



# IBSU

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

## **Regulation of the School of Computer Science and Architecture**

*Approved on 06/02/2023 by Governing Board – Minutes №3 (Appendix №:5)*

### **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.

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Approved by:	Governing Board	

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## Amendments

#	Decision taken by	Decision №	Date
1			

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Revision List			
#	Date	Article	Remarks
01			

## Chapter I

### General Provisions

#### Article 1. Concept and status of the faculty

- 1.1. International Black Sea University (hereinafter referred to as the University) School of Computer Science and Architecture (hereinafter referred to as the "School") is the main educational unit of the International Black Sea University, which conducts educational programs and scientific research within the framework of academic freedom and institutional autonomy, providing training for undergraduate and graduate students.
- 1.2. The school is obliged to create appropriate conditions for students in terms of study and independent research, provide access to modern, future-oriented education in accordance with modern standards and constantly improve learning conditions. Upon successful completion of the educational program, the graduate will be awarded an appropriate academic degree and will be awarded a diploma.
- 1.3. The official name of the school is "School of Computer Science and Architecture of the International Black Sea University".
- 1.4. The status of the school is determined by the legislation of Georgia, general regulation of the university and the present regulation. The school is not a legal entity.
- 1.5. The address of the school: Davit Agmashenebeli Alley, 13th km, # 2, 0130 Tbilisi, Georgia.

#### Article 2. Statute of the School

- 2.1. This statute, together with the statute of the University, defines the status of the school, its mission, main goals and objectives, areas of competence, the structure, the rules of operation of the structural units and the rights and responsibilities.

#### Article 3. Mission of the School

- 3.1. The mission of the School of Computer Science and Architecture is based on the mission of the University and is aimed at training highly qualified and competitive, critically-minded, highly knowledgeable staff with a high standard of professional ethics, who will be able to uphold the rule Computer Science and Architecture and make a valuable contribution to it.
- 3.2. The school recognizes the rights and freedoms of students, academic and visiting personnel, ensures the attraction of highly qualified and promising staff, promotes research.

- 3.3. The school ensures continuous development of curricula in accordance with the requirements of the state and society, taking into account the requirements of the local labour market and international market trends.

#### **Article 4. Main goals and objectives of the school**

- 4.1. The aim of the School of Computer Science and Architecture is to offer competency-based and student-centred curricula for undergraduate and graduate students, ensuring that they receive education that meets modern requirements; Developing practical skills; Promoting student self-government activities; Attracting highly qualified academic staff; Creating an appropriate environment for teaching and research activities.
- 4.2. The main goals and objectives of the school:
- a) Ensuring access to education in line with modern standards;
  - b) Training highly qualified, competitive, future-oriented specialists in line with the growing demands of the local and international market;
  - c) Creating appropriate conditions for teaching and scientific research activities for the staff and students of the school and taking care of their continuous development;
  - d) Facilitate the participation of school students, academic and invited staff in educational-research projects;
  - e) Promoting the formation and development of professional and practical skills in terms of students' professional activities;
  - f) Facilitating training and retraining courses, other activities in accordance with the interests and abilities of students and other stakeholders;
  - g) Identifying ways to continuously develop and improve the educational programs available at the school;
  - h) Ensuring student involvement in school management process.

## Chapter II

### School Structure and Management

#### Article 5. Governing Bodies and Structure of the School

- 5.1. The governing bodies of the school are:
  - a) School Board.
  - b) Dean of the School.
- 5.2. The Dean of the School has one Deputy, who is also a member of the School Administration.
- 5.3. The school administration also includes the program manager / managers and the school administrative manager.
- 5.4. Representatives of the University Student Self-Government participate in the management of the school.
- 5.5. In accordance with the current legislation and the rules of the University, other teaching, scientific and auxiliary structural units may be established in the school in agreement with the Rector.

#### Article 6. Status, composition, procedural issues of the School Board

- 6.1. The School Board is a representative body of the school which ensures the coordination of academic work within the educational programs / program directions, sharing of experience between the academic corps of the school, assists the Dean of the School in performing the functions assigned to the educational unit.
- 6.2. The School Board consists of the Dean of the School, Deputy Dean, Head of the Programs, representatives of the School Professors, Associate Professors, Assistant Professors, Assistants and a representative of the Student Self-Government.
- 6.3. The procedure for electing and approving the School Board, as well as the grounds for termination of the Board Member's authority shall be determined by the University Statute.
- 6.4. Meetings of the School Board are convened and chaired by the Dean of the School, in his/her absence, the Deputy Dean proceed.
- 6.5. The School Administrative Manager participates in the School Board without the right to vote, who is also the Secretary of the School Board. In his/her absence, the function of the Secretary of the School Board is performed by the ordinary member of the Board elected by the School Board by a simple majority of the attendees from among the academic staff.



