



Georgian American University, LLC

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Section One: General Provisions

Chapter One: University Status

Article 1. Legal Status of the University

1. Georgian American University, LLC (hereinafter - the Institution/University) is an authorized higher education institution, which operates as a legal entity under private law - a limited liability company.
2. The full name of the University is "Georgian American University, LLC" The abbreviation of the name of the University is GAU. The legal address of the University Administration is: 10 Merab Aleksidze str., 0160, Tbilisi, Georgia.
3. The University has an official seal, bank account(s) and an official website - www.gau.edu.ge.
4. The University acts on the basis of its goals which are based on the Constitution of Georgia, the legislation of Georgia, the legal acts of the Government of Georgia and Minister of Education, Science, Culture and Sports of Georgia, the charter of the Institution and this regulation.

Article 2. Type of Institution

1. An educational institution implements three levels of higher academic educational programs, respectively, its type is a university.

Chapter Two: University Goals and Tasks

Article 3. University Goals

1. The main goals of the University are:
 - a) To promote the creation, storage and transfer of knowledge in the educational space;
 - b) Participate in the process of intellectual, cultural and socio-economic development of the society;
 - c) Ensure the development of professionals with high social and moral responsibility;
 - d) To promote the principles of academic freedom and lifelong learning;
 - e) To carry out scientific research and innovative activities, which will contribute to economic, social, cultural and other positive developments;
 - f) To integrate the results of scientific research and innovative activities in the educational activities of the University;
 - g) Contribute to the strengthening of universal and national values through and within the framework of research and innovation activities.

Article 4. Tasks of the University

1. The objectives of the University for the purposes set forth in Article 3 of this Regulation are:

- a) Planning, implementation, development and modernization of higher academic education programs;
- b) Training of a highly qualified specialist, who will have developed professional skills, professional confidence and will cope with the practical tasks set before him/her;
- c) Ensuring the competitiveness of graduates in the domestic and foreign labor markets;
- d) Promoting the internationalization of educational and research activities;
- e) Integration of the University in the international educational and scientific space;
- f) Facilitate the mobility of students and professors with relevant national and foreign educational institutions;
- g) Implementation of joint educational programs and scientific-research projects with Georgian and foreign higher education institutions;
- h) Promoting lifelong learning;
- i) Cooperation with national and foreign higher education and scientific-research institutions;
- j) Support, development and promotion of University research potential;
- k) Introduction and development of University standards for scientific-research activities;
- l) Strengthening and ensuring the standards of academic integrity and academic freedom;
- m) Increase the practical significance of scientific research results, to increase contacts with private, governmental and non-governmental, other non-university centers for the purpose of commercialization and dissemination of research;
- n) Training and retraining of new scientific staff to ensure the viability of the higher education system, creation, provision and development of scientific research conditions;
- o) Strengthening the research component in educational programs;
- p) Creating a student-centered University environment;
- q) Creating equal learning conditions for students;
- r) Raising the qualifications of the staff;
- s) Create such conditions in the University to carry out activities that will contribute to the achievement of the objectives set forth in Article 3 of this Regulation;
- t) Implementing certificate courses.

Section two: University Management

Chapter One: General Provisions

Article 5. Governing Bodies of the University

1. The governing bodies of the University are (governing entities):
 - a. Partners' Meeting;
 - b. President;
 - c. Senior Vice President;

- d. Vice President of Education, Science and Quality Assurance;
- e. Academic Council;
- f. Scientific Council;
- g. Quality Assurance Office.

Chapter Two: University Partners Meeting

Article 6. Status and Composition of the Partners' Meeting

1. The highest governing body of the University is the Assembly of Partners.
2. The composition of the Partners' Meeting is determined by the Charter of the Institution.

Article 7. Powers of the Partners' Meeting

1. The Partners' Meeting is authorized to:
 - a. Appoint and dismiss the President of the University;
 - b. On the recommendation of the President of the University, to appoint and dismiss the Senior Vice President of the University, Vice President of Education, Science and Quality Assurance and Dean of the main educational unit - the School;
 - c. Approve the University Mission, University Charter, Strategic Development Plan, Action Plan;
 - d. Approve the annual report of the President of the University on the activities of the University and, if necessary, develop relevant recommendations;
 - e. Approve the university budget;
 - f. To exercise other powers provided by the charter of the Georgian American University, LLC.

