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**BAU International University, Batumi**

**LLC**

**The main Statute**

Batumi

2022

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## Chapter I. General provisions

### Article 1. The scope of the statute

1. The main statute of a Limited Liability Company BAU International University, Batumi (hereinafter referred to as the teaching university) is the main normative act that defines the process of carrying out educational and scientific-research activities, authority of its organizational- structural units, effective management principles and other educational-scientific and administrative issues at the teaching university.
2. This statute shall prevail over other internal normative acts of the teaching university if not contradicting to the by-law of the teaching university, legislation of Georgia and international normative acts.
3. Adherence to the requirements of the statute is mandatory for students and employees of the teaching university.
4. Any issue related to educational and scientific-research activities not regulated by the by-law and/or this statute of the teaching university shall be regulated by other internal normative acts and legislation of Georgia.

### Article 2. Status of the teaching university

1. The teaching university is a legal entity of private law registered on the basis of the law of Georgia on entrepreneurs which carries out higher education and scientific-research activities in accordance with the law of Georgia on higher education.
2. A legal form and a name of the teaching university is: in the Georgian language- “შეზღუდული პასუხისმგებლობის საზოგადოება „ბაუ ინტერნეიშენალ უნივერსიტი, ბათუმი“, abbreviation- ბაუ“, in the English language: BAU International University, Batumi”, abbreviation - “BAU”. In addition, the following brand name can be used for the teaching university: in the Georgian language- „ბაუ ბათუმის საერთაშორისო უნივერსიტეტი“and in the English language: “BAU Batumi International University”.
3. As a legal entity of private law, the teaching university is established for an indefinite term. It has its own property and acquires rights and liabilities on its behalf under the law of Georgia and/or international agreements, signs contracts, acts as a plaintiff and/or defendant at a court.
4. The teaching university has its official logo, a letterhead, a bank account, a web-page, an email address and other attributes of a legal entity that are approved by a director or a rector within his/her competence.

5. The address of the official webpage of the teaching university is:

[www.bauinternational.edu.ge](http://www.bauinternational.edu.ge)

6. The official email address of the teaching university is: [info@bauinternational.edu.ge](mailto:info@bauinternational.edu.ge)

7. The language of instruction at the teaching university is English while office administration is carried out in Georgian and English languages.

8. The teaching university carries out its activities all over Georgia considering corresponding authorization and accreditation, material, technical, and academic/administrative personnel.

9. The teaching university is entitled to realize any activity that is not prohibited by law with the purpose of carrying out higher education and scientific-research activities.

### **Article 3. Legal basis of the operation and management principles**

1. The teaching university carries out its activities acting on the basis of the Constitution of Georgia, international normative acts, the law of Georgian on Higher Education and other legal acts, a by-law of the teaching university, this statute and other internal normative acts.

2. The management of the teaching university is carried out adhering to the following principles:

a) Respect and protection of academic freedom of academic personnel and students;

b) Political neutralism and freedom of speech;

c) Fairness and equality;

d) Inadmissibility of discrimination and equal treatment regardless race, color, gender, origin, ethnical belonging, language, religion, political or other opinions, social belonging, wealth or social status, residential place or any other characteristics;

e) Openness and availability of information, protection of personal data;

f) Involvement of academic personnel and students in a decision-making process;

g) Openness, transparency and fairness of competitions and elections;

3. It is not allowed to form and carry out activities of a structural unit of any political organization at the teaching university. In addition, no political agitation or propaganda is allowed.

4. In order to redress inequality between persons, the teaching university is obliged to create special conditions and/or give advantage to an underprivileged person if respective objective circumstances for doing so exist.

#### **Article 4. Mission, goals and objectives of the teaching university**

1. The mission of BAU International University, Batumi LLC is to encourage protection and improvement of public health by preparing highly competent healthcare professionals through implementing the highest scientific and ethical standards in healthcare and medical education sphere, introduction of innovative teaching methods, constant development of effective management and modern educational approaches. Our students' expectation to receive education which is based on international experience and to find a job on a global scale, challenges the university to create a platform for education and professional development which will educate professionals equipped with globally applicable skills, scientific outlook, high moral standards and liberal values.

2. The role of the teaching university on Georgian, regional and international level is:

- a) To transfer education which is based on the best practice and innovation;
- b) To introduce experience received through international partnerships to educational sphere in Georgia and Adjara region;
- c) To create and develop multinational and multicultural educational environment to promote globalization goals of education;
- d) To develop educational programs based on international benchmarks to ensure high competitiveness of graduates on a global scale;
- e) To promote educational sphere, academic resources and educational market of Georgia through establishing active international cooperation;
- f) To offer a flexible, student-oriented educational services that are based on innovative approaches;
- g) To share accumulated knowledge and experience to the society through carrying out applied research, realizing social educational projects, promoting lifelong learning and professional development.

