

**The Resolution of the Representative Board of
LEPL – Akaki Tsereteli State University
№152**

**On Approving the Regulations, Structure and Positional Instructions
of the Faculty of Business, Law and Social Sciences
of LEPL – Akaki Tsereteli State University**

Kutaisi

28 February, 2018

According to paragraph ‘c’, article 13 and paragraph ‘f’, article 22 of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State university” dated by the year 2013, #132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations and Structure of the **Faculty of Business, Law and Social Sciences** of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved (Annex #1);
2. The Positional Instructions of the **Faculty of Business, Law and Social Sciences** of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved (Annex #2);
3. The Resolution shall be located on the university web-site and the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.
4. The Resolution shall be in force immediately after its announcement.

Speaker of the Representative Board:

Prof. Sulkhan Kuprashvili

Annex №1

Approved:

By the Resolution #152 of the Board of Representatives
of Akaki Tsereteli State University

February 28, 2018

The Regulations of the **Faculty of Business, Law and Social Sciences** of
Legal Entity of Public Law – Akaki Tsereteli State University

Chapter 1. General Provisions

Article 1. Faculty Status.

1. The Faculty of Business, Law and Social Sciences (hereinafter – the “Faculty”) of Akaki Tsereteli State University (hereinafter – the “University”) represents the main educational structural, academic-scientific and administrative unit created on the basis of the law about “Higher Education”, which acts according to the law of Georgia on “Higher Education,” the Statute of the University and other corresponding juridical acts, which ensure students preparation in one or several specializations and granting them with the relevant qualification.

2. The faculty implements educational programmes and scientific researches within the conditions of academic freedom. The faculty ensures students and academic staff with relevant conditions for learning, teaching and scientific research, the opportunities to receive education that meet the modern standards and improve learning and scientific environment.

3. Decision on creating, reorganizing or terminating the faculty shall be made by the Academic Council of the University and approved by the Representative Board of the University.

4. The faculty has its seal, which reflects the full name of the faculty.

5. The full name of the faculty is “The Faculty of Business, Law and Social Sciences of Legal Entity of Public Law - Akaki Tsereteli State University”.

6. Issues regarding the faculty activities which are not regulated by these regulations, shall be regulated according to the University Statute by the decision made by the relevant governing bodies of the university.

Article 2. Faculty Regulations

1. The Regulations of the Faculty of Business, Law and Social Sciences (hereinafter – the “Faculty”) of the University determines the main directions of the faculty activities, the goals and objectives of the academic-scientific domain, the status, functions and competence, the rule for electing the Faculty Board, the structure of the faculty, the management system, the rule for the Faculty Quality Assurance Service activities and regulates other relations regarding the faculty administrative activities.

2. The Faculty Regulation is mandatory to perform for all structural units, personnel and students of the faculty.

Chapter II. Directions of Activities. Goals and Objectives, Functions and Competence

Article 3. The Main Directions of the Faculty Activities

1. The main directions of the faculty activities are as follows:

a) Designing and implementing vocational and higher educational programme/programmes, and granting the relevant academic degree or vocational training qualification;

b) Planning and leading scientific and creative activities and participating on grant projects;

2. The faculty activities are carried out by the educational programs of the three levels in the direction of law, social sciences and business and at the fourth and fifth levels of vocational training.

Article 4. Goals of the Faculty

Goals of the faculty are as follows:

a) Support enhancement of the Georgian and World cultural values in the action field with the focus on the principles of democracy and humanism deemed essential for existence and development of civil society;

b) Implementing educational programmes, by giving professional and higher academic education, which meet the modern standards and satisfy personal interests and opportunities, prepare highly qualified specialists; support individuals professional development at different steps of education;

c) Engaging in the development of science and create conditions for scientific research; training and re-training scientific staff, realizing personal potential and developing creative skills; support individuals' qualification enhancement and training, as well as students and academic staff's mobility process.

Article 5. Faculty Functions and Objectives

The functions and objectives of the faculty are as follows:

a) Designing and implementing educational programmes of higher education (Bachelor, Master's and Doctor's degree educational programmes) and vocational educational programmes;

b) Designing and implementing professional training and re-training short-term educational programmes/courses;

c) Continuous expansion of educational programmes and literary fund;

d) Organizing scientific work; support integration of higher education and science; fostering dissemination of the modern knowledge and technologies and students engagement in scientific researches;

e) Expertise of the outcomes of scientific researches and creative activities and support their publication;

f) Ensuring academic freedom of learning, teaching and scientific research; designing a system to support scientific work and its implementation;

- g) Implementing a management system and make it perfect; assure publicity and transparency of management; assure participation of the faculty academic staff and students in decision making and in the monitoring process of their implementation;
 - h) Creating necessary conditions for students, academic staff and especially for disabled students for learning, teaching and scientific researches;
 - i) Eliminate any kind of discrimination in the field of higher education, among them according to academic, religious or ethnic affiliation and/or opinion, gender, social origin or other forms.
5. Other functions and objectives of the faculty shall be based on and correspond to the acting rules of ATSU, normative documents and the acts of Georgian legislation regarding the educational area.
6. It is prohibited to create any structural units of political or religious organizations at the faculty.

Chapter III. Faculty Management Bodies

Article 9. Faculty Management Bodies

1. The management bodies of the faculty are defined by the Law of Georgia on “Higher Education” and implement academic, scientific and administrative management of the faculty.
2. The management bodies of the faculty act according to the Law of Georgia on “Higher Education”, the University Statute, these regulations and administrative acts of the faculty management bodies.
3. The faculty managing bodies are the following:
 - a) The Faculty Board;
 - b) The Dean;
 - c) Faculty Quality Assurance Service.

