



IBSU

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

Internal Regulation of International Black Sea University, LLC

Approved on 31/08/2017 by Rector's Order №241(Appendix №1)

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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IBSU PROPRIETARY INFORMATION

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Amendments

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#	Date	Article	Remarks
01	16.10.2017	5	Structure of the University
02	16.10.2017	8	Academic Board Membership
03	16.10.2017	9	Administrative Board Membership
04	16.10.2017	9	Administrative Board Functions
05	16.10.2017	12	Structure of Rector's Office
06	16.10.2017	15	Strategic Planning Office
07	16.10.2017	18	Deleted (International Relations Office)
08	16.10.2017	22	Functions of Vice Rector for Education
09	16.10.2017	34 ¹	Library
10	16.10.2017	36	Functions of Vice Rector for Science and Research
11	16.10.2017	37	Deleted (Library)
12	16.10.2017	39	Vice Rector for External Affairs (structure)
13	16.10.2017	40	Functions of Vice Rector for External Affairs
14	16.10.2017	43 ¹	International Relations Office
15	16.10.2017	44-46	Deleted (Vice Rector for Social Affairs)
16	16.10.2017	47	Structure of Chancellor
17	16.10.2017	49	Basics of Working Process of Chancellery and HR Office
18	16.10.2017	52 ¹	Department for Students and Staff Support Services
19	16.10.2017	53	Deleted (Technical Maintenance Office)
20	29.12.2017	8	Academic Board
21	26.02.2018	3	Mission and Vision of the University
22	26.02.2018	3 ¹	Drafting Mission Statement
23	26.02.2018	4	Values
24	26.02.2018	8	Academic Board
25	26.02.2018	9	Administrative Board
26	26.02.2018	10	University Management
27	26.02.2018	12	Rector
28	15.03.2018	8	Academic Board
29	15.03.2018	9	Administrative Board
30	15.03.2018	52	Special Headquarters
31	28.06.2018	5	Organizational Chart
32	28.06.2018	39	Vice-Rector for External Affairs
33	28.06.2018	43 ²	Idea Laboratory

34	12.09.2018	9	Administrative Board
35	01.10.2018	28	Academic Personnel
36	28.12.2018	5	Organizational Chart
37	28.12.2018	47	Chancellor
38	28.12.2018	52	Occupational Health and Safety Manager
39	01.02.2019	23	Dean
40	01.02.2019	24	Deleted (Vice-Dean)
41	01.02.2019	26	Study Process Administrator of Faculty
42	01.02.2019	27	Program Coordinator
43	01.02.2019	28	Academic and Invited Personnel
44	01.02.2019	29	Basic Educational Unit (Faculty) Board
45	08.05.2019	28	Academic and Invited Personnel

Revision List

Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1. This regulation defines the status, aims and goals, structure, fundamental activity directions and other issues regarding the functioning of the International Black Sea University LLC., (hereinafter, “university”). The regulation also defines the job descriptions of university’s employees.

Article 2. Basis of University Activity

- 2.1. Limited Liability Company – International Black Sea University is an autonomic institution, which aims at conducting higher educational activity and scientific research.
- 2.2. University implements the educational programmes of all three cycles of education, conducts cognitive and publishing activities;
- 2.3. Legal basis of university activity is the Constitution of Georgia, international laws, the law “On Higher Education” of Georgia, legislative and subordinate normative acts of Georgia, university regulations and this regulation.
- 2.4. Full title of the university is – Limited Liability Company “International Black Sea University” and in Georgian – shezhhuduli pasukhismgeblobis sazogadoeba “Shavi Zghvis Saertashoriso Universiteti”; title of the university in abbreviation is – “IBSU” LLC. and in Georgian – “shps SHZSU”
- 2.5. Legal address of the university is: Dusheti Region, Bazaleti Lake;
- 2.6. University owns titled seal, bank accounts, official web-page - <https://www.ibsu.edu.ge> and all means obligatory for legal person.
- 2.7. The language of teaching is Georgian, English and Turkish.
- 2.8. University acquires rights and duties on its behalf and concludes agreements and can sue and/or be sued at the court.
- 2.9. University has the right to participate in other activities regulated by the Law of Georgia “On the Entrepreneurs”, the Law of Georgia “On Higher Education” and by other legal acts of Georgia, also activities regulated by University bylaws, this Internal Regulation and other regulations of the University that are not prohibited by the Georgian Legislation.
- 2.10. For goals, University operates within the territory of Georgia and outside it.

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- 2.11. As an organization having an institutional autonomy, University has the right to independently define the policy of recruitment of an academic staff and methods of teaching, admission rules by considering the existing Georgian legislation. In parallel while carry out educational activities, University provides administrative, academic and invited staff with academic freedom, as well as the University itself exercises the right of institutional academic freedom to be an independent legal entity which makes autonomous decisions.

Article 3. Mission and Vision of the University

- 3.1. **Mission:** International Black Sea University focuses on professionally-oriented high-quality education and applied research emphasizing innovation, internationalization and lifelong learning. IBSU strives to promote intercultural dialogue, sustain a high employment rate of graduates in domestic and international labor market and contribute to the development of a democratic civil society.
- 3.2. **Vision:** IBSU will be an internationally recognized university for its educational excellence, management efficiency, research output, and societal engagement, having the necessary environment for its students and staff to be advocates of global human values, and lifelong learning.

