

Scientific-Research Institute Decree

Article 1. General Provisions

1. This provision defines the legal status, structure, powers and other matters related to the scientific and research institute (hereinafter referred to as “the Institute”) of the University of Georgia LLC (hereinafter referred to as “the University”).
2. Institute is structural unit of the university.
3. The institute represents the university when exercising its authorities.
4. The institute, within its competence, is accountable to the Rector of the university.

Article 2. Goals and Objectives of the Institute

1. The activities of the institute are:
 - A) Planning, facilitating and coordinating the research activities of the university;
 - B) Manage and coordinate internal (university) and external funding of research projects;
 - C) Establish relations with international, regional and local organizations, state and non-governmental organizations to facilitate the attraction and implementation of research projects and coordinate university activities in this area;
 - D) Facilitate and coordinate the management of ongoing/implementing scientific-research projects within the university, support the integration of scientific-research with the teaching process.
2. For the purposes of paragraph 1 of this article, the main objectives of the institute are:
 - A) Elaboration and development of tools/mechanisms necessary for carrying out and supporting scientific-research activities at the university;
 - B) Creation of an effective system for assembling information on university activities/research projects and ensuring its continuous functioning;
 - C) Institutional cooperation with international, regional and local organizations, as well as state and non-governmental organizations in the field of science;
 - D) Establishment of local and international contacts to promote research results, internationalization of university research activities.

Article 3. Institute Functions

1. Institute's functions are:
 - A) Developing a policy/strategy for university research, identifying priority areas and identifying areas of development with the relevant school;
 - B) Planning, administering and facilitating various activities required for effective and continuous implementation of university research activities/projects (scientific grants, joint scientific research, inviting specialists/scientists in the field to perform lectures, organizing conferences and seminars, supporting university staff participation in international conferences, etc.);

- 3) Promoting mobility of university staff involved in research activities (promoting participation in lectures, seminars and other activities abroad), planning, initiating, submitting funding for business trips to relevant university units;
 - D) Coordination and monitoring of the scientific-research activities of the university;
 - E) Elaboration and initiation of projects related to internal (university) funding of research activities;
 - F) Implementation of activities required to obtain university funding (internal grant) by research projects (project registration, setting of competition, facilitating competition/selection stages, developing project evaluation indicators, etc.);
 - G) Facilitate the obtaining of external funding (grants) by research projects, consulting with those involved in the university's research activities;
 - H) Discuss the feasibility/necessity of publishing textbooks created by university units/with their participation and initiating/authorizing their publication;
 - I) Organizing and coordinating the activities of the university's academic journals;
 - J) Making recommendations for articles published in university's academic journals or other international journals;
 - K) Owning consolidated information related to the university's research activities, creating and managing a unified database of research projects;
 - L) Establish contacts and collaborate with international, regional and local organizations, state and non-governmental organizations (foreign universities, research funds, business sector, etc.) to participate in and support their scientific-research projects;
 - M) Organizing international conventions, conferences, seminars, symposiums, exhibitions and promoting them in Georgia and abroad;
 - N) Discussion of doctoral research topics agreed with the program supervisor by the professor/associate professor and transfer to the school board in case of a positive decision.
 - O) Initiating/discussing/resolving other issues related to the university's scientific-research activities, unless it falls under the authority of another university unit.
2. The Institute cooperates with university schools, research units, academic and scientific staff, and other relevant structural units of the university to achieve the goals and objectives set forth in this Decree.

Article 4. Institute Structure

1. The following is subordinated to the institute:

- A) Scientific-Research Projects Commission;
- B) Edition of the scientific journal "Caucasus Journal of Social Sciences";
- C) UG Olympic Center;
- D) Academic Staff Scientific Development and Project Management Department
- E) Department of Technical and Natural Sciences

F) Department of Humanities and Social Sciences

G) Library

H) Institute of Economics

I) Institute for Innovative Systems and Strategic Studies

3. Each university school is authorized to establish a research center/institute (hereinafter referred to as the "Scientific-Research Unit"), which is accountable to the appropriate school (school board) and/or institute. The statute of the relevant research unit will be developed/approved by the relevant school board.

3. Scientific-research units created to carry out scientific-research activities are accountable:

A) Before the institute

B) Before the institute and the school jointly

C) Before the school

Article 5. Institute Supervising and Management

1. The institute is supervised by the director of the institute, who is the Deputy Rector of the university in the direction of scientific-research activities at the university and on which the rector can delegate a separate function.

2. The Director of the institute shall have Deputy (Deputies) who shall exercise the powers specified/delegated by the Rector of the university and/or the Director of the institute.

3. The Institute Director/Deputy Director is appointed and dismissed by the Rector of the university.

4. Director of the institute shall:

A) Direct and manage the activities of the institute and is responsible for the achievement of the goals, tasks and functions of the institute;

B) Coordinate university participation in research and grant projects;

C) Create editions of university's academic journals;

D) Coordinate and facilitate the ongoing research process in university units (research centers, schools, etc.);

E) Create committees/working groups to discuss research issues and projects presented by university units (schools, research centers, etc.), as well as thematic groups to discuss different issues of university research;

F) Hear/review the annual report of the university's research centers/institutes on their activities and results;

G) Report periodically to the Rector of the university about the activities carried out by the institute;

H) Represent the institute in relations with third parties, as well as with university management bodies, schools, academic and scientific staff and other structural units of the university;

I) Perform the assignments of Rector regarding the institute's activities.