3. Based on the mission, the main goals of the teaching university are:

- a) To provide and develop higher education programs;

- b) To prepare highly qualified professionals who will be competitive on local as well as international labor market;
- c) To promote integration of the teaching university in global educational and scientific sphere;
- d) To develop and carry out joint educational programs and scientific-research projects with universities in foreign countries;
- e) To ensure academic freedom of professors-lecturers and promote experience sharing practice;
- f) To create a student-oriented university environment for learning and carrying out scientific work.

4. The main objectives of the teaching university are:

- a) To improve educational programs on constant basis and promote innovative development of educational process;
- b) To consider interests of potential employers;
- c) To provide maximum support to students to become professionals;
- d) To encourage scientific research and implementation of new knowledge;
- e) To develop international scientific cooperation;
- f) To encourage student mobility;
- g) To promote development and realization of international scientific-research projects;
- h) To encourage professional development of professors.

5. Key directions and objectives for a specific period of time are defined by a strategic development plan of the teaching university.

## **Chapter II. The structure and governing bodies of the teaching university**

### **Article 1. The structure of the teaching university**

1. The structure of the teaching university includes governing bodies of the university, an educational unit, administration, human resource management and quality assurance departments.

2. The governing bodies of the teaching university are:

- a) The board of partners

b) A director

c) A rector

d) A vice-rector

e) An academic council

3. A school is an educational organizational-structural unit of the teaching university

4. The governing bodies of the school are:

a) A school council

b) A dean

5. Organizational-structural units and authority of the schools are defined by a statute of a respective school.

6. An administration of the teaching university is an organizational-structural unit providing administration of the activities of the teaching university.

7. A managing body of the administration is:

a) A head of the administration.

8. Administration includes the following structural-organizational units:

a) A financial department

b) A Material-technical department

c) A marketing and international relations department

d) A student's service and career support department

e) A lawyer

f) An office administrator

9. An organizational-structural unit Human resource management department is in charge of recruiting personnel, strengthening corporate culture among employees, assessment and encouragement of their professional development in accordance with human resource management policy and other normative acts of the teaching university.

10. A quality assurance department is an organizational-structural unit ensuring the quality of educational and scientific-research activities at the teaching university.



11. A visual image/an organigram of the organizational structure of the teaching university is attached to this statute as an annex N 1.

## **Article 2. The board of partners**

1. The highest governing body of the teaching university is the board of partners which is in charge of controlling the lawfulness, appropriateness, effectiveness of activities carried out by the teaching university and its financial-economic activities.

2. The board of partners:

a) Decides on making amendments and additions in the registration data and by-law of the teaching university, approves a new edition of the by-law;

b<sup>1)</sup> Appoints and dismisses a director of the teaching university;

b) Appoints and dismisses a rector of the teaching university upon consultation with an academic council as well as supervises his/her activities;

c) Is entitled to request financial reports for corresponding period of time from a director of the teaching university, to control and check financial documentation of the university and fulfillment of the budget at any time;

d) Is entitled to request information about the fulfillment of strategic development and action plans of the teaching university from a rector of the teaching university at any time;

e) Is entitled to suspend and/or cancel any legal acts adopted by other managing bodies and/or officials that are unlawful and/or contradict the by-law of the teaching university and/or this statute and/or other internal normative acts.

3. Other authority of the board of partners of the teaching university is defined by the by-law.

## **Article 3. A director**

1. A director is granted a right to manage and represent the teaching university who is appointed and dismissed by the board of partners.

2. A director:

a) Represents the teaching university in relation to the third parties and enters into corresponding agreements without any additional power of attorney;

b) Represents and defends the interests of the teaching university at a court, state establishments, and in relation to other legal entities or individuals;

- c) Represents the teaching university in relation to banks and other financial establishments, opens, closes, manages bank accounts, and exercises other authority hereto;
- d) Issues trade and other types of powers of attorney in the scope of his/her competence;
- e) Approves annual budget of the teaching university as well as budgets of organizational-structural units, controls their fulfillment, and presents a report hereto to the board of partners;
- f) Approves a staffing table for academic and/or administrative personnel and respective remuneration in accordance with the law of Georgia, human resource management policy, and other internal normative acts of the teaching university. In addition, he/she ensures execution of the results of a competition and if corresponding reasons exist makes a decision on termination of a contract signed with an employee;
- g) Determines and approves a tuition fee, quantity of grants and scholarships to be awarded in accordance with internal normative acts of the teaching university;
- h) Within the framework of his/her competence makes decisions about issues that require financial and/or other property-related liabilities to be undertaken and/or fulfilled by the teaching university, signs contracts and ensures their execution;
- i) Exercises authority vested under the by-law of the teaching university, this statute, a job instruction and other internal normative acts.

