

**LEPL Georgian Technical University**

**Faculty of the Business Technologies**

**Statute**

**Elaborated by the decision of Faculty Board of  
Business Technologies of Georgian Technical University  
Minutes N4, January 12<sup>th</sup> 2018  
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## Chapter I General Provisions

### Article 1

#### Field of Statutes Regulation

Regulation of Business Technologies of Georgian Technical University (hereinafter "Faculty") is defined by the Law of Georgia on Higher Education and the Georgian Technical University's Statutes and Objectives, Faculty of Educational and Scientific Research The rules of appointment and selection of management bodies and staff, their rights and obligations, management principles of the faculty, and other issues related to the functioning of the faculty.

### Article 2

#### Faculty Statutes

1. The faculty is the main education entity of the University, which shall develop and implement all the three levels of higher academic education (bachelor, master, doctor's degrees).
2. The faculty possesses stamp with the name of the faculty on it as well as the letterhead paper and the stamp on it.
3. The full name of the faculty is the Faculty of Business Technologies in English; in Russian - Факультет Бизнестехнологии.

### Article 3

#### Authorities of the faculty

1. While performing its activities, the faculty shall be guided with the constitution of Georgia, the international treaties, agreements of Georgia and the Georgian Law "on higher education", other normative acts, charter of the University and the present statutes.
2. The Faculty is independent of the applicable legislation, in the implementation of decisions in accordance with the competence defined by the Statute and charter of the University.

## Chapter II

### Faculty mission, objectives, tasks and basic direction of the activity

#### Article 4

#### Mission, objectives and tasks of the faculty

1. The mission of the faculty of Business Technologies is the training of specialists devoted to the ideals of democracy, morally perfect, highly qualified, competitive at local and international labor markets, oriented on implementation of study and teaching based on scientific researches and assistance to academic freedom, taking care of professional development of professor-teachers and creation of conditions and environment necessary for scientific-educational activity of modern level, implementation of academic methodologies approbated at world's leading universities, development of relevant programs of the field.
2. The basic objective of the faculty is the training of specialists competitive at international labor market, having relevant competence.
3. The main objective of the faculty:
  - a) Training professional personnel with higher academic degree of bachelor, focused on practical labour activity.
  - b) Training professional personnel with higher academic degree of masters and doctors focused on scientific – research activities.
4. The faculty shall be liable to create good conditions for studies and independent research, considering development level of the Georgian government, provide with an opportunity to obtain future focused education, complying upgraded standards in corresponding fields of science and advance to improve the study conditions constantly.
5. The faculty is obliged to carry out scientific research, for what the budget is constantly envisaged appropriate financial resources.
6. The Faculty constantly cares about the implementation of scientific research, for which the approved budget of the relevant year provides appropriate financial resources; The faculty cares and promotes international cooperation and strengthening of internationalization process, including attracting / mobility of foreign students and staff.

Also, cares within the framework of existing agreements between the university and universities of different countries, to facilitate participation in student exchange programs.

7. The Faculty is elaborating and / or developing a new program, in accordance with the close cooperation with employers and professional associations and their recommendations, based on the planning, development, evaluation and development of the university educational program.

## **Article 5**

### **Main directions of the faculty**

Main directions of the faculty:

- a) Implementing academic education programs for Bachelor, master and doctor's degree;
- c) Holding scientific – research activities;
- c) Holding expert and consultation activities;

## **Chapter III**

### **Structure of the faculty**

## **Article 6**

### **Structure of the faculty**

1. The faculty consists of management bodies: education (academic department, chair, college, etc.), scientific research (scientific-research institute, laboratory, program directions and others), and supplementary structure unites.
2. There are management and consultant positions within the faculty.
3. Based on simple majority of votes from the faculty council members, the faculty may found supervision council.
4. Members of supervision council shall be submitted by the faculty council and confirmed by the university academic council.
5. The structure and statues of the faculty, as well as the regulation of the structure units, shall be confirmed by the university representation council (Senate).

