



Georgian American University, LLC

Humanities and Liberal Arts School Regulation

Chapter I. General terms

Article 1. The status of the Business School

1. The Humanities and Liberal Arts School (further referred to as the School) of Georgian American University LLC (further referred to as the University) is an essential administrative and educational-research unit of the Georgian American University which, within academic freedom and institutional autonomy, conducts scientific research and educational activities in the area of humanities and liberal Arts with a view to training students in several specialties and conferring respective qualifications on them.
2. The School carries out its activities in accordance with Georgian law, the University regulation and the present regulation.
3. The present regulation defines the status of the School, the scope of activity, the structure of the School, activities of its structural units and their rights and obligations.

Article 2. The scope of the School's activity

The scope of the School's activities is as follows:

- a. To ensure learning and educational standards which correspond to the state's and social development goals in education;
- b. to provide highly qualified educational and scientific-research services based on international and national experience;
- c. To train highly-qualified specialists who are well suited for the global, regional and local development trends and Georgia's aspiration to get integrated into them.

Chapter II. School governance bodies and their structure

Article 3. School governance bodies

The School's governance bodies are:

- The School Board;
- The Dean;
- The quality assurance manager.

Article 4. The structure of the School

1. The structure of the school is determined by the present regulation.
2. The school structure is composed of: the school administration (the Dean, the Vice Dean, the quality assurance manager); the staff of the Dean's Office (academic managers, student managers); scientific-research centers (institute)).
3. Decisions on changes to the School structure are taken by the School Board.

Chapter III. The School Staff

Article 5. Composition of the School staff

1. The School has administrative, academic, scientific and support staff.
2. The administrative staff is composed of the Dean, the Vice Dean, and the quality assurance manager.
3. The academic staff consists of a professor, an associate professor, an assistant professor and an assistant.
4. The research staff includes the staff of the scientific research centers – institutes, and other persons defined as such by their contracts.
5. Support staff includes the academic manager, the student manager, as well as persons hired on a contractual basis when the School's activities require so.
6. The School has the right to invite specialists with relevant qualifications to engage in or lead educational or research processes, without offering them academic positions.

Article 6. The School's Administrative Staff

Rules and terms of taking an administrative position at the School, grounds for dismissal, and the rights and obligations of the administrative staff are defined by the University's Regulation, the present regulation and the relevant internal University statutes.

Article 7. The School's Academic Staff

Rules and terms of taking academic positions at school, grounds for dismissal, maximum workload, and the rights and obligations of the academic staff are defined by the legal acts, the University Regulation and the University's internal statutes.

Chapter IV. The School Board

Article 8. The Composition of the School Board

1. The School Board is the School's highest representative body, which is composed of the School's Dean, all persons holding academic positions at the School (professors, associate professors, assistant professors, assistants) and students delegated to the School Board by the Student Union Committee.
2. Students in the School Board shall constitute no less than one quarter of the council members. Student representatives are elected as members of the School Board at a meeting of the Student Union Committee through an open ballot. The results of the ballot are summed up in a respective protocol. Candidate nomination takes place at a meeting of the committee. All committee members are entitled to nominate their own candidacy or that of any other student who has an active student status. Each candidate is voted for individually. The candidate with better results becomes a member of the School Board. In the case of equal votes, a repeat ballot shall be held.
3. The term of office of an academic staff member in the School Board corresponds to the term set for the academic position. The person taking on an academic position automatically becomes a member of the School Board. School Board membership is automatically discontinued on the expiration of the academic tenure or in the case the person resigns from the academic position prematurely.
4. In the case that the council suspends/terminates the student member's membership, the student automatically loses the right to the council's membership. A new member's candidacy shall be submitted by the Student Union Committee in accordance with the procedure stipulated in paragraph 1 of this article.
5. The School's Dean shall be the chairperson of the Council. In his/her absence, the acting Dean shall step in as the Council's chair.

