

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

## **Chapter I**

### **General Provisions**

#### **Article 1. Basis of activity of University**

1. Legal Entity of Public Law - Georgian Technical University (hereinafter – University) is autonomous institution, main goal is high educational activity and scientific researches. It implements all three level programs of academic high education, professional education programs, educational program for teaching Georgian language, continuing education and other educational programs, as well training of entrants in Georgian and foreign languages.
2. Activity of the University is based on the Constitution of Georgia, international legal regulations, law of Georgia on “High Education”, requirements of other regulatory and legal normative acts this Charter.
3. Full name of the University is: Legal Entity of Public Law - Georgian Technical University of Georgia, short name is: GTU;
4. University has accounting and foreign currency accounts in banking institution, emblem, flag, anthem, round seal as prescribed by the legislation, stamp and other attributes applicable to legal entity.
5. On the University emblem main place is obtained by bronze eagle image, a sample of pouting industry of Georgian engineering thinking-arts, dated second half of II century B.C, found in Vani archeological excavations. Up to the shield in a crown form is placed abbreviation of Georgian Technical University “GTU” in stylized font, in which is plaited a flat spread ribbon and University motto “Knowledge is Power” in Latin language „Sientia potestas est”. On the shield under the wing of eagle there is shown name of university in Georgian and English languages, respectively: „საქართველოს ტექნიკური უნივერსიტეტი“, “Georgiae Universitas Rerum Technici”. On the shield composition is finished by the year of University foundation: “1922” and olive branches, as a symbol of wisdom and renovation.
6. University flag is right-angled shaped white cloth, with side correlation 2:3, in the centre of which there is image of right-angled dark red cross connected to all four angles of flag; on the vertical-horizontal crossing of the cross there is University emblem. Symbolic and sense solution of the flag is based on main composition of the state flag of Georgia. All

colors presented on the University flag, according to the law on heraldic, have some meaning: white - Innocence, chastity, clarity, wisdom; Yellow (golden) – education prosperity, wealth and glory; auburn - courage, bravery, justice and love.

7. University anthem with its content is symbolic, respects University artificial past, its present moral and ethical ideals and is focused on future values.
8. University teaching language is Georgian (teaching process in other languages, except individual learning courses, is not allowed, if agreed in international agreement or agreed with the Ministry of Education and Science of Georgia).
9. University obtains rights and obligations on its behalf, enters into agreements and may appear in court and defender or defendant.
10. University, within its scope, acts on the whole territory of Georgia and out of its borders.
11. University administration address is: N77 Kostava street 0175, Tbilisi.
12. University e-address is: [www.gtu.ge](http://www.gtu.ge)

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

1. Main goals of University are:
  - a) Support to develop Georgian and world culture values, focus of ideals of democracy and humanism.
  - b) Provide needs of individual's interests and abilities for obtaining high education, develop qualification and their training.
  - c) Realize personal potential, develop art skills, train persons, having competences in compliance with modern requirements, provide competition on local and foreign markets for persons with high education, offer high and professional education of high quality acceptable for students and broad community to the interested persons;
  - d) Train new scientific personnel to provide vitality of state development and high education system itself, provide conditions of research, implement and develop them;
  - e) Develop university based and research potential;
  - f) Implement academic education three level study cycle, professional educational programs, continuous education, other educational programs, fundamental and application scientific researches, high technology and modern experiments, development of university traditions by innovation researches and teaching;
  - g) University integration into European educational and scientific area;
  - h) Implement joint educational programs and scientific-research projects with Georgian and foreign educational institutions;
  - i) Create student oriented university atmosphere;
  - j) Professional development of personnel;

- k) Protect academic freedom;
  - l) Take care for personal and professional development of student and academic personal;
  - m) Generate knowledge and deliver, train competitive staff;
  - n) Encourage mobility of university students and academic personnel;
2. To achieve goals under this Article, University:
- A) Trans person for such professional activity, which needs application of academic and scientific knowledge;
  - B) Takes care for development of personnel qualification;
  - C) Supports development of social conditions of students;
  - D) Takes care to create study conditions for students with disabilities;
  - E) Cooperates with other high educational and scientific-research institutions of Georgia;
  - F) Supports international cooperation and foreign relevant educational institutions to provide interexchange of students;
  - G) Participates in implementation of state or/and other programs, as defined by regulations;
  - H) Serves development of science, through teaching and professional development in free, democratic and social legal circumstances;
  - I) Awards relevant academic degree(s) and qualification;
  - J) Provides to create such conditions, which support to implement the goals under the first section of this Article.
  - K) Applies other powers granted by the legislation.

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

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

## **Chapter II. Structure and Management**

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

1. University structure is composed of main educational (faculty, school) (hereinafter Faculty), independent scientific-research (institute, centre and other) units, university library (libraries) and support structural units: Rector's Administration, Secretary of Head of Administration, chancellery, Secretary of Academic Board and Secretary of

- Representative Board and other structural units (technical fleets, testing-industrial, learning-industrial, scientific-industrial, design-construction, clinical centers and etc).
2. Creation of University structural units, reorganization and closing is done according to the legislation in force, by the decision of representation board (Senate).
  3. University main educational and other structural units competence and activity rule is regulated relevant provisions approved by the rule stipulated in this Charter.

#### **Article 5. University Management**

1. University management bodies (managing units) are:
  - a) Academic Board;
  - b) Representative Board (Senate);
  - c) Rector;
  - d) Head of Administration (Chancellor);
  - e) Quality Assurance Service.
2. Faculty Management Bodies are:
  - a) Faculty Board;
  - b) Dean;
  - c) Faculty Quality Assurance Service.
3. Rules for elections of university and faculty management bodies (managing units) are defined by the University Provisions of “Elections of university and faculty board (managing units) of Georgian Technical University” (hereinafter – University Provisions for Elections), which is adopted by academic board and approved by representative board (Senate).