## **Article 7**

### **Management bodies of the faculty (managing subjects)**

1. Management bodies of the faculty are (managing subjects) council, dean, quality assurance service of the faculty:
2. The head of the elected management subjects - council, dean, quality assurance service are elected through the regulation determined under the statues of GTU and faculty management bodies (managing subjects) “on holding elections” (hereinafter called the university regulation for holding elections)

## **Article 8**

### **Board of the Faculty**

1. Representative body of the faculty is the faculty board, consisting of all the members of academic personnel and student self-government representatives.
2. Quantity of student self-government representatives in the faculty board shall comprise 1/3 of total number of council members, approximating shall be to the benefit of students.
3. The faculty board shall be fully authorized to make decision, if attended by more than half of the council members as per the list.
4. The decision regarding the faculty board shall be made by the majority of votes present, while in case anticipated by the Georgian law “on higher education”, it will be made by the listed majority of council.
5. At the very first meeting the faculty board shall acknowledge the full authorities of its members.
6. Acknowledgement authorities of elected member in the faculty council by the student self-government shall be done at the next session of the faculty council.
7. In case of dean’s absence, the faculty council can hold the meeting in case of 1/3 of members present or at the presence of the deputy dean.

## **Article 9**

### **Authorities of the Faculty Board**

- a) Shall define and present the faculty budget project to the head of the administration;
- b) Elects the faculty dean, on the basis of free and equal elections, ballot voting with listed members majority
- c) Develops the strategic plan of the faculty development, submitted by the dean and education and scientific – research programs, while later, submits it to the university academic council for further ratification.

- d) Shall develop the regulation of the faculty structure submitted by the dean and submit it to the university representation council (Senate) for further ratification.
- e) Develops statutes of dissertation council and submits it to the university academic council.
- f) Elects head of the quality assurance service of the faculty.
- g) Creates permanent ethic committee of the faculty and confirms the decisions made by the commission.
- h) Accurately arranges students cases registered at the faculty.
- i) Establishes temporary and permanent commissions including field committees of scholar experts;
- j) Shall be authorized to process application, regarding preliminary termination of dean's authority in case of demand from the 1/3 of faculty council members, based on violating Georgian legislation in force from the side of the dean, inappropriate behaviour and/or improper implementation of dean's responsibilities. The decision regarding preliminary termination of dean's authorities shall be made through ballot voting, or majority of listed members present. The dean shall not participate in voting stated in the provision, while the council shall be chaired by the oldest member of the council.
- k) In case of preliminary termination of dean's authorities through open voting, which shall be chaired by the oldest member of the council, the majority of votes from the present members shall elect the acting dean.
- l) Elects academic council of the university and the representation council (the senate) members from the academic personnel in terms of the quota determined for the faculty. The elections will be held according to the regulations as stated under the university statutes.
- m) Makes decisions about delegation on its functions for faculty session, except the authorities directly stated in the Georgian law " on higher education", paragraph 28.
- n) In case the faculty council submits the candidate for the position of the head of academic department, there is audition of action plan submitted by the submitted candidates for the position of the head of the academic department – faculty organization entity and recommends the candidate on the basis of majority of votes to academic council of the university;
- o) Implements all other authorities determined under the Georgian legislation, university regulation, legal acts of the University and council regulation of the faculty.

## Article 10

### Dean of faculty

1. The faculty board elects the dean of faculty for appointing him/her at the position.
2. The dean shall be elected for four years term. One and the same person can be elected at dean's position only two times constitutently.
3. The university regulation on holding elections shall determine the election process and registration of candidates submitted for dean's position of the faculty.
4. The university professor or the associate professor can be elected as the dean.
5. Dean of the faculty:
  - a) Shall provide with effective education – scientific activity of the faculty;
  - b) The faculty council shall submit the development plan of the faculty, education scientific research programs;
  - c) Shall develop structure and regulation of the faculty and submits it for further ratification to the faculty council.
  - d) Will be responsible in terms of his/her competence, to implement the decision made by the academic council, representative council (Senate), faculty council and session.
  - e) Issues individual legal acts in terms of his/her competence;
  - f) Chairs sessions of the faculty council;
  - g) Shall be responsible for purposeful spending of the faculty budget, according to the charter of university, as well as the Georgian Law „on higher education”;
  - h) Represents the faculty in the relation with third parties, in terms of the competence confirmed to him/her.
  - i) Signs agreements and memorandums in terms of competence conferred for and on behalf of the faculty.
  - j) Performs all other commissions conferred with law “on higher education”, university regulation and legal acts of the university.
6. The faculty dean has deputy assistant, appointed and dismissed by the University rector as submitted by the dean for the same duration period as dean shall be authorized. The number of deputies of the dean shall be determined according to the staff list of the university.
7. The duties and liabilities of the dean shall be determined under the order of the dean, unless otherwise stated under the active legislation or the charter of the university.
8. In case of absence of the dean the dean's responsibilities will be implemented by the deputy dean.

