



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

INTERNAL REGULATION of INTERNATIONAL BLACK SEA UNIVERSITY, LLC

Approved on 26/07/2022 by Rector's Order №241 (Appendix №1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Legal Office
Chancellery and Human
Resources Management Office
Quality Assurance Office

Approved by: Rector

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Amendments

#	Decision taken by	№	Date
1.	Rector	239	01.11.2019
2.	Rector	293	27.12.2019
3.	Rector	12	31.01.2020
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7.	Rector	71	12.07.2021
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#	Date	Article/paragraph	Remarks
01	01.11.2019	6	Organizational Chart - (Georgian formulation of Faculty of Social Sciences, Humanities and Education has changed)
02	01.11.2019	9.7 (a)	Academic Board Functions
03	01.11.2019	17.5 ©	Basic Education Unit (Faculty) - (Georgian formulation of Faculty of Social Sciences, Humanities and Education has changed)
04	01.11.2019	22.3 (f)	Functions of Academic and Invited Personnel
05	27.12.2019	20	Secretary of the Faculty
06	27.12.2019	21	Program Coordinator
07	27.12.2019	24	Extended Meeting of Faculty Affiliated Staff
08	31.01.2020	29	Scope and Structure
09	17.03.2020	6	Organizational Chart
10	17.03.2020	9	Academic Board
11	17.03.2020	10	Administrative Board
12	17.03.2020	25	Vice-Rector for External Relations
13	17.03.2020	29	Scope and Structure
14	17.03.2020	32	Innovation Hub
15	11.11.2020	11	General Provisions
16	11.11.2020	13 ¹	Rector's Office
17	11.11.2020	14 ¹	International Relations Office
18	11.11.2020	14 ²	Internal Monitoring Office
19	11.11.2020	19	Vice-Dean
20	11.11.2020	20	Administrative Affairs Manager of the Faculty
21	11.11.2020	21	Program Coordinator
22	11.11.2020	22	Academic and Invited Personnel
23	11.11.2020	Chapter IV	Vice-rector's Rights and Responsibilities
24	11.11.2020	25	Scope and Structure
25	11.11.2020	29	Study Process Management Office
26	11.11.2020	30	Scope and Structure
27	11.11.2020	35	Student Affairs Office
28	11.11.2020	39 ¹	Lifelong Learning Center
29	11.11.2020	39 ²	Career Panning Office
30	25.02.2021	25	Scope and Structure
31	25.02.2021	28	Projects and Innovations Office
32	25.02.2021	28 ¹	Conferences and Publications Office

33	12.07.2021	11	General Provisions
34	12.07.2021	14	Deleted (strategic Development Office)
35	12.07.2021	15	Deleted (Quality Assurance Office)
36	12.07.2021	V ¹	Vice-rectorate for Quality Enhancement
37	20.10.2021	22	Academic and Invited Personnel
38	25.10.2021	6	Organizational Chart
39	25.10.2021	7	General Provisions
40	25.10.2021	8	Management Board
41	25.10.2021	9	Academic Board
42	25.10.2021	10	Administrative Board
43	25.10.2021	12	Rector
44	25.10.2021	13 ¹	Rector's Office
45	25.10.2021	18	Dean
46	25.10.2021	23	Basic Educational Unit (Faculty) Board
47	25.10.2021	47	Transitional Provisions
48	20.06.2022	23	Basic Educational Unit (Faculty) Board
49	26.07.2022	21	Head of the Program
50	26.07.2022	22	Academic and Invited Personnel

Revision List

Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1. This regulation defines the status, aims and goals, structure, fundamental activity directions and other issues regarding the functioning of the International Black Sea University LLC., (hereinafter, “university”). The regulation also defines the job descriptions of university’s employees.

Article 2. Basis of University Activity

- 2.1. Limited Liability Company – International Black Sea University is an autonomic institution, which aims at conducting higher educational activity and scientific research.
- 2.2. University implements the educational programmes of all three cycles of education, conducts cognitive and publishing activities;
- 2.3. Legal basis of university activity is the Constitution of Georgia, international laws, the law “On Higher Education” of Georgia, legislative and subordinate normative acts of Georgia, university regulations and this regulation.
- 2.4. Full title of the university is – Limited Liability Company “International Black Sea University” and in Georgian – shezghuduli pasukhismgeblobis sazogadoeba “Shavi Zghvis Saertashoriso Universiteti”; title of the university in abbreviation is – “IBSU” LLC. and in Georgian – “shps SHZSU”
- 2.5. Legal address of the university is: Dusheti Region, Bazaleti Lake;
- 2.6. University owns titled seal, bank accounts, official web-page - <https://www.ibsu.edu.ge> and all means obligatory for legal person.
- 2.7. The language of teaching is Georgian and English.
- 2.8. University acquires rights and duties on its behalf and concludes agreements and can sue and/or be sued at the court.
- 2.9. University has the right to participate in other activities regulated by the Law of Georgia “On the Entrepreneurs”, the Law of Georgia “On Higher Education” and by other legal acts of Georgia, also activities regulated by University bylaws, this Internal Regulation and other regulations of the University that are not prohibited by the Georgian Legislation.
- 2.10. For goals, University operates within the territory of Georgia and outside it.

- 2.11. As an organization having an institutional autonomy, University has the right to independently define the policy of recruitment of an academic staff and methods of teaching, admission rules by considering the existing Georgian legislation. In parallel while carry out educational activities, University provides administrative, academic and invited staff with academic freedom, as well as the University itself exercises the right of institutional academic freedom to be an independent legal entity which makes autonomous decisions.

Article 3. Mission and Vision of the University

- 3.1. **Mission:** International Black Sea University focuses on professionally-oriented high-quality education and applied research emphasizing innovation, internationalization and lifelong learning. IBSU strives to promote intercultural dialogue, sustain a high employment rate of graduates in domestic and international labor market and contribute to the development of a democratic civil society.
- 3.2. **Vision:** IBSU will be an internationally recognized university for its educational excellence, management efficiency, research output, and societal engagement, having the necessary environment for its students and staff to be advocates of global human values, and lifelong learning.

