



## **Internal Statute of N(N)LE GIPA- Georgian Institute of Public Affairs**

Approved by the order of the Rector of  
Georgian Institute of Public Affairs No. 01-  
18/052 of March 27, 2018

## Content

Chapter I. General provisions and structure.....	2
Chapter II Internal University Regulatory Documents .....	3
Chapter III. Management bodies and rules of election/appointment in them .....	4
Chapter IV. University Schools.....	7
§1 General provisions .....	7
§2 School of Governance .....	13
§3 Caucasus School of Journalism and Media Management.....	14
§4 School of Law and Politics.....	15
§5 School of Social Sciences.....	16
Chapter V. Other structural units of the university.....	17
§ 1. Research Department.....	17
§ 2. Quality Assurance Service .....	23
§ 3. Center for Trainings and Consultations.....	26
§ 4 International Relations Service .....	27
§ 5 Department of Rural Development and Vocational Education.....	28
§ 6 Data Protection Officer.....	30
Chapter VI. University Administration .....	31

## Chapter I. General provisions and structure

### Article 1. General provisions

- 1.1 NNLE "GIPA -Georgian Institute of Public Affairs" (hereinafter referred to as the University) is a non-entrepreneurial (non-commercial) legal entity created in accordance with Chapter 2, Sub-Chapter 2 of the Civil Code of Georgia and the Law of Georgia "On Higher Education", which, according to the existing legislation implements educational programs of all levels of higher education, vocational educational programs and short-term certificate programs.
- 1.2 The University conducts its activities in accordance with the applicable legislation of Georgia, statutes and other internal regulatory documents of the University.
- 1.3 The University has a statute, a seal with its name and identification code, a budget and its own bank accounts.
- 1.4 The University acquires rights and obligations in its own name, enters into transactions and can appear in court as a plaintiff or defendant.
- 1.5 This provision is a unified provision of the university, which combines the rules governing the activities of the university's management bodies, schools and other structural units of the university.
- 1.6 The full name of the university is:  
In Georgian – „ჯიპა - საქართველოს საზოგადოებრივ საქმეთა ინსტიტუტი“ and in English - "GIPA - Georgian Institute of Public Affairs";
- 1.7 The legal address of the university is: Tbilisi, M. Brose Street N2.

### Article 2. Scope and goals of the university's activities

- 2.1 The main field of activity of the university is:
- 2.1.1 Introduction and implementation of bachelor's, master's, doctoral and other educational programs;
  - 2.1.2 Conducting scientific research activities;
  - 2.1.3 Cooperation with international and local donor organizations regarding the financing of educational and other projects;
  - 2.1.4 Other activities determined by the university's strategy.
- 2.2 The main goals of the university's activities are:
- 2.2.1 Education of highly qualified professionals with modern knowledge;
  - 2.2.2 Promoting the development of various fields of science;
  - 2.2.3 Establishing cooperation with educational institutions and scientific circles of Georgia and foreign countries;
  - 2.2.4 Promotion of employment of university graduates;
  - 2.2.5 Other goals and objectives determined by the university's charter and strategy.

### Article 3. University structure

- 3.1 The structural units of the university are:
- 3.1.1. School of Government;

- 3.2. Caucasian School of Journalism and Media Management;
- 3.3. School of Law and Politics;
- 3.4. School of Social Sciences;
- 3.5. Research Department;
- 3.6. Quality Assurance Service;
- 3.7. Center for trainings and consultations;
- 3.8. International Relations Service;
- 3.9. Department of Rural Development and Vocational Education;
- 3.10. Data Protection Officer
- 3.11. Administration consisting of the following structural units:
  - 3.11.1. Public relations and Marketing Service;
  - 3.11.2. Human Resources Management Service;
  - 3.11.3. Training Process Management Service;
  - 3.11.4. Student Support and Career Development Center;
  - 3.11.5. Financial Service;
  - 3.11.6. Information Technology Service;
  - 3.11.7. Logistics and Security Department;
  - 3.11.8. Proceedings service;
  - 3.11.9. Lawyer;
  - 3.11.10. Frontline Georgia.

## Chapter II **Internal University Regulatory Documents**

### **Article 1. Internal University Regulatory Documents**

The University shall carry out its activities in accordance with the legislation of Georgia, including the Law of Georgia on Higher Education, as well as the University Charter, the Statute, the Rules of Regulating the University Educational Process, the Internal Regulations and the Code of Ethics and Conduct (hereinafter – the internal university regulatory documents).

### **Article 2. University Learning Process Regulatory Rules**

- 2.1. The purpose of the rules governing the educational process of the University is to regulate the issues related to obtaining of student status, suspension, termination, mobility and recognition of education received during the period of study at the higher educational programs of NNLE "Georgian Institute of Public Affairs" (hereinafter referred to as "University"), student evaluation and academic degree awarding procedures, the rules for developing, amending and canceling the educational program, the rights and duties of the student and other issues related to the conduct of the educational process, including issues related to the implementation of vocational education programs.
- 2.2. The rules governing the university educational process shall be developed and approved by the Academic Council of the University. Amendments to the regulatory rules of the learning process shall be made by a majority of votes of the members of the Academic Council of the University, which is drawn up in the form of a protocol.

2.3. The rules governing the university learning process apply to all structural units of the university and are mandatory to perform.

### **Article 3. Internal Regulations of the University**

- 3.1. The purpose of the internal regulations of the University is to regulate the management of administrative issues of the university, such as the rules of proceedings (including maintaining the register of educational institutions, the management of documents, library and archives), electronic learning system, financial regulations, internal labor regulations and other administrative issues;
- 3.2. The internal regulations of the University shall be developed by the head of the university administration/chancellor in coordination with the Human Resources Management Service and the lawyer and submit to the Rector for approval.
- 3.3. The internal regulations apply to all persons employed at the university and are mandatory to perform.

### **Article 4. Code of Ethics and Conduct**

- 4.1. The purpose of the Code of Ethics and Conduct is to establish mandatory norms of conduct on the territory of the university and/or at the events organized by the university, and in case of violation of the established norms, sets the grounds for initiating disciplinary proceedings and types of disciplinary liability.
- 4.2. The Code of Ethics and Conduct shall be reviewed (including the amendments to be made) by the Academic Council of the University and submitted to the Rector for approval. Amendments to the Code of Ethics and Conduct shall be made by the order of the Rector.
- 4.3. The Code of Ethics and Conduct applies to all persons employed at the University and is mandatory to perform.

## **Chapter III. Management bodies and rules of election/appointment in them**

### **Article 1. Management bodies of the university**

- 1.1. The management bodies of the university are:
  - 1.1.1. the Board;
  - 1.1.2. the Rector;
  - 1.1.3. Academic Council.

### **Article 2. Board**

- 2.1. The University Board determines the general directions of the University's development.
- 2.2. The powers of the board include:
  - 2.2.1. Making changes to the university's charter;
  - 2.2.2. Reorganization of the university;
  - 2.2.3. Election and dismissal of the chairman of the board;
  - 2.2.4. Election and dismissal of the rector of the university;
  - 2.2.5. Examination of financial documents of the university.

2.3. Based on the analysis of the university's financial documentation and relevant audit findings, the board monitors and evaluates the activities of the university's rector and administration and the effective performance of their functions.

2.4. Other powers of the board are defined by the university charter.

2.5. The Board shall consist of no fewer than five and no more than nine members, who shall be elected by the University's Academic Council for a term of five years, taking into account their educational vision and in accordance with the principles set forth in Article 5, paragraph 5.5 of this Regulation.

### **Article 3. Rector**

3.1. The executive head of the university is the rector of the university;

3.2. The rector of the university is elected by the board for a term of 5 years, in accordance with the rules defined by the statute;

3.3. The rector directs the daily activities of the university;

3.4. The powers of the rector include:

3.4.1. Organization of short-term and long-term strategy planning for the development of the university and approval of the strategy;

3.4.2. Finding resources within the strategic development of the university and administering their effective and transparent spending;

3.4.3. Directing the strategic planning of the university's academic and scientific process;

3.4.4. Representation of the University in relations with third parties;

3.4.5. Coordination and management of educational, scientific, and grant activities of the university's schools, individual programs and structural units, including approval of educational programs;

3.4.6. Entering into any transactions or agreements on behalf of the University or authorizing any person to enter into transactions or agreements;

3.4.7. Approval of the university budget;

3.4.8. Approving the internal rules and regulations of the university, which includes defining the structure of the university;

3.4.9. Establishment of legal entities under private law, implementation of capital contribution and appointment/dismissal of director (head);

3.4.10. Exercising other powers that do not belong to the competence of the Board or the Academic Council.

### **Article 4. Advisory Board/Rectorate**

4.1. The advisory board/rectorate (hereinafter, the rectorate) is a deliberative body created by the rector of the university in accordance with Article 7.3 of the university statute, the purpose of which is to discuss issues under the rector's authority and to submit relevant proposals and recommendations to the rector.

4.2. The composition of the rectorate is determined and approved by the rector of the university.

4.3. The composition of the rector's office may be formed from administrative and academic staff of the university, as well as from invited specialists by the decision of the rector.

4.4. The issues to be discussed by the rectorate are determined by the rector, in accordance with the internal university regulatory documents.

4.5. The functions of the rectorate are:

- 4.5.1. Discussion of issues belonging to the authority of the rector;
- 4.5.2. Discussion of other issues related to the university's activities by the rector's decision ;
- 4.5.3. Determining the number of places for students to be admitted according to educational programs;
- 4.5.4. Regarding the discussed issues, submission of relevant proposals and recommendations to the rector of the university.

#### **Article 5. Academic Council**

5.1. The Academic Council is a collegial management body of the university's activities, which consists of no more than 15 members and which directs the university's educational and scientific activities.

5.2. The Academic Council of the university consists of:

- 5.1.1. 5.2.1. The deans of the university schools;
- 5.2.2. By the Rector's decision, from representatives of the University's academic staff, heads of structural units defined by the University's statutes, as well as Rector's advisor(s), who are appointed/selected based on their educational visions;
- 5.2.3. From 3 (three) academic staff of the University, who are elected for a 3-year term, by the majority of votes of the remaining members of the Council, taking into account the educational visions presented by the candidates; The dean of any school, heads of individual programs and departments of the university, individual representatives of the academic staff of the university, student initiative groups of the university have the right to nominate candidates.

5.3. The work of the Academic Council is led by the rector of the university, who enjoys the right to vote in the council;

5.4. The functions of the Academic Council are:

- 5.4.1. promoting the implementation of the short-term and long-term development strategy of the university;
- 5.4.2. Development and approval of the rules regulating the university's educational process;
- 5.4.3. Determination of priorities for the development of educational programs of the university;
- 5.4.4. Approval of "Rules Regulating the Educational Process";
- 5.4.5. Participation in the effective management of the educational and scientific research process;
- 5.4.6. Reviewing and promoting the implementation of educational and scientific-research programs developed by schools;
- 5.4.7. Participation in the monitoring and evaluation of the activities of the university administration, schools, Training and Consultation Center, Quality Assurance Service and other structural units defined by this regulation and the effective performance of their functions;
- 5.4.8. Participating in determining the rules and conditions for hiring academic staff and developing recommendations;
- 5.4.9. Election/appointment of board members, as well as their early dismissal;
- 5.4.10. Implementation of other powers determined by this regulation, internal university regulatory documents and university strategy.

5.5. In accordance with the University Charter, the Academic Council elects the members of the Board in compliance with the following principles: The Rector of the University shall serve as a member of

the Board by virtue of holding the office (ex officio). At least two members of the Board must be representatives of the University's academic staff. At least one member shall be an alumnus/alumna of the University. No fewer than two members may be individuals affiliated with the University, including, but not limited to, a visiting lecturer, a representative of the academic staff, an alumnus/alumna, or any other affiliated person.

5.6. The Academic Council usually meets once in three months. An extraordinary meeting of the academic council can be convened based on the invitation of the rector of the university.

5.7. The Academic Council is capable of making a decision if more than half of the members of the Council are present. Any decision of the Academic Council is made by the majority of the votes of those present.

5.8. The Case Management Service of the university administration provides organizational support for the activities of the Academic Council.

5.9. In case of temporary impossibility of the rector as the chairman of the Academic Council to exercise his powers, the duty of the chairman of the Academic Council is performed by a member of the Academic Council selected by the rector.

5.10. In order to evaluate the effectiveness of the work of the Academic Council, the Academic Council carries out a self-evaluation once in two years, including the analysis of the implementation of the decisions made by it, as well as the analysis of "Success stories" and "Gained experience".

## **Chapter IV. University Schools**

### **§1 General provisions**

#### **Article 1. Scope of regulation**

This chapter regulates the main directions, goals, structure, management bodies and personnel of the educational and scientific-research activities of the schools within the structure of the university, their appointment and election procedure and rights and duties, management principles and other issues related to the operation of the schools.

#### **Article 2. University schools**

2.1. The structure of the university includes the following schools:

- 2.1.1. School of Government;
- 2.1.2. Caucasian School of Journalism and Media Management;
- 2.1.3. School of Law and Politics;
- 2.1.4. School of Social Sciences.

#### **Article 3. Status and activities of the University School**

3.1. Schools are educational-scientific units of the university, which carry out educational and scientific activities, improvement of educational programs and management of other areas defined by this regulation. They also participate in the evaluation of the quality of academic programs,

3.2. University schools conduct their activities in accordance with the legislation of Georgia, including the Law of Georgia "On Higher Education", university statute, regulations, rules governing the university educational process, internal regulations, ethics and code of conduct (hereinafter - internal university regulatory documents).

