



საქართველოს ეროვნული უნივერსიტეტი სეუ  
GEORGIAN NATIONAL UNIVERSITY SEU

## GEORGIAN NATIONAL UNIVERSITY SEU S T A T U T E S

**Approved by**  
The Rector's Order №494, September 3, 2020

**Amended by:**

1. The Rector's Order №079, February 25, 2021;
2. The Rector's Order №248, April 29, 2021;
3. The Rector's Order №728, November 08, 2021;
4. The Rector's Order №1270, December 28, 2022;
5. The Rector's Order №303, March 13, 2024;

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## Article 1. Scope of Regulation

This regulation shall be an internal legal act regulating the educational activities of Georgian National University SEU, which shall administer the main directions, the activities, and issues related to its functioning.

## Article 2. Legal Bases and Status of the Activity

1. Georgian National University SEU (hereinafter referred to as University) shall be a legal entity under private law and shall operate in the form of a limited liability company, which shall have the right to conduct educational activities and possess the status of a teaching university on the basis of authorization in accordance with Georgian law.
2. The legal status of the University as a legal entity under private law shall be defined by the Law of Georgia on Entrepreneurs and the Statutes of Georgian National University SEU (hereinafter referred to as the Statutes of SEU), and its educational activities shall be regulated by the Law on Higher Education of Georgia, the legislation regulating the field of higher education and the quality of education, the charter of SEU, this statute, and other legal acts of the University.
3. The University shall provide the educational programs of the first (bachelor's), second (master's) degree, and a one-step diploma course of Medical/Dentist education programs, as well as other programs in accordance with the rules established by the legislation of Georgia.
4. The languages of instruction in the educational programs at the University shall be Georgian and English languages. Teaching in a foreign language (except for certain courses) shall be allowed under an international agreement or with the consent of the Ministry of Education, Science, Culture and Sports of Georgia.
5. The full name of the University shall be:
  - A) “LTD saqartvelos erovnuli universiteti seu” - in Georgian;
  - B) “Georgian National University SEU LTD” - in English.
6. The University shall be abbreviated to as “seu” in Georgian and “SEU” in English.
7. The University shall have its own logo, seal, and letterhead.
8. The legal address of SEU shall be 9 Tsinandali St., Tbilisi, Georgia, postcode 0144. The University shall carry out educational activities at the specified address.
9. The official website of the University shall be [www.seu.edu.ge](http://www.seu.edu.ge) and e-mail address shall be [info@seu.edu.ge](mailto:info@seu.edu.ge).
10. The following electronic systems shall be used to manage the activities of the University: [reg.seu.edu.ge](http://reg.seu.edu.ge); [emis.seu.edu.ge](http://emis.seu.edu.ge).
11. All issues related to the management and activities of the University, which are not defined by this Statute, shall be regulated by the legislation of Georgia and other legal acts of the University.

## Article 3. Principles of the University Activities

1. The activities, actions taken, and decisions made by the University shall be based on the following principles:
  - Academic freedom of learning, teaching, and research;
  - Effective functioning and development of quality assurance system;

- Involvement of affiliated academic staff and students in the decision-making process, and control over its implementation;
  - Inadmissibility of discrimination, including on the grounds of academic, religious or ethnic identity and/or opinion, sex, social status, etc.;
  - Fairness, transparency and publicity of competitions;
  - Justice, freedom of speech;
  - Adherence to the principles of academic integrity and ethics;
  - Maintenance of political and religious neutrality.
2. Restrictive norms of these principles may not be established by legal acts of the University.
  3. The University shall care for allowing study conditions for students with disabilities defined by the Law of Georgia on the Rights of Persons with Disabilities.
  4. With reference to the prohibition of discrimination, the University shall thoroughly observe the Organic Law of Georgia, the Labor Code of Georgia, the Law of Georgia on the Elimination of All Forms of Discrimination, and other legal acts.

#### Article 4. University Vision, Goals, and Values

1. **The vision of the University** - Be a prestigious and value-based university serving society through high-quality education and research, putting personal development at the core.
2. **The mission of the University** – „Create an internationally recognized academic environment that is centred on students and their success in a high-quality modern setting that stimulates learning, teaching and research and thereby provides the opportunity for everyone to achieve their full potential and prepares competitive and highly qualified specialists for the labour market.
3. Providing education based on the principles and values of the European Higher Education Area and using innovative and flexible approaches to respond to the different needs and demands of all students and society, anticipating trends and focusing on quality improvement is the constant goal of SEU.“
4. The University shall set the following goals for the realization of its mission:
  - be student-centred
  - provide a stimulating environment
  - provide opportunities
  - provide innovative solutions
  - serve society and students
  - be future oriented
  - align its operation with European values
5. The vision and mission of the University shall be the basis of its development strategy and action plan. In pursuit of constant self-assessment and development, the University shall periodically review its mission and strategy to ensure that its activities are in line with ever-changing situational conditions and requirements.
6. The values shared by the university team are:
  - Academic freedom
  - Excellence
  - Integrity
  - Social responsibility
  - Fairness

- Respect
  - Dedication
  - Patriotism
7. The University motto shall be "BISSENNOS TEMPUS".

## Article 5. Organizational Structure

1. The organizational structure of the University shall consist of governing bodies, basic educational units (faculties), and other structural units.
2. The governing bodies and structural units of the University shall be interconnected by the principle of subordination and coordination.
3. **The governing Bodies (entities) of the University are as follows:**
  - 3.1. The Partners Assembly;
  - 3.2. Rector;
  - 3.3. Academic Council.
4. **The Main Educational Units/faculties of the University are as follows:**
  - 4.1. Faculty of Business and Technology;
  - 4.2. Faculty of Law;
  - 4.3. Faculty of Medicine;
  - 4.4. Faculty of Social Sciences.
5. **The Structural Units of the University are as follows:**
  - 5.1. Rector's Office;
  - 5.2. Department for Quality Enhancement:
    - 5.2.1. Analysis Office;
    - 5.2.2. Strategic Development Manager.
  - 5.3. Learning Process and Examinations Management Department:
    - 5.3.1. Examination Center.
  - 5.4. International Relations Office;
  - 5.5. Library;
  - 5.6. Records and Registry Office;
  - 5.7. Public Relations and Marketing Office;
  - 5.8. Personnel Management Office;
  - 5.9. Legal Office;
  - 5.10. Career Development and Alumni Relations Office;
  - 5.11. Information Technology Department;
  - 5.12. Department of Student Affairs:
    - 5.12.1. Office of Sports, Culture, Student and Youth Organisations Relations. (Order №1270 28.12.2022);
  - 5.13. Training Center;
  - 5.14. Scientific-Research Development and Project Management Office;
  - 5.15. Institutional Research Foundation;
  - 5.16. Scientific-Research Center for European Integration;
  - 5.17. Asset Management Manager;
  - 5.18. Financial Management and Accounting Office;
  - 5.19. Procurement, Supply and Support Department;

- 5.19.1. Labor Safety Office;
- 5.19.2. Security Service;
- 5.19.3. Dormitory;
- 5.19.4. Cleaning Supervision Service;

5.20. Medical Cabinet.

6. **The collegial bodies represented in the structure of the University are as follows:**
- 6.1. Rector's Board;
  - 6.2. Advisory Council;
  - 6.3. Financial Committee.
7. The organizational structure of the University shall be approved by the legal act (order) of the Rector.
8. The composition / positions of the structural units and the job descriptions of the certain staff shall be approved by the act (order) of the Rector.
9. The University may have institutes / centers / laboratories and other structural units that shall not contradict the legislation of Georgia and this Regulation.

#### **Article 6. The Partners Assembly of the University**

1. The highest governing body of the University shall be the Assembly of Founding Partners Assembly (hereinafter referred to as the Founder), the legal capacity of which shall be determined by the Law of Georgia on Entrepreneurs.
2. The Founder shall manage the University through the Rector of the University appointed by his/her decision and shall delegate to him/her the authority of the University leadership and representation.
3. The powers of the Founder of the University shall be regulated by the Law of Georgia on Entrepreneurs and the Statutes of SEU (approved on 25.09.2015).

#### **Article 7. Powers of the University Rector**

1. The Rector shall be a person with the highest management position of the University, who shall head SEU and exercise their representative authority. The Rector shall act within the framework of the legislation of Georgia, the Statute of SEU, and the authority granted by this Statute.
2. The Rector shall ensure the legitimacy and efficiency of the University, cooperate with government agencies and other stakeholders, represent and defend the interests of SEU both locally and internationally, to the academic community, and the general public.
3. The Rector shall be appointed and dismissed by the Founder.
4. The Rector shall be responsible to the founder of SEU.
5. According to the SEU regulation, the Rector shall be given the following powers:
  - A) To issue legal acts, orders related to the educational and entrepreneurial activities of SEU within the scope of their competence;
  - B) To issue a document certifying the qualification of higher education in a defined form - a diploma;
  - C) To conclude agreements with the academic staff or other staff, students of SEU in accordance with the current legislation;
  - D) To exercise transactions, to issue power of attorney, and to resolve other issues provided by the legislation and the regulation of SEU;

