

Order No 131/n as of September 9, 2013 of the Minister of Education and Science of Georgia

Tbilisi

On Approval of the Statute of Legal Entity of Public Law – Zugdidi Shota Meskhia State Teaching University.

Pursuant to article 61 of the General Administrative Code of Georgia, article 7, paragraph 1, subparagraph “t” of the Law of Georgia on Higher Education, Resolution No 185 of the Government of Georgia as of July 29, 2013 on Transformation (Reorganization) of Non-Entrepreneurial (Non-Commercial) Legal Entity – Zugdidi Shota Meskhia State Teaching University and article 3, paragraph 2, subparagraph “m” of the regulations approved by Decree No 37 of the Government of Georgia dated May 21, 2004 on Approval of the Statute of the Ministry of Education and Science of Georgia, I order:

Article 1

To approve the Statute of Legal Entity of Public Law - Zugdidi Shota Meskhia State Teaching University in compliance with the annex.

Article 2

To declare invalid Order No 212/n of the Minister of Education and Science of Georgia as of December 28, 2011 on Approval of the Statute of Non-Entrepreneurial (Non-Commercial) Legal Entity – Zugdidi Shota Meskhia State Teaching University.

Article 3

The Order shall come into force immediately upon its publishing.

Minister of Education and Science of Georgia

Tamar Sanikidze

ANNEX

Statute of Legal Entity of Public Law – Zugdidi Shota Meskhia State Teaching University.

Chapter I.

General Provisions

Article 1. Principles of the Teaching University Activities

1. Legal Entity of Public Law – Zugdidi Shota Meskhia State Teaching University (hereinafter referred to as the “Teaching University”) is an autonomous institution with the key objectives to carry out higher education activities. It implements educational programs of two academic higher education levels (Bachelor’s and Master’s degree programs), vocational educational programs as well as teacher training education programs.
2. The university’s activity is based on the Constitution of Georgia, international laws, the Law of Georgia on Higher Education, Georgian law on vocational education, requirements of other Georgian legal acts, subordinate legislation and this statute.
3. The full name of the university is: Legal Entity of Public Law – Zugdidi Shota Meskhia State Teaching University. The university name has the following abbreviation: ZSSU; Its English name: LEPL Shota Meskhia State Teaching University of Zugdidi, Abbreviation: ZSSU. Official website of the teaching university- www.zssu.ge.
4. The university has (might have) balancing and bank accounts, emblem, logo, anthem, flag and round seal, stamp other attributes set for legal entities. University flag and anthem were submitted by the academic board and approved by the Representative Council.
5. University logo is made up of white, red and blue colors. White is the symbol of light- knowledge is light. Red color is incarnation of light, light implementation-youth. Blue is the embodiment of wisdom. Logo represents an hourglass; Time is evanescent like a moving shadow fading quickly at night; time turns into eternity thanks to wisdom; University logo with the flag of Georgia are symbols for the successful future of Georgia. Time passed in pursuit of studies for the duration, students will share their knowledge for the future of Georgia. The academic board approves logo.
6. The language of instruction at TSU is Georgian (instruction in other language, except individual courses, is permitted if it is envisaged by international agreement or is agreed with the Ministry of Education and Science of Georgia).
7. The university acquires rights and obligations and concludes agreements on its own behalf and can act as a claimant and a defendant in court.
8. Considering its purposes, the university acts on the entire territory of Georgia and beyond it.
9. Legal address of the teaching university is: #14, Janashi str, Zugdidi

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia-website 03.08.2017

Article 2. The Scope and Activity of the University

1. The main objectives of the university are as follows:

- a) To promote the development of Georgian and global cultural values; to focus on the ideals of democracy and humanism;
 - b) To satisfy the needs of an individual to acquire higher education compatible with one's personal interests and capabilities, to master qualification and be retrained;
 - c) To realize personal potential, develop creative skills, prepare highly competitive experts whose competence is compatible with modern requirements, ensure the competitiveness of graduates on domestic and international labor markets, offer high quality education meeting the requirements of the student community and the public at large to the stakeholders;
 - d) To improve the university education
 - e) To implement higher cycle of education at the university (Bachelor's, Master's degree studies for undergraduate, postgraduate), develop vocational educational programs, fundamental and applied research, high technology and modern experiments, develop university traditions through innovative teaching method.
 - f) To integrate the university into European educational space;
 - g) To implement educational programs along with Georgian and foreign higher educational institutions;
 - h) To create a student-centered university environment;
 - i) To protect academic freedom;
 - j) to ensure personal and professional development of student and academic personnel;
 - k) To generate knowledge and train highly competitive staff;
 - l) To encourage the mobility of students and academic staff;
2. To achieve the goals envisaged in paragraph 1 of this article, the university shall:
- a) Implement bachelor's and master's degree programmes of higher education;
 - b) Implement educational programs of all cycles of vocational education.
 - c) Provide professional skills training courses and short-term retraining programs;
 - d) Implement lifelong learning principles;
 - e) Prepare an individual for such professional activity that requires the use of academic and scientific knowledge
 - f) Care for raising qualification of its academic staff;
 - g) Promote sport within its framework;
 - h) Contribute to improvement of students' social conditions;
 - i) To create positive Educational conditions for the students with disabilities;
 - j) Cooperate with other higher educational institutions of Georgia;
 - k) Promote international cooperation and interexchange of students and professors with appropriate foreign educational institutions;
 - l) Participate in the state and/or other programs in compliance with the rules prescribed by the legislation;
 - m) Contribute to scientific development through learning, teaching and professional development in a free, democratic, social and legal environment;
 - n) Award an appropriate academic degree (degrees) and qualification;
 - o) Promotes modern knowledge and technologies;
 - p) Provides access to higher education and its open character, academic freedom of teaching as well as learning, opportunities of acquiring lifelong learning skills and attitudes, Academic staff and students participate in decision making and In the process of control of their implementation, Publicity and

transparency of competitions, higher education in all spheres prohibition of discrimination, including academic, religious or ethnic belonging or / and Opinion, sex, social origin and other grounds;

- q) Create such other conditions that will facilitate the implementation of goals set forth in paragraph 1 of this article; the management of the
- r) Exercise other powers granted by legislation.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia-website 03.08.2017

Article 3. University Status and State Control

The University has a status of a legal entity of public law and state control of its activities shall be exercised by the Ministry of Education and Science of Georgia in a manner prescribed by this statute and the legislation.

