

Decree of the Georgian Minister of Education and Science # 490;  
May 29, 2008.

## **The Statute**

### **Ivane Javakhishvili Tbilisi State University Legal entity of public law**

#### **Preamble**

Iv. Javakhishvili Tbilisi State University (TSU) is founded on the ancient Georgian cultural and humanitarian traditions and intellectual properties. Tbilisi State University is higher education and research center.

Founded in 1918 by Ivane Javakhishvili following the values of Ilia Chavchavadze, TSU is the expression of will and spirit of the Georgian nation. Based on Georgia's ancient cultural and humane achievements, the university aims at integrating into the European education and research environment.

Tbilisi State University is based on the principles of humanism, tolerance and equality and its doors are open to every student and professor regardless of their ethnic background, sexual orientation, social standing, political and religious views.

#### **Chapter I General provisions**

##### **Article 1. The statute**

Present statute lays down the organization of studies at Iv. Javakhishvili Tbilisi State University (hereinafter 'the university'), scientific research at the university, the university structure, its governance, and the university finances.

##### **Article 2. The university status**

The university is a legal entity of public law.

1. Its full name is "Ivane Javakhishvili Tbilisi State University." It is further contracted to TSU. And its address is # 3 I. Chavchavadze Ave., Tbilisi, 0128, Georgia.
2. The legal status was granted to the university under the 2001 presidential decree in July 13, order # 277, "About granting Iv. Javakhishvili Tbilisi State University the status of the state university".

### **Article 3. Goals of the university**

The goals of the university are the following:

- a. To bring up future generations with Georgian culture and traditions;
- b. Advancement of education and scientific research;
- c. To prepare highly qualified staff to meet the country needs;
- d. In accordance with European traditions pursue three- cycle education (undergraduate, graduate and PhD), grant diplomied Medical degree, initiate professional educational programs, formal and informal vocational programs, re-train teachers, organize lifelong learning, and support fundamental scientific researches, high technologies and modern experiments to meet the needs of the Georgian society.
- e. To bring up truthful citizens of Georgia, with the love of freedom and democracy.
- f. To integrate TSU into the world leading education and scientific environment; implement joint education programs and research projects with the universities in Georgia and abroad.
- g. To bring up the students capable of applying the knowledge obtained at the university to the real life events
- h. To create student oriented environment

### **Article 4. The university symbols**

1. The university has its coat of arms, approved in 1918 by the Grand Council of the university.
2. The university anthem and flag are approved by the university representative council.

### **Article 5. The university anniversary**

The university celebrates its anniversary on February 8- the day when the TSU was founded.

## **Chapter II**

### **The university governance**

#### **Article 6. The university governing bodies and structure**

1. The university governing bodies are – the Academic Council, the Representative Council, the Rector, the Head of Administration, and Quality Assurance Office. The faculty governing bodies are – the Faculty Council, Dean of the faculty and the faculty Quality Assurance Office.
2. The university is made up of the following education entities- faculties, libraries, and auxiliary structural units: the Rector’s office, Head of the Administration, Chancellor and the Secretariats of the governing bodies of the university. In addition, there are educational, scientific and research units/institutions affiliated to the university or the faculty.
3. The decision about the establishment or abolishment of university entities is enforced by the Academic Council and is finally approved by the Representative Council. The principles

governing the work of the university units are provided and determined by this statute, which is approved by the university Representative Council.

#### **Article 7. The university governing principles**

1. The university shall provide:

- a. Access to the university resolutions, publicity of the reports and decrees by the university Rector and head of the administration to those interested;
- b. Academic freedom of the academic staff members and students;
- c. Integration of the university academic staff and students in decision- making process;
- d. Guaranteeing equality regardless of a person's ethnic background, gender, social status, political and religious views;
- e. Transparency and publicity of elections and competitions held at the university;

2. No principles limiting the aforementioned standards shall be governed according to the statute of the university structural units.

#### **Article 8. The Academic Council**

1. The university Academic Council (hereinafter- the council) is the highest representative body of the university. The Academic Council is comprised of: the head of the council- the Rector and members of the council.
2. The Academic Council is authorized to adopt decisions, presentation, and references signed by the head of the council.

#### **Article 9. Mandate of the Academic Council**

In accordance with the Georgian law on "Higher Education" the Academic Council is empowered to:

- a. Adopt and approve the university strategic development plan;
- b. Approve various scientific and research programs presented by the faculties;
- c. Facilitates the integration of the university into the European higher education system, cooperation among the institutions of higher education on education plans and programs, establishment of scientific-research programs and implementation of mobility and integrated education;
- d. The Rector is elected by the majority vote of Academic Council members, through secret ballot ensuring the freedom of choice and the principles of equality;
- e. Nominates to the university Representative Council a candidate for the position of the head of university administration who is chosen with the majority vote;
- f. The motion of no confidence to the head of university administration is brought to the Representative Council by a majority rule;
- g. Nominates to the Representative Council a new candidate for the position of the head of the university administration no later than one month after the suspension of the authority of the head of administration.

