

Approved by Order N03.01 dated 2 October 2025

BAU International University Batumi

REGULATION

Chapter I. General Provisions

Article 1. Scope of the Regulation

1. The Regulation of the Limited Liability Company “BAU International University, Batumi” (hereinafter – “the University”) is the primary normative act that defines the implementation of educational and scientific-research activities at the University, the powers of its organizational-structural units, the principles of effective management, and other educational and administrative matters.
2. This Regulation, insofar as it does not contradict the University Statute, the legislation of Georgia, and international normative acts, has superior legal force over other internal normative acts of the University.
3. In relation to this Regulation, the imperative norms of Georgian legislation take precedence. If any issue is not regulated by this Regulation and/or internal normative acts, it shall be resolved in accordance with the legislation of Georgia.
4. Compliance with the requirements of this Regulation is mandatory for the University’s students and employed personnel.
5. Any issue related to educational or scientific-research activities that is not regulated by the University Statute and/or this Regulation shall be governed by other internal normative acts and Georgian legislation.

Article 2. Status of the University

The University is a legal entity of private law registered on the basis of the Law of Georgia “On Entrepreneurs,” which, in accordance with the Law of Georgia “On Higher Education,” carries out higher educational and scientific-research activities.

The University’s legal form and name are: in Georgian – Limited Liability Company “BAU International University, Batumi” or BAU Batumi International University, abbreviation – “BAU”; and in English – “BAU International University, Batumi,” abbreviation – “BAU.”

The University, as a legal entity of private law, is established for an indefinite period. It possesses its own property and, in its own name, acquires rights and obligations provided by Georgian legislation and/or international treaties, enters into transactions, and appears in court as plaintiff and/or defendant.

The University has an official logo, seal, letterhead, bank account, website, electronic mail, and other attributes characteristic of a legal entity, which are approved by the Director.

The official website of the University is: www.bauinternational.edu.ge

The official e-mail address of the University is: info@bauinternational.edu.ge

The languages of instruction and official proceedings at the University are Georgian and English.

The University carries out its activities throughout the territory of Georgia, taking into account the availability of appropriate material, technical, and academic/administrative personnel.

For the purpose of conducting and promoting higher educational and scientific-research activities, the University is authorized to engage in any activity not prohibited by law.

Article 3. Legal Basis for Activities and Management Principles

1. The University carries out its activities on the basis of the Constitution of Georgia, international normative acts, the Law of Georgia “On Higher Education” and other legislative acts, the University Statute, this Regulation, and other internal normative acts.
2. University governance is carried out in accordance with the following principles:
 - a) Respect for and protection of the academic freedom of academic staff and students;
 - b) Political neutrality and freedom of speech;
 - c) Fairness and equality;
 - d) Prohibition of discrimination and equal treatment regardless of race, skin color, gender, origin, ethnicity, language, religion, political or other opinion, social status, property or rank, place of residence, or any other characteristic;
 - e) Publicity and accessibility of information, ensuring protection of personal data;
 - f) Involvement of academic staff and students in the decision-making process;
 - g) Publicity, transparency, and fairness of competitions and elections.
3. The establishment and operation of any structural unit of a political organization, as well as political agitation or propaganda, is prohibited within the University.
4. The University, in the presence of relevant objective circumstances and for the purpose of eliminating inequality among persons, is obliged to create special conditions and/or grant preferential treatment to individuals who require such support.

Article 4. Mission, Goals, and Objectives of the University

The mission of the LLC “BAU International University, Batumi” is to contribute to the protection and improvement of public health by preparing highly qualified professionals through the implementation of high scientific and ethical standards in education, the introduction of innovative teaching methods, effective management, and continuous development of modern educational approaches.

The expectation of our students for education based on international experience and global employment opportunities represents a challenge for the University—to create an educational and professional development platform that supports the formation of professionals with globally applicable skills, scientific vision, high ethical values, and liberal principles.

The University’s role on the national, regional, and international levels is reflected in:

- a) Transferring education based on best practices and innovations;
- b) Applying internationally acquired experience within the educational space of Georgia and the Adjara region;
- c) Supporting the goals of educational globalization by creating and developing a multinational and multicultural educational environment;
- d) Developing educational programs based on international benchmarks to ensure the global competitiveness of graduates;
- e) Active international cooperation to promote Georgia’s educational sector, academic resources, and educational market;
- f) Offering flexible, student-oriented educational services based on innovative approaches;
- g) Sharing accumulated knowledge and experience with society through applied research, lifelong learning initiatives, professional development, and educational social projects.

Based on its mission, the primary goals of the University are:

- a) To implement and develop higher educational programs;
- b) To prepare highly qualified personnel who will be competitive in local and international labor markets;
- c) To promote the integration of the University into the global educational and scientific space;
- d) To develop and implement joint educational programs and scientific-research projects with foreign universities;
- e) To ensure the academic freedom and experience exchange of academic staff;
- f) To create a student-oriented university environment for learning and scientific work.