Article 10. Faculty Board

1. The Board of the Faculty is the representative body of the faculty, which consists of representatives elected from the academic staff of the faculty and from the student self-governance based on direct, free and equal elections by means of secret ballot.
2. The authority of the Board of the Faculty is defined by the Law of Georgia on “Higher Education”, the Statute of the University and other relevant legislative and statutory acts, by these regulations and the decisions made by the university governing bodies.
3. The rule for inviting and managing the Board of the Faculty, or decision-making shall be defined according to the University Statute and the Standing Orders of the Faculty Board.
4. The Standing Orders of the Faculty Board shall be drawn up by the Faculty Board.

Article 11. Faculty Board Authority

1. Faculty Board acts according to the law on “Higher Education” and the University Statute. The Board of the Faculty makes decisions within the scope of its authority. A form of the Faculty Board decision is the Resolution of the Faculty Board.

2. Faculty Board:

a) Defines and drafts a budget project of the main educational unit of the faculty and submits it for approval to the Head of the Administration;

b) Based on free and equal elections, elects the Dean of the Faculty unit by secret ballot by the majority of the list;

c) On the proposal of the Dean, designs a strategic development plan (long-term) and action plan (short-term) of the faculty, educational and scientific-research programs;

d) On the proposal of the Dean, designs the structure and regulations of the main educational structural unit and submits them for approval to the Representative Council;

e) Develops the regulations of the Dissertation Board and submits them for approval to the Academic Council;

g) Elects the head of the Quality Assurance Service of the main educational unit;

h) On request of not less than 1/3 of the members of the Faculty Board, is authorized to present the issue of early termination of the authority of the Dean, in case he/she abuses the Georgian legislation, fails to implement the entrusted responsibilities duly or/and performs improper activities for the Dean. The decision on terminating the Dean’s authority pre-term is made by secret ballot by the majority of the members. The Dean does not take part in the balloting, as defined by this paragraph. Appellation of the decisions made on these issues does not suspend the validity of the disputing act;

i) In case the Dean’s authority is terminated pre-term, the Board of the Faculty appoints an acting Deputy Dean

j) Implements other authorities granted by this regulation and other legislative and statutory normative act.

4. In case the Dean’s authority is terminated pre-term, the Board of the Faculty appoints an acting Deputy Dean.

5. The Faculty Board is responsible for the implementation of the entrusted objectives and functions.

Article 12. Faculty Board Member Status, Authority and Responsibilities.

1. Members of the Faculty Board are individuals elected from the relevant academic-scientific structural units of the faculty governing bodies and students from students’ self-governance;

A member of the Board of the Faculty acts according to the acting legislation, the University Statute, these Regulations and the Standing Orders of the Faculty Board.

3. The authority of a member of the Faculty Board shall be exercised for a period of 4 years, except as provided by these Regulations.

4. The authority of a member of the Faculty Board is determined by the Law of Georgia on “Higher Education”, the University Statute, by these Regulations, the Standing Orders of the Faculty Board and other relevant administrative acts.
5. The member of the Faculty Board is responsible for performing the entrusted functions and objectives. The authority of the Faculty Board member is derived based on a combination of these functions and tasks of the member of the Faculty Board.
6. Authority of the member of the Faculty Board is recognized at the Faculty Board meeting.
7. The grounds for the early termination of the member of the Faculty Board are:
 - a) Personal statement;
 - b) Releasing from the duty of academic position - in case of academic staff;
 - c) Termination of student’s status - in case the student is the representative of self-governance;
 - d) In case of missing the Faculty Board meeting 4 times in a row without any acceptable reasons;
 - e) In any other case envisaged by the legislation and by these Regulations or by the Standing Orders of the Faculty Board.

Article 13. The Dean of the Faculty

1. The faculty activities are conducted by the Dean of the Faculty who shall represent the Faculty in relations with third persons;
2. The Dean of the faculty shall be elected in accordance with the principles of transparency, equality and fair competition for a term of 4 years.
 - a) The same person can be elected twice in a row for the Dean's position. The Faculty Board shall announce the statement about the registration of candidates for the Dean's position at least 1 month before the registration of candidates, according to the legislation of Georgia and the University Statutes, in accordance with the principles of transparency, equality and fair competition. Registration lasts no less than 2 and no more than 3 weeks.
 - b) Elections shall be held at least 3 weeks and no later than 1 month from the date of registration of candidates.
3. The University Statute may define minimum qualification requirements for a candidate of the Dean. It is unacceptable to impose restrictions due to race, colour, language, sex, religion, political and other opinions, nationality, ethnicity and social status, origin, property and rank status, residence, citizenship and occupied academic position.
4. The Dean of the Faculty:
 - a) Ensures efficient implementation of the faculty academic-scientific activities;
 - b) Presents to the Faculty Board the faculty development strategic and action plans, educational and research profiles/programs;
 - c) Designs the faculty structure and regulations and submits them to the Faculty Board for approval;
 - d) Is liable to the Board of Representatives, the Academic Council and the Faculty Board within the competence;
 - e) Issues individual legal acts within his/her competence;
 - f) Chairs the sessions of the Faculty Board;

- g) According to the law on "Higher Education" and the Statutes of the University, is responsible for the purposeful use of the Faculty budget;
 - g) Implements other authorities granted to him/her by decisions of the University Governing Bodies and the Georgian legislation.
5. In case of early termination of the Dean's authority, Faculty Board shall nominate the Acting Dean.
6. Procedural issues related to the election of the Faculty Dean and termination of the term of authority shall be determined by the applicable legislation, these Regulations and the Standing Orders of the Faculty Board.

Article 14. Vice-Dean/Vice-Deans

1. The Dean of the Faculty has three Vice- Deans. The Vice-Deans of the faculty shall be elected/approved by the Faculty Board upon the proposal of the Dean. The Vice-Dean can only be a person with a Doctor's academic degree. The Vice-Dean is an administrative officer.

2. The authority of the Vice-Dean shall be defined by these regulations.

3. During the absence of the Dean, his/her duties are performed by one of the Vice-Deans within the authority granted to him/her by the Dean or the Rector of the University.