#### **Article 4. Goals of the school**

4.1. The goals of the school are:

- 4.1.1. Education of professionals equipped with knowledge and skills based on international practice and democratic values;
- 4.1.2. Preparation and implementation of educational programs of different levels focused on the employment market;
- 4.1.3. Participation in scientific research activities;
- 4.1.4. Promotion of employment and professional growth of graduates in relevant state or non-state institutions;
- 4.1.5. Promoting the integration of the university in the international educational and scientific space;
- 4.1.6. Implementation of joint educational programs and participation in scientific research projects with international and local partner universities;
- 4.1.7. Creating a student-oriented environment;
- 4.1.8. Improvement of the educational process through the implementation of international projects;
- 4.1.9. Maintaining competitiveness throughout Georgia and the region by introducing international innovations and innovations in school educational programs;
- 4.1.10. Protection of the principles of academic freedom;
- 4.1.11. Supporting a student-centered academic environment.

#### **Article 5. Academic council of the school**

- 5.1. The Academic Council of the School is a collegial body for managing the academic activities of the School, consisting of the academic staff of the School, the Dean of the School, the student(s) (selected on a competitive basis) and, if necessary, invited staff selected by the Dean.
- 5.2. In the case of admission of a student to the academic council without competition, his term of office and selection criteria are determined by the legal act of the rector.
- 5.3. The composition of the academic council of the school is approved by the rector of the university, on the recommendation of the dean of the school;
- 5.4. The academic council of the school is headed by the dean of the school;
- 5.5. The academic council of the school is authorized if more than half of the list of members of the council is present.
- 5.6. The decision at the academic council is made by the majority of the votes of the attendees;
- 5.7. The meeting of the academic council of the school is usually held once a month, unless otherwise decided by the dean of the school.
- 5.8. The decision of the academic council of the school is formed by the appropriate protocol, which is signed by the dean of the school and the secretary of the meeting.
- 5.9. Academic council of the school:

- 5.9.1 In coordination with the Quality Assurance Service of the university, monitors the effectiveness of the work of academic staff and guest lecturers and develops appropriate recommendations to ensure a high standard of teaching quality;
- 5.9.2 Participates in the monitoring of students' academic performance and, in order to ensure the maximum quality, reacts to the various needs identified as a result of the monitoring, including in accordance with the individual requirements of the students;
- 5.9.3 Participates in determining the academic staff needed for the effective functioning of the school's educational programs and submits a recommendation proposal to the dean of the school;
- 5.9.4, As necessary, develops and submits to the Rector for approval those regulations related to the effective functioning of the school and quality management of the educational process, which are not defined by the internal university regulatory documents and do not contradict them;
- 5.9.5 Participates in the development of educational programs and their further development in accordance with the rules governing the educational process included in Chapter III "Rules and procedures for developing, approving, making changes and canceling educational programs";
- 5.9.6 In agreement with the dean of the school, develops and approves the curriculum of the relevant educational program and other rules related to the effective management of the educational process;
- 5.9.7 Considering the analysis of the recommendations of the Quality Assurance Service and the recommendations of the program head, discusses and approves the changes to be implemented in the program;
- 5.9.8 Discusses the specific requirements of educational programs in the school and other related issues;
- 5.9.9 Participates and/or directs the educational process and scientific researches of the school;
- 5.9.10 Participates in the work of the admission commission and creates permanent and temporary working groups/commissions of the school;
- 5.9.11 Performs other rights and duties assigned to it by regulatory acts.

## **Article 6. Dean of the school**

- 6.1 The school is headed by the school dean, who is appointed and dismissed by the rector of the university.
- 6.2 The dean of the school is appointed to the position for a period of 4 years. It is possible to re-appoint him to the position by the decision of the rector.
- 6.3 Dean of the school:
  - 6.3.1 Ensures the effective course of educational and scientific activities of the school;
  - 6.3.2 Directs the work of the academic council of the school;
  - 6.3.3 In agreement with the academic council of the school, develops the concept of school development in accordance with the strategic development plan of the university;
  - 6.3.4 Develops educational programs together with the academic council of the school and submits them to the academic council of the university for consideration;
  - 6.3.5 In agreement with the university administration, participates in the development of the annual budget, which is submitted to the rector for approval;
  - 6.3.6 Taking into account the university's human resources management policy and in agreement with the administration, participates in determining the amount of remuneration of academic and invited staff;

- 6.3.7 Participates in the academic personnel selection procedures defined by internal university regulatory documents;
- 6.3.8 In accordance with the internal university regulatory documents and the human resources management policy of the university, participates in the development of job descriptions of academic, invited and relevant administrative personnel;
- 6.3.9 Is responsible for the activities of school employees and management of all structural units within the school;
- 6.3.10 Is responsible for the targeted use of educational program budgets;
- 6.3.11 Participates in the work of the academic council of the university;
- 6.3.12 Is responsible for the maintenance of the main means and material assets in the use of the school;
- 6.3.13 Performs other rights and duties assigned to him by internal university regulatory documents.

## **Article 7. School personnel**

7.1. The school personnel consists of:

- 7.1.1. The dean of the school;
- 7.1.2. The deputy dean of the school (if any);
- 7.1.3. The heads of the educational program;
- 7.1.4. Academic staff;
- 7.1.5. Invited staff;
- 7.1.6. The school's administrative staff.

7.2. School personnel carry out their activities in accordance with the internal university regulatory documents and the functions defined by their job description.

## **Article 8. Head of Educational Programs**

- 8.1 The head of the educational program represents the academic staff of the University. The knowledge and experience necessary for the development of the program in accordance with the program level shall be confirmed by the relevant education, practical experience and/or scientific papers of the field.
- 8.2 The head of the program participates in the evaluation and development of the educational program, is involved in the implementation of the educational program, consulting students, various events planned within the program.
- 8.3 The head of the program is responsible for the compliance of the educational program with the university and accreditation requirements. In addition, the head of the program is responsible for the compliance of the educational program with the requirements of the labor market/employer and local and international best practices.
- 8.4 The Head of the Educational Program, together with academic and invited staff, develops an educational program, including syllabuses and other documents provided for in relation to educational programs with university and accreditation requirements. In coordination with the Quality Assurance Service and other interested persons, review and prepare a draft amendment to the educational program and submit it to the Academic Council for review.
- 8.5 It is possible for the same academic staff of the university to be the head of more than one educational program, as well as an educational program can have more than one head.

- 8.6 The educational program may have an administrative head responsible for the administrative support of the educational program.
- 8.7 The head of the program (including the administrative supervisor) shall be appointed and dismissed by order Rector, upon the recommendation of the Dean of the relevant school.
- 8.8 The head of the program is responsible to the Dean of the relevant school within the scope of his/her competence.
- 8.9 Head of the Program:
- 8.9.1 Ensures the implementation and development of the educational program(s) headed by him/her. In the case of a new educational program, the head of the program will ensure its preparation and further implementation;
  - 8.9.2 Responsible for the effective management of the educational program's learning process;
  - 8.9.3 Considers the results of a survey of students, alumni and other interested persons conducted by the Quality Assurance Service, as well as relevant advices and recommendations, and participates in the preparation of a draft amendment to the program;
  - 8.9.4 In coordination with the Quality Assurance Service of the University, participates in the planning and implementation of processes/resources assessment, results analysis and implementation of measures related to the effective implementation of the educational program;
  - 8.9.5 Periodically, in relation to the educational program/programs headed by him/her, studies local and international educational programs and prepares a draft amendment to the educational program on the basis of the analysis of best practices and submits them to the academic council of the relevant school in order to review;
  - 8.9.6 Periodically, in relation to the educational program/programs headed by him/her examines the requirements of the labour market/employer and prepares a draft amendment to the educational program on the basis of the obtained results and submits them to the academic council of the relevant school in order to review;
  - 8.9.7 The Head of the Master's Education Program, taking into account internal university regulatory documents, participates in the process of preparing and evaluating master's theses;
  - 8.9.8 The Head of the Doctoral Education Program, taking into account internal university regulatory documents, participates in the process of preparing and evaluating dissertation papers;
  - 8.9.9 Consults students on planning the learning process and improving learning outcomes;
  - 8.9.10 In case of student application, participates in the development of an individual curriculum;
  - 8.9.11 Provides students with relevant information regarding the implementation of the educational program;
  - 8.9.12 Communicate with the academic and invited staff involved in the program;
  - 8.9.13 In order to ensure the effective implementation of the educational program, develop and submit relevant proposals (allocation of material and technical means, procurement of literature and planning of educational-research events, etc.) to the administration of the school/university;
  - 8.9.14 Participates in the process of drafting the budget of the educational program;
  - 8.9.15 Participates in the process of accreditation of educational programs and the authorization of the university in accordance with his/her competence;
  - 8.9.16 In coordination with the Center for Student Support and Career Development, participates in the protection of students' rights and legitimate interests;
  - 8.9.17 Performs individual tasks of the Dean of the relevant school;
  - 8.9.18 Additional functions and duties of the head of the program can be determined by a job description.

**Article 9. Academic Personnel**

- 9.1. In accordance with Article 35 of the Law of Georgia on Higher Education, the academic staff includes:
- 9.1.1. Professor;
  - 9.1.2. Associate Professor;
  - 9.1.3. Assistant Professor;
  - 9.1.4. Assistant.
- 9.2. A person with a doctoral or equivalent academic degree may be elected to the position provided for by paragraph 9.1.1-9.1.3 of this article, and a doctoral student may be elected to the position of assistant.
- 9.3. In accordance with Article 35(5) of the Law of Georgia on Higher Education, a qualified person may also be elected on a professional basis, whose qualifications may be confirmed by professional experience, special training and/or publications, whose functions, qualification requirements and the procedure for appointment to the position, together with this provision shall be determined by the internal regulations of the University and the Human Resources Management Policy.
- 9.4. Academic staff participate in the assessment of the effectiveness of the work of the university administration in accordance with the overall regulatory acts of the University.

**Article 10. Invited Lecturers/Personnel**

- 10.1. The invited lecturers include personnel employed by the University on the basis of an hourly pay agreement and who carries out specific course/courses provided for by the curriculum of the educational program or participates in the process of preparing a student research paper as part and/or supervisor.
- 10.2. The invited staff will conduct their activities in accordance with the internal university regulatory documents and the functions and duties provided for by the relevant contract.
- 10.3. A relevant service agreement shall be concluded with the invited staff by the decision of the University.

**Article 11. Coordination of university schools with the Quality Assurance Service**

- 11.1. University schools, including the Dean/Deputy Dean of the School, Academic and Invited Staff, in coordination with the University Quality Assurance Service, participate in the assessment of the effectiveness of the implementation of the university's educational programs, including monitoring of students' academic performance and in the process of implementing other quality assurance tools established by the rules regulating the university learning process.

**Article 12. Coordination of schools with the Student Support and Career Development Center**

- 12.1. University Schools, Dean/Deputy Dean of the School Academic and Invited Staff, in coordination with the University Student Support and Career Development Center, participate in the protection of students' rights and legitimate interests and in the process of facilitating their career development, which is implemented under the rules/mechanisms for the protection of internal university regulatory documents, including students' rights and legitimate interests.

**Article 13. Coordination of the university administration with the schools of the university**

- 13.1. University schools in agreement with the administration carry out activities in the following main directions:

- 13.1.1. Preparation of a draft budget for the educational program;
- 13.1.2. Taking into account the marginal number of university students, planning a contingent of students for educational programs for the following year;
- 13.1.3. Participation in the determination of the procurement needs of goods and services within the needs of the school;
- 13.1.4. Using of fixed assets and material resources available in the school;
- 13.1.5. Other issues determined by internal university regulatory documents.

## §2 School of Governance

### Article 1. Status and scope of activity of the School of Governance

The School of Governance is an educational-scientific unit within the structure of the university, which implements educational programs of various levels as well as scientific research activities in the relevant field.

### Article 2. School of Governance structure

- 2.1. The school structure includes the following units:
  - 2.1.1. School governing bodies;
  - 2.1.2. Center for Local Self-Government;
  - 2.1.3. Cultural Heritage Center;
  - 2.1.4. Center for Environmental Protection and Development;
  - 2.1.5. other structural units of the school (if any).
- 2.2. School governing bodies are:
  - 2.2.1. Dean of the school;
  - 2.2.2. Deputy Dean (if any);
  - 2.2.3. Academic Board of the School.
- 2.3. Other structural units of the School of Governance are created by the Academic Board of the School, in agreement with the Dean, except if their creation results in additional budgetary costs.
- 2.4. The creation of new structural units of the school related to the allocation of additional budgetary expenses shall be carried out only with the consent of the university administration and by the decision of the Rector.
- 2.5. 2.1.2.-2.1.5 of this article. The activities of the structural units determined by the paragraphs shall be carried out by the relevant representatives of the school staff, based on the decision of the academic board of the school, in accordance with the procedure determined by the Board. This activity of the school staff is carried out without additional pay.

### Article 3. Center for Local Government

- 3.1. The Center for Local Government is a structural unit of the School of Governance, which was established to provide consultations for the local governments and to conduct scientific and academic activities.
- 3.2. The activities of the Center for Local Government shall be carried out by the relevant staff of the School of Governance, based on the decision of the Academic Council of the School.

3.3. The goals of the Center for Local Government are:

- 3.3.1. Cooperation with organizations working on local government issues with the participation of students and academic staff by researching processes related to decentralization of governance and developing recommendations in practical activities;
- 3.3.2. Develop and implement training courses for relevant managers within the framework of cooperation with local governments by Ensuring the involvement of the academic staff and students of the university in the process, including internships and other forms.

