

Approved - 20/12/2019

Valid - 10/01/2020

University of Georgia

Management Regulations

Functions and rules of activity of the administrative-structural units

Article 1. Status of the University of Georgia and basics of activity	3
Article 2. University supervisory bodies, governing body and structure	3
Article. 3 Principles of the University Management	3
Article 4. The supervisory bodies of the University are the - Partners' Meeting and the Presidents of the University	4
Article 5. Rector of the University.....	4
Article 6. Vice-Rector of the University	6
Article 12. University Service	24
Article 14. University Department	25
Article 16. School of the University	26
Article 17. School Director of the University	29
Article 18. Department.....	30
Article 19. Head of the Department	31
Article 20. Program Manager (Academic Dean of the Program)	32
Article 21. Head of Direction (Dean of the Direction)	33
Article 22. Curator of the learning component.....	33
Article 25. Collegiate Governing Bodies of the University of Georgia:	35
Article 26. General rule of decision-making in collegial bodies	35
Article 27. Rector's Board.....	36
Article 28. School Board.....	37
Article 29. Independent Education Program Development Board (IEP).....	38
Article 30. Program Accreditation Board (PAB).....	39

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

Article 31. Academic Board.....	39
Article 32. QMS Quality Coordination Board.....	40
Article 33. Academic personnel.....	40
Article 34. Learning Process.....	40
Article 35 Technology Transfer Center.....	40
Article 36 Startup Factory.....	40
Appendix N-1 Rules for the Prevention and Response to Conflict and Special Situations.....	41

Article 1. Status of the University of Georgia and basics of activity

1. Limited Liability Company "University of Georgia" (hereinafter - "University"), is an autonomous institution. The University is authorized to implement educational programs of all three levels of academic higher education (bachelor's, master's, doctoral) and any other activities permitted by the current legislation of Georgia.
2. The activities of the University are based on the Constitution of Georgia, International Legal Acts, the Law of Georgia on Higher Education, the requirements of other legislative and subordinate normative acts of Georgia, this Regulation and the legal acts of the University.
3. The full name of the university is: Limited Liability Company "University of Georgia".
4. The University has an official seal, logo, bank accounts, official website - www.ug.edu.ge and other attributes established for a legal entity.
5. The University acquires rights and obligations in its own name, makes deals and can appear in court as a plaintiff and a defendant.
6. Due to its goals, the University operates on the entire territory of Georgia and abroad.

Article 2. University supervisory bodies, governing body and structure

1. The structure of the university includes the supervisory bodies of the university, the governing body, the educational and administrative structural units.
2. The supervisory bodies of the University are the Partners' Meeting and the Presidents of the University.
3. The governing body of the University is the Rector of the University.
4. The scientific-educational structural unit of the university is - the main educational unit - the school / independent (copyright) program.
5. The administrative structural unit of the University is all the other units necessary for the performance of the basic functions of the University.
6. The school governing body of the educational structural unit of the university is the School Director.
7. The governing body of the administrative structural unit of the university is the Vice-Rector.
8. The internal arrangement and activities of the structural units of the University are regulated by the legal acts of the University.

Article 3 Principles of University Management

1. The University ensures:
 - A) Lawfulness, fairness and transparency of the activities
 - B) Openness and universal access to decisions according to the rules established by law
 - C) Academic freedom of the academic personnel and students;
 - D) Involvement of the academic personnel and students in the management process of the University
 - E) Equal treatment regardless of a person's ethnicity, sex, social origin, political and religious views, etc.
 - F) Fairness and transparency of competitions, its publicity
2. Restrictive norms of these principles shall not be established by the regulations of the structural units of the University.

Article 4. The supervisory bodies of the University are the - Partners' Meeting and the Presidents of the University

1. The authorities of the Partners' Meeting are defined by the charter of the University of Georgia LTD (ID 205037137) (hereinafter "Charter"), registered with the LEPL National Agency of Public Registry. The annual budget of the University is approved by the Partners' Meeting. If the new budget cannot be approved, the previous year's budget options shall apply.
2. The presidents of the University are the persons authorized to administer and represent the University. Their authority is defined by the charter. Governing and Representative Powers of University Presidents, based on this regulation and / or the legal act of the University Presidents and / or the power of attorney of the university presidents, it is transferred to the governing body of the university - the Rector.
3. The Presidents of the University, besides the authorities defined by the charter, supervise the management of the university.
4. Presidents of the University:
 - 4.1. If desired, they participate independently or jointly in the work of the University Rector's Council, Academic Council and other collegial bodies, they have the right to vote when making a decision.
 - 4.2. In accordance with the request, they, independently or jointly, are authorized to receive an activity report from the Rector
 - 4.3. They execute control over companies based on the University's equity participation, according to the rules provided by the charter and legislation.
 - 4.4. They Appoint and dismiss the Rector;
 - 4.5. They co-sign with the Rector the Rector's Order on the appointment and dismissal of the School Director, Vice-Rector, Director of the Independent Scientific Research Institute and / or the Employment Contract.
 - 4.6. They sign the diploma.
 - 4.7. Within their competence, they issue an individual administrative-legal act in the form of an Order of the University Presidents, the implementation of which is mandatory for the structural units of the University, personnel and students.
 - 4.8. By the submission of the Rector, they approve the long-term (7-year) strategic and short-term (3-year) action plans of the University.
 - 4.9. According to the rules established by the General Administrative Code of Georgia, they consider an administrative complaint against the decisions made by the subordinate body / official. The administrative-legal act issued by the Presidents may be appealed in court according to the rules established by law

Article 5. Rector of the University

1. The governing body the University is the Rector. The Rector is the head and representative of the institution within the powers delegated by the Partners' Meeting and the Presidents of the University.
2. The Rector is accountable to the Presidents.
3. The Rector is appointed and dismissed by the Partners' Meeting.
4. Rector of the University:
 - 4.1. Represents the University in official relations.

- 4.2. Manages the University.
- 4.3. Within the scope of his/her competence, he/she issues an individual administrative-legal act - the Order of the Rector, the execution of which is obligatory for the structural units of the University subordinated to the Rector, the personnel, the persons in labor relations with the University and the student.
- 4.4. Signs the Diploma.
- 4.5. Signs the business correspondence.
- 4.6. Manages the property or real estate owned or used by the University in accordance with the rules established by the legislation and internal normative acts.
- 4.7. Responsible for the practical implementation of the mission, goals and objectives of the University and the provision of the educational-research environment.
- 4.8. Manages the development of the University's long-term (7-year) strategic development plan and short-term (3-year) action plan in accordance with the procedure scheduled in the "GU Strategic Planning Methodology and Monitoring Mechanisms".
- 4.9. Approves the internal structure and regulations of the educational units upon the recommendation of the head of the educational or administrative structural unit, makes amendments / additions to them.
- 4.10. Divides functions among subordinate structural units.
- 4.11. Staffs the representation of the University in the Independent Educational Program and the Program Development Council.
- 4.12. In order to increase and improve the efficiency of the Management System, he/she is authorized to establish collegial bodies.
- 4.13. Creates and abolishes temporary commissions.
- 4.14. Approves the competition regulations upon the submission of the Human Capital Development Service, makes amendments / additions to them.
- 4.15. Announces a competition for the appointment of a person to an academic position. Is authorized to announce a competition for an administrative position
- 4.16. Selects and submits Vice-Rectors and School Directors for approval by the Presidents.
- 4.17. Approves the head of the department on the submission of the School Director.
- 4.18. Considering the paragraph 4.5 of this Regulation, the School Director, the Vice-Rector and the Director of the Independent Scientific Research Institute shall co-sign the Employment Contract. Shall co-sign with the Vice-Rector the Employment Contract of the head of the service, head of the department and the head of another structural unit, shall co-sign with the school director the employment contract of the head of the department and the heads of other structural units within the school structure. Shall use the authority of an employer in dealing with them.
- 4.19. Shall take charge of the effective teaching and learning process. Shall Create the necessary conditions to ensure a high quality of the educational process.
- 4.20. Shall manage the implementation of the educational and research policy, shall coordinate the process of the international integration of the University and the implementation of the educational services.
- 4.21. Shall issue individual administrative-legal acts provided by the legislation related to the student's status.
- 4.22. Shall deal with other issues necessary for the effective management of the University, unless they represent the authority of another structural unit or official.
- 4.23. Shall Sign the deals, except for the purchase of the real estate, unless its value exceeds 5000 GEL.

4.24. Shall issue the employee's business trips and bonus orders unless the amount to be paid exceeds 5000 GEL.

5. In case of temporary inability of the Rector to execute his / her authority, his / her duties shall be performed by the Vice-Rector determined by the order of the Rector. In the absence of the Vice-Rector, - another person designated by the Rector.
6. Based on the interests of the University, the temporary change (business trip) of the Rector of the University shall be made by the order of the Rector.
7. In special cases, the Rector is authorized to make decisions that are beyond his / her credibility. In such a case, the Rector is obliged to immediately inform the Presidents of the University about the essence of the case and his/her decisions, as well as the reasonableness and necessity of this decision.
8. The rector's office is managed by the head of central administration. The head of central administration by the order of the rector provides the monitoring, management and analysis of the projects/processes; in coordination with relevant departments/divisions provides the management of current activities; provides the planning of the official meetings with the rector; provides to inform the interested parties about oral/written decision of the rector; provides to fulfill the various tasks which are determined by the rector.