The main objectives of the University are:

- a) Innovative development of educational programs and processes;
- b) Consideration of potential employer interests;
- c) Support for students in their professional development;
- d) Promotion of scientific research and the introduction of new knowledge;
- e) Development of international scientific cooperation;
- f) Promotion of student mobility;
- g) Support for the development and implementation of international scientific-research projects;
- h) Promotion of the professional development of academic staff.

The key operational directions and objectives for specific periods shall be defined by the University's Strategic Development Plan.

Chapter II. University Structure and Governing Bodies

Article 5. Structure of the University

The structure of the University consists of the University's governing bodies, educational units, the administration, and the human resources management and quality assurance services.

The governing bodies of the University are:

- a) Meeting of Partners;
- b) Director;
- c) Academic Council;
- d) Rector;
- e) Vice-Rector(s).

The educational organizational-structural units of the University are the Schools.

Governance bodies of the School are:

- a) School Council;
- b) Dean.

The organizational-structural units of the School and their powers are defined by the respective School Regulation.

At the University, in accordance with human resources management policies and other internal normative acts, the Human Resources Management Office functions as the organizational-structural unit responsible for staff recruitment, fostering corporate culture, staff evaluation, and ensuring professional development.

To evaluate and continuously improve the effectiveness of educational, research, managerial, and organizational processes, the Quality Assurance Office operates as an organizational-structural unit.

Administrative support for University activities is provided by the following organizational-structural units:

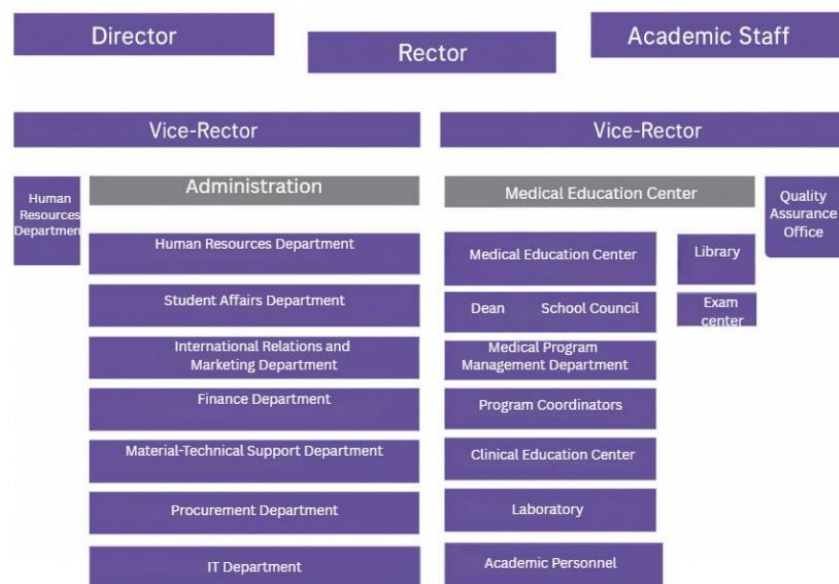
- a) Financial Office;
- b) Material-Technical Support Office;
- c) Marketing and International Relations Office;
- d) Student Services and Career Support Office;
- e) Legal Officer;
- f) Records Management Manager.

To ensure independent, objective, and organized evaluation of learning outcomes achieved through educational processes, the Examination Center operates within the University.

Access to the University's educational resources is ensured by the structural unit—the University Library.

Decisions regarding reorganization, merger, or consolidation of structural units are made by the University Director.

The organizational chart of the University's structure is as follows:



Article 6. Assembly of Partners

The highest governing body of the University is the Assembly of Partners, which supervises the legality, expediency, efficiency, and financial-economic activities of the University.

The Assembly of Partners:

- a) Makes decisions regarding changes and additions to the University's registration data and charter, and approves the new version of the charter;
- b) Appoints and dismisses the Rector and the Director of the University and supervises their activities;
- c) Approves the strategic development directions of the University;
- d) Approves the University's budget submitted by the Director and reviews the budget execution report;
- e) Approves the University's transactions related to the acquisition or disposal of real estate;
- f) Has the right to request financial statements for any relevant period from the University Director at any time, to control and verify the University's financial documentation and budget execution;
- g) Has the right to request information from the University Rector at any time regarding the implementation of the University's strategic and action plans;
- h) Has the right to suspend and/or annul any unlawful legal acts adopted by other governing bodies of the University or by any official, and/or acts that contradict the University's charter, this regulation, or other internal normative acts.

Other powers of the University's Assembly of Partners are defined by the charter.