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

1. University provides:
  - a) Publicity of university decisions, reports by the Rector and Head of Administration (Chancellery) and individual legal acts;
  - b) Academic freedom of academic personnel and students;
  - c) Participation of academic personnel and students in decision making and implementation control process;
  - d) Equal treatment notwithstanding ethnic belonging, gender, social origin, political and religion opinion and etc.
  - e) Fair and transparent elections in the University;
2. Provisions of University structural units may not limit any regulations against these principles.

## **Article 7. Academic Board**

1. University high representative body is Academic Board, members of which are selected by all members of academic personnel of faculties and representatives of self-government of students, being member of academic board, under the rule of selection set forth in the university provisions for elections, on basis of direct, free and equal selections, by closed voting.
2. Academic Board is elected for four years.
3. Each faculty in the Academic Board has two representatives.
4. Full professor or associated professor is selected as a member of Academic Board. A person may be elected as a member of academic board twice in sequence.
5. By the decision of Academic Board in the membership of the Board may be elected independent scientific-research representatives. Each independent scientific-research unit in the Board may have one representative.
6. Academic Board is chaired by University Rector.
7. Basis of earlier termination of power of member of Academic Board are:
  - a) Termination of labor relation with University.
  - b) Recognition and unable or disable by the court;
  - c) Obtain academic or administration position in other high education institution;
  - d) Other case prescribed by the law.

## **Article 8. Power of University Academic Board**

- a) Adopts and approves strategic plan of University development;
- b) Approves educational and scientific-research programs, submitted by faculty;
- c) Supports high education integration in European area, creation of learning plans and programs, mobility and integrity learning, scientific research programs;
- d) Based on free and equal elections, closed voting, by majority of list membership, elects Rector – Chairperson of Academic Board;
- e) Offers to representative board (Senate) by majority of list membership a candidate selected for the position of Head of Administration (Chancellery) based on competition.
- f) Submits to representative board (Senate) by majority of list membership, a motivated statement on earlier release of Head of Administration (Chancellery);
- g) Offers to representative board (Senate) by majority of list membership, a new candidate for the position of Head of Administration (Chancellery), within one month after termination of authority of Head of Administration (Chancellery).

- h) Participates in review of University Charter, Provisions of structural units, budget and annual report by the Head of Administration (Chancellery) in the representative board (Senate);
- i) Approves coefficients for united national exams, as well number of students to be enrolled, as submitted by the boards;
- j) In cases prescribed by the legislation of Georgia, by the rule stated in the Order by the Minister of Education and Science of Georgia approves coefficients for MA exams, as well number of students to be enrolled at the faculties, submitted by the faculty boards;
- k) Defines limit of minimum competence for the exam stated in the list of international exams by the Ministry of Education and Science of Georgia, submitted by the faculty boards;
- l) Defines rule for recognition credits obtained in other educational institution;
- m) Approves Provisions of Thesis Board, submitted by the faculty board;
- n) Submits a candidate for the Head of Quality Assurance Service to the representative board, for approval;
- o) Defines rule for employment of academic personnel, amount of salaries and conditions to be approved by the representative board (Senate);
- p) By qualified majority of votes (2/3), closed voting, individually makes decision about holding administrative position by persons aged 65 and older.
- q) Defines limit of job burden for academic personnel and submits for approval to representative board (Senate).
- r) Approves regulation rules for learning process (instructions, provisions);
- s) Defines university medals, awards and bonuses, rules and conditions for award;
- t) Under the rule defined by this Charter, makes decision on awarding title of Honored Doctor or Emeritus;
- u) Makes decision to award Giorgi Nikoladze Medal or University Honor Diploma;
- v) Submits annual report to representative board;
- w) Elects University Library Director;
- x) Approves the rule for evaluation of learning and scientific-research work, submitted by university quality assurance service.
- y) Adopts University symbolic and submits for approval to representative board (Senate);
- z) Applies other power granted by this Charter, legislation of Georgia and own Regulation.

2. Academic Board is authorized, based on breach of legislation of Georgia by the Rector, failure to fulfill obligations of the Rector or/and implementation of illegal activity by the Rector, review issue of earlier release of Rector, by request of not less than 1/3/ of members

of academic board; decision on release of Rector is made by closed voting, by majority of list membership. Rector not participates in the voting stated in this section. Appeal of decision made on these issues not results in cancel of dispute act.

3. Academic Board in case of earlier release of Rector, appoints Substitute of Rector.
4. Meeting of Academic Board is called by initiative of Rector or by not less than 1/3 of members of Academic Board.
5. Membership of Academic Board is canceled for the Rector in case of release from the Rector's position.

#### **Article 9. Rule for call of meetings of academic board**

1. Approval of authority of members elected at the first meeting of the Academic Board is made in following the same requirements as defined for recognition of authorities of members of representative board.
2. Secretary of Academic Board is elected from the membership of Board, by majority of list membership, by open voting.
3. Each member of Academic Board has one voting right. Reason of missing the meeting shall be notified in written to the Chairman of the Meeting. Board members shall appear at the meeting without special invitation. During working period of academic board, a member of Academic Board has a right to participate in review of all the issues in agenda, express opinion, ask questions, apply authority granted by the legislation and this Charter.
4. By the majority of votes of full membership Academic Board is entitled, by participation of members of Academic Board, commissions for certain issues, working groups. Commissions and working groups may be created by participation of invited specialists, experts, community representatives, university employees and other interested persons.
5. Meeting is decision making if attended by half of full membership of Academic Board. Before opening the meeting and starting, members are registered by the Secretary of Academic Board (registration details are attached to the Minutes of Meeting and is indivisible part of Minutes).
6. Meetings of Academic Board may be closed.
7. Secretary of Academic Board in agreement with the Chairman of Academic Board, not less than three days before the meeting (except extraordinary meeting) makes agenda for the meeting. Spokesperson to be stated together with the agenda issues.
8. Academic Board has a right to make decisions on procedural issues of meeting by open voting or in other form of voting, by majority of attended members.