## Article 11

### Quality assurance service

1. For regular evaluation, raising qualification of academic personnel, education and scientific – research activities at the faculty, the quality assurance service shall be founded, acting in full compliance with Georgian law “on higher education”, legislation in force, university charter and this statutes.
2. The faculty board elects head of the quality assurance service for 4 years term. One and the same person can be elected constitutently for this position only two times.
3. The member of the quality assurance service can be the member of the faculty council, professor and/or the associate professor of the faculty.
4. The Faculty Senate determines the number of members of officers at Quality Enhancement of the Faculty and also personal staff representing the Head of Quality Enhancement Service.
5. Quality assurance service of the faculty:
  - a) Regularly evaluates proceeding of education and scientific – research process, academic personnel and raising qualification of tutors.
  - b) Establishes close relationship and cooperates with corresponding service agencies of foreign higher education institutions, for refining quality control transparent criteria and completion of practicing methodology.
  - c) Determines transparent criteria of evaluating education and scientific activities at the faculty through cooperation with corresponding departments of university.
  - d) Holds monitoring and evaluation of education and scientific processes at the aforementioned criteria;
  - e) Performs self-evaluation, authorization and accreditation processes of the faculty;
  - f) Regularly announces its work results to the faculty consulting department and the council (once per semester)
  - g) Discusses curriculum of education programs, modules and syllabus of education courses, recommends tips for its final refinement.
  - h) Performs all duties as conferred by the charter of university and legal acts.
6. In case of preliminary termination of the authorities for the head of quality assurance service department, the faculty council appoints acting person in charge of such authorities and appoints elections within 10 days since the termination of the term.

## **Article 12**

### **Consulting Department of the Faculty**

1. The Senate of the Faculty includes: Dean (Chairman), Deputy, coordinator of educational programs, manager, Head staff of organizational structures of Faculty, Head of Faculty Quality Assurance Service, representatives selected with the quota of faculty in management authorities of the University.
2. Senate of the Faculty:
  - a) In accordance with the sub-par. "n" of Article 9 of Statement Senate fulfills any other function delegated by the Board of the Faculty (issues of financial assistance, issues of vacation leave, organizational issues, editorial issues, issues related to premium allocation);
  - b) makes decisions in terms of his own authorities, processes issues and develops recommendations for submitting them to the faculty council (for further discussion);

## **Article 13**

### **Manager of the faculty**

1. Manager is the supplementary position , whose competence shall be determined by the individual administrative-legal acts by the rector and the present statutes.
2. The rector is fully authorized to appoint and dismiss the manager of the faculty.
3. Manager:
  - a) Holds marketing and forecast analytical research of labour market, on the basis of which determines the requirements towards the list of education programs considering contemporary public demand
  - b) Provides with finance and material technical support and supervision of the education – scientific activity at the faculty
  - c) in order to implement strategic plan of the faculty development, the manager outlines annual plan for finance and material resources and is responsible for its purposeful and effective implementation;
  - d) Determines the budget project for the faculty with the dean and the consultation department and submits it to the faculty council.
  - d) Is responsible for the budget implementation of the faculty;
  - e) Coordinates enterprise practical training of students, their professional training and further employment process;
  - f) Implements all other liabilities determined by the university legal acts and the present statutes.

4. The manager shall be financially liable towards the rector and the faculty council.

5. Infrastructure Development and Technical Support Group  
-Infrastructure development and technical support group has a Head of the Group, who is appointed and dismissed by the Rector of the University, based on the Dean's nomination.