Article 7. Director

The authority for leadership and representation of the University is vested in the Director, who is appointed and dismissed by the Assembly of Partners.

The University Director:

- a) Represents the University in dealings with third parties and enters into relevant agreements without additional authorization;
- b) Represents and defends the University's interests in court, with state institutions, and in interactions with other legal or natural persons;
- c) Represents the University in dealings with banks and other credit institutions, ensures the opening, closing, and management of bank accounts, and exercises related powers;
- d) Within their competence, issues commercial and other types of authorizations;
- e) Approves the University's annual budget and the budgets of organizational-structural units, monitors their execution, and reports on it to the Assembly of Partners;

- f) According to the University's internal normative acts, determines and approves tuition fees, and the amounts of grants and scholarships to be awarded;
- g) Within their competence, makes decisions on matters requiring the incurring or fulfillment of financial or other property obligations by the University (including those related to approval of the strategic plan), enters into contracts (including procurement, property management, labor, and service agreements), and ensures their execution;
- h) Makes decisions regarding the management of the University's finances, cash, material-technical, or any other valuable assets;
- i) Approves the University's regulations, defines the University's organizational structure, the number of academic and administrative staff positions, approves documents related to the implementation of organizational and personnel policies (Human Resources Management Policy, rules for staff recruitment, internal regulations, and documents defining ethics and disciplinary responsibility), reviews reports on personnel and organizational effectiveness, and takes appropriate action;
- j) Exercises the powers defined by the University charter, this regulation, job description, and other internal normative acts.

Article 8. Academic Council

The Academic Council is the highest representative collegiate body responsible for policy-making and management in the academic activities of the University.

The composition of the Academic Council includes the Rector, Vice-Rectors, and affiliated Professors of the University.

The Academic Council:

- a) Approves educational programs, as well as amendments and additions thereto, and makes decisions regarding the merger, separation, or termination of educational programs;
- b) Approves the rules, standards, and procedures for the implementation of educational programs, and the charters of the University's educational units;
- c) Approves the rules and procedures for the promotion, implementation, and evaluation of research activities, establishes standards for research ethics, and forms a Research Ethics Committee;
- d) Approves policies for the assessment, quality assurance, and development of educational and research processes, reviews reports from the Quality Assurance Service, and develops recommendations for further improvement;
- e) Upon proposal of the relevant school, approves the number of admitted students per educational program, including national examinations, mobility programs, or international students, in accordance with the procedure established by law;
- f) Approves documents related to the organization of the University's academic activities, including rules on obtaining, suspension, termination, and restoration of student status, student assessment and examinations, recognition of education obtained at other educational institutions, and the Student Code of Ethics;

- g) Develops the main directions of policies for internationalization, joint educational and research activities, and the development of international mobility and cooperation;
- h) Upon proposal of the relevant school, approves coefficients for the Unified National Examinations and components of university-wide master's examinations;
- i) Issues recommendations regarding the University's strategic plan, and develops strategic initiatives in the key directions and priorities of educational and research development;
- j) Issues recommendations on the recruitment of academic and visiting personnel, the conduct of competitions, the workload of academic and visiting staff, and rules and schemes for affiliation with the University;
- k) Decides on the conferment of the honorary professor title to academic staff or honorary scientist members of society;
- l) Establishes permanent and temporary committees and working groups;
- m) Exercises the powers defined by the University's charter, this regulation, the Academic Council's charter, and other internal normative acts.

The procedures for the functioning of the Academic Council, as well as the acquisition and termination of member status, are defined by the University's **"Academic Council Charter."**

Within its powers, the Academic Council issues resolutions.

Support and coordination of the Academic Council's activities are provided by the University Rector. Simultaneously, regarding matters defined by internal normative acts, the Rector and the Council represent organizational-structural units accountable to each other.

Article 9. Rector

The authority for leadership and representation of the University is vested in the Rector, who is appointed and dismissed by the Assembly of Partners.

The Rector:

- a) Represents the University in dealings with third parties and signs relevant memoranda without additional authorization, provided that the transaction does not involve the assumption of financial obligations;
- b) By authorization of the Director, may represent and defend the University's interests in court, with state institutions, and in interactions with other legal or natural persons;
- c) Within their competence, supervises the implementation of the University's charter, regulations, and other internal normative acts;
- d) Chairs and signs the minutes and resolutions of the Academic Council;
- e) In accordance with Georgian legislation and the University's internal normative acts, decides on the conferment, suspension, termination, or restoration of student status;

