

Appendix 4

**Approved by: Governing Board of International Black Sea University
By Resolution N 02 of January 10, 2024**

International Black Sea University

School of Law and Public Administration

P r o v i s i o n

**TBILISI
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Chapter I

General provisions

Article 1. Status of the school

- 1.1. **School of Law and Public Administration** of 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 qualifications to students;
- 1.2. The school operates according to 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 submission of the school board.
- 4.2. School management bodies are: School Dean, School Council;

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

4.4. The decision on the creation of some new, significant units for school or the cancellation of existing units will be developed by the school board and then 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 field / profession and is fluent in Georgian and English;

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

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

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

Article 6. Powers/ responsibilities 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, he/she plans the vision of the school development, establishes a three-year plan, which 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 the draft of the school structure and regulations to the school board for consideration ;

6.1.7. Within the scope of competence, he 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/activities;

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

6.1.12. listens to the reports of school units and 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 in local and international gatherings on behalf of the school;
- 6.1.15. Takes care of the implementation of the university 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 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 incapacitated, missing or dead by the court; in case of being recognized guilty based on the verdict issued by the court ;

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 of the school, which determines the main goals of the school activities, current issues and activity priorities;

8.1.1. The school board reviews the educational programs of the school;

8.1.2. listens to reports on school work at the end of the academic year;

8.1.3. Develops proposals for further improvement/development of educational programs and teaching-methodical issues, etc.

8.2. The composition of the school council is approved by the rector based on the dean's submission.

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 number of affiliated academic staff as decided by the dean and 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 his/her first or final semester.

9.4. Student selection in the school council is carried out on the basis of applications submitted by student and 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 International Black Sea University is suspended or terminated before this period expires;

9.5.2. If the student is unable to fulfill his duties for any unforeseen reason, the school maintains the right to re-elect the student and select another student in accordance with the conditions established by the internal normative rule.

Article 10. Powers of the school board

10.1. School Board:

10.1.1. determines the main goals of the school activities, current issues and activity priorities;

10.1.2. examines the structure and regulations of the school, which is then 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 curriculums;

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. Awards appropriate qualifications to the graduates of the educational program of the school;

10.1.10. At the end of the academic year, hears reports about the work done at school;

10.1.11. examines applications, claims and complaints received by the school within the scope of its competence;

10.1.12. In accordance with the legislation of Georgia and the regulations of the International Black Sea University, in order to fulfill the assigned functions and tasks, fulfills other powers within its 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. records 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. in case of being recognized guilty based on the verdict issued by the court ;

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 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 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 board members, the school board session may be attended by specialists with special competence or persons with a justified interest. 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 of the meeting of the council members holding of the meeting, as well as the decision making, are drawn up 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 visiting 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 people with the following scientific positions: chief scientist-collaborator, senior scientist-collaborator and scientist-collaborator;
- 16.5. An employment contract with the 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: the dean, the head/co-head of the undergraduate/master's/ educational program, the administrative director/directors of the undergraduate/master's/ educational program, the administrative affairs manager/managers and other persons provided for 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 among 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, master's and doctoral educational program may have one or several supervisors/co-supervisors;

- 19.3. Heads/co-heads of the program are appointed to the administrative position by the Rector on 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.
- 19.4. The activities of academic program leaders/co-leaders are controlled by the dean of the school.
- 19.5. Academic program head/co-head 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 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 work of lecturers in order to improve the quality of education, in coordination with the internal quality assurance service;
- 19.5.4. develops recommendations for improving the program curriculum and conducts relevant work;
- 19.5.5. takes care of the development of academic programs by 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 recognizing credits received by the student during mobility and/or restoration of status;
- 19.5.7. together with the administrative director of the program determines the correspondence of the 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 International Black Sea University;
- 19.5.8. participates in activities planned for entrants;
- 19.5.9. participates in the process of finding partner organizations necessary 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 semester evaluation of the lecturers 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 visiting authorization/accreditation experts and presents the program to the authorization/accreditation council;

19.5.16. cooperates with all interested parties (academic and visiting 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 students' distribution during educational practice;

19.5.19. In order to develop the program, he/she 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 the evaluation mechanism and monitoring plan of the learning outcomes of the program, the establishment of target indicators and the analysis of the results;

19.5.22. Based on the requirements of the field and the needs of the program, identifies the needs for updating training and material-technical resources, informs the relevant university structures and coordinates other necessary processes;

19.5.23. participates in the admissions committee for the master's education 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 should be an affiliated academic staff of the university, who has experience in the relevant field and knows the language of the program implementation;

19.7. The co-head 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 language of the program implementation;

19.8. Additional rights and duties of the program head/co-head are determined by the labor contract.

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

20.1. In order to effectively and efficiently administer the educational program, the educational program has an administrative director.

20.2. In order to effectively implement the educational program within the scope of his competence, the administrative director of the educational program:

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 on training courses and other components, controls the process and, if necessary, provides appropriate assistance/consultation within the scope of competence;
- 20.2.4. constantly monitors the organizational side of the educational process, thus 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 (table);
- 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 semester evaluations of lecturers by students and the annual reports of the survey of students and graduates' satisfaction of the program;
- 20.2.11. coordinates the procedures for the defense of undergraduate 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, he reviews the annual reports of the surveys conducted by the students during the semester evaluation of the lecturers 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 dean of the school;
- 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 manager of administrative affairs administers the educational programs of 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 of the session;
- 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. Law clinic

22.1. The law clinic is educational structural unit of the school, the main purpose of which is to develop practical skills for students of legal studies programs (bachelor's/master's); development of students' legal thinking skills, solving legal problems independently, professional speaking skills and formation of skills of a highly qualified lawyer.

22.2. The law clinic ensures the assimilation of the educational practice component defined by the syllabus of professional practice within the framework of bachelor's and master's programs of law.

22.3. The main functions of the law clinic are:

22.3.1. Ensuring the implementation of the practical component in accordance with the practice syllabi provided by the undergraduate and graduate educational programs of jurisprudence;

22.3.2. Consolidation of the theoretical knowledge received by the student and development of practical and professional skills;

22.3.3. Testing the competencies acquired by students in the academic environment in real and/or simulated situations (providing legal advice, drafting legal documents, exercising representative powers in administrative bodies and in court);

22.3.4. Expanding cooperation with other universities and interested parties within its competence.

22.4. Clinical training is provided by leading practicing lawyers.

22.5. Issues related to the operation of the Law Clinic are regulated by the Law Clinic Regulations of the International Black Sea University School of Law and State Administration.

Article 23. Master thesis/project defense commission

23.1. 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 and the rules of their activity are determined by the university regulations on master's education .

Chapter V

School budget and finances

Article 24. School budget

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

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

Chapter VI

Making changes and additions to the regulations

Article 25. Making changes and additions to the regulations

25.1. This provision will enter into force upon its adoption.

25.2. Adoption, cancellation, changes and additions to this provision are approved by the university management board upon submission of the school board.