

International Teaching University of Management and Communication

“ALTERBRIDGE”

Regulation

Discussed by Academic Board minutes #1 on 20/02/2019
Approved by Rector’s order #O/1-01/07 of 22 February 2019

Chapter I

General Provisions

Article 1. Sphere of Application of the Regulation

- 1.1 This Regulation is the main internal legal act of International Teaching University of Management and Communication “ALTERBRIDGE” (hereinafter - “Teaching University”) that together with the Charter determines the structure and management issues of the Teaching University. All other internal legal acts shall be in compliance with it.
- 1.2 This Regulation is mandatory for each employee of the Teaching University.

Article 2. Status of Teaching University

- 2.1. The organizational-legal form of the Teaching University is a Limited Liability Company;
- 2.2. The Firm Name in Georgian is შებლდული პასუხისმგებლობის საზოგადოება მართვისა და კომუნიკაციების საერთაშორისო სასწავლო უნივერსიტეტი „ალტერბრიჯი“, in English - **International Teaching University of Management and Communication „ALTERBRIDGE“ LLC**;
- 2.3. The Teaching University is a higher education institution that creates and conducts educational programs of first (bachelor's) and second (master's) cycles of academic higher education in accordance with Georgian legislation.

Article 3. Mission and Values of the Teaching University

3.1. The mission of the Teaching University is to give people new opportunities for personal and professional self-realization. In this regard, it creates accessible conditions for research and acquiring knowledge, establishes an international platform for interaction of education and labor market, promotes improvement of public relations in Georgia.

3.2. The activities of the Teaching University are based on the following values:

- Professionalism
- Mutual trust and teamwork
- Publicity and transparency
- Ethics and justice
- Corporate Social Responsibility and Patriotism
- Academic freedom
- Lifelong development

Article 4. The Goal of the Teaching University

- 4.1 The aim of the Teaching University is to prepare the European standard, competitive, national self-conscious human resources; Ensure sustainable development of the Teaching University as an innovative educational institution, to aspire for establishment on national and international level as a leading teaching institution by generating new knowledge of scientific researches and implementing it in the teaching process.
- 4.2 The strategic goals of the Teaching University, the ways of their achievement and results are determined in details in the Strategic Development Plan of the Teaching University.

Article 5. Principles of Management of the Teaching University

- 5.1. The management of the Teaching university is based on the principles of teamwork and collegiality, maximum involvement of each structural unit and student in the management process;
- 5.2 Mechanism for monitoring efficiency management of the Teaching University and its evaluation system are defined in the relevant internal legal documents approved by the order of the Rector of the Teaching University.

Chapter II

Structural Units of the Teaching University

Article 6. Structure of the Teaching University

- 6.1. Structural units of the Teaching University are:
 - 6.1.1 Management Bodies
 - a) Partner's Assembly;
 - b) Rector;
 - c) Academic Board;
 - d) Vice Rector;
 - e) Chancellor;
 - f) Quality Management Office.
 - 6.1.2. The basic educational structural unit is Strategic Communications and Law school (Dean of the school, Study Process Management Office, Program Directors).

6.1.3. Structural units:

- a) Research activity Center;
- b) Lifelong Learning and Career Development Center;
- c) International Relations Office;
- d) M and PR Office;
- e) Entrants' and Students Service Unit;
- f) Library;
- g) HR Management Office;
- h) Chancellery
- i) Legal Service;
- j) IT;
- k) Financial Service;
- l) Logistics;
- m) Security;
- n) Medical Service.

Article 7. Partner's Assembly

The status of Partner's Assembly of the Teaching University is determined by the Charter of Management and Communication Teaching University "ALTERBRIDGE".

Article 8. Rector of the Teaching University

- 8.1. Educational and administrative activities of the Teaching University are managed by the Rector of the Teaching University, appointed by the Partner's Assembly;
- 8.2. The Rector of the Teaching University conducts the following activities:
 - a) Manages the Academic Board and approves the composition of the Academic Board;
 - b) Together with the Academic Board, makes decisions regarding the policy of conducting academic, educational and research activities;
 - c) In agreement with the Academic Board or independently approves / issues regulatory documents of the Teaching University, internal legal acts regulating administrative and educational activities in the form of orders;
 - d) Approves the structure of the Teaching University, the staff list, approves the budget in agreement with the Chancellor and Academic Board;
 - e) Makes decision on announcing the competition for selection of academic personnel and, on the basis of the recommendation of the Competition Commission, appoints candidates for academic position;

- f) Under the Chancellor's nomination, appoints the Heads of Structural Units of the Teaching University;
 - g) In agreement with the relevant structural unit, makes decisions on important issues related to the activities of the Teaching University, except for the matters that are in competence of Partner's Assembly and the Chancellor;
 - h) Establishes international contacts independently or on the basis of proposals of International Relations Office;
 - i) Issue order on obtaining, suspension and / or termination of the Student Status of the Teaching University;
 - j) Represents the Teaching University in relations with third parties - signs memorandums, transactions and agreements;
 - k) Signs the document confirming the education – diploma;
 - l) Sets scholarships;
 - m) Grants honorary academic status on behalf of the Teaching University;
 - n) Approves and cancels educational programs according to suggestion by the Academic Board;
 - o) Exercises other powers which do not contradict the applicable legislation of Georgia, the Charter of the Teaching University and this Regulation.
- 8.3. The powers of the Rector of the Teaching University are further regulated on basis of the minutes of the Partner's Assembly;
- 8.4. The Rector is accountable to the Partner's Assembly of the Teaching University.

