

Approved by: Governing Board of Black Sea International University
By Resolution N02 of January 10, 2024

International Black Sea University
School of Education, Humanities and Social Sciences

Provision

Chapter I

General provisions

Article 1. Status of the school

- 1.1. The School of Education, Humanities and Social Sciences of the International Black Sea University (hereinafter "School") is the main educational, scientific and administrative structural unit of the University, which ensures the transfer of relevant knowledge, skills, values and the granting of relevant qualifications to students;
- 1.2. The school operates in accordance with the Law of Georgia "On Higher Education", other normative acts, as well as the university regulations.
- 1.3. The school operates based on the principle of academic autonomy.

Article 2. Scope of regulation

- 2.1. The activities of the school are determined by the regulation, which regulates the educational, scientific and research directions of the school; Management bodies and personnel, their rights and duties and additional issues related to school functioning are defined.
- 2.2. Compliance with the requirements stipulated by the school's regulations is mandatory for both the school administration and the academic staff, guest lecturers and students.

Article 3. Main activities of the school

- 3.1. The main activities of the school are:
 - 3.1.1. Based on modern European values, creating the necessary environment for future-oriented education for students and academic staff;
 - 3.1.2. Sharing theoretical and practical knowledge and developing professional skills for students;
 - 3.1.3. Development of partnership relations in the Georgian and foreign markets, which will support school students and academic staff in educational and research activities;
 - 3.1.4. Training of competitive, highly qualified personnel for the international market;
 - 3.1.5. Development of partnership ties with various higher educational institutions carrying democratic values in order to raise awareness, trust and reputation of the university;
 - 3.1.6. Elaboration of general principles and values necessary for the existence and sustainable development of civil society;
 - 3.1.7. Offering higher education based on the best practices of teaching-learning and research, resulting in the preparation of a qualified, competitive, democratic-valued generation corresponding to the demands of the local and international labor market.

Chapter II

School structure and management

Article 4. School structure and management

- 4.1. The structure of the school is determined by this regulation, which is approved by the governing board of the Black Sea International University (hereinafter referred to as the "governing board") upon the recommendation of the school board.

4.2. School management bodies are: **School Dean, School Council, Dissertation Council.**

4.3. The school consists of: dean, administrative director of the undergraduate/master's/doctoral educational program, head/co-head of the academic program, manager of administrative affairs, academic staff of the school, head of the research center, manager of the media center.

4.4. The decision on the creation of new units of school significance or the cancellation of existing units shall be developed by the school board and submitted to the governing board for approval.

Article 5. Status of school dean

5.1. The school is managed by the school dean, who is the school's representative in relations with third parties;

5.2. The dean can be a person who has at least a master's degree or an academic degree equivalent to it and at least 5 (five) years of experience working in the field of higher education and/or in a related or relevant profession and is fluent in Georgian and English;

5.3. The dean is accountable to the vice-rector in the academic field of the university;

5.4. The dean is appointed and dismissed by the rector on the recommendation of the vice-rector in the field of study;

5.5. In the absence of the dean, the administrative director of the bachelor's/master's/doctoral educational program performs the duties. In the case of administrative directors of several programs, the dean himself will nominate the acting person.

Article 6. Authority of the Dean

6.1. School dean:

6.1.1. Manages the school;

6.1.2. Based on the strategic development plan and the action plan of the university, she/he plans the vision of the school's development, establishes a three-year plan, which she/he submits to the school board for approval, and is responsible for its implementation;

6.1.3. Ensures effective management of educational, scientific and research activities of the school;

6.1.4. Supervises the development, refinement and development of a curriculum appropriate to an academic degree;

6.1.5. Coordinates the activities of academic heads;

6.1.6. Develops and submits to the school board for consideration the draft of the school structure and regulations;

6.1.7. Within the scope of competence, is responsible for fulfilling the requirements established by the legislation and the university, the decisions of the governing board;