Chapter II Structure and Management

Article 4. Structure and Management of Teaching University

1. The Teaching University consists of a basic educational unit-(Faculty of Social Sciences and Health), library and auxiliary structural units: Office of the Rector, Office of the head of administration, Chancellery, Secretariat of the Academic Board, Secretariat of the Board of Representatives.

2. Academic board decides whether to create or abolish the main education unit-(hereinafter-faculty)and this is approved by the Board of Representatives.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia-website 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia-website 01.02.2018

Article 5. Governing Bodies and Structure

1. The main governing bodies of the university are:

- a. Academic Council,
Representative Council (Senate),
- b. Rector
- c. Head of Administration
- d. Quality Assurance Service of the Teaching University.

2. Faculty management bodies are:

- a. Faculty Board
- b. Dean
- c. Faculty Quality Assurance Service

Order No 08/n as of August 2, 2017 of the Minister of Education and Science of Georgia-website 03.08.2017

Article 6. Management Principles of Teaching University

1. The university shall ensure:

- a) The publicity of all decisions made by the university, reports of the Rector and the head of administration and concrete administrative-legal acts;

- b) Academic freedom of academic staff and students;
 - c) Participation of the academic personnel and students in decision making in pursuit of their implementation;
 - d) Equal treatment regardless of a person's ethnicity, sex, social level, political and religious views, etc.
 - e) Fairness and transparency of elections at the university, publicity of competitions.
2. Restrictive rules of these principles must not be determined by the regulations of the university's structural units.

Article 7. Academic Council

1. The Academic Council is a higher representative body managing the university's academic (educational-scientific) activity whose members are elected by all members of the faculty academic staff and student self-governance representatives- faculty board member through direct, free, equal and secret election according to the principles governing the elections laws established by the teaching University.
2. A member of the Academic Council shall be elected for a term of four years.
3. Three representatives of each faculty shall be elected in the academic council
4. Professor or associate professor shall be elected as a member of the Academic Council. A person can be elected as a member of the Academic Council only twice consecutively.
5. Typical grounds for early termination of the authority of the Academic Council members are as follows:
 - a) Termination of his/her labor relations with the university;
 - b) Acknowledgement as incapable or the support recipient except as otherwise provided by Georgian legislation.
 - c) Entry into force of a guilty verdict;
 - d) Assignment to academic or administrative position in another higher educational institution;
 - e) Other cases defined by the legislation.
6. The membership of the Academic Council shall be subject to renewal by one third after 2 years.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 8. Powers of the Academic Council

1. Pursuant to the legislation and in order to carry out the goals set forth in this statute, the Academic Council shall:
 - a) Develop and approve the strategic development plan of the university;
 - b) Upon submission of the faculty, approve educational programs.
 - c) Promote integration into the European Higher Education Area, development of curricula and programs of cooperation between higher educational institutions, mobility and integrated teaching, as well as development of research programs;
 - d) Through free and equal elections, elect the chairperson of the Academic Council – the Rector - via secret ballot, with the majority of its members on the list;
 - e) Nominate a candidate elected through a competition for the position of the Head of Administration with the majority of its members on the list;

- f) Submit a well-substantiated proposal to the Senate concerning pre-term termination of powers of the Head of Administration with the majority of its members on the list;
- g) Submit a new candidate of the Head of Administration to the Senate within one month after termination of the term of office of the Head of Administration;
- h) Participate in the discussion of the statute of the university, regulations and budget of structural units, annual report of the Head of Administration at the Senate;
- i) Approve the coefficients for the unified entry examinations at the beginning of a new academic year, as well as number of students to be enrolled in the faculties upon submission of the faculty boards;
- j) In cases stipulated by the Georgian legislation, approve the coefficients for Master's examination in accordance with the procedure envisaged by Order of the Minister of Education and Science, also number of students to be enrolled in the faculties upon submission of the faculty boards;
- k) Upon submission of the faculty boards, set the minimum threshold of competence for examinations envisaged by the list of international examinations approved by the Ministry of Education and Science of Georgia; in the case of overcoming the minimal competence threshold, an applicant has the right to participate in University examination / examinations.
- l) Define the rules of recognition of credits awarded by other higher educational institutions;
- m) Determine rules and regulations to appoint the Rector of the Teaching University, Head of Administration, Head of quality assurance service, Dean of the faculty, academic and representative councils and submit them to the Senate for approval;
- n) Submit a candidate for the position of the University's Head of Quality Assurance Service to the Senate for approval;
- o) Define the unified rules for recruitment of academic staff, terms and amounts of their remuneration and submit them to the Senate for approval;
- p) Submit annual report to the Senate;
- q) Elect the head of the university library;
- r) Upon the nomination of the University's Quality Assurance Service, approve the rules of evaluation of educational;
- s) Pursuant to the statute and with a majority of votes temporary commission is established to prepare urgent issues for discussion and submit them for Academic Board meeting.
- t) If necessary, invites experts;
- u) Define the unified rules of recruitment of teachers, the amount and remuneration and submit it to the Senate for approval;
- v) In urgent cases, the rector, the head of administration and the heads of quality assurance service are required to be on call during vacations.
- w) Exercises other powers granted by the statute and Georgian legislation.