- E) To manage the finances and property of SEU in agreement with the Founder;
  - F) To establish international educational, scientific, and commercial ties;
  - G) To approve the rules regulating the educational activities of SEU by an order;
  - H) To manage and supervise the current educational process of SEU.
6. According to this regulation, the Rector shall be given the following powers:
- A) To ensure and supervise the implementation of the University mission, strategic development and action plans, university policies;
  - B) To approve the structure of the University in agreement with the Rector's Council, the staff arrangements, and the job descriptions of the staff, taking into account the regulations defined by these statutes (Order №1270 28.12.2022);
  - C) To approve the rules and conditions of admission of academic staff through competition, to approve the members of the selection commission; to appoint candidates selected for the academic position based on the results of the competition, concluding affiliation agreements;
  - D) To appoint vice-rectors, deans of the faculty, and other staff in accordance with the approved structure/staff arrangements, including appointing vice-deans of the faculty upon the recommendation of the dean of the faculty, whereas on the recommendation of the Faculty Council appointing heads/acting heads of educational programs;
  - E) To determine the amount of salary of the university staff;
  - F) To grant the status of a student to the person who has acquired the right to study in accordance with the rules established by law, as well as suspending, terminating, and restoring the status of a student in accordance with the rules established by the legislation and internal acts of SEU;
  - G) To approve the academic calendar, to determine the amount of tuition fees and the method of payment, to establish benefits;
  - H) To ensure the availability of incentives for students and staff together with their social support and professional development;
  - I) To convene and chair the meetings of the Academic Board. In agreement with the Academic Board, to be authorized to award a person the title of Honorary Doctor in accordance with Article 41<sup>1</sup> of this Statutes;
  - J) To periodically submit reports on the implementation of strategic development and action plans to the Academic Council;
  - K) To establish working groups on issues related to the authority of the Rector;
  - L) To approves the composition of the Advisory Board as well as the Program Advisory Board;
  - M) To oversee the implementation of decisions made by the collegiate bodies of SEU, including the Academic Council and the Finance Committee;
  - N) To propose the University's investment policy to the Finance Committee;
  - O) To execute other authorities in accordance with other legal acts of the University and the legislation of Georgia.
7. The Rector shall have four deputies (Vice-Rectors), who shall assist the Rector in managing the University, overseeing the implementation of the University mission, strategic and action plans.
8. In the absence of the Rector, one of the Vice-Rectors appointed by the Rector shall be temporarily acting as the Rector, who shall be restricted in appointing and/or dismissing the staff, as well as signing the diploma. However, the authority to sign a document of a financial category shall be determined by a power of attorney.

**Article 8. Academic Council, Powers and Work Methods**

1. The Academic Council shall be the highest representative collegial governing body of the University, which shall participate in the management of the University within the scope of authority established by this Regulation.
2. The Academic Council shall ensure that academic matters at the University are resolved in the best interests of the students and academic staff, in full compliance with the University's mission, strategy, and quality assurance plans.
3. The Academic Council shall be responsible for developing and maintaining the academic standards of the University and for planning, coordinating, developing, monitoring, approving, and reviewing all academic processes, including educational programs.
4. The Academic Council shall consist of 21, including 10 permanent and 11 elected members. The members elected to the Academic Council shall be elected for a term of four years, except for students. The term of office of the members elected to the academic board with the student quota is 2 years. (Order №1270 28.12.2022)
5. Permanent membership of the Board shall be related to the position held at the University. The Academic Council ex officio shall include: Rector, All (four) Vice-Rectors, Deans of all (four) faculties and Head of the Quality Enhancement Department.
6. The elected members of the Academic Council shall be: two affiliated academic staff (eight in total) selected by each Faculty Council and three students selected by the SEU Student Self-Government.
7. The Student Self-Government shall be recommended to nominate students with high academic achievement and organizational skills from different levels of education to the Academic Council.
8. The condition for membership in the Academic Council is to be in an academic position with the condition of affiliation and/or relevant position. A prerequisite for student membership on the Academic Council shall be the active student status.
9. Dismissal from the academic position and/or termination of the affiliation agreement with SEU, as well as dismissal from the relevant position shall be the basis for termination of membership in the Academic Council. For a student who is a member of the Academic Council, the grounds for termination of membership of the Academic Council shall be the suspension and/or termination of the student status.
10. The Rector shall be the Chairperson of the Academic Council.
11. The Secretary of the Academic Council (without the right to vote) shall be the Head of the Rector's Office, who shall provide organizational support for the activities of the Academic Council and the proceedings of the minutes of the Board meeting.
12. The Academic Council shall be convened as required, but at least four times a year. The meeting shall be convened by the Rector, one of the Vice-Rectors or 1/3 of the Board members.
13. The agenda of the meeting of the Academic Council shall be determined by the chairperson of the meeting. The agenda of the meeting of the Board and the relevant materials shall be sent to the members of the Board by corporate email, at least two days before the meeting. Additions/changes to the agenda of the Board shall be made by the decision of the Board meeting.
14. The meetings of the Academic Council shall be chaired by the Rector. In the absence of the Rector, the meeting of the Board shall be chaired by one of the Vice-Rectors by the decision of the Rector.
15. Depending on the content of the issue on the agenda, the speaker may be invited to the sitting.

16. The Academic Council shall be authorized if 10 members of the Council shall be present at the meeting. The decision shall be made by at least 2/3 of the votes of those present at the meeting. In case of equal distribution of votes, the vote of the chairman shall be decisive.
17. The decision of the Academic Council shall be made in the form of a protocol decision, which is signed by the Chairman of the Academic Council (Chairman of the meeting) and the Secretary of the Board (Secretary of the meeting). The decision of the Board may be published in a separate act - the decision. In this case, the protocol shall be declared an integral part of the decision.
18. **Powers of the Academic Council are as follows:**
  - A) To review and update the mission of the University;
  - B) To adopt institutional strategies, monitor the implementation of the University's strategic development, internationalization and research development plans;
  - C) To conduct, regulate, and promote university teaching and research, to adopt annual plans for the development of faculties and educational programs;
  - D) To determine the conditions for the development of new educational programs and the revision of existing educational programs, the appointment of members of the working group, and the definition of working deadlines;
  - E) Approval of new educational programs, based on the conclusion of the Quality Development Department and relevant documents;
  - F) Based on the recommendation of the Faculty Council, to make a decision on the contingent of students recommended for each faculty and the number of freshmen;
  - G) To review the annual report on academic and research professional development, and form opinions on their improvement;
  - H) To make decisions on the recruitment and promotion of academic staff based on the proposals of the Faculty Board and the annual reports of the Vice-Rectors;
  - I) Approval of the faculty research plan and research report submitted by the Faculty Council;
  - J) Approval of the annual plans and reports of the Institutional Research Foundation (IRF); appointing members of a group of experts to evaluate research project applications;
  - K) Evaluation of self-assessment reports and reviewing measures proposed to improve the learning process;
  - L) To develop proposals to improve the structure and procedures of academic governance at the University;
  - M) To electing one member of the Finance Committee;
  - N) To establish appropriate procedures and working methods for the Academic Council;
  - O) To execute other authorities defined by the legislation, this statute and internal regulations of the University.

## **Article 9. Vice-Rectors of the University**

1. The Rector shall four deputies (vice-rectors):
  - 1.1. Vice-Rector for Academic Affairs;
  - 1.2. Vice-Rector for Administration Affairs;
  - 1.3. Vice-Rector for Scientific-Research;
  - 1.4. Vice-Rector for Finance and Resources.
2. Vice-rectors shall be appointed and dismissed by the Rector.
3. The Vice-Rector may not be appointed as Dean and/or Head of the Educational Program at the

University.

4. Vice-Rectors shall be accountable to the Rector.
5. The aim of the Vice-Rector's activities for Academic Affairs shall be to improve the dynamic and continuous process of teaching and learning in SEU and to take constant care of its development, through the elaboration and implementation of appropriate policy(s), using innovative approaches to improving the internal academic environment.
6. The aim of the Vice-Rector's activities in the administrative direction shall be to plan, implement, and manage the ongoing administrative processes at the University.
7. The aim of the Vice-Rector's activity for Scientific Research shall be to organize the scientific-research activities of the University in the directions defined by the scientific-research policy of SEU and to support the relevant activities.
8. The aim of the Vice-Rector's activities for Finance and Resources shall be to introduce and ensure the effective system of accountability, financial management and control of SEU, adequate allocation of financial resources described in the SEU budget to the activities described in the strategic and medium-term action plans.
9. Vice-Rectors shall be accountable to the Rector for the performance of their activities, including the work performed by the structural units and officials subordinated to them.
10. The structural units and officials subordinate to the Vice-Rectors shall be accountable to the Curator-Vice-Rector and the Rector for the implementation of their activities.
11. The functions of the Vice-Rector(s), their subordinate structural units/officials, and other requirements shall be defined by this Regulation, the organizational structure scheme of the University, the staff schedule, and the job description corresponding to their position.

#### **Article 10. Basic Educational Unit (Faculty)**

1. The faculty shall be the main educational unit of the university, which shall provide coaching of students in one or several specialties and assigns them appropriate qualifications.
2. Educational programs shall be created and implemented at the faculties, which shall be based on the goals and mission of the University.
3. The faculty shall form its own academic corps and promote their professional development.
4. The faculty shall provide all the conditions to allow opportunities for education based on the values and principles of higher education area, high qualifications in relevant fields, and preparation of specialists competitive in the labor market.
5. The governing bodies (governing subjects) of the faculty are as follows:
  - A) Dean of the Faculty;
  - B) Faculty Board.
6. There shall also be an Advisory Board of the educational program(s) at the Faculty.
7. The faculty shall be subordinated to the Rector of the University.

#### **Article 11. Dean of the Faculty**

1. The Faculty shall be headed by a Dean, who shall be appointed and dismissed by the Rector.
2. The affiliated academic staff of the University (other than the assistant) or another person may be appointed to the position a dean, who meets the conditions established for this position by the legal act of the Rector of the University.

3. The Dean shall manage the work of the Faculty Council, coordinate the smooth running of educational programs and be actively involved in the work of the Faculty and University Academic Council within his / her competence.