Head of the group:

- coordinates and is responsible for the work of specialists;
- With the agreement of the Dean and the manager, determines the reconstruction of (rooms, auditors) plan to provide defective acts together with the university economic support staff and further coordination;
- Controls the process of the construction and repair works.
- Provides access to the goods (electricity, plumbing, equipment and inventory for stationery and cleaners) from the warehouse, transporting, warehouse, and then supplying it to employees and controlling their installation and exploitation.
- Provides the list of economic, electrical and sanitary goods, drawing up and submits to the manager;
- Provides the list of furniture for purchase and repair and submits to the manager.
- Provides delivery of business cards, report cards and applications of the manager's service to the administration.
- Provides the faculty inventory.
- Provides and monitors the installation of IT networks at the faculty.
- Is Material responsible for the property of the faculty;

## **Article 14**

### **Faculty Board of Trustees**

1. With the simple majority of votes of the members of the Faculty Council, the Board of Trustees may be created at the faculty.
2. The Board of Trustees is approved by the Faculty Council's Academic Board.
3. The mission of the Board of Trustees is:

- a) Educational and scientific areas of knowledge, the academic and intellectual processes and the specificity of the problematic situations, Contributing to the development of faculty on the basis of adoption of the latest information on solutions, cooperation, attraction of charitable contributions, promotion of the strengthening of science and technologies with the latest achievements;
- b) Cooperation with the Faculty of Study-Educational and scientific programs to enhance the academic quality and the actualization of the operation;

## **Chapter IV.**

### **Dissertation board of the faculty**

#### **Article 15**

##### **The purpose of dissertation board**

Dissertation council of faculty is the authority, conferring doctor's academic degree

#### **Article 16**

##### **Structure and consistence of dissertation council**

1. Dissertation board consists of all professors and associate professors with doctor's academic degree.
2. The regulation of the dissertation board determines elections of the chairman of the dissertation board and the professional activity of the board, which shall be ratified by the academic council as submitted by the faculty council.
3. The person with doctor's academic degree may be invited to dissertation council, through mediation of the chairman of dissertation council, which is not the university employee and has published no less than 3 works in the last 5 years in the field of any doctorate programs
4. At the Faculty, the Doctor's academic degree is awarded by the University Dissertation Board, which is established and the provision of which is approved by the Academic Council.

## Chapter V

### Academic and scientific research units of the faculty

#### Article 17

##### Study and scientific research units of the faculty

1. In order to arrange academic process and scientific research activities properly, academic and scientific – research units are created;
2. Study units of the faculty:
  - a) Business Administration Department N1101;
  - b) Public Administration and E-Business Department N1102
  - c) Department N1103 of Finances and Bank Technologies.
3. Scientific-research divisions of the faculty:
  - a) Professor Zurab Chkhaidze Academic Scientific laboratory of Finances and Bank Technologies
  - b) Local self-government research laboratory;
  - c) Business technologies academic and scientific research laboratory;
  - d) Public administration problem research institute;
  - e) Business and law institute.

#### Article 18

##### Academic department and its status

1. Academic department (hereinafter referred as the department) is the academic – scientific unit of the faculty, ensures academic methodological and scientific - research activity in terms of academic program(s)
2. Is guided with charter of the university, faculty statutes and legal acts of the university and faculty management bodies (managing subjects);

## Article 19

### Field of academic department activities, main tasks and functions

#### 1. Department:

- a) Provides sessions according to syllabus in certain subjects and the academic programs determined by schedule of the department.
- b) Contributes to or participates in developing academic programs and modification of existing ones;
- c) Provides with methodological support of academic process, introduction of new academic programs (preparing study and other academic – methodological material).
- d) Formulates academic loading of the department and administration.
- e) Initiates invitation of specialists with respective qualification towards the dean () in order to involve them into the vacant academic loading (invited professor and/or invited teacher).
- f) Raises academic quality using effective application of existing academic methods, implementing new methods and technologies, completion of academic process;
- g) Organizes scientific - research works of students.
- h) Provides MA and PhD students with supervisors and thesis;
- i) Supports teachers and education staff training and raising their qualification;
- j) Establishes creative relations according to the department profile and cooperates with scientific-research structure units and scientific-research organizations of other higher academic institutions;
- k) Holds and coordinates scientific researches, scientific – methodological seminars, submits expert conclusion on scientific-research activities and projects;
- l) Reviews dissertation works for PhD and qualification works for MA;
- m) Cooperates with enterprises and organizations, providing graduates with employment according to their profile;
- n) Supervises activity of scientific centres of respective profile on the basis of self-financing at the faculty;
- o) Registers statement of student marks and delivers them to the dean's office.