- f) Establishes and approves the academic calendar, which determines the start and end of the academic year, academic and financial registration, examination periods, and other deadlines related to the educational process;
- g) Approves and signs educational documents certifying the University's education (certificates, diplomas, diploma supplements, and others);
- h) Submits drafts of the University's strategic and action plans and reports on their implementation to the Director and the Assembly of Partners;
- i) Within their competence, signs University correspondence and/or issues signature authorizations;
- j) Makes managerial decisions on matters that, according to the University's charter, this regulation, and other internal normative acts, do not fall within the exclusive powers of the Assembly of Partners or structural units of the University;
- k) Decides on the assignment of a specific matter to a structural unit if the matter, according to this regulation or other internal legal acts, does not fall within the competence of any structural unit or concerns multiple units simultaneously;
- l) Has the authority to suspend and/or annul/declare null and void any unlawful legal acts issued by organizational-structural units or officials accountable to them, or acts that contradict the University's internal normative acts;
- m) In accordance with Georgian legislation, University policies, and other internal normative acts, ensures enforcement of competition results through the issuance of an individual legal act – an order;
- n) Reports on completed work to the Assembly of Partners, the Director, and the Academic Council;
- o) Exercises powers defined by the University's charter, this regulation, job description, and other internal normative acts.

The Rector may delegate certain powers defined in this regulation to other organizational-structural units, provided this does not contradict the law or the provisions of the University charter.

In the temporary absence of the Rector from duty, their powers are delegated to a person specified by them. When delegating powers, the Rector issues an order precisely defining the list of delegated powers and the delegation period. If such an order is not issued, the Vice-Rector fully exercises the Rector's official powers.

Within their authority, the Rector issues orders and, within the Academic Council's activities, signs the Council's resolutions.

The Rector is accountable to the Assembly of Partners and the Director for the University's strategic, organizational, and financial activities, and to the Academic Council for the academic and research activities of the University.

Article 10. Vice-Rector

The Vice-Rector of the University coordinates the University's educational, research, administrative, and organizational functions, represents the University for the purpose of performing these functions, and/or based on appropriate delegation, in internal and external relations, and ensures monitoring of the implementation of organizational processes.

Vice-Rectors of the University are appointed and dismissed by the Director.

In the area of academic activities, the Vice-Rector:

- a) Supervises and coordinates the activities of the structural units under their authority – schools, Quality Assurance Service, library, examination center;
- b) Approves the action plans of the structural units under their authority, evaluates performance reports based on the University's development needs, prepares an annual report on completed work, and submits it to the Academic Council and the Director;
- c) Coordinates the development of the strategic development plan and oversees the implementation of strategic tasks within the academic domain;
- d) Supports the University's academic development and ensures compliance of the educational process with state and internal institutional requirements, as well as with best international practices and the overall quality development cycle;
- e) Supervises the implementation of the University's academic policies and regulations in relation to the educational and research activities, workload, evaluation, and incentives of academic staff, and identifies key directions for personnel professional development;
- f) Oversees the development of the University's quality system and ensures the integration of quality development principles into routine academic and administrative procedures;
- g) Coordinates and supports the research process in line with the University's research priorities, policies, and good international practices;
- h) Coordinates the University's accreditation and authorization processes;
- i) Participates in the formation of planning, assessment, self-evaluation, and development working groups and coordinates their activities;
- j) Promotes and coordinates the development of the University's academic collaborations;
- k) Develops and approves documents defining the University's academic policies;
- l) Represents the University before third parties in matters within their competence;
- m) Prepares an annual institutional report on completed work in the University's academic activities;
- n) Exercises other powers assigned to them by the University's charter, this regulation, job description, and internal normative acts.

In the area of administrative activities, the Vice-Rector:

- a) Supervises and coordinates the activities of the structural units under their authority – Human Resources Management, Student Support, International Relations and Marketing, Material-Technical Resources, Legal and Administrative Services;
- b) Approves the action plans of the structural units under their authority, evaluates performance reports based on the University's development needs, prepares an annual report on completed work, and submits it to the Academic Council and the Director;
- c) Coordinates the development of the strategic development plan and oversees the implementation of strategic tasks within the administrative domain;
- d) Oversees the University's organizational processes, ensures their smooth implementation, evaluates compliance with state and internal institutional regulations, timeliness, and cost-efficiency;
- e) Supervises the processes of student recruitment, enrollment, and support;
- f) Oversees the University's procurement, payment, and financial management processes, ensuring efficient use of financial resources;
- g) Is responsible for the proper operation of the University's material-technical base;
- h) Oversees the implementation of the University's marketing and internationalization policies in accordance with institutional challenges and good international practices;
- i) Supervises the implementation of the University's human capital management policy, internal regulations, and Code of Ethics, and makes recommendations to the Director regarding staff incentives or disciplinary actions;
- j) Promotes and coordinates the development of University personnel;
- k) Develops and approves documents defining the University's administrative policies;
- l) Represents the University before third parties in matters within their competence;
- m) Prepares an annual institutional report on completed work in the University's administrative activities;
- n) Exercises other powers assigned to them by the University's charter, this regulation, job description, and internal normative acts.