Article 6. Vice-Rector of the University

1. The Vice-Rector is the head of the administrative-structural units. The vice-rector shall manage one or more directions.
2. The Rector is accountable to the Rector.
3. The Vice-Rector shall ensure the effective conduct of activities in the direction subordinated to him/her.
4. The structural unit subordinate to the Vice-Rector shall be the Service / Department / Center.
5. The Vice-Rector is responsible for the implementation of the activities of the subordinate structural units in accordance with the current legislation, this Regulation and other legal acts of the University.
6. The Vice-Rector shall ensure that the structural units subordinate to him / her contribute to the definition and fulfillment of the University's mission and strategic goals. Vice-Rector:
 - 5.1 Shall participate in the elaboration of the strategic goals and action plan of the strategic development of the University and its subordinate structural units. For this he/she:
 - 5.1.1 Shall participate in outlining / defining / developing the mission of the University, strategic goals of vision, core corporate values in accordance with the established procedure. Shall be responsible for their communication in the subordinate structural units and feedback.
 - 5.1.2 Shall direct the process of developing the goals / sub-goals of the structural units subordinated to the University to achieve the strategic goals of the University, the indicators of the goal, the strategy for achieving the goal and the action plan, which are

- presented and approved after the relevant procedure in strategic development (7-year) and action (3-year) plans of the University.
- 5.1.3 Shall conduct a draft of the goals / sub-goals / revision of the structural units subordinated to him/her, which shall be reflected in the strategic development (7-year) and action (3-year) plans of the University.
- 5.2 Shall Organize the activities of the structural unit subordinate to him/her and determine the resources needed to achieve the goals. For this he/she:
- 5.2.1 Shall develop and submit to the Rector's Board the annual budget / draft budget amendment of the unit entrusted to him / her for approval.
- 5.2.2 Shall determine the material and technical resources necessary for the proper execution of the work by the structural units subordinated to him/her, their technical characteristics; In agreement with the Rector, together with the Financial Service, the Material Resources Service and the IT Infrastructure Development Service, shall ensure that the structural units entrusted to him/her are acquired with appropriate material and technical resources; Shall be responsible for periodic hardware upgrade / re-equipment, upgrades to appropriate software.
- 5.2.3 Shall define the policies and functions of the structural units subordinated to him / her in agreement with the Rector.
- 5.2.4 Shall develop and submit a draft of addition / abolition of a new structural unit, change of function to the Rector's Board for approval.
- 5.2.5 In agreement with the Rector, shall develop the hierarchy of the structural units subordinated to him/her, shall appoint the heads of the structural units and ensure the separation of competencies and coordination of activities between them.
- 5.2.6 Shall Conduct human resource policy in agreement with the Rector. Shall ensure the staffing of the administrative unit with adequate human resources, shall announce a vacancy with the Human Capital Development Service (competition if necessary)
- 5.2.7 In accordance with the established rules and periodicity, shall develop and submit to the Rector for approval the draft amendment of the remuneration of the employees in the structural units subordinated to him/her.
- 5.2.8 Shall co-sign with the Rector the Employment Contract with the head of the structural unit subordinate to him/her.
- 5.3 Shall issue an individual administrative-legal act - in the form of the command of the Vice-Rector, the implementation of which is mandatory for the structural units and the personnel subordinate to him/her.
- 5.3.1 Shall develop incentive / animadverting mechanisms to promote / animadvert the employee.
- 5.3.2 Shall take the initiative before the Rector regarding the salary / bonus or other material incentives, appointment / cancellation and increase / decrease in case of an individual employee.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- 5.4 Shall control the activities of the structural units subordinated to him/her, the activities of the persons / structural units responsible for the implementation of the goals defined by the strategic and action plans.
7. Shall provide for the performance of other functions, which may be established by the legislation / instruction of the higher body of the University.
8. There are 5 Vice-Rectors in UG:
 - Vice-Rector for Legal Affairs
 - Vice-Rector in the field of educational process administration and information technologies
 - Vice-Rector in the field of Finance
 - Vice-Rector for Marketing, Public Relations and International Relations
 - Vice-Rector in Academic and Scientific field

Article 7. Vice-Rector for Legal Affairs

1. Shall manage the legal activities of the university, proceedings, human capital management issues (including social protection).
2. The following structural units are subordinated to the Vice-Rector:
 - Legal Department
 - Human Capital Management Service
 - Medical and Insurance Service

2.1. Legal Service

2.1.1. The service shall be headed by the head of the legal service.

2.1.2. The mission of the service is:

Ensure the execution of the University activities in accordance with the current legislation. The formation of a corporate legal culture at the University that recognizes and protects universally recognized human rights and freedoms; Strengthening the principles of the academic freedom, freedom of labor, equality before the law at the University; Protecting and realizing the legal interests of the University.

2.1.3. The service shall consist the following departments:

- Legal Department
- Administrative Office

2.1.3.1. Legal Department

2.1.3.1.1. The service shall be headed by the head of the legal service.

2.1.3.1.2. The functions of the department are:

- Legal support of the University activities
- Control and coordination of the establishment of the legal system of the University
- Development / updating of draft legal documentation (contracts, administrative acts, charters, etc.)

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- Development of draft of the University management regulations and other internal legal acts / amendments to them independently or in cooperation with the relevant structural unit.
- Analysis of the current legislation, preparation of the relevant proposals.
- Representation of the University, protection of its interests in state, private institutions and courts.
- Bringing university documentation in compliance with the law of the country.
- Providing the issuance and access of the public information.

2.1.3.2. Administrative Office

2.1.3.2.1. The department is managed by the head of the Administrative Office.

2.1.3.2.2. The functions of the Administrative Office are:

- Organizing unified record management, elaborating the forms and methods of working on documents, organizing them in accordance with the state standards and other applicable norms.
- Coordination, control and implementation of the University Electronic Records System (Online UG; My UG)
- Receipt of correspondence, processing.
- Take control of documents / correspondence, deliver them to the executor on time, generalize information on performance results and systematically inform the management.
- Technical support for working on documents - organizing the printing, copying and operational multiplying, development of document blanks.
- Providing information on the status of the execution of documents received at the Administrative Office and the sending of past correspondence.
- Registration of orders
- Registration, protection, elaboration of the description and use of documents belonging to the archive.

2.2. Human Capital Development Service

2.2.1. The service is managed by the Head of the Human Capital Development Service.

2.2.2. The mission of the service is:

Human Capital Development at the University - Establishing a professional, strong and diverse working community imbued with corporate affiliation, values and culture, where people and teams strive for the success of the University of Georgia, and their constant supervision for their professional growth and development.

2.2.3. The functions of the service are:

- Finding and attracting specialists needed for the vacant positions.
- Conducting the personnel selection and appointment procedures in accordance with the current legislation and this Regulation, and providing organizational support.
- Compilation and analysis of the current and periodic statistical reports based on the monitoring of the personnel employed at the University (in accordance with stability, movement and fluctuation).
- Organizational support of the work of the competition-certification commission, preparation of relevant documents, systematization of attestation results, analysis and elaboration of the relevant recommendations.
- Preparation of the training, professional development plan of the personnel.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- Promote and control the adherence to the rules and values recognized at the University.
- Creating a staff motivation system and taking care of the social protection of the employees.
- Registration, protection, elaboration of the description and use of documents belonging to the archive.

2.3. Medical and Insurance Service

2.3.1. The service is managed by the Head of the Medical and Insurance Service.

2.3.2. The mission of the service is:

Caring for the health of the University community, communicating with insurance companies and providers. Providing the first aid on the territory of the University.

2.3.3. The functions of the service are:

- Selecting the optimal insurance company for the health insurance for the University personnel and students
- Creating an optimal health insurance package for the University personnel and students.
- Coordinating the relations between the University personnel and students with the insurance company.
- Promoting a healthy lifestyle and disease prevention.
- Provide the first aid to University personnel and students.
- Monitoring the sick students during exams.
- Disease prevention, as far as possible.

Article 8. Vice-Rector in the field of Educational Process Administration and Information Technologies

1. Manages the activities of the learning process and information technology services. Responsible for the full informatization of the mechanisms of the educational process administration and finding innovations in the field of information technologies, agreeing with the administration and introducing them in the University.

2. The following structural units are subordinated to the Vice-Rector in the field of educational process administration and information technologies:

- Teaching Process Administration Department
- IT Infrastructure Development Service
- Database Development Service
- Web Technology Development Service
- IT Academy

2.1. Learning Process Administration Department

2.1.1. The service is managed by the Head of the of Educational Process Administration Service.

2.1.2. The mission of the service is:

Managing administrative and technical issues related to the student's education at the University.

2.1.3. The functions of the service are:

- Managing the students' personal records, granting / suspending / terminating student status.
- Conduct student loan recognition commissions, provide information to the relevant services in the appropriate form and reports.
- Lecture monitoring (recording of the missing lectures, recovery schedule), lecturer services.
- Printing and issuing diplomas
- Management of the semester paysheets
- Ensuring the work of the examination center, monitoring the midterm and final examinations and assessments.
- Administration of defending the Bachelor's and Master's thesis.
- Doctoral Administration
- Drawing up of orders related to the student's status, management of documentation, demonstration.
- Management of internal and external registry
- Provide information on student's semester registrations to the UG Financial Services for transferring the tuition fees.
- Development of the academic calendar, preparation of the semester timetables with UG schools / departments / Independent Education Program Administration.
- Ensuring the signing of contracts with the students.
- Production of correspondence, issuance of notices
- Registration, protection, elaboration of the description and use of documents belonging to the archive.

2.2. IT Infrastructure Development Service

2.2.1. The service is managed by the Head of the IT Infrastructure Development Service.

2.2.2. The mission of the service is:

Determine and provide appropriate computer hardware and software for the training process and personnel. Ensure proper operation of the hardware throughout the university, constant access to the Internet, proper operation of the network and servers.

