

University of Georgia

Management Regulations

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Chapter 1. Definition of Terms

- a) Association Provision –Ltd.” University of Georgia”’s policy approved by the partnership meeting, 04.05.2010, protocol N 4/10.
- b) Approval - here defined as: making final decision about the issue.
- c) Discussion -discussing an issue that is not solved after the discussing body’s/ functionary’s final decision.

Chapter 2. General Regulations

Article 1. Management and Structure

1. Management of the University of Georgia is conducted according to the legislation in force, Articles of Association and rights defined as per regulation.

2. Management Collegial Bodies:

2.1 Partnership Council;

2.2 Dispute resolution council;

2.3 Deleted. (Change N-1: Partnership meeting 20.04.2015, protocol N-6/15)

2.4 Representative council;

2.5 Academic council;

2¹. Directorship and Representatives (Change N-1: Partnership meeting 20.04.2015, protocol N-6/15)

2^{1.1} The Management and Representative duties of the university are carried out by the rector and the presidents of the University of Georgia, (change N 4, approved by partnership meeting 22.12.2016, protocol N 5/16).

3. The university structure is defined by the appendix №1 respectively. University consists of educational (educational-scientific) and administrative structural units. The units consist of departments/centers, schools consist of departments.

4. Educational Structural Units:

4.1 Main Educational Unit – School

4.2 Scientific – Research Institute (hereinafter – “Institute”);

5. University’s Administrative Units: School, Office, Department.

6. School is University’s Administrative as well as Educational Unit.

7. The rights of Partnership Council and Presidents is defined as per Ltd. “University of Georgia” Regulations (hereinafter “Articles of Association”) approved by Partnership Meeting, protocol 4/10.

Chapter 3. Directorship/ representative and management collegial bodies

Article 2. Presidents

1. Presidents carry out the directorial and representative duties jointly, except for the cases defined as per regulation and Articles of Association.

2. Presidents:

2.1.1 Approves the yearly budget as submitted by the rector;

2.1.2 Approves the short-term and long-term strategic action plans as submitted by the rector;

2.1.3 Concludes contracts.

2.1.4 Holds compulsory monthly meeting, or by requirement of one of the presidents, with rectors and subordinating structural units, discussing the report on carried out actions. After discussing the report, presidents make decision about approving the report;

2.1.5 Rector is appointed and dismissed by presidents. Other personnel (administrative and academic) are appointed or dismissed as submitted by the rector;

2.1.6 Defines the job duties for the personnel, their salary and university’s internal regulations as submitted by the rector or on its own initiative;

2.1.7 The student status is granted, suspended, reinstated or terminated respectively to legislation and university’s internal legislative acts;

2.1.8 In certain cases the directorial and representative duties can be appointed to one of the presidents with presidents’ approval. Based on partnership meeting decision, diplomas are signed by one of the presidents, therefore he/she is referred to as a rector;

2.1.9 Takes encouraging measures towards personnel or imposes disciplinary sanctions as submitted by the rector or on its own initiative. Imposes disciplinary sanctions on students;

2.1.10 Appoints temporarily council units on its own initiative or as submitted by the rector;

2.1.11 Publishes legislative acts within the limits of its competence;

2.1.12 Carries out other rights stipulated by this regulation;

3. Deleted (change N 4: approved by the partnership meeting 22.12.2016, protocol N 5/16)

4. In case of absence or disability, president individually appoints via decree a vice- president from the administrative personnel. The period appointment of the vice-president should not exceed 40 consecutive calendar days, or the total period should not exceed 60 calendar days in six months.

5. Deleted. (Change N-1: the partnership meeting 20.04.2015, protocol N-6/15)

6. Organizational support for the presidents is realized by the presidential office. Office manager(s) organize sessions and meetings, draw up the statements, is(are) authorized to use presidents' facsimile.

Article 3. Representative Council

1. The members of the Representative Council are: presidents, rector, institute principal, school principals, heads of departments, office heads, heads of compartments, professors, annually elected three students (one as a delegate of students self-government and two – as independent students) and representatives of students' clubs.

2. Representative Council:

2.1 Discusses offices' annual reports;

2.2 Approves the university's, schools' symbolics (logo, flag, hymn, coat of arms, academic dress, ect.) as submitted by rector.