Article 9. Functions of Vice Rector

9.1. The Vice Rector of the Teaching University, who is appointed by the Rector of the Teaching University, ensures elaboration and implementation of strategic and scientific directions in the university. The Vice Rector shall carry out the following activities within his/her competence:

- (a) Participate in elaboration, development and amendment of the Strategic Plan of the Teaching University;
- (b) Ensure supporting internationalization process and development of internationalization policy;
- (c) manage organizing educational projects, scientific or other thematic meetings, forums and conferences;
- (d) Supervise preparation and publishing scientific journals of the Teaching University;
- (e) Cooperate with various interested organizations, government institutions, business sector and foreign partners within the framework of educational-research activities;
- (f) Promote professional development of academic staff;
- (g) Monitoring activities supporting career development of students and their involvement in various projects;

- (h) Appoint the administrative staff of its subordinate services, except the heads of the services;
 - (i) Perform Rector's duties while temporary absence of the Rector (business trip, vacation, illness, etc.);
 - (j) Carry out other activities related to the activities of the University and his/her competence;
 - (k) Conclude employment agreements with academic personnel in special cases;
 - (l) Supervise the coordinated work of structural units under its subordination.
- 9.2. Vice Rector is accountable to the Rector of the Teaching University.

Article 10. Chancellor of the Teaching University

- 10.1 In case of delegation of the powers to Chancellor of the Teaching University by the rector, the Chancellor is entitled to representation of the institution in financial and administrative matters in relations with third parties. Chancellor is appointed by the Rector;
- 10.2 Within his/her authority Chancellor of the Teaching University carries out the following activities:
- a) On behalf of the Teaching University concludes financial contracts, transactions and agreements;
 - b) Issues internal legal acts regulating financial activities – resolutions;
 - c) Manages the Teaching University finances within the budget approved by the rector;
 - d) Elaborates and discusses budget of the Teaching University and strategic development (for three years, seven years) and action plans together with the appropriate structural units;
 - e) Upon Rector's recommendation implements various kinds of material incentives for employees;
 - f) Supervises the compilation of the study resources of the library;
 - g) Appoints the administrative staff of subordinate departments, except the heads of the services;
 - h) Exercises powers granted by the Georgian legislation, minutes of the Meeting of Partners of the Teaching University and other internal legal acts of the Teaching University.
- 10.3. Coordinates and supervises the work of the structural units subordinated to him/her;
- 10.4. The Chancellor of the Teaching University is accountable to the Rector.

Article 11. Academic Board

- 11.1. The Academic Board of the Teaching University (hereinafter - Academic Board) is the Rector's advisory, representative collegial body responsible for providing educational, academic and scientific work and development of the Strategy;
- 11.1.1. The Academic Board consists of the Chairperson of the Academic Board - Rector, Academic Board members (all academic staff except Assistants) and one representative student from basic educational structural unit(s) – the School; by the decision of the Rector additional members can also be convened;

11.2. The term of office of a member of the Academic Board shall be determined by the member's term for holding academic position and the student's membership for the term of his / her status. If any member of the Academic Board leaves the academic position, the school will present the new member.

Article 12. Decision-making Procedure by the Academic Board

- 12.1. The Academic Board shall discuss matters within its competences on Meetings of the Academic Board;
- 12.2. Meeting of the Academic Board shall be convened by initiative of the Rector (Chairperson of the Academic Board) or at least one third of the Academic Board members, at least once per semester;
- 12.3. The Meeting of the Academic Board is authorized to make a decision if it is attended by more than half of the Board's listed members, the decision shall be made by a simple majority;
- 12.4. The Dean, the Heads of the Quality Management Office and Educational Programs whose program is being discussed have deliberative vote on the Meetings of the Academic Board;
- 12.5. The Chairperson of the Board may do to convene another person at the Meeting;
- 12.6. Meeting of the Academic Board is chaired by the chairman of the Academic Board, in case of absence of the chairperson, the Meeting of the Board is chaired by one of the members nominated by the majority of the Board members present at the Meeting;
- 12.7. The technical assistance for Meeting of the Academic Board shall be provided by the Board Secretary - Legal Service officer, in case of absence of the Secretary, his duties are fulfilled by one of the members nominated by the majority of the Board members present at the Meeting.
- 12.8. The Academic Board Secretary:
- a) Prepares the agenda for the Academic Board Meeting;
 - b) Organizes the Academic Board Meetings and makes minutes of the Academic Board Meeting;
- 12.9. At the Academic Board Meeting, the minutes of session is drawn up and signed by the Chairperson and Secretary of the Academic Board Meeting. Making of the minutes of session and technical signation is carried out in accordance with the rules of the proceedings.