Chapter Three: President of the University

Article 8. Powers of the President

1. The highest official of the University is the President.
2. The President represents the University both within the country and abroad.
3. The President acts in accordance with the legislation of Georgia, the Charter of the Georgian American University, LLC, the decisions of the Partner's Meeting and the present statute of the University.
4. President of the University:
 - a) Enters into transactions and agreements on behalf of the University, in agreement with the Senior Vice President, including agreements between the University and the student, between the University and its staff;
 - b) Issues internal University acts within his/her competence;
 - c) Defines the main directions of the University's activities, coordinates the development of the University Strategic Development Plan and ensures its effective implementation together with the Senior Vice President, Vice President of Education, Science and Quality Assurance, the Academic Council and the Deans of basic educational units - Schools;

- d) Appoints and dismisses the academic staff of the University in accordance with the Law on Higher Education and this Regulation;
 - e) In accordance with the Labor Legislation of Georgia and this Regulation, upon the motion of the Deans of the main educational unit – the School, in agreement with the Senior Vice President, invites and dismisses the invited lecturers of the University
 - f) Appoints and dismisses all other employees of the University, in agreement with the Senior Vice President, in accordance with the Labor Legislation of Georgia and this Regulation;
 - g) Determines the salaries of the academic staff of the University and the invited lecturers, in agreement with the Senior Vice President, upon the nomination of the basic educational units – the Dean of the School;
 - h) Determines the salaries of the other staff of the University upon the recommendation of the Senior Vice President;
 - i) Nominates the candidates for the Senior Vice President, Vice President of Education, Science and Quality Assurance and the Dean of the main educational unit – School for approval to Partner’s Meeting;
 - j) Approves the University “Management Effectiveness Monitoring Mechanisms and Evaluation System” defining document;
 - k) Performs other functions provided by the Legislation and the Charter of the Institution.
5. The President shall exercise control over the implementation of this Regulation.

Article 9. Appointment of the President

- 1. The President of the Georgian American University, LLC is appointed to the position by a Partner’s Meeting in accordance with the charter of the Institution.
- 2. The President of the University is accountable to the Partner’s Meeting.

Article 10. Office of the President

- 1. The President shall be assisted in the performance of his / her duties by a staff consisting of the President's Assistant and Secretary, who shall be appointed and dismissed by the President.
- 2. The powers of the Office of the President shall be determined by a “Regulation of the Office of the President” approved by an order of the President.

Chapter Four: University Senior Vice President

Article 11. Authority of the Senior Vice President of the University

- 1. The Senior Vice President of the University is the manager of the University in the field of financial, material, administrative and human resources.
- 2. Senior Vice President of the University:
 - a) Exercises control over the management of the University and business processes;
 - b) Supervises, manages and evaluates the personnel subordinated to him/her in order to achieve management effectiveness and relevant results;

- c) Manages and ensures the institutional self-assessment, self-correction and development of corporate culture of the University;
- d) Ensures governance based on academic freedom, institutional autonomy and respect for fundamental human rights, and appropriate personnel policies;
- e) Manages long-term and short-term planning processes and analyzes the results;
- f) Promotes and develops the opportunities of the University for the implementation of entrepreneurial activities;
- g) Formulates advices, gives instructions on the expected trends and problems and guides the planning and re-planning processes;
- h) Prepares, analyzes, executes and distributes the budget based on the needs and requirements for the implementation of the functions of Schools and the University;
- i) Formulates financial and operational strategies, leads crisis management, thus facilitating the fulfillment of the academic mission of the University;
- j) Appoints internal or external auditors and determines and manages financial and fiscal policies;
- k) Ensures the development and implementation of internal accounting procedures;
- l) Supports the innovative development of the University through academic, technological strengthening-modernization;
- m) Manages the resources of the University, reviews and approves sustainability and development initiatives for the effective functioning of the institution;
- n) Manages the business activities of the University and other auxiliary, commercial nature activities of the University different from educational ones;
- o) Ensures the protection of the University and its facilities, implements security management and emergency management;
- p) Supports synchronous management of the entire system of the University and is responsible for it;
- q) Ensures the fulfillment of the University's mission by focusing on mission support activities, operational improvement and quality services;
- r) Analyzes and advocates for strategic initiatives for the effectiveness and efficiency of the University;
- s) Ensures the improvement of the administrative infrastructure and systems in order to establish a high management culture;
- t) Develops the rules for hiring support staff, the rules and conditions of their remuneration and submits them to the President of the University for approval;
- u) Annually prepares the draft budget of the University and submits to the Partner's Meeting for approval with the consent of the President of the University;
- v) Approves the one-year Action Plan of the University;
- w) Issues orders within his/her competence.

Article 12. Appointment and Accountability of the Senior Vice President of the University

1. The Senior Vice President of the University is appointed by the Partner's Meeting on the recommendation of the President of the University.
2. The Senior Vice President of the University is accountable to the President of the University and the Partner's Meeting.

Article 13. Office of the Senior Vice President

1. The Senior Vice President shall be assisted in the performance of his / her activities by a staff, consisting of Senior Vice President's Assistant(s) and Secretary, who shall be appointed and dismissed by the President of the University upon the recommendation of the Senior Vice President.
2. The powers of the Office of the Senior Vice President shall be determined by the "Regulation of the Office of the Senior Vice President" approved by an order of the President of the University.