3. Management of finances, monetary resources, material-technical resources, or any other valuables of the teaching university is under a director's exclusive authority.

4. The director acts independently of the rector when exercising his/her authority of management and representation of the teaching university.

5. In case a director is temporarily incapable of performing his/her duties, he/she delegates his/her authority to a person designated by him/her. When delegating authority, a director issues an order which precisely defines the list of duties to be delegated and the period of delegation. If no such order is issued, the authority of the director is fully exercised by a rector of the teaching university.

6. In the scope of his/her authority a director issues an order while upon a rector's proposal signs resolutions of the academic council made within activities of the academic council which require financial and/or other property-related liabilities to be undertaken and/or fulfilled by the teaching university.

7. A director is accountable before the board of partners.

#### **Article 4. A rector**

1. Authority to lead and represent the teaching university in educational and scientific-research direction is vested upon a rector who is appointed and dismissed by the board of partners upon consultations with an academic council.
2. In the scope of his/her competence, a rector leads administrative, educational and scientific-research activities of the teaching university and approves regulating acts regarding issues that fall under his/her competence.
3. A rector:
  - a) Represents the teaching university in relation to the third parties in educational and scientific direction and enters into respective agreements without any additional power of attorney;
  - b) In the scope of his/her competence issues powers of attorney for delegating authority;
  - c) Makes decisions about creating, canceling, merging, and dividing an organizational-structural unit of the teaching university and upon necessity refers to a director for approval;
  - d) In the scope of his/her competence approves a statute of the teaching university and organizational-structural units, job descriptions, internal regulations, ethical norms, and amendments to be made in them.
  - e) Within the scope of his/her competence controls adherence to a by-law, a statute, internal regulations and other internal normative acts of the teaching university.
  - f) Leads an academic council and signs meeting minutes and resolutions of an academic council, in addition upon necessity sends them to a director for additional signing.
  - g) Submits decisions made by a rector, an academic council, and/or other organizational-structural units of the teaching university that require financial and/or other property-related liabilities to be undertaken and/or fulfilled by the teaching university to a director for approval.
  - h) Submits strategic development and action plans of the teaching university to an academic council for approval;
  - i) Presents reports about fulfilled work to a board of partners and an academic council.
  - j) Makes decisions about granting, suspending, terminating, and restoring a student status in accordance with the law of Georgia and internal normative acts of the teaching university.

k) Approves and signs higher education confirming documents (a certificate, a diploma, a diploma supplement etc.)

l) Determines and approves an academic calendar which defines commencement and end of an academic year, financial registration, examination period and other terms related to an educational process.

m) Determines terms for announcing internal mobility at the teaching university and approves a number of students to be accepted upon a proposal of the school and agreement with a quality assurance department.

n) Within the scope of his/her competence creates and cancels permanent and temporary committees, work groups, and consultation bodies.

o) Approves an official stamp, a letterhead, a logo, and other attributes of the teaching university.

p) Exercises authority defined under a by-law of the teaching university, this statute, a job description, and other internal normative acts.

4. A rector is in charge of making a decision on any issue that is beyond an exclusive authority of a board of partners, a director, or structural-organizational units of the teaching university under a by-law of the teaching university, this statute, and other internal normative acts.

5. If a particular issue simultaneously falls under the authority of a rector, a director or other structural-organizational unit of the teaching university a decision hereto is made by a rector.

6. If an issue does not fall under the authority of any structural unit of the teaching university or it simultaneously belongs to several structural units, a rector makes a decision about assigning competence to a specific structural unit and/or distribution of a competence hereto.

7. A rector has a right to delegate certain authority to specific organizational-structural units.

8. In case the rector is temporarily unable to perform his/her duties, he/she delegates authority to a person designated by him/her. When delegating the authority, the rector issues an order that precisely defines the list of duties to be delegated and the term of delegation. If no such order is issued, the authority of the rector is fully transferred to a vice-rector of the teaching university.

9. In the scope of his/her authority a rector issues an order while signing resolutions of an academic council made within activities of an academic council.

10. A rector is entitled to suspend and/or cancel any legal acts adopted by organizational-structural units and managers accountable before him/her that are unlawful and/or contradict internal normative acts of the teaching university.

11. The rector does not have a right to sign commercial agreements and/or to represent the teaching university in relation to the third parties, with the exception when such agreement and/or representation is associated with only educational-scientific activities of the teaching university and does not impose and/or require fulfillment of financial or any other types of liabilities from the teaching university.

12. The rector is independent of the director when leading the educational and scientific-research direction of the teaching university and realizing representation hereto in the scope of the authority vested under this statute and other internal normative acts of the teaching university.

13. The rector is accountable before the board of partners in relation to strategic and organizational activities of the teaching university and before an academic council in direction of academic, scientific, and educational activities.

