

Approved by the Protocol N-35/19 of the Partners Meeting of the University of Georgia LLC  
Changed by protocol N-05/21 of the University of Georgia LLC Partners Meeting  
Changed by protocol N-03/22 of the University of Georgia LLC Partners Meeting  
Changed by Rector's Board Protocol N 12/22 (April 22, 2022)  
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Changed by the Establishing Meeting's protocol N 07/23 (April 10, 2023)  
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## **Management Regulations of the**

**University of Georgia**

### **Functions and Rules of Activity of the Administrative-Structural Units**

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### **Article 1. Status of the University of Georgia and Basics of its Activity**

1. Limited Liability Company "University of Georgia" (hereinafter - "The 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 The University of Georgia
4. The University has an official stamp, logo, bank accounts, official website - [www.ug.edu.ge](http://www.ug.edu.ge) as well as other attributes established for a legal entity.
5. The University acquires rights and obligations in its own name, makes deals and can appear at a court as a plaintiff and a defendant.
6. Proceeding from its objectives, the University operates on the entire territory of Georgia and abroad.

### **Article 2. The University's Supervisory Bodies, Governing Body, and Structure**

1. The university structure includes the university's supervisory bodies, governing body, educational and administrative structural units.
2. The University's supervisory bodies are the Partners Meeting and the Presidents of the University.
3. The governing body of the University is the University's rector.
4. The University's scientific-educational structural unit is the main educational unit - the school / independent (copyright) program.
5. The administrative structural unit of the University is comprised of all other units required for the performance of the University's basic functions.
6. The school headmaster is the governing body of the university's educational structural unit.
7. The vice-rector is the governing body of the university's administrative structural unit.
8. The internal organization and activities of the University's structural units are governed by the University's legal acts.

**Article. 3 University Management Principles** 1. The University ensures the following:

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- 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 for academic staff and students
  - D) Involvement of academic personnel and students in the management process of the University
  - E) Equal treatment regardless of a person's ethnicity, gender, social origination, political and religious views, etc.
  - F) Fairness and transparency of competitions and their publicity
2. According to the regulations of the University's structural entities, no restrictive norms for those principles may be imposed.

#### **Article 4. The University Supervision Bodies - The Partners Meeting and the Presidents**

1. The authorities of the Partners Meeting are defined by the Charter of the University of Georgia LLC (ID 205037137) (hereinafter the Charter), registered at the LEPL National Agency of Public Registry. The Partners Meeting approves the University's annual budget. If the new budget is not approved, the previous year's budget options will be used.
2. The presidents of the University are the persons authorized to administer and represent the University. The Charter defines their authority. Based on this regulation and/or the legal act of the University Presidents and/or the power of attorney of the University Presidents, the governing and representative functions of the University Presidents are transferred to the university's governing body - the rector.
3. The University's presidents, besides the authorities defined by the Charter, supervise the management of the university.
4. The University presidents:
  - 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. They are entitled to receive an activity report from the Rector, either separately or jointly, in accordance with the request.
  - 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. Together with the rector, they co-sign the rector's order and/or

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employment contract on the appointment and dismissal of the school headmaster, vice-rector, director of the independent scientific research institute.

- 4.6. Within their competence, they issue an individual administrative-legal act in the form of an order of the Presidents of the University, the implementation of which is mandatory for the structural units of the University, personnel and students
- 4.7. By the submission of the Rector, they approve the long-term (7 years) strategic and short-term (3 years) action plans of the University
- 4.8. According to the rules established by the General Administrative Code of Georgia, they review an administrative complaint against the decisions made by the subordinate body/official. The administrative-legal act issued by the Presidents may be appealed at a court according to the rules established by law

#### **Article 5. The University's Rector**

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 Partners Meeting appoints and dismisses the rector.
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, s/he 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. Is 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 years) strategic development plan and short-term (3 years) action plan in accordance with the procedure scheduled in the "GU Strategic Planning Methodology and Monitoring Mechanisms

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- 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. Distributes 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, s/he is authorized to establish collegial bodies
- 4.13. Establishes and dismisses temporary commissions
- 4.14. Approves the competition regulations, makes changes/additions to them upon the submission of the Human Capital Development Service
- 4.15. Announces a competition in order to appoint a person to an academic position. S/he is authorized to announce a competition for an administrative position
- 4.16. Chooses and presents the candidacy of the vice-rector and school headmaster to the presidents for approval
- 4.17. On the proposal of the school headmaster, s/he approves the department head.
- 4.18. Co-signs the employment contracts of the school headmaster, vice-rector, and director of the independent scientific-research institute in accordance with paragraph 4.5 of this rule. Co-signs the labor contract of the head of the service, the head of the department, and the head of another structural unit with the vice-rector, and signs the labor contract of the head of the department and the heads of other structural units included in the school structure with the school headmaster. Shall use the authority of an employer in dealing with them
- 4.19. Ensures that the learning and teaching processes are managed effectively. Creates the necessary conditions to ensure high quality of the educational process
- 4.20. Leads the implementation of educational and research policy, as well as the university's worldwide integration and educational service delivery
- 4.21. Issues individual administrative-legal acts relating to student status as prescribed by law
- 4.22. Resolves other matters necessary for the effective management of the university's activities, if they do not represent the authority of another structural unit or official
- 4.23. Signs deals, except for the purchase of a real estate, if its value does not exceed 5000 GEL
- 4.24. Issues an employee's business trip and bonus orders, if the amount to be issued does not exceed 5000 GEL

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5. If the rector is temporarily unable to exercise his/her authority, the vice-rector assumes his/her duties, as established by the rector's decree. In the vice-rector's absence, - another person designated by the rector.
6. The rector's order signs the temporary change of the university rector's workplace (business trip) based on the university's interests.
7. In exceptional circumstances, the rector may make decisions that are beyond his/her credibility. In such a case, the rector is obliged to immediately inform the University's presidents about the essence of the case and his/her decisions, as well as the reasonableness and necessity of that decision.
8. The Central Administration head leads the Rector's office. On the rector's instructions, the head of central administration provides monitoring, management, and analysis of current projects/processes; ensures the management of current activities in collaboration with the University's relevant services/departments; plans official meetings with the rector; informs interested parties of the rector's written and oral decisions; and performs other tasks as assigned by the rector.

#### **5<sup>1</sup>. Central Administration**

1. The central administration's function is to monitor the execution of the rector's instructions to the head of another structural unit and the decisions made by the rector's council.

Analysis of the Monitoring Results.

2. The central administration is led by the administrator. The head of administration is authorized to become acquainted with all ongoing and completed projects/activities in all structural units of the university and to submit to the rector a report on monitoring results.

#### **Article 6. The University's Vice-Rector**

1. The vice-rector is the head of the administrative-structural units. The vice-rector shall manage one or several directions.
2. The vice-rector is accountable to the rector.
3. The vice-rector ensures the effective conduct of activities in the direction subordinated to him/her.
4. The Structural Unit Subordinate to the Vice-Rector is the Office/ Department/Center.