4. The Vice-Dean ensures:

- a) Effective management of the academic and examination process at all levels and stages of training;
- b) Providing examination tasks to the Examination Sector in the electronic form developed in advance, to organize the examination process in a centralized manner;
- c) Monitoring of the process of fulfilling the duties imposed on the academic personnel by the work contract;
- d) Ensures preparation of the relevant documentation for recruiting the employees on vocational programs on contract, based on personal applications and the proposals of the head of educational programs and departments;
- e) Controlling the activities of the Dean's Offices' Secretaries/Secretariats; participation in drafting the academic schedules;
- f) Taking due actions in case the academic process is hindered;
- g) Drafting orders on distribution of students on optional academic courses and modules, free credits and additional/minor programs;
- h) With the status of a member of the commission, takes part in the organizing process of student movement (status suspension/restoration/external and internal mobility);
- i) Drafting orders on students' registration for the winter/summer schools, additional semester, and other individual-legislative acts of the faculty within the competence;
- j) Fulfilling the responsibilities delegated by the administrative acts of the university and the faculty and other authorities granted by the Faculty Board in the following directions:
 - 1) Coordinating implementation of the action plan for development;
 - 2) Control over workload performances of the academic staff;
 - 3) Control over the fulfillment of obligations under the labor contract by the faculty staff;
 - 4) Control of students' academic registration;
 - 5) Control the implementation of the ATSU legal acts and decisions of the Faculty Board;

- 6) Control over formation of the training schedules;
- 7) Organizing the student's awareness of the teaching process and related issues;
- 8) Control of the work of the Secretariat;
- 9) Control over the conduct of mid-term assessments and final examinations;
- 10) To conduct analysis of students' academic achievements and completion of the program;
- 11) Coordinating with the Quality Assurance Service (authorization/accreditation, status restoration, mobility and others);
- 12) Coordination of internationalization and integration (joint scientific-educational projects);
- 13) Coordination of searching for scientific-academic grants;
- 14) Coordination of scientific-research works of academic personnel;
- 15) Coordination of students' scientific - research activities;
- 16) Preparation of scientific conferences and other events;
- 17) Coordination of students' cognitive activities.

6. The term of authority of the Vice-Dean shall be defined by the decision of the Faculty Board.

The term of office of the Vice- Dean shall not exceed 4 years.

7. The issue of early termination of the term of the Vice-Dean shall be discussed by the Faculty Board in accordance with the rules established by the Standing Orders of the Board, on the initiative of the Academic Council of the University, the Dean and the Rector of the University.

8. In case of early termination of the authority of the Vice-Dean, the Dean shall appoint the Acting Dean. The temporary acting Dean shall be appointed for a period of no more than 1 month.

Article 15. Dissertation Board

1. Dissertation Board is the body created at the faculty which awards the Doctor's academic degree;

2. The University Academic Council according to the regulations approved by the Faculty Board shall prescribe the rule for composition of the Dissertation Board and electing its chairperson;

3. The Dissertation Board consists of all full and associate professors of the relevant field/specialization of the Faculty.

4. The Dissertation Board acts in accordance with the regulation submitted by the Faculty Board and approved by the Academic Council and grants the degree of Doctor in the branches of science defined by this regulation.

Article 16. Faculty Quality Assurance Service

1. Quality Assurance Service of the Faculty (the "Service" - hereinafter) is the body created at the faculty to evaluate the quality of the faculty educational and scientific-research

- activities, as well as the quality of the personnel's' qualification enhancement on a regular basis;
2. The Service operates in accordance with the Statute of the University, the Provisions of the University Quality Assurance Service and this regulation.
 3. The goal of the Quality Assurance Service:
 - 3.1. Quality Assurance Service aims at implementation of "the standards and recommendations of Quality Assurance Service of European Higher Education Area";
 - 3.2. For the purpose of implementation of this goal, the Service shall follow the principle: "Plan-Do-Act-Check" in its activities.
 4. Functions and objectives of the Service:
 - a) Engagement in the process of planning educational process and scientific-research activities;
 - b) Participation in the monitoring of the educational process and its perfection;
 - c) Defining priorities in scientific-research activities and monitoring of their implementation.
 5. With the aim of implementing its functions, the Service:
 - a) Conducts educational process and scientific-research work improvement oriented activities;
 - b) Participates in the development of long-term (7 years) and short-term (3 years) plans for the faculty scientific-research work and monitors the outcomes of the scientific-research activities;
 - c) Ensures the accuracy of the content and structure of educational programs (higher and professional) and their compliance with each level of operational standards;
 - d) Makes contextual and structural analysis of training programs;
 - e) Assures enhancement of the quality of teaching on the faculty by introducing new methods of teaching, learning and evaluation;
 - f) Ensures transparency and availability of assessment criteria, methods and results of periodic evaluation;
 - g) Foresees the results of the surveys of academic personnel, students, graduates, practicing specialists and employers;
 - h) Assists the Head of the Department of Faculty in the selection of inviting specialists for the purpose of implementation of the educational program;
 - i) In preparation of the faculty academic personnel and invited specialists' portfolios;
 - j) Facilitates involvement of faculty academic personnel and invited specialists in the international area;
 - k) Implements monitoring of the compliance with the National Qualifications Framework within the educational program;
 - l) Requests information and documents from the faculty structural units;
 - m) Guides tutors' activities:
 1. Presents candidates for tutors to the Dean of the Faculty Board for approval;

