

Approved on:-----

By the Representative Council of Shota Meskhia State Teaching
University of Zugdidi

Regulations of the Legal Office of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions.

1. The Legal Office (hereinafter “the Office”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is an auxiliary structural unit of the Teaching University.
2. The activities of the Office shall be guided by the laws of Georgia, the subordinate normative acts, the Statute of the Teaching University and the present Regulations.
3. Within the scope of its competence, the Office shall be accountable to the Rector and the Head of Administration of the Teaching University. The Office shall perform the duties imposed by the Rector and the Head of the Administration, as envisaged by the law.

Article 2. The Scope, Key Objectives, and Functions of the Legal Office

1. The scope, objectives, and functions of the Legal Office include:
 - A) Within the competence of the Teaching University, participating in the preparation of contracts, administrative acts, and projects at the Teaching University and the auxiliary structural units of the Teaching University, and facilitating the procedures of submission in accordance with the rules prescribed by the Law;
 - B) Providing legal support for the activities of the auxiliary structural units. If necessary, preparing a legal opinion on the administrative acts drawn up by other auxiliary structural units of the Teaching University, as well as on the administrative acts incoming from other agencies;
 - C) Controlling and coordination over the formation, further development, and perfection of the Legal System of the Teaching University;
 - D) Ensuring the compliance of administrative acts of the Teaching University with prevailing normative acts;

- E) Acting as a representative of the Teaching University and protecting its interests in private and state institutions and courts;
 - F) Within its competence, reviewing and participating in the reviewing of the applications of natural persons and legal entities;
2. When performing the assigned functions and tasks the Legal Office is entitled to:
- a) Within its competence, prepare the drafts of administrative acts; develop proposals regarding the amendments and additions to the administrative acts;
 - B) Exercise all the rights of a party, which are envisaged by the procedural legislation, including the following: as a representative of the Teaching University, the Office shall initiate (file) an action, renounce the action, thoroughly or partially change the topic or basis of the claim, settle proceedings amicably, refer the dispute to private arbitration, appeal court rulings and judgments, file a counterclaim, receive and submit a writ of execution for execution;
 - D) Represent the Teaching University before state institutions and courts (all instances), based on the representation right granted by the Rector and the Head of Administration of the Teaching University,

Article 3. Structure and Governance of the Legal Office

1. The Legal Office is managed by the Head of the Legal Office
2. The Head of the Legal Office shall be appointed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.
3. The Head of the Legal Office shall:
 - A) Manage the work and activities of the Office;
 - B) Represent the Legal Office when implementing his/her official duties;
 - C) Sign the documents prepared within the Office;
 - D) Authorize administrative-legal acts developed by the Structural Units of the Teaching University within the scope of his/her authority;
 - E) File a report on the work done by the Office;
 - F) Request the allocation of funds, equipment, and inventory necessary to perform the functions and tasks of the Office;
 - G) Within the scope of his/her competence, provide expert opinions within the authority of the Office;

H) Prepare proposals and order projects for the termination of labor contracts, motivation, and application of disciplinary liabilities at the Teaching University.

I) Within his/her authority, shall carry out functions and tasks provided by the present Regulation, administrative-legal acts of the Teaching University and the legislation of Georgia.

J) Be liable for the performance of functions specified by the Regulations

K) Ensure protection of legality and confidentiality of the Office activities in the case determined by law;

Article 4. Other Rights and Obligations

1. The Head of the Office shall:

A) Follow the internal regulations and disciplinary liability norms of the Teaching University;

B) Take care of the property and business reputation of the Teaching University;

C) Take care of the documents (shall not allow them to be lost/damaged);

D) Maintain confidentiality of the information at his/her disposal;

E) Provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;

F) Provide proper and qualified consultation;

G) Engage in other university activities, including organizational affairs; other than his/her office duties;

H) Create a positive environment, follow the principle of ethics, collegiality, and subordination;

I) Take care of everyday activities of the Teaching University;

J) Within his/her accountability, provide monthly and annual reports and an office action plan, as provided by the Regulations;

K) In order to facilitate efficient use of quality assurance mechanisms in the management process, cooperate with the Head of the Quality Assurance Office of the Teaching University, in the process

of making questionnaires for planned surveys and in carrying out the surveys (self-assessment/assessment/satisfaction survey);

L) Perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;

M) Cooperate and provide appropriate assistance within the scope of his/her competence to the Head of the Office of Internal Audit when evaluating the financial management and control system in the process of conducting an internal audit.

N) Participate in the identification of office risks and as a key element with a decisive role in the viability of the Teaching University - cooperate with the Head of Administration for the implementation of business process continuity plans.

O) Take part in the formation of the budget within the scope of his/her competence and in cooperation with the Head of Administration. Request the allocation of necessary resources from the Head of Administration to perform/improve his/her official duties.

P) Be responsible for carrying out the functions specified by the present Regulation, in accordance with the legislation.

Article 5. Reorganization and Liquidation of the Office

Reorganization/liquidation of the Office shall be done in accordance with the applicable legislation, in accordance with the rule specified by the Representative Council of the Teaching University.

Article 6. Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the present Regulations shall be made by the decision of the Representative Council.

2. The Regulations shall enter into force upon its approval unless otherwise specified by the Representative Council