6.1.8. Chairs the meetings of the school board;

6.1.9. Is responsible for the school's business reputation, internal and external communications;

6.1.10. Plans and participates in school events;

6.1.11. Supervises the implementation of the rights and duties by the employees of the school, the fulfillment of the obligations imposed by the contract;

6.1.12. Listens to the reports of school units and of individual employees about the work done and evaluates them;

- 6.1.13. Within the scope of competence, can raise the issue of encouraging and assigning responsibility to employees;
- 6.1.14. Conducts negotiations with the school's partners regarding relevant academic programs at the local and international level; participates on behalf of the school in local and international gatherings;
- 6.1.15. Takes care of the implementation of the university's internationalization policy, participates in the international accreditation process. Is responsible for the integration of the school in international associations;
- 6.1.16. Is responsible for the high-quality management of the educational process;
- 6.1.17. Submits the composition of the school board to the rector for approval/appointment;
- 6.1.18. Develops the school budget and submits it to the finance department for approval;
- 6.1.19. Submits an annual report regarding the school's activities to the vice-rector in the field of study;
- 6.1.20. Signs the document certifying the academic degree (diploma).

Article 7. Grounds for terminating the authority of the dean of the school

- 7.1. The authority of the dean of the school is terminated:
 - 7.1.1. Based on personal statement;
 - 7.1.2. In case of being recognized by the court as incapacitated, missing or dead, in the event of the entry into legal force of the guilty verdict issued by the court in a criminal case;
 - 7.1.3. In the cases determined by the Labor Code of Georgia, the labor contract and the normative documentation of the university and in accordance with the established rules.

Article 8. Status of the school board

- 8.1. The school council is a school management body created for the coordination and management of teaching and scientific-research work in the school, which determines the main goals of the school's activities, current objects and activity priorities;
 - 8.1.1. The school board reviews the school's educational programs;
 - 8.1.2. Listens to reports on school work at the end of the academic year;
 - 8.1.3. Develops proposals for further improvement of educational programs and teaching methodical work, etc.
- 8.2. The composition of the school council is approved by the rector based on the dean's recommendation.
- 8.3. The school board consists of: the school dean, the administrative director/directors of the undergraduate/graduate educational programs, the head/co-head of the academic program, the relevant affiliated academic staff as decided by the dean, the student.
 - 8.3.1. Council meetings, with the right of deliberative vote, can be attended by: rector, vice-rector in the academic field, vice-rector in the quality field, vice-rector in the administrative field. Other persons without the right to vote may be invited to the meeting.

Article 9. Student selection in the school council

- 9.1. In order to select a student in the school board, the school board announces a competition. Students are informed about the competition by e-mail at least 1 (one) week before the competition.
- 9.2. To fill a vacant place, the candidate (student) must submit the following documentation:
 - 9.2.1. Resume (CV);

- 9.2.2. Participation in extracurricular activities (name and list).
- 9.3. The qualification requirements for a candidate student are:
 - 9.3.1. Participation in school/local/international conferences;
 - 9.3.2. High academic performance, annual GPA not less than 3.5;
 - 9.3.3. Absence of disciplinary punishment;
 - 9.3.4. Candidate student must not be in first or final semester.
- 9.4. Student selection in the school council is carried out on the basis of applications submitted by students, on which the final decision is made by the school council.
- 9.5. The selected student becomes a full-fledged member of the school council, whose term of office is determined by the term of 1 (one) academic year, unless:
 - 9.5.1. The student's status as a student at the Black Sea International University will be suspended or terminated before this period expires;
 - 9.5.2. If the student is unable to fulfill his/her duties for any unforeseen reason, the school reserves the right to select the student and select another student in accordance with the conditions established by the internal normative rule.