Chapter Five: University Vice President of Education, Science and Quality Assurance

Article 14. Powers of the Vice President of the University

1. The Vice President of Education, Science and Quality Assurance is the Chief Coordinator who directs and ensures the University's scientific research and innovation activities, teaching and academic activities, and quality assurance issues in these areas.
2. Vice President:
 - a) Develops and promotes the Research Strategy of the University, quality and control mechanisms and implements them in the educational process of the University;
 - b) Responsible for the management of the research activities of the University;
 - c) Manages and ensures the University's mission, vision and goals in the field of research planning, development and implementation;
 - d) Strategically controls research programs;
 - e) Assists the basic educational units - Schools, academic staff, research groups and clusters in supporting research activities, planning, funding sources and enhancing contacts to support scientific research;
 - f) Develops a strategy and plan of incentive measures for the implementation of research in accordance with the priority areas and disciplines for the University, problematic issues of public importance;
 - g) Supports the University's research policy and monitors the implementation of the relevant process;
 - h) Ensures the development of interdisciplinary research, curricula and activities;
 - i) Oversees the support of diversity, social justice and environmental issues in the conduct of research, thereby ensuring that the University's public mission is strengthened through research and teaching;
 - j) Supports the commercialization and dissemination of research;
 - k) Provides recommendations and instructions to the academic, scientific and invited personnel, students and the structures implementing the research component during the development and implementation of their research plans, based on the goals and priorities of the University and public, state and entrepreneurial interests;
 - l) Directs the transfer and popularization of the knowledge created in the University as a result of research or with its participation for the public welfare;

- m) Manages and promotes a strong and dynamic scientific and educational academic process at the University;
- n) Gives instructions to the academic staff and relevant persons in the development of academic programs, compliance with educational standards and evaluation of the quality of teaching;
- o) Directs the development of regulations and the process of ensuring learning outcomes;
- p) Ensures the development and implementation of an academic vision at all levels for the development, development and modernization of future academic programs focused on the market and public interests;
- q) Assists and controls the persons and structures involved in the development and implementation of the educational process and academic programs in relation to the observance of external and internal regulations;
- r) Advocates and promotes the implementation of quality teaching, learning goals and outcomes;
- s) Directs the promotion of joint research with partner universities, ensures the involvement of professors and students in the research process;
- t) Leads the issue of research results and popularization of science in general;
- u) Cooperates with Schools, Research Institutes and relevant officials to achieve common goals in scientific research, quality assurance and related issues;
- v) Manages and controls the activities of the Research Development and Support Office;
- w) Provides complete, timely and accurate information on educational scientific and quality assurance to the relevant structures and officials of the University;
- x) Heads the Academic Council of the University.

Article 15. Appointment and Accountability of the Vice President

1. The Vice President of Education, Science and Quality Assurance is appointed by the Partner's Meeting on the recommendation of the President of the University.
2. The Vice President of the University is accountable to the President of the University and the Partner's Meeting.

Article 16. Office of the Vice President

1. The Vice President shall be assisted in the performance of his / her activities by a staff, consisting of Vice President's Assistant(s) and Secretary, who shall be appointed and dismissed by the President of the University upon the recommendation of the Vice President.
2. The powers of the Office of the Vice President shall be determined by the "Regulation of the Office of the Vice President" approved by an order of the President of the University.

Chapter Six: University Academic Council

Article 17. Composition of the Academic Council of the University

1. The Academic Council is the collegial body of the Georgian American University, LLC, which determines and implements the academic policy of the University.
2. The members of the Academic Council of the Georgian American University, LLC are elected by the Boards of the Schools of the basic educational units by secret ballot from among their members.
3. The composition of the Academic Council is 11 members. The School of Business has 3 members in the Council, the School of Law, Social Sciences and Diplomacy has 3 members, the School of Medicine has 3 members, and all other Schools have 1 member in the Council.
4. A group of at least three members of the Council has the right to nominate a candidate. Each candidacy is voted on separately, the candidate (candidates) with the best results will be considered elected.
5. A member of the Academic Council may be a Professor or an Associate Professor.

Article 18. Powers of the University Academic Council

1. The term of the elected members of Academic Council of the University is 4 years.
2. The authority of the Academic Council is to:
 - a. Define the scientific and academic strategies of the University;
 - b. Approve higher academic education programs;
 - c. Approve the rules and conditions for electing academic staff;
 - d. Determine the maximum amount of pedagogical workload;
 - e. Approve the regulations of the University Quality Assurance Office;
 - f. Award an academic degree;
 - g. Grant Emeritus status;
 - h. Approval internationalization policy;
 - i. Approve the methodology of planning, elaboration and development of the educational program;
 - j. Approve the mechanism for evaluating the learning outcomes of the educational program.

Article 19. Rules of Procedures of the University Academic Council

1. The meetings of the Academic Council are chaired by the Chairman of the Academic Council, who is elected by the Council from among its members by secret ballot, by a majority of the listed members, for a term of Academic Council.
2. The Academic Council meets as needed. The meeting of the Academic Council is convened by the Chairman on his own initiative or at the request of the members of the Academic Council.
3. A meeting of the Academic Council is authorized if it is attended by more than half of the full membership.
4. The decision of the Academic Council is made by open voting by a majority of those present.
5. The decision of the Academic Council on all matters within its competence shall be taken in the form of a resolution.