Vice-Rectors are accountable to the Director for the organizational and financial activities of the University, and to the Academic Council for the academic aspects of the University's activities.

Chapter III. University Educational Units

Article 11. School

An educational unit of the University is represented by a School.

A School represents the main educational and scientific-research unit that provides student training in one or more specialties and awards the corresponding qualifications.

The governing bodies of a School are the School Council and the Dean.

The School's structure, the powers of its structural units, objectives, tasks, and other issues related to its functioning are defined by the charter of the respective School.

The School charter is developed by the School Council and, upon the Dean's proposal, is approved by the Academic Council.

A School carries out its activities based on the University's charter, this regulation, the School charter, other internal normative acts, the legislation of Georgia, and international normative acts.

Article 12. School Council

The School Council is the School's representative collegiate governing body, composed of the Dean, all academic staff of the School, and representatives of the student self-government.

The School Council:

- a) Develops the School's structure and charter upon the Dean's proposal;
- b) At the beginning of the academic year, determines the coefficients and barriers for the Unified National Examination, the number of students to be admitted to the School's educational programs, and submits these for approval to the Academic Council;
- c) Reviews new educational programs submitted by program initiators and, based on the positive conclusion of the Quality Assurance Service, submits them for approval to the Academic Council;
- d) Develops the main directions of the School's educational and scientific-research activities;
- e) Reviews and approves individual study plans;
- f) Approves the schedule and composition for joint attendance at lectures and practical classes;
- g) Reviews issues related to the educational process and develops mechanisms for addressing them;
- h) Approves academic timetables;
- i) Determines the need for staffing changes within the School, the required number of academic and visiting staff (considering target indicators), and proposes the announcement of competitions to the Rector;
- j) Develops the School's action plan in accordance with the University's action plan;
- k) Upon the Dean's proposal, decides on the creation, modification, merger, separation, or termination of permanent and temporary committees of the School;
- l) Considers matters regarding the reprimanding of a Council member, and in the case of unexcused absence from Council meetings, takes decisions on suspension of status in accordance with the School charter;
- m) Within its competence, considers and makes decisions on other ongoing matters before the School.

The procedures for the formation, competence, decision-making, and other issues related to the functioning of the School Council are defined by the charter of the respective School.

Within its powers, the School Council issues resolutions.

The School Council is accountable to the Academic Council.

Article 13. Dean

The School is led by a Dean, who is the head of the School's academic and scientific-research activities.

The Dean of the School is appointed and dismissed by the Director.

Qualification requirements for appointment to the position of Dean are defined by the School charter.

The Dean:

- a) Chairs the School Council and determines the agenda of matters to be considered by the Council;
- b) Manages the School's educational, scientific, and research activities, approves the scientific-research plans of academic staff, and reviews reports on their implementation;
- c) Develops strategic and action plans for the School, drafts educational programs, scientific-research projects, and the School charter, and submits them to the School Council;
- d) Determines, according to the University's legal acts, the number of invited staff to be engaged on an hourly or pay-per-hour basis by educational program;
- e) Together with program heads and the Human Resources Service, participates in the search and selection of highly qualified personnel;
- f) Monitors the performance of academic staff in both classroom and non-classroom workload and reviews reports on their completion;
- g) Coordinates the activities of the School's structural units and reviews their semester reports on completed work;
- h) Together with program heads, monitors the quality of the educational process;
- i) Within their competence, identifies the professional development needs of academic and visiting staff and, with the involvement of the Human Resources Service, supports the implementation of professional development processes;
- j) Based on reports provided by tutors, analyzes students' rankings and academic performance;
- k) Ensures the promotion of students' professional development;
- l) Within their competence, ensures review and response to individual student requests related to the educational process;

- m) Participates in the assessment of administrative and academic staff in accordance with the University's established procedures;
- n) Together with the Marketing and International Relations Service, ensures the expansion of partnerships with foreign educational and research institutions under the School's internationalization plan;
- o) Promotes the adoption of innovative methods and technologies;
- p) Within their competence, ensures that structural units accountable to them implement decisions of the University's governing bodies;
- q) Within their competence, represents the School in relations with other University structural units, institutions, and private entities;
- r) Ensures, according to internal normative acts, the response to disciplinary violations within the School;
- s) Participates in the University's activity processes and in the development/review of internal normative acts;
- t) Ensures the provision of information regarding ongoing activities within the School to the relevant University structural units;
- u) Exercises other powers assigned to them by the University's internal normative acts and the legislation of Georgia.

Within their competence, the Dean issues orders.

The Dean is accountable to the Academic Council and the Vice-Rector.

Chapter IV. University Administrative Units

Article 14. Human Resources Management Service

The University's Human Resources Management Service is an organizational-structural unit of the University, whose main activity is the implementation of the University's human resources management policy.