2. Monitors tutors' activities.
 - n) Conducts review of study literature and determines their compliance with teaching.
 - o) Will exercise other functions to perform its functions.
6. The service's activities are managed by the "Head of the Service", chosen by the Faculty Board, on the suggestion of the head of the University Quality Assurance Service.
7. The head of the service may be a university professor or associate professor.
8. The service consists of the head of the service and the curriculum specialists;
9. The Head of the Service:
10. Curriculum specialist:
 - a) Getting orders from the Head of Quality Assurance Service, planning and executing the work to be fulfilled;
 - b) Performing periodical assessment of educational programs in accordance with the main criteria developed by the University Quality Assurance Service;
 - c) Modifying the criteria for assessing the educational program based on the specifics of the faculty;
 - d) Participate in developing and approving new educational programs;
 - e) Optimization of training plans-curricula and their compliance with international standards;
 - f) Review of syllabuses of compulsory and elective disciplines and their academic assessment;
 - g) Monitoring of employers' and alumni surveys;
 - h) Participation in mobility and control of the proper use of ECTS Credit Transfer System;
 - i) Participation in the process of introduction of modern methods of teaching and assessment (credits, modules, etc.);
 - j) Facilitate the enhancement of the qualification of the academic personnel (offering new methods of teaching);
 - k) Monitoring academic achievement and developing appropriate recommendations;
 - l) Inquiring students and academic personnel for assessing the teaching process;
 - m) Facilitates the engagement of students in scientific researches;
 - n) Participates in the process of restoring the status of students:
 - o) Permanently holds meetings with faculty students about planning the study process, acquiring the accreditation system, students' satisfaction with the study process;
 - p) Conducts monitoring of completion and issuance of appendices of diplomas;
 - q) Within the scope of the competence checks the correctness of the copies of the documents;
 - r) Organizes working meetings of the Heads of Faculties Quality Assurance Services;
 - s) Participates in gathering and reviewing information related to authorization and accreditation with ATSU subdivisions;
 - t) Participates in the preparation of the report describing activities carried out by the Service;

u) Ensures fulfillment of the obligations defined by administrative acts of the university and faculty governing bodies and performs other powers granted to it.

**Chapter IV. The Rule for Electing the Faculty Board.
Pre-election Agitation and Campaign.
Organization and Procedures of Faculty Board Elections**

Article 17. The Rule for Electing the Board of the Faculty

1. Electing the Faculty Board is the electoral process carried out according to the mandated rule of these regulations. It aims to elect the Board of the Faculty based on direct, free and equal elections by secret balloting.

2. The rule for electing the Board of the Faculty shall be regulated by the Statute of the University and these regulations – by means of direct, free and equal elections, by secret balloting – based on the main principles of the elections.

3. Representatives from the academic staff shall be elected on the Faculty Board from the faculty academic-scientific structural units.

4. Representatives from the faculty academic staff and student self-governance shall be elected on the Board of the Faculty.

5. The academic personnel shall elect representatives on the Faculty Board from the academic staff, and students' self-governing bodies of the faculty shall elect students as their representatives from the self-governance;

6. The academic staff shall elect representatives to the faculty Board from the faculty academic-scientific structural unit, proportionally to their number in the structural units. A structural unit should have at least 1 representative on the Board of the Faculty. The total number of the members of the council must not exceed 21 members (in case there are 21 members on the board, this ratio should be distributed in the following way: the Dean, 5 students, 15 academic personnel). Representatives from the structural units to the Faculty Board shall be elected in the following way:

a) From 5 members of the staff of a structural unit, 1 person shall be elected as a representative on the Board of the Faculty.

b) In case, the number of the members of the Faculty Board exceeds 21, according to the sub-paragraph "a", the number of the academic personnel to be elected on the board from the faculty structural unit shall be defined by the following formula:

$$N = X * 15 / Y$$

where

b.a) "N" represents the number of the representatives from the academic personnel to be elected in the council;

b.b.) "X" - the number of the academic personnel in the structural unit;

b.c.) "Y" – the number of the academic personnel of the faculty;

b.d.) "15" – the maximum number of the personnel in the Council of the Faculty;

c) After calculation according to the principle defined by the sub-paragraphs "a" and "b" of this paragraph, if they do not receive a whole number, the result shall be rounded up to the

greater number, if one hundredth of it is 50 or more. In other cases, it shall be rounded up towards the lower number.

7. The number of representatives from the structural units to be elected on the Faculty Board is defined by the administrative act of the Rector.

8. Elections of the Faculty Board shall be appointed by the Rector of the University.

9. Representatives from the student self-governance on the Faculty Board must not be less than $\frac{1}{4}$

of the council membership. In case the number of the representatives from the student self-governance to be elected on the board is not a whole number, representatives from the student self-governance shall be a greater whole number than $\frac{1}{4}$. Representatives from the student self-governance on the Faculty Board shall be elected for a term of 4 years.

10. The Board of the Faculty shall be elected for a term of 4 years. Next and extraordinary elections shall be held.

11. Next elections of the Faculty Board shall be held in every 4 years in accordance with the rule set by these regulations.

12. Registration of the candidates for the Board shall begin after 3 calendar days from appointing the elections. The registration of the candidates shall take place during not less than 5 calendar days. Elections of the Faculty Board shall be held not

later than 5 calendar days after finishing the registration.

13. In the legal act issued by the Rector of the university on appointing the Faculty Board elections, there shall be indicated the date of the beginning the registration of the candidates, the deadline for receiving applications from the candidates, a list of documents to be submitted by the candidates, the date and place of holding elections.

14. The University Election Commission shall assure registration of the candidates for the Faculty Board. Within the set rule, the University Election Commission may reject a candidate's application for registration, which is ascertained by the written decision of the commission.

15. In case a candidate is denied the registration, there must be indicated the fault, which is the reason for the denial. The candidate is authorized to recover the fault during 1 calendar day.

Denial to the registration may be appealed during one calendar day in the University Election

Commission. The University Election Commission makes a decision on the appellation during 1 calendar day.

16. A candidate from the relevant structural unit shall be considered elected, if he/she gains the best results; the number of the elected candidates from the academic staff and student self-governance is set by the administrative act of the Rector for the relevant structural unit.

17. In case the authority of a member of the Faculty Board is terminated pre-term, during the

left term of authority one of its members, who has obtained the majority of votes on the Faculty

Board elections becomes the candidate. If there is not such candidate, then by-elections are held.