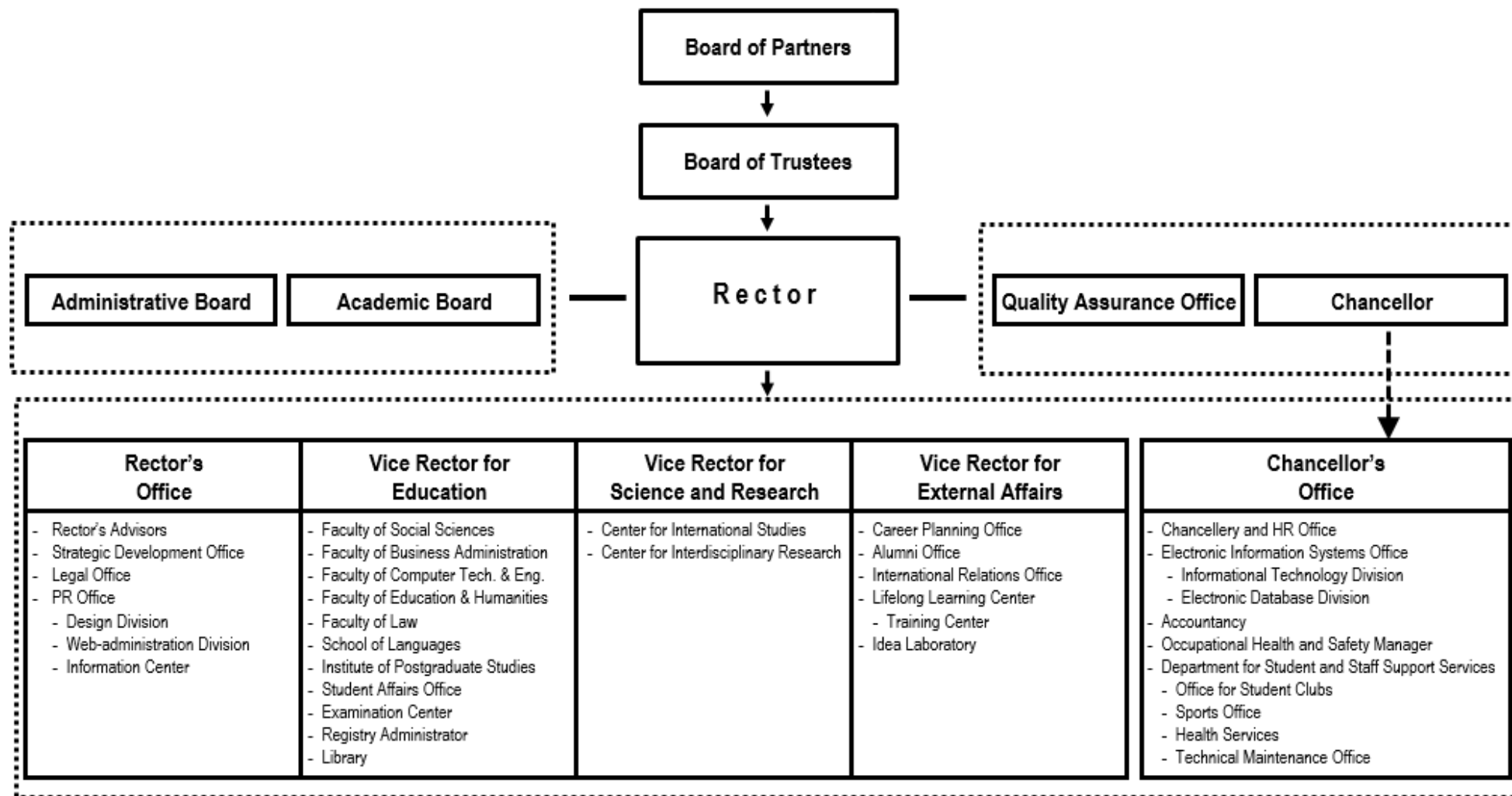
Article 3¹. Drafting Mission Statement

- 3.¹ The mission statement is formulated by the mutual collaboration of Strategic Development Office and Self-evaluation Team.
- 3.¹2 The mission statement is drafted based on authorization standards defined by appendix №1 of “Educational Institutions Authorization Charter” approved by the order №99 of the Minister of Education and Science of Georgia, dated on the 01 of October, 2010; EU higher education priorities, “Georgia 2020” – social-economical developmental strategy of the government of Georgia, University SWOT, activity reports of the structural units, surveys and program based benchmarks. The mission statement is presented to university community for further discussion. After the initial feedback, the final formulation of the mission statement is prepared by the Strategic Development Office and Self-evaluation Team and is submitted to Rector for approval. The approved mission is presented publicly via university web-page and is distributed to university staff and students via electronic information systems.

Article 4. Values of The University

- 4.1. Values: integrity, justice, respect, responsibility & accountability, social responsibility, trustworthiness, academic freedom & critical thinking, academic honesty, interculturalism, continual improvement.

Article 5. Organizational Chart



Chapter II. Collegial Bodies

Article 6. General Provisions

- 6.1. Independent and integrated collegial bodies function within the University structure.
- 6.2. Independent collegial bodies are: Board of Partners, Trustee Board, Academic Board and Administrative Board. Independent collegial bodies are not subordinated to other structural units. Independent collegial bodies have the right to create temporal commissions and committees and define their composition and functions.
- 6.3. Integrated collegial bodies are bodies within the university structure the main function of which is to support the functioning of other structural units. Integrated collegial bodies are: Faculty Board, Faculty Dissertation Board, Faculty Dissertation Field Board, Quality Assurance Board and Board of Institute of Postgraduate Studies.
- 6.4. The rules for composition of independent and integrated collegial bodies and their functions are envisaged in this regulation and/or other regulations of the University.

Article 7. Board of Partners, Board of Trustees

- 7.1. Board of Partners and Board of Trustees of the University are the supreme governing bodies of International Black Sea University, LLC,
- 7.2. Board of Trustees is responsible to the Board of Partners.
- 7.3. Functions and activities of the Board of Partners and Board of Trustees are regulated by the University Charter.

Article 8. Academic Board

- 8.1. Academic Board is the supreme representative body of the university.
- 8.2. Academic Board consists of Rector, representatives from faculties (Professor or associate professor) and representatives from Institute of Post Graduate Studies and President of Self-government. Academic Board makes decisions on educational and scientific issues.
- 8.3. The staff of the Academic Board is approved by the Act of Rector.
- 8.4. Rector calls the meetings of Academic Board, who is the chair-person of it.
- 8.5. Academic Board meeting is authorized if by half of the members attend it. The decision shall be made by a majority of the attendees and shall be submitted by the Secretary in the form of a protocol. The protocol shall be signed by the Chair-person, the secretary of the Board and the members attending the session.
- 8.6. The decision made at the Academic Board meeting shall take effect on the day same day, unless the decision defines otherwise.
- 8.7. Functions of the Academic Board are as follows:

- 8.7.1. To approve regulations for educational process, regulation for academic incentives, code of ethics, disciplinary regulation for students, statute for Quality Assurance Office, regulation for library, regulation for recruitment and selection of academic and invited personnel, regulation for master's education, regulation for doctoral studies and dissertation board and other documents related to educational and/or scientific issues, academic personnel and their activities (regulations, rules, instructions) as well as any amendments in the above-mentioned documents;
- 8.7.2. To approve action and strategic plans of the University;
- 8.7.3. To approve teaching and scientific-research programs proposed by the Faculties;
- 8.7.4. To promote the integration in European Higher Education Area, development of curriculum and educational programs, cooperation, mobility and integrated teaching and scientific-research programs between higher educational institutions;
- 8.7.5. To approve the coefficients for special disciplines of the Unified National Examinations, elected subjects, as well as the number of students to be enrolled in each faculty under the submission by the Faculty Boards;
- 8.7.6. To define the issues related to the coefficient assignment for Unified Master's Examination under the submission by the Board of the Institute of Postgraduate Studies;
- 8.7.7. To approve coefficients for each part of unified master's examination test, in case of assigning a coefficient for the unified master's examination;
- 8.7.8. To approve the coefficients for exams defined by IBSU, under submission by the Board of Institute of Postgraduate studies;
- 8.7.9. To approve the number of master students to be enrolled in the Faculties (proposed by the Faculty Boards);
- 8.7.10. To approve the Faculty Dissertation Board members;
- 8.7.11. To approve the members of the Faculty Board;
- 8.7.11¹ To Approve the Board of the Quality Assurance Office;
- 8.7.12. To make a decision on academic competition announcement in the official press under the submission by the Faculty Boards. In addition, makes a decision on academic competition announcement based on a professional merit, according to the "Regulation for recruitment and selection of academic and invited personnel";
- 8.7.13. To create a commission for academic competition and approves the protocol of it;