Article 10. Authorities of the school board

- 10.1. School Board:
 - 10.1.1. Determines the main goals of the school's activities, current objectives and activity priorities;
 - 10.1.2. Examines the structure and regulations of the school, which are submitted to the governing board for approval;
 - 10.1.3. Discusses issues related to educational and scientific development of the school;
 - 10.1.4. Reviews and approves individual study plans;
 - 10.1.5. If necessary, approves the composition of the oral examination commission;
 - 10.1.6. Determines the need for an additional semester and applies to the governing board for approval;
 - 10.1.7. Approves titles and supervisors of bachelor's and master's theses;
 - 10.1.8. Approves the master's thesis defense commission on the recommendation of the dean of the school;
 - 10.1.9. Awarded the appropriate qualifications to the graduate of the educational program of the school;
 - 10.1.10. At the end of the academic year, hears reports on the work done at school;
 - 10.1.11. Examines applications, claims and complaints received by the school within the scope of competence;
 - 10.1.12. In accordance with the legislation of Georgia and the regulations of the Black Sea International University, in order to fulfill the assigned functions and tasks, exercises other authority within his/her competence.

Article 11. Secretary of the Council

- 11.1. Organizational provision of the activities of the Council and management of proceedings is carried out by the Secretary of the Council, who may be selected from the administrative staff of the school.
- 11.2. Secretary of the Council:
 - 11.2.1. Organizes the meetings of the Council;
 - 11.2.2. Prepares the minutes of the Council meeting;
 - 11.2.3. Provides archival accounting and storage of school board documents.

Article 12. Termination of authority of a member of the Council

12.1. The grounds for terminating the authority of a member of the Council are:

12.1.1. Dismissal of administrative staff;

12.1.2. Expiration of the term of appointment of the academic staff to the academic position;

12.1.3. Suspension/termination of student status, poor academic performance, imposition of university disciplinary action, regular absence from council meetings;

12.1.4. Recognized by the court as incapacitated, missing or dead;

12.1.5. Entry into legal force of the guilty verdict issued by the court in the criminal case against the council member;

12.1.6. Systematic/gross violation of the applicable legislation of Georgia, labor code, labor contract, internal regulations and/or ethics norms of the university.

Article 13. Procedure for holding sessions and making decisions

13.1. The first meeting of the Council is held no later than 5 (five) working days after the approval of its composition;

13.2. Council meetings are held as needed, but at least once a semester;

13.3. The meetings of the council are chaired by the dean of the school, and in his/her absence - by the administrative director;

13.4. The dean calls the meeting of the council and determines its agenda;

13.5. The meeting of the board is authorized if more than half of the full composition of the school board members are present. The school board makes a decision by open voting with the majority of votes of the members present at the session. Each member of the school board has one vote. In case of equal division of votes, the vote of the chairman of the session is decisive;

13.6. In addition to the composition of the board members, the school board session may be attended by specialists with special competence or persons with a justified interest in relation to the discussed issue. The issue of the scope and duration of attendance and participation of the mentioned persons at the meeting of the school board is decided by the chairman of the meeting.

Article 14. Minutes of the meeting of the school board

14.1. The minutes are recorded in case of the meeting of the council members and holding of the meeting, as well as on the fact of a made decision, and signed by the dean of the school (chairman of the meeting) and the secretary;

14.2. The minutes of the meetings are kept by the secretary of the council for at least 3 (three) years, after which they are transferred to the university archive.

Chapter III School staff

Article 15. School personnel

15.1. The school staff consists of: academic/scientific, administrative and invited staff.

Article 16. Academic/scientific staff

- 16.1. The school's academic staff includes: professor, associate professor, assistant professor, assistant;
- 16.2. Academic staff participates and/or directs the educational process and scientific researches;
- 16.3. The school's scientific staff may consist of scientists and postdoctoral fellows;
- 16.4. Scientists are persons with the following scientific positions: chief scientist-collaborator, senior scientist-collaborator and scientist-collaborator;
- 16.5. An employment contract with academic/scientific staff is concluded for a period determined by the uniform rules for hiring academic/scientific staff;
- 16.6. The rules and conditions of holding an academic/scientific position, the grounds for dismissal, as well as the rights and duties of academic staff are determined by the Law of Georgia "On Higher Education" and other acts approved by the University.