6. Meetings of the Academic Council are recorded in a protocol, which is signed by the Chairman of the Academic Council and the Secretary of the Meeting.

Chapter Seven: University Scientific Council

Article 20. Scientific Council of the University

The Scientific Council is a collegial body for the development and support of the scientific research activities of the Georgian American University, LLC. The main function of the Scientific Council is to assess the realities of scientific research activities, to determine the main priorities of scientific research activities, to issue relevant recommendations and to put forward appropriate motions before the relevant structures and officials.

Article 21. Scientific Council of the University Composition

1. The Scientific Council is chaired by the Vice President of Education, Science and Quality Assurance of the University.
2. The Scientific Council consists of:
 - a) Director(s) of all basic educational units – Schools’ scientific / research centers (Institutes);
 - b) One representative from each of the basic educational units of the University – the School, elected by the School Board (professor or associate professor who has an academic degree of Doctor);
 - c) By the decision of the School Board, the School may also be represented by an invited specialist in the field.

Article 22. Powers of the Scientific Council

1. The term of the elected members of the Scientific Council is 4 years.
2. The authority of the Scientific Council is to:
 - a) Coordinate the scientific activities at the University;
 - b) Determine the research priorities of the University;
 - c) Promote the integration of scientific / research and educational process;
 - d) Monitor research activities at the University;
 - e) Define and oversee internal University standards for research and innovation;
 - f) Evaluate and support research projects and project proposals based on problems and challenges across the University;
 - g) Promote the introduction of modern innovative research methods;
 - h) Develop proposals for financing scientific activities at the University and improving the research infrastructure.

Article 23. Rules of Procedure of the Scientific Council

1. The Scientific Council meets as needed. The meeting of the Scientific Council is convened by the Chairman on his/her own initiative or at the request of the members of the Scientific Council.
2. A meeting of the Scientific Council is authorized if it is attended by more than half of the full membership.

3. The decision of the Scientific Council is made by the majority of those present by open voting.
4. The decision of the Scientific Council on all matters within its competence shall be taken in the form of a resolution.
5. The meetings of the Scientific Council are recorded in a protocol, which is signed by the Chairman of the Scientific Council and the Secretary of the meeting.

Chapter Eight: Joint Competence of the Academic Council and the Scientific Council

Article 24. Joint Decision of the Academic Council and the Scientific Council of the University

1. The joint decision of the Academic Council and the Scientific Council of the University approves:
 - a) University research priorities;
 - b) Internal University standards for research and innovation;
 - c) Other issues within the authority of the Academic Council and the Scientific Council which are related to the scientific research activities of the University, if a joint meeting and a joint decision are required by at least $\frac{1}{4}$ of the Academic Council and / or the Scientific Council.

Article 25. Joint Sitting

1. The joint session of the Academic and Scientific Councils is chaired by the Chairman of the Academic Council. During his/her absence or by the decision of the majority of members presented at the joint session, the Chairman of the Scientific Council can be a chair. A joint meeting is authorized if it is attended by more than half of the total membership of the Scientific and Academic Councils, but not less than 5 members from each council.
2. The decision at the joint sitting shall be taken by a majority of those present by open voting. The joint decision is made in the form of a resolution, which is signed by the Chairmen of the Academic and Scientific Councils.

Chapter Nine: University Quality Assurance Office

Article 26. University Quality Assurance Office

In order to systematically evaluate the quality of teaching and scientific research work at the University, as well as to improve the qualification of the staff, a quality assurance structure is established, the activities of which are coordinated by the Vice President of Education, Science and Quality Assurance of the University.

Article 27. Functions of the University Quality Assurance Office

Quality Assurance Office:

- a) Promotes the integration of the University in the international educational space and the implementation of the principles of the Bologna Process;

- b) Cooperates with the relevant services of higher education Institutions in Georgia and abroad to establish transparent quality control criteria and methodology for their provision;
- c) Organizes the authorization and accreditation process of the University in accordance with the current legal acts;
- d) Promotes a high level of teaching quality through the introduction of modern teaching, learning and assessment methods;
- e) Annually submits a report on the monitoring of the implementation of the strategic plan of the University to the Academic Council of the University based on interim data;
- f) Supports and monitors higher academic education programs;
- g) Supervises the process of modernization of academic programs and certain disciplines / courses;
- h) Ensures compliance with the quality of lifelong learning mechanisms;
- i) Monitors the methodological improvement and quality assurance of multilingual and professional English language teaching;
- j) Monitors the quality of the research and its results;
- k) Participates in the evaluation process of academic staff
- l) Monitors Strategic Development and Action Plans in coordination with the University Strategic Development Office.

Article 28. Appointment and Subordination of the Head of the Quality Assurance Office

1. The Head of the Quality Assurance Office of the University is appointed to the position by the President of the University in agreement with the Senior Vice President, with the recommendation of Vice President of Education, Science and Quality Assurance.
2. The head of the Quality Assurance Office is accountable to the Vice President of Education, Science and Quality Assurance.