2. The Academic Council shall be authorized, in case of violation of the Georgian legislation by the Rector, or improper fulfillment of his/her obligations and/or on grounds of carrying out the activities improper to the Rector, to consider the issue of early termination of the Rector's term of office upon the demand of one third of the members of the Academic Council. The decision on early termination of the Rector's term of office shall be taken by secret ballot, with the majority of its members on the list. The Rector shall not participate in balloting. Appealing of the decision made with regard to the above issue shall not result in the suspension of the disputed act.

3. (Removed – 02.08.2017, №124/n).

4. A meeting of the Academic Council shall be convened on initiative of the Rector and by not less than one third of the members of the Academic Council.

5. The Rector's membership of the Academic Council shall be terminated in case of termination of his/her term of office.

The Academic Council shall issue resolutions within its competence.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 9. Rule of Holding Academic Council Meetings

1. At the first meeting of the newly elected Academic Council the power of elected members shall be approved in the same manner as the power of the members of the Representative Council of the University.
2. The secretary of the Academic Council shall be elected from the members of the Board, with the majority of its members on the list or by open ballot.
3. Each member of the academic council is entitled to one vote. The reason for absence for the session will be notified to the chairperson for the meeting in written form. Members of the Council attend the session without special invitation. A member of the academic council is entitled to participate in discussing those issues that are the matter in hand for the academic board, express themselves, put forward questions, take advantages of the legislation and exercise other powers granted by the statute.
4. The Academic Council has power, with the majority of its members, to set up committees and working groups involving its members that will address particular issues. It is possible to set up committees and working groups with the participation of invited experts, public persons, university employees and other interested persons.
5. The meeting of the Academic Council shall be valid if it is attended by more than half of its members. The Secretary of the Academic Council shall register the members before opening the session and decision making (registration data are attached to the minutes and represent its integral part).
6. The academic council is eligible to make decisions only if two third(2/3) of attendants are present. Such decision shall be made if backed by the majority of members, except as otherwise provided by Georgian legislation.
7. The Academic Council sessions may be closed.
8. The Secretariat of the Academic Council, through the agreement with the Chairperson of the Academic Council, shall form the list of issues to the agenda no later than 3 days before the meeting. Along with the issues of the agenda, the presenter will be indicated.
9. The Academic Council shall have power to make decisions on the procedural issues through open balloting or otherwise, by a majority vote.
10. The meetings of the Academic Council shall be formalized by minutes and the Secretary of the Academic Council shall ensure its regularity. All the materials that are related to the agenda issues shall be attached to the minutes. The authenticity of the minutes shall be proved by the signatures of the chairperson of the meeting and the secretary. The university seal shall be affixed to the last page of the minutes.
11. The academic council is entitled to make decisions in compliance with the statute on those issues that belong to the competence of the academic council.

Article 10. Representative Council (Senate)

1. The Representative Council is the representative body of the university, which shall be elected from amongst the representatives of the faculties, separately by students and academic staff, pro rata to their number in main educational units at the moment of electing the Representative Council.
2. The Senate shall be elected for a term of four years, via secret ballot through general, direct, equal elections.
3. The members of the Representative Council shall be at least twice more than the members of the Academic Council. The students shall comprise one third of the members of the Representative Council. An assistant professor shall participate in the elections as a student. While calculating the number of students, the number shall be approximated for the benefit of students.
4. The head of the university library shall be included as a member of the Representative Council.
5. The ground for termination of the status of a member for a student or a professor shall be the termination of his/her academic or labor relations with the university.
6. In case of early termination of powers of a member of the Representative Council (Senate), the vacancy shall be filled up for the remaining period of the term of office of the Council by the member who gathers the most votes. If there is no such candidate, new elections shall be held to fill up the vacant position for the same term.
7. The representatives of either the administrative and auxiliary staff or the members of the Academic Council may not be elected to the Senate.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 11. Authority of the Representative Council (Senate)

1. To carry out the activities envisaged by this statute, the Senate, pursuant to legislation, shall:
 - a) Work out the statute of the university with participation of the Academic Council submit the draft of the University Statute to the Ministry of Education and Science of Georgia for approval;
 - b) Develop and approve internal rules and regulations of the University, Code of Ethics and disciplinary liability standards;
 - c) Approves the draft budget of the university and provisions of structural units.
 - d) Elect Speaker of the Senate;
 - e) Approve a candidate to the position of the head of administration upon nomination of the Academic Council;
 - f) Approve the budget of the university upon submission of the head of administration
 - g) Approves the structure of the university administration upon nomination of the Head of Administration.
 - h) Approve annual report of the Head of Administration;
 - i) Have authority to early terminate the term of office of the head of administration, based on the substantiated proposal of the Academic Council or upon its own initiative;
 - j) Approve the rule of recruitment of auxiliary personnel, terms and amount of remuneration upon nomination of the head of administration;

- k) Approve the rule of recruitment of academic staff, terms and amount of remuneration upon nomination of the of the Academic Council;
 - l) Approves the head of Quality Assurance Service upon nomination of Academic council.
 - m) Approve the rule of electing Management bodies (managing subjects) upon nomination of the Academic Council;
 - n) Exercise other powers granted by the law of Georgia.
- 2) The Representative Council shall issue resolutions of the Representative Council.
 - 3)The Representative Council makes decisions by the majority on the list endorsed by the representative Council.

Article 12. Speaker of the Senate

1. The meetings of the Senate shall be organized and chaired by the Speaker; the latter shall be elected by the Senate for a term of four years.

2. The grounds for early termination of the authority of the speaker are:

- a) Personal intention
- b) Been found guilty of the conviction sentenced by the Court to him
- c) death
- d) recognition of the fact that he is a person with disability, support recipient, except as otherwise provided by Georgian legislation.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 13. The Rules of Procedure of the Senate

1. The first meeting of the newly elected Senate shall be presided over by the oldest member of the session.

2. At the first meeting of the newly elected Senate the chairperson of the university's election commission shall inform the Council about election results and give the chairperson of the meeting the documentation proving the authority of the Council members (election protocols, materials about election results, complaints received, statements and facts about violation of election legislation and other election-related data).