- 8.7.14. To make decisions on awarding honorary doctorate and emeritus titles on behalf of the University;
- 8.7.15. To approve the Rules for Assessment of Teaching and Scientific-Research activities proposed by Quality Assurance Office;
- 8.7.16. To make decisions on organizing and holding local and international symposiums;
- 8.7.17. To present a proposal to the University Trustee Board regarding unification, cancellation and/or opening of a new faculty;
- 8.7.18. To approve the academic calendar of the University;
- 8.7.19. To discuss disciplinary responsibility of students and academic personnel in accordance with the relevant regulations of the university;
- 8.7.20. To define minimum competency level for exams approved in the list of international exams by the Ministry of Education and Science of Georgia, under the submission by the Faculty Boards;
- 8.7.20¹ Based on the report of the Strategic Development Office, evaluates the process of achieving the goals/sub-goals defined by action and strategic plans, within its competence.
- 8.7.21. To make decisions regarding educational-scientific issues, that are not defined by the regulations of the University;
- 8.7.22. To fulfill other activities within its competence.

Article 9. Administrative Board

- 9.1. Administrative Board is a collegial body of the University which defines the administrative and financial policy of the University and helps Rector in managing the university.
- 9.2. Administrative Board consists of Rector, Vice-Rectors, Chancellor, Head of Quality Assurance, Head of Legal Office and Head of Chancellery and Human Resources Management Office.
- 9.3. Members of Administrative Board are approved by the Rector's Act.
- 9.4. Meetings of Administrative Board are called by the Rector who is a chair-person as well.
- 9.5. Meeting of the Administrative Board is authorized if half of the members attend it. The decision shall be made by a majority of the attendees and shall be submitted by the Secretary of the Board in the form of a protocol. The protocol shall be signed by the chairman, the secretary and the members attended the meeting.
- 9.6. The decision made at the meeting of the Administrative Board shall take effect from the moment of signing the protocol unless it defines otherwise.

- 9.7. Functions of the Administrative Board are as follows:
- 9.7.1. To offer new proposals on the amount of tuition fee to the Board of Trustees;
 - 9.7.2. To submit proposals to the Rector on incentives for students and personnel;
 - 9.7.3. To Discuss issues related to the disciplinary responsibility of the employees;
 - 9.7.4. To determine the possibilities and amount of payment for persons with Emeritus degree;
 - 9.7.5. To approve correspondence rules, financial management and control rules, regulation for research centers, personnel management policy, rules for tuition fee payment, disciplinary rules for employees, regulation for scholarships, discount and tuition fee waivers, rules fo academic workload and salary determination, documents related with the University Administrative staff, its operations, as well as administrative and financial issues (statutes, rules, instructions) and any amendments of them;
 - 9.7.5¹ Based on the report of the Strategic Development Office, evaluates the process of achieving the goals/sub-goals defined by action and strategic plans, within it's competence.
 - 9.7.6. To make decisions on administrative and financial issues that are not defined by the regulations of the University;
 - 9.7.7. To fulfill other activities within its competence.

Article 10. Management of the University

- 10.1. Rector manages the University with the assistance of the Head of Administration (Chancellor) and Quality Assurance Office, as well as collegial bodies defined in articles 7,8 and 9, in accordance to this regulation, other regulations of the University and Georgian legislation.
- 10.2. For achieving the goals defined by action and strategic plans, the results of the research, conducted in compliance with university regulations by Quality Assurance Office is taken into consideration.

Chapter III. Rector's office

Article 11. Scope of Activity and Structure

- 11.1. Rector's Office is a structural unit which promotes legal and organizational improvement and optimization of the leadership and activities of the University.
- 11.2. Rector's office includes advisors or the Rector, Strategic Development Office, Legal Office and Public Relations Office.
- 11.3. Structural units included in the Rector's Office are responsible to the Rector.

Article 12. Rector

- 12.1. Rector is the head of the university, chair-person of Academic and Administrative Boards.
- 12.2. Rector is responsible for the financial and administrative issues of the university to the Board of Partners and Board of Trustees.
- 12.3. Rector's functions are as follows:
 - 12.3.1. To manage University's activities and lead its general policy;
 - 12.3.2. To represent University within the country and abroad, in relations with the third parties;
 - 12.3.3. To make decisions on strategic administrative and financial issues in agreement with the Administrative Board;
 - 12.3.4. To make decisions on strategic educational and scientific issues in agreement with the University Academic Board;
 - 12.3.5. To make decisions independently and unilaterally on issues related to the personnel (unless the approval of other structural units is not required or academic competition is held) and issues that do not require the approval of the Academic and Administrative Boards;
 - 12.3.6. To issues orders;
 - 12.3.7. To call and preside Academic and Administrative Boards;
 - 12.3.8. To sign outgoing documents and students' diplomas (together with Deans);
 - 12.3.9. To provide cooperation with governmental and non-governmental organizations, as well as mass media;
 - 12.3.10. To include agreements, issue prosecution and power of attorneys and revokes them;
 - 12.3.11. To provide maintenance of the university property in optimal conditions;
 - 12.3.12. To apply to the Board of Trustees on the issue of acquisition, sale and alienation of university's movable and immovable property;

- 12.3.13. To carries out financial and administrative leadership of the university;
- 12.3.14. To solve the issues of incentives and promotion of students and employees;
- 12.3.15. To create temporary commissions for different issues research;
- 12.3.16. To consider incoming documents;
- 12.3.17. To supervise and ensure fulfillment of the university regulations;
- 12.3.18. To draw up and approve University's annual plans and submit them to the Board of Trustees;
- 12.3.19. To submit the annual report of the University's activities to the Board of Trustees;
- 12.3.20. To approve the University Budget (including the Research Budget) proposed by the Head of Administration (Chancellor) and Structural Units;
- 12.3.20¹ At the end of each academic year, university Rector, in collaboration with relevant structural units discuss the results of activities conducted for university quality assurance purposes and elaborates the directions for further activities;
- 12.3.21. To carry out the functions defined by the university regulations within its competence.