Article 17. Administrative staff

- 17.1. The school's administrative staff includes: dean, head/co-head of the undergraduate/master's educational program, administrative director/directors of the undergraduate/master's/doctoral educational program, manager/managers of administrative affairs, head of the research center, manager of the media center and other persons stipulated in the staff list.
- 17.2. The rules and conditions of holding an administrative position are determined by this regulation, the university regulations, legal acts issued by the university.

Article 18. Invited personnel

- 18.1. The invited staff includes: a specialist with appropriate qualifications invited without holding an academic position, who carries out academic and consulting/administrative work within the current educational process in the main educational unit;
- 18.2. The rules of activity, rights and duties of the invited personnel are defined on the basis of the employment contract concluded with the university and the invited personnel.

Article 19. Head/co-head of the academic program

- 19.1. The head/co-head of the academic program ensures the creation, processing, modification and development of educational programs, bringing them into compliance with established practices/requirements in the educational space;
- 19.2. A bachelor's and master's educational program may have one or several supervisors/co-supervisors;
- 19.3. Heads/co-heads of the program are appointed by the Rector on the administrative position under the recommendation of the dean of the school;
- 19.4. The activities of academic program leaders/co-leaders are controlled by the dean of the school.
- 19.5. Head/co-head of the academic program in order to effectively implement the educational program, within the scope of his/her competence:
 - 19.5.1. Prepares/develops the package of the educational program of the higher educational institution and, within the scope of competence, the accompanying documentation in accordance with the standards established by the legislation of Georgia;
 - 19.5.2. Prepares substantiated answers to oral/written questions of accreditation experts;
 - 19.5.3. Is authorized to attend lectures and evaluate the lecturers' work in order to improve the quality of education, in coordination with the internal quality assurance service;

- 19.5.4. Develops recommendations for the improvement of program training plans (curriculum) and conducts relevant work;
- 19.5.5. Takes care of the development of academic programs and bringing them into compliance with legislative changes;
- 19.5.6. Examines the content side of the training course and prepares appropriate recommendations for the purposes of recognition of credits received by the student during mobility and/or restoration of status;
- 19.5.7. Together with the administrative director of the program, he determines the content compliance of the training courses to be taken at the partner university by the students participating in the exchange program with the courses provided by the corresponding program of the Black Sea International University;
- 19.5.8. Participates in activities planned for intrants;
- 19.5.9. Participates in the process of finding the necessary partner organizations for the school;
- 19.5.10. Together with the administrative director of the program reviews the annual reports of the surveys conducted by the students during the lecturers semester evaluation and the analysis of the satisfaction survey and, according to the need, takes measures in agreement with the dean of the school and the internal quality assurance service;
- 19.5.11. Conducts the control of the student's fulfillment of the mandatory requirements of the study program;
- 19.5.12. Prepares the necessary documentation for awarding students with an academic degree;
- 19.5.13. Prepares program self-evaluation and semester reports at regular intervals;
- 19.5.14. Coordinates the process of preparing and correcting/developing syllabuses for program components and bringing them into compliance with legislative requirements;
- 19.5.15. Participates in the process of the visit of authorization/accreditation experts and the presentation of the program to the authorization/accreditation council;
- 19.6.16. Cooperates with all interested parties (academic and invited staff, students, graduates, employers, etc.) and ensures their involvement in the program development process;
- 19.5.17. In order to effectively and continuously implement the program, determines the need for highly qualified human resources, participates in the process of attracting and selecting personnel;
- 19.5.18. Participates in the issues of distribution to students' educational practice;
- 19.5.19. In order to develop the program, participates in external evaluation processes, takes into account the opinion of prominent local and foreign experts in the field and implements the best practices of leading universities;
- 19.5.20. Based on the analysis of the results of academic performance, plans improvement activities;
- 19.5.21. Together with the internal quality service, participates in the process of evaluating the program's learning results evaluation mechanism and monitoring plan, establishing target indicators and analyzing the results;
- 19.5.22. Based on the requirements of the field and the needs of the program, identifies the needs of updating training and material-technical resources, informs the relevant structure and coordinates the necessary processes;
- 19.5.23. Participates in the admissions committee for the master's educational program;
- 19.5.24. Plans and organizes scientific events/conferences within the school;
- 19.5.25. Within the scope of authority, performs other necessary tasks determined by the supervisors;