#### **Article 4. Cultural Heritage Center**

4.1. The Cultural Heritage Center is a structural unit of the School of Governance, which aims to ensure the involvement of the academic staff and students of the university in the following activities:

- 4.1.1. Promoting the protection of cultural heritage;
- 4.1.2. Cooperation with central and local government bodies, business sector and non-governmental organizations for the protection of cultural heritage;
- 4.1.3. Implementation of informational, educational and cultural programs to raise the quality of civic awareness and responsibility;
- 4.1.4. Presenting the problems in the field of cultural heritage, conducting research activities, developing recommendations and initiating issues that will contribute to improving the quality of protection of cultural heritage.

#### **Article 5. Center for Environmental Protection and Development**

- 5.1. The Center for Environmental Protection and Development is a structural unit of the School of Governance that aims to engage university staff and students in promoting environmental sustainability research and public policy refinement by developing modern and innovative alternatives.
- 5.2. The objective of the Center for Environmental Protection and Development is to promote the involvement of the University and students in the development of multidisciplinary environmental studies, problem-oriented policy models, and the introduction of modern and effective governance principles.
- 5.3. Within the framework of the set goals and objectives, the Environmental Protection and Development Center carries out activities in the following directions:
  - 5.3.1. Consultancy and analytical activities – cooperation with local and international organizations and implementation of development programs;
  - 5.3.2. Conducting academic and applied research – preparation of development scenarios and researches based on the innovative approaches and local needs;
  - 5.3.3. Raising awareness – by conducting training courses and other educational events for public, private and civil sector representatives;
  - 5.3.4. Organizing a policy dialogue platform – facilitating public, private and civic cooperation and ensuring dialogue and discussion of the parties based on the interests of the country's sustainable development.

### **§3 Caucasus School of Journalism and Media Management**

### **Article 1. Status and field of activity of the Caucasus School of Journalism and Media Management**

The Caucasus School of Journalism and Media Management is an educational-scientific unit within the structure of the university, which implements educational programs of various levels as well as scientific research activities in the relevant field.

### **Article 2. Structure of the Caucasus School of Journalism and Media Management**

- 2.1. The structure of the Caucasus School of Journalism and Media Management includes the following units:
  - 2.1.1. School governing bodies;
  - 2.1.2. Student Media;
  - 2.1.3. other structural units (If any).
- 2.2. The governing bodies of the Caucasus School of Journalism and Media Management are:
  - 2.2.1. Dean of the school ;
  - 2.2.2. Deputy Dean (if any);
  - 2.2.3. Academic Board of the School.
- 2.6. The Academic Board of the Caucasus School of Journalism and Media Management, in agreement with the Dean, creates other structural units of the school, except if their creation results in additional budgetary costs.
- 2.7. The creation of new structural units of the Caucasus School of Journalism and Media Management related to the allocation of additional budgetary expenses shall be carried out only with the consent of the University Administration and by the decision of the Rector.
- 2.8. 2.1.2.-2.1.3 of this article. The activities of the structural unit determined by sub-paragraph shall be carried out by the relevant representatives of the school staff, on the basis of a decision of the academic board of the school, in accordance with the procedure determined by the Board. This activity of the school staff is carried out without additional pay.

### **Article 3. Student Media**

- 3.1. Student Media is a structural unit of the Caucasus School of Journalism and Media Management, which works to provide practical trainings to students by using of the student "website" and other media communication outlets;
- 3.2. Student media is responsible for organizing the content creation of the student website and other media outlets used in the teaching process, their continuous work and the accuracy of information posted in the student media.

## **§4 School of Law and Politics**

### **Article 1. Status and field of activity of the School of Law and Policy**

The School of Law and Politics is an educational-scientific unit within the structure of the university, which implements educational programs of various levels as well as scientific research activities in the relevant field.

### **Article 2. School of Law and Policy Structure**

- 2.1. The structure of the School of Law and Politics includes the following units:

- 2.1.1. School governing bodies;
- 2.1.2. Center for Policy Studies;
- 2.1.3. If there are other structural units.
- 2.2. The governing bodies of the School of Law and Policy are:
  - 2.2.1. Dean of the school;
  - 2.2.2. Deputy Dean (if any)
  - 2.2.3. Academic Board of the School.
- 2.3. The Academic Board of the School of Law and Politics, in agreement with the Dean, creates other structural units of the school, except if their creation results in additional budgetary costs.
- 2.4. The creation of new structural units of the School of Law and Politics related to the allocation of additional budgetary expenses shall be carried out only with the consent of the university administration and by the decision of the Rector.
- 2.5. The activities of the structural units determined by paragraph 2.1.2-2.1.3 of this article shall be carried out by the relevant representatives of the school staff, on the basis of a decision of the Academic Board of the School, in accordance with the procedure determined by the Board. This activity of the school staff is carried out without additional pay.

### **Article 3. Policy Research Center**

- 3.1. The Policy Research Center is a structural unit of the School of Law and Politics, designed to conduct scientific and academic activities about domestic and foreign policy of Georgia.
- 3.2. The activities of the Center shall be carried out by the relevant personnel of the school, based on the decision of the academic board of the school.
- 3.3. The goals of the Policy Research Center are:
  - 3.3.1. Consultancy and analytical activities, cooperation with local and international organizations, implementation of development programs and ensuring student's engagement into these programs;
  - 3.3.2. Conducting academic and applied research and ensuring student's engagement into this research;
  - 3.3.3. Encouraging conducting of joint research by the students and professors;
  - 3.3.4. Promote dialogue and discussion on various important foreign and domestic political issues.

## **§5 School of Social Sciences**

### **Article 1. Status of the School of Social Sciences**

The School of Social Sciences is an educational-scientific unit of the University, which carries out educational programs of various levels from the field of social sciences as well as scientific and research activities in the relevant field.

### **Article 2. Structure of the School of Social Sciences**

- 2.1. The structure of the School of Social Sciences includes the following units:
  - 2.1.1. School governing bodies;
  - 2.1.2. If there are other structural units (if any).

- 2.2. School governing bodies are:
- 2.2.1. Academic Board of the School;
  - 2.2.2. Dean of the school;
  - 2.2.3. Deputy Dean (if any);
  - 2.2.4. Dissertation Council.
- 2.3. The Dissertation Council of the School of Social Sciences (hereinafter referred to as the Dissertation Council) is composed of the academic staff of various fields of the University, it can also include persons with a doctoral or an equivalent academic degree. The composition of the Dissertation Council, including the chairperson of the Dissertation Council, shall be approved by the Rector of the University upon the recommendation of the Dean of the School of Social Sciences.
- 2.4. The rules for the formation of the Dissertation Council and its activities, the formation of the Dissertation Commission and its activities, establish the rules for extracting, suspending the status of a student on doctoral education programs, termination, mobility and study, and other issues related to the performance of the staff implementing doctoral education programs are regulated by Dissertation Council of the School of Social Sciences and Doctorate Regulations of N(N)LE GIPA- Georgian Institute of Public Affairs.
- 2.5. Dissertation Council of the School of Social Sciences and Doctorate Regulations of N(N)LE GIPA- Georgian Institute of Public Affairs shall be developed by the Academic Council of the School of Social Sciences and shall be submitted to the Rector of the University for approval.
- 2.6. Other structural units of the School of Social Sciences are created by the academic board of the school, in agreement with the Dean, except if their creation leads to additional budget costs.
- 2.7. The creation of new structural units of the School of Social Sciences related to the allocation of additional budgetary expenses shall be carried out only with the consent of the university administration and by the decision of the Rector.
- 2.8. The activities of the structural units of the school determined by sub-paragraphs 2.1.2 of this article shall be conducted by the relevant representatives of the school staff, on the basis of a decision of the academic board of the school, in accordance with the procedure determined by the Board. This activity of the school staff is carried out without additional pay.

## **Chapter V. Other structural units of the university**

### **Article 1. Other structural units of the university**

- 1.1. Other structural units of the university include:
- 1.1.1. Administration;
  - 1.1.2. Research Department
  - 1.1.3. Quality Assurance Service
  - 1.1.4. Center for Trainings and Consultation;
  - 1.1.5. Internatinal Relations Service;
  - 1.1.6. Department of Rural Development and Vocational Education.
  - 1.1.7. Data Protection Officer

### **§ 1. Research Department**

### **Article 1. Status and goals of the Research Department**

The Department of Research is a structural unit of the university, which promotes the ongoing scientific and research activities within the university, ensures the involvement of university students, academic staff and representatives of schools, as well as other interested persons in the scientific and research processes, supports their scientific, research and consulting activities and facilitates the publication of scientific-research papers and articles.

### **Article 2. Functions and tasks of the research department**

2.1. The functions and tasks of the Research Department are:

- 2.1.1. Conducting effective research activities in the university and ensuring the involvement of university academic staff and students in scientific research activities;
- 2.1.2. In agreement with the rector and the administration, organization of conducting research grant contests and selection of projects to be financed within the framework of the university;
- 2.1.3. Providing appropriate consultations and other support for university academic staff and students to participate in the internal grant competition announced by the university;
- 2.1.4. Monitoring the implementation of the grant research project and the of the goals set by the project and controlling the targeting of funding within the project;
- 2.1.5. Within the scope of competence, providing consultations and any other support for the university's academic staff and students in order to obtain funding for research activities from various organizations;
- 2.1.6. Production of university scientific-academic magazine and organization of publication of works and publications of student and academic staff in it;
- 2.1.7. Monitoring of the research activities carried out by the academic staff of the university and preparation of relevant reports;
- 2.1.8. Organization of the implementation of joint research projects with foreign universities and the publication of relevant works (articles, conference materials, etc.) both in the electronic journal of the university and in internationally refereed journals;
- 2.1.9. Discussion of issues of participation of university academic staff and students in international scientific-research conferences and other events within the approved budget;
- 2.1.10. Developing various scientific research projects in cooperation with university schools, preparing/conducting scientific conferences and seminars, participating in the development of international scientific cooperation;
- 2.1.11. Other goals and objectives of the research department are defined in accordance with the internal regulatory documents and the strategic development document of the university.

### **Article 3. Structure of the Research Department**

3.1. The structure of the research department includes the following units:

- a) Management bodies of the research department;
- b) Policy Evaluation Center;
- c) Scientific Journal“ Politics and Democratization“;
- d) Library;

e) Other structural units of the department, if any.

3.2. Management bodies of the Research Department are:

- a) Head of Research Department;
- b) Scientific Council of the Research Department.

3.3. Other structural units of the Research Department may be created by the Scientific Council of the Research Department, based on the approval of the head of the Research Department, unless their creation causes additional budgetary costs.

3.4. New structural units of the Research Department, the creation of which is associated with additional budget costs, are implemented only with the approval of the university administration and the decision of the rector.

#### **Article 4. Head of the Research Department**

4.1. The research department is represented and managed by the head of the research department, who is appointed and dismissed by the order of the rector of the university;

4.2. The head of the research department manages the activities of the department in agreement with the rector of the university, and he agrees with the head of the university administration/chancellor regarding the administrative issues, including the financing of grant competitions.

4.3. Exercises the powers defined by the job description and common internal university regulatory documents and ensures the efficient operation of the department.

#### **Article 5. Scientific Council of the Research Department**

5.1. The Scientific Council of the Research Department is a representative body headed by the Head of the Research Department.

5.2. The scientific council consists of representatives of the academic staff of the university, whose composition is determined by the principle of proportional representation of schools, based on the submission of the research department and approved by the order of the rector,

5.3. The session of the Scientific Council is authorized to make a decision by the majority of its members.

5.4. The main functions of the Scientific Council are:

- 5.4.1. Reviewing the grant proposals submitted within the framework of the grant-scientific competition announced by the Research Department and making appropriate decisions;
- 5.4.2. Monitoring the production of the scientific journal of the university, evaluating the functioning of the journal and participating in management issues;
- 5.4.3. Developing and submitting to the rector for approval those regulations related to the effective functioning of the department and quality management of the research process, which are not defined by the general university regulatory acts and do not contradict them.
- 5.4.4. Implementation of other powers determined by this regulation, common university regulatory acts and university strategy.

#### **Article 6. Policy Evaluation Center**

6.1 The Policy Evaluation Center is a structural unit within the Department of Research and its purpose is to promote the strengthening of the research component in the university in the direction of public policy.

6.2 The main function of the Policy Evaluation Center is:

6.2.1 To prepare research/evaluation and relevant recommendations in the field of public administration on his own initiative or by order of interested persons, as well as to provide training and consulting activities based on specific needs;

6.2.2 To ensure the assessment of socio-economic reforms and current policies in various areas of public administration in the country and abroad, and, for their analysis, hold and organize discussions/academic meetings to discuss them, as well as involve students and academic staff in their discussion;

6.2.3 Preparation of proposals for the Scientific Council in order to finance research in the field of public administration;

6.2.4 Facilitating the existence of a competitive research environment in the university, developing the culture of public policy essay writing in accordance with international standards;

6.2.5 Identifying the needs of research and evaluations to be performed in cooperation with the public sector and involving academic staff and students in the said process.

6.3 The policy Evaluation Center is represented and managed by the head of the Policy Center, who is appointed and dismissed by the decision of the university rector;

6.4 The head of the Policy Evaluation Center participates in the activities of the department in agreement with the rector of the university, and in connection with administrative issues, including the issues of financing grant competitions, he agrees with the university administration.

6.5 The head of the Policy Evaluation Center exercises the powers defined by the job description and general university regulatory acts and the university strategy and ensures the effective operation of the department.

#### **Article 7. University library**

7.1. The University Library is a structural unit within the Research Department, the head of which is accountable to the head of the department.

7.2. The university library performs educational-scientific and cultural-informational functions.

7.3. In order to effectively carry out educational and research processes in the university, the library is equipped with a book fund and all necessary material and technical means.

7.4. The head of the library is responsible for the smooth operation of the library and the maintenance of the library resources, as well as the periodic updating of the library resources.