2.2.3. The functions of the service are:

- Selecting the appropriate computer hardware settings for each workplace and, accordingly, participating in the process of purchasing the desired hardware, delivering computer hardware and software, connecting them to the Internet.
- Ensuring proper operation of the hardware and internet connection at the University, hardware or software upgrades.
- Service of printing and photocopying equipment with components, providing cartridges for them.
- Annual inventory of the hardware of the University.
- Supervision of servers and ensuring the proper operation of information and communication technologies (computers, switches, networks, systems) in the University system.
- Provide protection against accessing the server.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- Networking hardware configuration-monitoring, network installation, maintenance and installation-service of various information-communication systems / software.
- Find, develop and, where possible, introduce new technologies (including innovative learning technologies).

2.3. Database Development Service

2.3.1. The service is managed by the Head of the Database Development Service

2.3.2. The mission of the service is:

Ensuring the storage, processing, accessibility and security of electronic data.

2.3.3. The functions of the service are:

- SQL Server and database services
- SQL Server security
- Providing SQL Server automation
- Monitor SQL Server and take care of its optimization
- Control the process of creating and restoring backups
- Creating new databases and preparing various procedures, requests or reports as needed

2.4. Web - Technology Development Service

2.4.1. The service is managed by the Head of Web Technology Development Service.

2.4.2. The mission of the service is:

Creating websites necessary for the University and its department, from a technical point of view, to provide their proper operation and protection against access.

2.4.3. The functions of the service are:

- Creating websites for the university and its departments.
- Provide protection against access, periodic testing for vulnerabilities that a third party might use.
- Control of backup storage mechanisms
- Version control
- Managing corporate (Microsoft) email (creating new addresses and assigning them to the new employees and students)

2.5. IT Academy

2.5.1. The department is managed by the Head of the IT Academy

2.5.2. The mission of the department is:

Ensuring continuous professional growth of the UG IT personnel; International academies such as: Attending webinars, conferences, training courses at Cisco Academy, Oracle Academy, Microsoft Academy and Mikrotik Academy.

2.5.3. The functions of the department are:

- Creating the University and certification courses
- Planning-development and holding of various IT events - conference / seminar / festival, participation in various IT events.

Article 9. Vice Rector in the field of Finance and Economy

1. Supervises the University's economic activities, security, finance accounting and management. Manages the University's relations with the banking and financial organizations.
2. The following structural units are subordinated to the Vice-Rector in the field of Finance and Economy:
 - Financial Department
 - Material Resource Management Service
 - Protection and Occupational Safety Service
 - Publishing house

3. Financial Department

- 3.1. The service shall be managed by the Head of the Financial Service.
- 3.2. The mission of the service is:

Financial-Managerial accounting of the University's economic operations and providing periodic external audits, scrupulous execution of tax obligations; Providing payment with accountable persons, financial planning of the University activities, analysis, evaluation of the investment projects and finding ways of financing.

3.3. The service shall consist the following departments:

- Accounting
- Cashier's Office
- Department of Finance Management

3.3.1. Accounting

3.3.1.1. The department is managed by a Chief Accountant.

3.3.1.2. The functions of the department are:

- Financial accounting of the economic transactions according to the International Accounting Standards and managing the accounting documents.
- Preparation of annual financial statements (including consolidated statements) (profit and loss statement, balance sheet, cash flow statement)
- Preparation the tax returns, sending them to the relevant authorities.
- Calculation and ensuring the fulfillment of Tax Liabilities.
- Calculation of monthly salary, the tax and other expanses related to it defined by the legislation, preparation of paysheets and securing the payment.
- Identify accountable persons and ensure timely payment.
- Calculate students' current debts each semester (at other times if required)

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- Registration, protection, elaboration of the description and use of documents belonging to the archive.

3.3.2. Cashier's Office

3.3.2.1. The department is managed by a Chief Accountant.

3.3.2.2. The functions of the department are:

- Maintenance of Cash Book
- Payment the imprest with reference to the Chief Accountant.
- Payment to the accountable persons from the Cashier's Office with reference to the Chief Accountant.
- Provide bank transfers with reference to the Chief Accountant.

3.3.3. Department of Financial Management

3.3.3.1. The department is managed by a Financial Manager.

3.3.3.2. The functions of the department are:

- Create a financial development plan according to the University Advancement Strategic Plan.
- Prepare a draft the annual budget of the University.
- Analysis of the budget data and actual performances / irregularities, periodic budget adjustments.
- Coordination / monitoring of the budgets of the structural units of the university and the educational programs.
- Conduct for Management Accounting, calculating the cost of the University Services , analysis of the financial performance.
- In accordance with the University's Strategic Advancement Plan, searching the finances, analyzing the financing options, selecting the optimal financing.
- Interacting with the banking-financial organizations in terms of the financial-investment activities.
- Provide the financing for the investment activities in accordance with the annual budget of the University.
- Selection of potentially interesting investment projects, building / managing an investment portfolio project.

4. Material Resource Management Service

4.1. The service is managed by the Head of the Material Resources Management Service

4.2. The mission of the service is:

Effective management of the university material resources; Develop a strategic vision of economic activity to create conditions for study, work and research work for university personnel and students; Ensuring compliance of the university infrastructure with Georgian and international accreditation standards.

4.3. The service shall consist the following departments:

- Supply Department
- Economic Department
- Cleaning Department
- Car Park

4.3.1. Supply Department

4.3.1.1. The department shall be managed by the Head of the Supply Department.

4.3.1.2. The functions of the department are:

- Supply the university with all kinds of necessary inventory.
- Make the necessary purchases for the University.
- Price analysis of goods / services to be procured during procurement, announcing a tender if necessary.

4.3.2. Economic Department

4.3.2.1. The department shall be managed by the Head of the Economic Department.

4.3.2.2. The functions of the department are:

- Stock-taking and maintenance of the university movable property.
- Maintenance, repair / improvement and proper operation of the real estate, buildings and facilities owned by the University.
- Ensuring appropriate conditions (lighting, heating, cooling, ventilation, sound insulation, etc.) for the existence, learning, research and work of the training-working infrastructure in good condition.
- Maintenance of the green zones owned by the University.
- Ensuring compliance of teaching-research infrastructure with Georgian or international accreditation / authorization standards.
- Ensuring a safe environment for work in laboratories and ensuring the disposal of laboratory waste in accordance with established Georgian or international standards.
- Control of proper operation of various devices, elevators, heating, lighting, sewerage, plumbing system, ventilation, underground communications and other systems.
- Providing service and ensuring the proper functioning of the communication and electrification network.

4.3.3. Cleaning Department

4.3.3.1. The department shall be managed by the Head of the Cleaning Department.

4.3.3.2. The functions of the department are:

- Ensuring cleanliness on the University territory, adherence to hygiene norms

4.3.4. Car Park

4.3.4.1. The department is managed by the Head of the Car Park.

4.3.4.2. The functions of the department are:

- Constant service of the President and the Rector with a car of the appropriate model and class.
- Provide transportation of the University personnel, students, and guests as needed with a proper model and class of the car.
- Ensure maintenance of the vehicles (as needed, but not less than once a year, full inspection of maintenance of the vehicle).
- Provide vehicle maintenance (timely replacement of the rapidly wearing parts, etc.).
- Provide daily cleaning of the vehicles.

- Timely submission of relevant proposals to the superior official on replacement of the damped vehicle.
- Making a schedule of vehicle operation.
- Ensure compliance with the current country regulations regarding vehicle service, vehicle operation and vehicle technical requirements.

5. Security Service

- 5.1. The service shall be managed by the Head of the Security service.
- 5.2. The mission of the service is:

Ensuring the safety of University personnel, guests and students; Maintaining order, material property owned by the University, as well as ensuring fire safety; Prevention of the conflict situations; Minimize physical damage to individuals in conflict, accidents, and emergencies at the University and University property. Ensuring labor safety.

- 5.3. The service shall consist the following departments:
- Security Department
 - Department of Occupational Safety

5.3.1. Security Department

- 5.3.1.1. The department is managed by the Head of the Security.
- 5.3.1.2. The functions of the department are:
- Taking care of the safety of the University personnel, guests and students.
 - Protection of the University-owned buildings and material-technical base.
 - Prevention of violation of the rules in force at the University.
 - Identify and respond appropriately to students who violate the requirements set by the University Regulations.
 - Control of the trespass of strangers on the territory of the University.
 - Accounting for the movement of the material values from the University.
 - Prevention and suppression of the conflict situations.
 - Ensuring fire safety
 - Appropriate action in emergencies and situations (in accordance with the Rules for Conflict and Emergency Situations - Prevention and Response (Annex N 1)).

5.3.2. Department of Occupational Safety

- 5.3.2.1. The department is managed by an Occupational Safety Inspector.
- 5.3.2.2. The functions of the department are:
- Ensuring the safety of the employee and other persons in the workplace with physical, chemical and biological hazards and prevention of health hazards.
 - Workplace accident registration.
 - Recording the occupational diseases and dangerous cases.

6. Publishing house

6.1. The service is managed by the Head of the Publishing House.

6.2. The mission of the service is:

Publication and distribution of the University scientific journals, textbooks, books, monographs, advertising printed materials.

6.3. The service shall consist the following departments:

- Editorial Department
- Printing house
- Book and stationery shop

6.3.1. Editorial Department

6.3.1.1. The service shall be managed by the Head of the Editorial Department.

6.3.1.2. The functions of the department are:

- Preparation for publication of scientific journals, textbooks, books, monographs, advertising printed materials, etc.: Editing and proofreading, participating in the development and endorsement of their final editions.

6.3.2. Printing house

6.3.2.1. The department is managed by a Printing house Manager.

6.3.2.2. The functions of the department are:

- Print literature and other materials prepared by the University Publishing House.
- Receiving commercial orders and executing relevant printing activities.