Article 9. Powers of the School Board

1. The School Board:
 - a. Reviews and approves strategic and action plans for the School's development submitted by the Dean;
 - b. Reviews educational programmes presented by the Dean and submits them to the University's Academic Council for approval;
 - c. Reviews research programmes (projects) submitted by the Dean and submits them to the University's Scientific Council for approval;
 - d. Approves the School's structure and regulation presented by the Dean;
 - e. Reviews various educational projects;

- f. If necessary, sets up ad hoc commissions to look into specific issues;
 - g. Approves performance review findings for the School's academic, research and invited staff presented by the Dean;
 - h. Takes decisions on conferring qualifications on persons who have taken level 6 of higher academic education;
 - i. Submits to the University's Academic Council candidates for the degrees of Honorary Doctor and Professor Emeritus;
 - j. Exercises other powers granted to it by the present regulation, the University Regulation and Georgian law.
2. The School Board elects from its composition the council secretary by open ballot, at the Dean's recommendation. The secretary is responsible for organizing the School Board's business. In his/her absence at a council meeting, a regular member of the council representing the academic staff is elected by majority vote of the attendees to act as secretary;
3. The School Board's chairperson is entitled to convene a council meeting either at their initiative or at the request of no less than one quarter of the council members.
4. The School Board has powers if its meeting is attended by more than half of its registered members. Decisions are considered taken if more than half of the attendees vote for it.
5. Minutes are taken at the meetings and are then signed by the chairperson of the council (meeting) and the council secretary.

Chapter V. The School Dean

Article 10. Appointing the School Dean

1. The School is governed by the Dean.
2. The Dean's candidacy is presented by the University's President to the University's partners meeting which then approves the candidate's appointment to the position.
3. The School Dean may be the School's professor or associate professor. As an exception, the Dean may be a person who does not hold an academic position at the School, but holds a University degree in the main subject area taught at the School, has practical work experience and/or experience working in education management.

Article 11. Powers of the School Dean

1. The Dean:
 - a. Ensures an effective conduct of the educational process and scientific research work;
 - b. Chairs the School Board;

- c. Develops strategic and action plans of school development and submits them for approval to the School Board;
 - d. Submits educational and research programmes (projects) to the School Board for review;
 - e. Designs the School structure and regulation and submits them to the School Board for review;
 - f. Submits the regulations of the School's structural units to the School Board for approval;
 - g. Within his/her competence is responsible for the implementation of the decisions taken by the governing bodies of the School and the University;
 - h. Submits candidacies for appointment to the positions of quality assurance manager and support staff to the University President;
 - i. Reviews the performance of the School's academic/scientific/invited personnel and submits the findings for approval to the School Board;
 - j. Submits candidacies for the titles of Honorary Doctor and Professor Emeritus to the Council for review;
 - k. Develops various educational projects and submits them to the School Board for review;
 - l. Sets up a commission for planning, designing and developing the School's educational programme and appoints the programme head/heads/coordinator;
 - m. Sets up an ad hoc school commission on matters related to the admission of students to the graduate and postgraduate studies;
 - n. Sets up a qualification commission which functions in accordance with the main educational unit – the school regulation – and within the remit set by Georgian law;
 - o. Negotiates with the University President on the matter of inviting specialists with relevant qualifications to get involved in and/or lead the educational and research processes without taking academic positions;
 - p. Determines remuneration for non-affiliated academic staff and invited specialists (lecturers) in coordination with the Senior Vice President;
 - q. Submits annual school activity reports to the Academic Council, the Scientific Council and the President;
 - r. Represents the School in relations with third parties;
 - s. Issues decrees within his/her remit;
 - t. Exercises other powers granted to him/her by this regulation and Georgian law.
2. The Dean is accountable to the School Board, Academic Council, the Scientific Council and the President.
3. In the event of the Dean's temporary inability to carry out his/her duties, the Vice Dean steps in as acting Dean.

Chapter VI. The Quality Assurance Manager

Article 12. Powers of the School's Quality Assurance Manager

1. The quality assurance manager may be the school's professor or associated professor.
2. The school's quality assurance manager:
 - a. Participates in the development of the School's new and the modification of the existing educational programme;
 - b. Is involved in the implementation of the quality assurance mechanisms at the School and the processes of internal and external evaluation of the School's programme;
 - c. Ensures continuous monitoring of the congruence of the educational programmes taught at the School with the corresponding key indicators set for the subject area;
 - d. Carries out evaluation of study results of the programmes taught at the School;
 - e. Participates in the development of quality assurance mechanisms and procedures and the rules of evaluating teaching and research;
 - f. In the cases of mobility, exchange programmes and other cases stipulated by the law, recognizes credits and establishes compatibility;
 - g. Takes part in the development of University and faculty documents, instructions and rules relating to authorization and accreditation;
 - h. In cooperation with the University's Quality Assurance Office submits recommendations to the heads/coordinators of the educational programmes on matters of programme development;
 - i. Takes part in meetings planned by the University's Quality Assurance Office. Ensures the dissemination of information on the decisions taken by the University's Quality Assurance Office and other news among the School's academic and administrative staff;
 - j. Takes part in the preparation of documents required for the accreditation of educational programmes;
 - k. Makes arrangements for conducting student surveys on study courses and study processes and processing of survey findings;
 - l. Develops recommendations on the basis of the findings of monitoring students' academic achievement;
 - m. Conducts information sessions for the School's academic, research, invited and support staff on relevant issues;
 - n. Provides technical support to the academic and invited staff in the process of bringing the educational programmes in line with the accreditation standards;
 - o. Performs specific tasks assigned by the Dean;
 - p. The School's quality assurance manager is accountable to the School Dean and the head of the University's Quality Assurance Office.