Article 13. Authority of the Academic Board

- 13.1. The Academic Board of the Teaching University shall deliberate and submit to the Rector for approval:
- 13.1.1. Strategic Plan for Development of the Teaching University;

- 13.1.2. Educational and Scientific-Research Programs presented by the School and / or Research activity center;
- 13.1.3. The Statute of the Teaching University, the regulations of the Structural Units, Mission, Strategic Development and Action Plans and other normative acts;
- 13.1.4 Coefficients for the Unified National Examinations and the number of students to be admitted to the schools according to the nomination by the schools;
- 13.1.5. Rules of assessing the educational and scientific-research work presented by the Quality Management Office and Research Activity Center;
- 13.1.6 Matter of awarding Honorary Doctor title to Scientist or Public Figure for Special Merit;
- 13.1.7 Reports of Structural units of the University.
- 13.2. By the agreement with the determines the internationalization policy, the main directions of co-operation between higher education institutions, the main mechanisms of mobility of academic / invited personnel and the creation of scientific research programs;
- 13.3. The basis for termination of the powers of the Academic Board is :
 - a) Liquidation of the Teaching University;
 - b) Lossing the of the status of a higher education institution;
- 13.4 The decision on abolishing the Academic Board is made by the Meeting of Partners;
- 13.5 The grounds for termination of the authority of the Academic Board member:
 - a) personal application;
 - b) Expiration of term of holding academic position of the Teaching University or dismissal from academic position;
 - c) Termination/Suspending student status for three months or more;
 - d) The other grounds provided by the legislation for inability to perform his/her obligations.
- 13.6 The termination of the power of the Academic Board / Academic Board member shall be confirmed by the Rector's Legal Act.

Article 14. Quality Management Office

- 14.1. The Quality Management Office is headed by the Head of Quality Management Service, who is appointed by Rector of the Teaching University;
 - 14.2. Head of Quality Management Office is accountable to the Rector.
 - 14.3. Quality Management Office shall ensure the quality and functionality of process of the academic and scientific activities in the Teaching University and its compliance with the applicable standards, based on coordinated work with relevant structural units;
- The Quality Management Office performs the following functions:
- a) constantly take care of improvement /development of educational and scientific activity – ensuring its compatibility with the quality standards established for which evaluates research and educational process of the Teaching University via the internal mechanisms, analyzes data and according to the results gives recommendations or instructions to carry out necessary measures then monitors their performance;

- b) Supervises the quality activity of academic, affiliated and invited personnel who are directly involved in the educational and scientific activities;
- c) Prepares statistical analysis on the Rector's name on implementation of educational and scientific process at the Teaching University once a semester;
- d) Ensures organizing and conducting appropriate processes for accreditation and authorization purposes, as well as makes effective communication with LEPL National Center for Educational Quality Enhancement within its competence;
- e) Participates in elaboration of learning, teaching and assessment modern methodologies, introduction of innovative technologies in the teaching process, development of bachelor's and master's educational program and continuous professional development process of its direct implementer academic, affiliated and invited staff together with the appropriate basic educational unit (school) in order to ensure a high level of the teaching quality;
- f) Ensures compliance of higher education programs with legislation requirements and keeping them in line with field standards;
- g) Cares about creating and improving quality external and internal efficient mechanisms;
- h) In order to completely and objectively evaluate Teaching University's educational and scientific activities in agreement with program managers elaborates appropriate mechanisms including special survey forms, assessment criteria for academic and administrative personnel, and in this way is permanently involved in oimprovement of educational programs and scientific-research activities;
- i) Systematically meets academic, affiliated and invited personnel coordinatly with the program manager, with the aim of reflecting their views in the improvement of the quality of the educational process;
- j) Evaluates and monitors educational programs and elaboros recommendations for their improvement;
- k) In case of necessity to create a new educational program and / or improvement / modification of existing current one, prepares appropriate recommendation within its competence;
- l) Makes communications with appropriate offices of international higher education institutions in order to establish and implement the transparent criteria of quality control and their assurance methodology;
- m) Monitors the material-technical base for the purpose of conducting the educational process perfectly;
- n) Exercises other powers in ensuring the quality of the teaching and scientific activities of the Teaching University in accordance with Georgian legislation and internal legal acts of the institution.

Article 15. Basic educational unit – the School

- 15.1. The basic educational unit of the Teaching University - the school is the basic educational, scientific and administrative body providing preparation of students in one or more specialties and giving them the appropriate qualifications;
- 15.2. The school is accountable to the Rector and the Academic Board;
- 15.3. School consists of the School Board study process administration of the Academic and united personal and the students Dean, Directorss of Educational Program(s) carried out in the school and Study Process administration Managers(s);
- 15.4. The School Board (hereinafter - the School Board) is a representative body implementing the planning academic activities of the school, supporting educational and scientific research process and also participates in creationt and development of the school's educational programs. The school's daily activities are directed by the Dean;
- 15.5. The Dean of School chairs the School Board, which consists of school academic personnel and 1 student of the School;
- 15.6. The School Board Meetings are organized by the Educational Process administration Manager. In case of his/her absence, this authority is performed by one of the members of the Board nominated by the attendees at the School Board meeting;
- 15.7. The school has a seal that the School Dean has the right of using it for certifying the documents which fall into to the school's competence;
- 15.8. The school has a stamp, which is used in internal proceedings;
- 15.9. The school has its own budget, within the framework of the general university budget;
- 15.10. Creation, reorganization or abolition of the school shall be considered by the Academic Board and approved by the Rector;