3. The chairperson of the meeting shall introduce the information and documentation received from the election commission to the attendees.
4. The decision about acknowledgment of the authority of the Senate members shall include all those persons whose election was considered valid by the election commission of the University and by the majority of the attendees.
5. If the number of persons whose powers were acknowledged by the Senate is less than half of the whole membership, the meeting shall terminate its work. The next meeting of the newly elected Senate shall be convened by the chairperson of the university's election commission within 10 days after electing at least more than half of the Senate members.
6. The Senate shall elect the speaker from its own members via open balloting by majority of votes. A person shall be considered elected if he/she is backed by more than half of the Senate members on the list. If there is more than one candidate and none of them has garnered enough votes, the repeat ballot should be held on the same day between the two candidates with best

results. In case if the winner is not still identified, the meeting of the Representative Council shall be convened again within 5 days and speaker-election procedure will be held again.

7. The meeting of the Senate shall be convened upon initiative of the speaker or by at least one third of the Senate members.
8. Each member of the Representative Council is entitled to one vote. If they fail to attend the meeting, they should inform the head of the meeting in the written form that they would not be attending. The members of the Senate shall attend the meeting without special invitation. During the work of Senate, its member has the right to participate in discussion of all the issues within the competence of the Senate according to the rules set. The member has the right to make suggestions, comments or amendments on the issues under discussion, to propose candidates and express his/her own opinion about candidates to be confirmed or appointed by the Representative Council, to ask questions, to have other powers granted by applicable legislation and this statute.
9. The Senate, which is represented by absolute majority of its members, shall be entitled to set up commissions and/or groups of its members working on particular issues. The commissions and working groups might be composed of invited experts, public persons, employees of the university and other stakeholders.
10. The responsibility for convening Senate meetings shall lay on the Secretariat of the Senate who is elected from the members of the council.
11. The meeting shall be valid if more than half of the Senate members attend it. Before opening of the meeting and before decision-making the members shall undergo registration at the Secretary of the Senate (the registration data shall be attached to the minutes of the meeting and represent an integral part of them).
12. The meetings of Representative Council may be closed;
13. Confidential issues shall be announced as closed completely or partly by the majority of attendees. The circle of attendees at the closed meeting (except Senate members) shall be defined by the speaker of the Senate.
14. During the session, invited people are obliged to observe ethical standards and other requirements.
15. The issues subject to discussion shall be identified at least three days before the meeting (except the agenda of an extraordinary session) and the speakers shall be indicated as well.
16. The Representative Council shall be entitled to make decisions on procedural issues via open balloting by a majority vote.
17. The Senate meetings shall be formalized by minutes and the Secretariat of the Senate shall ensure Continuity of Registration. All the materials that are related to the agenda issues shall be attached to the minutes. The authenticity of the minutes shall be proved by the signatures of the Speaker and the Secretary of the Representative Council.
18. The Senate shall be entitled to make decisions on all the issues within its competence.

Article 14. The Rector

1. The Rector is the head of the university, a person holding the highest academic position at the university, chairperson of the Academic Council and represents the Teaching University in and outside the country-in academic and scientific fields and is entitled to conclude deals make agreements on behalf

of the teaching university. The rector along with the head of administration signs the agreements and deals related to financial and economic issues.

2. The Rector of the University shall be elected by the majority of the Senate members on the list and shall hold office for a term of four years. The candidate can be elected on the position of the Rector if he meets the following requirements:

- a) a degree of Doctor of Philosophy or any academic degree equal to it may be elected on the position of the Rector.
 - b) at least 10 years of scientific and pedagogic work experience.
3. The same person can be elected on the position of the Rector for only two consecutive terms.
 4. The Academic Council publishes the application for the registration of candidates for the position of the Rector less than 1 month before the submission in compliance with the principles of Transparency equality and fair competition envisaged by the Georgian legislation as well as the statute. The registration process lasts no less than one and no more than two weeks. Elections are held within no more than a month after the registration of candidates.
 5. Before the Rector's elections, the Academic Council evaluates Action Plan presented by each candidate.
 6. In order to settle the issues which belongs to the competence of the rector, he/she shall enact individual administrative-legal acts.
 7. The Rector shall be entitled to set up advisory committees and commissions in order to decide issues within his/her competence; the activities of these committees and commissions shall be regulated by an individual legal act of the Rector.
 8. In compliance with the regulation on recruitment of academic staff approved by the Representative Council, he/she enact individual administrative-legal acts- orders for the appointment of academic staff at universities or orders of dismissal and signs an agreement with them in accordance with labor code of Georgia.
 9. The rector sets elections of Academic and Representative Council and enacts relevant individual administrative-legal acts prescribed by the law of Georgia.
 10. If the Rector is temporarily unable to perform his/her functions, his/her duties shall be performed by one of the deputies envisaged by an individual legal act issued by the Rector. The acting Rector shall be limited in performing the duties of a chairperson of the Academic Council and shall have no power to sign the documents proving higher education.
 11. According to the regulations on the recruitment of Academic/Auxiliary staff, he/she appoints and dismisses academic/auxiliary staff. He/she shall approve or dismiss the auxiliary staff upon nomination of the head of administration.
 12. He/she shall approve or dismiss invited contractor personnel upon nomination of the head of administration.
 13. The Rector exercise other powers envisaged by legislation.
 14. In case of early termination of the Rector's authority, the election board, consisting of persons holding PhD degree or any academic degree equal to it, shall elect the acting Rector.

Article 15. Head of Administration (Chancellor)

1. The Head of Administration is the highest administrative official in the fields of financial material and administrative resources, who represents the University in financial and economic relations.
2. The Head of Administration shall be approved by the Senate by means of secret ballot and upon nomination of the Academic Council as envisaged by the law. The Academic Council can nominate the same person on the same position of the Head of Administration only twice. In case of the Senate's repeated refusal, the Academic Council shall nominate a new candidate.
3. The term of office of the Head of Administration shall last for 4 years.
4. The same person can be elected as the Head of Administration only twice consecutively.