- h. Participates in drafting the university strategy, statute for the university structural units, drafting the university budget and discussion of annual report prepared and submitted by the head of university administration and submits them for an approval to the Representative Council.
- i. Approves student quota for the unified national examinations, and determines the number of students to be accepted by the faculties.
- j. Determines the validity rules for the degrees and the credits granted by other institutions of higher education.
- k. Approves the rulings by the faculty dissertation councils.
- l. Presents to the representative council the candidate for the position of the head of the Quality Assurance Office;
- m. Determines unified rule on hiring academic staff, compensation rates and conditions, and submits them for final approval to the Representative Council;
- n. Presents the annual report to the Representative Council;
- o. Makes the decision on granting the title of honorary doctor to the candidates nominated by the faculties;
- p. Determines the election procedures for faculty deans and the members of the Academic and Representative councils and presents for ratification to the Representative Council;
- q. Elects the head of the university library;
- r. Determines the evaluation principles for learning and scientific-research processes as proposed by the Quality Assurance Office;
- s. Sets up temporary committees to handle the aforementioned issues and other emergency issues; the committee prepares proposals and presents them to the Academic Council;
- t. If necessary, the Academic Council invites experts.

#### **Article 10. Organizational principles of the Academic Council**

1. The organizational side of the Academic Council is administered by the secretariat of the council.
2. The secretariat of the council provides members of the Academic Council with organizational, legal and information service.

#### **Article 11. Work procedures of the Academic Council**

1. The head of the Academic Council is the Rector of the university.
2. The Academic Council convenes once or twice a week, depending on the circumstances. The head of the council can summon the council members for a special meeting if ruled so by one-third of the council's membership.
3. A resolution of the Academic Council shall be valid if at least half of the council's members participate in the meeting.

#### **Article 12. Agenda of the academic council**

1. The secretariat of the Academic Council in agreement with the head of the council sets the agenda that shall be discussed during the meeting of the council. The agenda will be distributed among the council members before the session.

2. Members of the board shall be entitled to enter additional proposal topic on the agenda. The decision on including the matter on the agenda shall be notified to the secretariat of the Academic Council no later than two days before the council convenes.
3. The head of the Academic Council presents the agenda in the beginning of the session that is approved by the council membership with the majority vote.

### **Article 13. Decision-making**

The Academic Council is entitled to make the decision if two-third of the council members is present at the session. The decision shall be valid if the majority of the members vote.

### **Article 14. Voting**

1. Except the circumstances outlined in the Georgian legislation all instances of voting at the Academic Council are open.
2. One-fourth of the council members can solicit for secret ballot. The ballot shall be secret if the majority supports the request.

### **Article 15. Session Minutes**

1. For each meeting of the Academic Council the minutes should be taken.
2. The minutes shall be signed by the head of the council and the chair of the council secretariat or the meeting secretary.

### **Article 16. The university Rector**

1. The Rector is the highest academic officer of the university elected for a term of 4 years.
2. The Rector is the highest academic officer of the university, who chairs the Academic Council and presents the university among the academic circles in and outside the country. The Rector is authorized to sign agreements on behalf of the university. If the agreements concern the university's financial and economic activities the agreements are also co-signed by the head of the university administration. The Rector issues decrees within the purview of the authorization granted to him/her.
3. The Rector decides on other matters and performs other duties vested in the Rector by this statute and legislation.

### **Article 17. The Representative Council (Senate)**

The university Representative Council (Senate) (hereinafter the Representative Council) is the representative body of the university which is elected for a term of 4 years in accordance with the Georgian law on "Higher Education".

## **Article 18. Mandate of the Representative Council.**

1. In accordance with the Georgian law on “Higher Education” the Representative Council is authorized to:
  - a. Adopt the university statute in collaboration with the Academic Council and present it for ratification to the Georgian Ministry of education and Science;
  - b. Adopt the university bylaw, the code of ethics of the university and the disciplinary procedures;
  - c. Approve the rules on budget drafting and on the university structural units;
  - d. Elect the speaker of the Representative Council;
  - e. Endorse the university budget after the proposal of the head of administration;
  - f. Approve the structure of the university administration after the proposal of the head of administration;
  - g. Approve the annual report of the head of administration;
  - h. Suspend the term to the head of administration prior to the expiry date under its own decision or after the proposal of the Academic Council;
  - i. Approve unified rules on hiring academic staff, compensation rates and conditions after the proposal by the head of administration;
  - j. Approve unified rules on hiring the academic staff, the compensation rates and conditions after the proposal by the Academic Council.
  - k. Appoint head of the Quality Assurance Office by the nomination of the Academic Council;
  - l. Appoint the deans of the faculties by the nomination of the Academic Council;
  - m. Determine the number of the future members of the Representative Council (senate) in accordance with the law;
  - n. Decide on other matters and perform other duties determined by this statute and legislation;
2. The resolution on budget endorsement, election of the head of the administration and the annual report of the head of the administration shall be valid only by the majority vote.
3. The Representative Council is authorized to make the decision, be informed and draft recommendations.
4. The working language of the Representative Council is Georgian.