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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 ensures that the structural units subordinate to him/her contribute to the definition and fulfillment of the University's mission and strategic goals. The vice-rector:
  - 6.1.** Participates in the elaboration of the strategic goals and action plan of the strategic development of the University and its subordinate structural units. For this purpose s/he:
    - 6.1.1. Participates in outlining/defining/developing the University's mission, strategic vision goals, and core corporate values in accordance with the established procedure. S/he is responsible for the communication in the subordinate structural units and feedback
    - 6.1.2. Leads the process of developing the goals/sub-goals of subordinate structural units, goal achievement indicators, goal achievement strategy, and action plan to fulfill the university's strategic goals, which are reflected and approved in the university's strategic development (7 years) and action plans (3 years) after passing the appropriate procedure.
    - 6.1.3. Develops a project for revision/change of the goals/sub-goals of structural units subordinate to him, which is reflected in the strategic development (7 years) and action plans (3 years) of the university.
  - 6.2.** Organizes the activities of the structural unit subordinate to him/her and determines the resources needed to achieve the goals. For this purpose s/he:
    - 6.2.1. Develops and submits to the Rector's Board the annual budget/draft budget amendment of the unit entrusted to him/her for approval
    - 6.2.2. Determines the material and technical resources required by the structural units subordinated to him/her for the proper execution of the work, as well as their technical characteristics. In agreement with the Rector, s/he ensures that the structural units entrusted to him/her are acquired with appropriate material and technical resources, in collaboration with the Financial Service, the Material Resources Service, and the IT Infrastructure Development Service. S/he is in charge of periodic hardware upgrades and re-equipment, as well as software upgrades.
    - 6.2.3. Defines the policies and functions of the structural units subordinated to him/her in agreement with the rector.
    - 6.2.4. Develops and submits to the Rector's Board for approval a draft of the addition/dismissal of a new structural unit, as well as a change in function
    - 6.2.5. S/he develops the hierarchy of the structural units subordinated to him/her in consultation with the rector, appoints the heads of the structural units, and ensures the separation of competencies and coordination of activities between them



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6.2.6. Conducts a human resource policy in agreement with the rector. Ensures the staffing of the administrative unit with adequate human resources, and announces a vacancy with the Human Capital Development Service (competition if necessary)

6.2.7. Develops and submits to the rector for approval the draft amendment to the remuneration of the employees in the structural units subordinated to him/her in accordance with the established rules and periodicity

6.2.8. Co-signs the Employment Contract with the head of the structural unit subordinate to him/her with the rector

**6.3.** Issues an individual administrative-legal act in the form of the vice-rector's command, the execution of which is mandatory for structural units and personnel subordinate to him/her

6.3.1. Develops incentive/reprimand mechanisms to encourage/reprimand employees

6.3.2. Submits the initiative to the rector regarding the salary/bonus or other material incentives, appointment/dismissal and increase/decrease in case of an individual employee

**6.4.** Controls 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. Provides 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 GU:

- Vice-rector for Legal Affairs
- Vice-rector in the field of educational process administration and information technologies
- Vice rector in the field of Finance and Economy
- Vice-rector for Marketing, Public Relations and International Relations
- Vice-rector for Academic and Scientific Fields

#### **Article 7. Vice-Rector for Legal Affairs**

1. Manages 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:

- The Legal Service
- Human Capital Management Service
- Medical and Insurance Service

2. 1. The Legal Service

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2.1.1. The service is headed by the head of the legal service

2.1.2. The mission of the service is to:

Ensure that the University's activities are carried out in accordance with current legislation. Form a corporate legal culture at the University that recognizes and protects universally recognized human rights and freedoms; strengthen the principles of the academic freedom, freedom of labor, equality before the law at the University; protection and realization of legal interests of the University.

2.1.3. The service consists of the following Departments

- Legal Department

2.1.3.1.1. The service is headed by the head of the legal service.

2.1.3.1.2. The functions of the department are as follows:

1. Legal support of the University activities
2. Control and coordination of the establishment of the legal system of the University
3. Development/updating of drafting legal documentation (contracts, administrative acts, charters, etc.)
4. 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
5. Analysis of the current legislation, preparation of the relevant proposals
6. Representation of the University, protection of its interests in state, private institutions and courts
7. Bringing university documentation in compliance with the law of the country
8. Providing the issuance and access of the public information

2.2. Human Capital Development Office

2.2.1. The office is managed by the Head of the Human Capital Development Office.

2.2.2. The mission of the office is to:

Ensure that the university's human capital development service develops human capital strategy and policy in accordance with the university's strategic plan. Support the process of local or international certification of educational programs by providing appropriate information or drafting the relevant section of the self-assessment report. Write an analysis of human capital operational processes; develop a talent recruitment and selection strategy in collaboration with the department head; consult the employees on human capital concerns, satisfaction surveys, and relevant measures, and encourage and monitor adherence to the University's established rules of behavior and values.

2.2.3. The service consists of the following Departments

- Department of talent attraction and selection
- Department for administering the human capital

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#### 2.2.3.1. Department of talent attraction and selection

2.2.3.1.1. The department is managed by the head of the Department of talent attraction and selection

2.2.3.1.2. The functions of the department are as follows:

- Together with the Head of Human Capital, develop a talent acquisition and selection strategy
- Defining talent selection criteria in collaboration with the vacancy initiator, as well as drafting, planning, and carrying out essential tools (tests, interviews)
- Facilitate new employee socializing, hold individual meetings, become acquainted with university rules, become acquainted with UG pension system conditions, distribute corporate e-mail phone SIM card, inform about health insurance and Fitpass
- Participation in the organization, planning, and assessment of business and employee welfare events.

#### 2.2.3.1. Department for administering the human capital

2.2.3.1.1. The department is managed by the head of the Human Resources Administering Department

2.2.3.1.2. The functions of the department are as follows:

- Providing the activities related to the registration of a new employee
- Provision of administrative and organizational issues related to employees
- Supporting the process of accreditation of educational programs, updating the personal cases of the employees and submitting them to the relevant services
- Registration, protection, improvement of description and provision of use of personnel documents belonging to the archive

### 2.3. Medical and Insurance Office

2.3.1. The office is managed by the Head of the Medical and Insurance Office.

2.3.2. The mission of the office is as follows:

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 office are to:

- Select the optimal insurance company for the health insurance for the University personnel and students
- Create an optimal health insurance package for the University personnel and students
- Coordinate the relations between the University personnel and students with the insurance company
- Promote a healthy lifestyle and disease prevention

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- Provide the first aid to University personnel and students
- Monitore 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 offices. Responsible for the complete informatization of the mechanisms of the educational process administration and finding innovations in the field of information technologies, agreeing them with the administration and introducing them to 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 Office
  - Database Development Office
  - Web Technology Development Office
  - IT Academy

### **2.1. Teaching Process Administration Office**

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

2.1.2. The mission of the office is as follows:

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

2.1.3. The functions of the office are to:

- Manage the students' personal records, grant/suspend/cancel a student's 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
- Print and issue diplomas
- Manage of the semester pay sheets
- Ensure the work of the examination center, monitor the midterm and final examinations and assessments
- Administrate the defending the Bachelor's and Master's thesis
- Doctoral Administration
- Draw up orders related to the student's status, management of documentation, demonstration
- Manage the internal and external registry

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- Provide information on student's semester registrations to the UG Financial Services for transferring the tuition fees
- Develop the academic calendar, prepare the semester timetables with UG schools / departments / Independent Education Program Administration
- Ensure that contracts with students are signed
- Carry out the correspondence, issue notices
- Register, protect, elaborate the description and use of documents belonging to the archive

## 2.2. IT Infrastructure Development Office

2.2.1. The office is managed by the Head of the IT Infrastructure Development Office

2.2.2. The mission of the office is to:

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

2.2.3. The functions of the office are to:

- Select the appropriate computer hardware settings for each workplace and, accordingly, participate in the process of purchasing the desired hardware, deliver computer hardware and software, and to connect them to the Internet
- Ensure proper operation of the hardware and Internet connection at the University, hardware or software upgrades
- Print and photocopy equipment service with components, provide cartridges for them
- Carry out an annual inventory of the hardware of the University
- Supervise the servers and ensure that the information and communication technologies (computers, switches, networks, systems) in the University system operate properly
- Provide protection against accessing the server
- Network 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 Office

2.3.1. The office is managed by the Head of the Database Development Office

2.3.2. The mission of the office is to:

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

2.3.3. The functions of the office:

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- SQL Server and database maintenance
- Providing SQL Server security
- Providing SQL Server automation
- Monitoring the SQL Server and taking care of its optimization
- Controlling the process of creating and restoring of backups
- Creating new databases and preparing various procedures, requests or reports as needed

#### 2.4. Web - Technology Development Office

2.4.1. The office is managed by the Head of Web Technology Development Office.

2.4.2. The mission of the office is as follows:

Creating websites for the University and its departments from a technical standpoint in order to ensure their correct operation and protection against unauthorized access.