Article 16. Powers of the Head of Administration

1. In a manner prescribed by the Statute and the legislation, the Head of Administration shall:
 - a) Be in charge of administration of the university;
 - b) Be eligible to enter into financial and economic agreements on behalf of the university in compliance with the budget of the university;
 - c) Define the University administration structure and submit it to the Senate for approval;
 - d) Develop the draft rules of recruitment of auxiliary staff, their remuneration and conditions and submit them to the Senate for approval;
 - e) Encourage drafting the faculty budgets and submit them to the Senate for approval, as well as formation and approval of the draft budget of the university by the Senate;
 - f) Observe to draft project budget for the faculty and submits it to the Senate for further discussion and perform other functions prescribed by this statute and the current legislation.
 - g) Prepare an annual report on performance and submit it to the Senate for approval;
 - h) Enact individual administrative and legal acts within his/her competence.
 - i) Be responsible for the effectiveness of financial and economic activities;
 - j) Be entitled to approve or dismiss candidates for the post of academic/auxiliary, freelance or contract workers and submit to the Rector in a manner envisaged by the legislation.
 - k) Exercise other powers granted by the legislation.
 - l) The head of the administration is accountable to the academic Council and the Representative Council (Senate).
3. Apart from general grounds of early termination of the term of office of the administrative officer, other grounds for early termination are as follows:
 - a) The Senate's repeated refusal to approve annual report and budget;
 - b) Motivated decision of the Representative Council.
 - c) The grounds of termination of labor contract envisaged by Organic Law of Georgia "Georgia's labor code"

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 17. Quality Assurance Service of the teaching University

1. Education quality of the university, as well as professional development of academic staff shall be subject to regular evaluation, in which the students should also get involved, and the results must be publicly available to all stakeholders.
2. The Quality Assurance Service shall be created to evaluate the quality of educational and activities, as well as the qualification of the employees on a regular basis.
3. The Head of Quality Assurance Service shall be appointed by the Senate upon nomination of the Academic Council. The Head of Quality Assurance Service shall be appointed for a term of 4years;
4. The Head of Quality Assurance Service shall form tight relationships and collaborate with relevant units of foreign countries and their educational institutions in order to establish transparent criteria and methodology for quality control.
5. The Quality Assurance Service shall promote high quality of education through introducing modern methods of learning, teaching and evaluation (modules, credit system, etc.) and shall manage and carry out the process of self-evaluation for the purpose of accreditation.
6. The head of the Quality Assurance Service shall coordinate faculty quality assurance service.
7. Quality Assurance Service of the teaching University ensures:

- a) Provide internal and external procedures of evaluation aiming at improving teaching quality at the University;
 - b) Create the database regarding teaching quality at the University according to prescribed criteria and update it from time to time;
 - c) Inform Quality Assurance Services of the Faculty about normative requirements related to quality assurance, as well as amendments made to it;
 - d) Quality Assurance Service ensures information disclosure, its further processing to insert data into the database.
 - e) Perform other activities that encourage high level of education through introducing modern methods of learning, teaching and evaluation (modules, credit system, etc.), as well as preparation of self-evaluation for the process of accreditation.
8. The Quality Assurance Service of the University shall be accountable to the Academic Council and the Representative Council (Senate).

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Chapter III

The Faculty

Article 18. Faculty Structure and Governing Bodies

1. An University Faculty is the basic scientific, research and administrative unit of the University, which prepare

the students in one or more specialties and award relevant professional qualifications to them.

2. Faculty governing bodies are: Faculty Council, Dean, Faculty Quality Assurance Service.

3. The structure of the faculty shall be determined by the statute of the faculty and shall include educational, auxiliary (library etc.) and auxiliary structural units.

Article 19. The Faculty Board

1. The Faculty Board is a representative body of the faculty, comprising academic staff elected upon nomination of structural units of relevant faculties and representatives of student self-governments. Number of the members of the Board shall be defined by the faculty rules and regulations.

2. The number of the representatives of student self-government in the Faculty Board shall be determined by means of the rules and regulations of the main faculty but it should not be less than $\frac{1}{4}$ of the members of the Board.

Article 20. Authority of the Faculty Board

The Faculty Board shall:

- a) Define the draft budget of the faculty and submit it to the head of administration;
- b) Elect the Dean through free, fair and equal elections via secret balloting by the majority of members on the list;
- c) Develop strategic development plan of the faculty, as well as educational programs upon the Dean's nomination and submit them to the Senate for approval;
- d) Develop the faculty's structure and regulations upon the Dean's nomination and submit them to the Senate for approval;
- e) Elect the Head of Quality Assurance Service of the Faculty;
- g) Be eligible to redefine the issue of early termination of term of office in case of violation of the law by the Dean, improper fulfillment of his/her duties and obligations and/or carrying out activities improper for the Dean, at the request of not less than $\frac{1}{3}$ of the members of the board of the basic educational unit. The decision about early termination of term of office of the Dean shall be made via secret balloting, by the majority of members on the list. The Dean shall not participate in balloting envisaged by this paragraph. Appealing of the decisions shall not suspend the operation of the disputed act;
- h) Appoint an acting Dean from its members in case of early termination of term of office of the Dean,;
- i) Carry out other activities and powers set forth in this statute and legislative and subordinate acts of Georgia.

2. Dean of the faculty Board is responsible to ensure organizational, legal and information services for the faculty board members.

3. Faculty board meetings shall be convened once a month, but in urgent cases – special/extraordinary session/sessions.

4. Only Dean and $\frac{1}{3}$ members of faculty board, $\frac{1}{3}$ of Academic Council members, $\frac{1}{3}$ of members of the Senate are entitled to convene special sessions at the request of the Rector.