2. The department is managed by the head, whose appointment at the position is set on the basis of academic department regulations.
3. The head of the department is accountable towards the rector, dean and the faculty council/counselling department.

## **Article 20**

### **Scientific-research units (scientific-research institute, laboratory, program direction, centre, etc.)**

1. Scientific – research unit (scientific-research institute, laboratory, program direction, centre, etc.) is a constituent unit of the faculty.
2. Scientific – research unit is conducted on the basis of appropriate regulation.
3. The head of scientific-research unit, scientific head and director are appointed and dismissed by representation of university rector and faculty dean.
4. The academic-scientific laboratory of the faculty (hereinafter – Laboratory) includes material and technical base operating at the Faculty, where the following activities: academic laboratory, scientific, innovation, project, test-constructional, expert, diagnostic and consultation activities are executed in scientific direction;
  - a. Laboratory promotes the development of material-technical base of the faculty engaged in academic and scientific research activity, its effective usage, raising professional level of the staff, involvement of students in scientific-research activity, operation of techno-parks, also scientific center activities;
  - b. The Head of the Laboratory / Scientific head person is accountable towards the Rector, Council of the Faculty and Dean;
5. The Head of the Laboratory / Scientific head person has following functions:
  - a) To assist taking care of material-technical base designed for the execution of academic and scientific-research activity of the University, maintaining it in work condition and further renovation;

- b) To coordinate and assist students and staff academic and scientific-research activity in not interrupted way at material-technical base of the faculty with relevant academic department;
- c) To provide the proper execution of laboratory works at relevant level according to academic schedule.

6. Scientific-research Institutes. The objective of the scientific-research Institute is:

- a) In accordance with the strategic plan of the university establishing applied researches of students and scientists, cooperation with scientific centers, foreign universities, raising prestige of scientific career, establishment of analytical and expert competencies, figurative researches for students and scientists;
- b) To conduct applied researches on knowledge, quality and result, scientific-research and academic process integration enabling students to plan their future;
- c) Identification of problems and relevant research space provision;
- d) Participation in implementing research results.

7. Director of Institute:

- a) Is responsible for the execution of tasks and functions of institute;
- b) Determines research directions and invites researchers for making figurative researches;
- c) Allocates the obligations among the institute staff and gives them relevant indications and tasks;
- d) Supervises the duly fulfillment of their occupational obligations by students and scientist-pedagogues engaged in the activity of the institute, controls the fulfillment of the university memorandum;
- e) Signs the documents prepared at the University;
- f) Submits the report about the activity provided by the Institute twice in calendar year, also any time requested by the Faculty Dean and Rector of the University;
- g) Makes proposals to the management team of university and faculty for the purpose of regulating and solving separate issues;

- h) Based on the negotiation with the Faculty, submits the proposals to the Rector of the University about undertaking the disciplinary responsibility or encouragement of institute staff, organization of work, official staff, inner structure of the institute;
- i) Provides mediation regarding the distinguishing of means, equipments and inventory which is necessary for the fulfillment of the assignments and functions faced by the institute.
- j) Periodically listens to the report provided by the staff of institute about the work done by them;
- k) Leads the development of short- and long-term work plans of the institute and their fulfillment;
- l) Executes the statement for achieving the aims set by the institute, legal acts of the university and other authorities determined under Georgian legislation.

## **Chapter VI**

### **Supportive structural divisions of the faculty**

#### **Article 21**

#### **Supportive structural divisions of the faculty**

1. The Supportive structural divisions of the faculty execute the decisions taken by the university administration and management authorities, faculty council, senate and Dean, develop the proposals related to the relevant field development and represent to the faculty Dean.
2. Supportive structural divisions of the faculty:
  - a) Chamber of the Dean office;
  - b) Library (branch of central library);
  - c) Computer center.
3. The Chamber of Dean Office manages the complete and operative management of current academic process at the faculty. It includes following supportive staff: academic process manager, information, technology and network management

coordinator, senior staff of the group, chief specialists, senior specialists, specialists, archivarius, senior engineer programmer and engineer programmer.