Article 16. Goals and Objectives of School Activities

- 16.1. The Goals of the school are:
- offering high quality education compatibly with the requirements of wide public for undergraduate / master's program in the fields of communications and technologies and law based on modern researches;
 - satisfy the qualification raising and retraining requirements in accordance with the students' interests and capabilities;
 - Facilitate scientific research through academic personnel in the areas envisaged by paragraph “a”;
 - Ensuring unity of research and educational processes;
 - Raising the qualifications of the affiliated / academic / invited personnel and monitoring and promotion of their professional development;

16.2. The objectives of the School are:

- a) Creation of appropriate educational - scientific environment for students and academic or invited personnel;
- b) Offering – implementation of a higher education in conformity with modern requirements, student's interests and capabilities;
- c) Organizing a student-oriented learning process;
- d) Establishment of the ways for continuous improvement and refinement of educational programs;
- e) Establishing suitable conditions for students with disabilities;
- f) Cooperation with various higher educational and research institutions of Georgia, as well as international educational institutions for realization purposes of internationalization of educational processes and of research activities;
- g) Support active participation in scientific-research and study grants competitions;
- h) Analyze international models of education in the field of management, communications and technologies and implementation of their achievements.

Article 17. The authority of the School Board

17.1. The School Board

- a) Grants the appropriate academic degree to graduates in accordance with existing legislative regulations;
- b) Deliberates matters of elaborating, modifying and abolishing the educational program upon suggestion by the Dean and Program Directors and submits the Quality Management Office for relevant opinion to submit it to the Academic Board;
- c) Creates the school's permanent and / or temporary commissions for achieving school's goals;
- d) Discusses and approves the subject of bachelor's and master's papers and the supervisor of the thesis;
- e) Considers the implementation of various educational and scientific projects;
- f) addresses the Rector regarding necessity to announce the academic competition at the school on announcing the competition;
- g) Within the scope of its competence participates in the selection process of academic, invited personnel;
- h) Discusses matters of disciplinary misconduct by academic personnel, invited academic personnel and students;
- i) Participates in the formation of the Academic Board;
- j) Exercises other powers within its competence.

17.2 Authority of the School Board member shall be terminated:

- a) In case of dismissal from academic position, for dean - dismissal from position of the dean or suspension of status of the student's for 3 months or more, upon termination the status;
- b) upon existence of other grounds established by the legislation.

Article 18. The rule for holding meetings and decision making

- 18.1. The School Board meeting is convened by the school's dean and in the absence of him/her - performer of duties of the dean (who is appointed by the rector upon nomination by the dean);
- 18.2. The School Board meeting may also be invited by the decision of 2/3 of the School Board members.
- 18.4. The School Board Members are held as needed, but not less than twice in the semester;
- 18.5. Any person invited by the Board shall be entitled to attend the meeting, with the right of deliberative vote. In case of wish to attend the Board meeting from other interested parties, the School Board shall make a decision on their attendance;
- 18.6. The School Board shall be authorised to make a decision if it is attended by half of its listed members;
- 18.7. The decision of the School Board is formed as the minutes of session. Making minutes of session and its technical with the protocol. making of the Protocol and Technical signation is carried out in accordance with the rules of the proceedings.

Article 19. School Personnel

- 19.1. The School academic personnel includes:
 - a) Professor,
 - b) Associate Professor,
 - c) Assistant Professor,
 - d) Assistant
- 19.2. The rule of selection of academic personnel, their rights and obligations are determined according to the rules of the university for occupation of academic position;
- 19.3 Invited academic staff participates in the conducting of the learning process on the basis of individual labor agreement and performs the duties defined by competencies of the professor, or associate professor assistant or assistant in relation to the specific components of the educational program;
- 19.4. The school administrative staff includes Dean of the school, Head of Study Process Management Office, Program Directors, support staff.
- 19.5 The Dean is the head of the basic educational unit of the Teaching University and ensures uninterrupted progress of academic programs; The Dean is responsible for the

educational and administrative activities of the school and represents the school in the university and as well as outside the university, within competencies of the school;

19.5.1. The Dean guides and coordinates the activities of the school, for which s/he:

- (a) Administers and popularizes educational programs;
- (b) Develops recommendations for the selection of academic / administrative staff of the school;
- (c) Develops and coordinates educational policy, supervises the use of the school's material-technical base;
- (d) develops foreign relations with the support of the University's International Relations Office;
- (e) discusses programs and school development together with school administrative and academic personnel;
- (f) Based on the recommendations of the Quality Management Office, coordinates the assessment and development process of the educational program, evaluates the overall effectiveness of the school in terms of teaching, research and service;
- (h) coordinates the implementation and development of the goals and perspectives set by the school;
- (i) Supervises the implementation of exchange programs within the program;
- (j) Signs diplomas (together with the Rector);
- (l) exercises other powers within his/her competence.