Article 4. Drafting Mission Statement

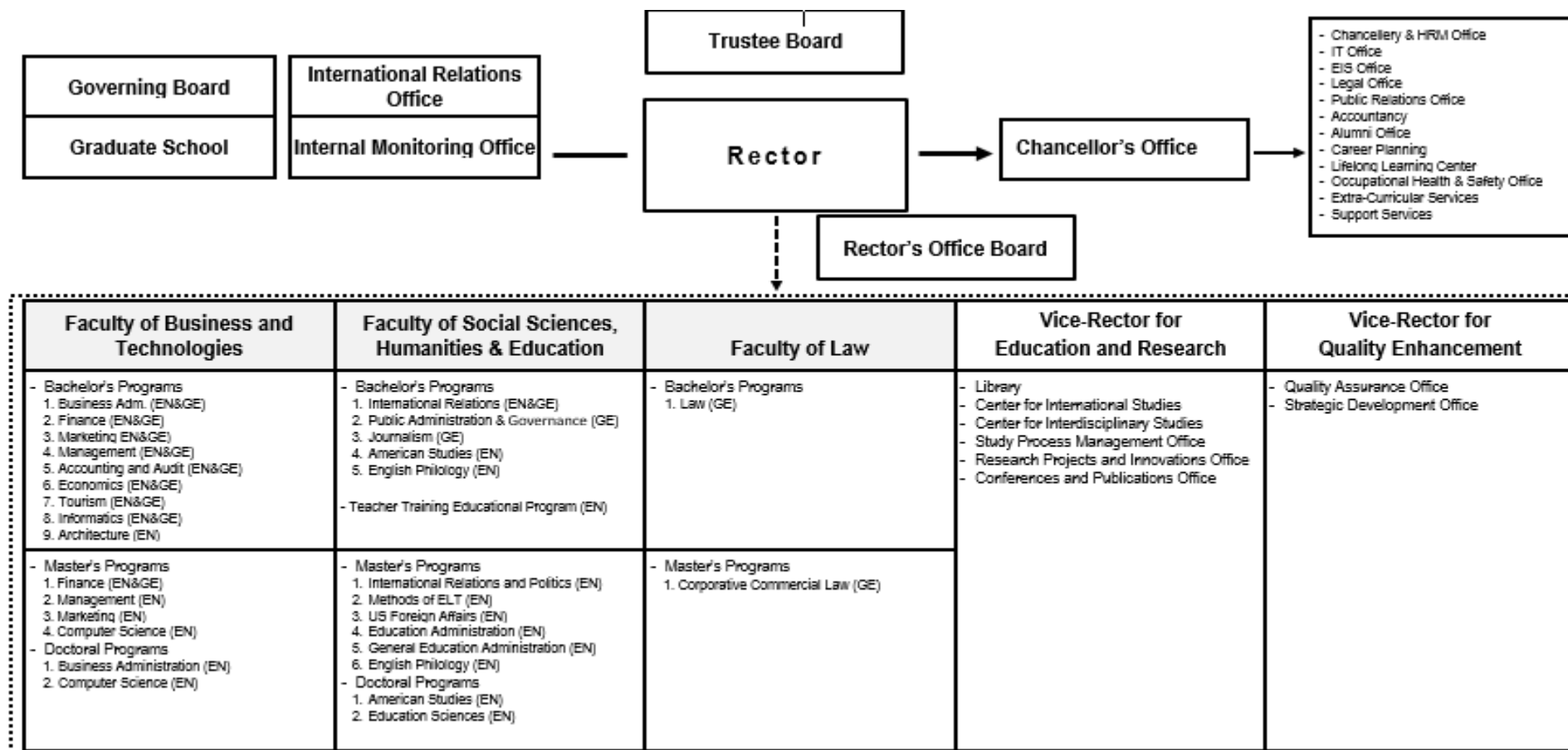
- 4.1. The mission statement is formulated by the mutual collaboration of Strategic Development Office and Self-evaluation Team.
- 4.2. The mission statement is drafted based on authorization standards defined by appendix №1 of “Educational Institutions Authorization Charter” approved by the order №99 of the Minister of Education and Science of Georgia, dated on the 01 of October, 2010; EU higher education priorities, “Georgia 2020” – social-economical developmental strategy of the government of Georgia, University SWOT, activity reports of the structural units, surveys and program-based benchmarks. The mission statement is presented to university community for further discussion. After the initial feedback, the final formulation of the mission statement is prepared by the Strategic Development Office and Self-evaluation Team and is submitted to Rector for approval. The approved mission is presented publicly via university web-page and is distributed to university staff and students via electronic information systems.

Article 5. Values of The University

- 5.1. Values: integrity, justice, respect, responsibility & accountability, social responsibility, trustworthiness, academic freedom & critical thinking, academic honesty, interculturalism, continual improvement.

Article 6. Organizational Chart

Amended by Rector's orders dated: 11.11.2020, 02.02.2021, 12.07.2021, 25.11.2021



Chapter II. Collegial Bodies

Article 7. General Provisions

- 7.1. Independent and integrated collegial bodies function within the University structure.
- 7.2. Independent collegial body is Governing Board. It is not subordinated to other structural units. Independent collegial body has the right to create temporal commissions and committees and define their composition and functions.
Amended on 25.10.2021 by Rector's Order #117
- 7.3. Integrated collegial bodies are bodies within the university structure the main function of which is to support the functioning of other structural units. Integrated collegial bodies are: Faculty Board, Faculty Dissertation Board, Faculty Dissertation Field Board and Board of Graduate-School.
- 7.4. The rules for composition of independent and integrated collegial bodies and their functions are envisaged in this regulation and/or other regulations of the University.

Article 8. (Deleted).

Amended on 25.10.2021 by Rector's Order #117

Article 9. (Deleted).

Amended on 01.11.2019 by Rector's Order #239

Amended on 17.03.2020 by Rector's Order #36

Amended on 25.10.2021 by Rector's Order #117

Article 10. Governing Board

- 10.1. Governing Board is the supreme representative body of the university, which aims to make decisions on issues related to the educational, scientific and administrative activities of the University and to develop / or make recommendation (s) within its competence.
- 10.2. Governing Board consists of Rector, Chancellor, two representatives from each faculty (Dean and Professor or Associate Professor defined by the Faculty Board), Vice-Rectors, Director of Graduate School, Head of the Rector's Office, Head of Public Relations Office, Head of Chancellery and Human Resources Management Office, Head of Legal Office and President of Student's Self-governance.
- 10.3. The Chair, Vice-Chair and Secretary of the Governing Board are determined by the act of the Rector.
- 10.4. Meetings of the Governing Board are called by the Chair of the Board, and in his absence, by the Deputy Chair. The meeting of the Board is authorized if at least the half of the members attend it. The decision is made by a simple majority of the attendees. In case of dividing the votes, the vote of the chairman prevails. Meeting is drafted by the secretary in the form of a protocol. The protocol is signed by the Chairperson, the secretary of the Board and the members attending the session.