4. Computer Center of the faculty (hereinafter – Center);
  - a) Registers computer technique at faculty and provides its work in order;
  - b) Provides the involvement of computers of the faculty in the university internet network;
  - c) Is in close cooperation with the scientific research divisions of the faculty and provides the usage of computer technique and internet by their officers;
  - d) For the purpose of increasing the level of software skills organizes courses for students and faculty officers.
  - e) Center has computer audience room, where it is possible to handle all the laboratory works foreseen under the simulation programs of academic process;
  - f) Center is addressed by the head person who is responsible for the orderly work of the center. The appointment or dismissal of the Head of the Center is carried out based on the regulations of legal acts.

## **Article 22**

### **Faculty commissions and colleagues**

1. Established based on regulation determined by legal acts of the University:
  - a) Ethic Commission of Faculty;
  - b) Specialized Commission of Academic-Scientific literature;
  - c) Election Commission;
  - d) Bachelor's degree, post-graduates qualification awarding commission;
  - e) Master's examination commissions;
  - f) PhD dissertation collegiate;
2. The regulation of Faculty Ethic Commission activity is determined by University Ethic Code and disciplinary responsibility norms;
3. The regulation of specialized commission activity of academic-scientific literature and criteria are determined by the statement of the council of editorial-publishing of scientific literature and academic of the University;

4. Bachelor's degree, postgraduates' qualification awarding commission is established based on the Faculty Order, representing the Faculty Dean – based on Rector's order, and PhD dissertation colleagues – on the basis of decision made by Dissertation Board based on Rector's order. The regulation of their activities is determined by relevant legal acts of the University.

## **Chapter VII**

### **Personnel of the Faculty**

#### **Article 23**

##### **Personnel**

The faculty consist of academic, administrative and supplementary positions.

#### **Article 24**

##### **Academic Personnel**

1. Academic personnel of the faculty constitutes of professors and assistants, who are elected according to the stated regulation.
2. Professors include: professors, assistant – professors, associate professors, participating in/and managing academic process and scientific researches;
3. Assistant professor, under the supervision of the associate professor, or the assistant-professor conducts seminar and research activities at the faculty in terms of academic process;
4. The rights and responsibilities of academic personnel have been stated in compliance with the charter of the university and the Georgian law.

#### **Article 25**

##### **Appointment on academic position**

1. Appointment on academic position can be held through open competition corresponding to the principles of transparency, equality and equitable competition.

2. The conditions for appointing a person on academic position are determined under the charter of the university and the Georgian legislation in force.
3. Rule of appointing academic personnel, the volume of remuneration and the work conditions, the schedule of academic personnel are confirmed by the representative council (senate) presented by the academic council.

## **Article 26**

### **Administrative positions and other personnel**

1. The administrative position at the faculty is the following: dean of faculty, deputy dean and the head of quality assurance service department.
2. A 65-year-old person can be appointed or elected at the administrative position of the faculty by the recommendation of the university academic council;
3. The teaching personnel consist of teacher and the head teacher. The teacher is authorized to proceed practical and laboratory works without holding academic position;
4. The professional with corresponding qualification can be invited to the faculty (according to the Georgian law “on higher education” without holding an academic, or teacher’s position) in order to participate in education and/or scientific-research process, and lead this process accordingly.
5. The supplementary personnel consist of the personnel necessary for the faculty activities, pre-determined by the statutes defined by volume # 6 and the staff list of the university;
6. The basis for preliminary dismissal of supplementary personnel and administrative staff is determined by the charter of the university and the Georgian legislation

## **Chapter VIII**

### **Student**

## **Article 27**

### **Obtaining student status**

The student of the faculty is a person registered on the faculty according to the Georgian legislation, charter of the university and respective legal acts.

