

**The Regulations of the Representative Board of  
LEPL – Akaki Tsereteli State University  
№161  
On Approving the Regulations of the Scientific Research Center of  
LEPL – Akaki Tsereteli State University**

**Kutaisi**

**28 February, 2018**

According to paragraph 'c', article 13, 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 of the Scientific Research Center of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be uploaded on the university web-site and placed on 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.
3. The Regulation shall be in force immediately after its announcement

**Speaker of the Representative Board:  
Prof. Sulkhan Kuprashvili**

## **Article 1. General Provisions**

1. The Regulations of the Scientific Research Center (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.
2. The Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the Scientific Research Center (hereinafter – the “Center”), and regulate other relations connected with the Center activities.
3. The Regulations of the Center shall be discussed by the University Administration and approved by the Representative Board of the University.
4. The functions and objectives defined by these regulations represent the main directions of activities of the Center.

## **Article 2. Status of the Center, Main Directions of Activities, Responsibilities and Accountability**

- 2.1 The Center is a support structural unit of the university.
- 2.2 The Service acts according to the Law of Georgia on “Higher Education”, labor legislation, order of the Minister of Education and Science of Georgia, the Statute of the University, European Quality Assurance Regulatory Framework, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.
- 2.3 The Service is responsible for implementing the assumed objectives and functions and is liable to the Academic Council of the university.
- 2.4 The Service is financed by the university budget.

## **Article 3. Structure and Governance of the Center**

1. The structure of the Service is designed by the university Administration and approved by the Representative Board of the university;
2. The Center is generally led by the Rector of the university, and directly it is managed by the Head of Scientific Research Center;

3. "The Center" includes the following structural units and positions: Head of the Center, Senior Specialist, Assistant to the Head, Office Manager.  
*The internal positional structure of the "Service" is attached to the regulations.*
4. The Center is guided by the Head of the Scientific Research Center, who is appointed and dismissed from the position by the Rector of the University;
5. The Head of the Center is accountable to the Rector of the university;

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

1. The aim of the Center is to provide scientific research activities and promotion of this direction in accordance with Strategic Development Plan.

#### **Article 5. Functions and Responsibilities of the Center**

1. Participation in determining priorities in fundamental, applied and innovative scientific research of the university;
2. Supporting implementation of scientific research based on innovative knowledge, quality and outcome; integration of scientific- research and learning processes;
3. Based on the analysis of results of scientific-research activities of the university, preparation and submission of periodic reports to the management bodies of the university;
4. Promotion of development of the university expert assessment system for internal university scientific research projects;
5. Explaining the specificity of the work of international and national scientific funds to the staff of the university, introducing conditions of the competition and organizing trainings to provide filling grant applications properly;
6. Supporting establishment of relevant contacts with a view to developing scientific research and innovative projects;
7. Establishment of the unified information database of scientific-research activities at the university;
8. In case of necessity, identifying priorities of scientific research in different directions; inviting scholars recognized by this field as scientific consultants for implementation of general consulting activities;
9. Obtaining and recording information on scientific activities carried out by the university staff;
10. Registration and analysis of scientific projects implemented on behalf of the university;
11. Providing consulting services to the university personnel for the purpose of fundraising, creating patent and for the protection of copyrights;

12. Inviting competent experts to assess scientific research projects and providing the best possible conditions for their work;
13. Preparing recommendations to the university management bodies, made on the basis of recommendations, on allocation of funds in the university budget for co-financing of scientific research and scientific-grant projects;
14. Supporting joint scientific projects and research with Georgian and foreign universities and scientific centers;
15. Supporting organization and holding of international scientific conferences and seminars at the university;
16. Developing a plan for commercialization of scientific research results and creation of innovative technologies;
17. Preparing memorandums and contracts with Georgian and Foreign Universities and Scientific Centers;
18. Registration of scientific trips of university staff and analysis of results.

#### **Article 6. The Authority and Responsibility of the Center**

- 6.1. Coming out from the functions and objectives of the Center, the unity of the vested powers of the Center and its staff represent the competence of the Center;
- 6.2. While implementing the entrusted functions and objectives, the Center is authorized to:
  - a) Take measures in order to implement the functions and objectives of the Center;
  - b) Within its competence, to control the effective and performance and implementation of scientific-research processes and monitor the involvement of other structural units.
  - c) Request any information related to scientific-research activities at the university;
  - d) In case of necessity, to identify priorities of scientific research and invite scientists of the field to conduct general consultation activities as scientific advisers;
- 6.3. The Service is Responsible for:
  - a) impemenatation of the functions and objectives defined by these regulations;
  - b) Ensuring proper scientific-research activities in the university , promoting and facilitating their development;
  - c) Accomplishing tasks of the university management;
  - d) maintenance of the transferred property.

#### **Article 7. The Center Staff**

1. The rule for accepting the personnel is defined by the labor law and the common law on accepting the support personnel at work approved by the Representative Board of the university.

2. The labor relations of the staff of the Center are defined by the written work contract.
3. The work description of the staff of the Center and the instructions on their activities are attached to these regulations.

**Article 8. Conclusive Provisions**

4. Declaring these regulations or a part of these regulations void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university;
5. The issues of the work of the Center, which are not settled by these regulations, are arranged by the Statute of the University.

**Positional Structure of the Scientific Research Center**