## **Article 19. Quorum and decision-making**

1. The Representative Council is authorized to make the decision if more than half of the council members are present.
2. The resolution of the Representative Council shall be made valid if more than half of the attending members vote for it, unless if stated otherwise in the Georgian law on “Higher Education” or the university statute.
3. Voting at the Representative Council meetings is open, with the exception of the instances determined by the university statute and Georgian law on “Higher Education”.
4. One-fourth of the Representative Council members are authorized to solicit secret ballot. If more than half of the attending members support the request, the ballot shall be secret.

## **Article 20. The Speaker of the Representative Council**

1. The representative council Speaker is elected by the Representative Council from among its members with the term of 4 years.
2. The Speaker shall have the power to:
  - a. Organize Representative Council sessions and chair the sessions;
  - b. Secure freedom of expression through discussion of the matter;
  - c. Bring a question to a vote and announce voting results;
  - d. Bring a question to special session of the council;
  - e. Participate in interim work group meetings of the Representative Council;
  - f. Signs the minutes of the Representative Council sessions.

## **Article 21. Organizational procedures of the Representative Council**

1. The organizational side of the Representative Council is administered by the secretariat of the council.
2. The secretariat of the Representative Council in agreement with the council speaker decides on the agenda for the session that is handed out to the council members. The Speaker of the Representative Council discusses the matters on the agenda with council members right before the beginning of a session, and the agenda is approved by the majority vote of the council members.
3. Members of the board shall be entitled to enter additional proposal matters on the agenda. The decision on including the matter on the agenda shall be notified to the secretariat of the Representative Council no later than two days before the council convenes.

## **Article 22. Interim work group of the Representative Council**

1. To prepare the topics for the Representative Council agenda in advance, and facilitate the decision-making process, the Representative Council is authorized to establish the interim work group;
2. The members of the interim work group shall be no less than 3 people from the Representative Council. The interim work group session is valid if attended by the majority.

## **Article 23. Sessions of the Representative Council**

1. The Representative Council convenes at least twice per semester. If needed, special meeting (s) is held.
2. The sessions of the Representative Council are led by the council Speaker. However, if he/she is not present a member of the Representative Council authorized by the council speaker shall lead the session. The notification regarding the session venue, timing and agenda shall be announced and posted at the university premises, at least three days before the due date.
3. A special meeting of the Representative Council shall be initiated by the council Speaker or by the request of one fourth of the members of the council.

4. The request on calling the special meeting of the Representative Council shall be in a written form and shall be handed to the council Speaker. The argumentation regarding the necessity of holding the special meeting should be outlined in the form of a letter.
5. The special meeting of the Representative Council only discusses the topics outlined in the agenda of the special meeting.
6. For each session of the special meeting of the Representative Council the minutes should be taken. The minutes shall be signed by the council Speaker (or an authorized person chairing the meeting) and the head of the council secretariat, or by the meeting secretary.

#### **Article 24. The head of the university administration (Chancellor)**

The head of the university administration (Chancellor) is the highest administrative officer of the university, its financial, material and human resources and represents the university's financial and economic relations.

#### **Article 25. The authority of the head of the university administration**

- A. The head of administration is empowered to:
  - a. Manage the university administration;
  - b. Sign financial and economic agreements on behalf of the university in accordance with the university budget;
  - c. Decide on the administrative structure of the university and submit the proposal to the Representative Council;
  - d. Decide on the rules on hiring the auxiliary staff, their compensation, and conditions, and submit the proposal for ratification to the Representative Council;
  - e. Prepare consolidated budget draft of the university and submit it for ratification to the Representative Council;
  - f. Prepare draft proposal on annual activities of the university and submit it for ratification to the Representative Council;
  - g. Issue individual normative acts within the purview of the authority granted to the Chancellor;
  - h. The head of administration is responsible for the legitimacy and efficiency of university's financial and economic activities
  - i. Decides on other matters and performs other duties vested in Chancellor by this statute.
- B. The head of administration reports to the Representative and Academic Councils of the university;
- C. Apart from the general norms on releasing the head of the university administration from his/her duties prior to the expiry of his or her term of the office, the head of the administration can be released from his/her term of office if:
  - a. The Representative Council reject the two times consecutively the annual report on the university activity and the university budget draft;
  - b. Motivated decision by the Representative Council.