**4. Functions and Responsibilities of the Dean of the Faculty are as follows:**

- A) To represent the interests of the Faculty in other structural units of the University and in the representative bodies of the University;
  - B) To preside over the meetings of the Faculty Council;
  - C) To prepare a draft of an individual-legal act within their competence and submit it to the Rector for signature;
  - D) To coordinate curriculum leaders and academic staff in the curriculum development and implementation process;
  - E) To provide comprehensive and timely information of the faculty staff about the university processes and news;
  - F) To organize informational meetings with students, maintaining regular communication with them;
  - G) To provide information to the staff of the faculty about the work to be performed, as well as the terms and measures to be taken;
  - H) To organize the scientific work process of the students, ensuring the observance of the terms and procedure of the students' research papers and monitoring the working time spent on them by the academic staff;
  - I) To endorse proposals submitted to the Academic Council for revision of the existing program and development of new programs;
  - J) For the purpose of selecting academic staff, defending bachelor's and master's theses and/or for other purposes, to determine the composition of the faculty commissions and submitting them to the Rector for approval;
  - K) To establish special working groups on issues related to the faculty, as needed;
  - L) To coordinate the development of the annual action plan of the faculty;
  - M) To supervise the strategic development of the faculty;
  - N) To ensure targeted use of the faculty budget and financial resources;
  - O) To develop amendments to the regulations of the faculty and submit them to the Faculty Council;
  - P) To participate in the confirmation and evaluation of the scientific and academic work of the faculty staff;
  - Q) To prepare annual reports on the research activities of the faculty;
  - R) Based on the results of the self-assessment, to discuss the possibilities of improving the quality of the educational process together with the SEU Quality Development Department and outline further improvement measures;
  - S) To submit proposals for cooperation with local and international higher education institutions;
  - T) To initiate disciplinary proceedings in case of non-fulfillment, improper performance, and/or other violations by the academic / invited staff of the Faculty;
  - U) To establish appellate commissions to respond to student complaints, categorize and analyze complaints each semester, review the results with the Faculty Board, and provide information to the Vice-Rector for academic direction for further response;
  - V) To offer the number and functions of Vice-Deans to the Rector, as well as nominate candidates for Vice-Deans and Heads of the Programs to the Rector, except for the candidates selected through
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a competition;

W) To execute the decisions of the Academic Council and the Faculty Council and legal acts issued by the Rector.

5. The Dean may have one or more deputies (Vice-Deans) who shall be affiliated academic staff of SEU and be appointed to the position by order of the Rector upon the recommendation of the Dean of the Faculty. The Vice-Dean may also be the head of the educational program.
6. The functions of the Vice-Dean shall be determined during the period of his / her appointment, based on the submission of the Dean of the relevant faculty, which shall be based on the challenges of the Faculty and the development needs in the relevant direction.

## **Article 12. Faculty Council, Powers and Work Methods**

1. The Faculty Council shall be the representative governing body of the Faculty, which shall ensure the regulation and management of the academic activities of the Faculty, which shall be fully in line with the University's mission, strategy, quality assurance policy, and plans.
2. The members of the Faculty Council are as follows:
  - 2.1. Dean;
  - 2.2. Vice-Dean(s) (if any);
  - 2.3. Head of all educational programs of the faculty;
  - 2.4. All affiliate academic staff of the faculty;
  - 2.5. Three students selected and presented by the Student Self-Government.
3. Students shall be elected to the Faculty Board for a term of one year. In addition, the Student Self-Government shall be recommended to nominate students with high academic achievement and organizational skills from different (if any) levels of education to the Faculty Board.
4. The condition for membership in the Faculty Council is to be in an academic position with a condition of affiliation and/or a relevant position. A prerequisite for student membership in the Faculty Council shall be the active status of the student in the educational program of the same faculty.
5. Dismissal from the academic position and/or termination of the affiliation agreement with the University, as well as dismissal from the relevant position shall be the basis for termination of membership in the Faculty Council. For a student who is a member of the Faculty Board, the grounds for termination of membership in the Faculty Board shall be mobility to another faculty/program of the University, suspension, and/or termination of student status.
6. The Faculty Council shall be chaired by the Dean, and in his absence, by the Acting Dean as defined by the Rector's legal act.
7. Meetings of the Faculty Council shall be convened by the Dean at least four times a year. If necessary (for the purpose of self-assessment report, student assessment, quality improvement of teaching, and/or other issues) the meeting may be held at the initiative of the Rector, Vice-Rector, Dean or Faculty Board 1/3 of the full membership.
8. The non-affiliated academic staff of the Faculty shall be entitled to attend the meeting of the Faculty Council without the right to vote and to express their opinion on the issue under consideration.
9. The meeting of the Faculty Council shall be decisive if it is attended by more than half of the list of members of the Faculty Council.
10. The Faculty Board shall make decisions by a simple majority of votes of the members present at the Board meeting. In case of equal distribution of votes, the vote of the chairperson of the sitting shall be decisive.

11. The progress of the meeting of the Faculty Council and the decisions made shall be reflected in the minutes of the Faculty Meeting, which shall be signed by the Chairman of the Faculty Council and the Secretary of the Council.
12. The minutes of the meeting of the Faculty Council shall be kept with the Dean of the Faculty for 3 years, after which they shall be transferred to the University Archives.
13. The organizational support of the Faculty Council shall be provided by the Secretary of the Council, who shall be elected by the Faculty Council from among its members.
14. The Secretary of the Faculty Council shall be obliged to provide information to the members of the Faculty Council by email about the date, time and agenda of the session by reasonable time before the meeting of the Council.

**15. Powers of the Faculty Council are as follows:**

- A) To establish working groups for the development of the annual plan of the faculty based on the guidelines for improving the quality of the educational process and the adoption of the annual plan of the faculty;
- B) To consider and accept the proposals for teaching-learning and research improvement on the basis of the reports of the Heads of Educational Programs, the Quality Development Department, the Program Advisory Board, the Dean or the self-assessment report;
- C) To review and accept proposals for the introduction of new educational programs and revision of existing educational programs, to establish working groups to prepare relevant proposals and to submit the developed proposals to the Academic Council;
- D) To nominate program managers / acting candidates to the Rector;
- E) *Removed (Order №728 of the Rector of November 08, 2021);*
- F) To approve the annual research work plan submitted by the Dean / Vice-Dean and submit it to the Academic Council;
- G) To approve the annual report on scientific-research activities submitted by the Dean / Vice-Dean;
- H) To submit a proposal to the Academic Council on the recommended number of students to be enrolled for the new academic year;
- I) To approve the annual report submitted by the Dean on the professional development of the academic and invited staff, and the plan for the next year based on the assessment of the professional development needs;
- J) To elect and nominate two faculty members / affiliated academic staff to the Academic Council;
- K) To approve the topics of bachelor's / master's theses and the candidacies of their supervisors, nominated by the heads of the relevant program;
- L) To approve the candidatures of internships and internship supervisors by submitting the relevant program supervisors;
- M) To establish working groups and determine its composition to solve specific issues important for the faculty;
- N) Other functions in accordance with the legislation of Georgia and the internal legal acts of the University.

### **Article 13. Educational Program Advisory Council**

1. The Advisory Council of the Educational Program (hereinafter referred to as the Advisory Board of the Program) shall be a consultative collegial body that participates in the development of the

educational program and learning outcomes; shall advise the Program Manager, Dean and Relevant Vice-Rector on the latest labor market trends and play an active role in the program evaluation, review, and improvement of the program in terms of programmatic relevance to the labor market, graduate employment, and career growth.

2. The members of the Advisory Council of the educational program are as follows:
    - 2.1. Head of Educational Program;
    - 2.2. Three professors (leading professor / associate or assistant professor in the core course of the program) selected by the Faculty Board;
    - 2.3. One student of the educational program (high academic achievement) and one graduate who has completed the program in the last 5 years;
    - 2.4. Three representatives of employers and/or stakeholders representing the public and private sectors and/or partner organizations (if any);
    - 2.5. One representative shall be a foreign partner of SEU from a higher education institution (if any);
    - 2.6. Representative of the Quality Enhancement Department.
  3. Members of the Program Advisory Council shall be elected for a term of 2 years with the possibility of re-election.
  4. The Program Advisory Council shall be chaired by the relevant program manager.
  5. Candidates for the membership of the Program Advisory Council shall be selected by the Faculty Board based on the nomination of the head of the relevant educational program. The elected composition shall be approved by the order of the Rector.
  6. If at the time of the commencement of the new curriculum it does not belong to any of the faculties of the University, the candidates for the members of the Program Advisory Council shall be jointly nominated by the Acting Faculty Council and the Vice-Dean of the Faculty (if any) or Executive and Academic Vice-Rector.
  7. Powers of the Program Advisory Council are as follows:
    - A) To evaluate the learning outcomes of the educational program;
    - B) To review teaching and learning instruments and making recommendations with specific reference to student internship opportunities and brief visits by student groups to relevant companies and stakeholders;
    - C) If necessary, to review and propose a program development and program revision recommendation;
    - D) Curriculum analysis and discussion of relevant labor market trends, student employment, and career development planning;
    - E) Analysis of the educational program, discussion of current labor market trends, employment of program graduates, and career growth planning issues;
    - F) To provide information on scientific papers in the relevant field of the educational program;
    - G) To offer new partners to expand the network of program partners;
    - H) To discuss and offer appropriate tools and approaches for the development of the educational program.
  8. The Program Advisory Council shall meet at least once a semester to review current labor market challenges, evaluate program outcomes, and offer quality improvement tools, program revisions, and other issues within its competence.
  9. Additional meetings of the Program Advisory Council may be organized at the request of the
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Program Manager, Academic Vice-Rector, and Dean of the Faculty or the Quality Enhancement Department. Between meetings, members shall regularly conduct correspondence in order to organize their work, to prepare the relevant analysis and necessary documentation/recommendations within their competence.