2.3 Discusses the issues that are in competention students' self-governmet and need university's approval;

2.4 Approves, makes changes and additions to the University Mission as submitted by rector;

2.5 Executes the rights delegated by this provision and Partnership Council;

3. The status of the representative council member is eliminated in case of his/her dismissal.

4. The activities of the representative council is managed by the head of the council – each president in rotational order. The council is invited by the chairman at the end of the academic year. The action plan is defined by the representative council secretary. The council members can address to the council secretary about making the changes in the action plan no later than 2 days before the meeting.

5. The decision of representative council should be registrated as “representative council resolution”

Article 4. Academic Council

1. The permanent members of the Academic Council are: rector, the head of the Quality Assurance Service, Institute principal, school principal, head of the academic process administration department. The status of the Academic Council member is eliminated in case of his/her dismissal. Non-member persons can be invited on Academic Council meeting.

2. Academic Council:

2.1 Discusses and approves the coefficient appointment issue to the subjects of unified national examination based on the academic program as submitted by the school principal (sum total -12), as well as the requests for the Higher Education institution s (HEI) respectively to the unified national examination provision.

2.2 Discusses and approves the coefficient appointment issue to the Masters’ exams (sum total – 100), as well as other requests for Higher Education institution s (HEI) respectively to the masters’s examination provision.

2.3 Discusses and approves the universitys’ internal examination program as submitted by the school principal;

2.4 Discusses and approves the members of the internal complaint committee for the master’s candidates as submitted by the school principal;

2.5 Discusses and approves the curricular, syllabus respectively to the Quality Assurance Service provision, as well as the standards drawn out by the Quality Assurance Service Department;

2.6 Discusses the educational action plan for the bachelor’s, master’s and doctor’s studies/ the changes to be made in the action plan. If the changes made in the action plan is not improving the student’s state, it becomes effective from the next academic semester;

2.7 Discusses the educational and scientific personnel’s action plan/ the changes to be made in the action plan;

2.8 Discusses a new educational action plan, changes to be made or elimination of the plan proposals as submitted by the school principal;

2.9 Approves the Scientific-Research programs;

2.10 As per president's or school principal's recommendation grants or terminates the status of honorary doctorate as well as emeritus status, as determined by law;

2.11 Based on schools' proposals, approves the number of vacant places for the movement from one higher education institution to university according to school's/ educational programs or/and educational stages;

2.12 Defines the type and form of the academic certificates, honorary doctorates' diploma, academic dress, mace, medal.

2.13 Defines the necessary conditions for providing full value education for the students with special educational needs;

2.14 Appoints to the academic position professionally qualified personnel, whose qualification is supported by their professional experience, special training or/and publications. A person is acknowledged as professionally qualified if he/she has the necessary competence for the approved educational program.

2.15 Executes other rights defined as per legislative or university's internal legislative regulations.

3. For the issues defined in this article's sub-articles 2.1, 2.2, 2.6-2.8, 2.14, 2.15, the Academic Council decisions are approved by the presidents, sent back with well-founded complaints for further discussion or presidents make decision personally.

4. The Academic Council meeting is invited by the rector, who simultaneously is the head of the council. If the rector is absent, his/her duties are carried out by one of the pro-rectors.

5. The action plan of the Academic Council is defined by the rector's office manager - the academic council secretary. Council members have right to propose additions into action plan no later than 1 day before the meeting.

6. The academic council decision can be registered as "the academic council provision".

Article 5. Dispute resolution council

1. Council represents collegial body. The number of members is three. The members are: lawyer; Pro-rector of Financial – economic field; school principal/ pro-rector of whose employee's/student's complaint is reviewed.

2. The administrative- legislative acts promulgated by the presidents can be appealed by presenting an administrative complaint to the dispute resolution council, in accordance with the General Administrative Code of Georgia.

Chapter 4. Administrative and educational- scientific process management

Article 6. Rector (change N 4: approved by the partnership meeting 22.12.2016, protocol N 5/16)

1. Rector represents an administering authority. Rector is presidents' deputy.
2. Rector manages structural units under his/her submission.
3. Rector submits to the presidents council for approval:
 - 3.1 Project of short-term and long-term strategic action plans;
 - 3.2 Project of yearly budget.
4. Rector presents a proposal to the presidents council:
 - 4.1. Proposal about tuition fees for each educational program;
 - 4.2. Proposal about academic registration, mobility registration, internal mobility and student status reinstatement dates;
 - 4.3. Petition about founding a Named Scholarship
 - 4.4. about founding, merging or abolishing school.
5. In order to carry out his/her rights rector:
 - 5.1 Concludes agreements cost of which is no more than 1000 Gel. (except for the agreements regarding the real estate).
 - 5.2. sign the correspondence which doesn't provide taking the new financial obligations by the university
 - 5.3. receive the decisions about founding, reorganization or abolishing of lower structural unit (except of school), stipulating their duties.
 - 5.4. rector is disposing the university funds with the agreement of presidents or/and financing the activities planned by the budget.
 - 5.5. rector is responsible for the legitimacy and efficiency of the financial and economic activities of the University.