- 10.5. The decision made by the Governing Board is enacted on the day same day, unless it is defined otherwise by the decision.
- 10.6. The heads of the structural units and/or other people may be invited to the meeting of the Board, without the right to vote, by the decision of the Governing Board.
- 10.7. The term of authority of the member of the Board is determined as follows:
 - 10.7.1. For administrative officials - for the term of authority;
 - 10.7.2. For the President of the Self-Governance - for the term of being in the relevant position;
 - 10.7.3. For academic staff - for a term of two years. In case of early termination of authority, the candidate presented by the Faculty Board is appointed for the remaining term.
- 10.8. The grounds for termination of the authority of a member of the Board are:
 - a) Personal statement;
 - b) Death, recognition as dead or missing;
 - c) Recognition by the court as a recipient of support;
 - d) Missing meetings for systematic, unreasonable reasons;
 - e) Termination of employment contract / termination of student status, termination of the authority of the self-government president.
- 10.9. Exceptions to the grounds for termination of the authority of a board member with an administrative position are a personal statement and systematic missing board meetings for unreasonable reasons.
- 10.10. Functions of the Governing Board are as follows:
 - a) To approve the educational, scientific and administrative regulations, rules, instructions and guidelines of the University;
 - b) To approve action and strategic plans of the University;
 - c) To approve teaching and scientific-research programs proposed by the Faculties;
 - d) To approve the coefficients for special disciplines of the Unified National Examinations, elected subjects, as well as the number of students to be enrolled in each faculty under the submission by the Faculty Boards;
 - e) To define the issues related to the coefficient assignment for Unified Master's Examination under the submission by the Board of the Graduate-School;
 - f) To approve coefficients for each part of unified master's examination test, in case of assigning a coefficient for the unified master's examination;
 - g) To approve the coefficients for exams defined by IBSU, under submission by the Board of Graduate-School;

- h) To approve the number of master students to be enrolled in the Faculties (proposed by the Faculty Boards);
- i) To make a decision on academic competition announcement;
- j) Approves the statute of the faculty upon the recommendation of the Faculty Board;
- k) To make decisions on awarding honorary doctorate and emeritus titles on behalf of the University;
- l) To make decisions on organizing and holding national and international conferences at the university level;
- m) To approve the academic calendar of the University;
- n) To define minimum competency level for exams approved in the list of international exams by the Ministry of Education and Science of Georgia, under the submission by the Faculty Boards;
- o) Based on the report of the Strategic Development Office, evaluates the process of achieving the goals/sub-goals defined by action and strategic plans, within its competence.
- p) To fulfill other activities within its competence in accordance with the rules established by the University regulations.

Amended on 17.03.2020 by Rector's Order #36

Amended on 25.10.2021 by Rector's Order #117

Chapter III. Major Structural Units

Article 11. General Provisions

- 11.1. Rector's apparatus includes Rector's Office, International Relations Office, Internal Monitoring Office, Graduate School and basic educational units (faculties).

Amended on 11.11.2020 by Rector's Order #110

Amended on 12.07.2021 by Rector's Order #71

- 11.2. Major Structural Units are responsible to the Rector.

Amended on 11.11.2020 by Rector's Order #110

Article 12. Rector

- 12.1. Rector is the head of the university, chair-person of Academic and Administrative Boards.

- 12.2. Rector is responsible for the financial and administrative issues of the university to the Board of Partners and Board of Trustees.

- 12.3. Rector's functions are as follows:

- a) To manage University's activities and lead its general policy;
- b) To represent University within the country and abroad, in relations with the third parties;
- c) To make decisions on strategic administrative and financial issues, as well as academic issues in agreement with the Governing Board;

Amended on 25.10.2021 by Rector's Order #117

- d) (Deleted).

Amended on 25.10.2021 by Rector's Order #117

- e) To make decisions independently and unilaterally on issues related to the personnel (unless the approval of other structural units is not required or academic competition is held) and issues that do not require the approval of the Governing Board;

Amended on 25.10.2021 by Rector's Order #117

- f) To issues orders;

- g) To call and preside Governing Board;

Amended on 25.10.2021 by Rector's Order #117

- h) To sign outgoing documents and students' diplomas (together with Deans);

- i) To provide cooperation with governmental and non-governmental organizations, as well as mass media;

- j) To include agreements, issue prosecution and power of attorneys and revokes them;

- k) To provide maintenance of the university property in optimal conditions;
- l) To apply to the Board of Trustees on the issue of acquisition, sale and alienation of university's movable and immovable property;
- m) To carries out financial and administrative leadership of the university;
- n) To solve the issues of incentives and promotion of students and employees;
- o) To create temporary commissions for different issues research;
- p) To consider incoming documents;
- q) To supervise and ensure fulfillment of the university regulations;
- r) To draw up and approve University's annual plans and submit them to the Board of Trustees;
- s) To submit the annual report of the University's activities to the Board of Trustees;
- t) To approve the University Budget (including the research budget) proposed by the Head of Administration (Chancellor) and structural units;
- u) At the end of each academic year, university Rector, in collaboration with relevant structural units discuss the results of activities conducted for university quality assurance purposes and elaborates the directions for further activities;
- v) To carry out the functions defined by the university regulations within its competence.

Article 13. Secretary of Rector

13.1. Secretary of Rector promotes the rector in his everyday activities.

13.2. Functions of Secretary are as follows:

- a) To organize documents related to the meetings held by the Rector, meeting places and other organizational issues, inform the participants of the meeting about the time and place of the meeting;
- b) To plan Rector's meetings and arrange relevant organizational issues;
- c) To assist Rector in organizational issues related to the relations with third parties;
- d) To arrange organizational issues of the Rector within the country and/or abroad;
- e) To control the contents and preparations of the Rector's activities within and outside the university;
- f) To deal with the Rector's guests;
- g) To respond to the invitations and receipt cards in case of rector's consent;
- h) To fulfill other functions within its competence.

Article 13¹. Rector's Office

- 13¹.1. The Rector's Office is a structural unit of the University that assists the Rector in terms of organizational activities.
- 13¹.2. The Rector's Office is managed by the Head, who is accountable and reports directly to the Rector.
- 13¹.3. The functions of the Rector's Office are as follows:
- 13¹.3.1 To provide organizational-technical, administrative and information services to the Rector within his / her competence and provide the necessary working conditions;
 - 13¹.3.2. To ensure effective communication and exchange of information between the Rector and the University educational / research and administrative structural units;
 - 13¹.3.3. In accordance with the rector's assignment, study the state of execution of individual orders and report the results to the rector; As well as monitoring the timely implementation of the rector's tasks, instructions and ordinances to certain structural subdivisions and officials of the University in certain cases in accordance with the rector's assignment and reporting the results to the rector;
 - 13¹.3.4. Organizing meetings;
 - 13¹.3.5. To provide the planning and preparation of the rector's meeting schedule;
 - 13¹.3.6. To provide the management of business correspondence;
 - 13¹.3.7. To provide the organization of the Rector's reports, speeches, preparation of reports;
 - 13¹.3.8. To provide the development and implementation of the reforms planned by the University together with the structural subdivisions of the University system;
 - 13¹.3.9. To provide Provide administrative and organizational support for the Rector's initiatives in both local and international cooperation;
 - 13¹.3.10. To provide Organizing the reception of official delegations of foreign countries, missions, international organizations, representatives of Georgian state bodies and other legal and natural persons;
 - 13¹.3.11. Fulfils other functions as assigned by the Rector within its competence.