9. Meetings of Academic Board are reported in the Minutes, registration of which is provided by the Secretary of Academic Board. Minutes is attached by all the materials, which are related to the issues included in the agenda. Minutes is approved by the Chairperson of the Meeting and the Secretary.
10. Academic Board has a right to make decision in the form of Resolution related to all the issues which belong to competence of Academic Board.

#### **Article 10. Representative Board (Senate)**

1. University representative body is Representative Board (Senate), which is elected based on representation from university faculties by students and academic personnel separately, in proportion of their number at faculties.
2. Representation Board (Senate) is elected for term of four years based on public, direct, equal elections and closed voting.
3. Membership of representative board is defined by not less than double membership of academic board. Students represent one third of full membership of Senate. Assistant-professor, who is PhD student participates in elections as a student. To define number of students, calculation is made for the benefit of students.
4. In representation board there is Director of University Library.
5. Basis of termination of status of member of representative for professor and student is termination of academic or/and labor relation with university.
6. In case of earlier termination of authority of member of representative board (Senate), a candidate will become member for the rest term of a member, who gained majority of votes in elections after a member who is terminated his/her authority. In case of missing, elections are held to elect relevant representation for the same term.
7. Representatives of administrative and support personnel may not be elected in Senate, as well members of academic board.

#### **Article 11. Authority of Representative Board**

1. Representative Board, according to the requirements of the legislation, for implementation of Charter defined goals:
  - A) adopts university charter in participation of academic board and submits for approval to the Ministry of Education and Science of Georgia;
  - B) adopts and approves university policy, code of ethics and regulations for conduct;
  - C) based on common submission by the Rector and Head of Administration (Chancellery), by majority of attendances of academic board and Senate, approves university structure;
  - D) approves regulation for budget;



- E) approves provisions for university structural units;
- F) elects speaker of representative board (Senate);
- G) approves candidate of head of administration (Chancellery) proposed by the academic board;
- H) approves university budget proposed by the head of administration (chancellery);
- D) approves university structure based on proposal by the head of administration (chancellery);
- J) approves annual report by the head of administration (chancellery);
- K) is entitled, by motivated proposal of academic board or own initiative, to earlier termination of authority of the head of administration (chancellery);
- L) approves the rule for employment of support personnel, job salary and conditions as proposed by the head of administration;
- M) approves the rule for employment of academic personnel, job salary and conditions as proposed by the head of administration;
- N) appoints head of university quality assurance service as proposed by the academic board;
- O) approves symbolic of the university ;
- P) applies powers granted by this Charter, legislation of Georgia and own Regulation.

2. Representation board makes decisions by majority of its membership.

#### Article 12. Speaker of representation board (Senate)

- 1. Meetings of representation board (Senate) are organized and chaired by a speaker, selected by representation board (Senate) from its membership and for four years, according to this Charter and university provisions for selections.
- 2. Basis for earlier termination of authority of speaker of the representation board (Senate) are:
  - a) Personal decision
  - b) Validity of fault decision by the court against him/her
  - c) Death
  - d) Recognition of being disable by the court
  - e) Release form academic position of the university

#### Article 13. Rule of representation board (Senate)

- 1. First meeting of newly elected representation board (Senate) is chaired by the older member.

2. At the first meeting of newly elected representation board (Senate) chairperson university election commission reports results of elections and delivers minutes to the meeting chairperson stating authority of representation board (Senate), results of true and correct elections, received claims and the facts of breach of election process and other information about elections).
3. Meeting Chairman notifies meeting participants presented information by the election commission and delivered documents.
4. In the resolution of the board stating authority of the representation board (Senate) is listed all the persons who are deemed to be legally elected by university election commission and approved by full majority of meeting participants.
5. If number of persons, whose authority is approved by the representation board (Senate), is less than half of full membership, then meeting is suspended. Next meeting of the representation board (Senate) is called by chairperson of university election commission within 10 days after election of at least half of full membership of the representation board (Senate).
6. representation board (Senate) from own membership, by majority of votes elects speaker of representation board (Senate) through open voting. A person is deemed to be elected who is supported by more than half of board membership. In case if candidate is more than two and none of them obtained required number of votes, next voting will be held among two candidates, having most number of votes. In case of failure, within 5 days meeting of the representation board (Senate) will be held and procedure of speaker election is held once again.
7. Meeting of the representation board (Senate) will be called initiated by speaker or by not less than 1/3 of members of the representation board (Senate).
8. Each member of the representation board (Senate) applies one voting right. Reason for missing such meeting will be notified in written to the meeting chairperson. Board members appear to the meeting without advance notification. Members have right to participate in discussion of all the issues included in the agenda, to ask questions, make opinion, apply other authority granted by the legislation and this Charter.
9. By the majority of full membership, board is authorized to create commission to study certain issues and working groups, by participation of board members and as well create by invited specialists, experts, community representatives, university employees and other interested persons.
10. Meetings of representation board (Senate) are organized by Secretary of the representation board (Senate), elected by the board membership.

