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Shota Meskhia State Teaching University of Zugdidi

University Academic Council

## **Provision of Scientific Department of Shota Meskhia State Teaching University of Zugdidi**

### **Article 1. General Provisions**

1. Scientific department (hereinafter referred to as – department) Shota Meskhia State Teaching University of Zugdidi (hereinafter referred to as – Teaching university) represents the auxiliary structural unit of a Teaching University.
2. The department is guided by the applicable legislation of Georgia, by the subordinate normative acts, the Statute of the Teaching University and the present Statute.
3. The department is accountable to the Rector of Teaching University and Head of the Administration of the University within the scope of his / her competence, performing the duties imposed by the Rector and the Head of Administration in accordance with the legislation.

### **Article 2. Structure of Department**

The Scientific Division is headed by the Head of Scientific Division, who is appointed and dismissed by the Rector with the proof of Head of Administration.

### **Article 3. Objectives and Tasks of Department**

The objectives and tasks of the department are the following:

1. Supporting the implementation of scientific research on quality and outcome, facilitating the integration of research component and learning process;
2. Preparation of periodic reports based on the analysis of the results of scientific-research activities and submission to the Rector
3. Cooperation with Quality Assurance Service in terms of the process of Evaluation of Scientific-Research Projects;
4. Facilitate the inclusion of the academic staff of the Teaching University in the national and international scientific conferences;
5. Development of proposals for strengthening research component on Bachelor's and Master's level

#### **Article 4. The functions and duties of Scientific Department**

The functions are the following:

1. Coordination of scientific research activities with the participation of faculty and other academic / invited personnel within the competence of the department.
2. The library's scientific director is responsible for filling the library with scientific literature.
3. to publish the report with the scientific supervisor of the library the report annually on the activities of the academic council library of the Teaching University.
4. With the scientific department, presents the library in relations with other organizations.
5. Control the conformity of the scientific literature of the library to regular reference literature in the Syllabus and to facilitate, with pro-cooperation, regular updating and filling up the literature with the main curriculum cover and fill up with the main curriculum, pro cooperate.
6. Ensure essential activities for scientific conferences in the university.
7. Registration of Annual Scientific Works of Academic Staff of the Teaching University and preparation of a collection of scientific works for publication.
8. Facilitate academic honesty. Implementing the measures against plagiarism and support involvement in internal university and international level.
9. Facilitate the inclusion of university academic personnel and professors in the International Scientific System (Elsevier).

#### **Article 5. Other rights and duties**

1. The head of Scientific Department shall:

- A) follow the internal regulations of the university and disciplinary norms;
- B) Take care of the university's academic and business reputation;
- C) Take care of the documentation (not to allow their loss / damage);
- D) to protect the confidential information available at his/her disposal;
- E) Provide timely information to the Rector and Head of Administration or Structural Entities;
- F) to provide qualified and proper consultation;

- G) Engage in other university activities, organizational activities different from the activities stipulated by the position;
- H) create a positive environment, follow the principle of ethics, collegiality and subordination;
- I) Support the activities of the university on the daily basis;
- J) Present monthly, annual reports, service action plan within the accountability defined by the Statute;
- K) To cooperate with the Head of the Quality Assurance Office of the University in order to assure Quality in the process of drawing up the research (self-assessment / evaluation / satisfaction survey) questionnaire and research in order to make effective use of quality assurance mechanisms in the management process;
- L) perform other tasks of the head of the rector and the administration, which does not contradict the acting legislation;
- M) to cooperate and provide appropriate assistance to the Head of Internal Audit Service, in the process of internal audit inspection, assessment of financial management and control system within the competence.
- N) Participate in identifying job risks and to cooperate with the administrator of the administration as a crucial role in the key university education institution in carrying out the continuity plan of business processes.
- O) Take part in the formation of the budget in cooperation with the head of the administration within its competence. Request Resignation from the Head of Administration for the purpose of implementation/improvement of official duties.
- P) Responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.
- K) To cooperate with the Head of the Quality Assurance Office of the University in the process of drawing up planned research (self-evaluation/assessment/satisfaction survey) questionnaire and conducting research in order to provide the effective use of quality assurance mechanisms in the management process.
- L) perform other tasks of the Rector and the head of administration, which does not contradict the acting legislation;

- M) to cooperate and provide appropriate assistance to the Head of Internal Audit Service, in the process of internal audit inspection, assessment of financial management and control system within the competence.
- N) Participate in identifying job risks and cooperate with the head of the administration during carrying out the continuity plan of business processes as a crucial role in the key university education institution.
- O) Take part in the formation of the budget in cooperation with the head of the administration within its competence. Request the essential resources from the Head of Administration for the purpose of implementation/improvement of official duties.
- P) To be Responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.

#### **Article 5. Reorganization and liquidation of the Service**

Reorganization/liquidation of the department is carried out in accordance with the applicable legislation considering the rules established by the Representative Council of the Teaching University.

#### **Article 7. Rule of Amendments and making additions to the provision**

1. Amendments and/or making additions in the provision shall be made by the decision of the Representative Council.
2. The provision is valid immediately after the approval of the Representative Council unless it is specified otherwise.