#### **Article 5. A vice-rector**

1. A rector of the teaching university partially delegates his/her authority to a vice-rector who is appointed and dismissed by a rector upon consultations with an academic council.

2. A vice-rector exercises the following duties:

a) Preparation/development and coordination-supervision of implementation of strategic development and action plans of the teaching university;

b) Working out/development of performance indicators of activities defined by strategic and action plan/plans.

c) Support of academic development of the teaching university;

d) Ensuring implementation of respective principles of quality development in normal academic and administrative procedures of the teaching university;

e) Leading working groups of institutional planning, assessment, self-assessment, and development;

f) Support of academic and administrative activities of the teaching university;

- g) Encouragement and coordination of development of academic cooperation of the teaching university;
- h) Representation of the teaching university with the third parties in issues defined by a rector of the teaching university;
- i) Other duties vested under a by-law of the teaching university, this statute, a job description, and internal normative acts.

3. A vice-rector is accountable before a rector.

#### **Article 6. An academic council**

- 1. An academic council is the highest representative collegial body leading academic activities at the teaching university;
- 2. An academic council consists of the head of the academic council- a rector and academic personnel defined by the statute of the academic council;
- 3. An academic council:
  - a) Approves a strategic development and an action plan of the teaching university upon a rector's proposal, hears reports about their performance, and develops recommendations hereto;
  - b) Approves educational and scientific-research programs, amendments and additions to be made upon a school's proposal. In addition, the council makes decisions about merging, dividing and cancelling educational programs;
  - c) Approves coefficients for unified national exams and a number of students to be accepted upon a school's proposal;
  - d) Discusses and approves the main directions of the policies of the teaching university for internationalization, joint educational and scientific research activities, and international mobility and cooperation development;
  - e) Approves rules for acquiring, suspending, terminating and restoring a student status;
  - f) Approves a rule for recognizing education received by a student at another educational establishment;
  - g) Approves rules for recruiting academic and invited personnel and for conducting a competition;
  - h) Approves a rule and a scheme of workload for academic and invited personnel, in addition a rule for affiliation with the teaching university;

- i) Makes a decision about awarding a status of an honorary professor to academic personnel of the teaching university or to an honorary member-scientist of a society.
  - j) Analyzes reports of a quality assurance department and approves an action plan for the development of educational and scientific-research activities;
  - k) Defines the main directions and priorities of scientific-research activities adhering to and respecting the principles of academic freedom.
  - l) Realizes other duties defined by the by-law of the teaching university, this statute, a statute of an academic council, and other internal normative acts.
4. Activities of an academic council, a rule for acquiring and terminating status of a member are defined by a statute of an academic council;
  5. An academic council issues resolutions in the scope of its authority;
  6. A rector of the teaching university leads and coordinates the activities of an academic council. In addition, they are organizational-structural units accountable before each other in relations to issues defined by internal normative acts.

### **Chapter III. An educational unit of the teaching university**

#### **Article 1. A school**

1. A school is the main educational and scientific-research unit of the teaching university which prepares students in one or several specialties and awards them with respective qualification.
2. A school council and a dean are school managing bodies.
3. A school structure, duties of structural units, goals, objectives, and other issues related to its activities are defined by a statute of a respective school.
4. A school statute is developed by a school council which is approved by an academic council upon a dean's proposal.
5. A school carries out its activities in accordance with a by-law of the teaching university, this statute, other internal normative acts, the law of Georgia and international normative acts.

#### **Article 2. A school council**

1. A school council is a representative collegial body managing a school which consists of a school dean, whole academic personnel of a school, and representatives of a students' union.

2. A school council:

- a) Works out a structure and a statute of a school upon the dean's proposal;
- b) At the beginning of an academic year defines coefficients for unified national exams, thresholds and the number of students to be accepted on an educational program of the school and presents them to an academic council for approval;
- c) Analyzes a new educational program presented by an initiator of a program and in case a quality assurance department provides a positive conclusion hereto, presents it to an academic council for approval;
- d) Develops the main directions of educational and scientific-research activities of the school;
- e) Discusses and approves an individual curriculum;
- f) Approves a timetable and composition for peer attendance at lectures and practical classes;
- g) Discusses issues related to an educational process and works out mechanisms for reacting on them;
- h) Approves learning schedules;
- i) Determines the necessity for changes in personnel at a school, necessary quantity of academic and invited personnel (considering target benchmarks) and refers to a human resource management department with a proposal to announce a competition;
- j) Works out an action plan of a school in accordance with the university action plan and presents it to an academic council for approval;
- k) Upon a dean's proposal makes a decision about creating/changing/merging/dividing and canceling permanent and temporary committees of the school;
- l) Discusses an issue of giving a reprimand to a member of a council. In case a member misses a council meeting for an unjustified reason, makes a decision about terminating status to a member of a council in accordance with a statute of the School of Medicine and Health Sciences of the teaching university.
- m) Works out a rule for conducting examinations and presents it to an academic council for approval;
- n) In the scope of its competence discusses and makes decisions about different issues of the school;



3. A statute of a respective school defines the formation of a school council, its authority, decision-making rules and other issues connected to its activities;
4. A school council issues resolutions in the scope of its authority;
5. A school council is accountable before an academic council.