- 13¹.4. In order to develop educational, administration and scientific-research activities at the University, with the Rector's Office a Board of the Rector's Office may be established which shall consult the Rector in resolving issues related to the management of the University.
- 13¹.5. The composition of the Board of the Rector's Office is determined by the Act of the Rector.
- 13¹.6. The Board of the Rector's Office is authorized to submit proposals / recommendations to the Rector.

Amended on 11.11.2020 by Rector's Order #110

Amended on 25.10.2021 by Rector's Order #117

Article 14. (Deleted)

Amended on 12.07.2021 by Rector's Order #71

Article 14¹. International Relations Office

14¹.1. International Relations Office is a structural unit of the University, that for internationalization aims of the University provides to promote international relations of the it and implement best international practice in everyday academic and administrative life, considering values and strategic development directions of the University.

14¹.2. Functions of the International Relations Office and its structure are defined by the statute of it (R1I2).

Amended on 11.11.2020 by Rector's Order #110

Article 14². Internal Monitoring Office

14².1. Internal Monitoring Office is a structural unit of the University, which provides transparent, independent, objective and consultative activities aimed to improving the activities of the University, ensuring the achievement of its goals and fulfillment of its tasks, and preventing professional misconduct at the University.

14².2. Functions of the Internal Monitoring Office and its structure are defined by the statute of it (R1I2).

Amended on 11.11.2020 by Rector's Order #110

Article 15. (Deleted)

Amended on 12.07.2021 by Rector's Order #71

Article 16. Graduate-School

16.1. Graduate-School is a structural unit of the university which organizes and administers the second (master's degree) and third (doctoral) level of higher education at the University.

16.2. Functions of the Graduate-School as well as its structure is defined by the statute of it (R1I2).

Article 17. Basic Education Unit (Faculty)

17.1. Basic education unit (Faculty) is the main academic-scientific and administrative unit of the University providing students' training in one or more specialties and giving them relevant qualifications. For this purpose, the Faculty is responsible for creation of necessary conditions for students and faculty personnel to carry out learning, teaching and scientific research, to provide opportunities for education in accordance to the modern standards via constantly developing environment and to permanently improve educational and scientific conditions.

- 17.2. The Faculty is obliged to provide academic freedom for academic and invited personnel (regardless of academic workload of a particular personal in the university) and for students.
- 17.3. Academic freedom of academic and invited personnel means independent learning process, non-interference in the teaching course, research, discussions and publications, whilst for students it means academic freedom in educational process as well as to protect them from any form of influence, both within and outside the university, which may directly or indirectly affect their academic freedom.
- 17.4. Academic freedom of students guaranteed in this article does not limit the right of academic/invited staff to demand from students to meet the requirements defined for educational process, ask a student to perform a work as required by specific pedagogical purposes, whether students like on not, to assess the work of students upon its independent, professional decision, as defined by the official requirements of University regulations and Georgian legislation, to ask the student an additional work performance if it is needed for reaching learning outcomes of a particular educational program, as well as to demand from the students to consider all limitations for educational process fulfillment and learning outcomes reaching, that are envisaged in the regulations of the University and Georgian legislation.
- 17.5. There are three basic educational units (Faculty) at the university:
 - a) Faculty of Law;
 - b) Faculty of Business and Technologies;
 - c) Faculty of Social Sciences, Humanities and Education.

Article 18. Dean

- 18.1. Dean is the head of the main educational unit (Faculty) of the University. Dean is responsible for the educational and administrative activities of the Faculty and represents a Faculty within and outside the University.
- 18.2. Dean is accountable to the Rector.
- 18.3. Faculty Dean leads and coordinates Faculty activities and for this purpose:
 - a) Supervises the process of administering and promoting educational programs, manages the activities of the faculty in accordance with the strategic plan of the University;
Amended on 25.10.2021 by Rector's Order #117
 - b) Proposes recommendations on Faculty staff appointment, dismissal, promotion and compensation payment and submits to the Chancellery and Human Resources Management Office and is involved in the process of selection of administrative personnel (together with the Chancellery and Human Resources Management Office);
 - c) Develops and coordinates educational policy;

- d) Develops foreign relations with the support of the University's International Relations Office, with the purpose of creating professional development opportunities for students and staff;
- e) Plans, develops and supervises the budget of the Faculty, presents the proposals on the tuition fee of educational programs to the Governing Board;
Amended on 25.10.2021 by Rector's Order #117
- f) Involves Faculty personnel and students in discussions on various important issues for the Faculty, creates a positive and qualitative work environment;
- g) Coordinates educational program evaluation and development process, assesses general results in teaching, research and service processes of the Faculty together with the Quality Assurance Office;
- h) Supervises, evaluates and ensures high level of teaching, scientific and creative activities at the Faculty;
- i) Signs diplomas (together with Rector);
- j) Calls and leads the Faculty Board meetings;
- k) Based on the recommendation of the Program Coordinator, manages the issues of remuneration of staff employed within the educational program in accordance with University rules and provides information to the chancellery for the preparation of employment / semester agreements;
- l) Supervises the preparation of the student database (at the undergraduate level) prior to the registration process;
- m) Provides faculty members with information regarding current processes and changes at the University;
- n) Fulfills other activities within its competency.

Article 19. Vice-Dean

- 19.1. Vice-dean is an administrative staff assisting the dean in managing the faculty. If the dean is absent or unable to perform the duties, he / she represents the faculty, manages and coordinates activities of the Faculty in agreement with the Dean. Vice-dean is accountable to the Dean.
- 19.2. Functions of the Vice-dean:
 - a) Is responsible for organizing/issuing scientific journals and faculty conferences in collaboration with the relevant structural unit;
 - b) Collaborates with other structural units of the University (Public Relations Office, Alumni Office, Career Planning Office, Technical Support Unit, etc.) for the full implementation of the Faculty's activities;
 - c) Plans and organizes extracurricular activities implemented within the faculty;

- d) Manages and supervises the teaching process;
- e) Supervises the process of preparation and implementation of the lecture and consultation timetables by the Study Process Management Office;
- f) Supervises the use of the material and technical base of the faculty;
- g) Fulfills other activities within its competency.