2.4.3. The functions of the office are to:

- Create websites for the university and its departments
- Provide of the protection against access, periodic testing for vulnerabilities which might be used by a third party
- Control of backup storage mechanisms
- Control of the versions
- Manage the 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 as follows:

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

2.5.3. The functions of the department are to:

- Create the University and certification courses
- Plan-develop and hold various IT events - conference/seminar/festival, participation in various IT events

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

1. Leads the University's economic activities, security, finance accounting and management. Manages the University's relationships 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 Office
- Material Resource Management Office
- Protection and Occupational Safety Office
- Publishing house

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- Front Office
- Service Development Office

### 3. Financial Office

**3.1.** The office is managed by the Head of the Financial Office.

**3.2.** The mission of the office is as follows:

The office's mission is to provide financial and managerial accounting and reporting of the University's economic operations, as well as periodic external audits, in order to fulfill tax obligations in good faith; to ensure settlements with accountable persons, financial planning of university activities, analysis, evaluation of investment projects, and the identification of financing sources.

**3.3.** The office consists of 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 to:

- Provide financial accounting of the economic transactions according to the International Accounting Standards and manage the accounting documents
- Prepare an annual financial statements (including consolidated statements) (profit and loss statement, balance sheet, cash flow statement)
- Prepare the tax returns, sending them to the relevant authorities
- Calculate and ensure the fulfillment of Tax Liabilities
- Calculate monthly salary, the tax and other expenses related to it defined by the legislation, preparation of pay sheets and securing the payment
- Identify accountable persons and ensure timely payment
- Calculate students' current debts each semester (at other times if required)
- Register, protect, elaborate the description and use of archive documents

#### 3.3.2. Cashier

**3.3.2.1.** The department is managed by a chief cashier

**3.3.2.2.** The functions of the department are as follows:

- Maintenance of Cash Book
- Issuing the amount for sub-calculation in accordance with the chief accountant's directives
- On the chief accountant's directions, money are issued from the cash register to accountable personnel.
- Performing bank transactions in accordance with the chief accountant's instructions

#### 3.3.3. Department of Financial Management

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3.3.3.1. The department is managed by a financial manager.

3.3.3.2. The functions of the department are to:

- Develop a financial development plan in accordance with the strategic development plan of the university
- Prepare a draft the annual budget of the University
- Analyze the budget data and actual performance/mistakes, periodically correct the budget
- Coordinate and monitor the budgets of the university's structural units and educational programs
- Carry out management accounting, calculate the cost of the University Services, analyze the financial performance
- In accordance with the University's Strategic Advancement Plan, search the finances, analyze the financing options, select the optimal financing
- Interact 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
- Select a potentially interesting investment projects, develop/manage an investment portfolio project

#### **4. Material Resources Management Office**

4.1. The office is managed by the Head of the Material Resources Management Office

4.2. The office's mission is to:

effectively manage the university's material resources, to develop a strategic vision of economic activity, to create conditions for study, work, and scientific-research work for university staff and students, and to ensure the university's infrastructure is in compliance with Georgian and international accreditation standards.

4.3. The office consists of the following Departments

- Supply Department
- Economic Department
- Infrastructure Monitoring and Hygiene Control Department
- Car Park

4.3.1. Supply Department

4.3.1.1. The department is managed by the Head of the Supply Department

4.3.1.2. The functions of the department are as follows:

- Supplying the university with all kinds of necessary inventory
- Making the necessary purchases for the University
- Price analysis of the goods/services to be purchased and, if necessary, tender announcement

4.3.2. Economic Department



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4.3.2.1. The department is managed by the Head of the Economic Department

4.3.2.2. The functions of the department are to:

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

4.3.3. Infrastructure Monitoring and Hygiene Control Department

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

4.3.3.2. The functions of the department are as follows:

- To monitor the proper condition of the infrastructure on the territory of the University and keep it in the proper condition by means of communication with the relevant services.
- To ensure that the University territory is clean, pay attention 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 to:

- Provide constant service to 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 that the vehicles are maintained (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 submit the relevant proposals to the superior official on replacement of the damped vehicle

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- Make a vehicle operation schedule
- Ensure compliance with the current country regulations regarding vehicle service, operation and technical requirements

## 5. Protection and Occupational Safety Service

5.1. The service shall be managed by the Head of the Security service

5.2. The office's mission is to:

Ensure the safety of university staff, guests, and students; to protect order and material property owned by the university, as well as to ensure fire safety; to prevent conflict situations; and to minimize physical damage to university personnel and property in conflict, disaster, and emergency situations. Ensuring Labor Safety.

5.3. The office consists of the following Departments:

- Security Department
- Department of Occupational Safety 5. 3.

### 1. Security Department

5.3.1.1. The Head of Security oversees the department

5.3.1.2. The functions of the department are as follows:

- 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 accidents and emergencies (in accordance with the Rules of 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 as follows:

- Keeping employees and other people in the workplace safe against physical, chemical, and biological risks, as well as preventing health hazards
- Workplace accident registration
- Recording the occupational diseases and dangerous cases 6.

Publishing House

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

**6.2.** The office's mission is to

publish and distribute university scientific journals, study guides, books, monographs, promotional printed materials.

**6.3.** The office consists of the following Departments:

- Editorial Department
- Printing house
- Book and Stationery Shop 6. 3. 1.

Editorial Department

6.3.1.1. The department managed by the Head of the Editorial Department.

6.3.1.2. The functions of the department are are:

- Prepare the publication of scientific journals, textbooks, books, monographs, advertising printed materials, etc., edit and proofread, as well as to participate 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 to:

- Print the literature and other materials prepared by the University Publishing House
- Carry out Polygraphic Activities

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 to:

- Distribute the material published by the UG
- Provide textbooks for students and academic personnel with the study component syllabus
- Ordering, stocking and delivery of foreign literature required by the curriculum of the study component to students and academic staff
- Communication with local and foreign publishing houses

7. Front Office

**7.1.** The office managed by a front-office Manager.

**7.2.** The office's mission is to provide consistently high-quality services to existing and potential students/lecturers and other interested parties;

**7.3.** The functions of the office are as follows:

- providing information to Georgian and foreign students and other interested persons about study programs, enrollments, tuition fees, duration of study and other services of the university;
- Registration of internal, incoming/outgoing correspondence in the university, journaling and forwarding;

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- Communication with the post office and courier companies;
- Assisting the lecturers, eradication of the problems that occur during the classes, changing the classrooms and their provision with remote controls, markers and other means;
- Preparation of certificates for local and foreign students, checking the payments at the finance service and their issuance
- Answering the incoming messages on mail and UG system;
- Performing other tasks by the head 7.4. The office

consists of the following Departments:

#### 7.4.1. Call Center

7.4.1.1. The main functions of the Call Center are as follows:

- answering the incoming calls and giving the information to interested persons about the University services.
- Preparing the answers and answering the incoming messages via online communication

#### 8. Service Development Office

**8.1.** The office is managed by the Head of the Services Development Office

**8.2.** The office's mission is to Improve the quality of the University services and their monitoring.

**8.3.** The functions of the office are as follows:

- A study of the quality of services offered to university students, workers, and other interested parties.
- Making suggestions regarding the quality improvement
- Service quality monitoring
- The service quality Improvement
- Carrying about optimization of the service processes
- Evaluation of the service supporting personnel (front desk)
- Developing the documentation on the service standards and policy
- Learning and establishing the best service practices
- Participating in the review of students' complaints received in the name of the rector and making appropriate recommendations
- Handling complaints received through various communication channels and producing periodical reports for management
- Participation in the organization of student registration and orientation days, as well as providing the service trainings for the participant.