10. The meetings of the Program Advisory Council shall be chaired by the head of the relevant program.
11. The chairperson of the meeting of the Advisory Council shall be obliged to inform the members of the Board about the date, time and agenda of the meeting by email within a reasonable period of time before the meeting of the Council.

## **Article 14. Head of Educational Program**

1. The position of the Head of the Program may be assigned to the affiliated academic staff of the University (other than the Assistant), or to another person who meets the conditions established for this position by the legal act of the Rector of the University.
2. Powers of the head of the educational program shall include

### **2.1. Content development of the educational program:**

- A) Establishment of the program structure and development/revision of its concept taking into account the current challenges in the field, the development of science, and the requirements of the labor market;
- B) Monitoring study syllabi and determining/correcting their compliance with new standards and periodic updating;
- C) Determining the program targets and settling the compliance of the program with the program targets (if any) with the involvement of academic staff;
- D) Ensuring that the program, its objectives, learning outcomes, and content are relevant to the local and international context;
- E) Preparation of periodic SWOT analysis with the involvement of the academic body of the program and stakeholders;
- F) Administering the designing and implementation of the program development plan, promoting the participation of academic staff in the implementation, and quality assurance of the program;
- G) Preparation of annual program development reports and submitting them to the Faculty Board;
- H) Preparation of program self-evaluation in accordance with the requirements of LEPL National Center for Educational Quality Enhancement.

### **2.2. Program Resource Development:**

- A) To facilitate the attraction of new staff for the development of the academic corps;
- B) To determine the need for new academic staff or affiliated academic staff for the program;
- C) To participate in the development of competition requirements for academic staff, as well as supervising the functioning of academic competition commissions;
- D) To participate in the evaluation and development of the existing academic corps;
- E) To promote the self-development of academic staff, training courses, and research activities;
- F) To communicate with academic staff and ensuring their involvement in program development and quality improvement activities;
- G) To participate in identifying the professional, research, and pedagogical development needs of the academic corps, confirming and improving the work done within their competence;

- H) To assess the compliance of the material resources of the program with the goals and results of the program;
- I) To make recommendations on the development of resources necessary for the implementation of the program;
- J) To participate in finding internship/field of work facilities.

### **2.3. Administration of Program Implementation:**

- A) To prepare a workload scheme for the relevant academic staff before the start of the academic semester and assent it with the Department of Educational Process and Examination Management;
- B) To organize the selection of bachelor's / master's theses and the selection of supervisors and submit them to the Faculty Board for approval;
- C) To select internships and internship supervisors and submitting them to the Faculty Board for approval;
- D) To participate in the internship report, bachelor's and master's thesis protection commissions and submitting the commission's recommendation to the Dean;
- E) To monitor the timely compliance of the content of the examination assignment according to the study courses within the program and the timely involvement of the lecturers in the system of examination issues;
- F) To address substantiated student complaints regarding any component of the assessment to the responsible lecturers;
- G) Timely provision of information / consultation to students and the academic staff on various topical issues related to the implementation of the program;
- H) To inform the Department of Educational Process and Examinations about the organizational shortcomings identified in the teaching / learning process;
- I) To actively involve students in determining the compatibility of credits in the internal / external mobility and recovery processes and confirm the results.

### **2.4. Participation in the Quality Assurance Processes of the Educational Program:**

- A) Evaluation of academic and invited staff based on attendance at the lecture;
- B) Assessing the academic body of the program in accordance with the job description;
- C) Participation in quality assurance activities;
- D) Participation in the evaluation of the research activities of the academic corps of the program;
- E) Promoting external evaluation of the educational program;
- F) Ensuring the involvement of employers, students, graduates, and other stakeholders in the evaluation and development of the educational program;
- G) Submitting the recommendation of the Program Advisory Board to the Faculty Board, organizing, and chairing the Advisory Board meetings.

### **2.5. Program Representation, Informational Support and Promotion:**

- A) Presentation of the program at the University and in relations with third parties;
- B) Participation in the meetings of the Academic Council of the University or other collegial body and present the educational program;
- C) Communication with Georgian and foreign higher education institutions, research centers, professional organizations operating in the field, and other social partners for the development of the program;

D) Participation in informational / orientation meetings of students and academic corps;

## **2.6. External activities of the program:**

A) Initiation of public lectures, informational and educational activities;

B) Participation in activities organized by the University, incl. participation in lifelong learning support activities;

C) Supporting and encouraging student research activities;

D) Search for grant projects within the main educational directions / sub-directions.

## **Article 15. Rector's Office**

1. The purpose of the activities of the Rector's Office shall be to facilitate the effective exercise of the Rector's powers through information-communication, organizational, documentary, and other necessary services.
2. The Rector's Office shall report directly to the Rector and be accountable to him.
3. The Rector's Office shall be headed by the Head of the Office, who shall be responsible for performing the functions assigned to the Office by this Regulation.
4. The functions of the Rector's Office are as follows:
  - A) To facilitate the exercise of the powers of the Rector / Vice-Rectors;
  - B) To facilitate the review of correspondence by the Rector;
  - C) In accordance with the rector's assignment, to study the state of execution of a separate order and report the results to the rector;
  - D) In accordance with the Rector's assignment, to supervise the timely execution of the Rector's oral instructions and instructions to certain structural units and their supervisors, and report the results to the Rector;
  - E) To provide the Rector with all the necessary documents and information in accordance with the planned activities;
  - F) To facilitation / coordinate business relations between the Rector and Vice-Rectors;
  - G) Operational exchange of information between the Rector, Vice-Rectors, and structural units, as well as between the Rector and external actors;
  - H) Organizational support of the work of the Academic and the Rector's Council, drawing up the minutes of the meeting, responding as needed;
  - I) Stylistic and editorial improvement of the correspondence submitted for signature to the Rector;
  - J) On the instructions of the Rector, to supervise the work to be performed by a separate structural unit of the University, to report to the Rector on the ongoing processes and performance results;
  - K) To assist the Rector in relations with entrants, students, and other target groups; preparation of proposals / projects in this direction and ensuring its implementation on the instructions of the Rector;
  - L) To assist the Rector to ensure the legal viability of SEU's entrepreneurial activities;
  - M) By the decision of the Rector, involvement of the working groups into the work process;
  - N) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

## **Article 16. Department for Quality Enhancement**

1. The aim of the Quality Enhancement Department is to introduce quality development policies and

mechanisms at SEU, which shall ensure continuous improvement and development of the quality of the University's activities and resources, as well as to promote a culture of quality and ultimately ensure the university's sustainability and strategic development.

2. The Quality Enhancement Department shall consist of Service of Analysis and the position of Strategic Development Manager.
3. The Quality Enhancement Department shall be subordinated to the Rector and is accountable to the Rector and the Academic Council.
4. The Quality Enhancement Department shall be headed by the Head of the same Department, who shall be responsible for performing the functions assigned to the Department by this Regulation.

**5. The Functions of the Quality Enhancement Department are as follows:**

- A) To develop policies and mechanisms for the development of the quality of the University's activities, support for its introduction and implementation;
- B) To develop, implement, and control over an effective and transparent system for evaluating the activities and resources of the University;
- C) To take care of the introduction and development of quality culture in the University;
- D) To prepare self-assessment of university authorization and program accreditation and its accompanying processes, as well as organization and implementation of trainings, consultations, and information meetings for university staff on these processes;
- E) To participate in the process of creating, evaluating and developing educational programs and support program managers;
- F) To promote a culture of decision-making based on research data obtained at the university and its analysis;
- G) To take care of the introduction of student-centered approaches;
- H) To develop recommendations for the professional development and evaluation of academic staff, facilitate the implementation of measures necessary for their professional development;
- I) To attend local and international events on quality assurance and its development;
- J) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

**6. The Main Functions of the Analysis Service are as follows:**

- A) To design questionnaires related to quality assurance research and conducting surveys;
  - B) To analyze data and statistics related to students, staff, educational programs and study courses;
  - C) To process the results of surveys, assessments and self-assessments, to conduct comparative analysis, including comparative analysis of faculty and program data;
  - D) To summarize and analyze the results of the evaluation and self-evaluation data of the faculties of the University and other structural units;
  - E) To summarize and analyze the data and results of the assessments / self-assessment of the academic / invited staff;
  - F) To assist academic / invited staff in developing a self-assessment methodology;
  - G) To research and analyze the competitive market of the higher education sector;
  - H) To research and analyze the labor market and the requirements of employers;
  - I) To organizing and conduct research tailored to the requirements and needs of the University, data analysis;
  - J) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.
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7. The Analysis Service shall be headed by the Head of the same Service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Head and Rector of the Quality Enhancement Department.
8. **The Main Functions of the Strategic Development Manager are:**
- A) To ensure the development of strategic development and action plans;
  - B) To develop Key Performance Indicators (KPIs);
  - C) To monitor the implementation of strategic development and action plans;
  - D) To ensure compliance with strategic development and quality development policies;
  - E) To ensure the strategic development of the action plans of the structural units of SEU and compliance with the action plans;
  - F) To monitor the implementation of action plans of structural units;
  - G) To take appropriate measures to raise awareness of the mission and development strategy of SEU;
  - H) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.
9. The Strategic Development Manager shall be responsible for the performance of the functions assigned to him / her by this Regulation and shall be accountable to the Head and Rector of the Quality Enhancement Department.