Amended on 11.11.2020 by Rector's Order #110

Article 20. Administrative Affairs Manager of the Faculty

20.1. The Administrative Affairs Manager of the Faculty is a faculty administrative staff who supports the administrative activities of the faculty within its competence. By the decision of the dean, one of the Administrative Affairs Manager is the secretary of Faculty Board as well.

20.2. Administrative Affairs Manager of the Faculty is accountable to the Dean.

20.3. Functions of the Administrative Affairs Manager are as follows:

- a) To register decisions of the Faculty Board in a protocol;
- b) To keep the Faculty Board decisions in archive;
- c) To submit the electronic copies of the Faculty Board decisions to the relevant offices;
- d) To sort and submit incoming applications and documents to the Faculty Board;
- e) To keep and send to archive the faculty documents, if necessary;
- f) To prepare and reserve various rooms/halls for conferences and seminars for different faculty activities;
- g) Plans meetings with the Dean and Vice-Dean;
- h) To consult students and lecturers personally and/or via telephone/e-mail within its competence and redirect to the responsible person if necessary;
- i) Submits applications related with exchange programs to the Faculty Board for consideration and notifies the International Relations Office regarding the Faculty Board decisions;
- j) Publishes news, information and photo materials on the faculty website and social media, as well as facilitates technical, content and visual support of the website and social media;
- k) Carries out other activities within its competences.

Amended on 27.12.2019 by Rector's Order #293

Amended on 11.11.2020 by Rector's Order #110

Article 21. Head of the Program

21.1. Program Coordinator is the administrative staff who provides elaboration, implementation and development of the educational program.

21.2. (Deleted).

Amended on 26.07.2022 by Rector's Order #241

21.3. Functions of the Program Coordinator are as follows:

- a) To provide an elaboration of educational program, development and initiating its amendments, if necessary;
- b) To prepare course mappings and individual study plans;
- c) To provide permanent development and sustainability of the program (including human resources management needed to implement the program);
- d) To coordinate assigning of the components between program personnel and provide Dean with relevant information for the preparation of labor contract/ semesterly agreements;
- e) To attend lectures and evaluate teaching methods for the purposes of the program, if necessary;
- f) To conduct orientation meetings with students;
- g) To organize conferences, meetings, public lectures and other educational activities within the program with the Vice-Dean;
- h) To provide development of internationalization/practical/research components within the program;
- i) Provides preparation of the complete set of required accreditation documents for authorization-accreditation process and deliveries it to relevant persons;
- j) Ensures involvement of all shareholders (students, academic and invited staff, alumni, employers) in order to develop the program;
- k) Supervises the process of preparation of course mappings, preparation of the databases of study components, diploma and diploma supplements by the Study Process Management Office;
- l) Supervises registration process of the students, advises program students on the selection and registration of the study component;
- m) Assists students selected for the exchange programs in selecting courses / components for the host university before and after the students' departure;
- n) Monitors the process of preparation of midterm/final exam question preparation process by the lecturers;

o) Follows the logic of distributing minimal competence level in syllabi. In case of necessity, corrects the minimal competence level in collaboration with the lecturer;

p) Carries out other activities within its competence.

Amended on 27.12.2019 by Rector's Order #293

Amended on 11.11.2020 by Rector's Order #110

Article 22. Academic and Invited Personnel

- 22.1. The academic and invited personnel are part of the university staff who directly participate and/or conduct educational, scientific and research activities.
- 22.2. Academic/invited personnel may at the same time hold an administrative position in the University.
- 22.3. Functions of the invited lecturer/ guest lecturer are as follows:
- a) To Conduct lectures exercising modern methods of teaching and based on modern knowledge of the field;
 - b) To follow the labor ethics and discipline defined by the relevant acts of University;
 - c) To prepare syllabus according to university format and present them to the Quality Assurance Office. Herewith, they should be delivered to the students with relevant explanations during the first week of semester;
 - d) To ensure discipline during lectures and exams;
 - e) To explain the students results of discipline rules violation during exams and lectures;
 - f) To record electronic attendance at each lecture. Lecturer is obliged to personally submit the final exam papers and results to the responsible person for the archive.
Amended on 11.11.2020 by Rector's Order #110
 - g) To fill the student database with the information about student's assessment. To make a midterm assessment in the database (using the "save" button) before the beginning of the final exams week;
 - h) To prepare exam questions and all relevant documents defined by the university for the academic semester;
 - i) To prepare exam questions no later than 5 working days before the exam date and prepare several versions of the same exam if students pass the exam at different times;
 - j) To prepare new exam questions for each academic year;
 - k) To submit exam questions with relevant results to the responsible person defined by the Faculty;
 - l) To check the exam papers and fill the results in student's database within 5 calendar days and submit relevant documents to the responsible person for the archive within 10 calendar days. An official report of exam is valid if the results are filled in the student's database, printed out from it and signed by the lecturer;
Amended on 11.11.2020 by Rector's Order #110
 - m) To give students a minimum one consultation hours per week;

- n) To fill and submit all necessary information and forms demanded by the University administration;
- o) To allow the Quality Assurance Office, Dean and Program Coordinator to evaluate the quality of the lecture, if necessary. Other academic personnel may attend lectures on mutual agreement;
- p) To know the regulations of the University, disciplinary and ethic provisions;
- q) To present assessment to the students and consider their work with them in order to get the relevant feedback;
- r) To leave 15 minutes in the beginning of the lecture in the auditorium when students miss the lecture.
- s) Attends midterm and final exams in order to supervise the exam process. In case of a disciplinary violation fills in the relevant protocol and submits it to the Study Process Management Office.
- t) To fulfill the obligations imposed by the labor agreement concluded with him.

Amended on 20.10.2021 by Rector's Order #116

22.4. Functions of academic staff are as follows:

- a) To fulfill the functions envisaged in paragraph 22.3;
- b) To publish research papers and attend academic seminars and conferences.
- c) To attend the events organized by the University if necessary;
- d) To present academic reports confirming its academic activities to the Quality Assurance Office annually.
- e) Professor, associate professor and assistant professor are obliged to supervise an academic assistant (appointed on academic position), in accordance with the university regulations.

22.5. University affiliated academic staff is obliged to participate in society development and knowledge-sharing processes on behalf of the University, to carry out main educational and scientific-research activities in the University, to participate in decision-making processes related to the educational, research and other important issues, as it is envisaged in internal regulations and to perform the obligations imposed by the affiliation agreement.

22.6. For affiliated academic staff, affiliation with the University is one of the key obligations in the employment relationship. Cancellation of affiliation results in cancellation of labor agreement, as well. An exception of this regulation is determined by the conditions and rules defined by the "Rules for Assigning Teaching and Scientific Personnel" (R19).

{Change shall applied from the Fall semester 2020 to canceled affiliation agreements that did not result in cancellation of labor agreement}.