5. The Scientific-Research Institute develops a budget project annually for the purpose of its activities and submits it to Rector for approval.

6. The staff of the institute/research unit is subject to attestation. Issues related to attestation are adjusted by the regulation of the relevant scientific-research unit.

Article 6. Defining Funding for Scientific-Research Unit

1. The institute's budget is distributed for the implementation of research activities and includes funding for research units and internal grants; this includes funding for conference organizing, funding for conference attendees, article preparation and publication funding, business trip staff funding, representative expenses funding, and so on.

Article 7. Department of Humanities and Social Sciences

The function of the Humanities and Social Sciences Department is to coordinate scientific research in the relevant area.

Article 8. Department of Technical and Natural Sciences

The function of the Department of Technical and Natural Sciences is to coordinate scientific research in the relevant area.

Article 9. Academic Staff Scientific Development and Project Management Department

Academic Staff Scientific Development and Project Management Department's functions are:

A) In line with the university's strategic plan, promote increased university engagement in the field of research, awareness-raising at local and foreign universities and research centers, strengthening existing connections and forming new contacts;

B) Consolidation of information related to the university's research activities; ensure the work of a unified database of university research projects;

C) Coordination and monitoring of ongoing scientific-research projects within the frame of the university;

D) Promoting/stimulating mobility of persons involved in university's scientific-research activities;

E) Facilitate planning and implementation of various activities necessary for effective and continuous implementation of university's scientific-research activities/projects (scientific grants, joint scientific research, inviting specialists / scientists in the field for lectures, organizing conferences and seminars, supporting university staff participation in international conferences, etc.);

F) Seeking information on new grant competitions from international donor organizations and local foundations, distributing them at the university;

- G) Provide consultations to persons involved in the university's scientific-research activities in preparation/implementation and earning financing (grant) of scientific-research projects;
- H) Establishing contacts and collaborating with international, regional and local organizations, state and non-governmental bodies (foreign universities, research funds, business sector, etc.) for participation in and implementation of scientific-research projects;
- I) Preparing recommendations for university management bodies on the expected allocation of funds for academic staff development and project funding to the university budget;
- J) Request from the relevant structural units of the university any information related to the development of the university's academic staff and scientific-research activities;
- K) Other functions as determined by the Director of the institute and/or university's leaders.

Article 10. Scientific-Research Projects Assessment Commission

1. The Scientific-Research Projects Commission (hereinafter referred to as "the Commission") includes: Rector of the university, Director of the institute, Deputy (Deputies) Director of the institute, Principals and/or Professors of university schools, Quality Assurance Officer, Head Financial Officer, Secretary of the Commission - Head of the Scientific Development and Project Management Department of institute's Academic Staff and other persons designated by the Director of the institute (if necessary).
2. The commission's Chairperson is Rector of the university and in its absence - the Director of the institute.
3. The Director of the university's school is authorized to send a representative of the subordinate service to it during the absence or conflict of interest.
4. Commission's functions are:
 - A) Review/approve projects related to internal (university) funding of university's scientific-research activities;
 - B) Planning/implementing activities required for obtaining university funding (internal grant) by scientific-research projects (project registration, setting of competition, facilitating competition/selection stages, developing project assessing indicators, etc.);
 - C) Facilitate the obtaining of external funding (grants) by scientific-research projects, consulting with those involved in the university's scientific-research activities;
 - D) Other functions as determined by the Director of the institute and/or university's leadership.
5. The university's school will submit a scientific-research project to the Commission annually for funding. The Commission carries out various activities to decide on the financing of the project. Funding decisions will be submitted to university's leadership and it will reflect in the university budget.

Article 11. Scientific Journal Editorial

1. The Caucasus Journal of Social Sciences' goal is to publish original researches, assessments, articles that are important to both the inhabitants of the Caucasus and to those interested in the Caucasus region.

2. The journal issues the following topics: Anthropology, Archeology, Education, Geography, History, Information Technology, International Relations, Law, Linguistics, Politics, Psychology, Sociology. Other articles on the subject are considered in appropriateness with the journal's direction.

Article 12. UG Olympic Center

UG Olympic Center aims to organize Olympics in different disciplines to encourage high school students and talented students.

Article 13. Library

1. The library is the main educational unit of the university, the main tasks of which are:

- A) Supporting the development of the university's informational-educational field;
- B) Formation of the library fund, its recording, expanding, protection according to the university educational programs and the requirements of the users;
- C) Creation and processing of information-reference catalogs, databases;
- D) Coordinate activities with libraries, creating and managing an exchange fund between libraries;
- E) Providing users with information on how to obtain information both by issuing a library document and by making its copy;
- F) Methodological work on library and information bibliographic services;
- G) Creation of a fund of scientific-research Works implementing in the university, making bibliography of work, protection;
- H) Supporting the professional development of library's staff.

Article 15. Innovative Systems and Strategic Studies Institute

1. The aim of the Innovative Systems and Strategic Research Institute is to find, research, train and implement innovative systems, technologies, methodologies and to support the implementation of different fields of society. Planning and implementation of interdisciplinary projects in the field of strategic research.

2. Innovative Systems and Strategic Research Institute's tasks are:

- A) Getting to know international experience and conducting research

B) Knowledge transfer and development of model projects

C) Educational activities