#### **Article 10. Vice-Rector for Public Relations, Marketing and International Affairs**

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1. Manages 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 Office
  - International Students and International Affairs Office
  - Employment and Career Development Support Center
  - Graduates and Student Activities Center

and Marketing Service

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

**3.2.** The office's mission is to protect the university's image by providing publicity and important information to the target audience in the proper form, through the relevant channels, and with the appropriate intensity.

**3.3.** The office consists of the following Departments:

- Public Relations Department
- Marketing Department
- Regional Offices

**3.3.1.** Public Relations Department

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

**3.3.1.2.** The main functions of the department are to:

- Effectively communicate with the university community (management, academic and administrative personnel, students, their parents)
- Media Relations
- Burnish 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
- Monitor the information distributed about the University through the media as well as to reveal important facts that affect the reputation of the University and respond accordingly
- Execute the University information campaign, distribute press releases and similar information as needed

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- Coordinating activities in terms of public relations of the UG schools, departments and Independent Educational Programs

### 3.3.2. Marketing Department

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
- Managing 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 Offices

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 implementation of various PR activities in the regions
- Communication with public and private schools in the regions
- Organizing the University supporting events in the regions

### Students and International Affairs Office

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

**4.2.** The office's mission is to Interact with international partners, ensure the university's involvement in international projects, promote the student and personnel exchange programs, attract and care for international students

**4.3.** The main functions of the office are:

- Searching and connecting the international partners (universities, state institutions, international organizations/corporations etc.)

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Signing and following the cooperation memorandums with the respect schools/departments/offices of the university

- 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

Promotion of employment and career growth of the students and graduates

5.3. The functions of the center are as follows:

- 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
- Consulting students on 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 organizing the training courses for the students to organize their own portfolio and develop the skills needed for employment

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- In collaboration with the Head of the School Department / School headmaster 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 to maintain continuous contact with students/graduates and involve them in the current university life; to coordinate and support exciting extracurricular sports, cultural, adventure activities and initiatives, as well as self-governing student clubs

6.3. The functions of the center are as follows:

- 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 the university life and diversification of 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 leads the scientific-research and academic activities of the University. S/he is 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 subordinating to pro-rector

- Quality Assurance Office



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- UG Scientific-Research Institute (UGSRI)
- Library
- Department of Culture and Sports
- Education and Research Development Office 3. Quality

#### Assurance Office

**3.1.** The service shall be managed by the Head of the Quality service

**3.2.** The office's mission is to

Assure the quality of the University educational programs, to set standards for the academic activity, to measure and monitor the implementation quality

**3.3.** The office consists of the following Departments:

- Authorization and Accreditation Department
- International Accreditation Department
- Quality and Internal Processes Provision Department

**3.3.1.** Authorization and Accreditation Department Functions:

- 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
- During the intensive phase of the authorization preparation process, the authorization group created by the rector's order, 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

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- Ensure compliance with the requirements set by the law in case of adding a program with authorization
- 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
- 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
- Monitoring the provision of post-authorization processes (continuous evaluation, working on the intermediate evaluation etc.)
- Working on the institutional evaluation of the University with the employees of the International Accreditation Department
- Introducing new accreditation standards (as well as internal standards) to the university community, giving appropriate explanations if necessary, organizing discussions
- Ensure the establishment of accreditation experts body (UG authorized accreditors)
- Based on the request of the School headmaster / 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: Organizing the preparation of the respond letter if necessary; preparing and submitting the issues and documents to be presented to the Authorization Board and

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Managing their implementation; managing the implementation of recommendations in case they have been given;

- Providing the 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
- Analyze the legal documents and accreditation standards established by Georgia legislation, and assess 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
- Working on the international accreditation with International Accreditation Department office
- Providing the further processes of the program accreditation such as continuous self-assessment with the Department for Internal Processes Quality Assurance etc.

3.3.2. The functions of the International Accreditation Department are as follows:

- Finding recognized international accreditation organizations and providing information about them to the relevant schools.
- Acquaintance with the relevant organization's international accreditation standards for the university community, and, if necessary, providing appropriate explanations and communicate with this organization.
- Managing and monitoring the relevant department for finding the international accreditation.
- Hearing the periodical accounting from the respect department regarding the international accreditation procedures.
- Organizing the submission of the relevant documentation to the relevant international accreditation organization and arranging the visits.
- Response to experts conclusions, arranging the preparation of a reply letter with the respect school/department.
- Facilitating and monitoring the implementation of recommendations if they have been given.
- Arranging the database of obtained international accreditations.

3.3.4. Quality and Internal Processes Provision Department

- Analysis of authorization and accreditation standards set by the legislation of Georgia, assessment of their impact on educational programs. Introduce the results of the analysis to the relevant structural units
- Monitoring of 

The	The	Given	During	accreditation
implementatio	recom			
n of	menda			
process	tions			
- Monitoring 

The	The	Given	During	accreditation
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process

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- Cooperation in the process of the institutional evaluation together with the International Accreditation Department
- Cooperation in the process of an international accrediting together with the International Accreditation Department
- Cooperation with the University's qualities in order to provide the continuous cycle of the quality process, twice in the term or maximum once a year
- Monitoring by the schools of the implementation of direct and indirect methods determined by the program provision based on the internal quality platform
- Providing the feedback on the research results - both the results of the program evaluation as well as those of the institutional evaluation.

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:

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

4.3. The following subordinate the Scientific Research Institute:

- Scientific-Research Projects Commission
- Institute of Mathematics
- Institute of Economics
- Institute of Religious Freedom
- Institute of Innovative Systems and Strategic Studies
- Department of the Academic Personnel Development and Project Management
- Editorship(s) of the scientific journals;
- UG Olympic Center
- Tamar Beradze Georgian University
- Vladimer Sanadze Physics Institute
- Information and Communication Technologies Institute

5.1. The office is managed by the chief librarian.

5.2. The office's mission is to collect and catalog educational and scientific literature defined by university curricula, as well as printed, audio, and digital materials of classic research and educational literature in various fields. Provide access to international library online centers/databases and provide library services for the students and faculty.

5.3. The functions of the office are as follows:

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- 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
- Coordination of activities with the library, creation and management of exchange funds between the libraries
- Serving customers by issuing a library document on site as well as 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 office's mission is to promote the active involvement of students in cultural and sports activities and arrange cultural and sports activities for this purpose.

6. Education and Research Development Office

6.1. The office is managed by the Head of the Education and Research Development Office.

6.2. The objective of the office is to communicate with donor organizations; submission of grant applications, their representation and management; providing the involvement of international experts into grant programs/projects.