Section Three: University Structure

Chapter One: General Provisions

Article 29. Structural Units of the University

1. The structural units of the University are:
 - a. Basic educational units - Schools;
 - b. Library;
 - c. Auxiliary structural units;
2. Auxiliary structural units are:
 - a) Document Control Office;
 - b) Human Resources Management Office;
 - c) Academic Process Management Office;
 - d) Research Development and Support Office;

- e) Strategic Development Office;
- f) International Relations Office;
- g) Marketing and Communications Office;
- h) Legal Services Office;
- i) Information Technologies Office;
- j) Financial Office;
- k) Maintenance Office;
- l) Security Office;
- m) Center for Continuing Education and Certification.
- n) Continuous Education and Certificate Center
- o) Exam Center
- p) President Office
- q) Senior Vice President Office
- r) Vice President Office

Chapter Two: Basic Educational Unit - School

Article 30. Basic Educational Unit of the University - School

The basic educational unit - School is the basic educational-scientific and administrative unit of the Georgian American University, LLC, which provides training for students in one or several specialties and assigns them appropriate qualifications.

Article 31. Basic Educational Units of the University

The basic educational units of the University are:

- a) Business School;
- b) Law, Social Sciences and Diplomacy School;
- c) Informatics and Engineering School;
- d) Humanities and Liberal Arts School;
- e) Medical School.

Article 32. School Structure

1. The structure of the School is defined by the School Regulation and includes educational, scientific-research (professors, scientific-research institutes, laboratories, clinics, academic departments, program directions, etc.) and auxiliary structural units.
2. The governing bodies of the School are: the School Board, the Dean of the School.
3. The School Regulation is approved by the School Board upon the recommendation of the Dean. The rules of operation of the structural units of the School are determined by the School Regulation.

Article 33. Dean of the School

1. The School is headed by a Dean, who is appointed by the Partner's Meeting on the recommendation of the President.
2. Dean of the School:
 - a) Ensures the effective course of the educational process and scientific-research work in the School;

- b) Participates in the strategic planning process within the scope of his/her authority;
- c) Chairs the School Board;
- d) Develops a School development plan and submits it to the President for approval;
- e) Establishes the Commission for planning, elaboration and development of the School educational program and appoints the program head(s) / coordinator;
- f) Establishes a temporary School Committee regarding the enrollment of students in doctoral and master's programs;
- g) Establishes a Qualification Committee, which operates within the framework established by the regulation of the main educational unit - the School and the Legislation of Georgia;
- h) Submits the academic educational program, certificate training module / course to the School Board for consideration;
- i) Petitions the President to invite a specialist with relevant qualifications to participate in the teaching and / or research process and / or to conduct it without holding an academic position at the School;
- j) Determines the amount of remuneration for academic staff and invited specialists (lecturers) in agreement with the Senior Vice President and submits it to the President for approval;
- k) Develops the School structure, regulations and submits them to the School Board;
- l) Submits the candidacy of the Director of the Legal Clinic of Law, Social Sciences and Diplomacy School to the President for approval;
- m) Submits an annual report on the School activities to the Partner's Meeting and the School Board;
- n) Participates in the evaluation of the staff within the scope of his/her authority;
- o) Represents the School in relations with third parties in accordance with the rules established by the Legislation of Georgia;
- p) Issues an order within the scope of his/her authority;

3. The School Dean is accountable to School Board, the Academic Council, the Scientific Council and the President.

Article 34. School Board

1. The representative body of the School is the School Board, which consists of the academic and scientific staff of the School.
2. School Board:
 - a) Reviews and submits to the Academic Council of the University for approval the modified, higher academic educational programs developed in the School;
 - b) Reviews and submits to the Scientific Council of the University for approval the scientific research programs / projects developed in the School;
 - c) Reviews and approves the certificate module / course program developed in the School;
 - d) Approves the structure and regulation of the School upon the submission of the Dean;
 - e) Approves the regulation of the Doctoral and Dissertation Council of the School;
 - f) Approves the regulations of the organizational and structural units of the School;

- g) Upon the recommendation of the Dean, establishes scientific-research centers (Institutes) and approves their regulations;
- h) Reviews various educational projects;
- i) Determines the activities and indicators to be implemented in the School in accordance with the priorities and objectives of the University;
- j) Participates in the evaluation of the staff within the scope of its competence;
- k) Exercises other powers granted by the Law of Georgia on Higher Education, other legislative and internal acts of the University.

Chapter Three: Library

Article 35. Library

The University Library provides the University staff and students with a modern book repository as well as electronic and digital, international and local scientific databases and other available resources.

Article 36. Functions of the Library

1. The main functions of the University Library are to:
 - a) Organize library funds, systematically replenishing Georgian and foreign publications of scientific and cultural value, protecting them and ensuring accessibility for readers;
 - b) Create databases, further provision of access to foreign libraries;
 - c) Promote the introduction of innovative processes in the library sector;
 - d) Coordinate library activities in accordance with the rules established by law;
 - e) Cooperate with international organizations, including libraries, as well as with foundations, embassies and other organizations operating in Georgia;
 - f) Ensure raising the qualifications of library staff;
 - g) Further improvement of library process automation;
 - h) Introduce library integrated automation system.