#### **Article 17. Learning Process and Examinations Management Department**

1. The purpose of the activities of the Learning Process and Examinations Management Department is to organize and administer a smooth educational process for the full implementation of educational programs at the University.
2. The Learning Process and Examinations Management Department shall be composed of the Examination Center, which through the unified examination system of the University shall ensure the smooth, reliable, and transparent course of all examination processes.
3. The Learning Process and Examinations Management Department shall be directly subordinated to the Vice-Rector for Academic Direction, who shall supervise and coordinate the activities of the Service.
4. The Learning Process and Examinations Management Department shall be headed by the head of the same department, who shall be responsible for the performance of the functions assigned to the Department by this Regulation and be accountable to the Rector and the Curator-Vice-Rector.
5. **The Functions of the Learning Process and Examinations Management Department are as follows:**
  - A) To compile / correct the academic calendar and controlling its observance;
  - B) To prepare semester spreadsheets with the heads of the educational program and uploading it in the electronic database of the educational process management ([emis.seu.edu.ge](http://emis.seu.edu.ge)), in accordance with the curriculum and the information provided by the academic / invited staff on [reg.seu.edu.ge](http://reg.seu.edu.ge);
  - C) To monitor the maximum number of students in academic groups, submitting relevant proposals within the scope of competence, and conducting further responses;
  - D) To check the distribution of semester academic workload of the academic and invited staff prepared by the program managers, to prepare information on their academic workload and to properly disseminate in the appropriate form;
  - E) To systematically monitor the performance of academic work by academic and invited staff,

recording of identified deficiencies (if any) and directing them for further response;

F) To advise students and academic / visiting staff on the planning and implementation of training and examination processes;

G) To participate in the review of student exam applications / complaints and take appropriate further response actions within its competence;

H) To ensure the provision of information related to the educational process to students and relevant structural units / staff;

I) To complete the diplomas of the graduates and preparation of diploma supplements, issuance-registration in accordance with the established rule;

J) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

**6. The Functions of the Examination Center are as follows:**

A) To conduct examinations (intermediate / final) in accordance with the examination schedule and established rules;

B) To compile examination tests / assignments from the issues presented by the academic / invited staff and assent them with the program managers;

C) To organize the selection and distribution of observers at the exams;

D) To advise students and academic / invited staff on the planning and implementation of examination processes;

E) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

7. The examination center shall be led by the head of the same center, who shall be responsible for the performance of the functions assigned to the center by this regulation and be accountable to the head of the Learning Process and Examinations Management Department and the Curator-Vice-Rector.

## Article 18. International Relations Office

1. The purpose of the International Relations Office is to ensure the integration of the University into the international educational area by establishing close cooperation with leading foreign higher education institutions and to increase University awareness.

2. The International Relations Office shall be directly subordinated to the Vice-Rector for Academic Affairs, who shall supervise and coordinate the activities of the Service.

3. The International Relations Office shall be headed by the Head of the same service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Rector and the Curator-Vice-Rector.

**4. The Functions of the International Relations Office are as follows:**

A) To develop and promote the implementation of international university policies and mechanisms;

B) To take care of raising the awareness of the University in the international arena;

C) To deepen close cooperation and partnership relations with foreign higher education institutions;

D) To involve / integrate the University or its individual faculty in international associations and institutions;

E) To promote the internationalization of university programs;

F) To advance international mobility of students, academic, and administrative staff;

- G) To promote the internationalization of research activities;
- H) Recruitment and support of foreign students;
- I) To allow a multicultural and diverse environment in the university area;
- J) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### Article 19. Library

1. The aim of the library is to create a modern library environment and resources, which shall be fully and effectively used to meet the needs of university students and staff and will help train qualified specialists, manage the learning process at a high level, provide a literate environment, and enhance the academic level and research activities.
2. The library shall be directly subordinated to Vice-Rector for Academic Affairs, who shall supervise and coordinate the activities of the library.
3. The library shall be managed by the head of the library, who shall be responsible for the performance of the functions assigned to the library by this regulation and be accountable to the Rector and the Curator-Vice-Rector.
4. **The Main Functions of the Library are as follows:**
  - A) To form and organize library funds, systematic replenishment of Georgian and foreign publications of educational and scientific value;
  - B) To protect library funds and ensuring its accessibility;
  - C) To create databases of library funds;
  - D) To ensure access to foreign library funds;
  - E) To allow conditions for using the library fund in reading rooms;
  - F) To coordinate library activities in accordance with the rules established by law;
  - G) To cooperate with other countries, including educational institutions, foundations operating in Georgia, libraries and other organizations;
  - H) To take care of raising the qualification of library staff;
  - I) To improve the library services with information-communication technologies;
  - J) To find the textbooks indicated in the list provided by the Deans / Program Heads of the Faculty and ensuring their purchase;
  - K) To accurately register the books in the library, creation of special electronic catalogs, ensuring reliable storage of books, registration of readers, recovery of damaged books, control of return of issued books, creation of catalogs of tapes, CDs, which shall be processed by subject and other library principles;
  - L) To periodically study and inspect of the book fund;
  - M) To ensure cataloging-classification of the fund;
  - N) To organize and maintain the fund of research papers performed at the University;
  - O) To provide services for readers with group and individual workspace, library copiers, printers and scanners, creation of academic readers;
  - P) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### Article 20. Records and Registry Office

1. The purpose of the Records and Registry Office is to organize and control the unified case management of the University, archival services, as well as to maintain the register of educational institutions - systematization, processing, and permanent monitoring of information on persons enrolled in the educational program in accordance with the legislation of Georgia.
2. The Case Records and Registry Office shall be a single functional unit, which shall conduct its activities in three directions: case management, archives, and registry maintenance.
3. The Case Records and Registry Office shall be directly subordinated to the Vice-Rector for Administrative Direction, who shall supervise and coordinate the activities of the Service.
4. The Case Records and Registry Office shall be headed by the Head of the same Service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Rector and the Curator to the Vice-Rector.

**5. The Functions of the Case Records and Registry Office are as follows:**

**5.1. In the direction of case proceedings:**

- A) Ensuring unified case management;
- B) Receipt of documents, registration, and proper circularization;
- C) Handing over the received documents to the addressee, controlling the correctness of the documents to be submitted for signature;
- D) Sending documents in an appropriate manner;
- E) Monitoring the implementation of documents, informing the management about the results;
- F) Compiling the nomenclature of cases and forming cases;
- G) Proper use of seals and forms in case proceedings;
- H) Advising and assisting employees on matters within their competence;
- I) Performing other functions in accordance with the legislation of Georgia and other legal acts of the University.

**5.2. In the Direction of the Archive:**

- A) Taking the necessary measures to archive the documentation;
- B) Registration, storage, security, maintenance, and organization of the use of documents stored in the archives and organizing the use of documents as needed;
- C) Issuing copies of documents to interested persons in accordance with the established procedure;
- D) Performing other functions in accordance with the legislation of Georgia and other legal acts of the University.

**5.3. In the Direction of the Registry:**

- A) Completing and correcting the information required by the legislation on the persons enrolled in the educational programs of the University in the register of educational institutions;
- B) Performing other functions related to the maintenance of the register of educational institutions in accordance with the requirements of the legislation;
- C) Performing other functions in accordance with the legislation of Georgia and other legal acts of the University.

## **Article 21. Public Relations and Marketing Office**

1. The aim of the Public Relations and Marketing Office is to better inform the public about the activities of the University, to improve the communication system with the target audience and, in general, to raise the image and awareness of the University both regionally and internationally.
2. The Public Relations and Marketing Office shall be directly subordinated to the Vice-Rector for

Administrative Affairs, who shall supervise and coordinate the activities of the Service.

3. The Public Relations and Marketing Office shall be headed by the Head of the same Service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Rector and the Curator to the Vice-Rector.

**4. The Functions of the Public Relations and Marketing Office are as follows:**

A) To ensure the development of public relations and marketing strategy in close cooperation with the structural units of SEU;

B) In order to popularize SEU, to relate with the public and mass media; to prepare, and supply them with the necessary materials;

C) To plan and organize relevant events and campaigns to raise public awareness about the activities of SEU;

D) To prepare / process information on current and planned activities of SEU and its dissemination in the appropriate form, through the right channels and intensity;

E) To organize photos and/or video recordings of the events held by SEU and disseminating the relevant information through the media, websites, and social networks;

F) Within the scope of its competence, to organize public meetings and interviews with the management of SEU, as well as meetings with the management and academic staff of the community;

G) To facilitate the organization and implementation of planned joint projects with local and international SEU partners within the scope of its competence;

H) To initiate, plan, and actively participate in special dates, commemorative events;

I) To plan and conduct an advertising campaign, working with media channels for the placement of SEU commercials or promotional activities;

J) To facilitate the promotion of SEU activities, important events, facts, academic staff, successful students, graduates, and other stakeholders based on the requirements and interests of SEU;

K) To manage and develop the official website and Facebook page of SEU; close cooperation with the structural units of SEU for this purpose;

L) To promote the SEU brand in social networks and protection of its interests. To this end, close relations with social network users, introducing the activities of SEU to them, and constant provision with news;

M) To prepare informational brochures, presentation, advertising, and marketing materials taking into account the requirements and interests of SEU;

N) To prepare and establish the SEU brand book;

O) To form marketing campaigns focused on students / entrants and their parents; conducting an admission campaign and implementing various projects for this purpose;

P) To relate with state entities, educational institutions, non-governmental, and public organizations, business circles and organization of marketing and joint projects (social, cultural, economic, environmental, etc.);

Q) To promptly inform the SEU staff about planned events and news;

R) If necessary, to initiate a public opinion poll on SEU;

S) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

## Article 22. Personnel Management Office

1. The purpose of the activities of the Personnel Management Office is to promote the introduction of personnel management policies and mechanisms in the University, and through it to ensure the attraction of highly qualified and motivated staff, their effective administration, and promotion of professional development and incentives of staff.
2. The Personnel Management Office shall be directly subordinated to the Vice-Rector for Administrative Direction, who shall supervise and coordinate the activities of the Service.
3. The Personnel Management Office shall be headed by the Head of the same service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Rector and the Curator-Vice-Rector.
4. **The Functions of the Personnel Management Office are as follows:**
  - A) To develop and implement a personnel management policy with the involvement of structural units and managers;
  - B) To organize the process of attracting, selecting, and appointing staff;
  - C) To nominate candidates selected as a result of the competition for appointment to the Rector for the relevant position;
  - D) To develop and introduce adaptation mechanisms to the work environment of new employees;
  - E) To produce, store, and protect personnel documentation / personal files;
  - F) Full and correct reflection of the information on the personnel implementing educational programs required by the legislation in the database of the register of educational institutions;
  - G) To protect the confidentiality of personnel information;
  - H) To supervise the maximum amount of academic workload of academic and invited staff;
  - I) To establish a personnel evaluation system, organization of periodic evaluations with the involvement of relevant structural units;
  - J) In accordance with the results of the staff evaluation, to deploy the necessary measures for their professional development (training, incentives, etc.) with the involvement of relevant structural units;
  - K) With the involvement of structural units and managers to prepare staff job descriptions;
  - L) To promote the formation of organizational culture;
  - M) To facilitate the implementation of staff motivation system, forms of material, and intangible incentives;
  - N) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### **Article 23. Legal Office**

1. The purpose of the activities of the Legal Office is to provide legal support to the activities of the University and to protect its legitimate interests.
2. The Legal Office shall be directly subordinated to the Vice-Rector for Administrative Affairs, who shall supervise and coordinate the activities of the Service.
3. The Legal Office shall be headed by the Head of the same Service, who shall be responsible for the performance of the functions assigned to the Service by this Regulation and be accountable to the Rector and the Curator-Vice-Rector.
4. **The functions of the Legal Office are as follows:**
  - A) To prepare draft acts regulating the activities of the University and/or participation in the elaboration of the final version of the acts;

- B) To prepare legal acts (orders) of the Rector and/or participation in the elaboration of the final version of the order;
- C) Legal analysis of draft internal legal acts developed by the University, if necessary, preparation of conclusions in order to ensure compliance with legislative requirements;
- D) To ensure compliance of the internal legal acts of the University, decisions made, agreements and other legal documents with the current legislation of Georgia and legal regulation of the accompanying processes;
- E) To participate in or prepare the development of contracts or other agreements, hold legal proceedings and organize / participate in the conclusion process;
- F) To reveal the facts of possible violations of the terms of the concluded contract or other agreements and to respond accordingly;
- G) To provide legal support of competitions announced by the University;
- H) To review / participate in student / and staff complaints;
- I) To provide structural units of legal information and consulting them;
- J) To protect the legal interests of the University and its representation in the courts of all levels of Georgia;
- K) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### **Article 24. Career Development and Alumni Relations Office**

1. The purpose of the Career Development and Alumni Relations Office is to provide employment and career development-oriented services to university students and alumni to ensure their competitiveness and successful careers in the labor market.
2. The Career Development and Alumni Relations Office shall be directly subordinated to the Vice-Rector for Administrative Affairs, who shall supervise and coordinate the activities of the Service.
3. The Career Development and Alumni Relations Office shall be headed by the head of the same service, who shall be responsible for the performance of the functions assigned to the service by this regulation and be accountable to the Rector and the Curator-Vice-Rector.
4. **The Functions of the Office are as follows:**
  - A) To coordinate relations with the state, private, and other target sectors for the development of career services at the University; attracting employer companies;
  - B) To conclude memoranda of understanding with faculties / program managers, public and private entities, higher education institutions and other potential employers, providing for internships, internships and/or employment for students / graduates;
  - C) To develop relationships with employers in collaboration with faculties / program managers and provide students and alumni with up-to-date information on internships, filed work, or employment opportunities through regular communication with them;
  - D) To organize and conduct special courses, trainings, or workshops to develop the necessary practical skills for students;
  - E) To organize workshops, master classes, or conferences on employment of students and graduates intended to promote their career advancement with the involvement of potential employers, human resource management specialists or other professionals with relevant qualifications and experience, in order to assist in achieving professional goals, including consultations as well;

- F) To organize employment-related events (employment forums, thematically relevant meetings or other projects) to assist students in their relations with employers and to ensure employer involvement;
- G) To find and provide information on suitable vacancies and career advancement (internship, training, further training, etc.) programs to assist students and graduates in employment and career advancement, as well as to assist them in the preparation of employment documents (CV, academic autobiography, recommendation or cover letters, etc.);
- H) Removed (Order №1270 28.12.2022);
- I) In order to facilitate the implementation of the internship components provided by the educational programs, in communication and cooperation with the faculties / program leaders, to connect with partner organizations of relevant internship profile, internship planning and distribution of students to internship facilities, and to support with organizational-information services;
- J) To facilitate the implementation of current projects initiated by students and graduates;
- K) To promote the employment of students with disabilities, as well as other vulnerable groups (socially vulnerable, etc.);
- L) To create and manage a graduate database, including the registration of graduates in the employment database and monitoring of employment data;
- M) In order to establish close ties with the graduates, taking care of the establishment of the Alumni Club and organizing meetings with the alumni;
- N) In order to develop the quality of career services, in communication and cooperation with the faculties / program managers, initiating surveys on thematically relevant issues and responding appropriately to the survey results;
- O) To organize relevant activities / projects related to the initiatives, proposals and recommendations of the SEU staff within the scope of their competence, in communication and cooperation with the faculties / program managers;
- P) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

## Article 25. Information Technology Department

1. The goal of the Department of Information Technology is to create, administer, and provide access to information technology infrastructure at the University; to introduce and develop electronic management systems.
2. The Department shall be a single functional unit that shall conduct activities in the field of information technology infrastructure development and information technology software development.
3. The Department of Information Technology shall be directly subordinated to the Vice-Rector for Administrative Affairs, who shall supervise and coordinate the activities of the Department.
4. The Department of Information Technology shall be headed by the Head of the same Department, who shall be responsible for the performance of the functions assigned to the Department by this regulation and be accountable to the Rector and the Curator-Vice-Rector.
5. **The Functions of the Information Technology Department are as follows:**
  - A) To develop an information technology management policy and ensure its implementation;
  - B) To ensure the proper functioning, upgrade, and security of the SEU computer network;

- C) To manage the SEU server infrastructure;
- D) To place databases on the server, general administration and ensuring user access and smooth operation of databases;
- E) Data storage / processing and backup;
- F) Provision and control of technical conditions necessary for uninterrupted and quality Internet services, regulation of relations with Internet providers;
- G) Automation of the process of SEU activities using modern information and communication technologies; ensuring the development and implementation of various software packages necessary for the effective functioning of SEU, providing further services in the light of current changes;
- H) Creation, introduction and administration of the software necessary for the educational process (including the examination process) using modern technologies;
- I) To consult the SEU staff to resolve technical and/or software problems encountered while working with a computer, as well as supporting their presentations and conferences (on-site and online);
- J) To ensure the maintenance, upgrading, and expansion of the computer and communications and technical facilities of SEU;
- K) To provide support for existing services and introduction of new services, data continuity and their security; development and periodic updating of rules and standards for working with information and communication systems;
- L) To provide relevant technical and software support for the establishment and organization of distance learning within the competence of the Department;
- M) Continuous analysis of the compliance of the information technologies introduced at SEU with the modern requirements and elaboration of proposals on its further development and submission to the management;
- N) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

## Article 26. Department of Student Affairs

1. The aim of the activities of the Department of Student Affairs is to create and develop a unified sector of information and counseling services focused on the learning needs of students, protection of their rights, and to promote student life.
2. The Department of Student Affairs shall functionally integrate the SEU Call Center (Hotline). The department shall include the Office of Sports, Culture, Student and Youth Organisations Relations, which shall aim to diversify student life through cultural and sporting activities. (Order №1270 28.12.2022);
3. The Department of Student Affairs shall be subordinated to the Vice-Rector for Administrative Affairs, who shall supervise and coordinate the activities of the Department.
4. The Department of Student Affairs shall be headed by the Head of the same Department, who shall be responsible for the performance of the functions assigned to the Department by this regulation and be accountable to the Rector and the Curator-Vice-Rector.
5. **The Functions of the Student Affairs Department are as follows:**
  - A) To provide information and organization of student enrollment in educational programs, including mobility (internal mobility) processes, receipt of documents, systematization of

information about enrollment persons, and organization of concluding study agreements with relevant students;

B) To form / produce the personal files of students;

C) To organize orientation / introductory meetings for students;

D) To administer student administrative and academic registration in coordination and cooperation with relevant structural units;

E) To advise students on enrollment, mobility (internal mobility), learning process planning, academic registration, individual curriculum / schedule formation within the scope of competence;

F) To ensure timely delivery of information to students through the electronic learning process management system within its competence;

G) To prepare information on suspension / termination, restoration, mobility (internal mobility), registration in the additional semester, transfer to the authorized person for the preparation of the relevant order;

H) To facilitate the process of credit recognition for program managers;

I) Within the scope of its competence, reviewing students' statements and preparing answers; producing drafts of information requested by students;

J) Within the scope of its competence, reviewing student applications / complaints related to possible violations of their rights and legitimate interests; investigating relevant circumstances regarding such complaints and, if necessary, appealing to management for further response;

K) To monitor the obligation to pay the tuition fee under the student agreement and to respond in case of violation of the terms of payment of the tuition fee specified in the agreement with the student;

L) To administer any issues related to tuition fees, scholarships, and financial support in agreement with the management;

M) To submit a list of scholarships and special tuition fees (students with benefits, including socially vulnerable students) to the management in order to prepare the relevant order;

N) To provide student-centered initiatives and access to information to support students, including socially vulnerable students, and to advise students on such issues within their competence;

O) To promote the smooth involvement of students with individual curricula, with different educational needs in the educational process, including providing the services to convicted students;

P) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

**6. The Functions of the Call Center (hotline) are as follows:**

A) To respond to calls received by the SEU hotline: answering within the scope of its competence or redirecting calls to the relevant structural units;

B) To respond to messages received through online means of communication: responding within the scope of competence, or preparing and issuing a response in cooperation with relevant structural units;

C) To provide the necessary information to the SEU students by telephone, or online communication on the instructions of the management.