19.6. Program Director;

19.6.1. The Program Director is the administrative staff responsible for the elaboration, implementation and development of educational program of a specific level who has the appropriate academic competence;

19.6.2. Functions and responsibilities of the Program Director include:

- a)Elaborating an educational program tailored to the requirements of the labor market and relevant standards;
- b)Seeking out the human resources needed to implement the program according to their academic knowledge and practical experience;
- c)Continuously taking care of the sustainable development of the program and making appropriate changes timely;
- d)Making connections with potential employers to facilitate development of the program;
- e)Ensuring distribution of educational components between the staff involved in the program and providing all necessary information to the school administration;
- f)Participation in the process of searching materials needed for program implementation, including documentation of the literature to be purchased, software and / or process of identifying material and technical base;
- g)Developing practical / research components and facilitate the implementation of internationalization policy within the program;
- h)Planning / conducting orientation meetings with parties involved in program implementation (students, academic and administrative staff, potential employers), as well as engaging in applying other quality assurance mechanisms within the competence;
- i)Performing the preparatory work for credit recognition while student mobility and elaboration of an individual curriculum;

- j) Monitoring of student registration processes;
- k) Preparing diploma supplement;
- l) Assisting students in participating in an exchange program.
- m) Organizing conferences, meetings, public lectures and other educational activities within the program;

19.6.3. The Program Director is entitled to carry out the activities required for the purposes of the Teaching University in agreement with the Dean, within the scope of the competence.

19.7. Function of Study Process Manager is:

- a) providing service to students and giving information on assessments, educational schedules, and other issues related to the educational process;
- b) Providing technical preparation of the certificate, diploma and diploma attachment;
- c) conducting proceedings related to the educational process within the school competence;
- d) Providing information to relevant personnel regarding restoration / suspension / termination of student status and organizational and technical support of the process;
- e) Prepare the response to the received correspondence according to the indications by the program director, on basis of the decision of the Board and / or the mandate of the Dean;
- f) Elaboration of the educational timetable, the examinations timetable and organizing their conduction with the coordinated work of the relevant school personnel;
- g) Searching, processing and submitting information requested by the Dean to evaluate the activities of the Educational Program and Teaching University;
- h) technical support to students in elaboration of an individual educational curriculum in agreement with the program manager;
- i) Performing other organizational and technical functions in accordance with the mandates of the Dean and the Program Director.

Article 20. Research Activity Center

20.1. Research Activity Center is established to (hereinafter - the Center) to carry out scientific-research activities at the Teaching University;

20.2. The Center is headed and coordinated by the Head of Research Activity Center, which is appointed by Rector of the Teaching University, The Research Center is accountable to the Academic Board and Rector;

20.3. The Teaching University, in accordance with its mission and goals, in accordance with the applicable legislation, provides the necessary conditions for the conducting scientific-research activities - formation of material-technical base;

20.4. The Research Center conducts researches oriented on public needs accordingly to individual areas that is aimed at achieving the mission and goals set by the Teaching University;

20.5. The goal of Research Activity Center activity is to:

- a) Facilitate development of scientific researches in the Teaching University and generating technological and service innovations;

- b) Assist the professor-lecturers and students of the Teaching University to effectively conduct research and implement its results in the teaching process.

20.6. The main objectives of Research Activity Center are to:

- a) Implement and develop modern approaches of research and teaching of educational disciplines in appropriate scientific areas at the Teaching University;
- b) Establishing and developing professional contacts with foreign universities and research centers, donor organizations, establishing academic partnership between scientist researchers of relevant sphere, professor-lecturers, and students.
- c) Attract young staff for research activity and support creation of effective system;
- d) Organizing and conducting international symposiums, conferences, forums, scientific and educational seminars, round tables, debates, representation of the Teaching University in these activities;
- e) Implementation of activities facilitating the involvement of University researchers in projects announced by donors;
- f) Facilitating the enhancement of the academic staff qualification.

20.7. The sources of financing of the Center are:

- a) Budget allocated by the Teaching University;
- b) Scientific-research grants from various funds;
- c) Sponsors' charity funds and income (royalty) received from the works performed by the center;
- d) Funds received from realization of scientific-analytical products and publishing activities.

20.8. The affiliated academic staff of the Teaching University is entitled to be involved in the work of the Center. However, in individual cases, by the decision of the head of the Center and the recommendation of the academic staff involved in the research project the invited staff can also be involved.

Article 21. International Relations Office

21.1. The International Relations Office establishes educational and scientific relations with international educational institutions and other international strategic partners and manages these relationships;

21.2. The International Relations Office is headed by the Head of the International Relations Office, who is appointed by the Rector upon the nomination of vice rector and is accountable towards the vice rector;

21.3. International Relations Office ensures:

- a) To plan and carry out relevant activities for searching international educational institutions or organizations acting in the field of education the establishment of cooperative relationships at institutions abroad and establishment of co-operation in the educational and scientific field;
- b) Preparation of soil for the Teaching university's joining of the different leading international organizations and implementation of membership activities;

- c) Promoting international mobility for professional growth and development of student, academic, invited and administrative staff;
- d) attracting students, entrants and academic personnel or researchers from abroad;
- e) Involvement of the Teaching University in various types of international projects or programs;
- f) Hosting foreign delegations visiting the Teaching University and providing full service to them.

Article 22. Lifelong Learning and Career Development Center

- 22.1. The purpose of the Lifelong Learning and Career Development Center is to provide the person with continuous educational products;
- 22.2 Lifelong Learning and Career Development Center is headed by the Head of the Center, who is appointed by the Rector;
- 22.3. Lifelong Learning and Career Development Center aims are:
- a) Provide adequate conditions to satisfy the educational needs of a person for a lifetime;
 - b) Carrying out various trainings, summer schools, master classes, professional programs, qualification raising activities;
 - c) Contributing to employment area by ensuring opportunities for continuous education, qualification enhancement, professional development of different social and age groups of society.