Article 37. Head of the Library

1. The Head of the University Library is appointed and dismissed by the President of the University upon the recommendation of the Senior Vice President.
2. The head of the library is accountable to the President of the University and the Senior Vice President.

Chapter Four: Auxiliary Structural Units

Article 38. Document Control Office

1. The University Document Control Office, through the electronic document control system, ensures the management of the document circulation process in the Institution and supervises their timely review.
2. The functions, structure and activities of the University Document Control Office shall be determined in accordance with the “Document Control Office Regulation”, the “Rules of the University Document Control” and the “Rules of Archive Production” approved by an order of the President of the University.

3. The Office is accountable to the President and the Senior Vice President of the University.

Article 39. Human Resources Management Office

1. The University Human Resources Management Office ensures the development and implementation of a personnel development-oriented management policy in the Institution. In addition, Office provides the University with highly qualified and motivated staff.

2. The functions, structure and activities of the University Human Resources Management Office shall be determined in accordance with the University “Internal Labor Regulation”, “Human Resources Management Office Regulation” and “Personnel Management Policy” approved by an order of the President of the University.

3. The Service is accountable to the President of the University and the Senior Vice President.

Article 40. Academic Process Management Office

1. The Academic Process Management Office of the University provides centralized management of the educational process at the University and prepares drafts of internal University acts related to the educational process.

2. The Office exercises its authority in coordination with the relevant Offices and staff of the basic educational units – Schools and supervises their activities.

3. The functions and structure of the University Academic Process Management Office shall be determined in accordance with the University “Academic Process Management Office Regulation” approved by an order of the President of the University.

4. The Service is accountable to the President and the Vice President of Education, Science and Quality Assurance of the University.

Article 41. Research Development and Support Office

1. The Research Development and Support Office of the University provides support for scientific and research activities at the University, plans interdisciplinary scientific encouragement and support activities, and facilitates fundraising for scientific research activities within its competence.

2. The Office exercises its authority by coordinating work with the relevant Offices / structures and staff of the basic educational units – Schools.

3. The functions and structure of the University Research Development and Support Office are defined in accordance with the University “Research Strategy”, the University “Academic Integrity Policies and Mechanisms”, and the “Research Development and Support Office Regulation”.

4. The “Research Development and Support Office Regulation” shall be approved by an order of the President of the University.

5. The Office is accountable to the President and Vice President of Education, Science and Quality Assurance of the University.

Article 42. Strategic Development Office

1. The Strategic Development Office of the University identifies the necessary means for the implementation of the long-term and short-term goals of the University, participates in the coordination of the strategic planning process and facilitates its implementation.
2. The Office exercises its authority in coordinated work with the basic educational units – Schools, other structural units of the University and stakeholders (academic staff, students, employers, etc.).
3. The functions and structure of the Strategic Development Office of the University shall be determined in accordance with the “Strategic Development Office Regulation” which is approved by an order of the President of the University.
4. The Office is accountable to the President of the University and the Senior Vice President.

Article 43. International Relations Office

1. The International Relations Office is responsible for the internationalization of the University. The Office promotes the University in foreign relations and implements the University's Internationalization Policy.
2. The Office exercises its authority in coordinated work with the basic educational units – Schools, other structural units of the University and stakeholders (academic staff, students, etc.).
3. The functions and structure of the University International Relations Office are defined in accordance with the “International Relations Office Regulation” and the “University Internationalization Policy”.
4. The “International Relations Office Regulation” shall be approved by an order of the President of the University.
5. The Office is accountable to the President of the University and the Senior Vice President.

Article 44. Marketing and Communications Office

1. Marketing and Communications Office:
 - Provides public awareness on University activities;
 - Participates in the planning and implementation of a variety of student services.
2. The Office exercises its authority in coordination with the basic educational units – Schools, other structural units of the University and stakeholders (academic staff, students, employers, entrants, etc.).
3. The functions and structure of the Marketing and Communications Office of the University shall be determined in accordance with the “Marketing and Communications Office Regulation”, which shall be approved by an order of the President of the University.
4. The Office is accountable to the President of the University and the Senior Vice President.