18. In case the number of the academic staff in the appropriate structural unit of the faculty is reduced, and this reduction causes changes in the membership number of the council, then according to these regulations, the authority of a member of the council from the relevant structural unit, who has received the fewest number of votes in the election, shall be dismissed pre-term. If there is not such member, then by-elections shall be held. Similarly, if such reduction requires electing an additional member from the relevant structural unit, the member of the council shall become the candidate, who has received the majority of votes from the corresponding structural unit. If there is not such candidate, then by-elections are held. In case the number of the academic staff is increased in the relevant structural unit of the faculty, and this increase causes changes in the membership number of the Faculty Board, by-elections shall be held for only additional members of the council. Similarly, if such increase causes termination of the authority of a council member from the relevant structural unit pre-term, then according to these regulations, his/her authority is terminated before the term. In case the faculty is re-organized (unifying relevant structural units, dividing, attaching, separating, etc.), or a new structural unit is created or cancelled, by-elections shall be held for only those structural units, which were affected these changes.

19. The University Election Commission, with the help of the relevant Faculty Election Commission, ensures organization of the Faculty Board elections. The Election Commission of the University is authorized to make decisions on organizational and procedural issues of the elections, if there is not ascertained something else by these regulations. The issues connected with the elections, which are not arranged by these regulations, shall be regulated by the administrative act of the Rector of the university.

20. On the issue of holding by-elections, the Dean of the faculty shall apply to the Election Commission;

21. During 2 days after receiving the application of the Dean, the University Election Commission, in accordance with the Rector, makes a decision on holding by-elections of the Faculty Council and publishes this information.

22. In order to gain the right for taking part in the elections, a candidate must be registered in the Election Commission of the University, as set by the rule of these regulations.

23. The news on announcing the elections of the Faculty Board should contain information about receiving applications of the candidates and the dates of their registration, the date and place of holding elections.

24. In order to register, a candidate shall personally apply to the Election Commission of the University. A person is authorized to participate in the Faculty Council Elections as a candidate from the structural unit, where he/she is mainly employed. The term for receiving applications of candidates, willing to become members of the Faculty Council must not exceed 5 days.

25. Immediately after finishing the registration, the University Election Commission makes a unified list of all candidates. Based on the unified list, the University Election Commission makes a decision on printing the ballot-papers.

26. A ballot-paper must contain information about the personal data of the candidates – their name, surname and status.

27. Elections shall be considered held, if at least 1/3 of all persons with the right to vote took part in the elections (according to the relevant structural units).
28. If candidates who took part in the elections received the equal number of votes, second round of elections shall be held. In the second round of elections, two or more candidates with the same number of votes have the right for participation. The second round of elections shall be held during 3 calendar days from holding the primary elections.
29. The second round of elections shall be considered held, if at least 1/3 of all voters took part in it, and the winner of the second round elections shall be considered the candidate, who receives the majority of votes.
30. If none of the candidates took part in the elections, re-elections shall be held according to the rule set by these regulations.

Article 22. Pre-election Agitation and Campaign

1. A candidate to be elected in the Council of the Faculty is authorized to hold pre-election campaign. While carrying out pre-election campaign, all candidates enjoy equal rights.
2. The candidates to be elected and electors have the right to conduct pre-election agitation to support the candidates.
3. On the polling day pre-election agitation and campaign is prohibited.
4. The following people shall not be allowed to take part in the pre-election agitation and campaign of the Faculty Board elections:
 - a) Members of the electoral commission;
 - b) People on the administrative positions (except the case, when the administrative officer is registered as a candidate) and support personnel (except the case, when the person holds an academic position simultaneously).
5. Pre-election agitation and campaign can be implemented by different activities (congregations and meetings with the voters, public debates and discussions), publishing and dissemination of printed agitation materials, pre-election proclamations, announcements, by preparing and spreading papers and photos, as well as by any means allowed by the legislation. It is banned to hinder their dissemination;
6. Pre-election campaign and agitation must not impede the academic process at the university. It is prohibited to hold electoral agitation and campaign at the lectures, as well as any other activity that is incompatible with the candidate's status (bribery in direct or indirect way, or granting any good or privilege, or giving such promise and others), affects the discipline at the university;
7. The administrative staff of the university has no right to deny using university rooms and halls for holding electoral campaign and agitation without any proof. All candidates should enjoy equal rights to utilize the university area. Denial of this demand may be appealed in the University Election Commission during one day-period,

Article 23. Electoral Register

1. The electoral register is made by the University Election Commission according to the appropriate structural units of the faculty, and in accordance with the University Human Resources Management Service.
2. The electoral register of the academic staff is made according to structural units.

3. The electoral register involves all professors, associate professors, assistant professors and assistants of the represented structural unit.

4. If a member of the academic staff is employed in more than one structural unit, he/she shall be included in the electoral register of the structural unit, where he/she has more hourly workload. If the hourly workload of a member of the academic personnel is equal, he makes a decision himself on which structural unit's electoral register he prefers to be enlisted.

5. The faculty electoral register must include the following data:

a) Name and surname of the voter;

b) Personal number according to the identity card/passport - for the academic personnel.

6. It is inadmissible to include the data of the same person in the electoral register of several structural units.

Article 24. Ballot Paper

1. Voting takes place by the appropriate marking on the ballot paper and putting it in the ballot box.

2. Ballot papers are printed by the university, which is ensured by the University Election Commission.

3. On the ballot paper there is indicated:

a) The name of the relevant faculty of the university with the denomination of the structural unit;

b) Indication about which management body elections is the ballot paper designed for;

c) List of the nominated candidates.

4. It is inadmissible to give more than one ballot paper to a person.

5. A ballot paper is given to a person only in the case of presenting the identity card.

Article 25. Ballot Box

1. In order to hold elections, the Commission assures the Faculty Election Commissions with ballot boxes. Each election commission is delivered a ballot box.

2. On the ballot box there is clearly indicated which management body is this box intended for.

3. The ballot box is checked before the voting begins, so that the members of the election commission and poll-watchers to be sure that the box is empty. Then he ballot box shall be sealed with the observance of the members of the commission and poll-watchers and together with the ballot-paper of the first voter, they shall put the controlling sheet, which is one of the means of checking the authenticity of the election results.