Article 13. Secretary of Rector

- 13.1. Secretary of Rector promotes the rector in his everyday activities.
- 13.2. Functions of Secretary are as follows:
 - 13.2.1. To organize documents related to the meetings held by the Rector, meeting places and other organizational issues, inform the participants of the meeting about the time and place of the meeting;
 - 13.2.2. To plan Rector's meetings and arrange relevant organizational issues;
 - 13.2.3. To assist Rector in organizational issues related to the relations with third parties;
 - 13.2.4. To arrange organizational issues of the Rector within the country and/or abroad;
 - 13.2.5. To control the contents and preparations of the Rector's activities within and outside the university;
 - 13.2.6. To deal with the Rector's guests;
 - 13.2.7. To respond to the invitations and receipt cards in case of rector's consent;
 - 13.2.8. To fulfill other functions within its competence.

Article 14. Advisors of Rector

Rector's Office include advisors of Rector to effectively conduct the Rector's activities, academic activities of the University and related processes in accordance with the current legislation. The rights and obligations of the advisors are envisaged in the labor contracts and/or relevant orders of Rector.

Article 15. Strategic Development Office

- 15.1. Strategic Development Office is a structural unit which provides strategic development or the University through finding, collecting and processing data directly and indirectly related to the University's activities. Draft of the strategic plan shall be submitted to the Academic Board for approval.
- 15.2. The functions and structure of the Strategic Development Office are defined by the statute of it.

Article 16. Legal Office

- 16.1. Legal office is the structural unit of the university which aims to conduct activities of the University in accordance with the Georgian legislation.
- 16.2. The functions and structure of the legal office are defined by the statute of it.

Article 17. Public Relations Office

- 17.1. The Public Relations Office is a structural unit which promotes University business relations with state, non-governmental, commercial structures and mass media of Georgia and foreign countries, carries out relevant advertising activities, provides university participation in various public, cultural and charity activities, organizes official visits to the university.
- 17.2. The functions and structure of the Public Relations Office are defined by the statute of it.

Article 18. (Deleted)

Chapter IV. Quality Assurance Office

Article 19. Quality Assurance Office

- 19.1. Quality Assurance Office is a structural unit, which carries out the activities for educational and scientific-research work development, provides permanent professional development of the academic staff and promotes implementation of modern methods for learning, teaching and evaluation.
- 19.2. The functions and structure of Quality Assurance Office are defined in the statute of it.

Chapter V. Vice Rector for Education

Article 20. Scope and Structure

- 20.1. Vice-Rector's office is a structural unit created for the promotion of the University activities and it assists Rector to manage the University educational activities.
- 20.2. Vice-Rector's office includes basic educational units (faculties), Institute of Postgraduate studies, School of Languages, Student Affairs Office and Registry Administrator.
- 20.3. Structural units included in the Vice-Rector's office are responsible to the Vice-Rector.

Article 21. Vice-Rector for Education

- 21.1. Vice-Rector for Education is an administrative person, who assists Rector in educational management of the University.
- 21.2. The functions of Vice-Rector for Education are as follows:
 - 21.2.1. To coordinate cooperation with the Quality Assurance Office by the Student Affairs Office, Institute of Postgraduate studies and Faculties;
 - 21.2.2. To supervise academic and administrative issues related to the educational activities of the University;
 - 21.2.3. To manage meetings with faculty representatives to develop methods for teaching and learning;
 - 21.2.4. To support relevant activities fulfillment for teaching quality improvement;
 - 21.2.5. To assign tasks to the employees in its office, to control discipline and to provide permanent professional development of the employees;
 - 21.2.6. To carry out all relevant activities to develop job in its office;
 - 21.2.7. To supervise educational activities in the University;
 - 21.2.8. To work out and present the proposal to the Rector regarding development of the educational activities;
 - 21.2.9. To supervise the conformity of the job of structural unit's in its office to the regulations of the University;
 - 21.2.10. To assist Rector in management of the educational and related processes in the University;
 - 21.2.10¹ To supervise the library of the University;
 - 21.2.11. To carry out other activities within its competence.

Article 22. Basic Educational Unit (Faculty)

- 22.1. Basic education unit (Faculty) is the main academic-scientific and administrative unit of the University providing students' training in one or more specialties and giving them relevant qualifications. For this purpose, the Faculty is responsible for creation of necessary conditions for students and faculty personnel to carry out learning, teaching and scientific research, to provide opportunities for education in accordance to the modern standards via constantly developing environment and to permanently improve educational and scientific conditions.
- 22.2. The Faculty is obliged to provide academic freedom for academic and invited personnel (regardless of academic workload of a particular personal in the university) and for students.
- 22.3. Academic freedom of academic and invited personnel means independent learning process, non-interference in the teaching course, research, discussions and publications, whilst for students it means academic freedom in educational process as well as to protect them from any form of influence, both within and outside the university, which may directly or indirectly affect their academic freedom.
- 22.4. Academic freedom of students guaranteed in this article does not limit the right of academic/invited staff to demand from students to meet the requirements defined for educational process, ask a student to perform a work as required by specific pedagogical purposes, whether students like on not, to assess the work of students upon its independent, professional decision, as defined by the official requirements of University regulations and Georgian legislation, to ask the student an additional work performance if it is needed for reaching learning outcomes of a particular educational program, as well as to demand from the students to consider all limitations for educational process fulfillment and learning outcomes reaching, that are envisaged in the regulations of the University and Georgian legislation.
- 22.5. There are five basic educational units (Faculty) at the university:
- a) Faculty of Law;
 - b) Faculty of Business Management;
 - c) Faculty of Computer Technology and Engineering;
 - d) Faculty of Social Sciences;
 - e) Faculty of Education and Humanities.

Article 23. Dean

- 23.1. Dean is the head of the main educational unit (Faculty) of the University. Dean is responsible for the educational and administrative activities of the Faculty and represents a Faculty within and outside the University.
- 23.2. Faculty Dean leads and coordinates Faculty activities and for this purpose:
- 23.2.1. Administers and promotes educational programs;