6.3. The Strategic Research Center

- Subordinates the office.

6.3.1. The strategic research center's function is to prepare university strategic initiatives based on an analysis of best international practices. The initiatives mentioned above will be considered when determining the university's priorities and, if necessary, when updating the university's strategy. In addition, the center will update and optimize the university's practices based on an analysis of the best international practices. The initiatives shall be reviewed with all the units (academic as well as administrative) of the University at strategic development meetings.

**Article 111. Removed**

**Article 12. University Service**

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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 following can be the structures subordinated to the office: Department, center, office
6. The service is be managed by the office head

### **Article 13. The University Office Head**

1. Is 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. Is accountable to the Vice Rector.
3. participates in the development and implementation of the strategic and action plans of the University:
  - 3.1. Develops 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. Develops 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. Submits proposals to the vice-rector on changing the goals/sub-goals/tasks of the structural units subordinated to him/her
  - 3.4. Provides 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. 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. Participates in the competition commission / interview process related to the hiring of a new employee subordinate to him / her
  - 3.7. Develops and submit the draft annual budget of the Service to the Vice Rector for approval
  - 3.8. Directs, coordinates and controls the activities of the subordinate structural units (department, center, office, etc.)

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#### **Article 14. University Department**

1. The department is an administrative-structural unit within the university office that is involved in the activities of the service in a specific direction.
2. The department ensures that the specific goals/sub-goals/tasks/activities of the service defined by the university's strategic and action plans in the relevant direction are met.
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 is managed by the Department Head.

#### **Article 15. Head of the University Department**

1. Is 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. Accountable to the head of the relevant office.
3. participates in the development and implementation of the strategic and action plans of the University:
  - 3.1. Develops department-specific targets (as well as their performance indicators) in collaboration with the Head of Service, the achievement of which will 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. Develops 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)
  - 3.3. Submits proposals to the service's head for changing the goals/sub-goals/tasks of structural units subordinated to him/her
  - 3.4. Mobilizes 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. Addresses 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. Participates in the competition commission/interview process related to the hiring of a new employee subordinate to him/her
  - 3.7. Participates in the process of drafting the service budget

#### **Article 16. University School**

1. The school is the center of the University competence in a certain direction



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2. The school is accountable for the creation/accumulation of knowledge/competence in relevant areas, as well as the relevance and quality of the school's research and 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 is autonomous in the implementation of the key activities, as well as in the definition of the personnel policy, marketing activities, public relations and financial management
6. The structure of the school consists 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. The Center for Economic Freedom
    - 9.1.6. Administrative Sciences Research Center
  - 9.2.** School of Law:
    - 9.2.1. Law Department
    - 9.2.2. International Business Law Department
    - 9.2.3. UG Legal Aid Clinic
      - 9.2.3.1. The clinic is managed by the head of the UG Legal Aid Clinic.
      - 9.2.3.2. The mission of the clinic is to provide legal consulting services to individuals and legal entities on private and public legal issues, as well as representation in various bodies (including courts) and clinical training for University of Georgia Law School students
  - 9.2.4. Independent Research Institute (Think Tank) - Gnomon Wise
    - 9.2.4.1. The institute is managed by the director of the School of Law

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9.2.4.2. The mission of the institute is the Institute's mission is to generate knowledge through multifaceted, reliable, and qualified research that will contribute to each person's well-being

9.2.4.3. Functions of the Institute are as follows:

- 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

9.2.5. Georgian, German, and International Criminal Law Institute: The institute's researchers ensure the development of research activities and the production of knowledge within the scope of the institute's goal. The activities of the Institute are coordinated by the head of the Institute, who is appointed by the rector on the recommendation of the headmaster of the School of Law. The main functions of the institute are conducting research activities, which include conducting academic (basic) and applied studies on Georgian, German, and international criminal law issues; preparing recommendations; and publishing various types of publications. Distribution of the institute's knowledge entails sharing the institute's knowledge with the target audience through public lectures, workshops, or other means, strengthening the Law School of the University of Georgia's international relations, promoting exchange programs, and obtaining international or local research grants. The expansion of the academy's role in public policy implies the promotion of public policy based on academic knowledge.

9.2.6. The TOLES Legal English Language Center is headed by coordinator

The main functions of the center are to attract students to legal English language courses, to teach two levels of legal English language courses via foreign professors, to organize the TOLES second level international certificate exam for legal English language certification and to send the results to Britain for evaluation, and to organize TOLES legal English language courses. Cooperation with donor organizations for the state and other bodies in order to propose and fund joint projects.

9.2.7. Quality Coordinating Council for QMS.

The quality coordination group is the primary body in charge of developing and implementing the quality management system in accordance with the ISO 9001:2015 standard. The group is chaired by the Law School's headmaster,

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who appoints a representative - the QMS leader. The working group consists of the owners of quality management system processes, service heads, and accountable persons appointed by the rector of the University of Georgia in consultation with the director of the law school. The Quality Coordination Group oversees the development, agreement, and approval of quality management system documentation. It establishes accompanying work plans for the development, implementation and operation of the system. The Quality Coordination Group analyzes the system's performance and makes recommendations to the heads of the services involved in the system for corrective and warning actions based on that analysis.

9.2.8. Human Rights Center. The Human Rights Center's mission is to promote human rights education and access to quality education while also spreading knowledge about human rights, freedoms, and other democratic values and encouraging civil activism and initiatives. Enhancing human rights law as an academic discipline in universities and encouraging student participation; Human rights research and protection through advocacy, monitoring, and legal assistance; Inclusion in the process of human rights education and professional development of academic staff and school teachers in human rights teaching issues are encouraged.

### 9.3. The school of Social Sciences

#### □ Department of Psychology

- o Psychological Counseling Center - goal of the center is to provide individual consultation and therapy and a group therapy; to conduct targeted thematic trainings and preparation and issuing of psychological researches. The center allows the psychological faculty students to be involved in various activities and acquire professional and practical skills.

#### □ Department of Politics and International Affairs

- o Analytical Center UG Security Platform (UGSP). The goal of the center is 1. To enhance the defense and security sector of Georgia in order to reveal the national security and defense challenges and to analyze them as well as to debate on defense and foreign policy issues; 2. Contribute to Georgia's intellectual role within NATO and the EU by conducting forward-thinking and innovative research, policy ideas, and strategic solutions for the common European and transatlantic security and defense agendas; 3.

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Raising public awareness and stimulating research and public debate on security, national and social security, and resilience; including security and good governance, institutional and sustainable development from a regional standpoint; 4. Investigating new approaches and approaches to the complex issue of regional security and, as a result, contributing to regional and interregional intellectual cooperation.