**7. The Functions of the Office of Sports, Culture, Student and Youth Organisations Relations are: (Order №1270 28.12.2022);**

A) To promote sports and culture among students and staff;

B) To plan and implement sports competitions, student activities / events of intellectual and

cognitive nature;

C) To create, support, and coordinate activities of student sports teams and/or artistic-creative groups taking into account the interests of students;

D) To facilitate the participation of SEU students in national and/or international sports and artistic-cultural events;

E) To establish contacts with other higher education institutions and relevant organizations to ensure the involvement of students in outdoor sports and creative activities, according to their talents and desires;

F) To take care of creating sports and art areas for students;

G) To obtain information about various sports and cultural-creative events, competitions and projects, and introducing them to students;

H) To encourage the implementation of student initiatives / projects (sports, cultural-creative, cognitive, etc.). In case of need for support, to apply to the Rector for funding of student projects;

I) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University;

J) Communication with government agencies, private and non-governmental sector, student initiative groups and organisations on behalf of Georgian National University SEU. Planning and management of various student activities, including, summer and winter schools, joint public lectures, training courses and student forums;

K) Preparation and presentation of semester reports with the direct team, supervisor.

8. The Office of Sports, Culture, Student and Youth Organisations Relations shall be headed by the Head of the same office, who shall be responsible for the performance of the functions assigned to the Office by this Regulation and be accountable to the Head and Curator Vice-Rector of the Student Affairs Department (Order №1270 28.12.2022);

### **Article 27. Scientific-Research Development and Project Management Office**

1. The purpose of the activities of the Scientific-Research Development and Project Management Office is to promote the development of the scientific-creative potential of the academic staff based on academic freedom and to create appropriate conditions for increasing the research productivity of the academic staff, as well as to promote the development of students' scientific-research skills, the implementation of scientific research in educational programs and the internationalization of activities in cooperation with foreign partner universities.
2. The structure, functions, and rules of activity of the Scientific-Research Development and Project Management Office shall be determined by the regulations of the scientific-research activities of the University.

### **Article 28. Institutional Research Foundation**

1. Institutional Research Foundation shall be established to support the scientific-research activities of the University.
2. **The Goals of the Institutional Research Foundation are as follows:**
  - A) To improve research funding mechanisms;
  - B) To promote and encourage the development of projects in all areas, especially innovative projects;

- C) To assist the SEU academic staff and students in the preparation and management of research activities and projects;
  - D) To promote the attraction of successful academic staff to SEU;
  - E) To provide funding for scientific research;
  - F) To ensure the coherence of scientific-research development activities and equip researchers with the necessary infrastructure for research;
  - G) To promote the ideas of innovative interdisciplinary and multidisciplinary research;
  - H) To assist academic staff in finding external grants for research.
3. The structure, functions, and rules of activity of the Institutional Research Foundation shall be determined by the regulations of the scientific-research activities of the University.

### **Article 29. Scientific-Research Center for European Integration**

1. The Scientific-Research Center for European Integration has been established to conduct research on European issues at the University.
2. The Scientific-Research Center for European Integration shall be interdisciplinary and shall bring together researchers from three faculties (law, social sciences and business, and technology) whose research shall be related to European integration and EU issues.
3. The center shall have its own structure and regulations.

### **Article 30. Training Center**

1. The aim of the training center is to promote continuing education and raise the awareness and authority of the University, for which it shall plan / organize short-term and long-term trainings, and certification courses on various topics and specifics for university students, staff, and other interested parties.
2. **The Functions of the Training Center are as follows:**
  - A) To conduct training needs / certification course needs analysis;
  - B) To prepare trainings / certification courses and offer them to university students, staff, and other potential customers;
  - C) To organize and conduct trainings / certificate courses on various topics and specifics;
  - D) To prepare, process and analyze relevant questionnaires to determine customer satisfaction;
  - E) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.
3. The Training Center shall be directly subordinated to the rector and is accountable to him.
4. The activities of the Center shall be managed by the Manager of the Training Center, who shall be responsible for the performance of the functions assigned to the Training Center by this regulation and be accountable to the Rector.
5. The Training Center shall develop its own regulations.

### **Article 31. Medical Cabinet**

1. The purpose of the activities of the Medical Cabinet is to introduce effective first aid mechanisms for students and staff of the University and to ensure the implementation of preventive activities to protect their health.
2. The Medical Cabinet shall be subordinated to the Vice-Rector for Administrative Affairs, who shall

supervise and coordinate its activities.

3. The activities of the Medical Unit shall be managed by a doctor who shall be responsible for the performance of the functions assigned to the Medical Cabinet by this regulation and be accountable to the Rector and the Curator-Vice-Rector.
4. **The Functions of the Medical Cabinet / Doctor are as follows:**
  - A) To provide first aid to SEU students and staff;
  - B) To advise students and staff on primary measures to protect against viral infections in order to prevent the spread of infectious / viral diseases;
  - C) In case of an epidemic, to participate in the development of a preventive plan to prevent the spread of the disease and supervise its implementation;
  - D) If necessary, to call the ambulance service;
  - E) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### **Article 32. Asset Manager**

1. The goal of the Asset Manager is to effectively manage and operate the University's assets.
2. The Asset Manager shall report directly to the Vice-Rector for Finance and Resources, who shall oversee and coordinate its activities.
3. The Asset Management Manager shall be responsible for the performance of the functions assigned to him / her and be accountable to the Rector and the Curator to the Vice-Rector.
4. **The Functions of the Asset Management Manager are as follows:**
  - A) To define and conduct policies related to asset management and disposal;
  - B) To prepare proposals and submit them to the management in order to increase the efficiency of the management of the property in the capital of the University;
  - C) To prepare a report on asset management;
  - D) To review disputes, proposals, and proposals related to assets and representation in various private or state bodies;
  - E) To perform other functions in accordance with the legislation of Georgia and other legal acts of the University.

#### **Article 33. Financial Management and Accounting Office**

1. The purpose of the Financial Management and Accounting Office is to ensure the budgeting of the University's strategic development priorities, short-term and long-term budget planning, organizational provision of financial accounting and reporting, financial statement analysis based on accounting, and other activities related to University financial accounting and reporting.
2. Accounting shall be integrated in the Financial Management and Accounting Office, which shall ensure the management of the University's accounting processes in compliance with the requirements set by the legislation.
3. The Financial Management and Accounting Office shall be subordinated to the Vice-Rector for Finance and Resources, who shall oversee and coordinate the activities of the Service.
4. The Financial Management and Accounting Office shall be headed by the Head of the same Service, who shall be responsible for the performance of the functions assigned to the Service and be accountable to the Rector and the Curator-Vice-Rector.

### Article 34. Procurement, Supply and Support Department

1. The purpose of the Procurement, Supply and Support Department is to procure, store, and manage the material and technical resources necessary for the proper functioning of the University, maintenance of the university infrastructure and property, maintenance of current repairs, maintenance and operation of heating and air conditioning systems, maintenance of order and cleanliness on the campus, safety of staff and students, and management of dormitories.
2. The Procurement, Supply and Support Department shall be subordinated to the Vice-Rector for Finance and Resources, who shall oversee and coordinate the activities of the Department.
3. The Procurement, Procurement and Support Department shall be headed by the Head of the same department, who shall be responsible for the performance of the functions assigned to the Department and be accountable to the Rector and the Curator-Vice-Rector.
4. The Procurement, Procurement and Support Department shall include: Labor Safety Office, Security Service, Dormitory and Cleaning Supervision Service.
5. The Labor Safety Office shall ensure the development, implementation, and control of the system of observance of labor safety rules in accordance with the legislation of Georgia, the implementation of risk prevention and risk reduction measures, and advising university staff on labor safety issues.
6. The Security Service shall ensure the protection of order on the territory of the University, the property of the University, the staff, and students.
7. The dormitory shall ensure the admission, registration, and accommodation of students, monitoring the implementation of internal regulations by resident students, recording the dormitory utilities and consumables, maintaining room statistics, and adequately responding to the problems of dormitory students.
8. Cleaning of university buildings and premises shall be carried out in accordance with the terms of the service contract. The Cleaning Supervision Service shall monitor compliance with the terms of the service contract and shall respond as appropriate.

### Article 35. Rector's Board

1. The Board of the Rector shall be a deliberative collegial body of the Rector, whose work shall be focused on the issues of effective management of the University's activities and strategic importance.
2. The Board of Rectors shall consist of Rector of SEU, Vice-Rectors, Deans of the Faculty, and the Head of the Quality Development Department.
3. **The Functions of the Rector's Board are as follows:**
  - A) To discuss issues within the authority of the Rector;
  - B) Upon the decision of the Rector, to discuss other issues related to the activities of the University;
  - C) To submit relevant proposals and recommendations to the Rector of the University regarding the issues discussed.
4. The Rector's Board shall hear / review the annual report on the activities of the structural units of SEU and the action plan for the following year, as well as to discuss issues requiring collegial agreement.
5. The decision of the Board of the Rector shall have a recommendatory character.
6. Issues supported by the Board of the Rector, developed recommendations / proposals and opinions shall be submitted to the Rector for a decision and the issuance of a relevant legal act.
7. The powers and rules of activity of the Rector's Board shall be determined by the provisions of the

Rector's Board.