## **Article 26. The university quality assurance office**

1. Learning and scientific-research processes at the university and improvement of professional skills of its academic staff shall be systematically evaluated. The students also participate in the process and the results of the evaluation are transparent and available to all interested people.
2. To systematically evaluate learning, scientific and research processes, and also guarantee the improvement of professional skills of the university academic staff the Quality Assurance Office operates at the university.
3. The university Quality Assurance Office closely collaborates with the relevant offices of foreign universities and establishes transparent criteria and their application methods based on international experience.
4. The head of the Quality Assurance Office is appointed by the Representative Council with the majority vote after the nomination of the Academic Council.
5. The head of the Quality Assurance Office enacts individual administrative and normative acts within the purview of the authorization granted to him/her.
6. The Quality Assurance Office helps to ensure high quality teaching and learning system, by establishing modern methods of student evaluation and teaching (modules, credit score, etc.) and prepares the university for an accreditation process.

## **Chapter III The university faculties**

### **Article 27. Faculties**

1. There are six faculties at the university:
  - a. Faculty of Humanities;
  - b. Faculty of Law
  - c. Faculty of Medicine
  - d. Faculty of Natural and Exact Sciences
  - e. Faculty of Economics and Business
  - f. Faculty of Social and Political Sciences
2. The decision regarding the establishment of the faculty or its abolishment is made by the Academic Council and is ratified by the Representative Council;
3. A faculty may comprise educational, scientific-educational, scientific-research and auxiliary structural units (cathedra, scientific-research institute, laboratory, clinics and others). The faculty structure and statute, and also the decision on establishment of faculty-wide new entities or regarding their abolishment shall be made by the faculty council and submitted for ratification to the Representative Council. The principles governing the work of the faculty units are provided and determined by the faculty statute.
4. The issues regarding the exploitation of funds raised by the faculty or any other funds in possession of the faculty should be agreed with the head of the university administration.
5. The faculty representative body is the faculty council that is composed of all of the academic staff members of the faculty and representatives from the student self government.

6. Number of the representatives from student self government is determined by the faculty statute and shall not be less than one fourth of the total number of the faculty council members.

### **Article 28. Faculty Council**

Faculty Council is empowered to:

- a. Draft the faculty budget and submit it for ratification to the head of the university administration;
- b. Elect the dean of the faculty through secret ballot by the majority vote;
- c. Develop the faculty strategic development project, study and research programs with and submit it for approval to the university Academic Council;
- d. Develop faculty structure and statute with the authorization of the dean of the faculty and submit it for ratification to the Representative Council;
- e. Develop the dissertation council resolution and submit it to the university Academic Council for approval;
- f. Elect the head of the faculty quality assurance office

### **Article 29. Faculty dean**

1. The Dean shall be elected for a term of four years through free, transparent and open elections. The same person can be elected as a dean two times consecutively. The information regarding the elections should be disseminated no later than 1 month before the registration process, and no later than 2 months before the elections.
2. The faculty dean is authorized to:
  - a. Facilitate efficient study and scientific-research process at the faculty;
  - g. Submit for an approval draft proposals on the faculty development and study and scientific-research programs;
  - h. Develop faculty structure and statute and submit it to the faculty council for an approval;
  - i. Is responsible for fulfilling the resolutions by the university Representative Council, Academic Council and faculty council within the purview of authorization granted to him/her;
  - j. Issue individual legal acts within the scope of his /her competence;
  - k. Chair faculty council meetings;
  - l. Is responsible for purposeful and lawful use of faculty funds;
  - m. Fulfills other duties and obligations vested in the dean by this statute and by Georgian legislation;
3. The faculty council can solicit the release of the dean from his/her term with one fourth of the majority vote. The resolution is valid only with the majority votes.

### **Article 30. Dissertation Council**

1. The Dissertation Council is responsible for granting an academic degree of a doctor.
2. The elections of the Dissertation Council members and its Chair is determined by statute;

3. The members of the Dissertation Council hold Doctoral Degrees and possess the academic position of a Full or Associated Professor. In addition, the Dissertation Council might ask for inviting an expert in the field holding the Doctoral degree.
4. The Dissertation Council acts under the faculty statute and awards the Doctoral Degree in those fields determined by the faculty statute;
5. The university is authorized to sign an agreement on introducing Doctoral programs with scientific and research centers.