7.5. The university library conducts its activities in accordance with the present regulation, "Rules for using the library of NNLE GIPA-Georgian Institute of Public Affairs " and other internal university regulatory documents.

#### **Article 8. Objectives of the University Library**

8.1 The main goals of the university library are:

8.1.1. To support the educational, scientific and research processes in the university;

- 8.1.2. Formation of the library fund taking into account the educational programs of the university and the requirements of the readers;
- 8.1.3. Protection of the library fund, accounting, processing in an appropriate manner, creation of reference and search tools and their use in accordance with the standards in force in the library field;
- 8.1.4. Providing readers of the university library with the information and library resources they need;
- 8.1.5. Periodic study, inspection, analysis of the library fund and planning and implementation of relevant measures based on it;
- 8.1.6. Organization of the fund of scientific-research works performed at the university;
- 8.1.7. Developing the rules for using the library and, if necessary, initiating changes to them;
- 8.1.8. Ensuring the involvement of the university in international electronic library networks;
- 8.1.9. Creation of basic reference documents describing the library's activities and promotion of their implementation and dissemination;
- 8.1.10. Transferring of the book fund for temporary use to university students and staff;
- 8.1.11. Monitoring the book fund transferred for temporary use and taking appropriate measures in case of violation of the obligation by the student/staff of the university;
- 8.1.12. Ensuring receipt of books in the library, processing and their registration in electronic catalogs.

#### **Article 9. University library staff and their functions and duties**

- 9.1 The staff of the University Library consists of the head of the library and the librarian(s).
- 9.2 The head of the library and the library staff are appointed and dismissed by the rector of the university.
- 9.3 The functions and duties of the head of the library include:
  - 9.3.1 Distribution of functions and duties among library staff;
  - 9.3.2 Control of timely and efficient performance of work by employees;
  - 9.3.3 Periodical preparation of a report on the activities of the library and submission of it to the head of the Research Department;
  - 9.3.4 In agreement with the persons specified in clauses 10.5-10.7 of Article 10, to make a decision on approval or refusal to approve the purchase of the presented library resource. In case of satisfaction, organizing the purchase of the relevant library resource.
  - 9.3.5 Control of the operation of electronic databases and databases and determination of their quality compliance with the requirements of students and academic/visiting/administrative staff;
  - 9.3.6 Performing of other activities necessary to ensure the efficient functioning of the University Library.
  - 9.3.7 Additional function-duties of the head of the library can be established on the basis of the labor contract signed with him.
- 9.4 The librarian's function and duties include:
  - 9.4.1 Providing access to library resources for university students and staff;
  - 9.4.2 Registration and sorting of library resources, including in the electronic database;
  - 9.4.3 Participation in processes related to the acquisition of new library resources;
  - 9.4.4 Advising readers on issues related to using the library.
  - 9.4.5 Conduct of other activities necessary to ensure the efficient functioning of the University Library.

9.4.6 Additional function and duties of the librarian can be established on the basis of the labor contract signed with him.

#### **Article 10. Updating of library resources and services**

- 10.1. Taking into account the requirements of the university staff and students, the university constantly takes care of updating and improving library resources and services.
- 10.2. The University, in order to study satisfaction with library resources and services, periodically conducts a survey of students and staff.
- 10.3. Based on the results of the research, the head of the library, in agreement with the head of the Research Department of the university and the Quality Assurance Service, (if necessary with the involvement of other structural units/persons of the university) plans the relevant activities (if such a need is identified).
- 10.4. University staff and students have the right to apply to the head of the library with a reasoned application and ask to purchase a specific library resource.
- 10.5. The head of the library, in agreement with the head of the relevant educational program, considers the submitted substantiated application and makes a decision to approve or refuse to approve the purchase of the presented library resource.
- 10.6. In the event that the purchase of a library resource is related to a vocational educational program, the head of the library makes a decision regarding its purchase in agreement with the head of the relevant educational program.
- 10.7. In the event that the purchase of a library resource is related to the trainings organized by the University Training and Consultation Center (hereinafter referred to as the Center), the head of the library makes a decision regarding its purchase in agreement with the head of the center.
- 10.8. Priority is given to the purchase of such library resources that will be used as basic literature within the educational program/vocational educational program, trainings, or contribute to the integration of research results in this direction into the educational process.
- 10.9. Based on the decision on the purchase of the library resource, in agreement with the persons stipulated in the clauses 10.5.-10.7 of this article, the head of the library ensures the organization of the library resource search and purchase procedure.
- 10.10. The library employee processes the purchased library resource in accordance with the library rule, places it on the appropriate shelf and displays information about it in the library catalog.

#### **Article 11. Electronic scientific journal "Politics and Democratization"**

11.1 The purpose of the electronic journal "Politics and Democratization" is to promote the strengthening of the research component in the university and the dissemination and internationalization of the results obtained on the basis of scientific research.

11.2 The Journal of Politics and Democratization (JPD) is a new, interdisciplinary, peer-reviewed, English-language electronic journal, which was created within the framework of the existing partnership between Troy University (USA) and Gipa - Georgian Institute of Public Affairs.

11.3 The main function of the electronic scientific journal "Politics and Democratization" is:

11.3.1 To promote the publication of works created on the basis of scientific research, on issues of security, democratization, international law, theories of international relations, regional studies.

11.3.2 To provide review of papers submitted for publication in the electronic scientific journal and search for appropriate expert resources.

11.3.3 Assist in the editing of papers submitted for publication in an electronic journal.

11.3.4 To administer the electronic page of the scientific journal and organize issues related to its operation.

11.3.5 To promote the existence of a competitive research environment in the university, to develop the culture of writing scientific publications corresponding to international standards, and in order to increase the research potential of the university, take care to involve the academic staff in the mentioned process. If necessary, for the purpose of funding research, prepare appropriate proposals for submission to the Scientific Council of the Research Department.

11.4 The electronic scientific journal "Politics and Democratization" is represented and managed by the head of the electronic journal, who is appointed and dismissed by the decision of the rector of the university;

11.5 The head of the electronic scientific journal "Politics and Democratization" manages the activities of the electronic journal in agreement with the rector of the university, and coordinates administrative issues with the university administration.

11.6 The head of the electronic scientific journal "Politics and Democratization" exercises the powers defined by the job description and general university regulatory acts and the university's strategy and ensures the effective operation of the journal.

## **§ 2. Quality Assurance Service**

### **Article 1. Quality Assurance Service**

1.1. This Article defines the objectives, accountability, structure, functions, and other matters related to the activities of the University Quality Assurance Service.

1.2. The University Quality Assurance Service constitutes a structural unit of the University and conducts its activities in accordance with the legislation and subordinate normative acts of Georgia, this Regulation, and other internal institutional regulatory documents.

### **Article 2. Purpose of the Quality Assurance Service**

2.1. The purpose of the Quality Assurance Service is to ensure the establishment and continuous development of internal quality assurance mechanisms within the University, as well as compliance - at both national and international levels with external quality assurance standards applicable to the University and its educational programmes.

2.2. The purpose of the Quality Assurance Service further includes the periodic evaluation of the effectiveness of teaching and learning, research (the assessment of research quality is carried out by the Quality Assurance Service in coordination with the Research Department), and university processes; the analysis of the outcomes of such evaluations; and, based on these outcomes, the facilitation of subsequent institutional development processes

- 2.3. The Quality Assurance Service also aims, in coordination with relevant structural units of the University, to identify the professional development needs of academic and invited staff - including the enhancement of pedagogical competencies aligned with modern teaching methods and to contribute to the implementation of activities supporting such development.

### **Article 3. Accountability and Structure of the Quality Assurance Service**

- 3.1. The Quality Assurance Service is headed and its activities directed by the Head of the Service, who is appointed to and dismissed from the position by the Rector of the University. The Head of the Quality Assurance Service operates within the framework of internal regulatory documents of the University and performs duties in accordance with this Regulation, the job description, and specific instructions issued by the Rector.
- 3.2. The Quality Assurance Service is represented at both the central level and the level of major educational units/schools.
- 3.3. At the central level, the University Quality Assurance Service consists of the Head of the Quality Assurance Service and the Quality Assurance Manager. At the level of major educational units/schools, the Quality Assurance Service is represented by the Quality Assurance Coordinators of the School of Governance, the Caucasus School of Journalism and Media Management, the School of Law and Politics, and the School of Social Sciences (hereinafter referred to as the “School Quality Assurance Coordinators”).
- 3.4. Within the scope of their respective competencies, the Quality Assurance Manager and the School Quality Assurance Coordinators are accountable to the Head of the Quality Assurance Service and operate in accordance with the University’s internal regulatory documents. They perform their duties pursuant to this Regulation, their respective job descriptions, and specific assignments issued by the Head of the Quality Assurance Service.
- 3.5. The School Quality Assurance Coordinators constitute an integral part of the University-wide, unified Quality Assurance system.
- 3.6. The University Quality Assurance Service, in the performance of its functions, is accountable to the Rector of the University.

### **Article 4. Functions of the University Quality Assurance Service**

- 4.1. The University Quality Assurance Service, with the involvement of students, alumni, University personnel, including program directors, and academic and invited staff engaged in educational programs, shall, in accordance with the University’s internal regulatory documents, monitor and evaluate the implementation of educational programs (both research and teaching components), assess satisfaction with University services, and develop recommendations and advice for identified areas requiring improvement.
- 4.2. At the central level, the functions and responsibilities of the University Quality Assurance Service include:
- 4.2.1. Developing and implementing quality assurance mechanisms aimed at improving the quality of teaching, learning, and research at the University;
  - 4.2.2. Participating in the development of internal regulatory documents related to the implementation of educational programs;

- 4.2.3. Collaborating with relevant bodies of foreign countries and their higher education institutions to develop quality assurance mechanisms, analyzing international experience, and promoting the integration of best practices into the University's operations;
  - 4.2.4. Participating in the development of new educational programs in accordance with internal regulatory documents;
  - 4.2.5. In coordination with the University's Research Department, assessing the quality of ongoing research and developing related recommendations and advice for improvement;
  - 4.2.6. Determining and evaluating the compliance of educational programs with accreditation standards;
  - 4.2.7. Organizing processes related to the planned accreditation of educational programs;
  - 4.2.8. Participating in the University's authorization processes for educational programs and other relevant areas;
  - 4.2.9. Participating in the determination of student intake quotas for educational programs;
  - 4.2.10. Coordinating with the National Center for Educational Quality Enhancement regarding the linguistic accuracy of higher and professional education certification documents;
  - 4.2.11. Preparing and initiating University correspondence and drafts of individual administrative and legal acts within the Service's competence;
  - 4.2.12. Interacting with bodies within the Ministry of Education and Science of Georgia, including monitoring the provision of information as required by Georgian legislation and internal regulatory documents (questionnaires, Rector's orders, and other documents);
  - 4.2.13. Studying students' satisfaction with the University's material, technical resources, and services, and preparing corresponding reports;
  - 4.2.14. Performing specific tasks assigned by the Rector of the University;
  - 4.2.15. Performing other functions and responsibilities provided for in the University's internal regulatory documents.
- 4.3. At the school level, the functions and responsibilities of the School Quality Assurance Coordinators include:
- 4.3.1. Evaluating the educational programs of the relevant School in accordance with internal regulatory documents, including rules regulating the educational process, and, based on the analysis of obtained results and in coordination with the central Quality Assurance Service, preparing recommendations and advice for further program improvement, including:
    - 4.3.1.1. Anonymous course, lecturer, and self-assessment questionnaires completed by students;
    - 4.3.1.2. Analysis of focus-group results conducted with students and alumni;
    - 4.3.1.3. Monitoring and assessment of students' academic performance;
    - 4.3.1.4. Anonymous questionnaires completed by master's students assessing the supervisor's guidance;

- 4.3.1.5. Questionnaires completed by master's supervisors evaluating the student's work on the master's thesis;
- 4.3.1.6. Questionnaires completed by doctoral students evaluating the supervisor and the dissertation process (during and after completion of the dissertation);
- 4.3.1.7. Questionnaires completed by dissertation supervisors evaluating the doctoral student's work on the dissertation.
- 4.3.2. Participating in the development of new educational programs in accordance with internal University regulatory documents.
- 4.3.3. Providing relevant consultations to University personnel within the scope of their competence regarding student mobility, credit recognition, and determination of program compatibility.
- 4.3.4. Providing consultations to University personnel, within the scope of their competence, on the preparation of higher and professional education certification documents, including diplomas and diploma supplements.
- 4.3.5. Determining and evaluating the compliance of the School's educational programs with the requirements set by accreditation standards.
- 4.3.6. Participating in processes related to the scheduled accreditation of educational programs.
- 4.3.7. Participating in the University's authorization processes for educational programs and other relevant areas.
- 4.3.8. Performing specific tasks assigned by the Head of the University Quality Assurance Service.

### **§ 3. Center for Trainings and Consultations**

#### **Article 1. Goals and objectives of the training and consultation center**

- 1.1. The Center for Trainings and Consultations is a structural unit of the University, the purpose of which is to plan and implement short-term certificate educational programs, to conduct/provide corporate trainings and consultations for various organizations;
- 1.2. The main directions of the training and consultation center are:
  - 1.2.1. Certificate programs;
  - 1.2.2. Corporate trainings;
  - 1.2.3. Consulting services;
  - 1.2.4. Organizing summer schools together with various partner universities;
  - 1.2.5. Implementation of various projects, both independently and together with university schools and other structural units.
- 1.3. Within the scope of the activities defined by the first paragraph of this article, it cooperates with representatives of the private and public sector, as well as with non-governmental and international organizations.

1.4. Develops and submits to the rector for approval the regulations necessary for the effective functioning of the training and consultation center (if needed), which are not defined by the internal university regulatory documents and do not contradict them.