### **Article 36. Financial Committee**

1. The Financial Committee shall be the collegial body of the University, which, together with the Rector, shall ensure the development, implementation, and proper functioning of financial management and control policies.
2. The Financial Committee shall consist of three members. The first member of the Committee shall be the Vice-Rector for Finance and Resources, who shall be the Chairman of the Finance Committee and who shall elect the second (one) member of the Committee, and the third member of the Committee shall be elected by the Academic Council.
3. **The powers of the Financial Committee are as follows:**
  - A) To prepare quarterly reports on institutional revenues and expenditures;
  - B) To prepare the institutional budget plan (sample) for the next academic year;
  - C) To prepare an interim (three-year) budget and long-term financial strategy (more than five years), project (sample);
  - D) To evaluate the draft procurement plan;
  - E) To assess financial risks;
  - F) To review procurement procedures;
  - G) To assess the financial viability of the university and educational programs;
  - H) To initiate mechanisms to improve the financial sustainability of programs with a small contingent of students;
  - I) To initiate issues of improving the financial module of the e-government system;
  - J) To develop and monitor (control) of tuition fee payment procedures.
4. The Financial Committee shall meet regularly, at least once every two months. The meetings of the Finance Committee shall be chaired by the Vice-Rector for Finance and Resources. Between meetings, committee members shall regularly correspond to maintain the effectiveness of their work in relation to the full extent of the committee's responsibilities.
5. The Financial Committee shall make decisions by consensus.
6. The reports, projects and initiatives of the Financial Committee shall be approved by the Rector.
7. The powers and rules of operation of the Financial Committee shall be defined in the Financial Management Policy Document.

### **Article 37. Advisory Council**

1. The Advisory Council shall be a collegial body formed by the Rector to develop the activities of the University with the advice of outsiders.
2. Persons from both Georgia and abroad shall be invited to the Advisory Council and the number of members shall not be limited.
3. The Advisory Council shall include persons independent of the University, representatives of the business sector and public organizations, local and foreign experts in the field of higher education, and public figures.
4. The Advisory Council shall hear and discuss issues of strategic importance to the University.
5. The content of the meeting of the Advisory Council shall be reflected in the minutes. The suggestions / recommendations of the Advisory Board shall be of a consultative nature.

6. The Advisory Council shall be convened by the decision of the Rector, if necessary.

### **Article 38. University Staff**

1. University staff shall include administrative, academic, invited, and auxiliary staff.
2. Administrative positions shall include: Rector, Vice-Rector, Dean of the Faculty, Vice-Dean, Head of Educational Program, Heads of the Quality Enhancement Department and other structural units.
3. Auxiliary staff shall include staff of the structural units provided for in the staff schedule (except for administrative staff) as well as non-staff, contract employees.
4. An employment contract shall be concluded with the University staff in accordance with the rules established by the current legislation of Georgia.
5. The staff of the University shall exercise its authority on the basis of this Statute, the employment contract, the internal regulations, the Code of Ethics, and other legal acts of the University.
6. A person convicted of a crime against sexual freedom and inviolability under the Law of Georgia on Combating Sexual Freedom and Inviolability and/or a person deprived of the right to work in an educational institution by the same law may not be employed at the University.
7. The staff with academic and administrative positions of the University shall be entitled to hold other academic or administrative positions (except for the restrictions provided by this regulation) if they have the appropriate qualifications.

### **Article 39. Academic Staff of the University**

1. The academic staff of the University shall consist of professors and assistants.
2. Professors shall include professor, associate professor, and assistant professor.
3. Professors shall participate in the teaching process and scientific research and/or conduct it.
4. Under the guidance of an assistant professor, associate professor or assistant professor, the academic staff shall carry out seminar and research work within the ongoing educational process in the main educational unit.
5. Holding an academic position at a university may only be done through an open competition, which must comply with the principles of transparency, equality, and fair competition.
6. In order to hire academic staff, the Rector of the University shall issue an order announcing the competition.
7. The date and conditions of the competition shall be published at least one month before the receipt of the documents. A competition commission shall be set up to hire academic staff.
8. A person with a doctorate or an equivalent academic degree may be elected to the academic position of a professor, and a doctoral student may be elected to the position of an assistant.
9. A professor and an associate professor shall be appointed to an academic position for a term of 4 years. The term of office of an assistant professor and an assistant shall be set at three years.
10. Pursuant to paragraph 5 of Article 35 of the Law of Georgia on Higher Education, a qualified person with a professional eligibility may also be elected to an academic position, whose qualification may be confirmed by professional experience, special training and/or publications. A person with the necessary competence to produce the learning outcomes provided by the program shall be considered to have a relevant qualification.
11. The conditions for election and appointment to an academic position shall be regulated by the legislation of Georgia and a document approved by the order of the Rector of the University on

"Rules of conducting an academic competition and holding an academic position at Georgian National University SEU".

12. Academic staff may be affiliated. Affiliation shall be voluntary.
13. Affiliation means a written agreement between the University and an academic official, by which each academic official shall determine his / her affiliation only with Georgian National University SEU, participating in the development and knowledge sharing processes on behalf of the University.
14. The rules and conditions for the affiliation of the academic staff shall be regulated by the affiliation of the academic staff of the University.

#### **Article 40. Academic Staff Workload**

The determination of the maximum amount of workload of the academic staff shall be regulated by the legislation of Georgia and the document approved by the order of the Rector on "Amounts of points to be accumulated by the academic staff during the academic year and according to the relevant activities."

#### **Article 41. Invited Staff**

1. Invited staff shall include the individuals who shall be employed by the University on a part-time basis on a contract basis and who shall conduct a specific educational course or part thereof within the educational program.
2. The invited staff shall conduct its activities in accordance with the regulatory acts of the University and the functions provided by the relevant agreement.
3. The University shall conclude a relevant agreement with the invited staff for a period of one semester or one academic year.

#### **Article 41<sup>1</sup>. The title of Honorary Doctor**

1. Georgian National University SEU may award the title of Honorary to a citizen of Georgia or a foreign country and/or a stateless person for his/her significant contribution to the development of the country's economy, in a certain field of science, university education and business, as well as facilitating the implementation process of the SEU mission.
2. The decision to award the title of Honorary Doctor shall be made by the Rector of the University on the recommendation of the Faculty Board or one of the Vice-Rectors, in agreement with the Academic Board.
3. The Rector shall issue a legal act on awarding the title of Honorary Doctor.

#### **Article 42. Formation of a Student Contingent**

The maximum amount of the student contingent shall be determined in accordance with the methodology developed by the University and approved in accordance with the rules established by the legislation of Georgia.

#### **Article 43. University Student Status**

1. A university student shall be a person who shall be enrolled in a manner prescribed by law and be studying at the university for a bachelor's, one-step medicine, or master's degree program.
2. The rules for obtaining, suspending, terminating, and mobility of student status shall be determined

by the rules governing the educational process of the University.

#### **Article 44. Student Self-Government**

1. Student self-government shall be established on the basis of universal, equal, and direct elections by secret ballot at the University.
2. The student self-government of the university shall develop its own regulations;
3. Student self-government shall:
  - A) Ensure the involvement of students in the management of the University through the nomination and participation of its representatives in the academic and faculty councils;
  - B) Promote the protection of students' rights;
  - C) Be authorized to develop proposals for the improvement of the university management system and the quality of teaching, which shall be submitted to the Faculty Council and the Academic Council;
  - D) Exercise other powers provided by the regulations of the student self-government.
4. University management shall have no right to interfere in the activities of student self-government.

#### **Article 45. Levels of Academic Higher Education**

1. Academic higher education shall have three levels.
2. The educational program of each level of academic higher education shall be calculated with credits.
3. Within the framework of academic higher education, the University shall carry out:
  - A) The first level – bachelor’s academic program, which includes at least 240 and/or 180 ECTS (may be developed only in the cases provided for by law) and implies the teaching of the basics of the respective specialty, which is necessary for the person, to work with the obtained qualification and for further studies on the Master’s program (Order №303 13.03.2024);
  - B) Second level – master’s academic program, which includes at least 120 and/or 60 ECTS (only for the purposes of receiving master’s qualification in the field of business administration/management (EMBA). The 120-ECTS master’s academic program includes the elements of research and aims to prepare the specialist or scholar of the post-bachelor’s level, herewith, it prepares the person for working with the obtained qualification. The 60-ECTS master’s academic program prepares a person for working with the obtained qualification (Order №303 13.03.2024);
  - C) Single-Cycle Higher Education Program in Medical Education, The 360-ECTS academic program of Certified Doctor and/or the 300-ECTS academic program of Certified Dentist, the academic degree granted after their graduation is equal to the master’s academic degree (Order №303 13.03.2024).
5. After passing each level of academic higher education, an appropriate diploma shall be issued with a standard supplement.
6. A person who has not or has not completed the relevant level of higher education shall be issued a relevant certificate.

#### **Article 46. Reorganization and Liquidation**

Liquidation and reorganization of the University shall be carried out in accordance with the legislation

of Georgia, based on the decision of the founder of the University.

#### **Article 47. Final Provisions**

1. The regulation shall enter into force upon approval by the order of the Rector.
2. Changes and additions to the regulations shall be made by the order of the Rector.
3. After the entry into force of this Regulation, the legal acts of the University, which otherwise regulate the norms provided for in this Regulation, shall be considered invalid in whole or in part.