- 6.6. The School Board approves the agenda by open ballot at the beginning of the session.
- 6.7. A meeting of the School Board is authorized if it is attended by at least half of the members. The decision is made by a majority vote of those present and is recorded in the form of a protocol. The minutes shall be signed by the chairperson of the meeting, the secretary of the board and the members present at the meeting.

#### **Article 7. Powers of the School Board**

- 7.1. School Board:
  - a) Develops educational and research programs on the recommendation of the Dean and submits them to the University Governing Board for approval;
  - b) Discusses the school development plan / plans upon the recommendation of the Dean;
  - c) Considers students and employees applications (administrative, academic and invited personnel) and makes relevant decisions
  - d) Defines and submits 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) Defines and submits 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) Forms the school budget project and submits it to the chancellor;
  - h) Executes other authorities assigned to him / her by this Statute, the Statute of the University and the legislation of Georgia.

#### **Article 8. Status and Powers of the Dean of the School**

- 8.1. The Dean of the School is the Head of the School. The Dean is responsible for the ongoing educational and administrative activities of the School and represents the School, both inside and outside the University, if necessary.
- 8.2. The Dean is accountable to the Rector.
- 8.3. Powers of the Dean of the School:
  - a) Ensures the effective conduct of educational and scientific activities at the school; directs the process of administration and promotion of

educational programs, directs the activities of the school in accordance with the strategic plan of the university;

- b) Develops recommendations for the appointment, dismissal, promotion and compensation of school personnel and submits them to the Office of Human Resources Management and Development, as well as is involved in the selection process of administrative personnel (together with the Office of Human Resources Management);
- c) Submits the school development plan (plans), educational and scientific-research programs to the school board for consideration;
- d) Coordinates the development of foreign relations at the school level with the support of the International Relations Service of the University, in order to create opportunities for professional development of students and employees;
- e) Plans, develops and supervises the school budget, makes proposals to the Governing Board on issues related to the fees of educational programs;
- f) Organizes meetings with the involvement of school staff and students around important issues for the school, creates a healthy working environment;
- g) Together with the quality assurance service, coordinates the process of curriculum evaluation and development, evaluates the overall performance of the school in terms of teaching, research and service;
- h) Develops and submits school regulations for consideration to the school board;
- i) Within the scope of his/her competence, he is responsible for the implementation of the decisions of the management bodies of the university;
- j) Chairs the meetings of the school board;
- k) Exercises other powers defined by the university statute.

#### **Article 9. Status and Powers of the Deputy Dean of the School**

- 9.1. The Deputy Dean of the School is an administrative official who assists the Dean in managing the School. In case of absence of the Dean or temporary inability to perform his/her duties, Deputy Dean represents the school. Manages and coordinates the activities of the school in agreement with the Dean.
- 9.2. The Deputy Dean is accountable to the Dean.
- 9.3. Powers of the Deputy Dean of the School:

- a) Organizes and carries out school conferences and publication of the school's scientific journal;
- b) Establishing relations with local and foreign scientific, research and educational institutions, planning / promoting interdisciplinary research;
- c) Plans and organizes extracurricular activities within the school;
- d) Administers and controls the educational process;
- e) Supervises the process of preparation and execution of the school's lecture and consultation table by the Study Process Management Office;
- f) Together with the Head of the Program provides academic achievement improvement, appropriate employment advising and career development support.
- g) Exercising other powers defined by this statute and the statute of the University

#### **Article 10. Status and powers of the Head of the Program**

- 10.1. The Head of the Program is an administrative officer who provides implementation, and development of the school educational program. Participates in the evaluation and development of the program, is involved in the implementation of the program, counselling students, various activities planned within the program.
- 10.2. The Head of the Program takes care of the continuous development and sustainability of the program.
- 10.3. Establishes comparison acts and individual study plans;
- 10.4. Coordinates the distribution of components among the staff employed within the program and submits information to the Dean for the preparation of employment contracts/semester agreements;
- 10.5. If necessary, attends the lecture process carried out within the program, in order to complete the learning process;
- 10.6. Conducts orientation meetings with students and staff involved in the program;
- 10.7. Ensures the organization and implementation of conferences, meetings, public lectures and other educational and research activities within the framework of the program together with the deputy dean;
- 10.8. Takes care of the development of internationalization/practical/research components within the program;
- 10.9. Ensures authorization - preparation of a complete package of necessary accreditation documentation and delivery to relevant persons;

- 10.10. In order to develop the program, it ensures the involvement of all interested parties (students, academic and visiting staff, graduates, employers);
- 10.11. Supervises the content side of the process of preparation of comparison acts, databases of educational components, diploma and diploma supplement by the Study Process Management Office;
- 10.12. Supervises the process of registration of students of the program, as well as advises the students of the program in the process of choosing and registering the study component;
- 10.13. Assists the student selected for the purposes of the exchange program in the selection of study courses/components to be taken at the host university before and after the student's departure;
- 10.14. Monitors the process of preparation of midterm and final exam questions by the lecturer;
- 10.15. Monitors the logic of redistribution of minimum competence thresholds in the syllabuses. If necessary, the minimum competence threshold is adjusted with the involvement of the person implementing the component (lecturer);
- 10.16. The head of the program exercises his powers in accordance with the university regulations and this regulation.