Amended on 01.11.2019 by Rector's Order #239

Amended on 26.07.2022 by Rector's Order #241

Article 23. Basic Educational Unit (Faculty) Board

- 23.1. Basic Educational Unit (Faculty) Board is a representative body of the Faculty, which coordinates the academic work within the educational programs / program directions, shares the experience between the academic body of the Faculty and facilitates the Dean of the Faculty to perform the functions assigned to the educational unit.
- 23.2. The Faculty Board consists of Faculty Dean, Vice-Dean, Program Coordinators, representatives of the faculty professors, associate professors, assistant-professors and assistants as well as representatives of students' self-governance.
- 23.3. The Faculty Board is called and presided by the Faculty Dean, in case of his absence by Vice-Chair.
- 23.4. The Manager of Administrative Affairs of the Faculty participates in the Faculty Board without the right to vote, who is also the Secretary of the Faculty Board.
- 23.5. The meeting of the Faculty Board is authorized if it is attended by at least the half of the members. The decision shall be made by a simple majority of the attendees and shall be formalized as protocols. The protocol shall be signed by the chairperson of the meeting, the secretary of the board and the members attended the session.
- 23.6. The decision made by the Faculty Board shall take effect immediately after signature by the members unless otherwise provided by the minutes of the Meeting.
- 23.7. For the purpose of academic personnel participation in the Faculty Board, academic personnel elections are held once every 2 years and three representative of the academic personnel of the faculty are elected.
- 23.8. The procedure for electing the academic personnel representative in Faculty Board is as follows:
 - a) The elections are organized by the faculty (determines the date of holding the elections, the format, chairperson, secretary and other members of the commission).
 - b) As a result of elections three members of the academic personnel are revealed.
 - c) All academic staff of the faculty have the right to vote in the elections.
 - d) The candidate cannot be a person who is in the Board of the same faculty as an administrative staff member.
 - e) The candidate has no right to vote for his own candidacy.
 - f) Elections are valid if more than at least the half of the academic staff takes part in it.
 - g) The winner is the candidate who will gain the majority of votes.

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- h) The results of the election are recorded in protocols.
 - i) The results of the elections are approved by the Faculty Board.
 - j) The term of the elected representative is 2 years. If the term is terminated during this period, the re-election shall be conducted for the purpose of revealing the representative of academic personnel for the left term.
- 23.9. The Head(s) of the Structural Unit(s) and/or other persons may be invited to the Faculty Board meeting without the right to vote, by the decision of the Faculty Board and / or by the initiative of the Governing Board.
- 23.10. The term of authority of the member of the Board is determined as follows:
- a) For administrative officials - for the term of authority;
 - b) For a representative of the self-government - for the term of being in the relevant position;
 - c) For academic staff - for a term of two years.
- 23.11. The grounds for termination of the authority of a member of the Board are:
- a) Personal statement;
 - b) Death, recognition as dead or missing;
 - c) Recognition by the court as a recipient of support;
 - d) Missing meetings for systematic, unreasonable reasons;
 - e) Termination of employment contract / termination of student status.
- 23.12. Exceptions to the grounds for termination of the authority of a board member with an administrative position are a personal statement and systematic missing board meetings for unreasonable reasons.
- 23.13. Functions of the Faculty Board are as follows:
- a) To elaborate and present to the Governing Board for approval educational and scientific-research programs and projects;
 - b) To consider the issues related to the students' permission to the excuse mid-term/final exam;
 - c) To consider students and employees applications (administrative, academic and invited personnel) and make relevant decisions;
 - d) To define and submit to the Governing Board for further approval the information to be submitted by the report for Unified national Examinations, in compliance with Georgian legislation.
 - e) In order to announce an academic competition, determines vacancies and submits data to the Governing Board of the University to announce the contest;

- f) To define and submit to the Governing Board minimum competence level for the exams included in the international exam list approved by the Ministry of Education and Science of Georgia;
- g) To elaborate and submit to the Chancellor for further approval budget of the Faculty;
- h) To Make decisions on termination, suspension and restoration of the bachelor student status;
- h¹) Approves the Regulation for the scientific journal(s) of the faculty and the members of the editorial board(s);
Amended on 20.06.2022 by Rector's Order #193
- i) To exercise the rights assigned to it by “Rules and Regulations for Educational Process” (R3);
- j) To exercise the rights assigned to it by “Staff Management Policy” (R24) and “Disciplinary Regulation for Students” (R7);
- k) To exercise the rights assigned to it by “Rules for Assigning Teaching and Scientific Personnel” (R19);
- l) To perform other rights and obligations within its competence.

Amended on 25.10.2021 by Rector's Order #117

Article 24. Extended Meeting of Faculty Affiliated Staff

- 24.1. In order to ensure involvement of the university's affiliated staff in decision-making related to educational and research issues, the Dean initiates conducting of an extended meeting of faculty affiliated staff with all affiliated faculty members.
- 24.2. Issues related to the development of educational program, conducting joint research and projects by academic staff and students, jointly conducting components on university level, activities aiming at enhancing teaching and scientific activities, existing challenges and ways to solve them will be discussed at the extended meeting.
- 24.3. The results of the meeting are formulated in a minute signed by the Dean and the Administrative Affairs Manager of the Faculty.
- 24.4. Decisions made by the faculty affiliated staff is submitted to relevant units for further actions by the Dean.

Amended on 27.12.2019 by Rector's Order #293

Chapter IV. Deleted

Chapter V. Vice Rectorate for Education and Research

Article 25. Scope and Structure

25.1. Vice-Rector for Education and Research is an administrative position designed to support university activities that ensure the development and promotion of teaching, research and innovation. In order to develop research direction of the university, alongside with other activities, vice-rectorate searches for grant projects, prepares project proposals and supports academic staff to raise the awareness in terms of scientific projects.

25.2. The following units are included within the Vice-rectorate for Education and Research: Library, Research Centers, Projects and Innovations Office, Conferences and Publications Office and Study Process Management Office.

Amended on 25.02.2021 by Rector's Order #12

25.3. Functions of the Vice-Rector for Education and Research:

- a) To plan, perform and supervise scientific-research activities of the University within and outside it;
- b) To assign tasks to the employees in its office and supervise them, to provide work discipline and permanent development of the employees;
- c) To carry out relevant activities to completely perform the job of its Office;
- d) To coordinate relations of the University with various companies and organizations, to organize projects, meetings and forums;
- e) To perform other activities within its competence.

Amended on 31.01.2020 by Rector's Order #12

Amended on 17.03.2020 by Rector's Order #36

Amended on 11.11.2020 by Rector's Order #110

Article 26. Library

26.1. Library is a structural unit of the University, which contains the Bibliographical fund, Auxiliary and Methodological literature, printed editions and scientific-research works, as well as historical, artistic, informational and other literary and informational materials.