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- 23.2.2. Proposes recommendations on Faculty staff appointment, dismissal, promotion and compensation payment and submits to the Chancellery and Human Resources Management Office and is involved in the process of selection of administrative personnel (together with the Chancellery and Human Resources Management Office);
 - 23.2.3. Develops and coordinates educational policy, supervises the Faculty's functions fulfillment and usage of material-technical means of the Faculty;
 - 23.2.4. Facilitates leadership and carries out strategic planning;
 - 23.2.5. Develops foreign relations with the support of the University's International Relations Office, with the purpose of creating professional development opportunities for students and staff;
 - 23.2.6. Plans, develops and supervises the budget of the Faculty, presents the proposals on the tuition fee of educational programs to the Administrative Board;
 - 23.2.7. Supervises the processes related to the human resource management, public relations and marketing of the Faculty;
 - 23.2.8. Involves Faculty personnel and students in discussions on various important issues for the Faculty, creates a positive and qualitative work environment;
 - 23.2.9. Discusses issues related with the development of programs, research centers and faculty development together with administrative and academic personnel of the Faculty;
 - 23.2.10. Coordinates educational program evaluation and development process, assesses general results in teaching, research and service processes of the Faculty together with the Quality Assurance Office;
 - 23.2.11. Checks the educational plans and curriculum, together with program coordinators if necessary;
 - 23.2.12. Coordinates the implementation and development of goals and visions set by the Faculty;
 - 23.2.13. Manages Faculty to achieve goals set by the University;
 - 23.2.14. Supervises, evaluates and ensures high level of teaching, scientific and creative activities at the Faculty;
 - 23.2.15. Signs diplomas (together with Rector);
 - 23.2.16. Calls and leads the Faculty / Faculty Dissertation Board meetings;
 - 23.2.17. Supervises the process of labor contract conclusion with invited lecturers/ academic personnel;
 - 23.2.18. Fulfills other activities within its competency

Article 24. (Deleted)

Article 25. Secretary of the Faculty

- 25.1. The Faculty Secretary is a faculty administrative staff who supports the administrative activities of the faculty within its competence. The Faculty Secretary is a secretary of Faculty Board as well.
- 25.2. Functions of the Faculty Secretary are as follows:
 - 25.2.1. To register decisions of the Faculty Board in a protocol;
 - 25.2.2. To keep the Faculty Board decisions in archive;
 - 25.2.3. To submit the copies of the Faculty Board decisions to the Chancellery, and Human Resources Management Office and Student Affairs Office;
 - 25.2.4. To sort and submit incoming applications and documents to the Faculty Board;
 - 25.2.5. To keep and send to archive the faculty documents, if necessary;
 - 25.2.6. To prepare and reserve various rooms/halls for conferences and seminars for different faculty activities;
 - 25.2.7. Plans meetings with the Dean;
 - 25.2.8. To consult students and lecturers personally and/or via telephone/e-mail within its competence and redirect to the responsible person if necessary;
 - 25.2.9. To carry out other activities within its competences.

Article 26. Study Process Administrator of Faculty

- 26.1. Study process administrator of Faculty is a faculty administrative staff who supports the academic activities of the faculty within its competence.
- 26.2. Main responsibilities of the Study Process Administrator of Faculty include (although, are not limited with:) functions of support of the faculty and a student advisor, promotion of international relations of the faculty, website and social media administration, faculty scientific events and the scientific journal administering, coordination of graduates.
- 26.3. Functions of the study process administrator of the Faculty for ensuring a continuous educational process are as follows:
 - 26.3.1. To contact lecturers and students in case of postponing/cancellation of lectures on the Bachelor's level;
 - 26.3.2. Supervises weekly undergraduate lecture/course program;
 - 26.3.3. To informs undergraduate program students regarding weekly lectures and exam schedules;

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- 26.3.4. To supervise the cases of debts and status suspensions of the undergraduate program students and their permission to the educational/exam process;
 - 26.3.5. To help the Dean to prepare a student database (Bachelor's degree) before the registration process begins;
 - 26.3.6. To inform the bachelor program lecturers on their lectures and exam dates, time and place;
 - 26.3.7. To supervise the bachelor level exams in compliance with University Examinations Rules, to establish the protocol on the examination process and submit it to the Examination Center;
 - 26.3.8. To help the program coordinator in processing documents related to the program;
 - 26.3.9. To provide fulfillment of social-cultural activities at the faculty level;
 - 26.3.10. To consult study component lecturers of the Bachelor level regarding University regulations and answer other relevant questions within its competence;
 - 26.3.11. To carry out other activities within its competence;
- 26.4. Functions of the Study Process Administrator as a student's advisor are as follows:
- 26.4.1. To consult and help bachelor students to choose a study component and register it within its competence;
 - 26.4.2. To help bachelor students get relevant information on the issues related to the University and solve the problems related to the educational issues;
- 26.5. Study Process Administrator functions for faculty international relations support are as follows:
- 26.5.1. To conduct correspondence with acting partner Universities in cooperation with the International Relations Office;
 - 26.5.2. To inform students about exchange programs and receive copies of student applications from the faculty secretary;
 - 26.5.3. To submit incoming applications to the Faculty Board within its competence and submit its decisions to the International Relations Office;
 - 26.5.4. To inform students selected for the exchange programs and help to prepare and collect relevant documents and the visa procedures;
 - 26.5.5. To help exchange program student with the Program Coordinator to elect the study courses/components in the host University before departure or after (if necessary);
 - 26.5.6. To help students who returned from exchange program in the process of recognition of the foreign education;
 - 26.5.7. To get feedback from the exchange program student for the further improvement of the relevant process;

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- 26.5.8. To carry out other activities within its competence.
- 26.6. Functions of Study Process Administrator for Faculty web-site and social media administration are as follows:
- 26.6.1. To upload news, information, changes and photos of the faculty web site and social media;
- 26.6.2. To support technical, essential and aesthetic side development of the web site and a social page;
- 26.6.3. To provide systematic update of web-site and social media and support to develop them.
- 26.7. Functions of the Study Process Administrator in the field of faculty scientific events and scientific journal administration are as follows:
- 26.7.1. To provide the advertising of scientific journal/conference, receiving materials, identifying their relevancy to the scientific requirements and forwarding them to reviewers, as well as implementation of procedures related to the preparation of hard copies;
- 26.7.2. To provide authors with printed versions of their work;
- 26.7.3. To arrange organizational issues related to the conferences;
- 26.8. Functions of Study Process Administrator in terms of coordination of graduates:
- 26.8.1. To support student employment process within its competence, in coordination with the relevant responsible structural unit of the university;
- 26.8.2. To organize meetings with graduates and introductory meetings, in coordination with the relevant responsible structural unit of the university;
- 26.8.3. To support trainings and various social-cultural events for the faculty graduates within its competence, in coordination with the relevant responsible structural unit of the University.