Article 23. M and PR Office

- 23.1. The M and PR Office ensures providing information about daily activities of the Teaching University to wide public, presenting the institution before the general public to raise awareness, organizing and implementing appropriate activities for the realization of the creative and intellectual resources of the employees and students; Head of the Office is appointed by the Rector;
- 23.2. The sphere of competence of the M and PR Office includes:
- a) Processing information to be posted on website of the Teaching University and on social networks, including about ongoing news, publication, placement of relevant form on official website of the Teaching University and on social networks;
 - b) Creation of an image of the Teaching University, including logo, brand book and etc. Planning and implementation of advertising campaign;
 - c) Raising awareness regarding to the Teaching University, reputation management.

- d) Planning and implementation of various types of projects together with the relevant structural unit to make communications between the Teaching University and the international educational and scientific community;
- e) Establish relations with media and prepare and deliver to them press releases and other materials needed to popularize Teaching University;

Article 24. Entrants' and Students Service Unit

24.1. Entrants' and Students Service Unit provides service for entrants, Teaching Universitys Students to ensure professional orientation, future employment and successful career.

24.2. Entrants' and Students Service Unit is headed by the Head of the Office, who is appointed by the Rector upon the nomination of vice-rector and is accountable to vice-rector;

24.3. Entrants and Career Management Office ensures:

- a) Promoting career advancement and development for entrants and students;
- b) Coordination and development of cooperation with civil, private and public sectors for entrants and Teaching employment of students and graduates;
- c) Creation of employers' databases and providing information about them to students and graduates;
- d) Promotion and coordination of carrying out student projects and innovative initiatives;
- e) Assistance to international students in integration into the learning environment;
- f) Consultation with entrant and students regarding supporting career advancement and development;
- g) Conducting appropriate researches to determine future priorities and policy taking into consideration the current situation on the employment market, and elaboration of recommendations;
- h) Organizing conclusion of memorandums on cooperation with employment agencies and informing the Teaching University management to ensure successful students' employment;

Article 25. HR Management Office

25.1. The HR Management Office aims at attracting, maintaining highly qualified staff and establishing and implementing appropriate mechanisms for achieving effectiveness of their activity;

25.2. The HR Manager is appointed by the Rector on the basis of the Chancellor's recommendation and s/he is accountable to the Chancellor. The functions of the HR Management Specialist are:

- (a) Elaboration of mechanisms of appropriate regulations appropriate to personnel management policy, (including for attraction, selection and employment of personnel) within his/her own competence;
- (b) preparing, processing, filing documents related to personnel issues; (c) Formation of personal histories of the Teaching University staff;
- (d) Transparently and objectively conducting recruitment (selection / appointment) of personnel;
- (e) promoting integration of new employees in working environment;
- (f) processing information about personnel employed;
- (g) Ensuring public availability of personnel management policy and regulations;
- (h) Assessment of personnel activities together with Quality Management Office and using satisfaction research results in management and development of personnel;
- (i) organizing the selection of academic, invited, administrative personnel of the Teaching University, preparation of the materials necessary for the competition for academic positions, preparation of appropriate order drafts;
- (j) drafting orders of appointment and dismissal, leave, business trip of academic staff, invited lecturer, administrative personnel;
- (k) Ensuring issuing of appropriate certificates about positions occupied by employees;
- (l) drawing up the minutes of session of a separate meeting within his/her the competence;
- (m) preparing answer to the corresponding received.

Article 26. Chancellery

26.1. The Chancellery manager is appointed by the Rector upon nomination by the Chancellor and is accountable to the Chancellor. Chancellery within its competence:

- (a) Ensures processing, registration, and systematization of incoming and outgoing correspondence;
- (b) Ensures timely delivery of received documents to appropriate structural units;
- (c) Provides monitoring of the performance of the documents within the established timeframe;
- (d) Ensures the elaboration of the nomenclature of the Teaching University, organizing storing and writing off cases;
- (e) Ensures retrieval and copying of documents requested that are stored in the archive;
- (f) Ensures control of the correctness of the proper formation of cases to be transferred to the archive by the structural units of the Teaching University;
- (g) Ensures organizing submission and protection the documentation in the archives of the Teaching University;
- (h) Provides access to public information;
- (i) Carries out registration and storage of legal acts issued by Rector and Chancellor of the Teaching University;

- (j) Controls and requires from the structural units to protect established rules of the proceedings;
- (k) Ensures requesting necessary information from structural units;
- (l) Exercises other powers within its competence.

26.1.1 The Archive of the Teaching University is subordinated to the Chancellery through which it is conducted

- (a) Processing and storage of archived documents;
- (b) Supervision on protection archived documents in fire prevention and climatic regime;
- (c) Use of documents protected in archives;
- (d) issuing copies of documents kept in the archive and various kinds of information in accordance with the legislation;
- (e) Other archival activities in accordance with the applicable legislation.