## **Article 2. Management and activities of the Training and Consultation Center**

2.1. The training and consultation center is headed by the head of the training and consultation center, who is appointed and dismissed by the rector of the university.

2.2. The staff of the training and consultation center consists of coordinators of various programs, as well as guest lecturers with whom the university cooperates on the basis of the relevant agreement.

2.3. Head and employees of the Training and Consultation Center:

2.3.1. Together with the invited staff and coordinators, he/she will develop the concept of trainings, which he/she will present to the rector of the university for agreement.

2.3.2. Manages the administrative activities of the training and consultation center in agreement with the university administration, including the preparation of the budget project and its implementation;

2.4. The coordinator of the training and consultation center and invited staff are accountable to the head of the training and consultation center within their competence.

2.5. Additional functions and duties of the training and consultation center coordinator and invited staff are determined by their job descriptions.

## **§ 4 International Relations Service**

### **Article 1. Status and goals of the International Relations Service**

1.1 The International Relations Service is a structural unit of the university, which conducts its activities in accordance with the present regulations and internal university regulatory documents.

1.2. The purpose of the International Relations Service is:

1.2.1 Establishing close cooperation with foreign higher educational institutions and organizations related to educational activities;

1.2.2 Promoting the integration of students, academic and administrative staff in the international educational space through the implementation of exchange programs, joint studies, conferences and other educational activities with higher educational institutions of foreign countries;

1.2.3 Strengthening the international professional network, planning and participating in the implementation of projects and activities necessary for the further development of the university in coordination with the university's schools and other structural units;

1.2.4 Coordinated work with structural units of the university in terms of implementation of current projects in the university, potential projects and fundraising.

1.3. The International Relations Service is accountable to the Rector of the University.

### **Article 2. Main tasks and functions of the International Relations Service**

2.1. The main tasks and functions of the International Relations Service are:

- 2.1.1. In coordination with the university's schools and other structural units, internationalization of the university's activities and strengthening of international cooperation;
- 2.1.2. Establishing partnership relations with higher educational institutions of different foreign countries and organizations related to educational activities;
- 2.1.3. Signing of memorandums of mutual cooperation and relevant agreements with higher educational institutions of foreign countries in various directions on the implementation of exchange programs, joint research, summer schools and other activities.
- 2.1.4. Planning/organizing visits abroad of students, administrative and academic staff;
- 2.1.5. Organization of candidates' selection for exchange programs together with university schools;
- 2.1.6. Providing consultations for students, academic, invited and administrative staff who wish to participate in exchange programs;
- 2.1.7. Attracting international academic/scientific personnel and working on their involvement in research and training processes;
- 2.1.8. Receiving information about educational and scientific programs in higher educational institutions of foreign countries and their dissemination within the university;
- 2.1.9. Close cooperation with diplomatic corps accredited in Georgia and international organizations, foundations, information centers;
- 2.1.10. Cooperation with various donor organizations with special framework programs for higher education operating in the region (including Erasmus+, Fulbright and others);
- 2.1.11. Organization of receiving and hosting delegations of partner higher educational institutions and scientific institutions;
- 2.1.12. Participation in the organization of international conferences, seminars and other educational-academic events within the university;
- 2.1.13. Conducting negotiations and cooperation with foreign higher educational institutions in the direction of joint programs and mixed education;
- 2.1.14. Performing individual tasks of the university rector

### **Article 3. Head and employees of the International Relations Service**

- 3.1 The International Relations Service is headed and its activities are directed by the head of the international relations service, who is appointed and dismissed by the rector.
- 3.2 The International Relations Service consists of the head of the International Relations Service and the coordinator of exchange programs.
- 3.3 The coordinator of exchange programs is accountable to the head of the International Relations Service within the scope of his activities.
- 3.4 Function of Head of International Relations Service and Coordinator of Exchange Programs duties are determined by their job descriptions.

## **§ 5 Department of Rural Development and Vocational Education**

**Article 1. Status and goals of the Department of Rural Development and Vocational Education**

1.1. The Department of Rural Development and Vocational Education is a structural unit of the University, which conducts its activities in accordance with the present regulations and internal university regulatory documents.

1.2. The main objectives of the Department of Rural Development and Vocational Education are:

1.2.1. Promotion of the development of the rural and agricultural sector.

1.2.2. Development of vocational education programs aligned with labor market needs and international standards.

**Article 2. Basic tasks and functions of the Department of Rural Development and Vocational Education**

2.1. For the promotion of rural and agricultural sector development, the Department shall ensure:

2.1.1. Cooperation with local and international donor organizations to support the formulation of sound rural development governance and policies.

2.1.2. Introduction of modern methods, raising awareness and educational levels, conducting training, and promoting public-private partnerships for the rural population.

2.2 For the development of vocational education programs aligned with labor market needs and international standards, the Department of Rural Development and Vocational Education shall ensure:

2.2.1. Creation, introduction, and implementation of competitive vocational education programs in cooperation with local and/or international donor organizations and experts.

2.2.2. Raising awareness and enhancing the qualifications of stakeholders involved in the implementation of vocational education programs, as well as ensuring competitive training for vocational students and facilitating their decent employment.

**Article 3. Head of the Department of Rural Development and Vocational Education**

3.1. The Department of Rural Development and Vocational Education is managed and its activities are directed by the head of the Department of Rural Development and Vocational Education, who is appointed and dismissed by the Rector of the University.

3.2. The head of the Department of Rural Development and Vocational Education leads the department's activities, acts within the framework of the present regulations and internal university regulatory documents.

3.3. The functions and duties of the head of the Department of Rural Development and Vocational Education are determined by his job description.

**Article 4. Employees of the Department of Rural Development and Vocational Education**

4.1. The Department of Rural Development and Vocational Education carries out its activities within the framework of various grant-funded projects through program coordinators, regional coordinators, an administrative assistant, and other support staff. Their remuneration is provided within the scope of the grant projects, on the basis of documentation confirming the hours worked, and in compliance with the requirements of donor organizations.

4.2. For the implementation of vocational education programs, the Department also includes the positions of Deputy Head of the Department, Vocational Program Head, Administrative Head of the

Program (where applicable), Vocational Education Quality Manager, EMIS Manager, and Student Coordinator(s).

4.3. Vocational education programs are delivered by vocational education teachers under a contract concluded with the University. Within their respective areas of competence, vocational education teachers are accountable to the Vocational Program Head and, where applicable, the Administrative Head of the Program.

4.4. The Vocational Program Head simultaneously acts as the implementer of the vocational modules within the program. The Program Head must demonstrate professional competence in the qualification field defined by the program. The Program Head is responsible for the content, quality, implementation, and further development of the program.

4.5. The Administrative Head of the Program may likewise serve as the implementer of vocational modules within the program. The Administrative Head participates in ensuring the quality of the program, overseeing its implementation and development, and facilitating the effective organization of the learning process.

4.6. The Vocational Program Head shall be appointed and dismissed by the Rector of the University upon the recommendation of the Head of the Department of Rural Development and Vocational Education.

4.7. The Administrative Head of the Program (where applicable) shall be appointed and dismissed by the Rector of the University upon the recommendation of the Head of the Department of Rural Development and Vocational Education.

4.8. Program Coordinators, Regional Coordinators, the Administrative Assistant, the Deputy Head of the Department, the Vocational Program Head, the Administrative Head of the Program (where applicable), the Vocational Education Quality Manager, the EMIS Manager, Student Coordinator(s), and other support staff, within the scope of their respective competences, are accountable to the Head of the Department of Rural Development and Vocational Education.

4.9. The duties and responsibilities of the Head of the Department, the Deputy Head of the Department, Program Coordinators, Regional Coordinators, the Administrative Assistant, the Program Head, the Administrative Head of the Program, the Vocational Education Quality Manager, the EMIS Manager, Student Coordinators, and other support staff shall be defined in their respective job descriptions.

## § 6 Data Protection Officer

### Article 1. Status and Objectives of the University's Data Protection Officer

1.1. The University's Data Protection Officer (DPO) constitutes a structural unit of the University and operates in accordance with the legislation of Georgia, including the Law of Georgia on Personal Data Protection, other legislative and subordinate normative acts, this Regulation, and other internal regulatory documents of the University.

1.2. The objective of the DPO's activities is to ensure compliance with personal data protection legislation and to demonstrate accountability in the course of personal data processing by the University.

## **Article 2. Fundamental Principles Governing the University's Data Protection Officer**

2.1. The activities of the University's DPO are guided by the principles of competence, independence, impartiality, accountability, and confidentiality.

2.2. In performing his/her functions, the DPO shall ensure adherence to the principles established by the Law of Georgia on Personal Data Protection - lawfulness, fairness, transparency, respect for the dignity of the data subject, purpose limitation, data minimisation, accuracy, storage limitation, and integrity and confidentiality - and shall also take into account the highest international standards and best practices in the field of data protection.

2.3. The University's DPO shall be a person with appropriate expertise in data protection, who acts independently in the performance of his/her duties and is accountable to the Rector of the University.

## **Article 3. Tasks and Functions of the University's Data Protection Officer**

3.1. For the purpose of ensuring personal data protection during data processing by the University, the DPO's tasks and functions include:

- 3.1.1. ensuring and monitoring compliance;
- 3.1.2. providing advice, information, and raising awareness;
- 3.1.3. cooperating with and representing the University before the Personal Data Protection Service.

3.2. In performing his/her assigned functions, the University's DPO shall:

- 3.2.1. within the scope of his/her competence, ensure that the University and its employees are informed and advised on matters related to data protection, including the adoption or amendment of internal regulatory acts, and provide methodological support;
- 3.2.2. participate in the development of internal regulations relating to data processing and in the preparation of data protection impact assessments;
- 3.2.3. monitor the University's compliance with Georgian legislation and its internal organisational documents, including data inventories, the identification of processing operations, and the preparation of documents (such as policies and other records);
- 3.2.4. review and issue relevant recommendations in relation to requests and complaints concerning data processing;
- 3.2.5. seek advice from the Personal Data Protection Service, represent the University in its relations with the Service, provide the Service with the required information and documents upon request, and coordinate and monitor the implementation of its instructions and recommendations;
- 3.2.6. ensure that, upon request of a data subject, information is provided on data processing

- activities and on the rights of the data subject;
- 3.2.7. ensure notification of the Personal Data Protection Service regarding incidents;
  - 3.2.8. with the aim of enhancing the University's data processing standards, carry out additional functions, including the detection and elimination of deficiencies in processing, conducting trainings, and informing structural units of the University about new developments;
  - 3.2.9. perform such additional functions and duties as may be defined in his/her job description.

## Chapter VI. University Administration

### Article 1. Status and goals of the university administration

- 1.1. The administration of the university is a structural unit of the university, which conducts its activities in accordance with the current legislation of Georgia, this regulation and internal university regulatory documents.
- 1.2. The purpose of the university administration is to ensure the management of administrative activities in the university, including budgeting and financial reporting, case management, planning of the educational process, and proper and effective functioning of other structural units and relevant directions within it.
- 1.3. The head of the university administration/chancellor is accountable to the rector within the framework of his activities.

### Article 2. Tasks and powers of the university administration

- 2.1. The main functions and tasks of the university administration are:
  - 2.1.1. Determination of the university's financial policy, implementation of the financial system, periodic updating in accordance with new standards and ensuring its functioning;
  - 2.1.2. Planning the unified (consolidated) budget of the university in accordance with the standards defined by the internal regulations and monitoring its implementation;
  - 2.1.3. Participation in the budget planning of educational programs in accordance with the standards defined by the bylaws and control of its execution;
  - 2.1.4. In order to evaluate the effectiveness of financial management and control, the effectiveness of information technology systems and other administrative activities, submitting proposals to the rector regarding the creation of an internal audit group and participating in the evaluation of management effectiveness;
  - 2.1.5. Managing the procurement process of goods and services within the university and making appropriate decisions;
  - 2.1.6. Production of accounting according to the standard established by the International Accounting Standards Commission (IASC);
  - 2.1.7. Implementation of financial reporting according to international standards (IFRS);
  - 2.1.8. Ensuring the processing and movement of correspondence and other documents in the university in accordance with the procedure established by the internal regulations;
  - 2.1.9. Planning, implementation and public relations of marketing and communication activities;

- 2.1.10. Organizational provision of various events to be held within the university, including discussions, conferences, public lectures and other events together with the relevant structural units of the university;
- 2.1.11. Involvement in issues of career support of students within the scope of competence;
- 2.1.12. Participation in the coordination of the activities of structural units of the university;
- 2.1.13. Ensuring proper functioning of the university's information technology system and its constant updating;
- 2.1.14. Coordination of legal issues related to the university's activities and participation in ensuring legal protection of its interests;
- 2.1.15. Participation in determining the number of places for students to be admitted according to educational programs;
- 2.1.16. Monitoring the performance of tasks within the competence of the university administration;
- 2.1.17. Performing individual tasks of the university rector in accordance with the activity.

### **Article 3. Head of Administration/Chancellor**

- 3.1 The activities of the university administration are managed and directed by the head of administration/chancellor.
- 3.2 The head of administration/chancellor is appointed and dismissed by the rector of the university.
- 3.3 The head of the administration/chancellor is accountable to the rector within his competence.
- 3.4 Head of Administration/Chancellor:
  - 3.4.1. Directs the financial activities of the university. Among them, carries out financial analysis, budget planning, control of its execution, relations with banking and financial organizations and determination of financial policy;
  - 3.4.2. Coordinates and agrees with the university procurement processes, carries out their supervision and constant monitoring, as well as determines the forms of procurement (tender, price quotation or negotiation with one person);
  - 3.4.3. Supervises and agrees on the use of university property and its disposal;
  - 3.4.4. Supervises the legal protection of the university's interests, also participates in the development of the university's internal regulatory documents and in the process of preparation for the university's authorization and accreditation;
  - 3.4.5. Leads the direction of information technologies of the university, which includes the proper functioning of the network and server infrastructure, as well as the student databases, the supervision of the updating of the information technology system, and others;
  - 3.4.6. Participates in and supervises the planning and implementation of public relations, marketing and communication activities;
  - 3.4.7. Distributes the duties of services and employees included in the administration and gives them relevant instructions, as well as supervises their activities;
  - 3.4.8. Performs other functions defined by internal university regulatory documents and individual tasks of the rector.