Chapter VII. The Dean's Office

Article 13. The Dean's Office

The Dean's Office assists the Dean in exercising his/her powers. It also ensures the coordinated conduct of the study process and student services. The Dean's Office comprises: the School's academic manager/managers and the student manager/managers.

Article 14. Vice Dean

1. The Dean may have a deputy (deputies).
2. The main objectives of the deputy or the deputies are as follows:
 - a. Coordinating various events at the School;
 - b. Managing certain school activities upon the Dean's request.
3. The University's President appoints the Vice Dean upon the Dean's recommendation.
4. The Vice Dean may be a member of the School's academic staff or a person hired on a contractual basis.

Article 15. The School's Academic Manager

1. The school's academic manager, whose candidacy is submitted by the Dean, is appointed by the University's President.
2. The School's academic manager:
 - a. Manages students' personal affairs;
 - b. Informs students on matters related to the study process;
 - c. Provides information to the School's academic/invited staff on study process-related regulations, rules and amendments to these;
 - d. Prepares business cases on school graduates and submits these to the School's Dean;
 - e. Prepares business cases on the suspension and termination of student status and registering students for additional term studies and submits these to the Dean;
 - f. Carries out student registration, manages the process of signing agreements with them. Prepares business cases on students' admission and submits these to the Dean;
 - g. Draws up a study timetable for a group under her/his supervision in accordance with the courses selected by the head of the corresponding educational programme. Monitors its execution, identifies problems and prepares reports;
 - h. In cooperation with the lead professor/invited specialist of the study course, identifies slots for consultations with students and draws up a timetable for consultations;
 - i. Enters and updates relevant data on students of the group under her/his supervision into the register of higher educational institutions, as is defined by the rules of keeping the register;

- j. Enters and updates relevant data on students in the University's Study Process Management System;
- k. Provides the University's Study Process Management System with information about students and the study process when requested;
- l. Provides information to the Examination Centre required for planning and executing the examination process;
- m. Upon the Dean's request, serves as an invigilator at the Examination Centre;
- n. Provides consultations to students on matters related to the study process and the University's student services;
- o. Provides consultations to the School's students and academic/invited/research staff with regard to the use of the e-learning platform;
- p. Sets up groups within the e-learning platform. Oversees the study process implemented through the e-learning platform;
- q. Ensures timely and full availability on the e-learning platform of the material and information required to students;
- r. Organizes through the e-learning platform meetings between the administration and other persons involved in the academic processes with the students;
- s. Provides data to the relevant agencies required for processing student cards. Issues student cards;
- t. Enters data into the database monitoring students' academic achievement and registers the results;
- u. Manages the completion of student transcripts and issues them;
- v. Issues annexes to diplomas – state documents certifying higher education – to students of the group under her/his supervision;
- w. If necessary, prints out invoices for students from the Study Process Management System;
- x. Registers heads of research components of the undergraduate, graduate and post-graduate programmes;
- y. Accepts notes addressed to the Dean;
- z. Ensures organizing meetings between the Dean and the students of the group under her/his supervision;
- aa. Ensures organizing meetings between the head of the programme and the students of the group under her/his supervision;
- bb. In cooperation with the School's quality assurance manager, administers the documents of students willing to move from other Universities under the mobility scheme;
- cc. Oversees timely reflection of academic grades in the University's Study Process Management System;

- dd. Within her/his competence, ensures issuing various notes to students and school graduates;
 - ee. Is responsible for completing, registering and issuing documents certifying higher education – diplomas;
 - ff. Fulfills various tasks assigned by the Dean.
3. In addition to the above, an academic manager nominated by the Dean carries out the following functions:
- a. Organizes the Dean's business meetings;
 - b. Coordinates the Dean's correspondence;
 - c. Registers student unions formed within the School – student clubs, scientific circles and target groups;
 - d. Registers the Dean's decrees;
 - e. Prepares information to be posted on the School's/University's webpage;
 - f. Coordinates organizing meetings between the Dean and the students, student groups, and academic/research/invited staff;
 - g. Performs specific tasks assigned by the Dean.
 - h. The academic manager is accountable to the Dean of the respective school.

