

## **Preamble**

The mission of the University of Georgia is to produce knowledge and educate a person, to promote liberal and humane values in a person, to equip him with the necessary knowledge and skills to succeed in honest labor.

The Institute of Information and Communication Technology of the University of Georgia aims to strengthen the University's research potential, promote science-based teaching and increase the university's awareness and its ranking in international educational and scientific circles.

## **Article 1. General Provisions**

- 1.1. The Institute of Information and Communication Technology (hereinafter - "Institute") of LLC- University of Georgia (hereinafter - "University") is a subject to the University Research Institute and is accountable to the Institute, the University Rector, and at the same time, to the School of Science and Technology within its own competence.
- 1.2. The Institute is the University structural unit and carries out scientific-research activities and participates in the learning process within its competence.
- 1.3. The Institute is guided by the current legislation, the University internal normative acts and the present regulation.

## **Article 2. Institute's Goals, Functions and Activities**

- 1.1. The Institute's aim is to promote the effective management of scientific-research and educational processes within the University, the introduction of international standards and the training of scientific staff in information and communication technologies. The Institute purpose is to carry out fundamental, applied, technological research, consulting, expert activities in the named direction and develop scientific cooperation at national and international levels.
- 1.2. The Institute main functions are:
  - 1.2.1. implementation of scientific and technological projects;
  - 1.2.2. promote the mobility of scientist-researchers for international, educational and academic development;
  - 1.2.3. promote students inclusion in research programs to enhance the quality of the learning process and manage the Institute research potential effectively.
  - 1.2.4. organize scientific seminars, workshops, conferences, etc.
- 1.3. The Institute activities include:
  - 1.3.1. Supporting the employees participation in national and international grant competitions to obtain research grants;
  - 1.3.2. promotion of postgraduate, doctorate, post-doctorate programs in the information and communication technologies field within the statute competence and attracting students and doctorate students to these programs.

### **Article 3. Institute Structure**

- 1.4. The Institute structure consists of the Institute management bodies (Director and the Institute Scientific Board) and scientific structural units (that can be formed in the wake of the Institution development).
- 1.5. The scientific-organizational and administrative activities of the Institute are managed by the Institute Director, who is at the same time the Chairperson of the Scientific Board at the same time.
- 1.6. The position of the Institute Director may be occupied by a person meeting the requirements established for the Institute chief employee.
- 1.7. On the recommendation of the School Board and the Director of the University Scientific-Research Institute, the Institute Director is appointed by the University Rector.
- 1.8. The Institute Scientific Board consists of the Institute chief and senior staff.
- 1.9. The function of the Institute Scientific Board is to develop/update the 5-year scientific plan and listen to the annual reports. The Scientific Council carries out scientific management and resolves the development and personnel issues of the Institute.
- 1.10. Before establishment of the Institute Scientific Board, the scientific management and development of the Institute shall be decided by the Institute Director in agreement with the School Board.
- 1.11. The procedure and activities for the selection of the Institute structural units are governed by the relevant amendments to the statute submitted by the Institute Scientific Board and approved by the Rector Board.

### **Article 4. Institute Staff**

- 1.12. The Institute has scientific staff consisting to a scientist and a post-doctorate student.
- 1.13. Scientists are persons with the following scientist positions:
  - 1.13.1. Chief Scientist;
  - 1.13.2. Senior Scientist Employee უფროსი მეცნიერი თანამშრომელი;
  - 1.13.3. Scientist-employee.
- 1.14. The Institute scientific staff must be affiliated with the University of Georgia
- 1.15. If necessary, a laborer, engineer or other support staff may be employed at the Institute.
- 1.16. Together with the Institute staff, both undergraduate and graduate and doctorate students will be involved in the projects.
- 1.17. The rights and obligations of the Institute staff, as well as the conditions of their labor relations, are determined by the current legislation, the University internal normative acts, the present statute and other legal acts of the University.