### **Article 4. Subdivisions/structural units included in the university administration**

4.1. For the purpose of effective functioning of the university administration and fulfillment of the rights and duties stipulated by this regulation, the administration includes the following structural units:

- 4.1.1. Public Relations and Marketing Service;
- 4.1.2. Human Resources Management Service;
- 4.1.3. Service of Planning and Management of Educational Process;
- 4.1.4. Student Support and Career Development Center;
- 4.1.5. Financial Service;
- 4.1.6. Information Technology Service;
- 4.1.7. Logistics and Security Service;
- 4.1.8. Case Management Service;
- 4.1.9. Lawyer;
- 4.1.10. Frontline Georgia.

#### **Article 5. Public Relations and Marketing Service**

5.1. The purpose of the public relations and marketing service is to ensure the dissemination and availability of clear, accurate, complete and objective information about the ongoing and planned processes at the university and access for different segments of the society by using various communication channels.

5.2. The activities of the Public Relations and Marketing Service are led by the Head of the Public Relations and Marketing Service, who is accountable to the Head of the University Administration/Chancellor within his competence.

5.3. The Public Relations and Marketing Service conducts its activities in accordance with the present regulation, " official website, social networks and other communication channels administration rules of NNLE Gipa – Georgian Institute of Public Affairs " and other internal university regulatory documents.

5.4. The main tasks and functions of the Public Relations and Marketing Department are:

- 5.4.1. Dissemination of official notices and announcements about current educational programs, short-term training courses, news and planned events and other activities within the university (distribution means its dissemination using the university's website, social networks, and other information means);
- 5.4.2. Planning and implementation of activities/events related to the activities of the university (open door day; so-called Welcome Party; so-called Graduation and other events);
- 5.4.3. Coordination of social media, which includes close relations with users of social networks, familiarizing them with the main directions of the university and constant provision of news;
- 5.4.4. Planning and implementation of image campaigns in order to develop and position the GIPA brand;
- 5.4.5. Preparation and distribution of information materials, press releases, videos and other means of information about the university's educational programs, current and planned events, news and future projects;
- 5.4.6. Organization of photo and video recording of various events held by the university and distribution through media outlets, social networks and website along with relevant press releases;
- 5.4.7. Planning and implementation of university marketing campaign. Determination of target groups, construction and implementation of advertising and marketing network;
- 5.4.8. Organizing/involvement in organizing separate activities in accordance with competence and planning and organizing interviews, briefings, press conferences and public meetings related to said activities;

- 5.4.9. Posting, updating and monitoring information on the university's website, social networks and other communication channels in accordance with the "NNLE Gipa -Georgian Institute of Public Affairs official website, social networks and other communication channels administration rules";
  - 5.4.10. Administration of the university blog;
  - 5.4.11. In cooperation with structural units of the university, using social networks and other means of communication, communicating on issues related to the university;
  - 5.4.12. Monitoring the information about the University disseminated in social networks and the Internet space (e.g. forums and blogs), responding to opinions, questions and other comments expressed about the University and, if necessary, preparing a periodic report;
  - 5.4.13. Preparation of the annual budget project of the Public Relations and Marketing Service in coordination with the head of administration/chancellor;
  - 5.4.14. Participation in university accreditation and authorization process according to competence;
  - 5.4.15. Performing separate tasks of the head of administration/chancellor.
- 5.5. Additional functions and duties of Public Relations and Marketing Service staff can be determined by their job description.

#### **Article 6. Human resources management service**

- 6.1. The Human Resources Management Service is a structural unit of the university that conducts its activities in accordance with the Georgian legislation, this regulation, "Human Resources Management Policy of NNLE GIPA -Georgian institute of Public Affairs" and other internal university regulatory documents.
- 6.2. The purpose of the Human Resources Management Service is to ensure the development and implementation of a unified policy focused on the development of human resources in the university, which ensures the best manifestation of the capabilities of the university staff, the protection of their labor rights and the fulfillment of obligations.
- 6.3. The purpose of the Human Resources Management Service is to attract, integrate and continuously develop human resources with appropriate qualifications in order to effectively fulfill the tasks defined by the strategic development and action plans of the university. The activities of the Human Resources Management Service are managed by the Head of the Human Resources Management Service, who is accountable to the Head of the University Administration/Chancellor within the scope of his competence.
- 6.4 The Human Resources Management Service conducts its activities in accordance with the present provision, "Human Resources Management Policy of NNLE GIPA\_ Georgian Institute of Public Affairs " and other internal university regulatory documents.
- 6.5 The functions and duties of the Human Resources Management Service are:
- 6.5.1. Preparation and periodic updating of the human resources management policy document, if necessary, in order to make targeted changes in it, preparation of recommendations;
  - 6.5.2. Organization of personal files of academic and administrative staff at the university and their periodic updating as needed;
  - 6.5.3. Announcing a competition for filling vacant positions in the university and conducting a full cycle of candidate selection;
  - 6.5.4. Registration of personnel documentation related to university personnel - appointment, dismissal, transfer, encouragement, use of disciplinary responsibility measures, orders on vacation and business trips and other documentation;

- 6.5.5. In coordination with the heads of the relevant structural units for each position in the university, developing job descriptions and, if necessary, periodically updating them, as well as preparing draft labor/service agreements to be signed with the university staff in coordination with the lawyer;
  - 6.5.6. Evaluation of the work performed by the university staff, as well as determination of satisfaction and need for services provided by the university to the staff in coordination with the Quality Assurance Service;
  - 6.5.7. Planning and implementation of measures promoting the professional growth of the university staff in coordination with the relevant structural units and the Training and Consultation Center;
  - 6.5.8. Participation in the preparation and updating of the regulatory document regarding the affiliation of academic staff with the university (including the affiliation agreement);
  - 6.5.9. Together with the head of the university's administration/chancellor and the lawyer, participation in the process of refining the bylaws;
  - 6.5.10. Establishing target marks in coordination with the relevant structural units regarding the academic staff involved in educational and research activities and the activities performed by them;
  - 6.5.11. In cooperation with the relevant structural units, periodically planning and organizing trainings/instructions for the purpose of retraining and raising the qualifications of administrative/support staff at the university;
  - 6.5.12. Regarding the university staff, processing and periodic updating of statistical information (academic, invited including professional education teacher, number of administrative and support staff, distribution of academic and scientific staff by age and gender, ratio of the number of academic and scientific staff to the number of administrative and support staff ; the ratio of the number of academic and visiting staff to the number of students; the ratio of the number of administrative staff to the number of students; and others);
  - 6.5.13. Participation in the authorization and accreditation process of the university within the scope of competence;
  - 6.5.14. Preparation of the annual budget project of the Human Resources Management Service in coordination with the head of administration/chancellor;
  - 6.5.15. Management of relations related to the labor activity of employees;
  - 6.5.16. Development and management of the personnel motivation system;
  - 6.5.17. Management of the adaptation process of new personnel;
  - 6.5.18. Performing separate tasks of the head of administration/chancellor.
- 6.6 Additional functions and duties of the staff of the Human Resources Management Service can be determined by the job description.

### **Article 7. Teaching Excellence Center**

- 7.1 The Teaching Excellence Center is a structural unit within the Human Resources Management Service, whose activities are managed by the Head of the Teaching Excellence Center.
- 7.2 The head of the Teaching Excellence Center is accountable to the head of the Human Resources Management Service within his competence.
- 7.3 The functions and duties of the Teaching Excellence Center are:
  - 7.3.1. Periodic survey of the academic/visiting staff of the university in order to determine their needs in the teaching and research direction;

- 7.3.2. Planning and implementation of professional development oriented trainings for university academic and invited staff (including vocational education teachers) in the direction of teaching and research (including supervision of master's/dissertation theses, reviewing, etc.);
  - 7.3.3. In order to ensure an inclusive environment in the educational and research process at the university, establishing cooperation with relevant organizations/specialists and, if necessary, organizing trainings/working meetings for the training of university personnel;
  - 7.3.4. In accordance with the need, planning/providing individual consulting services for university staff;
  - 7.3.5. Based on the recommendations of the Advisory Board of the Center for Teaching Excellence and needs research, developing the annual plan for the development of university staff;
  - 7.3.6. Performing separate tasks of the head of the Human Resources Management Service.
- 7.4 Additional functions and duties of the staff of the Teaching Excellence Center can be determined by the job description.

### **Article 8. Educational Process Management Service**

- 8.1. The Educational Process Management Service is a structural unit included in the university administration, which conducts its activities in accordance with this provision and internal university regulatory documents.
- 8.2. The activities of the Educational Process Management Service are led by the head of the Educational Process Management Service, who is accountable to the head of the university administration/chancellor within the scope of his competence.
- 8.3. The purpose of the Educational Process Management Service is to ensure the smooth and effective implementation of the educational process at the university.
- 8.4. The functions and duties of the educational process management service are:
  - 8.4.1. In coordination with the school administration, developing the project of the academic calendar of educational programs and submitting it to the rector of the university for approval;
  - 8.4.2. Exercising control over the execution of the orders received by the rector regarding the implementation of the educational process;
  - 8.4.3. Organization, coordination and monitoring of the process of registration at the university of persons wishing to continue their studies at the bachelor's/master's/doctorate educational programs;
  - 8.4.4. Ensuring the organization of activities provided for by the procedures established by internal university documents for enrollment in undergraduate/master's/doctorate educational programs;
  - 8.4.5. Administration of the process of signing agreements with students of undergraduate/master's/doctorate educational programs;
  - 8.4.6. In coordination with the school administration, determining the terms and rules of registration for internal and external mobility applicants, preparing a draft of the rector's order on registration, preparing information about vacant places announced for mobility;
  - 8.4.7. Coordination of the process of determining the number of places to be announced within the framework of internal and external mobility; checking and receiving applications and attached documentation of those wishing to enroll on the basis of mobility and recording and sending to schools/educational program heads;
  - 8.4.8. Participation in the credit recognition process of persons interested in continuing their studies at the university's educational programs within the framework of internal and external mobility; Also, in coordination with the International Relations Service, participation in the process of recognition of credits

and received evaluations of the educational courses completed within the scope of international mobility of exchange programs students ;

8.4.9. Within the scope of competence, providing consultations to interested persons on issues related to the educational process, mobility, internal mobility, change of student status;

8.4.10. Reflecting the information related to the change of the student's status in the university's electronic management database (PORTAL.GIPA.GE);

8.4.11. In order to effectively implement the educational process, providing the administration of the electronic management database (PORTAL.GIPA.GE);

8.4.12. In the electronic management database (PORTAL.GIPA.GE) reflection, periodic updating and monitoring of the information stipulated by the internal university regulatory documents;

8.4.13. Monitoring the timely reflection of students' academic performance in the university's electronic management database (PORTAL.GIPA.GE);

8.4.14. Production of students' personal files;

8.4.15. Preparation and issuance of relevant documentation for students and graduates when needed;

8.4.16. Based on the information provided by the school administration, providing and issuing bachelor's, master's and doctorate diplomas, as well as preparing and issuing diploma supplements;

8.4.17. Participation in the process of preparation of guidance documents related to the implementation of the educational process;

8.4.18. Preparation of information on the workload of academic and guest personnel according to educational programs in coordination with the Human Resources Management Service; Also participating in the process of preparation of guidance documents related to the workload of academic and invited staff;

8.4.19. In coordination with the Human Resources Management Service and other structural units, participation in determining the need for the number of academic and guest personnel according to educational programs;

8.4.20. Development of the schedule of intermediate and final exams/evaluation components of the training courses in coordination with the heads of the educational program;

8.4.21. Providing the information regarding the aspects to be improved of the educational process, including the feedback received from the students about the persons involved in the implementation of the educational process, to the relevant structural units/individuals;

8.4.22. Timely delivery of information to students regarding the implementation of the educational process and consultation within the competence;

8.4.23. Collection, processing and provision of certain types of information related to educational programs to relevant structural units;

8.4.24. participation in accreditation/authorization process according to competence;

8.4.25. within the scope of competence, in order to effectively implement the educational process, implementation of other functions-duties;

8.4.26. Carrying out separate tasks of the head of the university administration/chancellor.

8.5. Additional functions and duties of the staff of the Educational Process Management Service can be determined by the job description.

## **Article 9. Staff of the Educational Process Management Service**

9.1. The staff of the Educational Process Management Service consists of:

- 9.1.1 The head of the Training Process Management Service;
  - 9.1.2 The educational program coordinator;
  - 9.1.3 The inclusion Coordinator.
- 9.2. The distribution of functions and duties among the staff of the Educational Process Management Service is carried out by the head of the Educational Process Management Service.
- 9.3. The coordinator of the educational program and the coordinator of inclusion are accountable to the head of the Educational Process Management Service within the scope of their competence.