5. Faculty council meetings are conducted by the Faculty Dean, but in case of his/her absence, acting board member shall exercise full authority and notify board members about the agenda as well as the time and date set for the meeting to be held.

6. Each session of the faculty board shall be included in the minutes and shall be signed by either Dean (or session presenter of the session or the Chair of the session and then sealed on the last page of the minutes.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 21. The Dean

1. The Faculty Board shall elect the Dean for a term of 4 years. The same candidate can be elected for this position for only two consecutive terms. Faculty board shall notify the applicants applying for this post about the registration of candidates no later than a month pursuant to the principles of transparency, equality and fair competition. Registration continues at least one and not more than two weeks. Elections are to be held within no more than a month after the registration of nominees.

2. A candidate for the Dean shall meet the following criteria:

a) A person holding a degree of Doctor of Philosophy or any academic degree equal to it may be elected on the position of the Dean.

b) At least 5 years of scientific and pedagogic work experience.

3. Dean shall:

a) Ensure the effective scientific and research process of the faculty;

b) Submit strategic development plan as well as educational programs to the faculty board for discussion;

c) Develop the faculty structure and regulations and submit them to the Faculty Board for discussion;

d) Be entitled within his/her competence to execute the decisions of the Senate, Academic Council and Faculty Boards as well as legal acts of the University;

e) Enact individual administrative-legal acts that belong to its competence.

f) Preside over the meetings of the Faculty Board;

g) Be accountable for targeted use of budgetary funds in a manner prescribed by the law on Higher Education of Georgia and this statute.

h) Exercise other powers granted by the statute and the legislative and subordinate normative acts.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 22. Quality Assurance Service of the Faculty

1. The Quality Assurance Service shall be created to evaluate the quality of educational and research activities of the faculty as well as the qualification of the employees on a regular basis.

2. The Quality Assurance Service of the faculty is accountable to Quality Assurance Service of the teaching University.
3. The Head of Quality Assurance Service shall be elected by the Faculty Board for a term of 4 years;
4. A member of the Quality Assurance Service can be Faculty Board member associate professor or professor.
5. The main task of the Quality Assurance Service shall be is to promote high quality education through using modern methods of learning, teaching and evaluation (modules, credit system, etc.) and preparation of self-evaluation for accreditation process.
6. Faculty board should determine requirements for the head of Faculty Quality Assurance Service. And elections of the head of Faculty Quality Assurance Service shall be regulated in a manner prescribed by the statute and legislation.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Chapter IV

Teaching University Staff

Article 23. University Staff

1. There are administrative, academic, scientific, teachers' and auxiliary positions at the University.
2. Threshold of workload for academic staff is determined by the Academic Council and approved by the Senate.

Article 24. Academic Staff of the Teaching University

1. The academic staff of the University shall be composed of professors and assistants.
2. Professors are involved in educational processes and scientific research and/or preside them.
3. Assistant-under guidance of the professor, associate professor or assistant professor carry out seminars and research work within the framework of ongoing learning process at the faculty.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 25. The Rule of Obtaining Academic Positions

1. An academic position can be obtained only through open competition which should be in compliance with the principles of transparency, equality and fair competition.
2. The date and conditions of the competition shall be published a month before submitting the documents in a manner prescribed by Georgian legislation and this statute.
3. The announcement about opening a competition shall be posted on the official website of the University and shall be placed in the places visible to everyone in order to ensure the publicity and availability of such information.
4. The announcement shall indicate the date of registration of candidates, submission deadlines and the list of necessary documents.
5. The rule of obtaining academic positions is determined by Academic board and approved by the Senate.

Article 26. Terms and Conditions for Electing on Academic Positions

1. A person holding the degree of a doctor of philosophy or equal to it and having the scientific and teaching experience of not less than 6 years, can be elected on the position of full professor for a term of 5 years in a manner prescribed by the recruitment rules of posts, remuneration, labor terms.

2. A person holding the degree of a doctor of philosophy or equal to it and who has at least three years experience of scientific-pedagogical work can be elected to the position of associate professor for a term of 4 years.
- 3). A person holding the degree of a doctor of philosophy or equal to it can be elected to the position of assistant professor for a term of three years.
4. A PhD student can be elected on the position of assistant for a term of three years.
5. Qualified personnel may obtain academic positions of professor/associate professor/assistant professor/assistant in terms of professional grounds confirmed by professional experience, special training and/or publications. Terms and conditions for electing on academic positions shall be defined accordingly in a manner prescribed by the recruitment rules of posts, remuneration, labor terms.
6. A person at the age of 65 can be elected for the academic positions.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 27. Rights of Academic Staff

1. The academic staff within its competence shall have the right to:
 - a) Take part in management of the University, including in elections of the governing bodies;
 - b) Independently conduct teaching, research and publish scientific works;
 - c) Within the scopes of educational program, define independently the contents of the programs (syllabuses), teaching methods and techniques.
2. Academic staff shall:
 - a) Observe the code of ethics and standards of disciplinary liability;
 - b) Perform duties and obligations under labor agreement and prescribed by the legal acts of the University;
 - c) After qualification improvement present a report on the work fulfilled;
 - d) Meet the requirements set by the present statute and legislation;
 - e) After the end of the scientific and creative leave, present a report on the work fulfilled;
3. The University shall ensure the independence of academic staff in teaching and research and create relevant conditions for their activities.

Article 28. Dismissal of Academic Staff

The grounds for dismissal of academic staff shall be:

- a) Own request;
- b) Expiration of the term of labor contract;
- c) Rough or systematic violation of code of ethics and disciplinary liability norms;
- d) Infringement of terms and conditions of the agreement and/or requirements of the University legal acts;
- e) Retirement or awarding the title of emeritus;
- f) Other cases defined by the legislation.