11. Meeting is decision making is attended by more than half of full membership of representation board (Senate). Before opening and closing meeting, members are registered by the Secretary of the representation board (Senate). (registration details are attached to the minutes of meeting and is its indivisible part).
12. Meeting of representation board (Senate) may be closed.
13. Issues which need to be confidential, are declared as closed by the majority of attendants in full or partly. Board speaker will define attendants of the closed meeting.
14. Members at the meeting, invited persons are obliged to follow code of ethics and other requirements.
15. Issues to be included in the agenda are defined at least three days before (except agenda of extraordinary meeting) stating spokesman.
16. representation board (Senate) is authorized to make decisions on agenda issues through open voting and majority of attendants.
17. Minutes of meetings of the representation board (Senate) are recorded and registered by secretary of the representation board (Senate), attached by the materials related to the meeting agenda and signed by the speaker and secretary.
18. representation board (Senate) is authorized to make decision in the form of resolution for all the issues belonging to the competence of representation board (Senate).

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

1. Rector is head of university, person holding highest academic position, chairperson of academic board and represents university throughout the country and abroad in academic and scientific fields, and for this purpose is authorized to make agreement and treaties related to financial and economic issues, head of administration puts signature together with the rector.
2. Academic board elects the rector through closed voting, by majority of list membership, for the term of four years.
3. One and same person may be elected for the same position only twice.
4. To hold position of rector statement about candidate is published by academic board not less than 1 month prior to start of registration of candidates, according to the legislation of Georgia and the rule approved by the university provisions, following principles of transparency, equity and fair competition.
5. Before election of rector, in the selection process of candidate, academic board evaluates action plan present by each candidate.
6. Rector;
  - a) Manages university within scope of own competence

- b) By proposal of faculty and scientific-research institute, adopts staff schedule of academic and scientific positions and submits to the head of administration to include in the staff schedule draft.
  - c) Signs and terminates labor agreements with university personnel, issues orders on appointment and release;
  - d) Within own competence defines main directions of management of scientific-research units;
  - e) Decides other issues to support better management of scientific-research activity if they not fall within authority of other structural units or authorities.
  - f) To the issues belonging to individual administrative-legal acts – orders;
  - g) Performs other rights granted by the legislation of Georgia, this Charter and University administrative-legal acts.
7. Rector is authorized to create consultation boards and commissions and boards, activity of which are regulated by individual administrative-legal act.
  8. Rector has deputies (incl, vice-rector), number of which is defined by university staff schedule and their authority is regulated by individual administrative-legal act.
  9. Authority to sign high education diploma by the deputy rector, is not allowed.
  10. Because of university interests, temporary change of job place of rector (business trip), is registered by individual administrative-legal act – order by the head of administration.
  11. In case if rector temporary fails to fulfill liabilities, vice-rector acts on his behalf, if missing, one of the deputies, nominated by him/her.

#### **Article 15. Head of administration (Chancellor)**

1. Head of administration (Chancellor) is highest administrative manager of university in financial, material and administrative fields, who represents university in financial-economic relations.
2. Head of administration is appointed by representative board (Senate) by proposal of academic board through closed voting, according to the legislation. One and the same person may be proposed only twice. In case of repeated rejection by the representative board, academic board offers new candidate.
3. Term of authority of head of administration is four years.
4. One and the same person may be appointed on the position of head of administration only twice.

## **Article 16. Authority of Head of Administration**

1. Head of administration according to the legislation and the Charter:
  - a) Manages university administration
  - b) Is authorized to sign financial and economic treaties according to the budget of university
  - c) Adopts structure of administration of university and submits for approval to the representation board.
  - d) Adopts rule for employment of new personnel, job salaries and submits for approval to the representative board.
  - e) Makes draft budget for next year and submits for approval to the representative board.
  - f) Prepares annual report for performance and submits for approval to the representation board.
  - g) Issues individual administrative-legal acts within its competence.
  - h) Is responsible for legality and effectiveness of financial and economic activity
  - i) Proposes deputy rector candidate in order to be appointed by the rector
2. Head of administration is responsible before academic board and representative board.
3. In case if Head of administration temporary fails to fulfill own liabilities, deputy will substitute and any other person, defined by him/her.
4. Except general basis earlier release of administrative officer, basis of release are:
  - a) Repeated rejection by representative board about approval of annual report and budget
  - b) Motivated decision by Representative board.

## **Article 17. Quality Assurance Management Service**

1. Learning and scientific-research work, as well level of professional development of university personnel is a subject of system evaluation, participating by as well university students and the results of which are public and available for all interested person.
2. In order learning and scientific-research work, as well in order to provide system evaluation, there is created university quality assurance service.
3. Head of University quality assurance service is appointed by representation board by proposal of academic board.
4. Head of University quality assurance service is elected for 4 years. One and the same person may be elected only twice.

5. University quality assurance service has close relation and cooperates with high education institutions in foreign countries and their quality assurance services to provide implementation of transparent criteria and methodology.
6. University quality assurance service ensures:
  - a) Evaluation inner and outer procedures, aim of which is development of quality of university
  - b) Creation and development of database for teaching quality in the university
  - c) Submission of information about quality related normative requirements, as well made changes
  - d) Getting information about faculty quality assurance in order to make further proceeding and record in database
  - e) Other activity supporting high quality of teaching through implementation of new methods (modules, credit system and etc) and preparation of self-assessment for accreditation process.
7. University quality assurance service by its activity is responsible before academic board and representative board.
8. In case of earlier termination of Head of the University quality assurance service representative board (Senate) by proposal of academic board appoints substitute and elections are appointed within 10 days after termination of authority.