4. The control sheet is drawn up in 2 copies and there is indicated the requisites of the relevant faculty and of the first voters, signatures of all members of the commission. One copy of the controlling sheet is left in the election commission.

5. If the ballot box is damaged during the electoral process, the election commission is authorized to judge about cancelling the results of the elections, if it considers that this may affect the results of the elections.

6. If there is no control sheet in the ballot box after its opening, or the data on the

control sheet in the ballot box does not coincide with the data on the control sheet in the election commission, the results of the elections are declared void.

Article 26. Organizing Elections

1. Elections shall be held on the day appointed by the Rector;
2. The expenditures connected with the organization and holding of elections shall be covered by the university. The university does not refund the expenditures of the candidates;
3. The university shall ensure a room for the election commission;
4. The election commission of the university and of the faculty begin work at 9 a.m. Voting begins at 10 a.m.
5. Members of the faculty election commission distribute their functions by means of sortition before 10 a.m. After the sortition there must be assigned:
 - a) Registrars;
 - b) Signatories to the election bulletins;
 - c) Regulators of the flow of voters.
6. The Head of the faculty Election Commission shall not take part in the elections.

Article 27. Procedure of Elections

1. On the polling day, a voter receives a ballot-paper from the registrar of the election commission, which is confirmed by the signature alongside with his/her surname in the list of voters. After that, the voter goes to a member of the signatory commission, who signs up in the appropriate table of the ballot-paper. Then, the voter enters a specially arranged polling booth, and after circling one of his favourite candidates, drops the ballot-paper in the polling box and leaves the room of the election commission. It is impossible to let more than 5 voters in the polling room altogether.
2. The voter can vote personally. It is prohibited to vote instead of another person in any form.
3. The voter can vote for only that representative of the structural unit, where the voter is employed.
4. Any separate place, where the secrecy of balloting is ensured, may be considered as a polling-booth.

Article 28. Summarizing Election Results

1. Balloting finishes at 14.00 p.m. on the polling day.
2. After finishing balloting, members of the election commission count the quantity of votes in the list of voters who took part in the elections; this is attested in the relevant conclusive protocol, which depicts the total number of votes of all candidates who took part in the elections.
3. Elections shall be considered held, if there appeared at least 1/3 of all voters who were on the list (according to structural units).
4. After counting the number of voters who appeared at the elections, ballot-box shall be opened and members of the commission shall count ballot-papers. Ballot-papers shall be counted according to the structural units.
5. The ballot-papers taken out from the ballot-box and circled shall be arranged separately

according to the candidates who participated in the elections. Void ballot papers shall be put apart.

6. A ballot paper shall be void if:

- a) There is no signature of a member of the signatory commission on the ballot-paper;
- b) If none of the candidates are circled;
- c) If there is circled more than one candidate;
- d) If it is impossible to clarify which of the candidates is voted by the voter;
- e) There is not indicated the name of the faculty, where the elections are held;

7. Immediately after counting the votes, the conclusive protocol shall be completed, where they shall enter the following data:

- a) Number of voters according to the lists;
- b) Number of voters who appeared at the elections according to the signatures of the voters in the election lists;
- c) Total number of the ballot-papers in the ballot-box;
- d) Number of void ballot-papers;
- e) Number of votes received by each candidate;
- f) Signatures of all members of the commission.

Article 29. Poll-watcher

1. For the purpose of observing the process of voting at the elections, individuals and legal entities are authorized to refer to the election commission of the university to obtain the status of a poll-watcher, not later than 1 day before the elections.

2. A legal entity implements shall implements status of a poll-watcher by means of its representatives, whose identities are indicated in the application presented for obtaining the status of an observer;

3. A person shall not allowed to be an observer, if he/she is:

- a) A candidate to be elected;
- b) A member of the administrative staff;
- c) A voter of the faculty, where he/she asks for participation as a poll-watcher.

4. A poll-watcher is authorized to attend the work of election commissions on the polling day and in the process of discussing appellations;

5. A poll-watcher is authorized to:

a) Refer to the head of the election commission in case of detecting an abuse and demand its prevention; also, in case the head of the election commission rejects this demand, draw up a protocol on the abuse;

b) Submit an appellation to the election commission of the university.

6. A poll-watcher is obliged not to hinder the process of the elections.

7. Election commissions are obliged not to hinder the poll-watcher.

Article 30. Protocol on Abuse

On the polling day, in case of detecting a violation of the rule set by these regulations, a candidate, a poll-watcher, a member of the election commission or a voter is authorized to draft a protocol on abuse, where they shall indicate:

- a) The name, surname, address of the person who drafts a protocol;
- b) The status of the person who drafts the protocol (a candidate, a voter, an observer, a member of the election commission);

- c) The content of the abuse;
- d) The time of attesting the abuse;
- e) The signature of the head of the election commission, or a note about denying his/her signature;
- f) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
- g) The demand of the person who drafts the protocol;
- h) The signature of the person who drafts a protocol.

Article 31. Announcing Results of the Election

The results of the election shall be announced on the polling day. The election commission of the faculty is responsible to post the act on the results of the elections in the place available for everyone.

Article 32. Appealing Against the Results of the Elections

1. If there is not ascertained any other issue by these regulations, during 24 hours after announcing the results of the elections, a candidate, an observer, a member of the election commission of the faculty or a voter from the structural unit of the relevant faculty is authorized to appeal against violation of the rule according to the regulations of the election commission of the university. After expiration of this term, appellations shall not be received.
2. An appellation must include the following requisites:
 - a) The name, surname, address of the person appealing;
 - b) The status of the person appealing (a candidate, a voter, a pol-watcher, a member of the election commission of the faculty);
 - c) The content of the abuse;
 - d) The time of attesting the abuse;
 - e) The signature of the head of the election commission, or a note about denying his/her signature;
 - f) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
 - g) The demand of the person who appeals;
 - h) The signature of the person who makes an appellation.
3. The appellation must be attached to the copy of the protocol on abuse, in case there is one.
4. The election commission of the university is obliged to discuss the appellations during 1 calendar day after receiving them and make the appropriate decision.
5. The decision on declaring the elections void, shall be made by the election commission of the university, if it considers that the detected abuse has had an essential impact on the results of the elections.