## **Article 5. Rights and Duties of the Institute Scientific Staff**

### **1.18. Scientific staff shall have the right to:**

- 1.18.1. Independently conduct scientific research and publish the study results without limitation, except where their restriction is provided for by the contract or they contain State secrets;
- 1.18.2. Independently determine the content, research methods and means of scientific research
- 1.18.3. Carry out academic and scientific activities only at the University of Georgia, except in collaboration and in special cases, which will be determined by the director of the institute, the director of the relevant school and the director of the scientific-research institute;
- 1.18.4. participate in competitions announced for grant funding, receive financing, benefit from individual grant funding and receive compensation from the revenues allocated by the Institute as a result of other activities permitted by the legislation;

### **1.19. Scientific staff are obliged to:**

- 1.19.1. Comply with the requirements established by the Institute and University internal regulations;
- 1.19.2. fulfill the obligations under an employment agreement;
- 1.19.3. periodically submit a report of work before the Director of the Institute/Scientific Council;
- 1.19.4. take care of the University/School/Institute property;
- 1.19.5. comply with the decisions of the Institute Scientific Board;
- 1.19.6. when carrying out the activities provided for by this regulations, take care into the account the Institute interests and regularly participate in current events;
- 1.19.7. take care of the Institute interests to promote the implementation of its goals.

### **1.20. The grounds for early termination of employment contract of scientific personnel are cases provided for by the current legislation and the University legal acts.**

## **Article 6. Rule for Holding a Scientific Position**

### **1.21. A scientific position can only be held on the basis of an open competition, which must be arranged in accordance with the principles of transparency, equality and fair competition.**

### **1.22. A necessary stage of the competition for the scientific position is an interview with the Competition Commission.**

### **1.23. Anyone wishing to hold a scientific position, shall have published works in impact-factor journals and/or received international patents;**

### **1.24. The chief scientist is elected to the position of an employee for 7 years;**

- 1.25. A person with special scientific achievements having a doctorate or equivalent academic degree and at least 7 years of experience in scientific and research activities, may hold the position of a chief scientist-employee;
- 1.26. A senior scientist-employee is elected for 5 years;
- 1.27. A person with a doctorate or equivalent academic degree having at least 5 years of experience in scientific-research activities, may hold the position of a senior scientist-employee;
- 1.28. A scientist-employee is elected for 3 years;
- 1.29. The position of a scientist-employee can be held by a person having a doctorate or an equivalent academic degree, or his/her doctorate dissertation has been accepted for protection (in the second case, he/she shall sign a conditional agreement for 6 months);
- 1.30. The position of a scientist-employee can be held by the same person only twice
- 1.31. The post-doctorate is elected for 1 year;
- 1.32. A post-doctoral position can be held by a person who has a PhD or an equivalent academic degree.
- 1.33. The Institute staff is a subject to certification in accordance with the University internal acts and the unified certification procedure in accordance with the procedure established by the legislation of Georgia.
- 1.34. The unified certification rule shall be developed by the Institute Scientific Board and approved by the Rector Board.

#### **Article 7. Institute Property and Finance-Economics Activity**

- 1.35. The Institute enjoys the movable property and real estate allocated by the University for scientific and other activities permitted by the legislation of Georgia and is responsible for maintenance and efficient (purposeful) use of this property
- 1.36. The source of the Institute funding may be:
  - 1.36.1. targeted funds from the University budget
  - 1.36.2. income from the work performed on the contract basis;
  - 1.36.3. income from grants;
  - 1.36.4. donates;
  - 1.36.5. other funding sources permitted by the legislation of Georgia.
- 1.37. The funds attracted by the Institute activities are used for the further development of the University/Institute/School scientific-research potential and/or for the staff remuneration.

**Article 8. Institute Budget**

- 1.38. The Institute has an independent budget submitted by the Institute Director at the end of each calendar year.
- 1.39. The Institute budget consists of the 2 parts:
- 1.39.1. The University basic funding is rereviewed by the University Scientific Board and approved by the Scientific-Research Institute of the University.
  - 1.39.2. Independently obtained funds on the contract basis from other organizations and grants submitted by the Institute Director and approved by the Institute Scientific Council.

**Article 9. Institute Liquidation**

- 1.40. The basis of the Institute liquidation may be:
- 1.40.1. non-compliance with the obligations provided by the Institute statute;
  - 1.40.2. other cases provided for by internal normative acts of the University and the legislation of Georgia.

**Article 10. Final Provisions, Amendments Rules and Additions to the Institute Regulation**

- 1.41. Amendments and additions to the statute of the Institute are made by the legislation of Georgia and the internal normative acts of the University.