### **Chapter III. Faculty**

#### **Article 18. The structure of the faculty and the management elements of the faculty**

1. The faculty is the main educational elements of the university, ensuring preparation of students in one or several specialty and assignment of relevant qualification to them.
2. The management elements of the faculty are the council of the faculty, a dean, faculty quality insurance service.
3. The faculty includes faculty administration, educational (academic department, department, college, etc.), scientific-research institute, laboratory, clinics, program direction, etc.) and supportive structural units (library, etc.)
4. There are the faculty advisory body and a manager position. According to the statute, the board of trustees can be established on the faculty.
5. The structure of a faculty and the statute, as well as the regulations of the structural units, are approved by the council of representatives (a senate), presented by the council of the faculty.

### **Article 19. The council of a faculty**

1. The council of the faculty is the representative body of the faculty composed from all the members of the faculty academic personnel and the representatives of a student self-governance.
2. The number of the representatives of the student self-governance in the faculty council is defined by the faculty regulation, but it should not be less than council composition.

### **Article 20. The eligibility of the faculty council**

1. The eligibility of the faculty council is defined by the statute and regulation of the faculty council. A faculty council approves the council regulation.

2. A faculty council:

- a) defines and submits to the head of administration (a chancellor) the draft budget of the faculty;
- b) elects a dean based on free and equal elections, by closed voting, by majority of the voters' list;
- c) elaborates and submits faculty development strategic plan, educational and scientific-research programs to the academic council for approval by submission of a dean;
- d) elaborates faculty structure and regulation by submission of a dean and submits to the representative board (a senate) for approval;
- e) develops a dissertation council regulation and submits to an academic council for approval;
- f) elects the head of faculty quality insurance service;
- g) takes decision about early termination of the power of a dean based on the demand of at least 1/3 of the faculty council members due to violation of a Georgian legislation by a dean, irrelevant implementation or/and misconducting of the responsibility of a dean. A decision about early termination of the dean power is taken by means of a closed voting, by majority of enlisted members. A dean does not participate in the voting considered by the given article.

Claim against the decision taken about these issues do not causes termination of the action of the disputable act;

- h) Appoints a stop gap dean in case of early termination of dean power;
- i) Approves decisions taken by the faculty ethic commission;
- j) Implements other responsibilities assigned by the given statute, Georgian legislation and by own regulation.

### **Article 21. A dean**

1. A faculty council elects a dean for four years term. Election of the same person by consecutive terms is possible only twice. The announcement for the vacancy of a dean is made at least a month prior starting the registration of the candidates, in accordance to the defined rule by the

university regulation about election, based on principles of transparent, equality and fair competition.

2. A dean

- a) ensures efficient implementation of a faculty educational-scientific activities;
  - b) submits a faculty strategic development plan, educational and scientific-research programs to a faculty council for discussion.
  - c) develops and submits a faculty structure and regulation to a faculty council for approval;
  - d) Within its competency is responsible for implementation of the decisions of the representatives council (a senate), academic council and faculty council;
  - e) chairs the faculty council meetings;
  - f) is responsible for purposeful implementation of a faculty budget in accordance to the Georgian Law “about higher education” and the statute;
  - g) implements other responsibilities considered under Georgian legislation, given statute and administrative-legal acts of faculty management elements (management subjects);
3. issues individual administrative-legal acts, orders regulating all legal issues related to educational, scientific activities for the solution of individual issues, within the competency of a dean.

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

1. Quality insurance services established for regular evaluation of faculty educational and scientific-research activities, as well as academic staff professional development quality, operating in accordance to a faculty regulation.
2. A faculty quality insurance service is eligible to cooperate with the relevant units of foreign and higher educational institutions in order to develop transparent criteria for control and the methodology their implementation.
3. A faculty council elects the head of the faculty quality insurance service for four years. Election of the same person on the position of the quality insurance service head by consecutive terms is possible only twice.
4. The member of the faculty quality insurance service can be the member of a faculty council, associated professor or full professor.
5. The key objective of a faculty quality insurance service is to support ensuring of high quality study, by means of modern methods of teaching and evaluation (modules, credit systems, etc.) and preparation of self-evaluation for accreditation process.
6. In case of early termination of the power of a quality insurance service head, a faculty council assigns a stop gap head and appoints an election in 10 days since termination of the power.



**Article 23. A faculty advisory body**

1. Faculty advisory body includes a dean (a chair), a deputy, a manager, the head of faculty structural units, the head of a faculty quality insurance service, the faculty representatives elected in the university management entities based on a quota.
2. The obligation of the advisory body is defined by a faculty regulation.

**Article 24. A manager**

A support staff are a manager, who is appointed and its responsibilities are defined by an individual administrative-legal acts of a rector.

**Article 25. A board of trustees**

1. A board of trustees is established on the faculty by the decision of the vote of simple majority of the faculty council members
2. The composition of a board of trustees is approved by the university academic council by submission of a faculty council.
3. The mission of a board of trustees is
  - a) contributing to development of a faculty, cooperation, fund raising, support to strengthening by means of the latest achievements of science and technology through knowledge of academic-educational and scientific directions, understanding of the concept for academic and intellectual processes and problematic conditions;
  - b) cooperation for raising academic quality of faculty academic-educational and scientific programs and their operation

**Article 26. A dissertation board**

1. A dissertation board is the body assigning an academic degree of a doctor, which is created on the faculty.
2. A faculty dissertation board consists of all full professors and associated professors of the faculty
3. A rule of composing of a dissertation council, election of a council head and operation are defined by the relevant regulation which is approved by an academic council after submission of a faculty council
4. It is possible to invite a person having an academic degree of a doctor in the dissertation board by mediation of a dissertation council chair, who is not a staff of an university and has published at least 3 works in any scientific field relevant to the faculty doctoral program during the last 5 years.