The purpose of the Human Resources Management Service is to attract highly qualified personnel to the University, promote the development of corporate culture, evaluate staff, and ensure their professional development.

The competence of the Human Resources Management Service includes:

- a) Developing, improving, and implementing the human resources management policy;
- b) Attracting and retaining highly qualified personnel, coordinating staff evaluation processes, and ensuring their professional development;
- c) Organizing competitions and related procedures for recruitment;
- d) Managing employees' personal files and ensuring the protection of their personal information;
- e) Identifying training needs and promoting career development;
- f) Implementing teamwork principles and promoting corporate culture;

~~g) Participating in the development of institutional performance indicators and target~~

h) Performing other rights and duties assigned by employment contracts, job descriptions, and internal normative acts.

Article 15. Quality Assurance Service

The University's Quality Assurance Service is an organizational-structural unit of the University, whose main activity is ensuring and developing the quality of educational and scientific-research activities.

The purpose of the Quality Assurance Service is to develop effective mechanisms for the quality development of the University's educational and scientific-research activities and to ensure compliance with international standards.

The activities of the Quality Assurance Service are based on the "Plan-Implement-Check-Develop" principle.

The Quality Assurance Service:

- a) Develops internal mechanisms for improving the quality of the University's educational and scientific-research activities and ensures participation in external quality assurance mechanisms for program and institutional evaluation;
- b) Monitors the University's educational and scientific-research activities, analyzes monitoring results, and develops recommendations;
- c) Conducts semester surveys to identify the needs of academic and administrative staff, as well as students, and provides recommendations based on these surveys;
- d) Participates in the development of the University's strategic and action plans and provides recommendations regarding internal normative acts or amendments and/or changes thereto;
- e) Exercises the powers defined in the Quality Assurance Service charter and other internal normative acts.

Article 16. Financial Service

The University's Financial Service ensures accounting in accordance with international financial reporting standards, prepares financial statements, and manages and controls financial activities.

The Financial Service:

- a) Ensures the development of the University's annual budget and, if necessary, draft amendments to it;
- b) Ensures accounting and preparation of financial statements in accordance with international financial reporting standards;
- c) Ensures compliance with the University's tax obligations and reporting to the budget in

- d) Develops the University's financial policy, analyzes it, and submits conclusions to the relevant organizational-structural units regarding compliance with the policy;
- e) Exercises the powers defined in the Service charter and other internal normative acts.

Article 17. Material-Technical Service

The University's Material-Technical Service ensures the material-technical support of the activities of the University's organizational-structural units.

The Material-Technical Service:

- a) Provides the University with the material-technical base necessary for the smooth implementation of activities;
- b) Conducts inventory of property owned/possessed by the University, maintains, protects, and renews it;
- c) Ensures the proper functioning of devices and communications in the University buildings, as well as monitoring compliance with sanitary and fire safety regulations;
- d) Ensures the creation and improvement of an adapted environment for persons with relevant needs;
- e) Exercises other powers defined in the Service charter and other internal normative acts.

Article 18. Marketing and International Relations Service

The University's Marketing and International Relations Service ensures the promotion of the University's visibility, student recruitment, enhancement of international cooperation, and the internationalization of educational and scientific-research activities.

The Marketing and International Relations Service:

- a) Develops advertising/information policies, prepares and updates promotional/informational materials, and ensures their dissemination to increase the University's visibility;
- b) Represents the University at international and local exhibitions and organizes events to present educational and scientific-research programs;
- c) Develops the University's internationalization policy and establishes links with other higher education institutions and international scientific foundations to implement joint educational and scientific-research activities;
- d) Ensures the international mobility of students, academic, and administrative staff;
- e) Exercises the powers defined in the Service charter and other internal normative acts.

Article 19. Student Services and Career Support Service

The University's Student Services and Career Support Service provides students with information, consultation, and support regarding the educational process and career development opportunities.

The Student Services and Career Support Service:

- a) Provides students with requested information and consultation within its competence;
- b) Informs students about planned trainings, conferences, other educational, sports, and cultural events, as well as existing career opportunities;
- c) Conducts labor market research and develops strategic employment plans for students and graduates;
- d) Identifies potential employers and strengthens cooperation with them for student employment;
- e) Exercises other powers defined in the Service charter and other internal normative acts.

Article 20. Legal Counsel

The University's Legal Counsel ensures compliance of the University's activities with the legislation of Georgia and provides organizational-legal support.

The competence of the Legal Counsel includes studying and analyzing legal matters of the University, preparing related conclusions and recommendations, drafting legal documents and amendments thereto, monitoring legislative developments, analyzing them, informing relevant organizational-structural units, and representing and defending the University's interests in courts, administrative bodies, and in relations with private entities.