Article 16. The School's Student Manager

- 1. The school's student manager/managers are appointed by the University's President upon the recommendation of the School's Dean.
- 2. The School's student manager:
 - a. Carries out monitoring of the start and end of the class;
 - b. Provides consultations to the School's academic/research/invited staff on how to work with the Study Process Management System;
 - c. Supports the academic/research/invited staff with entering information in the Study Process Management System on the start and end of the class;
 - d. Offers consultations to the academic/research/invited staff on matters related to the use of the e-learning platform;
 - e. Upon the Dean's request, acts as an invigilator at the Examination Centre.
 - f. Checks technical equipment ahead of the lecture/seminar/tutorial, ensuring everything functions properly and all learning resources are in place;
 - g. Oversees student flow;
 - h. Compares the contact hours delivered by the academic personnel and invited specialists with the planned ones; reports to the School's Dean;
 - i. Performs various tasks assigned by the School's Dean.

3. The student manager is accountable to the School's Dean.

Chapter VIII. The Scientific Research Center (Institute)

Article 17. The School's Scientific Research Centers (Institutes)

1. The Scientific Research Center (Institute) is a structural unit of the School which is established with a view to conducting scientific research at the School.
2. The Scientific Research Center (Institute) is a union of professors and researchers.
3. The Scientific Research Center (Institute) develops scientific research projects, prepares scientific conferences and seminars within the School, records published articles and cooperates with various entities with a view to finding scientific solutions to specific tasks in these organizations.
4. The decision on establishing the Scientific Research Center (Institute) and approving its regulation is taken by the School Board.
5. The structure of the Scientific Research Center (Institute) and the scope of its activities are defined in the regulation of the Scientific Research Center (Institute).

Article 18. Termination of Activities of the Scientific Research Center (Institute)

The Scientific Research Center's activities may be terminated at any time by the School Board's decision.

Chapter IX. Educational Programs

Article 19. The School's Educational Programs

The School runs academic first level educational programs.

Article 20. Planning, Developing and Reviewing Educational Programs

1. With the goal of supporting planning, designing and developing programs, the School Dean sets up a commission on program planning, designing and developing for the duration of the accreditation of the relevant programme.
2. The composition and powers of the commission are defined in the methodology of programme planning, designing and development approved by the University's Academic Council.

Chapter X. Students

Article 21. Rights and Obligations of Students

1. The student is a person who under the rules set by “Georgian Law on Higher Education” and the University Regulation has been admitted to and studies at an undergraduate level of an educational programme.
2. Rights and obligations of the student are defined by “Georgian Law on Higher Education” and the University Regulation and the University’s internal statutes.
3. Acquiring, suspension and discontinuation of the student status occurs in accordance with the rules set by the University’s Regulation and other internal University statutes.
4. The School’s students take active participation in the development and modification of the programmes.

Article 22. The School’s Student Union(s)

1. There are student union(s) formed at the School – student club(s), scientific circle(s), target group(s), etc.
2. Student union(s) are registered by decrees of the Dean upon the appeal of student initiative groups. In order for registration to take place, an application addressed to the Dean and/or the regulation of the student union shall be filed.
3. The School’s student union(s) establish the Student Union Committee. The regulation of the committee defines the rules of forming the committee and the committee’s rights and obligations.

Chapter XI. School Budget and Finances

Article 23. School Budget

The school budget is part of the University budget.

Article 24. School Finances

All matters concerning the use of finances raised by the School are determined with agreement from the Senior Vice President of the University.



Chapter XII. Changes and Amendments to the Regulation

Article 25. Rules of Approving, Revoking, and Making Changes and Amendments to the Regulation

1. The School's Dean drafts the regulation and submits it to the School Board for approval.
2. Upon the Dean's request, the School Board may revoke the regulation or make changes and amendments to it.

Chapter XIII. Transitional and Final Provisions

Article 26. Final Provisions

1. The restructuring and dissolution of the School shall take place in accordance with the Charter of the institution.
2. The regulation comes into force after its approval by the School Board.
3. The regulation becomes ineffective in the case that the School Board approves a new regulation.