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Chapter One: University Status

Article 1. Legal Status of the University

1. Georgian American University, LLC (hereinafter

- a) Planning, implementation, development and modernization of higher academic education programs;
- b) Training of a highly qualified specialist, who will have developed professional skills, professional confidence and will cope with the practical tasks set before him/her;
- c) Ensuring the competitiveness of graduates in the domestic and foreign labor markets;
- d) Promoting the internationalization of educational and research activities;
- e) Integration of the University in the international educational and scientific space;
- f) Facilitate the mobility of students and professors with relevant national and foreign educational institutions;
- g) Implementation of joint educational programs and scientific-research projects with Georgian and foreign higher education institutions;
- h) Promoting lifelong learning;
- i) Cooperation with national and foreign higher education and scientific

d. Vice Pre

- d) Appoints and dismisses the academic staff of the University in accordance with the Law on Higher Education and this Regulation;
- e) In accordance with the Labor Legislation of Georgia and this Regulation, upon the motion of the Deans of the main educational unit - the School, in agreement with the Senior Vice President, invites and dismisses the invited lecturers of the University
- f) Appoints and dismisses all other employees of the University, in agreement with the Senior Vice President, in accordance with the Labor Legislation of Georgia and this Regulation;
- g) Determines the salaries of the academic staff of the University and the invited lecturers, in agreement with the Senior Vice President, upon the nomination of the basic educational units - the Dean of the School;
- h) Determines the salaries of the other staff of the University upon the



- c) Manages and ensures the institutional self-assessment, self-correction and development of corporate culture of the University;
- d) Ensures governance based on academic freedom, institutional autonomy and respect for fundamental human rights, and appropriate personnel policies;
- e) Manages long-term and short-term planning processes and analyzes the results;
- f) Promotes and develops the opportunities of the University for the implementation of entrepreneurial activities;
- g) Formulates advices, gives instructions on the expected trends and problems and guides the planning and re-planning processes;
- h) Prepares, analyzes, executes and distributes the budget based on the needs and requirements for the implementation of the functions of Schools and the University;
- i) Formulates financial and operational strategies, leads crisis management, thus facilitating the fulfillment of the academic mission of the University;
- j) Appoints internal or external auditors and determines and manages financial and fiscal policies;
- k) Ensures the development and implementation of internal accounting procedures;
- l) Supports the innovative development of the University through academic, technological strengthening-modernization;
- m) Manages the resources of the University, reviews and approves sustainability and development initiatives for the effective functioning of the institution;
- n) Manages the business activities of the University and other auxiliary, commercial nature activities of the University different from educational ones;"
- o) Ensures the protection of the University and its facilities, implements security management and emergency management;
- p) Supports synchronous management of the entire system of the University and is responsible for it;
- q) Ensures the fulfillment of the University's mission by focusing on mission

### Article 13. Office of the Senior Vice President

1. The Senior Vice President shall be assisted in the performance of his / her activities by a staff, consisting of Senior Vice President's Assistant(s) and Secretary, who shall be appointed and dismissed by the President of the University upon the recommendation of the Senior Vice President.
2. The powers of the Office of the Senior Vice President shall be determined by the "Regulation of the Office of the Senior Vice President" approved by an order of the President of the University.

## Chapter Five: University Vice President of Education, Science and Quality Assurance

### Article 14. Powers of the Vice President of the University

1. The Vice President of Education, Science and Quality Assurance is the Chief Coordinator who directs and ensures the University's scientific research and innovation activities, teaching and academic activities, and quality assurance issues in these areas.
2. Vice President:
  - a) Develops and promotes the Research Strategy of the University, quality and control mechanisms and implements them in the educational process of the University;
  - b) Responsible for the management of the research activities of the University;
  - c) Manages and ensures the University's mission, vision and goals in the field of research planning, development and implementation;
  - d) Strategically controls research programs;
  - e) Assists the basic educational units - Schools, academic staff, research groups and clusters in supporting research activities, planning, funding sources and enhancing contacts to support scientific research;
  - f) Develops a strategy and plan of incentive measures for the implementation of research in accordance with the priority areas and disciplines for the University, problematic issues of public importance;
  - g) Supports the University's research policy and monitors the implementation of the relevant process;
  - h) Ensures the development of interdisciplinary research, curricula and activities;
  - i) Oversees the support of diversity, social justice and environmental issues in the conduct of research, thereby ensuring that the University's public mission is strengthened through research and teaching;
  - j) Supports the commercialization and dissemination of research;
  - k) Provides recommendations and instructions to the academic, scientific and invited personnel, students and the structures implementing the research component during the development and implementation of their research plans, based on the goals and priorities of the University and public, state and