Article 29. Administrative Positions and Other Staff

1. The following shall be the administrative offices at the University: Rector and Vice Rector, Head of Administration and his/her deputy, Faculty Deans and their deputies, Head of Quality Assurance Service of the University, heads of quality assurance services of the faculties.
2. The University is not entitled to appoint a person up to 65 years for academic staff posts.
3. The teaching staff shall consist of teachers and senior teachers. Employment Contracts with teachers shall be signed by the Rector upon nomination of the head of administration.
4. A teacher shall be entitled to conduct theoretical, practical and laboratory works without holding an academic position.
5. The auxiliary staff shall consist of staff necessary for the university activities stipulated by staff list. Recruitment of auxiliary staff is carried out in a manner stipulated by the legislation.
6. The university shall be eligible to invite a highly qualified expert without holding any academic or teacher's position in order to facilitate educational process or get them involved in this process and/or in management of such process. The labor contract with an invited expert shall be signed by the Rector upon submission of the head of administration.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 30. Pre-term Dismissal from Administrative Position

The grounds for dismissal of an administrative employee shall be:

- a) Own request;
- b) Enforcement of the court ruling on his/her conviction;
- c) Death
- d) Decision of the court that he/she is incapable recipient of support and disabled except as otherwise provided by Georgian legislation.
- e) Reaching the age of 65
- f) Dismissal of staff appointed to academic positions if this academic title is a prerequisite for the relevant administrative position;
- g) Violation of guideline and disciplinary liability norms;

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Article 31. Incompatibility of Positions

1. A person holding an administrative position shall not be entitled to simultaneously hold either other administrative position or be the head of structural unit at the same university;
2. When the precondition for holding an administrative position or membership of a governing body is holding of an academic position, the authority of person who holds administrative position or has the authority in the governing body, after the termination of his/her term of office on such positions, shall be automatically terminated upon confirmation of the competition results with the exception if such person is not elected on a relevant academic position.
3. A member of the Academic Council shall have no right to simultaneously hold any administrative position, or to be a member of the Senate except a position of the Rector.
4. A speaker of the Senate shall not have power to hold any administrative position at the same educational institution.

5. Incompatibility of academic, teacher and auxiliary staff, as well as other cases of incompatibility is determined in a manner and under conditions prescribed by the legislation of Georgia.

Chapter V

Student

Article 32. Rights and Status of a Student

1. A student of the University is a person who is enrolled in the Teaching University pursuant to the Law of Georgia on Higher Education or the Law of Georgia on Professional Education as well as the Statute of the University.

2. Student's status enable a student to take advantage of concrete rights.

3. A student shall have the right:

- a) To get quality education;
- b) To make use of the university's material and technical, library, information and other resources in a manner envisaged by this statute, internal regulations and provisions;
- c) To elect a representative in the student self-government, also in the governing bodies of the Board of Representatives and basic educational units via secret balloting through general, direct and equal elections in accordance with the legislation and this statute;
- d) To establish freely and/or join student organizations in accordance with his/her interests.
- e) To express his/her view freely and refuse to share those ideas, proposed thereto during the learning process in a well-substantiated manner;
- f) In the second year of the programme a student may transfer to another higher education institution and is able to restore order with application of funds allocated by the Government in a manner prescribed by the statute of the University and the legislation.
- g) To continue the second cycle of education in another higher education institution. He/she has right to restore order with application of certain percentage of the annual volume of Master's state study grant funds for accredited educational programs, including priority academic disciplines, if he/she continues the same educational program or priority academic discipline attributed to join master level study in a manner prescribed by the statute and the legislation.
- h) To receive scholarship, financial or material assistance, as well as other benefits from the State, the University or other sources in accordance with Georgian legislation and this statute;
- i) To select educational program;
- j) To participate in elaboration of individual educational program
- k) To evaluate the performance academic staff from time to time;
- l) To execute other powers envisaged by Georgian legislation and the university's legal acts

4. The university shall set benefits/privileges for students with disabilities in order to create necessary conditions for their comprehensive education. The university provide students with disabilities with all the conditions for learning, by creating humane and warm environment and promoting full access to University library fund(Print and electronic editions) as well as access to the internet and benefit them with annual financial privileges.

5. The personal information concerning his/her outlooks, beliefs and political beliefs presented by the student in the presence of academic personnel, which the latter had learnt about during the learning process as well as information what kind of disciplinary measures he had taken must be confidential except for the cases If there is a student's permission, or the legitimate interest of the administration to protect someone else's security and rights protected by law. Information about student academic performance and disciplinary measures he/she had taken must be kept separately. When saving information about the student, the administration is obliged to observe the rules envisaged by General Administrative Code of Georgia.

6. The University system is to provide objective evaluation system.

7. In case of non-payment of the tuition fee and termination or suspension of student status does not exempt the student exempt from the obligation to pay tuition fees.

8. The ground of termination of student's status can be :

- a) completion of an appropriate educational program.
- b) personal statement;
- c) expiration of term of 5 years from student status suspension
- d) behavior incompatible with the status of a student
- e) other cases envisaged by the regulation of learning processes

9. The ground of suspension of student's status is as follows:

- a) Personal statement
- b) Financial debt;
- c) Academic leave
- d) Other cases envisaged by the regulation of learning processes

Article 33. Student Obligations`

A student shall be obliged to learn all the subjects defined by the University program, which he/she selected at his/her own will and learning of which is compulsory; to observe the university statute; to get familiar with relevant legal acts of the university from time to time and fully meet their requirements.

Article 34. Disciplinary Liability of a Student

1. The disciplinary proceedings against a student should be proportional to a disciplinary misconduct and shall be enforced only in cases envisaged by Georgian legislation, the Law of Georgia on Higher Education, this statute, the Code of Ethics of the University, internal regulations and disciplinary liability norms through fair procedures.

2. The beginning of disciplinary proceedings against a student shall not limit a student's right to participate in educational process except of the cases envisaged by this statute, internal regulations and disciplinary liability norms if it endangers the rights and health of others and property and safety of the University. The decision about disciplinary proceeding against a student shall be made by the board of that faculty at which the student is enrolled. A student shall have the right to attend the proceedings against him/her.