5.6 Invites meetings with pro-rectors, presidents and school principals to discuss current issues. Presents his/her decisions to presidents for further approval, if any other procedure is not stipulated by this provision.

5.7. Prepares the budget proposal for the next academic (financial) year for each structural unit. The final budget proposal is presented to the presidents for further approval.

5.8. Executes the requirements stipulated in this provision or another legislative act.

6. Rector is obliged to present report to the presidents by their request.

7. Rector's submission units:

a) Pro-rectors;

b) School Principals.

Article 7. Rectoriate Council

1. Rectoriate Council is rector's advisory body that holds meetings once in a week. Rectoriate council members are pro-rectors and the principals of schools.

2. Rectoriate Council is competent to discuss/approve realizing/ already realized projects of the departments in subordination of pro-rectors and principals of schools.

Article 8. Pro-rector Information technology field

1. The main functions of the pro-rector are: planning and monitoring the activities of its subordinating departments, providing IT policy for the university, finding and bringing modern information communication technologies, maintaining its functionality. Pro-rector's subordinating departments are obliged to consult the action plan with pro-rector.

2. Pro-rector's Subordinating departments:

2.1 Department of web-technology development;

2.2 Department of database development;

2.3 Department of IT infrastructure development;

2.4 IT academy.

Article 9. Pro-rector Public relations and marketing Field

1. The main functions of the pro-rector are: planning and monitoring the activities of its subordinating departments. Pro-rector's subordinating departments are obliged to consult the action plan with pro-rector.

2. Pro-rector's Subordinating departments:

2.1 Public relations and marketing department;

2.1.1 Department's main functions are: communication with press, maintenance of the university's image and publicity.

2.1.2 Department consists of the following offices:

2.1.2.1 Public relations department;

2.1.2.2 Marketing department;

2.1.2.3 Call center;

2.2 Student issues and innovation department (change N-3: partnership meeting 24.02.2016, protocol N-1/16);

2.2.1 Department's main function is to support students in their activities and realizing their innovative ideas.

2.2.2 Department consists of the following offices:

2.2.2.1 Students' club and service center;

2.2.2.2 Deleted.

2.2.2.3 Students' innovation center;

2.3 International students' and international relations' department;

2.3.1 Department's main function is to communicate with foreign universities and international students.

2.3.2 Department consists of the following offices:

2.3.2.1 International relations' department;

2.3.2.2 International students' service department;

2.4 Career service department (change N-3: the partnership meeting 24.02.2016 protocol N-1/16);

2.4.1 Department's main function is to provide career services for the graduates.

2.4.2 Deleted.

Article 10. Pro-rector Law

1. The main functions of the pro-rector are: planning and monitoring the activities of its subordinating departments, ensuring the lawfulness of the university's activities, monitoring the combined clerical work and managing the human resources. Pro-rector's subordinating departments are obliged to consult the action plan with pro-rector.

2. Pro-rector's Subordinating departments:

2.1 Department of Law;

2.2 Division of Human Resources;

2.3 Chancellery;

2.4 Archive;

2.4¹ Medical and insurance department (change N-3: the partnership meeting 24.02.2016 protocol N-1/16).

Article 11. Pro-rector Financial – economic field

1. The main functions of the pro-rector are: planning and monitoring the activities of its subordinating departments. Pro-rector's subordinating departments are obliged to consult the action plan with pro-rector.

2. Pro-rector's Subordinating departments:

2.1 Department of finance;

2.1.1 Department's main functions are: financial and accountancy calculations, preparing yearly budget plan, calculating and working on investment projects.

2.1.2 Department of finances consists of the following departments:

2.1.2.1 Accountancy;

2.1.2.2 Cashbox;

2.1.2.3 Financial planning and monitoring department;

2.1.2.4 Financial and investment project department.

2.2 Material Resources Office.

2.2.1 Material resources office head ensures effective management of material resources.

2.2.2 Material Resources Office consists of the following departments:

2.2.2.1 Supply department;

2.2.2.2 Economic department;

2.2.2.3 Cleaning department;

2.2.2.4 Auto park;

2.2.2.5 Communication and electrification;

2.3 Security service;

2.3.1 Security service department is managed by the department head. Department's main functions are: ensuring the safety of university's personnel, guests and students, maintaining the order, protecting the university's property, providing the fire security services.