#### **Article 31. Faculty Quality Assurance Office**

1. To systematically evaluate the learning, scientific and research processes, and also to guarantee improvement of professional skills of the faculty academic staff the faculty quality assurance office is established at the university faculties operating under this statute.
2. The faculty quality assurance office closely collaborates with the relevant offices at foreign universities and establishes transparent criteria and their application methods based on international experience.
3. The faculty quality assurance office helps to ensure the high quality teaching and learning system, by establishing modern methods of student evaluation and teaching (modules, credit score, etc.) and prepares the university for an accreditation process.
4. The faculty quality assurance office members shall be the associated professors or full professors, the members of the faculty council.
5. The faculty quality assurance office is a part of the unified university quality assurance system.

#### **Article 32. The university library**

1. Each faculty has a library.
2. Head of faculty library is accountable to the faculty council. He/she develops library advancement proposals and submits them for approval to the faculty council.

### **Chapter IV**

#### **The rules on electing the university and faculty governing bodies**

#### **Article 33. General principles**

Elections of governing bodies of the university and faculties are held in a free, transparent and open way, based on equality principles.

#### **Article 34. Rules for Academic Council elections**

1. The members of the Academic Council are elected by the faculty academic staff members and the representatives from student self government at faculty council through free, transparent and open vote. This is the secret ballot system and the election results shall be valid only if voted by majority.
2. Overall 12 members are elected as the Academic Council from the university faculties. Each faculty nominates 2 members.

3. Members of the Academic Council shall be professors, except Assistant Professors.
4. Duration of the term of Academic Council members lasts for 4 academic years.
5. Renewal of the Academic Council membership can be carried out after the termination of the first half of the 4 year term of a council member.

### **Article 35. Rules for Representative Council elections**

1. The university Representative Council (Senate) is elected for 4 years term by the university main entities- faculties, students and academic staff. A member of the Representative Council is also the head of the university library elected by the Academic Council.
2. The minimum number of the Representative Council members shall not be less than two times the number of Academic Council members (24);
3. The elections shall be deemed valid if one third of the electorate - academic staff and students vote.
4. The votes are counted separately from the students and from academic staff.
5. Students comprise no less than one third of the Representative Council;
6. Termination of the membership of the Representative Council for a professor or a student is the result of expiration of a professor or a student's academic or work affiliation with the university.
7. If the membership of a member of the representative council is suspended, he/she should be replaced by a candidate who during the official elections garnered sufficient amount of votes. If there is no candidate to satisfy this requirement, then elections shall be held to elect a member of the representative council for the 4 year term.
8. Representative council members cannot be staff members of university administration and also members of the Academic Council.
9. The first meeting of the Representative Council shall be convened by the university Rector, no later than 5 days after elections.
10. The first meeting is chaired by the eldest member of the council. The council meeting is open if attended by the majority.
11. The mandate of the council members is approved at the first meeting of the Representative Council with the majority vote.
12. During the first meeting, the Representative Council elects a speaker via secret ballot. The elections are held by the university election commission.
13. The representative council members nominate a candidate for the Speaker's position no later than 3 days before the elections. A candidate who receives more than half of the votes shall be declared elected. If no candidate is elected, the second round of elections shall be held where the best two contestants will run for the position. If the second round of elections fails to reveal the winner, a new date for elections shall be announced no later than 5 days.
14. The Speaker of the Representative Council is elected from among the Representative Council members for 4 year term.

### **Article 36. Elections of the university Rector**

1. A candidate for the university Rector can be a full professor either at the university or from any other accredited institutions of higher education. The Rector is elected for 4 year term

by the Academic Council via secret ballot. If no candidate manages to garner required number of votes, then the second round of elections should be held. If the second call for elections fails to identify the winner then new date of elections shall be announced no later than within 5 days.

2. Information regarding the registration process to run for the candidacy of a Rector is disseminated by the Academic Council no later than 1 month before the registration process, and no later than 3 months before the elections. All issues regarding the election process are determined by the Representative Council based on the principles of transparency, openness and freedom.
3. One and the same person can occupy Rector's position two times consecutively.
4. A person who is the head of the university administration can only run for the Rector's position after 4 years from the expiry of his/her authority as of the head of the university administration.
5. Prior to the elections, the Academic Council evaluates action plans submitted by the candidates.

#### **Article 37. The head of the university administration elections.**

1. The head of the administration is elected by the Representative Council after the nomination of the Academic Council via secret ballot. One and the same person can be nominated by the Academic Council to run for the position of the head of the university administration only twice. If rejected twice, the Academic Council nominates a new candidate for the position of the university administration.
2. The head of administration is elected for 4 year term.
3. One and the same person can be elected as the head of the university administration only twice.
4. A person who occupied the position of the university Rector can only run for the position of the head of administration after 4 years from expiry of his/her authority as of the Rector.