### **Article 3. A dean**

1. A school is managed by a dean who leads academic and scientific-research activities of the school;
2. A school dean is appointed and dismissed by a director upon a rector's proposal on the basis of consultations held with a school council.
3. Qualification requirements for a dean's position are defined by the statute of the school
4. A dean of a faculty:
  - a) Leads a school council and defines an agenda of the issues to be discussed during a council meeting;
  - b) Manages educational and scientific-research activities of a school;
  - c) Develops strategic development/action plans of a school, educational programs, scientific-research projects, and statute projects and presents them to a school council.
  - d) Defines the number of invited staff members on hourly payment according to the educational programs and sends it to a human resource management department for submitting to a director for approval;
  - e) Monitors fulfillment of lecture and contact hour equivalent workload by academic personnel and receives reports hereto.
  - f) Coordinates activities carried out by structural units of a school and collects reports about fulfilled work on a semester basis.
  - g) Monitors the quality of an educational process together with the head of the program;
  - h) In the scope of his/her competence defines needs for professional development of academic and invited personnel and facilitates implementation of professional development processes of the personnel with the participation of a human resource department.
  - I) In the scope of his/her competence analyses rating and academic performance of students based on reports provide by tutors;

- j) Encourages professional development of students (Short-term clinical internships, summer/winter schools)
  - k) In the scope of his/her competence reviews and reacts on individual applications of students submitted about educational process;
  - l) Participates in assessment of administrative and academic personnel of the school in accordance with the rule set by the teaching university;
  - m) Encourages expansion of partnership networks with foreign educational/research establishments following a plan of internationalization of educational programs at the school with involvement of a department of marketing and international relations;
  - n) Encourages implementation of innovative approaches and technologies;
  - o) In the scope of his/her competence ensures decisions made by governing bodies of the teaching university are executed by structural units accountable before him/her;
  - p) In the scope of his/her competence represents a school in relation to structural units of the teaching university, different establishments and individuals;
  - q) Is involved in activities of the teaching university and participates in development/analysis of internal normative acts;
  - r) Provides information about school activities to respective structural units at the teaching university;
  - s) Exercises other authority vested under internal regulating acts of the teaching university and law of Georgia;
5. A dean is accountable before a school council and a vice-rector.

#### **Chapter IV. Administration of the teaching university**

##### **Article 1. A head of the administration**

1. A head of the administration coordinates, manages, and leads the work of administrative departments at the teaching university.
2. A head of the administration is appointed and dismissed by a director upon a vice-rector's proposal;
3. A head of the administration:

- a) In case of need determines staffing tables for departments under his/her management and sends it to a human resource management department for submission to a director for approval;
  - b) Supervises work of departments under his/her management;
  - c) Prepares an annual report about performed work and presents it to a vice-rector while submits an annual financial report to a director;
  - d) Participates in development and execution of strategic development plan;
  - e) Is in charge of protecting and exploiting the property of material-technical resources of the teaching university;
  - f) Mediates with a human resource management department for using a disciplinary action against administrative and support staff.
  - g) Refers to a human resource management department with a recommendation to use incentives for administrative and support staff members;
  - h) Monitors adherence to internal regulations of the teaching university;
  - i) Performs other duties defined by this statute, a job description, and other instructions given by a director and a vice-rector;
4. In case a head of the administration is temporarily unable to perform his/her duties, his/her authority is exercised by a vice-rector;
5. All organizational-structural units operating under the administration are accountable before a head of the administration;
6. A head of the administration is accountable before a director regarding financial activities, while he/she reports to a vice-rector in relation to strategic and organizational part of administrative support provided for educational and scientific-research activities;

## **Article 2. A financial department**

1. A financial department at the teaching university conducts financial accounting in accordance with international accounting standards, prepares financial reports, manages and controls financial activities of the teaching university.
2. A financial department:
  - a) Works out a project of an annual budget of the teaching university and in case of necessity a project of amendments to be made herein;

- b) Conducts financial accounting in accordance with international accounting standards and prepares financial reports;
  - c) Declares tax liabilities of the teaching university and pays to a budget in accordance with a tax code of Georgia;
  - d) Develops a financial policy of the teaching university, analyses and presents conclusions to respective organizational-structural units regarding the compatibility of the activities of the teaching university with the policy hereto.
  - e) Exercises authority defined by the statute of the financial department of the teaching university and other internal normative acts;
3. An internal structure of the financial department, delegation of duties between the structural units and the rule for administration are defined by the statute of the department;