## **Chapter IV University staff**

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

1. The staff of the university is: Academic, administrative and assistive staff
2. The limit amount of load of the academic staff is determined by academic board and is approved by representative board

### **Article 28. Academic staff of university**

1. The members of academic staff of university are professors
2. The part of professors are complete professor, associate professor and assistance-professor,
3. Professors attend or/and lead studying process and science researches

### **Article 29. The rule of occupying an academic position**

1. Occupying an academic position is only possible through open competition, which should correspond to transparency, equality and principles of fair competition.
2. The date and terms of competition is published by Georgian legislation and terms set by this statute, one months earlier before receiving documents
3. The note about competition should be published on the official web page of the university and in prominent place in university, to provide its publicity and availability for interested persons.
4. The date of the beginning of contestants registration, deadline and list of necessary documents should be noted in statement
5. The rule of holding the contest is set by relevant regulations, which is approved by representative board (senate) in advice of academic board

### **Article 30. Terms for selecting on academic post**

1. On the positions of complete professor, may be selected someone with doctor or similar academic degree, who has more than 6 years experience in science-pedagogical work. Additional terms are determined by academic board and are approved by representative board.
2. On the position of associated professor, may be selected someone with doctor or similar academic degree, who has more than 3 years experience in science-pedagogical work
3. On the position of assistance-professor may be selected doctor or doctorate.
4. Also, on the academic position may be selected someone with relevant experience, whose qualification may be approved by professional experience, special preparation and/or publications and who has necessary competence to product results provided by programme. Qualification requirements and terms to participate in competition for this category of persons are set by academic board and are approved by representative board (senate)

### **Article 31. Rights of academic personnel**

1. Academic personnel, according to competences, has a right to:
  - A) participate in university management, including election of management bodies

- B) teach, research and publish scientific works independently
  - C) within the scope of educational program define independently the content of learning course (syllabus), teaching methods and means.
2. Academic personal is obliged to:
    - a) Follow university policy and code of ethics
    - b) Fulfill obligations assigned by labor agreement
    - c) After development of qualification present report about performed works
    - d) Follow the requirements defined by this Charter and the legislation
    - e) After completion of business-scientific trip present report
  3. University ensures freedom for academic personnel teaching and research and creates proper conditions.

### **Article 32. Release of academic personnel**

Basis for Release of academic personnel are:

- a) Personal statement
- b) Termination of labor agreement
- c) Rude or systematic breach of university policy and code of ethics
- d) Breach of conditions stated in labor agreement
- e) Pension age or award of title of emeritus
- f) Other cases prescribed by the law

### **Article 33. Awards by university and other titles**

1. Highest award by the university is “Giorgi Nikoladze Megdal”, university award is “Honor Diploma”.
2. Rule of awards and conditions are defined by relevant provisions, approved by academic board.
3. Academic board has a right to award scientific or public man the title of honored doctor or emeritus for a special merit.
4. Title of honored doctor may be awarded in order to respect special merit for the university to the person who is citizen of foreign country, and such is proposed by the rector and/or faculty board.
5. Emeritus title may be awarded for special merit to the person who provided successful teaching and scientific and social work in the university, as well famous science of Georgia or foreign country or/and state and public man, proposed by university rector, faculty board or/and member of academic board.
6. Enumeration issues for Emeritus title holding person is decided by academic board in each case.

### **Article 34. Invited specialists, teachers personnel**

1. University is authorized to invite specialist with relevant qualification, without employing on the position of academic or teacher position (invited professor or/and invited teacher), in order to participate in teaching or/and scientific-research process.
2. Invited professors are divided into “S” and “A” categories, rights and obligations of whom is analogues, respectively, to the status of full professors and associated

professors. Their salaries are payment rule is defined by university academic board and approved by representative board (Senate).

3. Teachers' personnel are chief teacher and teacher and is entitled to lead practical and laboratory works without having academic position.

#### **Article 35. Scientific-research personnel. Rule how to obtain scientific position**

1. University scientific-research personnel are the personnel defined by the law of Georgia on "Science, technologies and their development". Its rights and obligations are defined by the legislation of Georgia and the provisions of relevant structural units.
2. Rule of obtaining scientific positions is defined by the legislation of Georgia and relevant provisions of structural unit.
3. University has a right to invite specialist with relevant qualification (invited researcher) to participate in scientific-research process. Rights and liabilities of invited scientists are defined by relevant labor agreement.

#### **Article 36. Administrative Positions and Other Personnel**

1. Administrative positions at the University are composed of the following: a Rector, Head of the Administration (Chancellor), a Dean and their Deputies, Head of the Quality Assurance Service and the Head of the Faculty Quality Assurance of the University.
2. Administrative positions are obtained under the defined rule of the following Charter and the Law of Georgia 'About Higher Education'.
3. Vice-rector and other deputies of the Rector are appointed and dismissed by the Rector.
4. The Deputies of the Head of the Administration (Chancellor) and the Dean are appointed on the position under the order of the Rector according to the submission of the corresponding managing body.
5. Other personnel necessary for the activity of the University are considered as the subsidiary personnel under the staff list.

#### **Article 37. Dismissal from the Administrative Position**

The basis of the preterm dismissal of the Administrative Position Holder of the University are as follows:

- a) Personal will;
- b) A court verdict towards him/her entered into force;
- c) Decease;
- d) Having been declared as the incapable or limited incapable person;
- e) Dismissal from the Academic Position of the University, if holding the Academic Position is a precondition of holding the corresponding Administrative position;
- f) Other case considered by the University Routine and the Code of Ethics.