- o Nationalism and Ethnicity Study Center (UG NESCS) - The Nationalism and Ethnicity Study Center is a research and review platform for issues of nationalism, ethnic belonging, and migration. The Center addresses a wide range of issues concerning nationalism and ethnicity, such as the role of nationalism in history and contemporary politics, the role of ethnic conflicts, and interstate and intrastate integration and mobility processes.
  - o The Center for the Study of Ethnicity and Multiculturalism - the Center's mission is to provide academic support to both students and researchers, as well as to encourage research on ethnical politics and nation-building issues. The unique materials, ancient and modern literature preserved in the Center's library are a valuable resource for political decision-makers, human rights defenders, representatives of international organizations, and others.
  - Journalistic and Mass Communications Department
    - o Investigative Media Laboratory - The Investigative Media Lab's mission is to promote investigative journalism, increase its impact, and prepare the next generation for in-depth investigations; to promote freedom of information and free access to public information.
  - UGTV studio is a TV studio, which is equipped with modern multimedia technologies. Students and professors continuously produce audio and video materials.
  - The Media Center is a resource center for students in the Department of Journalism and Mass Communications to improve and develop their professional skills. It also produces a variety of multimedia content and products.
- 9.4. School of Health Sciences:**
- Department of Medicine
  - Department of Dentistry

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- 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
- Institute for Global and European Health Education and Research
- 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 Sciences**

- Archeology, Anthropology and Arts Department
- Department of History
- Department of Georgian Philology
- European Languages and Philology Department
- Department of Oriental Studies
- Architecture and Design Department
- Department of Architecture
- Archaeological Museum
- International Center of Archeology
- UGPried Center
- Sarah Ben Shemesh Center for Israel Studies
- Hall of Iran
- UG Archy Project
- UG Development Center
- Turkish Cabinet
- The Institute of Georgian Studies named after Tamaz Beradze is accountable to the School of Arts and Humanities within its competence.

#### **9.6. School of Science and Technology**

- Department of Mathematics
- Department of Engineering

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- Department of Informatics
- Department of Natural Sciences
- Engineering Laboratory
- Laboratory of Robotics and Electronics
- Laboratory of Physics
- Laboratory of Chemistry
- Laboratory of Microbiology
- The Vladimer Sanadze Institute of Georgian accountable to the School of Sciences and Humanities within its competence.
- The Institute of Information and Communication Technologies is accountable to the School of Science and Technology within its competence.
- Quantum Calculations and Artificial Intelligence Center

#### **Article 17. School Director of the University School Headmaster**

1. The school headmaster executes the management and representative authority of the school. The school headmaster 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 headmaster:
  - 3.1. Is 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. Is liable for the sustainable development of the school
  - 3.3. Participates in the execution of the University's strategic development and action plan
  - 3.4. Develops and submits the school strategic/action plans to the School Board for approval according to the University Strategic Development Plan. Defines the role of the school and its structural units in the implementation of the goals set by the University Strategic Plan; is responsible for achieving the goals set by the Strategic and Action Plans and the proper implementation of activities
  - 3.5. Within his/her competence, issues an individual administrative-legal act - an order, which regulates the legal issues related to the school activities
  - 3.6. Ensures the effective process of the school activities, coordinates the work of the structural units of the school - departments, scientific-research centers, etc.
  - 3.7. Develop the school structure/a draft of amendments to it and submits it to the Rector's Board for approval

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- 3.8. Autonomously or in agreement with the UGSRI, conducts the school scientific-research activities; is responsible for the quality of the school scientific-research projects and educational programs
- 3.9. Defines and manages 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. Determines and manages the school finances, identifies 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. Submits 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. Submits a draft of ongoing tuition fees and financial packages for school / department educational programs to the Rector's Board for approval
- 3.18. Is liable for the proper operation of the school real estate and movable property
- 3.19. Controls 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

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3. The Department is 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 ensures the achieving the school goals in the relevant direction
5. Within the school, the department has 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. Represents 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. IS 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. Ensures the efficient running of the department, coordinates the work of the structural units of the department.
  - 4.3. Participates in defining school goals, sub-goals, objectives and activities, targets and performance indicators. Develop them accordingly the department's targets, tasks and activities and is responsible for their implementation.
  - 4.4. Develop the school structure/a draft of amendments to it and submit it to the Rector's Board for approval.
  - 4.5. Manages the scientific activities of the department, submits research directions and topics to the school board.
  - 4.6. Is 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. Is 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. Agrees with the school director on the parameters of the department's revenue budget (school contribution, school donation amount).



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- 4.9. Develops a draft of the current tuition fees and special financial packages for the training program managed by the department.
- 4.10. Develops and sends 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. Manages the annual budget of the department and is responsible for the efficient spending of finances.
- 4.12. staffs/renews 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. Staff/update the administrative personnel of the Department in accordance with the rules defined by the personnel Regulations.
- 4.14. provides the necessary conditions for the professional development of the academic and invited personnel.
- 4.15. develops incentive / animadverting mechanisms to promote / animadvert the employees and students.
- 4.16. is liable for the proper operation of the school real estate and movable property.
- 4.17. appoints / dismisses the head of the department / module (Dean of the department), the component curator and promote their activities. In case of hiring a new employee, s/he is guided by the rules defined in the internal regulations of the UG. appoints / dismisses the program manager (academic dean) in agreement with the school director.
- 4.18. manages the process of selling competencies for ongoing educational programs at the University.
- 4.19. The Competency Officer establishes a Student Complaints Review Commission based on a referral from the Program Manager.
- 4.20. participates in the discussion of the project of creation / amendment of the educational program / component.
- 4.21. takes care of the internationalization of the Department in cooperation with the International Students and International Relations Office: Participation in international projects; participation in academic and scientific personnel exchange programs; encouragement of international scientific projects and collaboration; identification of international partners and development of forms of cooperation with them (international practice/employment, student exchange); interacts with international agents to find international students Ensures that educational programs administered by the department are recognized internationally.
- 4.22. Will locate and communicate with potential employers of students and graduates of educational programs administered by the department

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in collaboration with the University's Employment and Career Development Service.

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

1. The academic dean of the program is a university academic who appoints the head of the department and the curator of the component.
2. Invited personnel with relevant competence may be designated as co-leaders of the program based on the program's needs, in addition to the program leader described in paragraph 1 of this article. For the purposes of this provision, all Program Co-Directors shall equate to the Academic Dean of the Program.
3. The school council approves the candidacy of the academic dean of the program on the recommendation of the department head (if the program does not belong to any department - on the recommendation of the school director) (in the case of DSP, which is not administered by the school/department, the head of the program is appointed by the PG).
4. Academic Dean of the Program:
  - A) Manages the program and ensures that the Program Development Board runs smoothly.
  - B) He leads the program's self-evaluation process with the participation of interested parties, and as a result, he prepares a self-evaluation report in accordance with the form established by the relevant local or international crediting body.
  - C) Ensures that academic and visiting staff, potential employers, students, graduates, and other interested parties are involved in the program development process.
  - D) Ensures that appropriate research (market research, employer research, graduate research, etc.) is conducted for program development.
  - E) Supervises whether the evaluations required by the regulation have been completed, provides an analysis of the material obtained through the indirect evaluation of program results, and submits a draft of possible changes to the Program Development Council based on the analysis.
  - F) Carries out the internationalization of the program, the attraction of international academic staff, and the encouragement of student and academic staff exchange programs with the involvement of relevant services.
  - G) submits a project of changes to the program to PGS for approval.
  - H) Submits for approval the topic of the internal university exam acceptable for the master's degree to the school council

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(in the case of DSP, which is not administered by the school/department - PGS).

J) It recruits academic and guest staff to implement the program with the help of competence centers and the human resources management service.

K) It ensures the drawing up of the semester table, the determination of the implementing person for each component of the program defined by the table, the modification of the study table from the beginning of the semester in accordance with the rules outlined in the regulations of undergraduate and master's education, the registration of a new group or the cancellation of the existing one in collaboration with the educational process administration service.

L) Ensures the implementation/internship of the educational program's practical components for the required contingent of students, as well as the development of the program's capabilities in this direction and collaboration with potential employers.

M) Determines the book fund required for program implementation and ensures its renewal and development with the participation of relevant services.

N) Considers student applications/appeals, including student complaints about midterm and final exam results, and establishes relevant commissions.

O) It manages the process of student mobility and coordinates the recognition of educational components implemented within the program, including when the educational course is offered to students within the framework of another academic program, in addition to the service of educational process administration.