## Article 28

### Student's rights

1. The student has a right:
  - a. To receive high quality education;
  - b. To participate in scientific researches;
  - c. To use technical, library, information and other types of material of the university on equal conditions stated by internal regulation and statutes.
  - d. To receive complete information about the university activities including finance and economy activity;
  - e. To elect the representative and be elected as the representative at the students' self-government, faculty and university management representation bodies according to the law on higher education and statute of the University;
  - f. To establish and/or join student organizations regarding his/her interests freely;
  - g. To express his/her opinion freely and refuse realizing the ideas suggested during study process.
  - h. To move to a different higher education institution from the second year of studies and transfer the state grant designated to him/her to that institute in compliance with active Georgian legislation and the educator regulation;
  - i. To receive scholarship, financial and material aid and other kinds of benefits.
  - j. To select education programs;
  - k. To participate regularly in evaluation process of academic personnel;
  - l. To transfer to individual education programs according to regulations of legal acts;
  - m. To participate in the development of individual education study program;
  - n. To take an academic leave in case of necessity;
  - o. To receive different benefits in case of having restricted capacities and create necessary conditions for obtaining quality education;
  - p. To implement all other authorities given under the university statute and active Georgian legislation.

2. A Phd student can be appointed to the position of an assistant. He/she participates in university management bodies as a student.
3. The personal information expressed by the student at the presence of the academic personnel including political and religious confession acknowledged during the study process is confidential, except the cases when a student gives permission or it becomes legal interest of administration to protect others' safety.
4. This is impermissible from the side of administration to use its own authority and material technical base so that it may create danger of censor or lead to the restriction of freedom of expression.
5. Students' behaviour and disciplinary management regulation towards them is determined by the university code of ethics and norms of discipline responsibility.
6. The student is authorized to appeal the decision made to him at the court by the university.
7. The student's status is terminated at the end of education program, as well as in all other cases stated by the statutes of University, code of ethics, norms of disciplinary responsibility.

## **Article 29**

### **Student's Liabilities:**

Student liabilities are:

- a. To study all the subjects stated by the university according to established program, which was selected by him/her including complimentary subjects.
- b. To observe the charter of university, internal regulation, code of ethics and other legal acts.
- c. To implement duties and liabilities undertaken under the contract, if applicable.
- d. To take good care of the university material - technical base.

## **Article 30**

### **Students' Self-government**

1. Students' self-government is established on the basis of direct elections through ballot voting and equal, direct, general elections at the faculty, which shall become the part of students' self-government of the university according to the Georgian law "on higher education".
2. The students' self-government of the University is the students' supreme representative body, which is the unity of students' self-government elected according to the faculties under the Georgian law "on higher education".
3. Students self-government runs its activities according to aforementioned law, charter of the university and its regulations.
4. The faculty administration has no right to interfere with student self-government activities.

## **Chapter IX**

### **Budget of the Faculty**

## **Article 31**

### **Revenues of the faculty**

1. The budget of the faculty is comprised with the revenues obtained from professional, bachelor's, master's and doctoral programs, as well as any other income, obtained by the faculty not prohibited by the Georgian legislation and/or the charter of the Georgian Technical University or any other statutes and other regulatory documents.
2. The faculty has a right to solve issues regarding the funds of the faculty, their possession and disposal of the property according to Georgian legislation, charter, and the issues related with ownership and utilization of these statutes.

## **Article 32**

### **Budget of the faculty**

1. The project of the next year of the faculty is stated by the manager, which shall be presented to the faculty council for further discussion.
2. The project of the faculty budget stated by the faculty council shall be transmitted to the head of university administration (chancellor) in order to reflect the entire budget of project.
3. The head of the university administration (chancellor) involves the faculty budget into the entire budget and submits it to the representative council (Senate) upon the approval of academic council for further confirmation, unless the distribution of the faculty budget contradicts to the legislation of Georgia and the university activity regulation legal acts.
4. The faculty budget, as the part of the entire university budget is confirmed by the representation council (the Senate). The representation council (the Senate) has no right to introduce amendment into the faculty budget without preliminary agreement made with the faculty.

## **Chapter X**

### **Transitional and final provisions**

## **Article 33**

### **Reorganization and liquidation of the faculty**

Reorganization and liquidation of the faculty are in compliance with the statute of the university according to the regulation imposed under the legislation.

## **Article 34**

### **The rule of Amendment and supplement to the faculty statute**

Amendment and supplements to the faculty statute shall be done similarly to the regulation of the development and confirmation of the faculty statute.