## Chapter Si : Uni ersit Academic Council

### Article 17. Composition of the Academic Council of the University

1. The Academic Council is the collegial body of the Georgian American University, LLC, which determines and implements the academic policy of the University.
2. The members of the Academic Council of the Georgian American University, LLC are elected by the Boards of the Schools of the basic educational units by secret ballot from among their members.
3. The composition of the Academic Council is 11 members. The School of Business has 3 members in the Council, the School of Law, Social Sciences and Diplomacy has 3 members, the School of Medicine has 3 members, and all other Schools have 1 member in the Council.
4. A group of at least three members of the Council has the right to nominate a candidate. Each candidacy is voted on separately, the candidate (candidates) with the best results will be considered elected.
5. A member of the Academic Council may be a Professor or an Associate Professor.

6. Meetings of the Academic Council are recorded in a protocol, which is signed by the Chairman of the Academic Council and the Secretary of the Meeting.

## Chapter Section: University Scientific Council

### Article 20. Scientific Council of the University

The Scientific Council is a collegial body for the development and support of the scientific research activities of the Georgian American University, LLC. The main function of the Scientific Council is to assess the realities of scientific research activities, to determine the main priorities of scientific research activities, to issue relevant recommendations and to put forward appropriate motions before the relevant structures and officials.

### Article 21. Scientific Council of the University Composition

1. The Scientific Council is chaired by the Vice President of Education, Science and Quality Assurance of the University.
2. The Scientific Council consists of:
  - a) Director(s) of all basic educational units – Schools' scientific / research centers (Institutes);
  - b) One representative from each of the basic educational units of the University -

3. The decision of the Scientific Council is made by the majority of those present by open voting.
4. The decision of the Scientific Council on all matters within its competence shall be taken in the form of a resolution.

- b) Cooperates with the relevant services of higher education Institutions in Georgia and abroad to establish transparent quality control criteria and methodology for their provision;
- c) Organizes the authorization and accreditation process of the University in accordance with the current legal acts;
- d) Promotes a high level of teaching quality through the introduction of modern teaching, learning and assessment methods;
- e) Annually submits a report on the monitoring of the implementation of the strategic plan of the University to the Academic Council of the University based on interim data;
- f) Supports and monitors higher academic education programs;
- g) Supervises the process of modernization of academic programs and certain disciplines / courses;
- h) Ensures compliance with the quality of lifelong learning mechanisms;
- i) Monitors the methodological improvement and quality assurance of multilingual and professional English language teaching;
- j) Monitors the quality of the research and its results;
- k) Participates in the evaluation process of academic staff
- l) Monitors Strategic Development and Action Plans in coordination with the University Strategic Development Office.

#### Article 28. Appointment and Subordination of the Head of the Quality Assurance Office

1. The Head of the Quality Assurance Office of the University is appointed to the position by the President of the University in agreement with the Senior Vice President, with the recommendation of Vice President of Education, Science and Quality Assurance.





- b) Participates in the strategic planning process within the scope of his/her authority;
- c) Chairs the School Board;
- d) Develops a School development plan and submits it to the President for approval;
- e) Establishes the Commission for planning, elaboration and development of the School educational program and appoints the program head(s) / coordinator;
- f) Establishes a temporary School Committee regarding the enrollment of students in doctoral and master's programs;

- g) Upon the recommendation of the Dean, establishes scientific-research centers (Institutes) and approves their regulations;
- h) Reviews various educational projects;
- i) Determines the activities and indicators to be implemented in the School in accordance with the priorities and objectives of the University;
- j) Participates in the evaluation of the staff within the scope of its competence;

3. The Office is accountable to the President and the Senior Vice President of the University.

#### **Article 39. Human Resources Management Office**

1. The University Human Resources Management Office ensures the development and implementation of a personnel development-oriented management policy in the Institution. In addition, Office provides the University with highly qualified and motivated staff.