26.2. Library is an educational-cultural and scientific-information unit the main purpose of which is to fully and effectively use its foundations and other library resources to satisfy the needs of students and university personnel.

26.3. The library working rules are defined by the "Regulations of the Library"(R10).

Article 27. Research Centers

- 27.1. Research centers aim to improve the quality of research activities through the seminars, workshops and round table format discussions, in which the academic personnel of the university and the invited lecturers will be involved together with the Master and Doctorate students of the University. They also encourage students to get experience, establish mutual interactive professional communication, solve problems and make decisions.
- 27.2. The rules for establishment and operation of research centers, as well as their structure is defined by the "Regulations for Research Centers" (R12).

Article 28. Projects and Innovations Office

- 28.1. The Projects and Innovations Office is a structural unit of the University under Vice-rectorate for Education and Research, whose main goals are to find research projects for faculties and academic staff, for this purpose collaboration between different field representatives (providing attracting grants, consultancy) and creating platforms – virtual space of on-going/planned projects.
- 28.2. Functions of the Projects and Innovations Office and its structure are defined by the statute of it (R1I2).

Amended on 25.02.2021 by Rector's Order #12

Article 28¹. Conferences and Publications Office

- 28¹.1. The Conferences and Publications Office is a structural unit of the University under Vice-rectorate for Education and Research, whose main goals are to ensure the organization of conferences, the publication of academic journals and books of the University, according to which the office provides to carry out various activities.
- 28¹.2. Functions of the Conferences and Publications Office and its structure are defined by the statute of it (R1I2).

Amended on 25.02.2021 by Rector's Order #12

Article 29. Study Process Management Office

- 29.1. The Study Process Management Office is the administrative unit of the University, which registers students in the relevant educational program, compiles student lists, processes and analyzes relevant statistical data, summarizes the results of university exams, receives and stores student personal files, compiles student study cards. Also provides control over the implementation of university curricula by students within its competence, as well as the organization and conduct of exams.
- 29.2. The functions and structure of the Study Process Management Office are regulated by the same Statute of the Office (R1I2) the "Examination Instructions" (R3I1).

Amended on 11.11.2020 by Rector's Order #110

Chapter V¹ Vice Rectorate for Quality Enhancement

Article 29¹. Scope and structure of activity

- 29.¹1 The Vice-Rector for Quality Enhancement is the administrative staff of the University who ensures the implementation and improvement of mechanisms and systems necessary for the quality assurance and development; leads the processes of developing and improving the quality management system, increases the involvement of the University staff in the QM system, which in turn contributes to the development of educational and research processes at the University.
- 29.¹2 The Quality Assurance Office and the Strategic Development Office are directly subordinated to the Vice-Rector for Quality Enhancement.
- 29.¹3 The functions of the Vice-Rector for Quality Enhancement:
- 29.¹3.1 Plans, implements and supervises activities carried out within and outside the University in accordance with its competence;
 - 29.¹3.2 Exercises control and distribution of functions among its staff, ensures work discipline and promotes continuous development of employees;
 - 29.¹3.3. Takes appropriate measures for the full implementation and development of the Office activities;
 - 29.¹3.4. Within the scope of his / her competence, represents the University and coordinates its relations and cooperation with various companies and organizations, organizes projects, meetings and forums;
 - 29.¹3.5. Exercises other powers within his/her competence.

Article 29.² Strategic Development Office

- 29.²1 Strategic Development Office is a structural unit which provides strategic development of the University through finding, collecting and processing data directly and indirectly related to the University's activities. Draft of the strategic plan shall be submitted to the Academic Board for approval.
- 29.²2 The functions and structure of the Strategic Development Office are defined by the relevant regulation (R112).

Article 29³ Quality Assurance Office

- 29.³1 Quality Assurance Office is a structural unit, which carries out the activities for educational and scientific-research work development, provides permanent professional development of the academic staff and promotes implementation of modern methods for learning, teaching and evaluation.
- 29.³2 The functions and structure of Quality Assurance Office are defined in the statute of it (R36)

Amended on 14.07.2021 by Rector's Order #71

Chapter VI. Office of the Head of the Administration (Chancellor)

Article 30. Scope and Structure

- 30.1. The Office of the Head of Administration is a structural unit created to promote University activities and assist Rector to manage administrative-financial activities of the University.
- 30.2. Office is managed by the Head of the Administration (Chancellor).
- 30.3. The Office includes Chancellery and Human Resources Management Office, Archive, IT Office, EIS Office, Study Process Management Office, staff in charge of educational registry, Information Center, Legal Office, Public Relations Office, Accountancy, Alumni Office, Career Planning Office, Lifelong Learning Center, Occupational Health and Safety Office, staff in charge of web-page development, staff in charge of design, Extra-Curricular Services and Support Services.

Amended on 11.11.2020 by Rector's Order #110

- 30.4. Structural units included in the office of the Head of the Administration are responsible to the Chancellor.

Article 31. Head of Administration (Chancellor)

- 31.1. The Chancellor is the Head of the University Administration for financial, material and administrative resources management, who represents the University in financial and economic relations.
- 31.2. Functions of the Chancellor are as follows:
 - a) To provide effective, organized and relevant work of the structural units included in its office;
 - b) To supervise procurements in the University;
 - c) To manage all real and movable estate, administrative human resources and financial resources;
 - d) To manage annual budget of the University;
 - e) To assign tasks to the employees in its office and supervise them, to provide work discipline and permanent development of the employees;
 - f) To carry out relevant activities to completely perform the job of its Office;
 - g) To perform other activities within its competence.

Article 32. Chancellery and Human Resources Management Office, Archive

- 32.1. The Chancellery and the Human Resources Management Office supervises document processing in the University, issues related to the employee appointment and dismissal and implementation of the employee job-related processes.

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- 32.2. Functions of the Chancellery and Human Resources Management Office and its structure are defined by the statute of it (R1I2).
- 32.3. The Chancellery and Human Resources Management Office performs its job in accordance to the “Staff Management Policy” (R24) and, Correspondence Rules “(R24I1).

Article 33. Information Technology Office

- 33.1. The goal of the Information Technology Service is to provide technical and systematic support to ongoing activities and processes at the University and to ensure their continuous development.
- 33.2. The Information Technology Service is accountable to the head of the university administration (chancellor) and performs his / her instructions.
- 33.3. The functions of the unit as well as its structure are defined by the relevant unit regulation (R1I2).