### **Article 38. Positional Incompatibility**

1. The person holding the Administrative position is not allowed to hold other administrative position at the University at the same time, or act as a head of an independent structural body.
2. In case the precondition of holding of the administrative position or membership of the managing body is the academic position expiration of the term of the academic position causes the termination of the authorization at the administrative position or the management body from the moment of approving the results of the competition to hold the academic position, in case the person had not been chosen for the corresponding academic position.
3. The member of the Academic Council is not enabled to hold the administrative position at the University at the same time, except the Rector, or act as a member of the Representative board (Senate).
4. The speaker of the Representative board (Senate) is not enabled to hold the administrative position at the University at the same time.
5. Positional incompatibility of the academic, professor and the subsidiary personnel, as well as other cases of incompatibility are defined by the Legislature of Georgia and corresponding Administrative and Legal Acts of the University.

### **Chapter V. A Student**

#### **Article 39. The Status and Rights of a Student**

1. The entity is granted by the student's status by the University according to the definite rule, on the basis of the order of the Rector and operates till the termination of the legislative relation.
2. The student's status enables the student to use the defined rights and duties of the student.
3. The student is entitled:
  - a) To receive a qualified education;
  - b) To participate in the scientific research;
  - c) To use the material and technical, librarian, informational and other sources in equal conditions under the stated rule of the following Charter, internal regulations and provisions;
  - d) To choose the representative by the secret voting on the basis of the general, direct and equal elections and to be chosen into the Students' Self-government, as well as in the Management Authorities of the Faculty and the University under the following Charter;
  - e) To establish or / and amalgamate freely in the Students' Organization according to his/her interests;
  - f) To express his/her own ideas freely and to refuse reasonably to share the ideas those are suggested during the educational process;
  - g) To use the right of mobility under the legislature of Georgia and the ruse stated by the University;
  - h) To be granted by the scholarship, financial or material aid, other kinds of advantages from the State, University or other sources under the stated rule of the University and the Legislature of Georgia;

- i) To choose the educational program;
  - j) To participate in the elaboration of the individual educational program;
  - k) To estimate the work of the academic personnel periodically;
  - l) To realize other authorization granted by the following Charter and the Legislature of Georgia.
4. The University privileges the disabled students with the creation of the conditions necessary for their valuable education, including, the ability of receiving the education through the individual educational programs.
  5. Personal information expressed by the student with the academic personnel, as well as the information about own view, faith and the political belief known for him/her during the educational process, as well as realizing the disciplinary activity towards the student is confidential, except the case, if there is the student's permission or the legal interest of the administration to protect somebody else's security and the rights protected by the law. The information about the academic performance and the disciplinary activity must be kept separately. When keeping the information about the student the Faculty Administration is obliged to guide the stated rule of the General Administrative Code of Georgia.
  6. The University provides with fair estimation of the student's knowledge with working out the corresponding procedures.
  7. The grounds for the suspension of student's status are:
    - a) Administrative (financial) or academic (educational) registration failure;
    - b) Illness;
    - c) Studying at the Higher Educational Institution of a foreign country;
    - d) Academic leave;
    - e) Criminal proceedings excluding the possibility of participation of the student in the educational process;
    - f) Calling up for the compulsory military or military reserve service;
    - g) Other case considered under the legislature.
  8. The student is to submit an application on suspending the status to the Rector of the University under the sub-paragraphs 'B-D' of the Paragraph 7 of the following Article not later than six weeks from the start of the educational process. After expiring the above mentioned term he/she loses the right of using paid tuition fee in the next semesters.
  9. In case of failure to pay the tuition fee suspension of the student's status does not release the student from the liability of paying the tuition fee.
  10. Maximum period of suspension of the student's status is five years.
  11. When reestablishing the status the person having suspended the student's status continues to study from the very semester he/she had been suspended the status.
  12. Grounds for termination of the student's status are:
    - a) Suspension of the student's status for more than five years during the educational period at the university;
    - b) Finishing the educational program on the stage given;
    - c) Personal application;
    - d) Failure to execute the corresponding educational program requirements within the stated terms of the regulating rules of the educational process of the University;
    - e) The decision made towards the student due to the disciplinary pursuit realized on the basis of the University Regulations and Norms of

- Code of Ethics;
- f) Decease;
  - g) Other case considered by the legislature;
13. The person having been suspended the student's status is able to re-establish it under the defined rule of the Legislature of Georgia.
  14. The person having been suspended the student's status is able to re-obtain it under the defined rule of the Legislature of Georgia.
  15. The Rector's order will be issued on suspension, re-establishing or termination of the student's status.
  16. Legal outcomes considered by the legislative act on the termination of the student's status come into force after twelve months from issuing the order. The student's status is considered to be suspended within this period and the student is authorized to use the right of mobility, except the case when the basis of terminating the student's status is incompatible with the Charter of the receiving Institution.

#### **Article 40. Liabilities of a Student**

A student is obliged to study all the subject according to the stated program of a Higher Educational Institution he/she has chosen himself/herself and those are mandatory, to follow the following Charter and the Routine.

#### **Article 41. Disciplinary Liabilities of a Student**

1. Disciplinary operation towards the students must be proportional to the disciplinary misconduct and may be realized only in the considered cases due to the Code of Ethics and the Routine and under the stated rule, Law of Georgia 'About Higher Education' and legislative procedure.
2. In case of violating the rules of conduct stated by the University Code of Ethics the decision on starting the disciplinary operation towards the student is made by the corresponding Faculty Council. The disciplinary operation rule, as well as the rights and liabilities of the student during the disciplinary operation process are defined by the Law of Georgia 'About Higher Education' and the University Code of Ethics.
3. Starting the disciplinary operation towards the student must not limit the student's right, to participate in the process of studies, except the cases considered by the Code of Ethics and the Routine, if it does not threat the others' rights, health, the university property and the safety protection.
4. When realizing the disciplinary operation the student is authorized to:

- a) Make a substantiated decision towards him/her about starting the disciplinary operation in a written form;
  - b) Attend the discussion of the issue of the disciplinary operation and use the right of defense;
  - c) Supply the corresponding body of the University with the existing information and the evidences;
  - d) Participate in the research of the evidences gained by the corresponding body of the University;
  - e) Require to discuss the disciplinary operation issue towards him at the Public Meeting.
5. When discussing the disciplinary issue the burden of proof lies on the prosecution. The decision on realizing the disciplinary operation must be substantiated and must be base on the evidences gained by the considered rule of the University Code of Ethics and the Legislature of Georgia. All the evidences those are basis of the disciplinary operation must be researched the body realizing the disciplinary operation – the corresponding Faculty Council.
  6. The student is authorized to appeal the decision made by the University towards him/her at the court.