Article 27. Legal Service

27.1. The Legal Service is a structural unit of the Teaching University, headed by the Head of the Service;

27.2. The Head of the Legal Service is appointed to the position by the Rector on the basis of the Chancellor's recommendation and the Head is accountable to the Chancellor;

27.3. Functions of the Legal Service are:

- a) Giving legal form for legal acts drafted by the Teaching University officials and ensuring their compliance with the applicable legislation requirements;
- b) Participation in preparation of draft agreements, internal administration acts at the Teaching University;
- c) Representation of the Teaching University before the Court and the third parties in accordance with the law based the power of attorney issued by the management of the institution;
- d) Consideration of statements of the natural and legal persons and participation in the preparation of correspondence within its competence;
- e) Providing legal consultation with students and staff in connection with the activity of the Teaching University;
- f) Protection of the University's rights and interests with third parties;
- g) Exercising other powers in compliance with the Georgian legislation and the rules governing the Teaching University.

Article 28. Financial Service

28.1. The Financial Service ensures the proper and orderly functioning of financial activities for successful implementation of the university mission and strategic objectives, managing finances based on the coordinated work with the relevant structural units of

the Teaching University in accordance with the Appendix 1 of the present regulation regarding the Financial Management and Control Rule;

28.2. The Financial Service consists of the Head of the Service and Accountant, who is appointed by Rector on the basis of nomination by the Chancellor, the Head of the Service is accountable to the Chancellor;

28.3 The main functions of the Financial Service are:

- a) Ensuring timely and uninterrupted movement of money, preparation of accounting and financial reporting;
- b) giving salary;
- c) Issuance of business trip funds;
- d) Comparison of inventory results of material values with accounting data;
- e) Making balance and drawing up and submitting declarations to the Revenue Service;
- f) Accounting expenses and revenues;
- g) Participation in the elaboration of the financial plan of the educational program;
- h) Financial Management and Control is implemented according to Appendix 1.

28.3.1. Functions of the Financial Service are:

- a) Ensuring the accounting (inventory count) of the material-technical base and other types of property of the Teaching University and control its maintenance;
- b) Controlling paying all types of taxes (lease, electricity, telephone, heating and other) in time and produce relevant documentation;
- c) keeping record of finances and accounting by full compliance with the applicable legislation in Georgia and exercise control over it;
- d) Together with Chancellor, preparing the Annual Budget Project of the Teaching University and submitting to the Academic Board of the Teaching University; Reflect local budgets drawn up by the school (s) and other structural units in the general university budget;
- e) Carrying out the settlement with the state and legal entities of private law, with the staff of the Teaching University.
- f) Controlling process of payment tuition fees by the students;

Article 29. IT

29.1. IT is a structural unit of the Teaching University, which consists of software, technical support and electronic database management;

- 29.2. Software and technical support Service provides services to each of the structural units of the Teaching University to ensure the proper functioning of different types of technology, computers, computer networks, servers and Internet;
- 29.3. the Rector on the basis of nomination by the Chancellor appoints the Head of the IT who is accountable to the Chancellor;
- 29.4. IT:
- (a) Eliminates technical problems related to the work of computer technology at the Teaching University;
 - (b) Carries out technical support of the web-site; (c) Ensures the proper work of internet providing service;
 - (d) Promotes the development of the Teaching University's Network Infrastructure;
 - (e) Implements technical support for e-management systems;
 - (f) Encourages maximization of the share of using informational technologies in the daily activities of the Teaching University;
 - (g) Participates in the business continuity process of the institution;
 - (h) Performs other powers related to the use of information technologies
- 29.5. the Rector on the basis of nomination by the Chancellor appoints the Bases administration manager who is accountable to the Chancellor. The functions of bases administration manager are:
- (a) In accordance with the legislation, entering information, making changes in it and/or removing information from the registry about educational programs including information about program personnel and persons enrolled in the program;
 - (b) Uploading document confirming education - diploma and diploma attachment in the appropriate database;
 - (c) periodic monitoring of the information included in the registry and elimination of the existing defect in case of necessity;
 - (d) Performing other responsibilities related to the registry;
 - (e) ensuring the proper functioning of the educational process management electronic system;
 - (f) Coordinating and supporting students, informing the students through educational process management electronic system;
 - (g) Registration of students and granting the relevant code; Registration of academic personnel in the database and ensuring technically proper functioning of their personal space;
 - (h) supporting the educational process electronic management;
 - (i) Accounting students' financial obligations and monitoring of arrears;
 - j) exercising other powers within his/her competences based on the goas and objectives of the Teaching University.

Article 30. Logistics

29.1. Logistics provides management and protection of the material values of the Teaching University, except for the foundation of the library. The Head of the Service is appointed by the Rector upon nomination by the Chancellor and is accountable to the Chancellor;

29.2. The Logistics and Logistics Service carries out the following powers:

- a) Planning and carrying out appropriate activities for the improvement of material-technical base according to the requirements of various structural units of the Teaching University;
- b) Supply of Structural Units of the Teaching University with Economic and Stationery Materials;
- c) Storage and protection of all kinds of material values located in the territory of the Teaching University;
- d) Coordination of the proper operation of power supply, plumbing and other similar systems;
- e) Control over receiving, distributing and spending the fixed assets, inventory holdings;
- f) Other functions assigned for logistics and economic issues in compliance with the legislation and the requirements of the internal legal acts of the Teaching University.