3. Pro-rector's Subordinating departments:

3.1 Deleted. (change N-3: the partnership meeting 24.02.2016, protol N-1/16).

3.2 Book and stationary shop;

Article 12. Pro-rector Educational-scientific field

1. The main functions of the pro-rector are: planning and monitoring the activities of its subordinating departments. Pro-rector's subordinatin departmens/institutes are obliged to consult the action plan with pro-rector.

2. Pro-rector's Subordinating departments:

2.1 Department of Academic Process Administration (change N-3: the partnership meeting 24.02.2016, protocol N-1/16);

2.1.1 Department's main function is to manage administrative and technical processes concerning the education processes.

2.1.2 Academic process administration department is managed by the department head. The head is monitoring department's work in planning and directing academic processes, in accordance with university's policy.

2.1.3 Subordinating departments:

2.1.3.1 Bachelors studies department;

2.1.3.2 Masters studies department;

2.1.3.3 Doctoral studies and qualification works department;

2.1.3.4 Deleted.

2.1.3.5 Deleted.

2.1.3.5¹ Credit validation commission;

2.2 Quality Assurance Office.

2.2.1 Quality assurance office is managed by the office head. Office's main function is setting the university's action standards, quality control and monitoring. In the office's framework, the aims are: setting the standards for academic process and scientific-research activities, controlling academic personnel's performance and systematic professional growth, as well as ensuring the high quality of education, setting educational process' and grading standards using modern methods.

2.2.2 Subordinating departments:

2.2.2.1 Program development department;

2.2.2.2 Policy Department;

2.2.2.3 Authorization Department;

2.2.2.4 Accreditation Department;

2.2.2.5 Internal Audit Department.

3. Scientific- Research Institute is under pro-rector's subordination.

3.1 Scientific-Research Institute coordinates scientific-research activities. Institute's main tasks are: planning the scientific-research activities, carrying out projects and development of scientific- research qualifications in students and academic personnel.

3.2 Institute's subordinating departments:

3.2.1 Humanities and Social sciences' department;

3.2.2 Technical and natural sciences' department;

3.2.3 Academic personnel's scientific development and project management department;

3.2.4 Scientific – Research Project Committee;

3.2.5 „Caucasus Journal of Social Sciences” editorial office;

3.2.6 UG Olympiad Center;

3.2.7 Library;

3.2.8 Publishing. Publishing consists of following departments:

3.2.8.1 Editorial department;

3.2.8.2 Printworks.

Article 13. Main Educational Unit -School

1. School is the main educational and administrative structural unit of the university.
2. School is responsible for carrying out school's educational and research programs and their quality, school marketing, public and international relations, finances, educational process.
3. Following schools are functioning in the university:
 - 3.1 School of Business, Economics and Management;
 - 3.2 School of Law;
 - 3.3 School of Social Sciences;
 - 3.4 School of Health Sciences and Public Health;
 - 3.5 School of Arts and Humanities (change N 5: approved by the partnership meeting 29.08.2017, protocol N 9/17);
 - 3.6 School of IT, Engineering and Mathematics;
 - 3.7 School of sports.
4. School is managed by the school principal.
5. The school principal's activities are coordinate by the head of institute and departments/offices respective to the course, in order to effectively carry out the educational- scientific activities in school.
 - 5¹. Protocol for reviewing the school principal's complaint :
 - 5^{1.1} The school principal within his/her competence will review the appealed educational component and scientific research components of the mid-term/final grades.

5^{1.2} The complaint should include:

- a) Identity of the person submitting the complaint;

- b) Name of the appealed grading form;
- c) Claim, referring to specific matters;
- d) Circumstances that the claim is based on.

5^{1.3} The complaint should be submitted no later than 3 days after the student is informed of his/her grade. The grade is known for the student as soon as he/she enters My-UG system. The complaint is viewed within 5 working days.

5^{1.4} The complaint reviewing shall not be done by the person who took part in initial grading process. If the rector took part in initial grading process, then the complaint is viewed by the school's academic/invited personnel, as accounted by rector.