6.3.2.3. The following structural units are subordinated to the department:

- Copy Office

6.3.2.3.1. The Copy office is headed by a Copier Service Manager.

6.3.2.3.2. The function of the Copy Office is:

- Making copies of relevant print products for students, administrative and academic personnel.

6.3.3. Book and stationery shop

6.3.3.1. The department is managed by a shop Manager.

6.3.3.2. The functions of the department are:

Distribution of material published by the UG.

- Provide textbooks for students and academic personnel with the syllabus of the study component.
- Order foreign literature provided in the syllabi of the study component, stockpile and deliver them to the students and academic personnel.
- Communication with local and foreign publishing houses.

1. Manage the University's marketing and public relations activities, both within the country and internationally. Provides communication with foreign universities, research centers and other existing or potential partners, involvement of the university in international exchange or other projects, recruitment / services of international students, communication with students and graduates and promotion of their career development.
2. The following structural units are subordinated to the Vice-Rector for Public Relations, Marketing and International Affairs:
 - Public Relations and Marketing Service
 - Service of the International Students and International Affairs
 - Employment and Career Development Support Center
 - Graduates and Student Affairs Center

3. Public Relations and Marketing Service

3.1. The service is managed by the Head of Public Relations and Marketing Service

3.2. The mission of the service is:

Burnishing the image of the University, ensuring publicity and delivering important information to the target audience in a proper form, with the right channels and intensity.

3.3. The service shall consist the following departments:

- Public Relations Department
- Marketing Department
- Regional Offices
- Call Center

3.3.1. Public Relations Department

3.3.1.1. The service shall be managed by the Head of the Public Relations Department.

3.3.1.2. The main functions of the department are:

- Effective communication with the university community (management, academic and administrative personnel, students, their parents)
- Media Relations
- Burnishing the image and awareness of the University
- Develop a public relations strategy for the University and ensure effective communication.
- Provide processing / preparation of information on current processes and news at the University and dissemination of mentioned information
- Monitoring disseminated information about the University through the media, revealing important facts affecting the reputation of the University and responding accordingly.
- Execution of information campaign of the University, dissemination of press releases and similar information as needed.
- Coordinating activities in terms of public relations of the UG schools, departments and Independent Educational Programs.

3.3.2. Marketing Department

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

3.3.2.1. The department shall be managed by the Head of the Marketing Department.

3.3.2.2. The main functions of the Marketing Department are:

- Planning and conducting a university advertising campaign, working with media channels to place university advertisements or promotional activities.
- Manage the university website and official Facebook page.
- Preparation of the University advertising materials (video materials, commercials, printed materials, posters, etc.)
- Elaboration and development of the University's brand book.
- Forming a marketing system focused on students / entrants and their parents.
- Organize periodic marketing research.
- Planning and organizing periodic research of students' interests and satisfaction, summarizing and analyzing the research results.
- Advising University planners on employer market requirements, tuition fees, and other issues.
- Organizing promo-activities, events.
- Monitor and analyze competitors' marketing activities and tools.

3.3.3. Regional Office

3.3.3.1. The office is managed by a Regional Office Manager

3.3.3.2. The main functions of the office are:

- Increase University popularity in the regions.
- Support and execution of various PR activities in the regions.
- Communication with public and private schools in the regions.
- Organizing the University supporting events in the regions.

3.3.4. Call Center

3.3.4.1. The main functions of the Call Center are:

- Answering in inbound university calls: Reply or switch to the appropriate service.
- Prepare and respond to incoming messages through the online communication.

4. Service of the International Students and International Affairs

4.1. The service is managed by the Head of the International Student Integration and International Affairs Service

4.2. The mission of the service is:

Interaction with International Partners, ensuring the university's involvement in international projects, promoting the student and personnel exchange programs, attracting and caring for international students.

4.3. The main functions of the service are:

- Searching international partners (universities, state institutions, international organizations / corporations, etc.), connecting them with the relevant schools / departments / services of the University, concluding memoranda of the cooperation and following them.
- Informing students about exchange programs and encouraging them to participate in exchange programs.
- Managing administrative issues with the University and a partner university under an exchange program.

- Ensuring the University's participation in international projects
- Relations with diplomatic representatives of foreign countries.
- Studying international markets, searching new international markets of interest to the university, identifying priority markets and developing a strategy for attracting international students.
- Participation in international educational exhibitions.
- Supervise the work of the University Overseas Recruitment Offices and ensure effective communication with international representatives (agents).
- Taking care of the recognition of the University educational programs in different countries.
- Organize the documents of the international entrants, put them in order and cooperate with the Educational Administration Service, in accordance with the procedures established by the legislation, to ensure student enrollment.
- Giving directions to international students, arranging their basic living needs (accommodation, medical, legal, etc.)
- Ensuring the involvement of international students in the university life.
- Protocol management

5. Employment and Career Development Support Center

5.1. The center is managed by the Head of the Employment and Career Development Center

5.2. The mission of the center is:

Promoting employment and career growth for the students and graduates.

5.3. The functions of the center are:

- Monitoring of internship and employment programs announced by the public and private sector and their offer to students / graduates.
- Establish effective communication with major employers, invite their representatives to important events at the University
- Organizing an employment exhibition / forum at least once a year.
- Consultation with students about employers' requirements and specific professions and job specifics. To identify their interests, strengths and weaknesses, and to evaluate their relevance to the profession / workplace.
- Periodically organize training courses for the students to organize their own portfolio and develop the skills needed for employment.
- In collaboration with the Head of the School Department / School Director or the Administrative Dean of the Independent Educational Programs, find potential employers for students and graduates and provide communication with them.
- Create and regularly update student and alumni employment bases.

6. Graduates and Student Affairs Center

6.1. The center is managed by the Head of the Graduates and Student Affairs Center

6.2. The mission of the center is:

Maintain constant contact with students / graduates and involve them in current university life; Interesting student life, Coordinating and promoting exciting student life, extracurricular sports, cultural, adventure activities and initiatives, as well as self-governing student clubs.

6.3. The functions of the center are:

- Student support in various student activities (including writing and implementing projects by clubs)
- Organizing educational student conferences
- Planning and conducting freshmen orientation days
- Arranging seasonal camps and excursions.
- Club registration and cancellation
- Promotion of clubs, which includes both consulting in the development phase and support in activities.
- Organizing and participating in the meetings of the Club Grant Competition commission.
- Integration of students (including international students and alumni) into university life and diversification of the student life.
- Monitoring the targeted spending of funds allocated for the implementation of projects financed by the University.
- Coordinating, recording and reporting on student club activities.
- In case of need for the use of the University infrastructure during the implementation of the project by the club, mediation with the relevant services of the University to mobilize resources.
- Liaison between University Management, Student Clubs and Student Self-Government.

Article 11. Vice-Rector for Academic and Scientific Fields

1. The Vice-Rector manages the scientific-research and academic activities of the University. Liable for defining the scientific research topics of the subordinate scientific institutes, the development of the scientific research personnel and the quality of the academic activity.
2. The following services are subordinated to the Vice-Rector:
 - Quality Assurance Department
 - UG Scientific-Research Institute (UGSRI)
 - Library
 - Department of Culture and Sports
 - Editing the scientific journal “Caucasus Journal of Social Sciences”

3. Quality Assurance Department

- 3.1. The service shall be managed by the Head of the Quality service.
- 3.2. The mission of the service is:

Quality assurance of the University Educational Programs - Setting Standards for academic activity, measuring and monitoring performance quality.

- 3.3. The service shall consist the following departments:
 - Authorization Department
 - Accreditation Department
 - International Accreditation Department
 - Analytics and Monitoring Department

3.3.1. The functions of the Authorization Department are:

- Continuous examination of the procedures and mechanisms in force at the University, in terms of compliance with current authorization standards.
 - Report to the Rector on the need to move to an intensive phase of the authorization preparation process.
 - In the intensive phase of the authorization preparation process, the management of the authorization group created by the order of the Rector, which includes the following stages:
 - Training of group members. Familiarize them with the requirements set by the law and practice.
 - Check the available university resource with the authorization team.
 - Work with an authorization team on an authorization self-assessment report.
 - Supervision of the collection of the requested and substantive documents by the authorization group.
 - Organize the payment of appropriate fees after submitting a report to the National Center for Educational Quality Enhancement and being recognized as a status seeker.
-
- Examination of university resources (infrastructural, material-technical, human, etc.), Determining the need to add resources for the authorization purposes.
 - Management of the field visit of the experts of the National Center for Educational Quality Enhancement, providing the requested information to the experts if needed and giving relevant explanations.
 - Responding to the expert opinion, which means: Organize the preparation of a response letter, if necessary; Preparation and submission of issues, documents to be submitted to the Authorization Board; In case of sharing recommendations, their implementation management.
 - Ensure compliance with the requirements set by the law in case of adding a program with authorization.
 - Provide preparation for an appeal in the event of a litigation with the Authorization Board. Work on a suit with the Legal Service in the event of a litigation in court.
 - Assess the compliance and effective work of the structural units of the higher education institution with the Audit and Internal Monitoring Department.
 - Provide regular assessments and expertise as defined in this article, as well as information on the number of deficiencies identified to the Head of the Service in the form of a report.

3.3.2. The functions of the Accreditation Department are:

- Defining the standard of the educational program / its separate component: Develop program learning outcomes, teaching methods, assessment forms, program component syllabus, and learning outcomes standard.
- Introducing new accreditation standards (as well as internal standards) to the university community, giving appropriate explanations if necessary, organizing discussions.
- Ensure the establishment of a body of accreditation experts (UG authorized accreditors).
- Based on the request of the School Director / Independent Education Program initiative group, ensure the acceptance of the educational program in the production of the educational program in accordance with the rules set out in the UG educational program regulations and determine the team of authorized accreditor / creditors working on the program.