- 19.6. The head of the program must be an affiliated academic staff of the university, who has experience in the relevant field and knows the program implementation language;
- 19.7. The co-leader of the academic program must be a person with at least a master's degree or an equivalent academic degree, who has work experience in the relevant field and knows the program implementation language.
- 19.8. Additional rights and duties of the program head/co-head are determined by the labor contract.

Article 20. Administrative director of the bachelor's/master's/doctoral educational program

- 20.1. In order to effectively and efficiently administer the educational program in the school, the educational program has an administrative director.
- 20.2. The administrative director of the educational program, in order to effectively implement the educational program within the scope of his/her competence:
- 20.2.1. Ensures timely acquisition and technical verification of exam materials;
- 20.2.2. Informs academic and invited staff about university regulations;
- 20.2.3. Ensures the opening of student registration for training courses and other components, process control and, if necessary, provides appropriate assistance/consultation within the scope of competence;
- 20.2.4. Constantly monitors the organizational side of the educational process, during which he maintains daily relations with academic/guest staff and students;
- 20.2.5. Ensures the addition of training courses relevant to the academic program in the electronic database of the university;
- 20.2.6. Prepares the semester study schedule (timetable);
- 20.2.7. Organizes general meetings with lecturers, and orientation meetings with new lecturers with the involvement of the Human Resources Management and Development Service;
- 20.2.8. Participates in the process of finding partner organizations necessary for the school;
- 20.2.9. Is involved in the process of authorization and program accreditation within the scope of competence;
- 20.2.10. Together with the dean and the academic head of the program, reviews the lecturers semester evaluations submitted by students and the annual reports of the survey of students and graduates' satisfaction with the program;
- 20.2.11. Coordinates the procedures for the protection of bachelor's theses/study practice;
- 20.2.12. Together with the academic head of the program, supervises the student's fulfillment of the mandatory requirements related to the study program;
- 20.2.13. Together with the head of the program, reviews the annual reports of the surveys conducted by the students during the lecturers semester evaluation and the analysis of the satisfaction survey and, according to the need, takes measures in agreement with the dean of the school and the internal quality assurance service;
- 20.2.14. Within the scope of authority, performs other necessary tasks determined by the supervisors;
- 20.3. The administrative director of the educational program is accountable to the school dean;
- 20.4. The administrative director of the educational program can be a person who has a higher education, at least 2 (two) years of experience working in a managerial position and is fluent in Georgian and English languages.

Article 21. Functions and duties of the manager of administrative affairs

21.1. The administrative affairs manager administers the educational programs in the university.

21.2. The functions and duties of the administrative affairs manager are:

21.2.1. Communicates directly with students, advises/helps students and lecturers on technical issues and ensures smooth running of the educational process;

21.2.2. Provides students with various types of information and news about university regulations and promotes their implementation in practice;

21.2.3. Monitors timely uploading of educational program syllabi into the electronic system during the educational process;

21.2.4. Monitors the uploading of study course syllabi and materials to the electronic platform during the educational process;

21.2.5. Assists students in obtaining the necessary documents;

21.2.6. Organizes commission sessions within the school's educational program and prepares minutes in the form of minutes;

21.2.7. Participates in the authorization/accreditation process within the scope of competence;

21.2.8. Performs other tasks assigned by the immediate supervisor;

21.3. A person who has a higher education and speaks Georgian and English is accepted for the position of administrative affairs manager.