In addition to this regulation, the Legal Counsel exercises other rights and duties assigned by the employment contract and job description.

Article 21. Records Management Officer

The management of the University's records is ensured by the Records Management Officer.

The competence of the Records Management Officer, in accordance with the University's records management procedures, includes:

- a) Recording, storing, and archiving documentation;
- b) Receiving, registering, classifying, and delivering correspondence to the authorized person;

- c) Sending postal parcels and letters to the appropriate recipient;
- d) Ensuring the complete and timely provision of public information;
- e) Properly storing documents preserved in the archive and, if necessary, preparing copies and delivering them to the interested party;
- f) Exercising other rights and duties assigned by employment contract, job description, and internal normative acts.

Article 22. Examination Center

The Examination Center ensures the organization and administration of examinations provided for in the University's educational programs.

The Examination Center:

- a) Participates in the development of the draft examination procedure;
- b) Develops and submits the examination schedule for approval;
- c) Ensures the assessment of the human, material, and informational resources required to conduct examinations;
- d) Ensures the processing of examination materials requested from educational units and their recording in the examination system;
- e) Oversees the examination process in accordance with the "Examination Procedure";
- f) Ensures the initial review of complaints and appeals related to examinations in accordance with the "Examination Procedure";
- g) Exercises other powers and duties defined by the University's internal normative acts.

To ensure the objectivity, transparency, and impartiality of examinations, the procedures of the Examination Center are described in detail in the Examination Procedure.

Article 23. Library

The Library provides the University with the informational resources necessary for the implementation of educational programs and for scientific-research activities.

The functions of the Library include:

- a) Periodically updating library resources according to the requests of program coordinators;
- b) Recording library holdings, systematizing library documents, placing them in the electronic catalog, and performing technical processing;
- c) Bibliographic registration and storage of University publications and scientific-research works (including students' research papers);
- d) Conducting periodic inventories of library holdings;
- e) Ensuring the protection of library resources and providing appropriate conditions for them;

- f) Periodically studying the needs and interests of students and staff to develop the information resources;
- g) Arranging library spaces;
- h) Serving students and staff in the use of the library;
- i) Organizing educational and informational events to encourage the use of library resources and promote a reading culture;
- j) Cooperating with local and international library organizations and other libraries;
- k) Developing rules for the use of library resources and drafting amendments or additions thereto;
- l) Preparing a semester report on the use of library resources, spaces, electronic services, and databases;
- m) Exercising other rights and duties assigned by internal normative acts.

Article 24. Organization, Activities, and Reporting of Structural Units

1. The internal structure, distribution of powers, and rules of operation of the University's structural units may be specified in detail in the respective unit's regulations.
2. The functions of personnel employed in a structural unit are determined by their job description and written employment contract.
3. Each unit reports administratively to the relevant Vice-Rector. Additional accountability is defined in this regulation.
4. In the event that a structural unit employee is unable to perform their official duties, their powers are exercised by another employee designated by the head of the unit, or, in the absence of such a person, by an employee of another University structural unit with their consent, or by the immediate supervisor of the structural unit.

Chapter VI. University Personnel

Article 25. University Personnel

The University personnel consists of the following positions:

- a) Academic position;
- b) Administrative position;
- c) Support position.

Article 26. Academic Personnel Academic personnel of the University include the positions of Professor, Associate Professor, Assistant Professor, and Assistant.

The composition of Professors includes Professor, Associate Professor, and Assistant Professor.

A Professor leads educational and scientific-research activities. Within the framework of the educational program and scientific-research activities conducted in the main educational unit, the Assistant carries out seminar and research activities under the supervision of a Professor.

Occupying an academic position is only possible through an open competition, which must comply with the principles of transparency, equality, and fair competition.

The procedure and conditions for occupying an academic position are determined according to the "Procedure for the Selection of Academic Personnel." Occupying an academic position is carried out in accordance with this procedure and for the period defined by the "Law on Higher Education."

The scope of work of academic personnel is determined by the "Rules on Academic and Invited Personnel Workload," the job description of the academic position, and the terms of the employment contract concluded with them.

Article 27. Invited Personnel

The University is entitled, based on an employment or service contract, to invite specialists authorized to conduct lectures, seminars, practical, and laboratory work.

The procedure and conditions for hiring invited specialists are determined according to the "Procedure for Hiring Invited Personnel." The invitation of an invited specialist is for a term of one academic semester/year.

The scope of work of invited personnel is determined by the "Rules on Academic and Invited Personnel Workload," the relevant job description, and the terms of the employment contract concluded with them.

Article 28. Administrative Personnel

An administrative position is held by a person defined in the University's staffing table for the relevant organizational-structural unit.