#### **Article 9<sup>1</sup>. Foreign Languages Center**

- 9.1 The Foreign Languages Center is a structural unit within the Educational Process Management Service, whose activities are managed by the head of the Foreign Languages Center.
- 9.2 The staff of the Foreign Languages Center consists of:
- 9.2.1 The head of the Foreign Languages Center;
  - 9.2.2 The coordinator of the Foreign Languages Center;
- 9.3 The coordinator of the Foreign Languages Center is accountable to the head of the Foreign Languages Center within the scope of their competence.
- 9.4 The head of the Foreign Languages Center is accountable to the head of the Educational Process Management Service within the scope of their competence.
- 9.5 The functions and duties of the of the Foreign Languages Center are:
- 9.5.1 In coordination with the Educational Process Management Service, planning and implementing the process of teaching foreign languages in educational programs;
  - 9.5.2 Monitoring the process of foreign language teaching in educational programs;
  - 9.5.3 Ensuring the introduction of modern standards in the field of foreign language teaching;
  - 9.5.4 Preparing and organizing the necessary exams/assessments to determine the English language proficiency of first-year students enrolled in bachelor's educational programs, and in coordination with the Educational Process Management Service and the heads of relevant educational programs, forming foreign language classes based on the results of the exam/assessment;
  - 9.5.5 Planning and organizing the English language exam/assessment for admission to master's and doctoral programs under the procedures outlined in internal university regulations;
  - 9.5.6 Developing and, if necessary, updating the syllabi for foreign language courses in coordination with the staff implementing the courses and the Quality Assurance Service;
  - 9.5.7 Participating in the student satisfaction survey process related to foreign language teaching in coordination with the Quality Assurance Service;
  - 9.5.8 Assessing the performance of the staff implementing foreign language courses in coordination with the Quality Assurance Service;
  - 9.5.9 Providing consultations on matters related to the educational process to interested parties within the scope of competence;

9.5.10 In coordination with the Human Resources Management Service, planning and implementing necessary measures/activities for the professional development and qualification enhancement of the staff implementing foreign language courses;

9.5.11 Participating in the competition process and candidate selection for vacant positions of staff implementing foreign language courses, organized in coordination with the Human Resources Management Service;

9.5.12 Planning and implementing educational courses/training/activities for commercial purposes;

9.5.13 participation in accreditation/authorization process according to competence;

9.5.14 Performing separate tasks of the head of the Educational Process Management Service.

9.6 Additional functions and duties of the staff of the Foreign Languages Center can be determined by the job description.

#### **Article 10. Inclusion Coordinator**

10.1. The Quality Assurance Service includes an inclusion coordinator, whose activities are related to the promotion of an inclusive environment in the university.

10.2. Taking into account the student's different requirements, special educational needs and academic preparation, the inclusion coordinator participates in the process of developing the student's individual curriculum, if necessary to offer appropriate forms and conditions of teaching-learning and evaluation.

10.3. The functions of the Inclusion Coordinator are:

10.3.1. Participation in determining the individual needs of students, including those with disabilities and special educational needs;

10.3.2. Initiate the development of an individual curriculum according to the established needs in cooperation with the head of the relevant program;

10.3.3. When developing an individual curriculum for students with special educational needs, the analysis of the main factors of adaptation of the learning environment, the possibility of implementation and the identification of the needs of providing the necessary resources;

10.3.4. Monitoring the necessary conditions for full-fledged education for students with limited abilities and special needs and preparing appropriate proposals;

10.3.5. For persons with disabilities, control of access to components necessary for full-fledged education, such as classrooms, library, bathrooms, canteen, parking lot administration.

10.3.6. Monitoring the finding of appropriate support for mobility and other issues for persons with disabilities by the security managers of the university within competence ;

10.3.7. Active communication with various structural units and development of an individual action plan to ensure special educational needs and academic training, as well as their smooth integration into the educational process;

10.3.8. Determining the appropriate forms and conditions of the curriculum, teaching-learning, evaluation according to the different requirements of the students with special needs with the involvement of the heads of the relevant program and other related persons;

10.3.9. Active involvement in activities organized by the university;

10.3.10. Other activities defined by the job description.

10.4. Additional functions and duties of the Inclusion Coordinator can be defined in their job descriptions.

10.5. The Inclusion Coordinator is accountable to the head of the Educational Process Management Service within his competence.

### **Article 11. Student Support and Career Development Center**

11.1. The Student Support and Career Development Center is a structural unit included in the university administration, which conducts its activities in accordance with the present regulations and internal university regulatory documents.

11.2. The activities of the Student Support and Career Development Center are directed and managed by the Head of the Student Support and Career Development Center, who is accountable to the Head of the University Administration/Chancellor within the scope of his/her competence.

11.3. The purpose of the Student Support and Career Development Center is to protect the rights and legitimate interests of students at the university, to promote their career support and the creation of a student-oriented environment.

11.4. The Student Support and Career Development Center carries out its activities in the following directions within the scope of the objectives provided for in clause 11.3 of this article:

11.4.1. Ensuring the protection of students' rights and legal interests;

11.4.2. Support of students and graduates in the direction of career development;

11.4.3. Promoting the diversity of student life.

11.5. The Student Support and Career Development Center carries out the activities provided for in this article with the involvement of university/school personnel, including educational program coordinators.

11.6. Students or student unions, who closely cooperate with the Student Support and Career Development Center on various issues, participate in the activities of the Center ensuring better protection of students' rights, identifying their needs, and planning and conducting a diverse student life.

11.7. In order to protect the rights and legal interests of students, the Center:

11.7.1. Performs the function of students' ombudsman, within the competence and powers defined by Chapter V "Mechanisms for protection of students' rights and legal interests" of the rules regulating the university's educational process;

11.7.2. Ensures and coordinates the organization of orientation/familiarization meetings for newly enrolled students in various educational programs;

11.7.3. Ensures and coordinates familiarization and clarification of students' rights and duties based on the agreement. Also, ensures and coordinates the delivery and familiarization of such internal university regulatory documents (rules governing the educational process, code of ethics and conduct, rules for using the library, rules for the use of internal university electronic databases, etc.) to students, which contribute to their smooth inclusion in the educational process;

11.7.4. In order to protect the legitimate interests of students within the scope of the competence, The Center implements other powers and duties.

- 11.8. In order to support the career development of students, the Center carries out the following activities:
- 11.8.1. In order to promote the employment of students and graduates the Center creates a database of employers and updates it periodically. Obtains, processes and categorizes information regarding employment opportunities/vacancies from the university's partner organizations;
  - 11.8.2. Informs students and graduates about vacancies, internships and other employment opportunities provided by partner organizations for the University;
  - 11.8.3. In order to promote the employment of students and graduates, periodically plans and implements such trainings/work meetings that are related to: preparation for interviews, preparation of CV, autobiography, motivational letter and other documents promoting employment;
  - 11.8.4. Periodically carries out the study of the employment of students and graduates (including data related to the qualifications received/admitted to the university, studies at the next level and other issues of competitiveness of graduates);
  - 11.8.5. In order to promote the employment of students and graduates, periodically organizes employment forums;
  - 11.8.6. Periodically, the representatives of the partner organizations of the university organize/participate in the organization of meetings with students;
  - 11.8.7. In order to promote the internship and employment of students and graduates, establishes/deepens cooperation with public and private organizations, based on relevant memorandums/agreements;
  - 11.8.8. Cooperates with relevant structural units of higher educational institutions of Georgia and foreign countries, state agencies and international organizations within the scope of its own competence;
  - 11.8.9. In cooperation with the International Relations Service of the university, provides information to students in exchange programs, including ERASMUS+, the competition announced on the basis of the relevant memorandum/agreement with foreign partner universities and other types of cooperation (including summer and winter schools) and gives consultation regarding exchange programs;
  - 11.8.10. Implements other activities aimed at supporting the career development of students and graduates in accordance with internal university regulatory documents.
- 11.9. In order to ensure a diverse student life, the Center plans and implements the following activities:
- 11.9.1. Supporting the creation of various clubs (sports, arts and others) taking into account the requirements of students;
  - 11.9.2. Organization of student sports (skiing, football, basketball and other) events/tournaments and/or promotion of participation of student sports clubs in external tournaments;
  - 11.9.3. Organization of student educational and cognitive events;
  - 11.9.4. Promotion of various charitable and social events initiated by students, as well as projects implemented by students.
  - 11.9.5. In accordance with the „Rules for financing student projects/activities and initiatives at NNLE GIPA-Georgian Institute of Public Affairs“ announcing a competition at least once a year , participating in the review of submitted project applications and the identification of the winning project application;
  - 11.9.6. Supporting the activities of the university theater troupe;

11.9.7. Funding of student initiatives within the framework of its own competence and the approved budget for the activities of the center.

## **Article 12. Financial service**

- 12.1. The financial service is a structural unit included in the university's administration, which conducts its activities in accordance with the present regulation, the "Financial management and control system" defined in Chapter III of the bylaws, and other internal university regulatory documents.
- 12.2. The activity of the financial service is directed and led by the head of the financial service, who, within the scope of his/her competence, is accountable to the head of the university administration/chancellor.
- 12.3. The financial service is responsible for the university's financial and accounting activities, budgeting, timely preparation of relevant accounting and financial reports, relations with the relevant agencies, including the tax authority, and other relevant activities.
- 12.4. The tasks and functions of the financial service are:
  - 12.4.1. Production of accounting and relevant accounting transactions according to the standard established by the International Accounting Standards Commission (IASC), as well as the appropriate preparation and storage of accounting documents and ensuring their archiving in accordance with the rules and regulations of the university;
  - 12.4.2. Preparation of consolidated budget of the university, as well as budgets and financial statements of structural units, educational programs and grant projects;
  - 12.4.3. Accounting of the expenditure part of grants received from international and local donor organizations and providing appropriate reporting for donor organizations;
  - 12.4.4. Preparation of financial statements (profit and loss, balance sheet, cash flow and provision of appropriate declarations and clarifications to tax authorities;
  - 12.4.5. Accounting for value added tax, including issuing invoices, comparing, confirming and submitting monthly declarations; as well as the subscription of bills of lading;
  - 12.4.6. Within the framework of the structural units of the university and the needs of the current grants, ensuring the budgetary classification and bank transfers of the purchases to be implemented;
  - 12.4.7. Appropriate accounting of purchased (received) fixed assets, small long-term assets and commodity values;
  - 12.4.8. Accounting for the University's income, including tuition fees paid by students, income from leases/rents, interest accrued and other income as well as accounts receivable;
  - 12.4.9. Carrying out separate tasks of the head of the university administration/chancellor.
- 12.5. The staff of the financial service consists of:
  - 12.1. Head of financial service;
  - 12.2. Financier;
  - 12.3. Purchasing manager;
  - 12.4. Student Financial Services Manager;
  - 12.5. Accountant.

- 12.6. The procurement manager is responsible within his/her competence to the head of administration/chancellor and the head of the Financial Service, and the other persons provided for in clause 12.5 - to the head of the Financial Service.
- 12.7. The functions and duties of persons employed in the financial service are determined by their job descriptions.

### **Article 13. Information Technology Service**

- 13.1. The Information Technology Service is a structural unit included in the university administration, which conducts its activities in accordance with this provision and internal university regulatory documents.
- 13.2. Information technology activities are managed by the head of the information technology service, who is accountable to the head of the university administration/chancellor within his/her competence.
- 13.3. The Information Technology Service is responsible for the proper functioning of the university's information technology network, the educational process electronic database PORTAL.GIPA.GE, computer systems, computer laboratories, the Internet network in the university buildings, university hardware and software;
- 13.4. The tasks and functions of the Information Technology Service are:
  - 13.4.1. Ensuring proper functioning of the student electronic database PORTAL.GIPA.GE, accounting program and important databases necessary for the functioning of the organization, as well as creating backup copies of the information stored in said databases and ensuring their security;
  - 13.4.2. Development, implementation and control of information security policy of university software systems (electronic services);
  - 13.4.3. Ensuring continuous and proper establishment of network connection between buildings at different addresses of the university.
  - 13.4.4. Ensuring the smooth operation of the university-wide Internet network and constant monitoring, including through wireless devices.
  - 13.4.5. Ensuring proper operation of the computer equipment in the auditoriums and working rooms and carrying out daily monitoring for this purpose;
  - 13.4.6. Depending on the needs of the educational process and employees, program insurance of the software of the university's information technology facilities and monitoring of their proper operation;
  - 13.4.7. Installation and provision of proper computer programs;
  - 13.4.8. Daily monitoring, configuration, support and security of operating systems;
  - 13.4.9. Preparation of relevant recommendations regarding the improvement of the usefulness of the university's information technologies and the introduction of new approaches;
  - 13.4.10. Ensuring high stability of the university's data center (server center), information storage and software systems (electronic services) and their further support;
  - 13.4.11. Permanent control of software systems (electronic services) operation;
  - 13.4.12. Providing software for university employees' computers, including - installation and update of operating systems, recording and updating of office, anti-virus and other necessary programs.

- 13.4.13. Technical support, diagnostics, repair and updating of university computers and other devices;
- 13.4.14. Participation in the development of business process continuity plan/mechanisms within the scope of competence;
- 13.4.15. Carrying out separate tasks of the head of the university administration/chancellor.
- 13.5. The head of the Information Technology Service distributes functions and duties among employees.
- 13.6. The persons employed in the Information Technology Service are accountable to the head of the information technology service within the scope of their competence.
- 13.7. The functions and duties of persons employed in the Information Technology Service are determined by their job descriptions.

#### **Article 14. Department of Logistics and Security**

- 14.1. The Department of Logistics and Security is a structural unit within the University Administration, which conducts its activities in accordance with the present internal statute and internal university regulatory documents.
- 14.2. The activities of the Department of Logistics and Security are headed by the Head of the Department of Logistics and Security, who, within his/her competence, is accountable to the Head of the Administration of the University.
- 14.3. The task of the Department of Logistics and Safety is to provide the material and technical support of the University, the unhindered and safe functioning of the energy supply, heat supply, air conditioning and other technical facilities of the building, the maintenance of the material property of the university, ensuring of safety including the protection of occupational safety and ensuring of cleaning of the internal and external perimeter of the university, and the oversight of protection of sanitary-hygienic norms on the territory of the university.
- 14.4. The Department of Logistics and Safety consists of the following structural units:
  - 14.4.1. Occupational Safety Service;
  - 14.4.2. Cleaning service;
  - 14.4.3. Security Service;
  - 14.4.4. Material and Technical Support Service.