- Ensure working with the Program Manager and other responsible persons on the content of the educational program / program component, its refinement, compliance with accreditation requirements and preparation of the program for submission to the Board of Accreditation.
- Assist the Program Manager in preparing the self-assessment report for the educational program.
- Organizing the payment of the relevant fee after submitting the report to the National Center for Educational Quality Enhancement and being recognized as a status seeker, managing the field visit of the experts of the National Center for Educational Quality Enhancement, if necessary, provide the requested information to the experts and giving relevant explanations.
- Responding to the expert opinion, which means: Organize the preparation of a response letter, if necessary; Preparation and submission of issues, documents to be submitted to the Authorization Board; In case of sharing recommendations, their implementation management.
- Provide preparation for an appeal in the event of a litigation with the Accreditation Board. Work on a suit with the Legal Service in the event of a litigation in court.

3.3.3. The functions of the Analytics and Monitoring Department are:

- Analysis of authorization and accreditation standards established by the legislation of Georgia, assessment of their impact on educational programs. Introduce the results of the analysis to the relevant structural units.
- Monitoring the execution of the authorization and accreditation standards, selecting the monitoring methods and forms, their implementation.

3.3.4. The functions of the International Accreditation Department are:

- Finding recognized international accreditation organizations in developed countries, providing information about them to the relevant schools.
- Introducing new international accreditation standards to the university community, giving appropriate explanations if necessary, organizing discussions.
- Managing the process of obtaining the international accreditation.
- Formation of the database of obtained international accreditations.

4. **UG Scientific Research Institute** (for details see UGSRI Regulations)

4.1. UGSRI managed by the director of the institute.

4.2. The mission of the UGSRI is:

4.3.

Coordination of scientific-research activities at the University: Determining priority directions, providing adequate resources for the scientific research activities, communication of the research results.

4.4. Under the subordination of the Scientific-Research Institute are:

- Department of Humanities and Social Sciences
- Department of Technical and Natural Sciences
- Department of the Academic Personnel Scientific Development and Project Management
- Scientific-Research Projects Commission
- Editing the scientific journal “Caucasus Journal of Social Sciences”
- Institute of Economics
- Institute for Innovative Systems and Strategic Research

5. Library

5.1. The service is managed by the Chief Librarian.

5.2. The mission of the service is:

Collection and cataloging of printed, audio and digital materials of the educational-scientific literature defined by the curricula of the educational programs of the University, of the classical research and educational literature in different fields. Provide access to international library online centers / databases and provide library services for the students and faculty.

5.3. The functions of the service are:

- Formation, registration, complement, cataloging-classification and protection of the library fund in accordance with the educational programs of the University and the requirements of the users.
- Creation and processing of information-reference catalogs, databases.
- Coordinating activities with libraries, creating and managing an exchange fund between libraries.
- Customer service, both by issuing a library document on the on-site and by making a copy, familiarizing customers with the methods of finding information.
- Conduct methodical work on library and informational-bibliographic services.
- Creation of a reserve of scientific-research papers written at the University, bibliography of works, protection.
- Promoting the professional development of the library personnel.
- Development of the library resources and services at the request of the scientific-educational structural unit, their updating.

5. Department of Culture and Sports

5.1. The service is managed by the Head of the Department of Culture and Sports.

5.2. The mission of the service is:

Promoting the active involvement of students in cultural and sports activities and organizing cultural and sports activities for this purpose.

Article 12. University Service

1. Service is the largest administrative-structural unit of the University, which carries out university activities in a certain direction.
2. The Service ensures the fulfillment of the goals / sub-goals / tasks / activities determined by the University Strategic and Action Plans in the relevant direction.
3. The mission and functions of the services available at the University are set out in this Regulation.
4. The service is subordinated to the Vice-Rector.
5. The structural subordinated to the Service may be: Department, center, office
6. The service shall be managed by the Head of the Service.

Article 13. Head of University Service

1. Liable for the implementation of the activities of the Service in accordance with the current legislation, this Regulation and other legal acts of the University.
2. Accountable to the Vice Rector.
3. Participates in the development and implementation of the strategic and action plans of the University:
 - 3.1. Shall develop service-specific targets with the Vice-Rector (as well as indicators of their performance), the achievement of which shall ensure the achievement of the University's strategic goals. They are considered in the strategic document of the university in the form of sub-goals and objectives.
 - 3.2. Shall develop a plan of tasks and activities that shall ensure the fulfillment of the goals set by the service (reflected in the action plan of the University)
 - 3.3. Shall submit proposals to the Vice-Rector on changing the goals / sub-goals / tasks of the structural units subordinated to him / her.
 - 3.4. Shall provide mobilization of resources at his/her disposal (human, capital, etc.) and application to fulfill the goals of the service and to carry out activities effectively.
 - 3.5. Shall address the Vice-Rector with an initiative to add, change human resources, as well as the create / abolish a new structural unit in the service.
 - 3.6. Shall participate in the competition commission / interview process related to the hiring of a new employee subordinate to him / her.
 - 3.7. Shall develop and submit the draft annual budget of the Service to the Vice Rector for approval.
 - 3.8. Shall direct, coordinate and control the activities of the subordinate structural units (department, center, office, etc.)

Article 14. University Department

1. An administrative-structural unit within the Service, which deals with the activities of the Service in a certain direction.
2. The department shall ensure the fulfillment of the specific goals / sub-goals / tasks / activities of the service defined by the strategic and action plans of the University in the relevant direction.
3. The functions of the University departments are described in this Regulation.
4. The structural unit of the department may be: Center, office, direction.
5. The Department shall be managed by the Head of the Department.

Article 15. Head of University Department

1. Liable for the implementation of the activities of the Department in accordance with the current legislation, this Regulation and other legal acts of the University.
2. Shall be accountable to the Head of the relevant service.
3. Shall participate in the development and implementation of the strategic and action plans of the University:
 - 3.1. Shall develop department-specific targets (as well as performance indicators) with the Head of Service to ensure that the University achieves its strategic goals. They are considered in the strategic document of the university in the form of sub-goals and objectives.
 - 3.2. Shall develop a plan of tasks and activities that shall ensure the fulfillment of the goals set by the Department (reflected in the action plan of the University).

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

- 3.3. Shall submit proposals to the Vice-Rector on changing the goals / sub-goals / tasks of the structural units subordinated to him / her.
- 3.4. Shall provide mobilization of resources at his/her disposal (human, capital, etc.) and application to fulfill the goals of the Department and to carry out activities effectively.
- 3.5. Shall address the Head of the Service with an sentence to add, change human resources, as well as the create / abolish a new structural unit in the service.
- 3.6. Shall participate in the competition commission / interview process related to the hiring of a new employee subordinate to him / her.
- 3.7. Shall participate in the process of drafting the service budget

Article 16. School of the University

1. The school is the center of the University competence in a certain direction.
2. The school shall be responsible for the creation / accumulation of knowledge / competence in the relevant areas, the relevance and quality of its research-educational projects and educational programs.
3. The Schools shall ensure the fulfillment of the goals / sub-goals / tasks / activities determined by the University Strategic and Action Plans in the relevant direction.
4. The school shall grant the relevant qualifications to the graduates and is responsible for the authenticity of the awarded qualifications.
5. The school has autonomy in the implementation of the key activities, as well as in the definition of personnel policy, marketing activities, public relations and financial management.
6. The structure of the school shall consist of the governing bodies and the structural units of the school: Department, Center, Institute
7. The governing bodies of the school are: School Director, School Board
8. The schools in UG are:
 - The School of Business and Administrative Studies
 - School of Law
 - The school of Social Sciences
 - School of Health Sciences
 - School of Arts and Humanities
 - School of Science and Technology
9. Schools consist of the following structural units:

9.1. The School of Business and Administrative Studies:

- 9.1.1. Department of Business Administration
- 9.1.2. Department of Economics
- 9.1.3. Department of Tourism
- 9.1.4. Department of Public Administration
- 9.1.5. Center for Economic Freedom
- 9.1.6. Administrative Sciences Research Center

9.2. School of Law

- 9.2.1. UG Legal Aid Clinic

9.2.1.1. The clinic is managed by the head of the UG Legal Aid Clinic.

9.2.1.2. The mission of the clinic is: Legal-consulting services for natural persons and legal entities on private and public legal issues, their representation in various bodies (including the court), clinical training for the students of the School of Law of the University of Georgia.

9.2.2. Research Institute - Gnomon Wise

9.2.2.1. The institute is managed by the director of the School of Law.

9.2.2.2. The mission of the institute is:

Produce knowledge through comprehensive, reliable and qualified research that shall contribute to the well-being of each individual.

9.2.2.3. The functions of the Institute are:

- Production of academic (fundamental) and applied research
- Preparation of policy documents / recommendations
- Dissemination of the produced knowledge - printing publications, sharing the produced knowledge to a Target Audience.
- Sharing theoretical and practical knowledge of the research for students and involving them in the research activities.
- Promoting the growing the academy role in public policy

9.2.3. Georgian, German and International Criminal Law Institutes - within the purpose of the institute, the researchers of the institute shall ensure the development of the research activities and knowledge production. The activities of the Institute shall be coordinated by the Head of the Institute, who is appointed by the Rector on the recommendation of the Director of the School of Law. The main functions of the institute are: Conducting the research activities - implies conducting academic (fundamental) and applied research on Georgian, German and international criminal law issues; Preparation of recommendations; Publishing different types of publications; Dissemination of produced knowledge - means sharing the knowledge produced by the institute for the target audience in the form of public lectures, workshops or other; Increasing the international connections of the University of Georgia School of Law; Promoting exchange programs; Getting international or local research grants; Increasing the role of academia in public policy - implies promoting public policy based on the knowledge produced in the academic space.