3. During disciplinary proceedings, a student shall have the right to:

- a) Receive a well-substantiated decision in written form about beginning the disciplinary proceedings

against him/her;

- b) Attend a disciplinary hearing and exercise his/her right to defence;
 - c) Provide a relevant body of the university with all information and evidence having at disposal;
 - d) Participate in examination of the evidence obtained by the relevant body of the University;
 - e) Request that the case against him/her be discussed at a public meeting.
4. The decision about disciplinary proceedings should be substantiated and based on the evidence obtained through observing the Georgian legislation and legal acts of the University.
5. The student shall have the right to appeal the decision of the university against him/her in court.

Article 35. Student Self-Government

1. Student self-governments shall be created at the university according to the faculties via secret balloting based on general, fair and direct elections.
2. The unity of student self-governments elected at the faculties is the self-government of the university, which approves the regulations of the student self-government.
3. The student self-government pursuant to its regulations shall:
 - a) Ensure the participation of students in administration of the university;
 - b) Facilitate the protection of student rights;
 - c) Elect its representative in the faculty board;
 - d) Elaborate proposals in order to improve the university's administration system and teaching quality and submit them to Faculty Board, Representative Council(Senate) and Academic Council;
 - e) Exercise other duties and rights prescribed by the regulations.
4. The university administration is lack of right to interfere with the activities of the student self-government.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Chapter VI

University Financing, Budget, Property and State Control

Article 36. Budget of the University

1. Drafting of the next year budget of the university shall be carried out under coordination of the Head of Administration.
2. The next year draft budget of the university shall be developed through consultations with faculties and other structural units of the university.
3. The Head of Administration, through the agreement with the Academic Council, shall submit the draft budget to the Senate for approval.
4. The Senate shall consider the submitted draft budget and either approve it or return it to the Head of Administration with appropriate comments.
5. If the Head of Administration agrees with the comments, the Senate shall approve the budget considering the presented comments.
6. If the Head of Administration does not agree with the comments of the Senate, he/she shall

have the right to return back reasonably substantiated initial version of the budget to the Senate for further approval. The proposals of the Academic Council shall be attached to the substantiation submitted to the Senate.

7. If the Senate does not approve the budget again, it shall become the basis for termination of term of office of the Head of Administration and the budget shall be approved upon its submission by new Head of Administration.

Order No 124/n as of August 2, 2017 of the Minister of Education and Science of Georgia – website, 03.08.2017

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 37. Funding of the University

1. The Teaching university along with its structural units implement entrepreneurial activities in a manner prescribed by legislation.

2. The sources of funding are as follows:

- a) Tuition fee, which is covered by the state grant and state postgraduate grant (only with regard to an accredited higher educational programs);
- b) Funds received through grants, donations or a will;
- c) Program financing allocated by the ministries;
- d) Incomes received from fulfillment of the state order;
- e) Incomes received from the work fulfilled on the basis of agreements;
- f) Incomes received from other activities, including economic activities permitted by Georgian legislation.

Article 38. Property of the University and State Control

1. The property of the university comprises the assets transferred thereto by the state, natural and legal entities of private law, as well as the assets acquired by the institution at its own expense.

2. The state control over the university shall be executed by the Ministry of Education and Science of Georgia, which performs the supervision over the legitimacy, expediency and effectiveness of the university activities as well as over its financial and economic activities. The Ministry of Education and Science of Georgia shall have power to request from the University any material and information necessary for exercising state control.

3. With the consent of the Ministry of Education and Science of Georgia, the university shall be entitled to perform the following:

- a) Real estate acquisition, alienation and mortgage of university-owned assets;
- b) Taking a loan;
- c) Warranty;
- d) (Removed - 02.08.2017, №124/n);
- e) Other decisions related to the university's property if they go beyond ordinary activities.

4. The refusal of the Ministry of Education and Science of Georgia for implementation of the activities envisaged by paragraph 3 of this article should be well-founded. The refusal may be appealed in the superior state agency and/or in court.

5. Acquisition, alienation or leasing of real estate of the university completely or partly, as well

as any decision related to the property, if it goes beyond the educational and scientific-research activities, shall be made only by the Senate with the consent of the Ministry of Education and Science of Georgia and the Ministry of Economy and Sustainable Development of Georgia pursuant to Georgian legislation.

5¹ Any decision related to the movable property, if it goes beyond the educational and scientific-research activities, shall be made only by the Senate with the consent of the Ministry of Education and Science of Georgia and the Ministry of Economy and Sustainable Development of Georgia pursuant to Georgian legislation.

6. In order to perform the activities stipulated by subparagraphs “b” and “c” of paragraph 3 of this article, the consent of the Ministry of Finance of Georgia is necessary.

Order No 08/n as of January 31, 2018 of the Minister of Education and Science of Georgia – website, 01.02.2018

Article 39. Drawing up and Auditing the University’s Balance Sheet

The University is obliged to perform accounting and auditing of financial and economic activities of the university according to the rules envisaged by Georgian legislation, draw up the balance sheet and submit it to the Ministry of Education and Science of Georgia for approval. The annual balance sheet of the university shall be audited by an independent auditor appointed by the Ministry of Education and Science of Georgia.

Chapter VII Reorganization, Liquidation

Article 40. Reorganization and Liquidation of the University

1. Reorganization and liquidation of the university shall be carried out according to the rules determined by Georgian legislation.
2. Reorganization and liquidation of the university shall be carried out by the Government of Georgia upon nomination of the Ministry of Education and Science of Georgia and in accordance with Georgian legislation.

Chapter VIII Amendments to the Statute

Article 41. The Rules of Making Amendments to the Statute

1. The draft amendments to the statute shall be worked out by the Senate and submitted to the Ministry of Education and Science of Georgia for approval.
2. Academic Council along with Representative Council shall review Draft Charter Amendment.