### **Article 3. A material-technical department**

- 1. A material-technical department of the teaching university provides material-technical support for the activities of the organizational-structural units;
- 2. A material-technical department:
  - a) Provides the teaching university with material-technical resources necessary for uninterrupted operation;
  - b) Makes inventory, maintains-stores, protects and renews the property in ownership of the teaching university;
  - c) Makes sure the equipment and utilities at the teaching university are properly functioning as well as monitors sanitary and fire safety norms;
  - d) Creates and improves an adapted environment for people with special needs;
  - e) Realizes other duties defined by the statute of the material-technical department and other internal normative acts of the teaching university;
- 3. An internal structure of the material-technical department, delegation of duties between the structural units and the rule for administration are defined by the statute of the department;

### **Article 4. A marketing and international relations department**

- 1. A marketing and international relations department of the teaching university carries out activities to raise awareness about the teaching university, to attract students, to deepen international cooperation and to facilitate internationalization of scientific-research activities;
- 2. A marketing and international relations department:

- a) Develops promotional/informational policy, prepares, updates and distributes marketing collaterals aimed at raising awareness about the teaching university;
  - b) Represents the teaching university at local and international fairs and organizes the events for promoting educational and scientific-research programs;
  - c) Develops an internationalization policy of the teaching university. In addition, the department connects the teaching university with other higher education establishments and international scientific funds for carrying out joint educational and scientific-research activities;
  - d) Facilitates international mobility of the students, academic and administrative personnel;
  - e) Realizes other duties defined by the statute of the department of marketing and international relations and other internal normative acts of the teaching university;
3. The internal structure of the department of marketing and international relations, the delegation of duties between the structural units, and the rule for administration are defined by the statute of the department;

#### **Article 5. A Student service and career support department**

1. A student service and career support department of the teaching university informs, consults and supports students about the educational process and career development perspectives;
2. A student service and career support department:
  - a) Provides students with the requested information and consults them within competence;
  - b) Informs students about planned trainings, conferences and other educational, sport and cultural events and available career perspectives;
  - c) Researches labor market and develops a strategic plan of employment for students and graduates;
  - d) Searches potential employers and deepens cooperation with them for encouraging students' employment;
  - e) Performs other duties defined by the statute of a student service and career support department and other internal normative acts of the teaching university;
3. An internal structure of a student's service and career support department, delegation of duties between the structural units and the rule for administration are defined by the statute of the department;

### **Article 6. A lawyer**

1. Providing organizational-legal support to the teaching university a lawyer ensures the activities of the teaching university are in congruence with the law of Georgia.
2. The lawyer within his/her competence shall learn and analyze legal issues of the teaching university, prepare conclusions and issue recommendations hereto, prepare the projects of legal documentations and the amendments to be made herein, control and analyze news in the legal sphere and inform respective organizational-structural units hereto, represent and defend the interests of the teaching university at a court as well as in relationship with administrative organs and individuals.
3. In addition to this statute, a lawyer carries out the duties and rights defined by an employment contract and a respective job description.

### **Article 7. An office administrator**

1. An office administrator of the teaching university manages clerical work at the teaching university.
2. The competence of an office administrator is to carry out the following duties in accordance with the rule for office administration of the teaching university:
  - a) To register, keep and archive documentation;
  - b) To receive, register, sort correspondence and transfer it to an authorized person;
  - c) To send parcels and letters to respective addressees;
  - d) To provide public information in a full and timely manner;
  - e) To store documentation kept in an archive in a due manner and in case of necessity to prepare copies and deliver them to interested parties;
  - f) To realize the duties and rights defined by an employment contract, a job description, and internal normative acts.

## **Chapter V. Quality assurance and human resource management departments**

### **Article 1. A status and authority of the quality assurance department**

1. A quality assurance department is an organizational-structural unit of the teaching university which carries out the activities for ensuring and developing the quality of the educational and scientific-research activities of the teaching university;
2. The quality assurance department aims at developing effective tools for improving the quality of the educational and scientific-research activities of the teaching university and ensuring their correspondence with international standards.
3. The activities of the quality assurance department are based on the principle of “plan-implement-check-develop”.