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

1. The department head is a person with an academic position at UG.

2. The Head of Department oversees a number of program components that, when combined, may result in a minor specialty/concentration/specialization/qualification within any program.

3. The department head is responsible for the department's continuous development, compliance with national and international standards, the content of the program components included in the department, the logic of their sequence and prerequisites, and ensuring the department's goals are met by combining mandatory and optional components.

4. The department head is responsible for

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the timely implementation of the department's components.

5. The curators of the educational components included in the department are appointed and led by the department's head.

#### **Article 22. Curator of the learning component**

1. All training components of the current program at UG have a curator.
2. The curator of the learning component is an UG academic official or invited staff
3. Curator of the learning component:
  - A) Directs the progress of any of the program component (subject, overseeing, practice/internship).
  - B) May participate in the process of staffing the training component implementers with the academic dean of the program.
  - C) Ensures that the component is developed, that content, teaching methods, and literature are updated, and that other people who are implementing the component are involved in this process.
  - D) Leads the development of questions for midterm and final exams. E) Reviews the syllabus of the study component at the end of each semester and, if necessary, submits a draft of changes to the program head/academic dean. Uses learning outcomes assessment analysis, among other things, to determine the need for change.

#### **Article 23. Administrative Dean of the Independent Educational Program (IEP)** 1. IEP administrative dean:

- A) Represents IEP in official relations, with university stakeholders, and with university structural units.
- B) is in charge of carrying out IEP activities in accordance with applicable legislation, this regulation, and other university legal acts; On the orderly execution of the rector's order, the rector's council decision, and the PGS decision.
- C) Determines and directs IEP's marketing and public relations activities in collaboration with the university's marketing and public relations department.
- D) Determines and disposes of IEP funds in accordance with the university's financial service: is in charge of establishing the annual budget and ensuring that funds are spent effectively.
- E) Hires and fires IEP administrative personnel (in accordance with the "Staff Regulations of the SU").

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- F) Creates incentive and reprimand mechanisms for employees and students.
- G) Submits the parameters of the IEP-acceptable annual/semester quota for approval at the PGS and then at the Rector's Council.
- H) Submits the board to IEP for approval. The board reviews masters candidates' claims.
- I) Searches for potential employers and ensure that students and graduates communicate with them in collaboration with the university's employment and career development service.
- K) Finds international partners and develops forms of cooperation with them (international practice/employment, student exchange) in collaboration with international students and the international relations service.
- L) Communicates with international agents to find international students in accordance with the International Students and International Relations Service.
- M) Is responsible for the program's international recognition in accordance with the International Accreditation Service.
- N) Submits a report to the Program Development Board at least once a year.
- O) Is liable 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. Manages the work of the School / Independent Education Program
2. Provides communication and feedback with students. Listens to and records their complaints, recommendations.
3. Advises the student in planning the departure process
4. Arranges the School Board / Program Development Board meetings. The School / Independent Education Program Manager is the Secretary of the School Board / Program Development Board
5. Manages student government relations, serves as a liaison between students and IEP administration, and ensures student participation in School Council/PGS meetings and the program/s development process.
6. Arranges the meeting of the Student Credit Recognition Commission, ensures the provision of information to the relevant services in the appropriate form and protocols.
7. Monitors the progress of lectures (records missed lectures, compiles a recovery schedule),

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8. Assists academic personnel in resolving technical or other problems raised during the lecture
9. Serves as a liaison between invited academic personnel and university administration in administrative-technical matters.
10. Assists the school director/head of department/administrative dean of the independent education program in administrative-organizational issues
11. Assists the Academic Dean (Program Manager) in creating a semester schedule, registering / canceling groups.
12. Books lecture halls, if necessary, agree with lecture halls and other educational units and / or university administration
13. In accordance with the rules of undergraduate and graduate education, modifies the curriculum from the start of the semester, registers a new group or cancels an existing one.
14. Provides supervision of mid-term and final exams in accordance with the service of administration of the educational process, as determined by the school director/head of department/administrative/academic dean of IEP.

**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 (PDB)
- Objectives of the PDB:

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

1. Decisions in collegial bodies must be made in accordance with the rules established by this Article, unless otherwise provided by the collegial body's statute.
2. The collegial body is authorized if more than half of its total membership attends the session. The decision is made by a majority vote of those present. The permanent members of the collegial body 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.

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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 is signed by the chairperson and the secretary. The attendance sheet of those present at the session, signed by those present, is attached as an appendix to the protocol. It is permissible for the collegial body to meet online. At that point, a video recording of the session is made.
5. The agenda of the meeting of the collegial body shall be set by the secretary of the collegial body. Members of the collegial body have the right to submit an agenda proposal to the secretary of the collegial body no later than two 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 the Scientific - Institute, Head of the Educational Process Administration Service, Manager of the Rector's Office. The status of a member of the Rector's Board shall be terminated in case of dismissal from the position. Other persons may be invited to the meeting of the Rector's Board if necessary.
2. Rector's Board:
  2. 1 Approves the draft regulations for undergraduate and graduate studies, as well as doctoral studies/drafts of regulatory changes. If the change does not improve the student's situation, it will take effect from the next academic semester
  2. 2 Approves the draft of the teaching and scientific personnel regulation/the draft of changes to the regulation
  2. 3 Based on the school director's/IEP administrative dean's proposals, approves the number of vacant places based on educational programs for transfer from other higher education institutions to the university via mobility.
  2. 4 The quota parameters for each level of education are approved annually/semesterly based on the proposals of the School Director/IEP Administrative Dean.
  2. 5 Approves the amount of current tuition fees for the study program, as well as special financial packages, based on the proposals of the school director/DSP administrative dean.
  2. 6 When the program's potential revenues are insufficient to ensure its break-even point, a decision on endowment is made.
  2. 7 Determines the necessary conditions for full-fledged education for students with special educational needs

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2. 8 Approves the symbols of the university and university schools (logo, flag, anthem, coat of arms, coat of arms, etc.)
2. 9 Following the rector's presentation, reviews the draft mission and vision, makes changes and additions, and sends it to the meeting of partners for approval
2. 10 Approves the university's strategic goals and sends them to the meeting of partners for approval based on the mission and vision of the university
2. 11 Approves strategic (7-year) and action (3-year) plans of the university and sends them to the partners' meeting for approval
2. 12 Establishes the internal rental price of the university infrastructure
2. 13 Approves the university budget and sends it to the Partner's Meeting for approval
3. The Rector, who also serves as Chairman of the Rector's Council, calls the meeting of the Rector's Council. In the Rector's absence, one of the Vice-Rectors/School Directors or a person appointed by the Rector shall perform his/her duties.
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 is set by the Manager of the Rector's Office - the Secretary of the Rector's Board. Council members may address the Council secretary with a proposal to add to the agenda no later than one 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) Approves the draft school budget on the recommendation of the school director
  - (B) Approves the school marketing and public relations plan on the recommendation of the school director
  - (C) Approves 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) Grants appropriate qualifications to graduates of the educational program
  - (E) Upon submission of the program head (academic dean), approves the topic of the internal university exam for master's degree