9.2.4. TOLES Legal English Center

The center is managed by a coordinator.

The main functions of the center are: Attracting students for legal English courses; Relevant teaching of 2 different levels for legal English courses, through foreign professors; For International Legal English Certification - organize a TOLES two-level international certification exam and ensure that results are transferred to the UK; organizing TOLES legal English courses for state and other bodies; Collaborate with donor organizations to offer joint projects and obtain financing.

9.2.5. QMS Quality Coordination Board - The Quality Coordination Group is the leading body for the development and implementation of a quality management system in accordance with the

requirements of the ISO 9001: 2015 standard. The group is led by the Director of the School of Law, who appoints a representative - QMS Leader. The working group consists of the owners of quality management system processes - heads of departments and accountable persons, who shall be appointed by the Rector of the University of Georgia in agreement with the Director of the School of Law. The Quality Coordination Group shall coordinate the creation, agreement, approval of the quality management system documentation. Shall establish accompanying work plans for the development, implementation and operation of the system. The Quality Coordination Group shall analyze the performance of the system, based on which it shall give recommendations to the heads of the services involved in the system on corrective and warning actions.

9.3. The school of Social Sciences

- Department of Psychology
- Department of Politics and International Affairs
- Department of Strategic Communications
- International Policy Analytical Center
- Center of NATO
- Psychological Counseling Center
- UG PR-consulting
- UGTV
- Media Center
- Center for the Study of Ethnicity and Multiculturalism

9.4. School of Health Sciences:

- Department of Medicine
- Department of Dentistry
- Department of Nursing
- Department of Pharmacy
- Department of Public Health and Health Administration
- Student Scientific Council
- Clinic for Physical Medicine and Rehabilitation - Reavita UG
- Simulation Dental Laboratory
- Laboratory of Microbiology and Biochemistry
- Simulation Hospital
- Bioethics Council
- UG Health Sciences and Technology Development Research Institute
- Laboratory of Anatomy-Physiology
- OSCE Center
- Laboratory of Cytology-Histology
- Laboratory of Independent Work in Dentistry
- Problem-based learning laboratory
- Continuing Education Center (Training Center)
- Procedural-manipulation laboratory
- Simulation Pharmacy

9.5. School of Arts and Humanities

- Department of Archeology
- Department of History
- Department of Georgian Philology
- Department of Western Philology
- Department of Oriental Studies
- Department of Anthropology
- Department of Architecture
- Department of Architecture
- Archaeological Museum
- International Center of Archeology
- Language Learning Center
- UGPried Center
- Sarah Ben Shemesh Center for Israel Studies
- Hall of Iran
- UG Archiproject

9.6. School of Science and Technology

- Department of Mathematics
- Department of Engineering
- Department of Informatics
- Department of Natural Sciences
- Institute of Mathematics
- Engineering Laboratory
- Laboratory of Robotics and Electronics
- Laboratory of Physics
- Laboratory of Chemistry
- Laboratory of Microbiology

Article 17. School Director of the University

1. The school Director shall execute the management and representative authority of the school. The school Director shall represent the school in formal relations with the university stakeholders, and with other structural units within the university.
2. Shall be accountable to the Rector
3. School Director:
 - 3.1. Shall be liable for the implementation of the activities of the Department in accordance with the current legislation, this Regulation and other legal acts of the University.
 - 3.2. Shall be liable for the sustainable development of the school.
 - 3.3. Shall Participate in the execution of the University's strategic development and action plan.
 - 3.4. Shall develop and submit the school strategic / action plans to the School Board for approval according to the University Strategic Development Plan. Shall define the role of the school and its structural units in the implementation of the goals set by the University Strategic Plan,

- shall be responsible for achieving the goals set by the Strategic and Action Plans and the proper implementation of activities.
- 3.5. Within his/her competence, shall issue an individual administrative-legal act - an order, which shall regulate the legal issues related to the school activities.
 - 3.6. Shall ensure the effective process of the school activities, shall coordinate the work of the structural units of the school - departments, scientific-research centers, etc.
 - 3.7. Shall develop the school structure / a draft of amendments to it and submits it to the Rector's Board for approval.
 - 3.8. Autonomously or in agreement with the UGSRI, shall conduct the school scientific-research activities, shall be responsible for the quality of the school scientific-research projects and educational programs.
 - 3.9. Shall define and manage the school marketing and public relations activities in accordance with the marketing and public relations strategy developed by the University Marketing and Public Relations Department.
 - 3.10. Shall determine and manage the school finances, shall identify the amount of contribution to the school budget from the incomes of the department (in accordance with the rule defined by the budget of the UG): Shall prepare the draft annual budget and submit it to the school board for approval, shall be responsible for the efficient spending of finances.
 - 3.11. Shall conduct the process of staffing the school with academic, scientific and invited personnel (according to the rules defined in the personnel regulations)
 - 3.12. Shall conduct the process of staffing the school administrative personnel (according to the rules defined in the personnel regulations)
 - 3.13. Shall provide the necessary conditions for the professional development of the academic and invited personnel.
 - 3.14. Shall develop incentive / animadverting mechanisms to promote / animadvert the employees and students.
 - 3.15. Shall submit the school / department educational programs verified by the School Board for approval by the Program Accreditation Board. Shall be liable for the quality of the school / department educational program.
 - 3.16. Shall submit the parameters of the annual / semester contingent to be accepted for the school / department educational programs for approval by the Rector's Board.
 - 3.17. Shall submit a draft of ongoing tuition fees and financial packages for school / department educational programs to the Rector's Board for approval
 - 3.18. Shall be liable for the proper operation of the school real estate and movable property.
 - 3.19. Shall control the activities of the heads of the structural units of the school and other personnel of the school. Shall be liable for the proper performance of the activities specified for them in this Regulation.

Article 18. Department

1. The department is a structural unit of the school.
2. The department is the center of competence of the school in a certain direction.
3. The Department shall be responsible for the creation / accumulation of knowledge / competence in the relevant areas, the relevance and quality of its research-educational projects and educational programs.
4. The department shall ensure the achieving the school goals in the relevant direction.

5. Within the school, the department shall have the benefit of a high degree of autonomy in the implementation of core activities, as well as in the execution of personnel policy, marketing activities and planning and management of its own finances.
6. The structural units of the department are: Institute, center, laboratory
7. Department is managed by the Head of the Department.

Article 19. Head of the Department

1. Shall represent the department in relations with other structural units of the University and stakeholders.
2. The head of the department shall be accountable to the school principal.
3. The order on the appointment / dismissal of the head of the department shall be submitted by the school director to the Rector's Board for approval.
4. Head of the Department:
 - 4.1. Shall be liable for the implementation of the activities of the Department in accordance with the current legislation, this Regulation and other legal acts of the University.
 - 4.2. Shall ensure the efficient running of the department, shall coordinate the work of the structural units of the department.
 - 4.3. Shall participate in defining school goals, sub-goals, objectives and activities, targets and performance indicators. Shall develop them accordingly the department's targets, tasks and activities and shall be responsible for their implementation.
 - 4.4. Shall develop the school structure / a draft of amendments to it and submit it to the Rector's Board for approval.
 - 4.5. Shall manage the scientific activities of the department, shall submit research directions and topics to the school board.
 - 4.6. Shall liable for the quality of the scientific-research projects and educational programs of the Department, for conducting educational and scientific research work at a high level.
 - 4.7. Shall be liable for the regular conduct of the educational-scientific work: For the supplying and proper periodic updating of training and scientific laboratories, periodic updates, library replenishment, ensuring relevant processes, etc.
 - 4.8. Shall agree with the school principal on the parameters of the income part of the department budget (school contribution, school donation amount).
 - 4.9. Shall develop a draft of the current tuition fees and special financial packages for the training program managed by the department.
 - 4.10. Shall develop and send to the school director a draft of the department budget, which is part of the school budget draft, for submission to the school board.
 - 4.11. Shall manage the annual budget of the department, is responsible for the efficient spending of finances.
 - 4.12. Shall staff / renew the scientific, academic and invited personnel of the Department in accordance with the internal regulations of the University and the regulations defined by the personnel regulations.
 - 4.13. Shall staff / update the administrative personnel of the Department in accordance with the rules defined by the personnel Regulations.
 - 4.14. Shall provide the necessary conditions for the professional development of the academic and invited personnel.

- 4.15. Shall develop incentive / animadverting mechanisms to promote / animadvert the employees and students.
- 4.16. Shall be liable for the proper operation of the school real estate and movable property.
- 4.17. Shall appoint / dismiss the head of the department / module (Dean of the department), the component curator and promote their activities. In case of hiring a new employee, he / she shall be guided in accordance with the rules defined by the internal regulations of the UG. Shall appoint / dismiss the program manager (academic dean) in agreement with the school director.
- 4.18. Shall manage the process of selling competencies for ongoing educational programs at the University.
- 4.19. The Competency Officer Shall establish a Student Complaints Review Commission based on a referral from the Program Manager.
- 4.20. Shall participate in the discussion of the project of creation / amendment of the educational program / component.
- 4.21. Shall take care of the internationalization of the Department in cooperation with the International Students and International Relations Office: Shall take care of participation in international projects; Involvement in academic and scientific personnel exchange programs; Shall encourage international scientific projects and collaborations; Shall find international partners and developing forms of cooperation with them (international internship / employment, student exchange); Shall liaise with international agents to find international students; Shall take care of the international recognition of educational programs administered by the Department.
- 4.22. Shall collaborate with the University Employment and Career Development Service to find potential employers for the students and graduates of educational programs administered by the Department and to provide them with communication.