Article 45. Legal Services Office

1. The Legal Services Office of the University provides legal support to the University and its structural units.

2. The functions and structure of the Legal Services Office shall be determined in accordance with the “Legal Services Office Regulation” approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

Article 46. Information Technologies Office

1. The University Information Technologies Office provides the University with information technologies and various means of communication and carries out their constant updating. It also ensures the smooth and efficient functioning of teaching process management systems.
2. The functions and structure of the Information Technologies Office shall be determined in accordance with the “Information Technologies Office Regulation” approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

Article 47. Financial Office

1. The University Financial Office carries out the effective management and analysis of the University financial resources.
2. The authority and structure of the Financial Office shall be determined in accordance with the “Financial Office Regulation” which is approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

Article 48. Maintenance Office

1. The main functions of the University Maintenance Office are:
 - a. Construction and reconstruction works;
 - b. Ensure the proper functioning of the building's lighting, heating, elevator, sewerage, plumbing, ventilation, communications, underground communications, security and other systems;
 - c. Supply of the structural units of the University with the necessary materials, office supplies. Control over the inventory;
 - d. Maintenance and cleaning of buildings, yard; Maintenance of vegetation;
 - e. Prepare and submit a proposal for depreciable property on the balance sheet of the University.
2. The authority and structure of the Maintenance Office shall be determined in accordance with the “Maintenance Office Regulation” approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

Article 49. Security Office

1. The University Security Office ensures security and order on the territory of the University, protection of the persons, University buildings and material values.

2. The functions and structure of the Security Office shall be determined in accordance with the “Security Office Regulation” approved by an order of the President of the University.
3. The Office is accountable to the President of the University and the Senior Vice President.

Article 50. Continuous Education and Certificate Center

1. The University Continuous Education and Certificate Center ensures the professional development of the University staff, ensures of offering relevant certificate programs and courses to the general public based on the needs of the labor and employment market.
2. The functions and structure of the Continuous Education and Certificate Center shall be determined in accordance with the “Continuous Education and Certificate Center Regulation” approved by an order of the President of the University.
3. The Center is accountable to the President and Vice President of Education, Science and Quality Assurance of the University.

Article 51. Exam Center

1. The Exam Center organizes and conducts quizzes, written midterm and final / additional examinations for the students of the educational programs at the request of the basic educational units of the University – Schools;
2. The aim of the Center is to create a unified internal examination system of the University, which provides a transparent, objective and fair assessment of students' knowledge, skills and competencies, thus helping to improve the quality of education.

Section Four: University staff

Article 52. University staff

The University has administrative, academic, scientific, support and invited staff.

Chapter One: University Administrative Staff

Article 53. Composition of the Administrative Staff of the University

The administrative staff of the University includes: President, Senior Vice President, Vice President of Education, Science and Quality Assurance, Deans of the Schools, Quality Assurance Managers of the Schools.

Chapter Two: University Academic Staff

Article 54. Composition of the Academic Staff of the University

1. The academic staff of the University consists of professors and assistants.
2. Professors include Professors, Associate Professors and Assistant Professors.

3. Professors participate in the teaching process and scientific research and / or lead it.
4. Under the guidance of a Professor, Associate Professor or Assistant Professor an Assistant conducts seminar and research activities within the ongoing educational process in Schools.

Article 55. Rules for Holding an Academic Position

1. Academic positions may be filled only through open competition, which must comply with the principles of transparency, equality and fair competition.
2. The date and conditions of the competition for academic positions shall be published at least 1 month before the receipt of the documents in accordance with the Legislation of Georgia and this Regulation.
3. The rules of the competition are determined by the Academic Council.
4. A person with a doctorate or an academic degree equivalent to it, who has at least six years of experience in scientific pedagogical work, may be elected to the position of professor for a term of 3 years. Additional conditions may be determined by the University Academic Council.
5. A person who meets the requirements set forth in paragraph 4 (above) of this Article and who has special professional achievements and / or scientific achievements may be elected to the position of Professor for life.
6. A person with a doctorate or an equivalent academic degree with at least three years of experience in scientific pedagogical work may be elected to the position of Associate Professor. The Associate Professor will be elected to the position for a term of 3 years.
7. A person with a doctorate or an equivalent academic degree may be elected to the position of Assistant Professor for a term of 3 years.
8. A doctoral student can be elected for the position of an assistant for a term of 3 years.
9. The academic position provided for in paragraphs 4-8 (above) of this Article may be held by professionally qualified personnel. In this case, the qualification of the person can be confirmed by professional experience, special training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification.
11. The University ensures the freedom of scientific teaching and research of the academic staff and creates appropriate conditions for its activities.
12. An employment contract with the academic staff is concluded in accordance with the rules defined by the Labor Legislation.

Article 56. Certification of a Professor

1. A Professor who holds an academic position for life is subject to attestation once in every 5 years.
2. Attestation is conducted by the Attestation Commission established by the order of the President.
3. Attestation refers to the evaluation of the academic activity performed by the Professor.
4. Based on the results of the attestation, the Commission draws a conclusion regarding each Professor, on the basis of which, at the request of the School Dean,

the president of the University makes a decision to terminate or continue the employment relationship with the Professor.

5. The conditions for the attestation of a professor shall be developed by the Quality Assurance Office of the University and submitted to the Academic Council of the University for approval.

Chapter Three: Support Staff

Article 57. Composition of Support Staff

The support staff of the University includes the persons necessary for the activities of the University provided in the staff list of the University.