#### **Article 38. Rules for elections of the head of the university quality assurance office**

1. In order to systematically evaluate study and scientific-research process, and guarantee the raise of qualifications of the university academic staff members the quality assurance office is established at the university.
2. The head of the university Quality Assurance Office is appointed by the Representative Council by the nomination of the Academic Council.

#### **Article 39. Rules for faculty council elections**

1. Faculty council is a representative body that is composed of all members of the faculty academic staff and representatives of the student self government.
2. Number of students at the faculty council is determined by the faculty statute, but shall not exceed one fourth of the council membership.

#### **Article 40. The procedures for the elections of faculty Deans**

1. Faculty Dean shall be elected for a term of four years based on the principles of transparency openness and equality. The same person can be elected on the position of a dean only two times consecutively. Information regarding the registration process to run for the position of a dean is disseminated by the Academic Council no later than 1 month before the registration process, and no later than 2 months before elections.
2. A person occupying the academic position of an associated professor or a full professor can run for the position of a faculty Dean. For registration candidates should submit their Curriculum Vitae and a draft of faculty development strategy. The final decision regarding the registration of the candidate is made by the university Academic Council. The candidates shall be regarded registered if they get half of the votes of Academic Council members.
3. Faculty Dean is elected by the faculty council. A candidate receiving more than half of the votes shall be declared elected. In case that no candidate garners sufficient number of votes, the second round of elections shall be held with participation of the best two candidates from the previous elections. If both candidates garner the same number of votes, additional voting shall be held. If the second round of elections fails to elect the winner, date for new elections shall be set in no later than 5 days.

#### **Article 41. The procedures for the elections of the heads of faculty quality assurance**

1. A person holding the academic position of an associated professor or a full professor can become a member of the faculty quality assurance office.
2. The head of the faculty quality assurance office is elected by the faculty council by the nomination of the university quality assurance council. The university academic council can nominate more than one person for the position of the head of the faculty quality assurance office. A person shall be elected if he/she receives more than half of the votes. If no candidate obtains a sufficient number of votes, a second round of elections shall be held between the two candidates with the highest votes in the first round. If both candidates garner equal number of votes, additional voting should be held. If the second round of elections fails to elect the winner, date for new elections should be set in no later than 5 days.

### **Chapter V The university staff**

#### **Article 42. The university academic staff members**

1. The university academic staff members are professors.
2. The professors range from full professors, associated professors to assistant professors.
3. The marginal teaching workload of a professor is determined by the Academic Council and is approved by the representative council.

#### **Article 44. Procedures for occupying the academic position**

1. The academic positions shall be occupied only via open competition that should be based on the principles of transparency openness and equality.
2. Dates and conditions for the competition shall be disseminated no later than 1 month before the registration and no later than 2 months before the contest.
3. The procedures for the competition are determined by the university Academic Council and are ratified by the Representative Council.

#### **Article 46. Dismissal of academic staff**

An academic staff member can be released from his/her term on conditions of:

- a. A personal statement;
- b. Expiration of an employment contract;
- c. Systematic or harsh violation of the code of ethics and disciplinary norms;
- d. Infringement of the conditions envisaged by the employment contract;
- e. Retirement;
- f. On other grounds provided by the law;

#### **Article 47. Working relations of academic staff**

1. The University signs an employment contract with its academic staff members for a term determined by the common law on hiring the academic staff.
2. A person who reached 65 cannot be elected for an academic position from the years of 2009-2010.

#### **Article 48. Academic titles**

1. The Academic Council is authorized to award an Honorary Doctor's degree to a scientist or a public figure for a special contribution to the respective field, who is a foreign citizen.
2. Every full professor who reaches 65 is awarded the status of Professor Emeritus.
3. The difference between the amounts a person used to receive as a salary prior to nomination for the position of a Professor Emeritus and state pension is covered by the university. Also, the Professor Emeritus is empowered to participate in educational, scientific and administrative activities of the university and is entitled to obtain grants from the university budget.

#### **Article 49. Rights of academic staff**

Academic staff is authorized to:

- a. Participate in university administration;
- b. Carry out teaching, research, creative and research activities;
- c. Determine independently within the scope of educational programs the content of education programs and teaching methodology;
- d. Can take sabbatical leave once in every 5 years for no more than one academic year to pursue scientific- creative activities;

- e. Pursue other actions granted to him/her by law.

#### **Article 50. Responsibilities of academic staff**

- a. To follow the requirements in the university statute;
- b. To follow the rules of the code of ethics and disciplinary norms;
- c. To fulfill the obligations undertaken by the employment contract;
- d. To present a report regarding the raise of qualification.