Article 27. Program Coordinator

- 27.1. Program Coordinator is the administrative staff who provides elaboration, implementation and development of the educational program.
- 27.2. If the program has two or more Coordinators, it is enough that one of them is an associated professor/professor.
- 27.3. Functions of the Program Coordinator are as follows:
- 27.3.1. To provide an elaboration of educational program, development and initiating its amendments, if necessary;
- 27.3.2. To prepare course mappings and individual study plans;

- 27.3.3. To provide permanent development and sustainability of the program (including human resources management needed to implement the program);
- 27.3.4. To coordinate assigning of the components between program personnel and provide Dean with relevant information for the preparation of labor contract/ semestral agreements;
- 27.3.5. To attend lectures and evaluate teaching methods for the purposes of the program, if necessary;
- 27.3.6. To conduct orientation meetings with students;
- 27.3.7. To organize and conferences, meetings, public lectures and other educational activities within the program;
- 27.3.8. To provide development of internationalization / practical / research components within the program;
- 27.3.9. To provide responsible people with material / documentation / software (including the list of available literature / inventory list, personal files of the program staff);
- 27.3.10. To contact potential employers for the development of the program;
- 27.3.11. To supervise the implementation of exchange programs within the educational program;
- 27.3.12. To cooperate with other program coordinators if necessary;
- 27.3.13. To provide Public Relations Office with the information about activities within program;
- 27.3.14. To care about the development of pedagogical skills of the academic staff involved in the program;
- 27.3.15. To prepare the Diploma Supplement and deliver to the Secretary of the Faculty for further procedures;
- 27.3.16. To provides responsible people with the information about graduates for awarding qualification;
- 27.3.17. To supervise registration process of the program students.
- 27.3.18. To carry out other activities within its competence.

Article 28. Academic and Invited Personnel

- 28.1. The academic and invited personnel are part of the university staff who directly participate and / or conduct educational, scientific and research activities.
- 28.2. Academic/invited personnel may at the same time hold an administrative position in the University.
- 28.3. Functions of the invited lecturer are as follows:

- 28.3.1. To Conduct lectures exercising modern methods of teaching and based on modern knowledge of the field;
- 28.3.2. To follow the labor ethics and discipline defined by the relevant acts of University;
- 28.3.3. To prepare syllabus according to university format and present them to the Quality Assurance Office. Herewith, they should be delivered to the students with relevant explanations during the first week of semester;
- 28.3.4. To ensure discipline during lectures and exams;
- 28.3.5. To explain the students results of discipline rules violation during exams and lectures;
- 28.3.6. To record attendance the lectures and keep attendance sheets till the end of the semester. Lecturer is obliged to submit attendance sheets to the Students Affairs Office with the final exam papers and results. Attendance sheet shall not be valid unless there are signatures of students. (Midterm evaluations and final exam results, that are printed out from the student database, should be signed by the lecturer).
- 28.3.7. To fill the student database with the information about students assessment;
- 28.3.8. To prepare exam questions and all relevant documents defined by the university for the academic semester;
- 28.3.9. To prepare exam questions no later than 5 working days before the exam date and prepare several versions of the same exam if students pass the exam at different times;
- 28.3.10. To prepare new exam questions for each academic year;
- 28.3.11. To submit exam questions with relevant results to the responsible person defined by the Faculty;
- 28.3.12. To check the exam papers and fill the results in student's database within 5 calendar days and submit relevant documents to the Students Affairs Office within 10 calendar days. An official report of exam is valid if the results are filled in the student's database, printed out from it and signed by the lecturer;
- 28.3.13. To give students a minimum of two consultation hours per week for each component;
- 28.3.14. To fill and submit all necessary information and forms demanded by the University administration;
- 28.3.15. To allow the Quality Assurance Office, Dean, Vice-Rector (for education) and Rector to evaluate the quality of the lecture if necessary. Other academic personnel may attend lectures on mutual agreement;
- 28.3.16. To know the regulations of the University, disciplinary and ethic provisions;

- 28.3.17. To present assessment to the students and consider their work with them in order to get the relevant feedback;
- 28.3.18. To leave 15 minutes in the beginning of the lecture in the auditorium when students miss the lecture.
- 28.3.19. To fulfill the obligations imposed by the labor agreement concluded with him.
- 28.4. Functions of academic staff are as follows:
 - 28.4.1. To fulfill the functions envisaged in paragraph 28.3;
 - 28.4.2. To publish research papers and attend academic seminars and conferences.
 - 28.4.3. To attend the events organized by the University if necessary;
 - 28.4.4. To present academic reports confirming its academic activities to the Quality Assurance Office annually.
 - 28.4.5. Professor, associate professor and assistant professor are obliged to supervise an academic assistant (appointed on academic position), in accordance with the university regulations.
- 28.5. University affiliated academic staff is obliged, in addition to the obligations envisaged in paragraph 28.4 of this article, to participate in society development and knowledge-sharing processes on behalf of the University, to carry out main educational and scientific-research activities in the University, to participate in decision-making processes related to the educational, research and other important issues, as it is envisaged in internal regulations and to perform the obligations imposed by the affiliation agreement.
- 28.6. For the labor relation purposes, affiliation with the University constitutes one of the main obligations for the affiliated academic personnel.

Article 29. Basic Educational Unit (Faculty) Board

- 29.1. Basic Educational Unit (Faculty) Board is a representative body of the Faculty, which consists of Faculty Dean, representatives of the faculty professors, associate professors, assistant-professors and assistants as well as representatives of student self-governance.
- 29.2. The composition of the Faculty Board shall be approved by the Academic Board for the term specified in paragraph 29.7 of this Article.
- 29.3. The Faculty Board is called and presided by the Faculty Dean, in case of his absence, Vice-Chair.
- 29.4. The meeting of the Faculty Board is authorized if it is attended by half of the members. The decision shall be made by a majority of the attendees and shall be formalized as protocols. The protocol shall be signed by the chairperson of the meeting, the secretary of the board and the members attended the session.

- 29.5. The decision by the Faculty Board shall take effect immediately after signature by the members unless otherwise provided by the minutes of the Meeting.
- 29.6. For the purpose of academic personnel participation in the Faculty Board, academic personnel elections are held once every four years and a representative of the professors, associate professors, assistant professors and assistants is elected.
- 29.7. The procedure for academic personnel representative elections in Faculty Board once every four year is as follows:
 - 29.7.1. The elections are organized by the faculty (determines the date of holding the elections, the place, chairperson, secretary and other members of the commission).
 - 29.7.2. As a result of elections, one representative professors, associate professors, assistant-professors and assistants is revealed.
 - 29.7.3. All professors of the faculty participate in the election of their representative, all associate professors – for their representative, all assistant professors –for their representative, all assistants – for their representative.
 - 29.7.4. The candidate should be identified on all academic positions at the Faculty.
 - 29.7.5. The candidate has no right to vote for his own candidacy.
 - 29.7.6. The candidate can not be a person who is in the Board of the same faculty as a member (Dean, Program Manager).
 - 29.7.7. Elections are valid if more than half of the people in the relevant academic position takes part in it.
 - 29.7.8. The winner is the candidate who will gain the majority of votes.
 - 29.7.9. The results of the election are recorded in protocols.
 - 29.7.10. If the number of academic staff members for a particular position is not enough to conduct the elections in the usual manner (due to lack of quorum), the right to vote shall be given to academic staff of all ranks participating in the elections.
 - 29.7.11. The results of the elections are approved by the Academic Board.
 - 29.7.12. The term of the elected representative is 4 years. If his term is terminated during this period, the re-election shall be conducted for the purpose of revealing the representative of the relevant rank of academic personnel.
- 29.8. Functions of the Faculty Board are as follows:
 - 29.8.1. To elaborate and present to the Academic Board for further approval strategic plan of the Faculty, educational and scientific-research programs, proposed by the Dean;
 - 29.8.2. To consider the issues related to the students' permission to the excuse midterm/final exam;