Article 31. Security

31.1. The Teaching University has a Security and its functions are determined by the "outsourcing" agreement with the appropriate institution; The main function of the Security is to protect order and the material property belonging to the Teaching University as well as ensuring fire and evacuation Security;

31.2. The basic functions of the Service are:

- a) Ensuring the safety of the Teaching University students and staff at the Teaching University territory, also, guaranteeing fire and evacuation security;
- b) Control the entry and exit of the visitors in premises;
- c) Protection the building, premises and property of the Teaching University;
- d) Detecting violations of the Internal Regulation of the Teaching University and carrying out appropriate measures;
- e) Control over the protection of fire, sanitary-hygienic and technical safety rules;
- f) Control over protection of public order and discipline;
- g) Providing easy orientation, movement and other assistance in the institution to students with special educational needs to ensure facility.
- h) Perform other functions related to security mechanisms;
- i) Exercising other duties in order to ensure security and safety at the Teaching University and perform specific tasks assigned to it by the Rector and Chancellor of the Teaching University.

31.3 The security is accountable to the Chancellor.

Article 32. Library

The status and functions of the Teaching University Library is defined by appropriate regulation.

Article 33. Medical Service

33.1. The Medical Service is headed by a doctor who is appointed by the Rector of the Teaching University upon nomination by the Chancellor and is accountable to the Chancellor.

33.2 Medical Service's competencies include:

- a) If necessary, provide first aid to the Teaching University students and staff;
- b) Providing free medical consultations and assistance for the university students, personnel and other persons in the university to prevent the spreading of infectious or viral disease;

33.3. Medical Service doctor's functions are:

- a) management and carrying out the work of the Service;
- b) Calling emergency service if necessary;
- c) Issuing medical certificates on health condition to free students from the educational process;
- d) Discovery of other powers related to mechanisms for providing medical assistance;
- e) Registration, preservation and writing off expired medicines for medical assistance;
- f) Fulfillment of other functions and objectives defined by this Regulation, the internal legal acts and the Georgian legislation.

Chapter III

Final Provisions

Article 34. Reorganization and Liquidation of the Teaching University

Reorganization and liquidation of the Teaching University as a legal entity of private law is carried out in accordance with the Charter and applicable legislation of Georgia.

Article 36. The first elections of student self-government

- a) The student self-government of the university consists of 9 delegates elected for a two-year term.
- b) The date of student self-government elections is set by the Rector of the University and approved by an election commission consisting of at least 5 members. The election commission is composed of the university administration staff.
- a) Students running in student self-government elections shall form a student group of at least 12 people.
- b) The list created by the student group must include at least 3 students with active status on university program. The electoral lists are approved by the election commission.
- c) Elections shall be deemed to be held if more than 1/3 of the students with active status participate in it.
- d) Delegate status is given to the top 9 students having the best results in the elections from the student list.
- e) Newly elected student self-government elects president of self-government by 2/3 of its members' votes.
- f) Student Self-Government of University approves Regulation for Self-governance by 2/3 of the total number of members.
- g) Regular elections of the student self-government are held in accordance with the Regulation approved by the self-government.

Article 36. Modifications and Amendments

This Regulation is effective upon approval and publication according to appropriate rules.

Annex #1

Financial Management and Control Rules

Article 1. Scope of Application

- 1.1. This document regulates the financial management processes of the Teaching University and establishes their form and control system.
- 1.2. The financial management mechanisms are based on the institution's goals and action plans.

Article 2. Financial system

Financial processes consist of the planning, execution and control stages.

Article 3. Delegation of powers

- 3.1. The powers of the Chancellor specified in the Regulation of the Teaching University in sphere of financial activity management may be temporarily delegated to the Head of Financial Service or other third party in agreement with the Rector.
- 3.2. When making decisions on financial matters, the Chancellor shall not go beyond the substantial scope of action deriving from the goals of the Teaching University.

Article 4. Planning stage

- 4.1. Planning is carried out within the budget of the Teaching University, the structure of which is conditioned by the goals of the activity, the strategic and the action plan.
- 4.2. Teaching University approves one-year university budget and school(s) budgets, as well as budgets of educational programs to be implemented on basis of the Regulation.
- 4.3. Drafting of school (schools), educational program budgets is done at the level of the appropriate structural units and it is submitted to the Chancellor.
- 4.4. The Chancellor, together with Financial Service, prepares university draft budget based on structural unit budgets.
- 4.5. The Rector reviews the university budget together with the Academic Board in the parts that are within the powers of this structured unit.
- 4.6. The university budget for the following year is approved annually by the Rector's act at the end of each year. Amendments to the budget shall be made by following the same procedures.
- 4.7. The Rector is entitled in special cases to request changes in the budget after consultations with the appropriate structural unit involved in the process without reviewing the amended budget in the Academic Board.
- 4.8. The budgets of the three-year action and strategic plans are drafted and approved in the same manner as the one-year budget.

Article 5. Execution

- 5.1. The disposition of the structural unit budget is conducted by the head of that unit.
- 5.2. Apart from the employment remuneration, the funds to be given to the employees as well as the scholarships, the remunerations planned for separate projects, are made on the basis of a decision of the authorised structural unit, the execution of which is supervised by the Chancellor.
- 5.3. Employees' remuneration is paid on the basis of a payroll signed by the Chancellor.