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- (F) Approves the composition of the Claims Council to review the claims of master's degree candidates on the recommendation of the School Director/Head of the Department
- (G) He reviews and submits to the Rector's Council for approval the parameters of the annual/semester quota for the educational program, as well as the current tuition fee for the educational program, on the recommendation of the school director
- (H) Hears the annual report of the school director / head of department
- (I) Considers issues concerning student self-governance competency that necessitate a school decision.
- (J) Assigns academic and scientific positions to qualified professionals whose qualifications are demonstrated by scientific publications, academic and professional experience, special training, and so on
- (K) Hears the candidate's report at the scientific conference and make a decision on the applicant's funding
- (L) Calls upon academic or administrative personnel assigned to a scientific conference or other purpose to provide a report
- (M) Exercises other authorities within the scope of the current legislation, this Regulation and the legal acts of the University

#### **Article 29. Independent Educational Program Development Board (PDB)**

1. The highest governing body of the Independent Education Program is the Program Development Board (PGB)
2. IEP Establishing Council approves PDB content where GU and IEP representatives enter
3. The PGB members are:
  - A) GU quality office representative
  - B) Other program owner(s) (their representatives). C) Administrative Dean of the Program
  - D) Academic Dean of the Program
4. A representative of another structural unit of the University may be invited to the Board if necessary.
5. The voice members of the PDB in the resolution of the issues provided for in clauses (⚡) and (⚡) of this Article 17.11 are: the representative/s of the GU and the rest of the program's owners (their representatives).
6. A person automatically acquires/loses a PDB member status when s/he is appointed/retired on/from the position.
7. PDB chairman is a leader of the relevant IEP, and a secretary of the council is IEP manager
8. Decisions at PDB are made by majority vote when dealing with issues under (⚡) and (⚡) clauses of Article 17.11,

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based on the share. A decision requires at least 51% of the total vote

9. Each party has the right to veto a decision

10. The Program Development Board holds meetings 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

11. Program Development Board:

(A) Approves IEP administrative dean (B) IEP academic dean and a manager

(C) On the submission of the IEP administrative dean reviews and approves the strategy of IEP development and the marketing plan

(D) Reviews and approves issues related to the reinvestment of profits and the distribution of dividends from an independent education program, develops a dividend policy, and approves the annual amounts of dividends to be paid or reinvested in earnings

(E) On the submission of the IEP academic dean approves and send to PAS for approval the self-evaluation report of IEP

(F) Approves 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) Assigns the relevant qualifications to graduates of the educational program (H) approves the internal university exams topics

On the submission of the IEP academic dean

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

(J) The administrative dean of the IEP considers and submits to the Rector's Council for approval the parameters of the annual/semester quota acceptable to the IEP (K) approves the study fees at the IEP (L) hears the annual report by the IEP administrative dean.

(M) Makes a decision on canceling the IEP/transferring it to the ending mode.

### **Article 291. Objectives of the PDB**

1. The University of Georgia's Board of Schools establishes the Program Development Board (hereinafter the Board), the composition of which is determined by the academic board of the school, taking into account the program's specifics and needs. The minutes of the school council approve the list of people on the council.

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2. The permanent members of the Board are the head of the specific program and the Quality Assurance officer.
3. The Council reviews and approves changes made to the program and its components, as well as ensures the program's continuous development mechanism is operational. The evaluation of the program is mentioned and is carried out in order to improve compliance with the program's goals and results. Also, analyzes the results of conducted surveys to determine the program's needs.

### **Article 30. Program Accreditation Board (PAB)**

1. PAB is a structural unit of the Quality Assurance Office. PAB consists of the following permanent members: Quality Assurance Office head, International Accreditation Department head, Authorization and Accreditation Department head, a head of the Department for Quality and Internal Processes Assurance.
2. Invited members of PAB are: A manager of each class for the quality assurance, an academic personnel/chairman of the respect program or other person involved into the program. A GU student who is elected for the term of one semester, in accordance with the rule 1 of the provision of the Center for Student Affairs.
3. PAB chairman is a head of the Quality Assurance Office.
4. The PAB approves the educational programs / changes to the program and submits a periodic self-assessment report to the accreditation body for accreditation / re-accreditation.

### **Article 31. Academic Board**

1. The Academic Board is a structural unit in the vice-rector's academic and scientific fields. Members of the Academic Board: Academic and scientific vice-rector, director of the scientific-research institute, head of the Quality Assurance Office, a school director who has an academic degree (if a school director does not have an academic degree, than any department head or professor with an academic degree presents at the Academic Board)
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:
  - 4.1. Upon the motion of the president or director of the school, shall decide on granting or depriving the Honorary Doctor status, as well as the Emeritus Degree, in accordance with the procedure established by law;

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- 4.2. Establish the list of compulsory / compulsory elective components for the University (for a group of individual educational programs)
- 4.3. Approve the school board decisions based on the submission of the school director, which requires approval by the academic board
- 4.4. Approve the standards developed by the Quality Assurance Service, the evaluation system and the Quality Assurance Service upon submission
- 4.5. Decide on the cancellation of an educational program (except for an independent educational program not administered by the school)
- 4.6. Manages the internal grant fund allocated for scientific-research activities: Define grant competition parameters, identify the winning projects, and allocate financing
- 4.7. Summon and satisfactorily or negatively evaluate the report on the progress of the grant project, financial expenses, work performed and results
- 4.8. Receives the report of the person present at the scientific conference, determines the expediency of presenting the results to the wider university community

#### **Article 32. QMS Quality Coordination Board**

1. The Quality Coordination Board is the governing body in charge of developing and implementing the quality management system in accordance with 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 coordinates the creation, agreement, approval of the Quality Management System documentation. It establishes 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 32.1. ISMS Quality Coordination Board**

1. The ISMS Coordinating Board's role is to ensure the implementation and upkeep of the University's ISO 9001 and 27001 standards.
2. The goal of the Integrated Quality and Information Security Management System is to
  - Develop and establish the corporative QMS/ISMS policy and goals;

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- to provide quality educational services to students, doctoral students, and other interested parties while adhering to legal requirements.
- Manage the activity with via effective processes;
- Establishment of a new study program and improvement of the quality of the existing one;
- Constant improvement of the management organizational processes, procedures and the system.

### **Article 33. Academic personnel**

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

### **Article 34. Study Process**

1. Enrollment in the educational program, issues concerning the student's status, the bachelor's, master's, and doctoral study process, including the evaluation system, are governed by the "Undergraduate Regulations of SU", "Master's Regulations of SU", "Doctoral Regulations of SU", the current Law of Georgia by legislation, and the university's legal acts

### **Article 35 The Technology Transfer Center**

1. The Technology Transfer Center is a structural unit that is subordinated to the rector.
2. The purpose of the Technology Transfer Center is to provide expert knowledge and discoveries to the market, management and facilitation of this process
3. The functions of the Technology Transfer Center are:
  - Evaluation the commercial perspective of the discovery; facilitation to patenting the discovery and connecting the authors of the discovery to the related 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**

1. The Factory is a structural unit that is subordinated to the rector.
2. “Startup Factory” is a multi functional space for the development of innovations and startups that aims to promote and support innovative ideas The Startup Factory space is primarily intended for university students to develop their own innovative ideas and start-ups,

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but it also serves to attract and promote external startups.

### **Article 37 The Coordination Board for the Information Safety Management System**

1. The Coordination Board for the Information Safety Management System is a structural unit subordinated to the rector.
2. The Coordination Board for the Information Safety Management System is an information technologies security system, which assures the following:
  - (A) Effective functioning of The Information Safety Management System;
  - (B) Development of an information security policy and information security management system objectives that are appropriate for the organization's context and strategic direction
  - (C) Integration of the requirement of the Information Safety Management System into the business processes;
  - (D) Providing the availability of the resources necessary for the Information Safety Management System;
  - (E) Recruiting, directing, and supporting appropriate personnel who contribute to the Information Security Management system's effectiveness.