The procedure and conditions for occupying an administrative position are determined by the University's internal normative acts, including the regulations of the relevant structural unit and the job description of the position, in accordance with the framework requirements established by the Labor Code of Georgia.

Occupying an administrative position is for a term specified by the head of the structural unit or for an indefinite period. The University is entitled to appoint a person to an administrative position on a probationary basis, under conditions defined by the Labor Code of Georgia.

Article 29. Support Personnel

A support position is held by a person, not defined in the University's staffing table, who is necessary for the University's activities.

The procedure and conditions for occupying a support position are determined by the University's internal normative acts.

A person may also be invited to a support position based on a service and/or internship contract, in accordance with the procedure established by law.

Chapter VII. University Student

Article 30. Student Status and Rights and Responsibilities

A student is a person who has been enrolled in the University in accordance with the legislation of Georgia and is studying at the University.

A student has the right to:

- a) receive quality education;
- b) use the University's material and technical resources;
- c) elect and be elected to the student self-government;
- d) receive comprehensive information regarding the University's activities;
- e) demand a fair assessment of knowledge;
- f) freely express their opinion and reasonably refuse to share ideas proposed during the educational process;
- g) from the second year of study, transfer to another higher education institution;
- h) receive a scholarship, financial or material assistance, or other benefits from the State, the University, or other sources, in accordance with the legislation of Georgia and the rules defined by the higher education institution;
- i) participate in scientific research;
- j) exercise other rights granted by this Statute and the legislation of Georgia.

A student is obliged to comply with the academic requirements of the educational program in which they are enrolled, and to adhere to the University's Statute, ethics norms, and other internal normative acts.

The University is obliged to ensure the fair assessment of students' knowledge by developing appropriate procedures.

The procedures for obtaining, suspending, terminating, and restoring student status are defined in the University's "Student Status and Mobility Statute."

Student rights and general standards of conduct are defined by the “Student Code of Ethics.”

Disciplinary proceedings against a student must be proportionate to the disciplinary violation and carried out in accordance with the procedure established by the University’s Student Code of Ethics, ensuring due process.

Initiating disciplinary proceedings against a student must not restrict the student’s right to participate in the educational process, except in cases where applicable normative acts determine that there is a risk of violating the rights of others. The University decides on the initiation of disciplinary proceedings by establishing an authorized decision-making body. The student has the right to attend the consideration of their case.

A student has the right to appeal the decision made regarding them in court.

The mutual obligations between the University and the student are further defined by the contract concluded between the student and the University.

Article 31. Student Self-Government

For better realization of the rights granted to students, a student self-government is established at the University, elected by students through a secret, universal, equal, and direct vote.

The student self-government carries out its activities in accordance with its Charter, which is approved by the members of the self-government by a simple majority of votes.

No one has the right to interfere in the activities of the student self-government unless the interference aims to ensure compliance with legal requirements.

The procedure for electing the student self-government and its activities are regulated by the “Student Self-Government Statute.”

From among its members, the student self-government appoints a student ombudsman, who ensures the protection of students’ rights and the facilitation of their lawful interests, including in the process of disciplinary proceedings against a student.

Chapter VIII. University Property and Reporting

Article 32. University Property

To achieve its established goals and fulfill its assigned functions, the University, as a private legal entity, acquires, owns, and disposes of property in accordance with the legislation of Georgia.

The University owns movable and/or immovable property, as well as intangible property rights.

The inventory of property recorded on the University's balance sheet is determined by the relevant inventory act. The procedure and frequency of inventory are established by order of the Director.

Article 33. University Revenue Sources and Reporting

The University's revenue sources include tuition fees paid by students, state grants issued for students, obtained grants or other targeted funding, and contributions from partners.

The University's expenses are covered from its budget.

The University has the right to attract other financial resources permitted by the legislation of Georgia, including income from economic activities, provided that such activities do not hinder the educational process. The received funds are used in accordance with the University's goals and functions.

All revenue and expenses of the University are reflected in its budget.

Accounting and reporting of financial and economic activities are ensured by the University's Financial Service.

Chapter IX. Final Provisions

Article 34. Procedure for Amending and Adding to the Statute

The Director has the right to amend, add to, or approve a new version of the University Statute.

When approving amendments, additions, or a new version of the Statute, the Rector ensures the involvement of all relevant organizational-structural units affected by the changes.

When approving amendments, additions, or a new version of the Statute that changes, adds, or cancels the powers of the Partners' Assembly regarding certain matters, the consent of the Partners' Assembly is required.

Article 35. Entry into Force and Legal Consequences of the Statute

The University Statute enters into force upon its approval.

The relevant governing bodies of the University's organizational-structural units ensure that the provisions of the Statute are communicated to the personnel.

Upon entry into force of the Statute, any legal acts of the University that regulate the relationships covered by this Statute differently shall be declared fully or partially invalid.