Chapter Four: Invited and Scientific Staff

Article 58. Composition of Invited Staff

1. The University is authorized to invite any person to the University to perform certain works on the basis of labor contracts.
2. The invited staff of the University mainly includes the invited lecturer, who is authorized to conduct lecture, seminar, practical and laboratory work on a contract and/or hourly basis.

Article 59. Composition of Scientific Staff

The University is authorized to employ scientific staff in accordance with the Labor Legislation of Georgia, who carries out research activities and is employed within the research unit.

Section Five: Student

Chapter One: Student Status

Article 60. Obtaining Student Status

1. Only those entrants who have passed the relevant Unified National Examinations in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia have the right to study for a bachelor's degree/ undergraduate MD program.
2. Studying for a bachelor's degree/ undergraduate MD program without passing the Unified National Examinations is allowed in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia and within the established time limits only:

- a) for foreign citizens or stateless persons who have received a full general or equivalent education in a foreign country;
 - b) for citizens of Georgia who have received full general or equivalent education in a foreign country and have studied in a foreign country for the last 2 years of full general education;
 - c) for persons who study / have studied and have received credits in a foreign country in a higher education institution recognized in accordance with the legislation of that country;
3. Only a candidate for a Master's degree who has successfully exceeded the minimum competency limit established by the legislation of Georgia has the right to study for a Master's degree.
4. The Master's candidate must take the exam / exams (interview) determined by the University.
5. Studying for a Master's degree without passing the Unified Master Exams is allowed in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia and within the established timeframes only:
- a) for Master's degree candidates who have received a document certifying the academic degree of higher education in a foreign country;
 - b) for persons who study / have studied and have received credits in a foreign country in a Master's degree of a higher education institution recognized in accordance with the legislation of that country;
 - c) For Master's degree candidates who are enrolled in a higher education institution in accordance with the procedure set forth in paragraph 2 of this Article.
6. Admission to the Doctoral program is determined in accordance with the regulation of Doctoral and Dissertation Council of the basic educational unit of the University - the School.

Article 61. Suspension of Student Status

1. The grounds for suspension of student status are:
- a) personal statement;
 - b) academic leave;
 - c) illness;
 - d) Study in a foreign country, in a higher education institution;
 - e) compulsory military service;
 - f) financial debt.

Article 62. Termination of Student Status

1. The grounds for termination of student status are:
- a) personal statement;
 - b) inability to achieve the learning outcomes provided by the program;
 - c) carrying out actions incompatible with the status of a student, violation of the Code of Ethics and Conduct.

Chapter Two: Student Rights and Responsibilities

Article 63. Student Rights

1. The student has the right to:

- a) Receive a quality education;
 - b) Participate in scientific research;
 - c) Use the material-technical, library, information and other resources of the higher education institution in equal conditions in accordance with the rules established by the University statute, internal regulations and other regulations;
 - d) Freely establish and / or join student organizations in accordance with his/her interests;
 - e) Freely express their opinion and reasonably refuse to adopt the ideologies offered during the learning process;
 - f) Transfer to another Higher Education Institution from the second year of study in accordance with the Legislation of Georgia and the statute (charter) of the receiving higher education institution, and the procedure for transferring state funding shall be determined by the Minister of Education, Science, Culture and Sports of Georgia;
 - g) Transfer to the Master's educational program of another Higher Education Institution in accordance with the rules established by the order of the Minister of Education, Science, Culture and Sports of Georgia;
For educational program directions, including priority educational program directions, to transfer the state Master's degree grant obtained within the percentage of the annual amount of funding for the state Master's degree grant determined by the legislation of Georgia, when transferring to another accredited Master's educational program, if he / she continues his / her studies in the same educational program direction or in the priority educational program direction in the Higher Education Institution, which is united in the Unified Master Examination exam network in accordance with the rules established by this Law;
 - h) Receive scholarships, financial or material assistance, other benefits from the state, higher education institutions or other sources in accordance with the Legislation of Georgia and this Regulation;
 - i) Choose an educational program;
 - j) Participate in the development of an individual educational program;
 - k) Periodically evaluate the work of the academic staff;
 - l) Exercise other powers granted to him / her by the legislation of Georgia.
2. The University establishes benefits for students with special Educational needs to create the necessary conditions for their quality education.

Article 64. Student Obligations

1. The student is obliged to study according to the program established by the University, all the disciplines that he / she has chosen voluntarily, are included in the curriculum and are compulsory to study.
2. The student is obliged to follow the Regulation of the Higher Education Institution and the Code of Ethics and Conduct.

Article 65. Student Ombudsman

1. The protection of students' rights at the University is supervised by the Student Ombudsman.
2. The authority of the Student Ombudsman is defined by the "Charter of the Student Ombudsman of the Georgian American University, LLC", which is approved by an order of the President of the University.

Section Six: Final Provisions

Article 66. Amendments to the Regulation

Amendments to this Regulation may be made by the decision of the Partner's Meeting of the University.

Article 67. President of the University

The President of the University defined by this Statute is also the General Director of Georgian American University, LLC. The functions of the General Director are defined by the University Charter.