Article 33. Publishing Final Results. Recognition of the Faculty Board Authority

1. Final results of the elections shall be published by the Election Commission of the University by posting them in the open place available for everyone. Results of the elections shall be published on the university web-site, in the printing body of the

- university and posted on the University Information Board.
2. Final results of the elections become valid from the very moment of their publishing.
 3. The first session of the Faculty Board shall be invited by the Rector of the university within not later than 3 days from publishing the final results of the elections.
 4. The Board of the Faculty shall be empowered with its authority from the first day of meeting. The Council of the Faculty shall be considered authorized, if more than half of its members attend it. The majority of the attendees shall make decision.
 5. The authority of the Board of the Faculty shall be terminated by the first meeting of the newly elected council.

Chapter V. Faculty Structure.

Academic-Scientific and Support Structural Units of the Faculty

Article 30. Faculty Structure

1. The faculty structure includes academic-scientific and support structural units of the faculty established in accordance with the Law of Georgia on “Higher Education” and the University Statute.
2. The structure of the faculty shall be designed by the Faculty Board on the suggestion of the Dean and approved by the University Academic Council.

Article 31. Academic-Scientific Structural Units of the Faculty

1. The rule for the activities of the faculty academic-scientific and support structural units is determined by the University Statute and these Regulations.
2. The faculty includes:
 - a) Academic-scientific structural unit – Department;
 - b) Support structural unit – Secretariat of the Faculty; Legal Clinic; Laboratory of Criminalistics; Laboratory of Journalism.

Article 32. Academic-Scientific Structural Units of the Faculty

1. Academic-scientific structural units of the faculty are as follows:
 - a) Department of Law;
 - b) Department of Economics;
 - c) Business Administration Department;
 - d) Department of Social Sciences;
2. The academic-scientific structural unit of the Faculty carries out its activities in accordance with the Law of Georgia on “Higher Education”, the University Statute, this Regulation and the Regulation of the Structural Unit approved by the University Academic Council. The faculty may include a scientific-research structural unit whose regulations shall be approved by the University Board of Representatives.
3. A structural unit of the department is the direction whose head, based on the decision of the department session, shall be appointed and dismissed from the post by the Faculty Board and submits it to the Rector of the University for approval.

Article 33. Goals and Objectives of the Faculty Academic-Scientific Structural Unit are as follows:

- a) Support efficient implementation of educational activities;
- b) Engagement in the process of designing and implementing scientific/research profiles;
- c) Participation in design and development of educational programs;
- d) Participation in designing Strategy and Action Plans for development.

Article 34. The Management of the Faculty Academic-Scientific Structural Unit

- 1.The faculty academic-scientific structural unit is guided by the Head of the Department (Coordinator) – in case of the faculty department;
- 2.The head of the faculty academic-scientific structural unit may be a professor or an associate professor from this structural unit;
- 3.The head of the faculty academic-scientific structural unit shall be approved or elected by the Faculty Board on the proposal of the Dean;
- 4.The Faculty Board approves/elects the head of the academic-scientific structural unit, who is nominated by the Dean of the Faculty;
- 5.The rule for making decision on approval/election of the head of the academic-scientific structural unit of the Faculty shall be determined by the Standing Orders of the faculty;
6. The term of office of the head of the academic-scientific structural unit of the Faculty expires upon the expiration of the term of office of the faculty Dean.
7. In case of early termination of the term of the head of academic-scientific structural unit of the faculty, the Rector of the university shall appoint a temporary Acting Head before the appointment of a new one;
- 8.The head of the academic-scientific structural unit of the faculty shall be dismissed from fulfilling his/her duties by the Rector of the university.

9. Head of the Department (Coordinator):

- Will develop the annual work plan of the department and submit it to the Faculty Board for approval, based on the support of the Session of the Department;
- Submits a semester report of the work done by the Department to the Faculty Board;
- Drafts individual workload projects of the members of the department and submits to the Faculty Board for approval on the basis of the support of the Department session;
- Coordinates production of student attendance and assessment records in accordance with the established procedure and their timely return;
- Ensures development and implementation of educational programs (curricula) and syllabuses;
- Drafts projects of documents related to the functioning of the department and submits to the Faculty Board for approval on the basis of the support of the Department session;
- Distributes functional duties among the staff of the department and controls their implementation;
- Distributes training, methodological and research work among the staff of the department and controls their implementation;

According to the established rule, shall submit to the Dean of the Faculty proposals on the recruitment of the personnel on contract or on hourly payment, disciplinary liability, staffing and promotion of the employees of the department;

According to the established rule, shall submit to the Dean of the Faculty proposals on the candidates of the heads of the directions (if any) for further consideration;

Invites the sessions of the department in accordance with the Department's working plan;

Listens to the reports of the curators (if any);

Is involved in the monitoring of the department staff attending the lectures and ensures uninterrupted conduct of auditorium work;

Examines the quality of production of journals for recording auditorial work by the teacher;

Gives organizational support to the processes of designing educational programs, syllabuses and their implementation;

Within the competence, establishes business ties with appropriate state and private structures for the purposes of graduates' employment and studying the labor market requirements;

Provides selection of facilities for the study and production practices and submission of the student distribution project to the Dean;

Cares about improvement of the infrastructure, material-technical and training base of the department;

At the level of the Department, organizes students, MA and PhD students' participation in the scientific conferences, symposiums and seminars;

Together with the members of the Department determines the research priorities of the department;

Is responsible for the appropriateness of the examination issues/tasks in content and technically and their compliance with the syllabus;

Systematically controls the condition of students' academic performance in the subjects to be carried out by the Department and periodically discusses them at the Department sessions;

Checks the correctness of filling the normative forms by the academic personnel of the department and vizes them in case of presentation outside the department;

Performs other tasks of the Faculty Board and administration within the competence of the head of the department.