Article 20. Program Manager (Academic Dean of the Program)

1. The Program Manager (Academic Dean of the Program) is a person holding an academic position at the University.
2. The Program Manager (Academic Dean of the Program) shall be responsible for the content development of the program, the compliance of the program with the national and University quality standards. In individual cases (if the program is accredited by an international accreditation body) shall be liable for the compliance of the program with the quality standards set by the relevant accreditation body.
3. The candidacy of the Head of the program shall be approved by the school board on the recommendation of the Head of the Department (In the case of an Independent Educational Program not administered by the school / department, the Program Manager shall be appointed by the Program Development Board). New employees shall be hired in accordance with the rules set out in the Personnel Regulations.
4. Program Manager (Academic Dean of the Program):
 - 4.1. Shall complete the self-assessment report and shall be liable for accreditation / reaccreditation of the program by the national accreditation body.

- 4.2. Shall ensure the involvement of academic and visiting personnel, potential employers, students, graduates and other stakeholders in the program development process.
- 4.3. Shall provide relevant research (market research, employer research, graduate research, etc.) for the program development.
- 4.4. Shall engage in program internationalization, attract international academic personnel, and promote student and academic personnel exchange programs.
- 4.5. Shall submit a draft of the program amendments to the school board for approval (in the case of an independent education program not administered by the school / department - on the Program Development Board)
- 4.6. Shall submit the subject of the internal university examination for admission (in the case of an independent education program not administered by the school / department - on the Program Development Board) to the Master's Degree to be approved by the School Board.
- 4.7. Together with the Competency Centers and the Human Capital Management Service, shall staff the academic and invited personnel implementing the program. In case of hiring new academic and invited personnel, he/she shall manage in accordance with the rules defined by the personnel regulations.
- 4.8. Shall collaborate with the Learning Process Administration to provide a semester schedule, identifying the implementer for each component of the program defined in the schedule.
- 4.9. Shall appoint and manage the work of direction supervisors and component curators.
- 4.10. Shall provide the student practice / internship considered by the program.
- 4.11. Together with the Material Resources Service, shall provide adequate inventory and periodic updating of the training laboratories, together with the library, shall provide filling and updating of the library with the literature defined by the syllabi of the program.
- 4.12. Shall review student applications / appeals of the students related to the results of midterm or final exams, shall establish appropriate commissions.
- 4.13. Shall manage the student mobility process in conjunction with the Learning Process Administration, shall define the criteria for recognizing program components. Shall coordinate the process of recognizing items provided by other program managers.

Article 21. Head of Direction (Dean of the Direction)

1. The Head of the Department (Dean of the Direction) is a person with an academic degree.
2. The Head of the Direction shall manage several components of the program, which in total may give a minor specialization; Concentration / specialization / qualification within any program.
3. The Head of the Direction shall be liable for the continuous development of the direction, the content of the program components included in the direction, the logic of their sequence and preconditions, ensuring that the combination of mandatory and elective components achieves the goals of the direction.
4. The Head of the Direction shall be responsible for the proper implementation of the components included in the direction.
5. The Head of the Direction shall appoint the curators of the training components in the direction and manage their work.

Article 22. Curator of the learning component

1. All training components of the current program at UG has a curator.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

2. The curator of the learning component is an academic official.
3. Curator of the learning component:
 - 2.1. Shall manage any component of the program (subject, course, internship)
 - 2.2. Shall participate in the staffing process with the Academic Dean of the program.
 - 2.3. Shall provide the component development, content, teaching methods, literature, involvement of other implementers in the process.
 - 2.4. Shall coordinate the academic activities of the component implementers.
 - 2.5. Shall lead the process of developing midterm and final exam topics.

Article 23. Administrative Dean of the Independent Education Program (IEP)

1. He/she shall represent an independent educational program in official relations, with university stakeholders, and with structural units within the university.
2. Shall be responsible for the implementation of the activities of the independent educational program in accordance with the current legislation, this regulation and other legal acts of the University; On the proper execution of the order of the Rector, the decision of the Board of the Rector, the decision of the Program Development Council.
3. Shall define and manage the marketing and public relations activities of an independent educational program in agreement with the University Marketing and Public Relations Department.
4. Shall define and manage the finances of the independent educational program in agreement with the University Financial Service: Shall manage the annual budget, is responsible for the efficient spending of finances.
5. Shall submit the current tuition fee / amendment draft for the Independent Education Program to the Program Development Board for approval.
6. Shall hire and dismiss the administrative personnel of the independent educational program (in accordance with the rules set forth in the "Regulations of the Educational and Scientific Personnel of the UG").
7. Shall develop incentive / animadverting mechanisms to promote / animadvert the employees and students.
8. Shall submit the parameters of the annual / semester contingent to be accepted for the independent educational program for approval by the Program Development Board and then the Rector's Board.
9. Shall submit the composition of the Claims Board for approval to the Program Development Board for consideration of Master's Candidate Candidates.
10. Shall collaborate with the University Employment and Career Development Service to find potential employers and ensure that the students and alumni communicate with them.
11. Shall find international partners and develop forms of cooperation with them (international internship / employment, student exchange).
12. Shall liaise with the international agents to find international students.
13. Shall take care of the international recognition of the program.
14. Shall submit a report to the Program Development Board at least once a year.
15. Shall be responsible for the proper operation of the UG real estate-movable property assigned to the Program Development Board / Independent Education Program.

Article 24. School / Independent Education Program Manager

1. Shall manage the work of the School / Independent Education Program.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

2. Shall provide communication and feedback with students. Shall listen and record their complaints, recommendations.
3. Shall advise the student in planning the departure process.
4. Shall organize the School Board / Program Development Board meetings. The School / Independent Education Program Manager is the Secretary of the School Board / Program Development Board.
5. Shall liaise with student self-government, act as a liaison between students and the Independent Education Program Administration, and ensure student participation in School Board / Program Development Council meetings and program / programs development.
6. Shall organize the meeting of the Student Credit Recognition Commission, ensure the provision of information to the relevant services in the appropriate form and protocols.
7. Shall monitor the progress of lectures (recording missed lectures, compiling a recovery schedule),
8. shall assist academic personnel in resolving technical or other problems raised during the lecture.
9. Shall perform the role of liaison between the invited academic personnel in administrative-technical matters and the university administration.
10. Shall assist the school director / head of department / administrative dean of the independent education program in administrative-organizational issues.
11. Shall assist the Academic Dean (Program Manager) in creating a semester schedule, registering / canceling groups.
12. Shall book auditoriums, if necessary, agree with auditoriums and other educational units and / or university administration.
13. Shall modify the curriculum from the beginning of the semester, register a new group or cancels the existing one in accordance with the rules of undergraduate and graduate education.
14. By the decision of the school principal / head of department / administrative / academic dean of the independent educational program, shall ensure the supervision of the midterm and final exams in agreement with the educational process administration service.

Article 25. Collegiate Governing Bodies of the University of Georgia:

Collegiate Governing Bodies of UG are:

- Partnership Meeting
- Rector's Board
- Program Accreditation Board (PAB)
- Academic Board
- School Board
- Independent Education Program Development Board (IEP)

Article 26. General rule of decision-making in collegial bodies

1. Unless otherwise provided by the statute of the collegial body, decisions in the collegial bodies shall be taken in accordance with the rules established by this Article.
2. A collegial body shall be authorized if more than half of the full body of the collegial body is present. The decision shall be made by a majority vote of those present. The permanent members of the collegial body shall have the right to vote in the decision-making process.

3. Unless a collegial body decides to hold a secret ballot, the ballot shall be open.
4. Decisions made at the meetings of the collegial body shall be made by a Minutes drawn up by the secretary of the meeting. The Minutes shall be signed by the chairperson and the secretary. The minutes of attendance of the persons present at the session shall be attached to the protocol, which shall be signed by the persons present at the meeting. An online session of the collegial body is allowed, in which case a video recording of the session shall be created.
5. The agenda of the meeting of the collegial body shall be set by the secretary of the collegial body. The members of the collegial body are entitled to apply to the secretary of the collegial body with a proposal to make an addition to the agenda no later than 2 days before the meeting.

Article 27. Rector's Board

1. The Rector's Board is a collegial governing body of the University. The permanent members of the Rector's Board are: Rector, Vice-Rector, School Director, Director of a Scientific Institute, Head of the Educational Process Administration Service, Head of Central Administration. The status of a member of the Rector's Board shall be terminated in case of dismissal from the relevant position. Other persons may be invited to the meeting of the Rector's Board if necessary.
2. Rector's Board:
 - 2.1 Shall approve the draft regulations for undergraduate and postgraduate studies, doctoral studies / draft for amendment in the regulations. If the change does not improve the student's standing, it will take effect from the next academic semester
 - 2.2 Shall approve the draft statute of the teaching and scientific personnel / the draft amendment to the statute.
 - 2.3 Upon mediation of the president or the director of the school, in accordance with the procedure established by law, shall decide on granting or depriving the Honorary Doctor, as well as the Emeritus Degree.
 - 2.4 Based on the proposals of the school director / independent educational program dean, shall approve the number of vacancies according to the educational programs to move from other higher education institutions to the university through mobility.
 - 2.5 Shall approve the parameters of the contingent to be accepted annually / semester at each level of education, based on the proposals of the school director/ independent dean of the independent education program
 - 2.6 Shall approve the amount of current tuition fees for the curriculum, special financial packages based on the proposals of the school director / independent educational program dean.
 - 2.7 Shall make a decision on an educational program grant when the program's potential revenue fails to meet its loss target.
 - 2.8 Shall define the necessary conditions for full-fledged education for the students with special educational needs.
 - 2.9 Shall approve the symbols of the University, university schools (logo, flag, anthem, coat of arms, gown, etc.) on the recommendation of the Rector.
 - 2.10 Upon submission to the Rector, shall review the draft Mission and Vision, shall make changes and additions to it, and send it to the Partners' Meeting for approval.
 - 2.11 Shall approve the strategic goals of the University based on the mission and vision of the University and send it to the Meeting of Partners for approval.
 - 2.12 Shall approve the strategic (7-year) and action (3-year) plans of the University and send them to the partners' meeting for approval.