#### **Article 51. The university administrative positions and other staff members**

1. The university administrative staff is composed of: the Rector, the head of the university administration and his/her deputy, faculty deans and their deputies, heads of the university and faculty quality assurance offices.
2. A person of the age of 65 cannot be elected or nominated for an administrative position.
3. Teaching staff members are teachers and senior teachers.
4. Teachers are authorized to deliver seminars, practical classes and lab classes without occupying academic positions.
5. The university auxiliary staff members are all others determined by the university personnel list.
6. According to this statute the university is authorized to invite a specialist with relevant education and/or scientific qualification without electing him/her to an academic or teacher's positions.

#### **Article 52. Releasing administrative staff members from the positions occupied before the expiry of the term**

- a. Personal wish;
- b. Court ruling;
- c. Decease of a person;
- d. Court ruling of limited personal servitude or incapable of servitude;
- e. Has reached the age of 65;
- f. Other conditions by the law.

#### **Article 53. Incompatibility**

1. A person holding an administrative position cannot occupy other administrative position (s) or chair any other structural units at the university;
2. A member of an academic council cannot hold an administrative position, except the Rector, or cannot be a member of the Representative Council;
3. The Speaker of the Representative Council cannot hold simultaneously an administrative position.

## **Chapter VI**

### **Student**

#### **Article 54. Accepting the university student to the university**

1. The university student is a person who according to the Georgian law on “Higher Education” and the university statute was accepted to the university for undergraduate, graduate, PhD programs or for a dimlomied specialist program.
2. The rules and procedures for accepting a student for a Master’s and PhD programs is determined by the statute of the relevant faculty.

#### **Article 55. Student’s rights**

1. The University student is authorized to:
  - a. Receive quality education;
  - b. Participate in the university scientific works;
  - c. Access university material-technical, library and information services as stated in this statute and the bylaws of structural units of the university;
  - d. Access information on the university activities, including financial and economic activities;
  - e. Elect a member of the student self government, or become a member of a student self government, faculty and university representative bodies via open and equal secret ballot;
  - f. Freely establish and/or join student organizations according to his/her interests;
  - g. Freely express his/her opinion and with valid argument reject the ideas offered to him/her during the learning process;
  - h. According to the law and the university statute obtain stipend, financial or other benefits from the government, the university or other sources;
  - i. Select an academic program of his/her interest;
  - j. Take part in developing individual academic programs;
  - k. Occasionally evaluate the performance of the university academic staff;
  - l. Pursue other actions granted to him/her by Georgian law;
  - m. Request fair student assessment system and be able to object against unfavorable exam scores according to established procedures;
2. The university provides support to the students with disabilities in a number of ways – by offering them financial support, creating material-technical base and others.

#### **Article 56. Student obligations**

A student is responsible to learn the subjects he/she selected and which are considered required courses, to follow the rules and norms outlined in the university statute and bylaw.

### **Article 57. Students' disciplinary procedures**

The student disciplinary procedures are determined according to Georgian law on "Higher Education", the university statute, code of ethics and disciplinary norms.

### **Article 58. Student self-government**

1. The student self-government is elected at the university faculties via open, equal and direct secret ballot.
2. The union of the faculty self-governments makes the university student self-government, which develops the self-government bylaw.
3. In accordance with its bylaw the student self-government shall:
  - a. Make sure students take part in the university management;
  - b. Support the protection of students' rights;
  - c. Elect the students as members of the faculty councils;
  - d. Is authorized to develop proposals for improvement of the faculty or university management system and the quality of education and submit it to the faculty council, the university academic council and the representative council;
  - e. Take other actions as envisaged by this statute;
  - f. Take part in hearing disciplinary procedures against students;
4. The university administration is entitled to oversee activities of the student self-government;
5. Resources assigned to the student self-government for various events and activities shall not be less than 1 % of total university revenues.

### **Article 59. Termination or suspension of the student status**

Termination or suspension of the student status is done according to the rules by the university Academic Council.

## **Chapter VII**

### **The university tiers of education**

#### **Article 60. Tiers of Education**

1. A student can get one-cycle, two-cycle, and three-cycle education at the university.
2. The tiers of three-cycle education are the following:
  - a. Bachelor's programs - educational program with no less than 240 ECTS;
  - b. Master's programs - educational program with no less than 120 ECTS;
  - c. PhD program - educational program with no less than 180 ECTS;
3. One-cycle education at the university is for the following specialties:
  - a. Diplomied specialist program (Professional higher education program)
  - b. Diplomied medical program.

### **Article 61. Awarding a diploma or an academic degree**

1. An academic degree or a diploma of a diplomied specialist shall be awarded by the university on the bases of the number of credits garnered by a student that is deemed to be sufficient according to the relevant curriculum.
2. After completing each tier of education the university awards a relevant diploma with a standard transcript.

### **Article 62. Honorary Doctor's degree**

The university Academic Council is authorized to award an Honorary Doctor's degree to a person who has a significant contribution to specific scientific field/fields by the nomination of the relevant university faculty.

