

## **General rules for preparing and publishing a legal act at the University of Georgia**

### **1. Submitting an Initiative**

- 1.1 The process of preparing a legal act begins with the preparation of a draft legal act by the entity entitled to the initiative and its submission to the receiving collegial body, including the use of official electronic resources.
- 1.2 The Rector, the Vice-Rector, the school principal, the professor, the associate professor, the head of the quality assurance service have the right of initiative.
- 1.3 This rule does not apply to the order of the presidents of the SU, the order of the rector, the instruction of the vice-rector, the instruction of the school principal.

### **2. Rules for reviewing a draft legal act**

- 2.1 The draft legal act goes through the following procedures:
  - 2.1.1 The draft legal act is submitted by the initiator to the Chancellery for registration (in the form of an easily editable electronic document);
  - 2.1.2 The draft will be submitted to the Legal Department by the Chancellery for the preparation of a legal opinion. According to the decision of the Legal Department, in order to prepare an additional conclusion, the project may be sent to another authorized entity.
  - 2.1.3 After the review of the authorized subjects and the preparation of the conclusion(s), the draft shall be sent to the Secretary of the relevant collegial body with the attached conclusion(s) and alternative proposals.
  - 2.1.4 The Secretary shall include the draft to be considered in the agenda of the meeting of the collegial body and shall inform the interested persons about the date of the discussion.

- 2.1.5 The initiator of the project will be the speaker at the meeting of the collegial body. The variant agreed upon at the session and finally edited will be reflected in the minutes of the session, which will be sent to the department of Law.
- 2.1.6 The adopted legal act is codified by the department of Law and sends the codified text to the Web Technology Development Service for publication.

### **3. Conclusion of the Department of Law**

- 3.1 The Department of Law prepares a report on the following issues:
  - 3.1.1 Whether the submitted project complies with the legislation of Georgia and the universally recognized norms of international law;
  - 3.1.2 Whether the submitted project complies or goes against with other legal acts of the UG;
  - 3.1.3 Whether or not the project complies with the obligations of the UG under the Independent Education Program Agreements;
  - 3.1.4 Whether the list of legal acts that need to be amended is comprehensive;

### **4. Accelerated review of the Draft**

- 4.1 By the decision of the Rector, the draft legal act may be considered by the collegial body in an expedited manner.
- 4.2 An accelerated review involves submitting a draft directly to a collegial body.

### **5. Simplified review of the Draft**

- 5.1 A draft amendment to a legal act relating to a technical defect, change in the date (term) or terminology of the legal act may be considered and adopted at a meeting of the collegial body in a simplified manner.
- 5.2 A simplified review involves submitting a draft directly to a collegial body.
- 5.3 The decision on the simplified review is made by the Department of Law

Annex N-1 Draft Legal Act

1. Name of the legal act to be changed: \_\_\_\_.
2. Draft of Change Initiator: \_\_\_\_.
3. The Essence of the Proposed change/legal act: \_\_\_\_.
4. Reason for Change: \_\_\_\_.
5. Purpose of the Change: \_\_\_\_.
6. Current version of the legal act to be changed (if any): \_\_\_\_.
7. Application of change to internal legal acts of the University (what consequent changes are necessary): \_\_\_\_.

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(Signature)