4. The quality assurance department:
  - a) Develops internal tools for improving the quality of educational and scientific-research activities of the teaching university, ensures the teaching university and program(s) are involved in assessment through external tools for quality assurance;
  - b) Monitors the educational and scientific-research activities of the teaching university, analyses the results and develops the recommendations hereto;
  - c) Conducts special surveys on semester basis for identifying the needs of the academic and administrative personnel and students, issues recommendations hereto;
  - d) Participates in development of a strategic and an action plan of the teaching university, in addition issues recommendations regarding internal normative acts of the teaching university or the amendments and/or additions to be made herein;
  - e) Ensures the curriculum and educational process are in congruence with state and internal institutional, as well as with the best international practices and general cycle of quality development.
  - f) Coordinates authorization and accreditation process of the teaching university
  - g) Exercises authority vested under the statute of the quality assurance department and other internal normative acts;
5. The internal structure, delegation of the authority between the structural units, and the rule for administration of the quality assurance department are defined by the statute of the department;
6. A head of the quality assurance department manages the quality assurance department who is appointed and dismissed by a director upon a rector's proposal;
7. A head of the quality assurance department is accountable before a vice-rector and an academic council;

## **Article 2. Status and authority of a human resource management department**

1. A human resource management department of the teaching university is an organizational-structural unit of the teaching university which realizes the human resource management policy of the teaching university;
2. A human resource management department aims at attracting highly qualified staff members at the teaching university, fostering the development of corporate culture, assessing staff members, and taking care of their professional development;
3. The competence of the human resource management department includes:
  - a) To design, develop and execute human resource management policy;
  - b) To attract and retain highly qualified staff members, to coordinate the assessment process of the personnel and to take care of their professional development;

- c) To organize a competition and related processes for hiring a staff member;
  - d) To manage personal files of employees ensuring the protection of their personal information;
  - e) To research the needs for trainings of the employees and to encourage career development;
  - f) To implement principles of group work and to encourage the strengthening of corporate culture;
  - g) To participate in the development of institutional performance indicators and benchmarks that are related to human resource management;
  - h) To carry out other duties defined by an employment contract, a job instruction, and internal normative acts.
4. The internal structure, delegation of the authority between the structural units and the rule for administration of the human resource management department are defined by the statute of the department;
5. A head of the department manages the human resource management department who is appointed and dismissed by a director upon a rector's proposal;
6. A head of the human resource management department is accountable before a vice-rector.

## **Chapter VI. Positions at the teaching university**

### **Article 1. The staff of the teaching university**

1. The staff of the teaching university includes the following positions:
  - a) An academic position
  - b) An administrative position
  - c) A position of support staff
  - d) A position of an intern

### **Article 2. An academic position**

1. Positions of a professor, an associate professor, a research professor, an assistant-professor and an assistant are academic positions at the teaching university;
2. A professor, an associate professor, a professor, a research professor, and an assistant-professor are included in a group of professors.
3. A professor is involved in and/or leads an educational program and scientific-research activities;



4. Under the supervision of a professor, an assistant conducts seminars and undertakes research work in the frames of an educational program and scientific-research activities within the main educational unit;
5. A person can be appointed to an academic position solely via an open competition that shall be conducted through transparent, equal and fair principles of competition;
6. The rule and terms for appointing to an academic position are defined by the rule for recruiting academic personnel.

### **Article 3. Invited academic personnel**

1. The teaching university shall have the right to invite specialists on the basis of employment or service agreements who are entitled to conduct lectures, seminars, practical classes and laboratory works;
2. The rule and conditions for recruiting invited specialists are defined by the rule for recruiting invited personnel.

### **Article 4. An administrative position**

1. A person holding a position at an organizational-structural unit defined by a staffing table of the teaching university is considered as an administrative staff member;
2. The rule and terms for appointment to an administrative position are defined by internal normative acts of the teaching university;

### **Article 5. A position of support staff**

1. A person holding a position defined by the staffing table of the teaching university who is necessary for university activities is considered a support staff member.
2. The rule and terms for recruiting support staff are defined by the internal normative acts of the teaching university;

### **Article 6. A position of an intern**

1. An intern is a person employed at the teaching university with an internship on a position of an intern.
2. The aim of the internship is to give to an intern an opportunity to improve qualification, professional knowledge, skills and practical experience as well as to recruit young and qualified staff members for organizational-structural units of the teaching university;
3. An internship can be paid or free;
4. An internship period is 3-6 months;

5. No intern position can substitute an employee and he/she cannot be recruited instead of a staff member with whom an employment contract has been suspended/terminated;
6. Relationships between an intern and the teaching university must be formulated in a written form and shall include detailed duties to be performed by an intern.
7. Standards defined by a labor code for a particular position fully apply to a position of an intern.

