commission.

c) Senior specialist shall:

- c.a) prepare diploma attachment;
- c.b) prepare a curriculum based on programs and courses for the academic year;
- c.c) ensure student registration, sign the agreement and provide division of the students into groups;
- c.d) make study passports;
- c.e) make student cards;
- c.f) provide students' personal proceedings, reflect any order in personal database starting with order of enrollment;
- c.g) reflect the order on students staff in computer database, study passports and mobility journals;
- c.h) reflect the relevant order extract in personal proceedings and in case of group change, transfer the personal proceeding to the group indicated in the order;

d) Specialist shall:

- d.a) collect and prepare all the data from the student's personal proceedings and reflect it to the electronic database;
- d.b) issue different notes (note 26, T-2, etc. Their registration);
- d.c) form electronic registers;

e) Archivist shall ensure the following proceedings:

- e.a) prepare archive documents;
- e.b) issue all the archive documents;
- e.c) bind all personal proceedings and submit them to the central archive;
- e.d) prepare diploma attachments on the basis of the archive documents of the faculty graduates if required.

4. Faculty laboratory (laboratory hereinafter) comprises material and technical bases of the Faculty and it assists the Faculty in scientific, innovative, project, testing-constructor, expertise, diagnostic and consulting activities.

5. Laboratory ensures development of material-technical base, its effective usage, increase of professional level of the staff, student involvement in scientific-research activities, operation of technoparks and activities of scientific centers.

6. Laboratory is guided by the head, whose appointment/election is carried out according to the rule identified by university legal acts.

7. Head of the Laboratory is accountable to the Rector, Dean and the Faculty Board.

8. Head of the Laboratory shall:

- a) facilitate maintenance and upgrading material-technical base (equipment, etc.) required for teaching and scientific-research activities of the Faculty;
- b) coordinate and facilitate the students and the staff to carry out effective teaching and scientific-research activities on the material-technical base of the Faculty in cooperation with the relevant academic departments;
- c) coordinate and supervise the activities of senior lab assistants and lab assistants and give qualified evaluation of their work;
- d) provide appropriate level of laboratory work envisaged by the teaching schedule;
- e) promote professional progress of senior lab assistants and lab assistants.

9. Laboratory staff consists of senior lab assistant and lab assistant who are subordinates of the Head of Laboratory of the Faculty.

10. Senior Lab Assistant shall:

- a) participate in teaching-methodic activities with the leading professors of the subject;
- b) systematically raise his/her qualification and facilitate professional progress of lab assistant;
- c) ensure proper laboratory works carried out by the lab assistant according to the teaching schedule;
- d) make timely statement to the head of the laboratory about the repair of laboratory equipment, as well as on purchasing new equipment, chemical reactors and other materials.

11. Lab assistant shall:

- a) carry out laboratory works according to the teaching schedule;
- b) systematically raise his/her qualification;
- c) prepare and organize workplaces in teaching labs for conducting academic and scientific processes;
- d) maintain manufacturing sanitary norms, safety techniques, fire prevention measures and provide their practical application in case of necessity;
- e) have the skills to work with laboratory techniques.

12. **Computer Center of the Faculty (hereinafter Center):**

- a) maintains the registration of the computer equipment existing at the Faculty and ensures their proper work;
- b) ensures connection of the computers of the faculty to the University internet network;
- c) closely cooperates with faculty scientific-research units and provides their employees with computer techniques and Internet access;
- d) arranges courses for students and faculty staff to increase the level of knowledge of computer programs;

13. The center has a computer auditorium where it is possible to conduct laboratory work determined by simulation programs of the teaching process.

14. The center is headed by the person, who is responsible for the work of the center. Appointment/dismissal on the position of the head of the Center shall be carried out in compliance with rule determined by the University Legal Acts.

Article 22. Commissions and Committees of the Faculty

1. The following commissions and committees are formed at the Faculty by the University legal acts:
 - Commission of Ethics;
 - Sectoral committee of editorial and publishing scholarly experts;
 - Commission awarding qualifications to the graduates of Bachelor and vocational studies and diploma specialists;
 - Master Examination Commissions;
 - Ph.D. Committees.
2. The rule of the activity of Commission of Ethics of the Faculty is defined by the Code of Ethics of the University and the disciplinary liability norms.
3. The rules and criteria for the work of editorial-publishing scholarly experts' sectoral committee are defined by provisions of University Editorial-publishing Board of Teaching and Scientific Literature.
4. Commission awarding qualifications to the graduates of Bachelor and vocational studies and diploma specialists is set up by the Faculty order, Master Examination Commissions are established by the Rector's order upon the nomination of the Faculty Dean, while Ph.D. Committees are created by the Rector's order on the basis of the decision made by the Dissertation Board. The rules of their activities are defined by the relevant legal acts of the University.

CHAPTER VII.

Staff of the Faculty

Article 23. Staff

The Faculty has academic, administrative and supporting positions.

Article 24. Academic Staff

1. Academic Staff of the Faculty is composed of professors and assistants, who are elected in the positions by the Faculty commission of academic competition.
2. Professors include professors, associate professors and assistant professors, who participate and/or conduct teaching process and scientific researches.
3. Assistant carries out seminars and research activities in the framework of teaching process under the guidance of professor, associate professor and assistant professor.

4. Rights and obligations of academic staff are identified by the Georgian Legislation and the University Statute.

Article 25. Terms of Obtaining Academic Positions

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

2. The terms of obtaining academic positions are defined by the Georgian Legislation and the University Statute.

3. The rule of academic staff recruitment, salary amount and the threshold of workload of the academic staff are approved by the Representative Council (Senate) upon the nomination of the Academic Board.

Article 26. Administrative Positions and other Personnel

1. Administrative positions of the Faculty comprise: Faculty Dean, Deputy Dean and the Head of the Quality Assurance Service of the Faculty.