- 29.8.3. To consider students and employees applications (administrative, academic and invited personnel) and make relevant decisions;
- 29.8.4. To define and submit to the Academic Board for further approval coefficients for a separate subject of the Unified National Examinations;
- 29.8.5. To determine and submit to the Academic Board for further approval the number of students admitted to educational programs;
- 29.8.6. To define and submit to the Academic Board for further approval vacancies for academic competition;
- 29.8.7. To define and submit to the Academic Board minimum competence level for the exams included in the international exam list approved by the Ministry of Education and Science of Georgia;
- 29.8.8. To elaborate and submit to the Rector for further approval budget of the Faculty;
- 29.8.9. To consider issues related to the bachelor student status termination, suspension and restoration and submits final decision to the Rector;
- 29.8.10. To exercise the rights assigned to it by “Rules and Regulations for Educational Process”;
- 29.8.11. To exercise the rights assigned to it by “Personnel Management Policy” and “Disciplinary Regulation for Students”;
- 29.8.12. To perform other rights and obligations within its competence.

Article 30. School of Languages

- 30.1. The School of Languages is a structural unit of the University providing the organizing and implementing of the learning process in the University.
- 30.2. Functions of the School of Languages, as well as its structure is defined by the statute of it.

Article 31. Institute of Postgraduate Studies

- 31.1. Institute of Postgraduate Studies is a structural unit of the university which organizes and administers the second (master's degree) and third (doctoral) level of higher education at the University.
- 31.2. Functions of the Institute of Postgraduate Studies as well as its structure is defined by the statute of it.

Article 32. Student Affairs Office

- 32.1. Student Affairs Office is a structural unit of the University that registers students at the educational program, identifies students list, elaborates relevant statistical data and its analysis, summarizes the results of the exams, receives and keeps personal files of the students, records transcripts of the students and supervises educational program fulfillment by the students within its competence.

- 32.2. The functions of the Student Affairs Office, as well as its structure is defined by the statute of it.

Article 33. Examination Center

- 33.1. The examination center is the structural unit of the University that provides organizing and conducting of examinations.
- 33.2. The functions and structure of the examination center are regulated by the "Exam Regulation".

Article 34. Registry Administrator

- 34.1. Registry Administrator responsible is the administrative staff who ensures proceeding of the university registry in accordance with the Decree N127/n of the Minister of Education and Science of Georgia dated 22 July, 2011, on "Rules for Registry of Higher Educational Institutions."
- 34.2. The functions of the Registry Administrator shall be determined by the labor contract concluded with him

Article 34.¹ Library

- 34.¹1 Library is a structural unit of the University, which contains the Bibliographical fund, Auxiliary and Methodological literature, printed editions and scientific-research works, as well as historical, artistic, informational and other literary and informational materials.
- 34.¹2 Library is a educational-cultural and scientific-information unit the main purpose of which is to fully and effectively use its foundations and other library resources to satisfy the needs of students and university personnel.
- 34.¹3 The library working rules are defined by the "Regulations of the Library".

Chapter VI. Vice-Rector for Science and Research

Article 35. Scope and Structure

- 35.1. The Office of Vice-Rector for Science and Research is a structural unit created for the promotion of the University activities and it assists Vice-Rector for Science and Research to manage University scientific-research activities.
- 35.2. The research centers are included in the office of Vice-Rector for Science and Research.
- 35.3. Structural units included in the office are responsible to Vice-Rector for Science and Research.

Article 36. Vice-Rector for Science and Research

- 36.1. Vice-Rector for Science and Research is an administrative staff who assists Rector to manage scientific-research activities of the University.
- 36.2. The functions of the Vice-Rector for Science and Research are as follows:
 - 36.2.1. To plan, perform and supervise scientific-research activities of the University within and outside it;
 - 36.2.2. To support and promote scientific activities of the academic personnel of the University;
 - 36.2.3. To supervise issues related to edition of the scientific journals in University;
 - 36.2.4. (Deleted);
 - 36.2.5. To check scientific reports of academic personnel at the end of each academic year;
 - 36.2.6. To supervise/manage research centers within University;
 - 36.2.7. To assign tasks to the employees within its office and supervise them;
 - 36.2.8. To support working discipline and permanent development of the employees;
 - 36.2.9. To carry out relevant activities to completely perform the job of its office;
 - 36.2.10. To perform other activities within its competence.

Article 37. (Deleted)

Article 38. Research Centers

- 38.1. Research centers aim to improve the quality of research activities through the seminars, workshops and round table format discussions, in which the academic personnel of the university and the invited lecturers will be involved together with the Master and Doctorate students of the University. They also encourage students to get experience, establish mutual interactive professional communication, solve problems and make decisions.

- 38.2. The rules for establishment and operation of research centers, as well as their structure is defined by the "Regulations for Research Centers".

Chapter VII. Vice-Rector for External Affairs

Article 39. Scope and Structure

- 39.1. The Office of Vice-Rector for External Affairs is a structural unit created to promote University activities and assist Rector to manage the external activities of the University.
- 39.2. The Office of Vice-Rector for External Affairs include Career Plannin Office, Alumni Office, International Relatons Office, Lifelong Learning Center and Idea Laboratory.
- 39.3. Structural Units included in the Office are responsible to the Vice-Rector for External Affairs.

Article 40. Vice -Rector for External Affairs

- 40.1. Vice-Rector for External Affairs is an administrative staff, who assists Rector to manage the external activities of the University.
- 40.2. Functions of Vice-Rector for External Affairs are as follows:
 - 40.2.1. To plan, perform and supervise activities in the University and outside it, within its competence;
 - 40.2.2. To assign tasks to the employees in its office and supervise them, to provide work discipline and permanent development of the employees;
 - 40.2.3. To carry out relevant activities to completely perform the job of its Office;
 - 40.2.4. To coordinate relations of the University with various companies and organisations, to organize projects, meetings and forums;
 - 40.2.5. To coordinate University Alumnus involvement in various projects, their career development and activities;
 - 40.2.5¹ To coordinate external relations of the University;
 - 40.2.6. To perform other activities within its competence.

Article 41. Career Planning Office

- 41.1. Career Planning Office provides internship for the students and promotes their further employment.
- 41.2. Functions of the Career Planning Office, rights and obligations, as well as its structure is defined in the statute of it.