2. The functions, structure and activities of the University Human Resources Management Office shall be determined in accordance with the University " Internal Labor Regulation" , " Human Resources Management Office Regulation" and " Personnel Management Policy" approved by an order of the President of the University.

3. The Service is accountable to the President of the University and the Senior Vice President.

#### **Article 40. Academic Process Management Office**

1. The Academic Process Management Office of the University provides centralized management of the educational process at the University and prepares drafts of internal University acts related to the educational process.

2. The Office exercises its authority in coordination with the relevant Offices and staff of the basic educational units





2. The functions and structure of the Security Office shall be determined in accordance with the "Security Office Regulation" approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

#### Article 50. Continuous Education and Certificate Center

1. The University Continuous Education and Certificate Center ensures the professional development of the University staff, ensures of offering relevant certificate programs and courses to the general public based on the needs of the labor and employment market.
2. The functions and structure of the Continuous Education and Certificate Center shall be determined in accordance with the "Continuous Education and Certificate Center Regulation" approved by an order of the President of the University.
3. The Center is accountable to the President and Vice President of Education, Science and Quality Assurance of the University.

#### Article 51. Exam Center

1. The Exam Center organizes and conducts quizzes, written midterm and final / additional examinations for the students of the educational programs at the request of the basic educational units of the University – Schools;
2. The aim of the Center is to create a unified internal examination system of the University, which provides a transparent, objective assessment of students' knowledge, skills and competencies, thus helping to improve the quality of education.

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#### Article 52. University staff

The University has administrative, academic, scientific, support and invited staff.

### Chapter One: University Administrative Staff

#### Article 53. Composition of the Administrative Staff of the University

The administrative staff of the University includes: President, Senior Vice President, Vice President of Education, Science and Quality Assurance, Deans of the Schools, "Quality Assurance Managers of the Schools.

### Chapter Two: University Academic Staff

#### Article 54. Composition of the Academic Staff of the University

1. The academic staff of the University consists of professors and assistants.
2. Professors include Professors, Associate Professors and Assistant Professors.

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3. Professors participate in the teaching process and scientific research and / or lead it.
4. Under the guidance of a Professor, Associate Professor or Assistant Professor an Assistant conducts seminar and research activities within the ongoing educational process in Schools.

#### Article 55. Rules for Holding an Academic Position

1. Academic positions may be filled only through open competition, which must comply with the principles of transparency, equality and fair competition.
2. The date and conditions of the competition for academic positions shall be published at least 1 month before the receipt of the documents in accordance with the Legislation of Georgia and this Regulation.
3. The rules of the competition are determined by the Academic Council.
4. A person with a doctorate or an academic degree equivalent to it, who has at least six years of experience in scientific pedagogical work, may be elected to the position of professor for a term of 3 years. Additional conditions may be determined by the University Academic Council.
5. A person who meets the requirements set forth in paragraph 4 (above) of this Article and who has special professional achievements and / or scientific achievements may be elected to the position of Professor for life.
6. A person with a doctorate or an equivalent academic degree with at least three years of experience in scientific pedagogical work may be elected to the position of Associate Professor. The Associate Professor will be elected to the position for a term of 3 years.
7. A person with a doctorate or an equivalent academic degree may be elected to the position of Assistant Professor for a term of 3 years.
8. A doctoral student can be elected for the position of an assistant for a term of 3 years.
9. The academic position provided for in paragraphs 4-8 (above) of this Article may be held by professionally qualified personnel. In this case, the qualification of the person can be confirmed by professional experience, special training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification.
11. The University ensures the freedom of scientific teaching and research of the academic staff and creates appropriate conditions for its activities.
12. An employment contract with the academic staff is concluded in accordance with the rules defined by the Labor Legislation.