#### **Article 15. Status and Objectives of the Occupational Safety Service**

- 15.1. The Occupational Safety Service is a structural unit within the Department of Logistics and Safety, which carries out its activities in accordance with the legal regulatory norms established by the legislation of Georgia and internal university regulatory documents and takes care of the health and safety of people in the university space.
- 15.2. The aim of the Occupational Safety Service, within its competence, is to determine the principles of basic requirements for occupational safety issues and preventive measures in the working space of the University; Identify existing and expected threats and planning of control measures to manage the risks that come from them.
- 15.3. The Occupational Safety Service introduces a high culture of occupational safety in the working space of the University in order to prevent accidents and occupational diseases. Provides the employer and employee with information about the existing risks and consults to implement best management practices to mitigate these risks and manage them.

- 15.4. The Occupational Safety Service of the University is accountable to the Head of the Department of Logistics and Safety within the scope of its activities.

#### **Article 16. Main tasks and functions of the Occupational Safety Service**

- 16.1. Occupational Safety Service ensures the performance of the following functions:
- 16.1.1. Development and implementation of occupational safety and health policies at the University;
  - 16.1.2. Identification, risk analysis and management of risks;
  - 16.1.3. Risk communication between employees and students;
  - 16.1.4. Implementation and cooperation of routine safety inspections and cooperation with other structural units to eliminate malfunctions;
  - 16.1.5. Monitoring of the proper functioning of first aid, fire safety and evacuation regulations;
  - 16.1.6. Monitoring of the safety of services provided by university contractors (proper and safe operation of food facilities, risk assessment and monitoring related to repair work, etc.);
  - 16.1.7. Conducting periodic teaching and instruction for university employees;
  - 16.1.8. Participate in the process of introducing the use of special equipment for professional students during the educational process within the framework of the vocational education program;
  - 16.1.9. Other tasks and functions provided for by the job description;
  - 16.1.10. Implementation of individual tasks of the Rector within the framework of common university regulatory acts.

#### **Article 17. Management and Employees of the Occupational Safety Service**

- 17.1. The Service is headed and its activities are managed by the Head of the Service, who is appointed and dismissed by the Rector of the University.
- 17.2. The Occupational Safety Service consists of the Head of the Occupational Safety Service and the specialist(s) of the Occupational Safety Service.
- 17.3. A person employed in the Occupational Safety Service shall have completed a program of occupational safety specialists in an appropriate accredited organisation or shall have a document certifying education received in the field of occupational safety.
- 17.4. The head of the Occupational Safety Service of the University shall be accountable to the head of the logistics and safety service within the scope of his/her competence.
- 17.5. The functions and duties of the head of the occupational safety service, as well as of the employee of the Service, shall be determined by their job descriptions.

#### **Article 18. Security service**

- 18.1. The Security Service is a structural unit within the Department of Logistics and Security, which is guided by the present internal statute, "GIPA - Georgian Institute of Public Affairs' mechanisms for order protection and first aid detection" and other internal university regulatory documents.
- 18.2. The functions of the Security Service are:
- 18.2.1. Ensuring the safety of university staff and students during their stay at the university.
  - 18.2.2. Ensuring order and security on the territory of the university.
  - 18.2.3. Compliance with public order and fire safety rules continuously in accordance with the applicable legislation of Georgia.

- 18.2.4. If necessary, cooperate with law enforcement agencies in accordance with the procedure established by the legislation of Georgia.
  - 18.2.5. Organize and assist the evacuation of people in the territory of the university in case of fire or other emergencies.
  - 18.2.6. Ensuring the security of the university building and the property.
  - 18.2.7. Ensuring the smooth course of the learning process in terms of protection and security.
  - 18.2.8. Control of the entry and exit of students in university buildings (in case of such request from the University);
  - 18.2.9. Control of the entry and exit of personnel in university buildings, including visitors (in case of such request from the University);
  - 18.2.10. Ensuring free orientation and movement in the facility of students with special educational needs, ensuring the necessary needs and providing other services.
  - 18.2.11. Monitoring of the internal and external perimeters of the University through video surveillance devices.
  - 18.2.12. Perform other functions related to protection and security mechanisms.
  - 18.2.13. Performing individual tasks of the head of the logistics and security department related to the observance of safety and order on the territory of the university.
- 18.3. According to the decision of the University, on the territory of the university, security can be ensured on the basis of external contracting.

#### **Article 19. Cleaning Service**

- 19.1. The cleaning service is a structural unit within the Department of Logistics and Safety, which is guided by its activities under the present Regulation, Chapter IV of the Internal Regulations "Material Resource Disposal and Waste Management Rules" and other internal university regulatory documents.
- 19.2. The functions and duties of the cleaning service are:
  - 19.2.1. in the university building, cleanliness control during the working period;
  - 19.2.2. Cleaning of the workspace of university administration members;
  - 19.2.3. Cleaning the internal and external areas of the university before starting the educational process;
  - 19.2.4. After each lecture, inspect the audiences and bring them in order;
  - 19.2.5. Constant control of cleanliness of bathrooms during the working day; monitor the supply of hygiene products and, if necessary, fill them;
  - 19.2.6. Periodic monitoring, emptying and replacement of garbage bins;
  - 19.2.7. Control of the supply of hygiene products and, if necessary, inform the head of the Department of Logistics and Safety;
  - 19.2.8. In accordance with the activity, perform individual tasks of the head of the Department of Logistics and Security.
- 19.3. According to the decision of the university, on the territory of the university, the provision of cleaning can be carried out on the basis of external contracting.

#### **Article 20. Material and Technical Support Service**

- 20.1. The Material and Technical Support Service is a structural unit included in the Department of Logistics and Safety, which is guided by under the present Internal Statute, the "Rules for the Disposal of Material Resources and the Waste Management Rules" determined by Chapter IV of the Internal Regulations, and other internal university regulatory documents.
- 20.2. The activities of the Material and Technical Support Service shall be managed by the Head of the Material and Technical Support Service, who is accountable to the Head of the Department of Logistics and Security within the scope of competence.
- 20.3. The functions and obligations of the Material and Technical Support Service are:
  - 20.3.1. Assigning the inventory number of the University's fixed assets;
  - 20.3.2. Entering information about the fixed assets of the University on Asset.gipa.ge (depending on the location, condition, inventory number and other characteristics of fixed assets);
  - 20.3.3. administering the process of issuing and returning of the fixed assets to the students of the university;
  - 20.3.4. Administration of the process of issuing and returning of the university's fixed assets to the staff of the university;
  - 20.3.5. Implementation of periodic inventory of the University's fixed assets, including the indication of the condition of fixed assets within the competence;
  - 20.3.6. collection of information on fixed assets, stationery items, sanitary and hygienic supplies and other types of goods and services related to the unhindered functioning of the University and delivering to the procurement manager;
  - 20.3.7. Storage of fixed assets, stationery items, sanitary and hygienic supplies and other goods related to the unhindered functioning of the University and delivering of appropriate supplies to the university staff on the basis of the relevant request;
  - 20.3.8. Monitoring of fixed assets, stationery items, sanitary and hygienic products and other types of goods related to the unhindered functioning of the University and providing information on the goods and services to be purchased to the procurement manager if necessary;
  - 20.3.9. Periodic monitoring of infrastructure (heating and cooling, water supply, gas supply, power supply systems, including alternative electric power source, etc.) related to the unhindered functioning of the University and ensuring their proper functioning in accordance with their competence. Providing information to the procurement manager on the procurement of goods and services necessary for their proper functioning;
  - 20.3.10. Ensure the transportation/location change of the University's fixed assets, if necessary;
  - 20.3.11. Implementation of other activities necessary for the unhindered functioning of the University, which are related to the functions and duties of the material and technical service within the scope of their competence.
  - 20.3.12. Performing individual tasks of the head of the Department of Logistics and Security.
- 20.4. The head of the Material and Technical Support Service shall distribute functions and duties among the employees of the Material and Technical Support Service.
- 20.5. Additional function of the employees of the Material and Technical Support Service can be determined by their job descriptions.

## Article 21. Proceeding Service

- 21.1. The Proceeding Service is a structural unit included in the administration of the University, which conducts its activities in accordance with the present internal statute, in accordance with the "Rule of Proceedings" and other internal university regulatory documents of Chapter II of Internal Regulations.
- 21.2. The activities of the Proceeding Service is managed by the Head of the Proceeding Service, who, within his/her competence, is accountable to the Head of Administration / Chancellor of the University.
- 21.3. The purpose of the Proceeding Service is to carry out proceedings at the university, which includes the receipt, processing, registration and distribution of documents submitted to the university, the processing of documents to be sent from the university, the preparation of the draft orders of the Rector and the issues related to its publication, as well as the movement of other documents related to the activities of the University.
- 21.4. The functions and duties of the Proceeding Service are:
  - 21.4.1. Receiving, registering, processing, performing accounting work and sending to the appropriate addressees of correspondence received daily at the university;
  - 21.4.2. Processing of correspondence to be sent from the university in an appropriate manner, control of the accuracy of documents to be submitted for signature to the rector of the university and ensuring the timely sending of the prepared correspondence to the addressee;
  - 21.4.3. Processing and print documents, coping and organize the delivery of documents operatively to the addressees;
  - 21.4.4. Preparation of a draft order of the Rector of the University within the scope of competence or control the accuracy of the draft order prepared by another structural unit/employee;
  - 21.4.5. Maintaining a registry of the orders of the Rector of the University, protocols of the sessions of the management bodies and other important documents related to the activities of the University;
  - 21.4.6. Ensuring of working of the university archive;
  - 21.4.7. Conduct activities on other issues within the competence of the Service;
  - 21.4.8. Reflecting of information regarding the changes in the status of university students in the Unified Student Database (<https://uni.emis.ge>);
  - 21.4.9. Performing the separate tasks of the Rector of the University and the Head of Administration/Chancellor.
- 21.5. The University Archives is a structural unit within the Proceeding Service.
- 21.6. An employee of the University Archives shall be accountable to the head of the service within the scope of his/her competence.
- 21.7. The functions and duties of persons employed in the Proceeding service, as well as the archive employee, shall be determined by their job descriptions.

## **Article 22. Other personnel in the Department of Logistics and Security**

- 22.1. The Department of Logistics and Security also presents the following positions:
  - 22.1.1. driver;
  - 22.1.2. The person responsible for providing medical assistance.
- 22.2. The person responsible for providing medical assistance shall carry out his/her activities in accordance with the present Regulation and the GIPA - Georgian Institute of Public Affairs in accordance with Order Protection and First Aid Mechanisms.
- 22.3. The driver and the person responsible for providing medical assistance shall be accountable to the head of the Department of Logistics and Safety within the scope of their competence.

- 22.4. The driver and the person responsible for providing medical assistance shall perform the functions and duties established by their work descriptions and individual tasks of the head of the Department of Logistics and Safety.

### **Article 23. Lawyer**

- 23.1. The University Administration is represented by a lawyer who is guided by the current legislation of Georgia, the present regulation and other internal university regulatory documents.
- 23.2. The lawyer is accountable to the Head of University Administration/Chancellor within his/her competence.
- 23.3. The field of responsibility of the lawyer includes monitoring the amendments to certain legal acts of the legislation of Georgia regarding the activities of the University and providing information to the relevant employees of the University, ensuring compliance of the internal regulatory documents and contracts of the university with the legislation of Georgia, providing legal advice on issues related to other activities of the University.
- 23.4. The functions and duties of a lawyer are:
- 23.4.1. Preparing drafts of the Rector's orders;
  - 23.4.2. Providing of samples of contracts to be signed by the University;
  - 23.4.3. Providing of various contracts, memorandums and other types of legal documents in accordance with the needs of the University;
  - 23.4.4. Drafting of internal university regulatory documents in cooperation with the relevant structural units of the University and preparation of a draft amendments/additions to them;
  - 23.4.5. Systematization and storage of individual contracts, memorandums and other types of legal documents signed with respect to the activities of the University;
  - 23.4.6. Periodic monitoring of the legislative base of Georgia in relation to the activities of the University, providing information to the relevant employees of the University, as well as preparing an appropriate project to bring internal university regulatory documents into compliance, if necessary;
  - 23.4.7. Providing legal advice to university staff regarding the activities of the University;
  - 23.4.8. Protecting the interests of the university both in court and in relations with other third parties on the basis of the power of attorney issued by the Rector of the University;
  - 23.4.9. Participation in the authorization/accreditation process of the University in accordance with the competence;
  - 23.4.10. Performing individual tasks of the Head of Administration/Chancellor.
  - 23.4.11. Additional functions and duties of a lawyer can be determined by his/her job description.

### **Article 24. (Deleted – 12.01.2026)**

### **Article 25. Frontline Georgia**

- 25.1. Frontline Georgia is a structural unit within the university administration, which is an impartial media club and a platform for conducting discussions on various issues for students, journalists, civil servants and other interested persons.
- 25.2. The objectives and functions of "Frontline Georgia" are:
- 25.2.1. Providing relevant space for meetings and individual events, material and technical support and organizing other services/issues related uninterrupted conduct of meetings/events;

- 25.2.2. Offering different types of services for the purpose of supporting trainings, conferences and other thematic meetings for various organizations;
- 25.2.3. Organize public discussions to improve the quality of journalism in the country and exchange opinions on various issues;
- 25.2.4. Performing individual tasks of the Head of the University Administration/Chancellor.