#### **Article 11. Status and Powers of the Administrative Affairs Manager of the School**

- 11.1. The Administrative Affairs Manager of the School is an administrative official of the School, who, within his / her competence, ensures the implementation of the current administrative activities at the School. The Administrative Affairs Manager is also the Secretary of the School Board.
- 11.2. The School Administrative Affairs Manager is accountable to the Dean.
- 11.3. Powers of the School Administrative Affairs Manager:
  - a) Organization of school board activities, signing of decisions in the form of minutes and archiving;
  - b) Providing copies of school board decisions to relevant services in electronic form;
  - c) Registering incoming applications and documentation and, if necessary, presenting them to the school board;
  - d) Preparing and electronically booking appropriate auditoriums, conference and seminar halls for various school activities and conferences;
  - e) Scheduling meetings with the dean and deputy dean;

- f) Providing counselling to students and lecturers within their competence and, if necessary, redirecting them to the appropriate authorized person;
- g) Promotion of scientific and educational publications of the school;
- h) Posting information on the school website and social network;
- i) Facilitating the implementation of the dean's powers within his own competence;
- j) Carrying out other powers defined by this regulation and university regulations.

## **Chapter III**

### **School Staff**

#### **Article 12. Staff**

- 12.1. There may be academic, administrative, research and support positions at the school.
- 12.2. The academic (educational-scientific) staff of the school includes: Professor, Associate Professor, Assistant Professor and Assistant.
- 12.3. The administrative staff of the school includes: Dean, Deputy Dean, Administrative Affairs Manager and Program Manager.
- 12.4. Auxiliary staff includes persons invited upon the agreement with the Rector, necessary for the activities of the school.
- 12.5. The School is authorized to invite a specialist (without holding an academic position) with relevant qualifications in order to participate in the educational and / or scientific-research process and / or to lead this process, in accordance with the rules defined by the University.
- 12.6. The evaluation of the school staff activities is carried out on the basis of the relevant regulations of the University.

## **Chapter V**

### **Educational Program**

#### **Article 13. Educational program**

- 13.1. The educational program is a flexible, student-centred curriculum based on learning outcomes described by sectoral and general competencies.
- 13.2. The educational program has a supervisor (Head of the Program) who is accountable to the School Board within his / her competence.

#### **Article 14. Development, reviewing and approval of educational programs**

- 14.1. Professors of the relevant direction of the school participate in creation of the educational program of the school.
- 14.2. "Instruction for Planning, Designing and Developing of Educational Programs" (R3I2) is defined by a decision of the University Governing Board.

## **Chapter VI**

### **Student**

#### **Article 15. School Student**

- 15.1. A student of the school is a person who is enrolled in the program and in accordance with the Law of Georgia on Higher Education and the regulations of the University and is studying for a bachelor's or master's degree program at the School of Computer Science and Architecture.
- 15.2. The rights and responsibilities of a student are defined by the Law of Georgia on Higher Education, the University Documents and this Regulation.
- 15.3. Student status is suspended or terminated in accordance with relevant legislation and university documents.
- 15.4. Prerequisites for admission to educational programs are defined by the relevant educational program.

#### **Article 16. School Student Self-Government**

- 16.1. The rules of creation and staffing of the student self-government of the school, as well as its rights and responsibilities are defined by the Law of Georgia on Higher Education and the university regulation.



## **Chapter VII**

### **School budget**

#### **Article 17. School Budget**

- 17.1. The budget of the School is an integral part of the budget of the University, which is planned, developed, managed, approved in accordance with the rules established by the "Regulation for Financial Control" (R13).

## **Chapter VIII**

### **Making changes and additions to the school regulations**

#### **Article 18. Rules for Adoption, Repeal, Amendment and Addition of the School Statute**

- 18.1. The school regulations are developed by the School Board on the recommendation of the Dean and submitted to the University Governing Board for approval.
- 18.2. Adoption, repeal and amendment of the School regulation is made by the Dean's proposal by the School Board, which is approved by the University Governing Board by a simple majority of votes.

## **Chapter IX**

### **Final Provisions**

#### **Article 19. Adoption and entry into force of the Statute**

- 19.1. The statute shall enter into force upon its approval by the University Governing Board.

*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.*

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