#### Article 56. Certification of a Professor

1. A Professor who holds an academic position for life is subject to attestation once in every 5 years.
2. Attestation is conducted by the Attestation Commission established by the order of the President.
3. Attestation refers to the evaluation of the academic activity performed by the Professor.
4. Based on the results of the attestation, the Commission draws a conclusion regarding each Professor, on the basis of which, at the request of the School Dean,

the president of the University makes a decision to terminate or continue the employment relationship with the Professor.

5. The conditions for the attestation of a professor shall be developed by the Quality Assurance Office of the University and submitted to the Academic Council of the University for approval.

### Chapter Three: Support Staff

#### Article 57. Composition of Support Staff

The support staff of the University includes the persons necessary for the activities of the University provided in the staff list of the University.

### Chapter Four: Invited and Scientific Staff

#### Article 58. Composition of Invited Staff

1. The University is authorized to invite any person to the University to perform certain works on the basis of labor contracts.
2. The invited staff of the University mainly includes the invited lecturer, who is authorized to conduct lecture, seminar, practical and laboratory work on a contract and/or hourly basis.

#### Article 59. Composition of Scientific Staff

The University is authorized to employ scientific staff in accordance with the Labor Legislation of Georgia, who carries out research activities and is employed within the research unit.

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### Chapter One: Student Status

#### Article 60. Obtaining Student Status

1. Only those entrants who have passed the relevant Unified National Examinations in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia have the right to study for a bachelor's degree/ undergraduate MD program.
2. Studying for a bachelor's degree/ undergraduate MD program without passing the Unified National Examinations is allowed in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia and within the established time limits only:



a) for foreign citizens or stateless persons who have received a full general or equivalent education in a foreign country;

- a) Receive a quality education;
  - b) Participate in scientific research;
  - c) Use the material-technical, library, information and other resources of the higher education institution in equal conditions in accordance with the rules established by the University statute, internal regulations and other regulations;
  - d) Freely establish and / or join student organizations in accordance with his/her interests;
  - e) Freely express their opinion and reasonably refuse to adopt the ideologies offered during the learning process;
  - f) Transfer to another Higher Education Institution from the second year of study in accordance with the Legislation of Georgia and the statute (charter) of the receiving higher education institution, and the procedure for transferring state funding shall be determined by the Minister of Education, Science, Culture and Sports of Georgia;
  - g) Transfer to the Master's educational program of another Higher Education Institution in accordance with the rules established by the order of the Minister of Education, Science, Culture and Sports of Georgia;  
For educational program directions, including priority educational program directions, to transfer the state Master's degree grant obtained within the percentage of the annual amount of funding for the state Master's degree grant determined by the legislation of Georgia, when transferring to another accredited Master's educational program, if he / she continues his / her studies in the same educational program direction or in the priority educational program direction in the Higher Education Institution, which is united in the Unified Master Examination exam network in accordance with the rules established by this Law;
  - h) Receive scholarships, financial or material assistance, other benefits from the state, higher education institutions or other sources in accordance with the Legislation of Georgia and this Regulation;
  - i) Choose an educational program;
  - j) Participate in the development of an individual educational program;
  - k) Periodically evaluate the work of the academic staff;
  - l) Exercise other powers granted to him / her by the legislation of Georgia.
2. The University establishes benefits for students with special Educational needs to create the necessary conditions for their quality education.

#### Article 64. Student Obligations

1. The student is obliged to study according to the program established by the University, all the disciplines that he / she has chosen voluntarily, are included in the curriculum and are compulsory to study.
2. The student is obliged to follow the Regulation of the Higher Education Institution and the Code of Ethics and Conduct.

#### Article 65. Student Ombudsman

1. The protection of students' rights at the University is supervised by the Student Ombudsman.
2. The authority of the Student Ombudsman is defined by the "Charter of the Student Ombudsman of the Georgian American University, LLC", which is approved by an order of the President of the University.

**Article 66. Amendments to the Regulation**

Amendments to this Regulation may be made by the decision of the Partner's Meeting of the University.

**Article 67. President of the University**

The President of the University defined by this Statute is also the General Director of Georgian American University, LLC. The functions of the General Director are defined by the University Charter.