10. A Specialist of the Faculty Academic-Scientific Structural Unit.

I. A Specialist of the faculty academic-scientific structural unit is liable to the Head of the Department.

II. Is liable to the Head of the Department and the Head of the Direction (if any).

III. Within the competence, participates in coordination of activities of the department and directions (if any);

IV Provides preparing/supplying the necessary information for business correspondence to the head of the department;

- V. Participates in designing individual workload projects of the members of the department;
- VI. Participates in drafting the documentation projects related to the functioning of the department;
- VII. Ensures technical management of examination issues / tasks;
- VIII. Ensures provision of academic personnel with examination registers;
- VIII. Is the person responsible for the Department's material support and produces internal inventory.
- IX. Performs other tasks of the head of the department and the head of the direction (if any) within the competence.

Article 35 . Support Structural Unit of the Faculty

1. Secretariat of the Faculty

The Faculty Secretariat is headed by the Head of the Secretariat.

- I. Organizes and coordinates the activities of the Secretariat;
- II. Effectively manages students' movement and other necessary information, distribution of secretaries and their target presentation;
- III. Prepares the order on status suspension of the faculty students due to financial debts and / or the student's own wish;
- IV. Prepares the order on status restoration of the faculty students in case of covering the financial debt in a timely manner;
- V. Makes registration of the postponement of the part of the student's financial debts;
- VI. Assumes responsibility for the processing /conducting letters in the eflow program system and/or sending them to the secretary in accordance with the resolution(s);
- VII. Ensures provision of ATSU's Educational Process Management Service with the continuously updated electronic list of students allowed or denied to take the exams, with the consideration of covering their financial debts;
- VIII. Reports to the Faculty Dean; In the absence of the Dean of the faculty, to the Deputy Dean(s);
- IX. Produces and coordinates the electronic book of student marks;
- X. Provides, according to the form approved by the Faculty Board, formation of examination registers, recording and arrangement their issuance and receipt;
- XI. Provides and coordinates preparation of normative documents to be delivered to the student and to pass the procedure according to the established rule;
- XII. Provides and coordinates arrangement of students' personal files in accordance with the provision developed by the ATSU Educational Process Management Service;
- XIII. Provides and coordinates arrangement of the student's study card, according to the regulation elaborated in the university;
- XIV. Provides and coordinates compiling the appendages of the graduates' diploma according to the regulation elaborated in the university;
- XV. Provides and coordinates the graduates' personal files submission to the archive;

XVI. Ensures the execution of the Faculty Dean's instructions, orders and other powers granted by the decisions of the university management bodies.

2. The Faculty Secretariat

The staff of the Faculty Secretariat are appointed and dismissed from the post by the Rector of the University on the proposal of the Dean.

1. Executes the instructions of the Head of the Faculty Secretariat;
2. Holds a book of students marks in the electronic form;
3. Provides, according to the form approved by the Faculty Board, formation of examination registers, recording and arrangement their issuance and receipt;
4. In case of failing the minimum competence requirements and/or distorting the precondition, provide the Head of the Faculty Secretariat with the continuously updated electronic list of students to be allowed at the exams, and submit it to the ATSU Examination Center;
5. Provides producing student's study card, according to the regulation elaborated in the university;
6. In case of failing the minimum competence requirements and/or distorting the precondition, provide the Educational Process Management Service of ATSU with the continuously updated electronic list of students to be allowed at the exams;
7. Provides compiling the appendages of the graduates' diploma according to the regulation elaborated in the university;
8. Provides submission of the graduates' personal files to the archive;
9. Ensures the execution of the Faculty Dean's instructions, tasks and other powers granted by the decisions of the university management bodies (within the competence);
10. Ensures fulfillment/implementation of particular orders and tasks of the Head of the Faculty Secretariat and the functions and duties of the secretary;

11.3. Other Support Structural Unit

a) **The Legal Clinic** is the faculty support structural unit at the Department of Law. Its main goal is to develop practical skills for students and provide free legal assistance to the population within the framework of the activities defined by its regulations

The legal clinic's activities are conducted by the Coordinator (The Head), professor, practicing lawyer and clinic student.

b) **The Criminalistics Laboratory** is the faculty support structural unit at the Department of Law and serves the development of practical skills for "Criminal Law" students. It is served by a laboratory assistant, who is a specialist in criminal law and provides students with academic education within the framework of the predefined program, as well as the laboratory's daily work and is responsible for the use, maintenance and renewal of the material-technical base in the laboratory.

c) **Laboratory of Journalism** serves to develop practical skills for students of educational programs in the direction of journalism (mass communication). It is served by a laboratory assistant, who is a specialist in journalism and provides students with academic education

within the framework of the predefined program, as well as the laboratory's daily work and is responsible for the use, maintenance and renewal of the material-technical base in the laboratory.

Article 36. Support Staff

1. The authority, competence and the rule for activities of the faculty support shall be determined by the relevant instructions and work descriptions that are approved by the administrative act of the University Rector.
2. Support staff of the faculty is appointed and dismissed from the post by the Rector of the University.

Chapter V. Conclusive Provisions

Article 37. The procedure for the adoption, abolition, modification and amendment of the faculty regulations.

1. The Regulations of the Faculty have been elaborated according to the Statute of the University (hereinafter – the “Statute of the University”), approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State University” dated by the year 2013, September 9, #132/N and other legislative and statutory acts.

2. The Regulations and Structure of the Faculty shall be designed by the Board of the Faculty on the proposal of the Dean and approved by the representative body of the university – Board of Representatives of the University.

3. Declaring these regulations or their part void or invalid, making amendments and/or supplementations to this document, can be conducted by the Representative Board of the University.

Article 38. Adoption and Enforcement of the Regulation

1. The Regulation shall be transferred to the University Representative Board for approval;
2. The Regulation shall be enacted immediately after its approval by the Representative Board.

Positional Structure of the Faculty Structural Units