## **Chapter VII. A student of the teaching university**

### **Article 1. Status, rights, and obligations of a student**

1. A student is a person who has been enrolled and studies at a higher educational establishment in accordance with the law of Georgia.
2. A student shall have the right:
  - a) To receive quality education;
  - b) To use material-technical resources of the teaching university;
  - c) To elect and be elected at the students' union;
  - d) To receive comprehensive information about the activities of the teaching university;
  - e) To request a fair assessment of his/her knowledge;
  - f) To express his/her opinions freely and reject the ideas proposed in the process of education in a well-justified manner;
  - g) To transfer to another higher education establishment from the second year of studies;
  - h) To receive a scholarship, financial or material assistance or any other concessions from the government, the teaching university or any other sources in accordance with the law of Georgia and the rule set by the higher education establishment.
  - i) To participate in scientific research, conferences, and other university activities;
  - j) To exercise other authority vested under this statute and the law of Georgia;
3. A student must observe the statute of the teaching university, ethical norms and other internal normative acts;
4. The teaching university is obliged to provide fair assessment of a student's knowledge and to develop corresponding procedures hereto.
5. A disciplinary procedure taken against a student shall be proportional to a disciplinary offense and shall be realized observing the rule set by the normative acts of the teaching university through fair procedures;
6. The initiation of a disciplinary procedure against a student shall not limit a student's right to be involved in an educational process except when other people's rights might be violated based on normative acts.

7. Issues of disciplinary procedures against a student are defined by the code of ethics for students;
8. A student shall have a right to attend a review of his/her case and appeal a decision made against him/her at a court;

#### **Article 2. A students' union**

1. A students' union is created at the teaching university to facilitate a better realization of authority conferred to students. The students' union is elected through a secret ballot based on universal, fair, and direct elections.
2. A students' union realizes the activities in accordance with the statute of the students' union approved by the majority of the votes of the members of the union;
3. No one shall have the right to interfere in the activities of the students' union unless such interference aims at establishing the congruence between the activities of the union and the requirements set by the law;
4. The activities of the students' union and rules for elections are regulated by the statute of the students' union;

#### **Article 3. A student ombudsman**

1. A student ombudsman is an independent body functioning under the structure of a students' union which monitors and protects students' legal status;
2. A student ombudsman:
  - a) Works out and implements tools for protecting legal status and interests of students;
  - b) Regularly studies and monitors legal status of students and in case of violation takes immediate necessary actions;
  - c) Establishes cooperation with local and international organizations working in direction of protection of legal status of students and encourages involvement of students in activities of similar organizations;
  - d) Prepares reports about students' legal status at the teaching university (on semester/annual basis) indicating identified violations, problematic issues and prepares recommendations hereto.
  - e) Engages in other activities for protecting, monitoring and improving students' legal status at the teaching university
3. In the scope of his/her activities, a student ombudsman is accountable only before delegates of a students' union and students of the teaching university.

## **Chapter VIII. Property of the teaching university and accounting**

### **Article 1. Property of the teaching university**

1. The teaching university purchases, possesses and manages the property in its ownership as a legal entity of private law in accordance with the law of Georgia for accomplishing its goals and realizing its functions.
2. The teaching university possesses movable and/or immovable property as well as intangible property;
3. A respective inventory act defines the list of the property on the balance of the teaching university. A director's order defines the rule and the period for conducting inventory.

### **Article 2. A source of income of the teaching university and accounting**

1. A tuition fee paid by a student, a state grant received by a student, obtained international grants and the partners' contributions are the sources of income for the teaching university;
2. The expenses of the teaching university are covered from the budget of the teaching university;
3. The teaching university shall have the right to attract other financial resources allowed by the law of Georgia, among them to receive an income from economic activities if such activities do not impede the teaching process. The received funds are used for the objectives and functions of the teaching university in accordance with the law.
4. All incomes and expenses of the teaching university are registered in the budget;
5. Registration and accounting of the financial-economic activities are realized by the financial department of the teaching university;

## **Chapter IX. Final provisions**

### **Article 1. A rule for making amendments and additions in the statute**

1. A rector shall have the right to make changes and/or additions and/or approve a new edition of the statute of the teaching university upon agreement with a director and an academic council;
2. When making amendments and/or additions in the statute or/and approving a new edition, a rector ensures involvement of all organizational-structural units of the teaching university affected by the changes hereto. In addition, a rector is obliged to receive approval from a director and an academic council for the text of the statute;

### **Article 2. Relation between the law and the norms of the statute**

1. Imperative norms of the law of Georgia shall prevail over the statute of the teaching university;
2. Any issues beyond the statute and/or internal normative acts shall be settled observing the law of Georgia.

### **Article 3. Entering into force and legal consequences**

1. The statute of the teaching university becomes effective once approved by the rector;
2. Governing bodies and/or persons of respective organizational-structural units shall inform the employees about the norms of the statute;
3. After the statute becomes effective the legal acts of the teaching university otherwise regulating the relations defined by this statute shall be declared fully or partially null and void;
4. The statutes of the organizational-structural units of the teaching university to be brought into congruence with this statute within 3 (three) months after the statute becomes effective.
5. After the statute becomes effective before employees defined by a staffing table are appointed to respective positions at relevant organizational-structural units, the mentioned units carry out their activities in accordance with the previous version of the statute before amendments.