#### **Article 42. Students' Self-government**

1. Students' self-governments are established according to the faculties on the basis of the secret ballot, universal, equal, direct elections held at the University.
2. The unity of the students' self-governments chosen on the faculties represent the self-government of the University that will work out the regulation of the Students' Self-government.
3. The Students' Self-government under its regulation:
  - a) Provides the students' participation within the management of the University;
  - b) Support the protection of the students' rights;
  - c) Chooses the representatives at the Faculty Council;
  - d) Is authorized to work out the offers to improve the quality of the faculty or the University management system and the process of studying, those will be submitted to the Faculty Council, Representative board and the Academic Council;
  - e) Realize other authorizations considered by the regulation.
4. The University Administration is not authorized to interfere into the activities of the Students' Self-government.

### **Chapter VI. Budget and Property of the University and State Control**

#### **Article 43. The University Budget**



1. Head of the Administration (Chancellor) will implement the project of the next year budget of the University.
2. Head of the Administration (Chancellor) will implement the budget project according to the consultation with the faculties and other structural entities of the University.
3. The project of the University budget will be submitted to the Representative board (Senate) for approval by the Head of the Administration (Chancellor) under the agreement of the Academic Council.
4. The Representative board (Senate) will discuss the budget project submitted and approves it or gives back with the corresponding remarks to the Head of the Administration (Chancellor).
5. In case the Head of the Administration (Chancellor) agrees on the represented remarks the Representative board (Senate) approves the budget considering the remarks.
6. In case the Head of the Administration (Chancellor) does not agree on the remarks of the Representative board (Senate), the Head of the Administration (Chancellor) is authorized to give back the primary variant of the budget with the corresponding grounds to be approved by the Representative board (Senate). Offers of the Academic Council must be attached to the grounds submitted to the Representative board (Senate).
7. Failure to approve the budget repeatedly by the Representative board (Senate) causes the termination of the authorization of the Head of the Administration (Chancellor) and the budget will be approved by the representation of a newly chosen Head of the Administration (Chancellor).

#### **Article 44. University Funding**

1. The University realizes the entrepreneurial activity under the legislature with its structural units.
2. The sources of funding the University are:
  - a) The tuition fee covered by the state educational grant and the state educational Master's grant (only on the accredited higher educational program);
  - b) The incomes from grant, donations or heritage;
  - c) Scientific and Research grants issued by the state on the basis of the competition.
  - d) Program financing issued by the ministries;
  - e) The income received from the fulfillment of the state order;
  - f) The income received from the work fulfilled on the basis of the agreement;
  - g) Other incomes including economic ones under the legislature of Georgia.

#### **Article 45. Property of the University and the State Control**

1. The property of the University consists of the one transferred by the stated rule of the state, private legal entity and the legal entities as well as obtained with its own expenses.
2. The University state control is realized by the Ministry of Education and Science of Georgia, realizing the supervision of the University activity legality, appropriateness, effectiveness and financial and economic activity. The Ministry

- of Education and Science of Georgia is authorized to require the University submission of any necessary material and the information to realize the control.
3. Under the consent of the Ministry of Education and Science of Georgia the University is enabled to realize the following activities:
    - a) Acquisition of the real estate, alienation and encumbrance of the university-owned property;
    - b) Taking out a loan;
    - c) Warranty;
    - d) Defining the staff schedule and the salary funds;
    - e) Other decisions related to the University property if they are beyond the ordinary activity.
  4. Refusal of the Ministry of Education and Science of Georgia on the realization of the activities defined by the third paragraph of the following Article must be proved. The refusal may be appealed at the Higher State Body or/and the Court.
  5. Acquisition of the University real estate or part of it, alienation or leasing, as well as making any decision related to the property if it is beyond the educational and scientific and research activities may be realized only under the decision of the Representative board (Senate), according to the consent of the Ministry of Education and Science of Georgia and the Ministry of Economy and Sustainable Development of Georgia, under the stated rule of the legislature of Georgia.
  6. The consent of the Ministry of Finance of Georgia is mandatory for realization of the activities considered by the paragraphs 'b' and 'c' of the third paragraph of the following Article.

#### **Article 46. Executing the University Balance Sheet and Checking**

The University is obliged to realize accounting and reporting of the financial and economic activity under the stated rule of the legislature of Georgia, execute the balance sheet and submit it to the Ministry of Education and Science of Georgia for approval. The University annual balance is checked by the independent auditor appointed by the Ministry of Education and Science of Georgia.

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

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

1. Reorganization and Liquidation of the University is realized under the stated rule of the Legislature of Georgia.
2. Reorganization and Liquidation of the University is realized by the Government of Georgia under the Legislature of Georgia according to the submission of the Ministry of Education and Science of Georgia.

## **Chapter VIII. Changes and Amendments in the Charter**

### **Article 48. The Rule of Making Changes and Amendments in the Charter**

The Representative board (Senate) will work out the project of making changes and amendments in the Charter together with the Academic Council of the University and will submit it to the Ministry of Education and Science of Georgia for approval.