Article 34. Electronic Information Systems Office

- 34.1. The purpose of the Electronic Information Systems Office is to provide software support for ongoing activities and processes at the University in the field of databases and to ensure their continuous development.
- 34.2. The Electronic Information Systems Office is accountable to the head of the university administration (chancellor) and performs his / her instructions.
- 34.3. The functions of the unit as well as its structure are defined by the relevant unit regulation (R24I2).

Article 35. (Deleted)

Amended on 11.11.2020 by Rector's Order #110

Article 36. Staff in Charge of Registry

- 36.1. The person in charge of the registry is the administrative officer of the University who ensures the maintenance of the University registry in accordance with the Registry of Educational Institutions Regulation No 127, approved by the Minister of Education and Science of Georgia on July 22, 2011.
- 36.2. The staff in charge for registry is accountable to the Chancellor of the University. The staff functions are defined by the employment contract signed with the later.

Article 37. Information Center

- 37.1. The information center operates within the scope of Chancellor and is responsible for providing general information to the university students, staff, and third parties. The Information Center is represented by the Secretary who is accountable to the Chancellor.
- 37.2. The information center ensures the reception and seeing off of the university guests. It also responds to phone calls. If answering a telephone call is beyond his / her competence, the incoming call will be responded by the relevant structural unit / official.

Article 38. Legal Office

- 38.1. Legal office is the structural unit of the university which aims to conduct activities of the University in accordance with the Georgian legislation.
- 38.2. The functions and structure of the legal office are defined by the relevant regulation (R112).

Article 39. Public Relations Office

- 39.1. The Public Relations Office is a structural unit which promotes University business relations with state, non-governmental, commercial structures and mass media of Georgia and foreign countries, carries out relevant advertising activities, provides university participation in various public, cultural and charity activities, organizes official visits to the university.
- 39.2. The functions and structure of the Public Relations Office are defined by the statute of it.

Article 39¹. Lifelong Learning Center

- 39¹.1. Lifelong Learning Center is a structural unit of the University, that promotes professional development and retraining of the University employees and other people.
- 39¹.2. Functions of Lifelong Learning Center as well as its structure is defined in the statute of it (R112).

Amended on 11.11.2020 by Rector's Order #110

Article 39². Career Planning Office

- 39².1. Career Planning Office provides internship for the students and promotes their further employment.
- 39².2. Functions of the Career Planning Office, rights and obligations, as well as its structure is defined in the statute of it (R112).

Amended on 11.11.2020 by Rector's Order #110

Article 40. Accountancy

- 40.1. Accountancy is a structural unit of the University that performs all operations related to the University accounting and finances.
- 40.2. Functions of Accountancy and its structure are defined by the statute of it.

Article 41. Alumni Office

- 41.1. Alumni Office provides permanent contact with alumnus of the University to involve them in the development of the educational programs.
- 41.2. Functions, rights and obligations of the Alumni Office as well as its structure is defined in the statute of it.

Article 42. Occupational Health and Safety Manager

- 42.1. In order to protect civil safety of employees, students and third persons on the university territory Occupational Health and Safety Manager is appointed by the Rector's order.
- 42.2. Occupational Health and Safety Manager is accountable to the Chancellor. Manager is responsible for assessing risks for safe implementation of current processes at the university and delivering the results to the authorized persons for the further reaction.
- 42.3. In case of extreme situations, the instructions given by Occupational Health and Safety Manager are mandatory for all persons on the territory of the university.
- 42.4. Functions of the Occupational Health and Safety Manager are defined by the statute of it.

Article 43. Staff Responsible for Web-page Development

- 43.1. The person responsible for the development of the website shall manage the design and proper operation of the university website, as well as perform all activities within its competence that directly or indirectly contribute to the performance of aims and goals of the university.
- 43.2. The functions of the person responsible for the website development is determined by the employment contract signed with him/her.

Article 44. Staff Responsible for the Design

- 44.1. The staff responsible for design prepares the advertising booklets and fliers, conference books, university journals, notebooks and other similar materials, design/printing of higher education diploma - certificates in accordance with its competences, as well as directly or indirectly contributing to the implementation of all the activities that are related with the aims and goals of the university.
- 44.2. The functions of the person responsible for the design development are determined by the employment contract signed with him/her.

Article 45. Extracurricular Services

- 45.1. Extracurricular Services is a structural unit of the university that organizes and prepares sports, cultural and art events for students and staff. It also organizes other extracurricular activities (including public lectures, meetings) at the university.
- 45.2. The functions of the Extracurricular Services, as well as its structure is defined by the relevant regulation (R1I2).

Article 46. Support Services

- 46.1. Support Services is a structural unit providing staff and students with first aid, as well as logistics, procurement, housekeeping, sanitation and hygienic services.
- 46.2. The functions of the Support Services, as well as its structure are defined by the relevant unit regulation (R1I2).

Chapter VII. Transitional and Final Provisions

Article 47. Transitional Provisions

- 47.1. Prior to the election of academic staff representatives of the faculty board of the Faculty of Social Sciences, Humanities and Education and the Faculty of Business and Technologies (as defined in Article 23 above), the members of the faculty boards stated by paragraph 23.1 of the regulation (without the representatives of the academic staff in the faculty board) shall be considered authorized.
- 47.2. The Faculties defined by paragraph 51.1 should be instructed to ensure the conduction of the elections of the academic staff representatives for Faculty Board membership purposes in accordance with the procedure provided in item 23 of this regulation no later than September 15, 2019.
- 47.3. Before defining the academic staff representative for academic board membership purposes in compliance with the procedure set by Article 9, the Academic Board members as defined in by paragraph 9.2 (except the representative from the faculty) shall be considered authorized.
- 47.4. All faculties should define academic staff representatives for Academic Board membership purposes no later than September 15, 2019.
- 47.5. Representatives of the academic staff elected until November 1, 2021, shall retain the authority of a member of the Faculty Board for the remaining term.

Amended on 25.10.2021 by Rector's Order #117

- 47.6. Representatives of the academic staff elected before November 1, 2021, whose authority has been terminated due to the expiration of the term, shall be extended the the authority from the expiration of the term until the approval of the results of the new elections.

Amended on 25.10.2021 by Rector's Order #117

Article 48. Final Provisions

- 48.1. Depending on the activity of a particular structural unit it is possible to set a position other than the administrative ones referred to in this Regulation in order to carry out specific tasks, if necessary.
- 48.2. Issues that are not foreseen by the given regulation are managed in accordance with the law of Georgia and other regulations of the University.
- 48.3. The present regulation shall enter into force from August 19, 2019.
- 48.4. Any amendment to the present regulation may be added in accordance with the rules as set out by the rules of its adoption.
- 48.5. The fulfilment of the given regulation will be monitored by the Rector.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical, men-
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www.ibsu.edu.ge

contact@ibsu.edu.ge