Chapter IV

Educational-research and practical components

Article 22. Research centers

22.1. The school includes two research centers (hereinafter - "Research Center"), the Center for Multidisciplinary Studies and the Center for International Studies.

22.2. The research center, within the scope of the competence defined by the school statute, ensures the development of research and teaching at the university, the implementation of international scientific research and the distribution/use of the obtained results for educational purposes.

22.3. The research center is headed by the head of the center who is appointed and dismissed by the rector upon the recommendation of the dean.

22.4. Head of the research center:

22.4.1. Directs the activities of the research center;

22.4.2. Ensures the preparation of an action plan in order to determine the priorities of research activities and the implementation of activities corresponding to the plan;

22.4.3. Ensures the sharing of results of research activities for interested parties;

22.4.4. Ensures the involvement of students and staff in research and relevant teaching activities;

22.4.5. Ensures the attraction of research grant projects and participation in various local and international research events;

22.4.6. Plans scientific events/conferences;

22.4.7. Participates in the authorization/accreditation process within the scope of competence;

22.4.8. Within the framework established by the legislation of Georgia and the regulations of the Black Sea International University, in order to fulfill the assigned functions and tasks, exercises other authority within his/her competence.

22.5. The head of the research center is accountable to the dean.

22.6. A person who has a doctorate or equivalent academic degree and at least 5 (five) years of scientific-research work experience is accepted for the position of head of the research center.

Article 23. Media center

23.1. The school includes a media center (hereinafter referred to as "the center").

23.2. The media center, within the scope of competence defined by the school statute, ensures the operation of the newsroom, radio, television studio, website and the involvement of students and staff in educational activities;

23.3. The center is headed by the center manager, who is appointed and dismissed by the rector on the recommendation of the dean.

23.4. Media Center Manager:

23.4.1. Manages the activities of the media center;

23.4.2. Coordinates the work of persons involved in the activities of the media center;

23.4.3. Ensures the preparation of an action plan in order to determine the priorities of the media center's activities and the implementation of activities corresponding to the plan;

23.4.4. Plans the basic works necessary for the implementation of the functions of the media center;

23.4.5. Provides support for the development of practical skills of university students, using the center's newsroom, radio, television studio, website and other available resources;

23.4.6. Within the scope of competence, ensures the planning and creation of media products and the initiation of innovative projects;

23.4.7. Organizes practical classes in the center;

23.4.8. Ensures the development of practical skills of university students;

23.4.9. Ensures the sharing of the results of the media center's activities for interested parties;

23.4.10. Supervises the material and technical base and proper operation of the equipment.

23.4.11. In accordance with the legislation of Georgia and the regulations of the Black Sea International University, in order to fulfill the assigned functions and tasks, exercises other authority within his/her competence.

23.5. The head of the center is accountable to the dean.

23.6. A person with a higher education and at least 2 (two) years of experience working in a managerial position with relevant issues will be accepted for the position of media center manager.

Chapter V

Master's Thesis Defense Commission and Dissertation Council

Article 24. Master thesis/project defense commission

24.1. In order to review and evaluate the theses submitted by the master's students, a master's thesis/project defense commission is established in the school, the rules of activity of the latter are determined by the regulation on the preparation and defense of the master's thesis.

Article 25. Dissertation Council

25.1. The Dissertation Council is the main structural body of the school, the issues of creation, activity and awarding of the academic degree of Doctor are defined on the basis of the "Statute of the Doctoral Education and Dissertation Council" of the university.

Chapter VI School budget and finances

Article 26. School budget

26.1. The school budget is a constituent part of the university budget.

26.2. The school participates in the process of developing the university budget project.

Chapter VII Making changes and amendments to the regulations

Article 27. Making changes and amendments to the regulations

27.1. This provision shall enter into force upon its adoption.

27.2. Adoption, cancellation, amendments and additions to this provision are approved by the university's governing board upon submission of the school board.