

**Approval:** Governing Board of International Black Sea University

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International Black Sea University

**Regulation of legal service**

Tbilisi

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## **Article 1. General Provisions**

1. The present regulation defines the main goals and tasks, functions, duties, powers, management organization, and structure of the main administrative structural unit of the “International Black Sea University” LLC (hereinafter - the University) - the legal service (hereinafter - the service);
2. The service is guided by the legislation of Georgia, the international acts regulating the European space of higher education, the statute of the university, this statute, and other legal acts valid in the university.
3. The service is subordinate to the vice-rector in the financial field, responsible and accountable to him.

## **Article 2. Functions of the service**

### 1. Legal service:

- a) Participates in the development of the university's legal policy and strategy together with the relevant structural units of the university;
- b) Provides legal assurance of the university's activities and analyzes the legal risks of the university's activities.
- c) Drafts of relevant normative documents are prepared in the legal department/amendments to existing documents are initiated;
- d) Contracts/memorandums/other types of documents are created in the legal department, where the International Black Sea University is a party; drafts of letters to be officially sent on behalf of the university are prepared;
- e) The service obtains information about the changes made in the legislation and submits it to the relevant structural units;
- f) The relevant employee of the legal service exercises representative authority in court/arbitration;
- g) Provides any kind of legal security for the International Black Sea University.

### **Article 3. Structure and management of the service**

1. The composition of the service includes:

- a) Head of the legal service;
- b) Lawyer;
- c) Legal assistant.

2. An employee of the service is appointed and dismissed by the Rector of the University in accordance with the rules established in the University, on the recommendation of the Vice-Rector in the financial field.

3. Upon hiring, the rector will determine additional qualification requirements for employees, if necessary.

### **Article 4. Management of the service**

1. The service is headed by the head of the service.

2. The head of the service is appointed and dismissed by the rector of the university, according to the rules established by the university, on the recommendation of the vice-rector in the financial field.

3. The head of the service represents the service in intra-university and external relations, plans and directs the service's activities, and is responsible for its effective work.

4. A person who has a higher education in the field of law and has at least 1 (one) year of experience in the field of higher education is accepted for the position of head of the service.

5. The head of the service is accountable, in the financial field of the vice-rector, to the rector and the governing board.

### **Article 5. Function duties of the head of the service.**

1. Head of service:

- a) Directs and directs the activities of the service in accordance with the regulations of the university and the present regulations;

- b) Distributes duties among employees of the service, gives them instructions and assignments;
- c) Within the competence, participates in the intra-university process of authorization and program accreditation;
- d) Represents the service with the bodies of the university and other units, and within the scope of his competence represents the university in dealings with third parties;
- e) Submits to the vice-rector of the university in the financial field, proposals on the structure of the service, states, organization of work, encouraging employees, imposing disciplinary responsibility, and raising their qualifications;
- f) Within the framework of university activities, provides legal advice to university management bodies, structural units, staff and students;
- g) Obtains, processes, and delivers information to the relevant structural unit about changes made in the legislation, including in the field of higher education;
- h) Supervises the proper performance of official duties by employees of the service;
- i) Annually submits a report on the activities performed by the service to the management board;
- j) Analyzes the legal risks of the university's activities;
- k) Determines the compliance of legal acts with the legislation and verifies the legal acts prepared at the university;
- l) Exercises representative authority in court/arbitration;
- m) Submits a report to the management board on the annual activities of the service;
- n) Exercises other powers granted by the immediate supervisor within the scope of his competence.

## **Article 6. Lawyer and his function-duty**

### **1. Lawyer:**

- a) Participates in the process of analyzing the legal risks of the university's activities;
- b) Prepares drafts of normative and individual legal acts (orders/resolutions) of the university, participates in the process of determining compliance of legal acts with legislation;

- c) Conducts a periodical revision of the normative documents approved by the university; In order to bring the normative material into compliance with the legislative requirements/new standards developed at the university/authorization/accreditation standards, submitting the initiation of changes in the regulations to the head of the service;
- d) On the instructions of the head of the service, provides legal advice to the management bodies of the university, structural units, staff and students;
- e) Prepares drafts of contracts, memoranda, letters, and appeals;
- f) Within the scope of competence, represents the university in state and public organizations;
- g) To collect the financial debts of the students towards the university ensures the implementation of appropriate measures; for this purpose, filing a lawsuit in court, ensuring the execution of court decisions;
- h) Within the scope of official authority, submits relevant documentation to the National Public Registry Agency, Tbilisi City Hall/its services; in the Treasury Service of the Ministry of Finance of Georgia and other institutions in accordance with the interests of the University;
- i) On the instructions of the head of the service, exercises representative authority in court/arbitration;
- j) Participates in the authorization/accreditation process within the scope of competence;
- k) Carries out the tasks and instructions of the head of the service.

2. A person who has a higher education in the field of law and a qualified work experience of at least 1 (one) year is accepted for the position of lawyer.

3. The lawyer is accountable to the head of the service, the vice-rector, and the rector in the financial field.

#### **Article 7. Legal assistant and his function-duty**

1. Legal assistant:

- a) Promotes the activity of a lawyer from an organizational-technical point of view;
- b) Fulfills the tasks and instructions of the lawyer.

- c) Provides communication with students about financial debt;
  - d) Drawing up contracts for different structural units, under the supervision of the immediate supervisor;
  - e) Preparation of drafts of memorandum of cooperation.
  - f) Exercises other powers granted by the immediate supervisor within the scope of his competence.
2. A person with a higher education in the field of law or a student of a relevant specialty in this field is accepted for the position of legal assistant.
  3. The legal assistant is accountable to the head of the service.