5^{1.5} The school principal will review the complaint without student's or lecturer's presence if they don't submit the request in written form. The appealed grade is reviewed only in complaint part. The school principal notifies the grading lecturer about the content of the complaint. After hearing the grading lecturer's arguments (verbally or written) the school principal makes decision to appease the complaint, deny it or set up an expertise to further study the case. In case of setting up an expertise the review date will be extended by 3 more working days. A person with suitable knowledge of the subject can be appointed as an expert. The expert's conclusion is of recommendatory nature. After the expert's conclusion, the school principal makes decision to appease or deny the complaint.

5^{1.5} The school principal's decisions are registered as a protocol. The protocol is signed by the school principal/ session chairman and session secretary.

Article 14. School Department

1. School consists of departments. Department provides students' training in one or several educational programs. Department is responsible for carrying out the educational and research programs and their quality.
2. Department is managed by the head of department.
3. Schools consist of the following departments:
 - 3.1 School of Business, Economics and Management- Business Administration department, Public Administration department, Economics department and Tourism Departments;
 - 3.2 School of Law – Law department, International business law department (change N 6: approved by the partnership meeting 11.09.2017, protocol N 10/17);
 - 3.3 School of Social Sciences - Journalism and Mass Communications department, Politics and International Relations department, Psychology Department;

3.4 School of Health Sciences and Public Health - Public Health department, Health Care Management department, Nursing department, Dental department, Pharmacy Department, Medicine department;

3.5 School of Arts and Humanities - Philology and European Language department, Oriental studies department, History department, Georgian Philology department, Architecture and Design department, Archeology, Anthropology and Arts department (change N 5: approved by the partnership meeting 29.08.2017, protocol N 9/17);

3.6 School of IT, Engineering and Mathematics – Informatics department, Engineering Department, Mathematics department.

Article 15. School Council

1. School council is school's collegial body, the head of which is the school principal. School council's constant members are: school principal, head of department, one professor. As per the decision of head of the school council, other academic personnel can be invited to take part in council's activities and granted the voting right.

Article 16. School's Representative Council

1. School's representative council is school's management collegial body. The members of school's representative council are: school director, school's academic personnel and 2 students (one as a delegate of student self-government and other – as an independent student). The council discusses school's annual report. The council reviews the student self-government issues that need council's decision/approval;

Article 17. University's Educational Centers and Laboratories

1. Special centers, clinics and laboratories are functioning on the university base. At these facilities students use their theoretical knowledge in practice. These centers are founded as per academic council's decisions as submitted by school council.
2. Centers and clinics are functioning on the university base.

Article 18. School of sports

1. The main goal of the school of sports is to popularize healthy life-style and organize sports events to reach its goal.

Article 19. Academic Personnel

1. University's academic personnel: professor, associate professor and assistant professor.
2. Professors take part or/and personally conduct educational and scientific processes.

3. Any issues concerning academic personnel is regulated by “Educational and Academic Personnel Provision”. (Including choosing the personnel via open competition).

Article 20. Academic Process

1. Student’s enrollment, issues concerning student status, bachelor’s master’s and doctoral studying process, grading system is regulated by legislation in force and university’s internal regulations.

Article 21. Students’ Self-Government

1. As per the provision, students’ self-government is independent and its activities should not oppose Georgian legislation in force, university’s regulations, university’s internal acts and should serve to the university’s mission, vision and values.

Article 22. Decision making protocol for collegial bodies

1. Collegial body is legitimate if more than half of the members are presented at the meeting. Decision is made by simple majority. In case of equal distribution of votes chairman’s vote is decisive. The permanent members of the collegial body have the voting right.
2. If the decision is not made during the meeting via ballot voting, the voting becomes open.
3. The decisions made by collegial body is registered as a protocol by the secretary of the session. The protocol is signed by the chairman and secretary. As a part of the protocol the list of persons attending the session is attached, with their signature.
4. Regulations stated in this clause are in effect unless defined otherwise by this provision.

Article 22¹. transitional provisions

The changes approved by the partnership meeting 22.12.2016, protocol N 5/16 is in force from 01.02.2017.

Amendments:

Approved by the partnership meeting 26.09.2014 protocol №8-14

Amendment N-1: the partnership meeting 20.04.2015 protocol N-6/15;

Amendment N-2: the partnership meeting 23.04.2015 protocol N-7/15;

Amendment N-3: the partnership meeting 24.02.2016 protocol N-1/16;

Amendment №4: the partnership meeting 22.12.2016 protocol N-6/16.

Amendment №5: the partnership meeting 29.08.2017 protocol N-9/17.

Amendment №6: the partnership meeting 11.09.2017 protocol N-10/17.