- 2.13 Shall establish the internal rental of the university infrastructure.
- 2.14 Shall approve the university budget and shall send it to the Partner's Meeting for approval.
3. The meeting of the Rector's Board is convened by the Rector, who is also the Chairman of the Rector's Board. In the absence of the Rector, his / her duties shall be performed by one of the Vice-Rectors / School Directors or a person appointed by the Rector.
4. The Rector is authorized to submit the issue within his/her competence to the Rector's Board for consideration.
5. The agenda of the Rector's Board shall be set by the Head of Central Administration - the Secretary of the Rector's Board. Board members shall be entitled to apply to the Secretary of the Board with a proposal to add to the agenda no later than 1 day before the meeting.

Article 28. School Board

1. The collegial governing body of the University School is the School Board. The chairman of the School Board is the School Director.
2. The School Board consists of: School Principal, Head of Department, Professor, Program Manager (Academic Dean of the Program), Student Representative (one representative from each of the three levels of education (if any) - shall be elected for a term of 1 semester in accordance with the rules established by the Student Affairs Regulations. Vacancy application and registration shall be done through My UG)
3. School Board:
 - (A) Shall approve the draft school budget on the recommendation of the school director.
 - (B) Shall approve the school marketing and public relations plan on the recommendation of the school director.
 - (C) Shall approve the project / program amendments (mission, objectives, learning outcomes, curriculum, component prerequisite / syllabus) upon submission by the Academic Dean / Program Dean, which shall be finally approved by the Program Accreditation Board
 - (D) Shall grant appropriate qualifications to graduates of the educational program.
 - (E) Shall approve the topic of the internal university examination for admission to the Master's program upon the submission of the Program Manager (Academic Dean)
 - (F) Upon the recommendation of the school director / head of department, shall approve the composition of the Board of Claims to consider the claims of the Master's degree candidates;
 - (G) Upon submission by the school principal he/she shall review and submit to the Rector's Board for approval, the parameters of the annual / semester contingent to be admitted to the educational program, the tuition fee for the current educational program.
 - (H) Shall hear the annual report of the school director / head of department.
 - (I) Shall consider issues within the competence of student self-government that require a school decision
 - (J) Shall grant academic and scientific positions to professionally qualified personnel whose qualifications are attested by scientific publications, academic and professional experience, special training, etc.
 - (K) Shall hear the candidate's report at the scientific conference and make a decision on the applicant's funding
 - (L) Shall summon reports on academic or administrative personnel attending a scientific conference or other purpose

(M) Shall exercise other authorities within the scope of the current legislation, this Regulation and the legal acts of the University

Article 29. Independent Education Program Development Board (IEP)

1. The highest governing body of the Independent Education Program is the Program Development Board (PGB)
2. The members of the Program Development Board are:
 - Representative / representatives of UG
 - Other program owners (s) (their representatives).
 - Administrative Dean of the Program
 - Academic Dean of the Program
 - Program Improving Academic Personnel
 - Student self-government representative

A representative of another structural unit of the University may be invited to the Board if necessary.

In resolving the matters referred to in paragraphs (c) and (d), the voting members of the Program Development Board shall be: Representative / representatives of UG and other program owners (their representatives)

3. The Chairman of the Program Development Board is - a representative of UG, the Secretary of the Council is the Independent Education Program Manager
4. The decision of the Program Development Board shall be taken by a majority of votes in the resolution of the matters referred to in paragraphs (c) and (d) - in accordance with the share. A decision requires at least 51% of the total vote.
5. The Program Development Board meets at least once a year. The meeting of the Board can be initiated by the Chairman of the Program Development Board, the Program Owner, the Administrative Dean of the Program, the Academic Dean of the Program
6. A student elected for a period of 1 semester in accordance with the rules of student affairs shall participate in the work of the Program Development Board on the issues provided for in Article 7 (c), (f), (i), (m).
7. Program Development Board:
 - (A) Shall approve the Administrative Dean of the Independent Education Program.
 - (B) The Academic Dean and Manager of the Independent Education Program
 - (C) Shall review and approve the Independent Education Program Development Strategy, Marketing Plan upon submission by the Administrative Dean of the Independent Education Program
 - (D) Shall review and approve issues related to the reinvestment of profits and the distribution of dividends from an independent education program, shall develop a dividend policy, and approve the annual amounts of dividends to be paid or reinvested in earnings.
 - (E) Shall approve the Academic Dean of the Independent Education Program upon submission and shall submit the Independent Education Program, the Independent Education Program Self-Assessment Report, to the Program Development Board for approval.
 - (F) Shall approve the draft of amendments (Mission, Objectives, Learning Outcomes, Curriculum, Component Prerequisite / Syllabus) for approval by the Academic Dean of the Independent Education Program and submits it to the Academic Council for approval.
 - (G) Shall grant appropriate qualifications to the graduates of the educational programs.

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

(H) Shall approve the topic of the internal university examination for admission to the Master's Degree by submitting the Academic Dean of the Independent Educational Program

(I) Upon the submission of the Administrative Dean of the Independent Education Program, shall approve the composition of the Claims Board for the consideration of the applications of the Master's candidates.

(J) Shall review the parameters of the annual / semester contingent to be admitted to the Independent Education Program by the Administrative Dean of the Independent Education Program and submit it to the Board of the Rector for approval.

(K) Shall approve the tuition fee for the Independent Education Program upon submission by the Administrative Dean of the Independent Education Program

(M) Shall listen to the annual report of the Administrative Dean of the Independent Education Program.

(N) Shall make a decision to cancel an independent education program / transfer it to a student mode

Article 30. Program Accreditation Board (PAB)

1. The Program Development Board consists of 7 members, of which 4 are permanent members and 3 are elected. Permanent members of the Board: Vice-Rector for Academic and Scientific Affairs, Head of Quality Assurance Service, Head of Accreditation Department, Head of Authorization Department. 2 elective members shall be elected from the academic personnel for a term of 1 year, one member will be a student of UG elected for a term of 1 semester in accordance with the rules established by the Student Affairs Regulations.
2. The Chairman of the Program Development Board is the Vice-Rector for Academic and Scientific Affairs.
3. The Program Development Board shall approve the educational programs and submit a periodic self-assessment report to the accreditation body for accreditation / re-accreditation.

Article 31. Academic Board

1. Members of the Academic Board: Vice-Rector for Academic and Scientific Affairs, Head of Quality Assurance Service, Director of a School with an Academic Degree (If the school principal does not have an academic degree, then the Academic Board shall be attended by the Head of the Department or Professor of any of his / her academic degrees)
2. The Academic Council is managed by a Vice-Rector for Academic and Scientific Affairs
3. Other persons may be invited to the Academic Board as needed.
4. Academic Board shall:
 - 4.1. Establish the list of compulsory / compulsory elective components for the University (for a group of individual educational programs)
 - 4.2. Approve the school board decisions based on the submission of the school director, which requires approval by the academic board
 - 4.3. Approve the standards developed by the Quality Assurance Service, the evaluation system and the Quality Assurance Service upon submission.
 - 4.4. Decide on the cancellation of an educational program (except for an independent educational program not administered by the school).
 - 4.5. Manage the internal grant fund allocated for scientific-research activities: Define grant competition parameters, identify the winning projects, and allocate financing.

- 4.6. Summon and satisfactorily or negatively evaluate the report on the progress of the grant project, financial expenses, work performed and results.
- 4.7. Summon the report of the person present at the scientific conference, determine the expediency of presenting the results to the wider university community.

Article 32. QMS Quality Coordination Board

1. The Quality Coordination Board is the leading body for the development and implementation of a quality management system according to the requirements of the ISO 9001: 2015 standard. The group is functional and representative. The decision made by the group towards the quality management system shall be binding on the employees.
2. The Quality Coordination Board shall coordinate the creation, agreement, approval of the quality management system documentation. Shall establish accompanying work plans for the development, implementation and operation of the system. The Quality Coordination Board shall analyze the performance of the system, based on which it shall give recommendations to the heads of the services involved in the system on corrective and warning actions.

Article 33. Academic personnel

1. Issues related to academic personnel, including the selection of academic personnel through open competition, are regulated by the UG-Personnel Regulations.

Article 34. Learning Process

1. Enrollment in a student's educational program, student status issues, Bachelor's, Master's, and doctoral studies, including the assessment system are governed by the UG Bachelor's Thesis, the UG Master's Thesis, the UG Doctoral Statute, and the current Georgian By law and university legal acts.

Article 35 Technology Transfer Center

1. The purpose of the Technology Transfer Center is to offer expertise and discovery to the market, to manage and facilitate this process.
2. The functions of the Technology Transfer Center are:
 - Evaluation the commercial perspective of the discovery; Promotion the discovery patents and connection discovery authors with relevant industries.
 - Promoting prototypes - access to infrastructure
 - Offer promising market trends for the science and inventors.
 - Promoting the creation of a commercial team - the creation of startups

Article 36 Startup Factory

Approved by the decision N-35/19 of the Partners Meeting of the University of Georgia LTD

Startup Factory is a multifunctional space for innovation and startup development aimed at promoting and supporting innovative ideas. First of all, the Startup Factory space is designed for university students to develop their own innovative ideas and create startups, however, at the same time, its task is to attract and promote external startups.

[Appendix N-1 Rules for the Prevention and Response to Conflict and Special Situations](#)