2. A person over 65 can be elected or appointed on the administrative position of the Faculty under the recommendation of the Academic Board.

3. Teachers' staff consists of senior teachers and teachers. The teacher is empowered to perform seminar, practical and laboratory activities without holding the position.

4. The Faculty can invite a qualified specialist to participate and/or carry out teaching and scientific-research processes (without holding academic or teacher's position identified by the Georgian Law on "Higher Education").

5. Auxiliary personnel is the staff identified in the Chapter 6 of the present Regulations and by the list of University Staff necessary for the Faculty activities.

6. The grounds of early dismissal of administrative and auxiliary personnel are determined by the Georgian Legislation and the University Statute.

CHAPTER VIII.

Student

Article 27. Student Status

A person shall be granted the status of a student of the Faculty, if he/she is enrolled in the Faculty in compliance with the Georgian Legislation, the University Statute and the legal acts.

Article 28. Student Rights

1. A student shall have the right:

- a) to get high quality education;
- b) to participate in scientific research activities;
- c) to make use of the university's material and technical, library, information and other resources in accordance with the procedures envisaged by internal regulations and provisions of the University;
- d) to get comprehensive information on university activities, including financial and economic activities;
- e) to elect a representative and be elected to the student self-government, also the representative bodies of the Faculty and University in compliance with the Georgian Law "On Higher Education" and the University Statute;
- f) to establish freely and/or join student organizations in accordance with his/her interests;
- g) to freely express his/her opinion and refuse to share those ideas, proposed thereto during the learning process in a well-substantiated manner;
- h) to move to the other higher educational institution on the second year of studies according to the rule determined by the Georgian Legislation and the Statute of the recipient university and transfer his/her study grant allocated by the state to his/her new university;
- i) to receive scholarship, financial or material assistance, as well as other benefits;
- j) to select educational program;
- k) to participate in elaboration of individual educational program;
- l) to evaluate the performance of academic staff from time to time;
- m) to move to individual educational program according to the rules defined by the University legal acts;
- n) to take academic holiday in case of necessity;
- o) to get benefits/privileges (in case of disability) for their comprehensive education;
- p) to execute other powers envisaged by Georgian Legislation and this statute.

2. Ph.D student can be elected on the position of assistant. In the elections of the University managing bodies he/she participates as a student.

3. The private information announced by the student in the presence of academic staff, as well as private opinions, belief and political faith, became known for the student during the teaching process, and the information about the disciplinary proceedings against the student is confidential, except the case of existence of the student consent or the legal interest of the administration to defend the security and legal rights of others.

4. Administration is not permitted to use its own authority and material-technical base that could create a threat of censorship or restrict freedom of expression.

5. The rules of student conduct and disciplinary proceedings against him are defined by the Code of Ethics of the University and the Disciplinary Liability Norms.
6. The student is authorized to appeal against the decision made by the university in the court.
7. The student's status is terminated when the relevant educational program ends, as well as in the case defined by the University Statute, Code of Ethics and Disciplinary Liability Norms.

Article 29. Student Liability

A student is obliged to:

- a) learn all the subjects defined by the University program, which he/she selected at his/her own will and learning of which is compulsory.
- b) follow the University Statute, internal regulations, the Code of Ethics and the legal acts of the University.
- c) fulfill the liabilities in case of a contract.
- d) take care of the material-technical base of the University.

Article 30. Students' Self Government

1. Student self-governments shall be created at the Faculty via secret balloting based on general, fair and direct elections, being the part of the University Students' Self-Government in compliance with the Georgian Law "on Higher Education."
2. The University Students' Self-Government is supreme representative body of the university students, being a combination of the faculty self-governments elected in accordance with the Georgian Law "On Higher Education."
3. The activities of students' self-government are implemented in compliance with the above mentioned law, the university statute and its regulations.
4. The Faculty Administration has no right to interfere into the activities of students' self-government.

CHAPTER IX.

Faculty Budget

Article 31. Faculty Income

1. The budget of the Faculty is the income attracted by the faculty from bachelor, master and doctoral programs, as well as any other income attracted by the faculty and is not

prohibited by the Legislation of Georgia, the GTU Statute and other regulatory documents.

2. The Faculty has the right to decide on the disposal of the finances attracted by the Faculty and the issues related to the management of the Faculty property in compliance with the legislation of Georgia, the University Statute and the present regulations.

Article 32. The Faculty Budget

1. The budget draft of the Faculty is developed by the manager through consultations with the Dean and submitted to the Faculty Board for discussion.
2. The budget draft of the Faculty approved by the Faculty Board is submitted to the Head of Administration (Chancellor) to reflect it in the overall University Budget.
3. The Head of Administration (Chancellor) shall reflect the Faculty Budget in the overall University Budget and upon the consent of the Academic Board submit it to the Representative Council (Senate) for approval, if the budgetary distribution of the Faculty does not contradict the legislation of Georgia and the legal acts regulating the activities of the university.
4. The Faculty Budget is approved by the Representative Council (Senate). The Representative Council (Senate) has no right to amend to the Faculty budget without agreement with the Faculty.

CHAPTER X.

Final and Transitional Provisions

Article 33. Reorganization and Liquidation of the Faculty

Reorganization and liquidation of the Faculty are implemented according to the rules identified by the University Statute and the legislation.

Article 34. Amendments and Additional Provisions to the Faculty Regulations

Changes and amendments to the Faculty Regulations are similar to the rule of elaboration and approval of the Faculty Regulations.

Article 35. Transitional Provisions

For persons who have been enrolled till 2011 in the education program of certified specialist (vocational higher education), the Faculty is conducting a phase-out vocational higher education program and shall issue a diploma certifying completion of the relevant program.