### **Article 63. Awards, medals**

1. The University shall award Ivane Javakhishvili Medal for the contribution to science, teaching and/or an outstanding public activity. Decision regarding the award is made by the Academic Council and is ratified by the Representative Council.
2. The university can also establish other awards and medals.

## **Chapter VIII**

### **The university funding**

### **The university property and state control**

### **Article 64. The university budget**

1. The procedures on drafting the university budget are determined by the University Representative Council.
2. The university budget is approved by the Representative Council after the submission by the head of the university administration.
3. The head of the university administration, in collaboration with the faculties and other structural units of the university drafts the university budget, and in agreement with the Academic Council submits it for approval to the university Representative Council.
4. The Representative Council discusses the budget and approves it or returns it to the head of administration with recommendations.
5. If the head of administration agrees with the recommendations the Representative Council approves the budget with the amendments.
6. If the head of administration does not agree with the recommendations from the Representative Council, the head of administration is entitled to re-submit the first original draft of the budget to the Representative Council.
7. If the Representative Council fails the budget the second time the head of the university administration will be released from his/her term and the budget will be approved only after the nomination of a new head of administration.

### **Article 65. Economic activities of the university**

According to Georgian legislation the university is entitled to carry out economic activities. However, according to the law on “A legal entity of public law” the university shall not switch to enterprerial activities.

### **Article 66. The university funding**

1. Funding of the University budget is oriented on teaching and learning, scientific research, and training and retraining of qualified staff.
2. The University financing sources:
  - a. Tuition fees covered by the state grants;
  - b. Purposeful costs from the university budget;
  - c. Private grants and donations;
  - d. Scientific-research grants allocated by the government through competitions;
  - e. Program funding allocated by the field ministries;
  - f. Earnings from economic activities of the University are used for supporting the university activities and functions as outlined in Georgian law on “A legal entity of by public law”. Utilization of the university earnings for other purposes is forbidden.

### **Article 67. The university property**

The university property is composed of goods and assets handed over to the university by the government and also purchased by the university itself.

### **Article 68. Utilization of the university property**

3. The university can carry out the following activities according to the agency implementing the state control:
  - b. Purchasing, alienating and loading of immovable property;
  - c. Taking the loan;
  - d. Putting up a bail on the property;
  - e. Determining the amount for staff compensation;
  - f. Making other decisions concerning the university property if they are outside the scope of ordinary university activities;
4. In order to carry out the activities in the “b” and “c” sub-points of point 1 of this article, the university needs an approval from the Georgian Ministry of Finances.
5. The purchase, alienation or rental of the university property, and also any other decision regarding the university property beyond the scope of educational and scientific-research activities of the university shall be carried out only by the ratification of the university Representative Council, the agency implementing the state control and Georgian Ministry of Economic Development.
6. The agency implementing the state control can only reject an activity outlined in the first point of this article by supported it with valid and relevant argumentation. The decision can be appealed only to the court or supreme state agencies.

### **Article 69. The university property handed over by the government**

1. Georgian Ministry of Economic Development shall hand over the appropriate property to the university without compensation for the purpose of accomplishment of the university goals and objectives.
2. In accordance with Georgian legislation the university property shall be returned to the
3. Georgian government only in case of the university liquidation.

### **Article 70. State oversight of the work of the university**

The government's oversight of the work of the university is exercised by the Ministry of Education and Science. The Ministry monitors the legitimacy, efficiency and resourcefulness of the university activities, oversees its financial and economic activities. The Ministry is entitled to request a report or information to carry out the monitoring.

### **Article 71. The university balance drafting and monitoring**

The university is responsible to draft reports on its financial and economic activities, draft the balance sheet and submit them for an approval to the agency implementing state control. An independent auditor is nominated by this agency to oversee annual balance of the university.

## **Chapter IX**

### **The university reorganization and liquidation**

#### **Article 72. The university reorganization and liquidation**

1. Reorganization and liquidation of the university (a legal entity by public law) shall be done according to the rules and procedures determined in Georgian law.
2. Reorganization and liquidation of the university shall be carried out by the Georgian government after the suggestion by the Georgian Ministry of Science and Education.

## **Chapter X**

### **Amendments in the statute**

#### **Article 73. Adopting, amending and abolishing the university statute.**

1. The university statute are adopted by the university Representative Council in collaboration with the university Academic Council and submit it for ratification to Georgian Ministry of Education and Science.
2. Adoption and abolishment of the statute and amendments in it are carried out according to the rules detailed in the first point of this article, with more than half of the votes of the Representative Council membership. The council is authorized to make the decision if more than half of its members are present.

Enacted in June 4, 2009. Published in # 80 'Matsne'.