Article 42. Alumni Office

- 42.1. Alumni Office provides permanent contact with alumnus of the University to involve them in the development of the educational programs.
- 42.2. Functions, rights and obligations of the Alumni Office as well as its structure is defined in the statute of it.

Article 43. Lifelong Learning Center

- 43.1. Lifelong Learning Center is a structural unit of the University, that promotes professional development and retraining of the University employees and other people.
- 43.2. Functions, rights and obligations of Lifelong Learning Center as well as its structure is defined in the statute of it.

Article 43¹. International Relations Office

- 43.¹1 International Relations Office is a structural unit of the University, that for internationalization aims of the University provides to promote international relations of the it and implement best international practice in everyday academic and administrative life, considering values and strategic development directions of the University .
- 43.¹2 Functions of the International Relations Office and its structure are defined by the statute of it.

Article 43². Idea Laboratory

- 43.²1 The Idea Laboratory is a structural unit of the University under the office of the Vice-Rector for External Relations, whose main goals are building a shared workspace in order to inspire innovators/inventors (members of the i-Lab: students, entrepreneurs, creative people, community builders), creating greenhouse for innovative ideas, providing collaboration between different field representatives (providing solutions, access to finance, consultancy) and creating platforms – virtual space of on-going/planned projects.
- 43.²2 Functions of the Idea Laboratory and its structure are defined by the statute of it.

Chapter VIII. (Deleted)

Article 44. (Deleted)

Article 45. (Deleted)

Article 46. (Deleted)

Chapter IX. Office of the Head of the Administration (Chancellor)

Article 47. Scope and Structure

- 47.1. The Office of the Head of Administration is a structural unit created to promote University activities and assist Rector to manage administrative-financial activities of the University.
- 47.2. Office is managed by the Head of administration (Chancellor).
- 47.3. The Office includes Chancellery and Human Resources Management Office, Electronic Information Systems Office, Accountancy, Occupational Health and safety Manager and Department for Student and Staff Support Service.
- 47.4. Structural units included in office of the Head of administration are responsible to the Chancellor.

Article 48. Head of Administration (Chancellor)

- 48.1. The Chancellor is the Head of the University Administration for financial, material and administrative resources management, who represents the University in financial and economic relations.
- 48.2. Functions of the Chancellor are as follows:
 - 48.2.1. To provide effective, organized and relevant work of the structural units included in its office;
 - 48.2.2. To supervise procurements in the University;
 - 48.2.3. To manage all real and movable estate, administrative human resources and financial resources;
 - 48.2.4. To manage annual budget of the University;
 - 48.2.5. To assign tasks to the employees in its office and supervise them, to provide work discipline and permanent development of the employees;
 - 48.2.6. To carry out relevant activities to completely perform the job of its Office ;
 - 48.2.7. To perform other activities within its competence.

Article 49. Chancellery and Human Resources Management Office

- 49.1. The Chancellery and the Human Resources Management Office supervises document processing in the University, issues related to the employee appointment and dismissal and implementation of the employee job-related processes.
- 49.2. Functions of the Chancellery and Human Resources Management Office and its structure are defined by the statute of it.
- 49.3. The Chancellery and Human Resources Management Office performs its job in accordance to the “Correspondence Rules”.

Article 50. Electronic Information Systems Office

- 50.1. Electronic Information Systems Office is structural unit of the University that provides creation of the electronic information systems of the University and complete functioning of them.
- 50.2. Electronic Information Systems Office includes Informational Technology Division and Department of Electronic Database.
- 50.3. Functions of the Electronic Information Systems Office and its structure are defined by the statute of it.

Article 51. Accountancy

- 51.1. Accountancy is a structural unit of the University that performs all operations related to the University accounting and finances.
- 51.2. Functions of Accountancy and its structure are defined by the statute of it.

Article 52. Occupational Health and Safety Manager

- 52.1. In order to protect civil safety of employees, students and third persons on the university territory Occupational Health and Safety Manager is appointed by the Rector's order.
- 52.2. Occupational Health and Safety Manager is accountable to the Chancellor. Manager is responsible for assessing risks for safe implementation of current processes at the university and delivering the results to the authorized persons for the further reaction.
- 52.3. In case of extreme situations, the instructions given by Occupational Health and Safety Manager are mandatory for all persons on the territory of the university.
- 52.4. Functions of the Occupational Health and Safety Manager:
 - 52.4.1. To organize a moot state of emergency;
 - 52.4.2. To conduct trainings related to the safety rules for university staff and students periodically;
 - 52.4.3. To conduct periodical inspection of the security inventory at the university;
 - 52.4.4. To assess the conformity of a new indicative in terms of safety conditions before implementation;
 - 52.4.5. To carry out the necessary measures in case of extreme situations;
 - 52.4.6. To perform other activities within its competence.

Article 52¹. Department for Student and Staff Support Services

- 52¹.1 Department for Student and Staff Support Service is a structural unit, which provides university employees involvement in social activities, students' participation in sports activities, organization of cultural and charity events, providing primary health care for staff and students, as well as performance of auxiliary and technical service considering everyday activities of the University.
- 52¹.2 To perform the functions defined by the first paragraph of this article, the Department for Student and Staff Support Service includes Sport Office, Office for Student Clubs, health Services and Technical Maintenance Office.
- 52¹.3 The functions, rights and obligations of the Department for Student and Staff Support Service, as well as its structure is defined by the statute of it.

Article 53. Deleted

Article 54. Assistant

- 54.1. In order to implement the rights and obligations defined by this Regulation, in the case of necessity, it is possible to determine the administrative position of an assistant.
- 54.2. An assistant helps the structural unit to perform its functions, plan and implement various activities and fulfills the tasks assigned by the head of the structural unit.

Chapter X. Transitional and Final Provisions

Article 55. Transitional Provisions

- 55.1. Acting compositions of Faculty Boards shall be considered authorized before the Faculty Board elections are conducted under Article 29 of this Regulation.
- 55.2. All Faculties have to provide Faculty Board formation in accordance to article 29 of the this Regulation, no later than 1 November, 2017.

Article 56. Final Provisions

- 56.1. Considering activities of a particular structural unit, in case of specific tasks, it is possible to define a position different from the administrative positions envisaged in this Regulation, if necessary.
- 56.2. Issues that are not defined by this Regulation are arranged in accordance to the Georgian legislation and other regulations of the University.
- 56.3. This Regulation shall take effect upon approval by the Rector.
- 56.4. This Regulation shall be amended in the same manner as it is approved.
- 56.5. The fulfillment of this Regulation shall be supervised by the Rector.

*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.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical, men-
tal, emotional, or learning disabilities in its educational programmes and activities.*

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