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Rector of the Alterbridge University

Natia Gotsadze

Charter of the school of Management and Communication

Tbilisi

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Article 1. Scope of the Charter

This Charter defines the structural organization of the School of Management and Communication at LLC Alterbridge University (hereinafter referred to as “the University”), the authority of the staff employed at the School, the procedure for establishing and operating the School Council, and other essential matters related to the activities of the School.

Article 2. Status of the School of Management and Communication

1. At the University, the School of Management and Communication is a primary academic and research unit that, through the implementation of bachelor’s and master’s educational programmes, ensures student training and the awarding of the corresponding academic degrees in accordance with the current legislation of Georgia and the University’s internal legal acts.
2. The activities of the School of Management and Communication are led and managed by the Dean of the School.
3. The Dean of the School of Management and Communication is directly accountable to and subordinate to the Rector of the University.
4. The School of Management and Communication is not an independent legal entity.
5. The activities of the School are based on the current legislation of Georgia, this charter, the University charter, and internal legal acts in force at the University.



Article 3. Goals of the School of Management and Communication

1. The main goals of the school of Management and Communication are:
 - a. Offering competitive, modern bachelor's and master's educational programmes to students;
 - b. Preparing highly qualified and competitive specialists through the implementation of bachelor's and master's educational programmes;
 - c. Creating appropriate conditions for academic and/or invited staff to engage in teaching and research activities, as well as taking relevant measures to support their continuous development;
 - d. Promoting student involvement in various projects carried out within the School and/or the University.
 - e. Supporting academic and/or invited staff in participating in various scientific, research, or professional development-oriented projects;
 - f. Assisting students in developing practical skills;
 - g. Organizing relevant trainings and/or creating appropriate conditions for their delivery in accordance with the interests of students and staff;
 - h. Ensuring the systematic improvement of educational programmes;
 - i. Ensuring the involvement of students and staff in the management processes of the School of Management and Communication.

Article 4. Structure of the School of Management and Communication

1. The governing bodies/persons of the School of Management and Communication include:
 - a. The Dean of the School of Management and Communication;
 - b. The School Council of the School of Management and Communication.
2. The number and positions of employees at the School of Management and Communication are determined in accordance with the staffing schedule approved under the rule established by the University's internal legal acts.



Article 5. The Council of the School of Management and Communication and Its Authority

1. The Council of the School of Management and Communication is a collegial, representative body of the School, chaired by the Dean of the School. The Council makes decisions by majority vote.
2. The School Council exercises the following authority:
 - a. Awards the relevant qualifications to graduates of the School's educational programmes, in accordance to the University's internal legal acts and the legislation of Georgia;
 - b. It is involved in the development of educational programmes offered by the School and in the process of making amendments to them.
 - c. Reviews matters related to the development of new educational programmes, introduction of changes to existing programmes, and/or programme termination. Following the review, it submits the corresponding initiative to the Rector and the Academic Council;
 - d. Reviews the School's Charter and submits it to the Rector for approval;
 - e. Reviews the need for announcing an academic competition within the School and submits it to the Rector for further action;
 - f. Reviews and submits the School's strategic development plan to the Rector;
 - g. Develops topics for bachelor's/master's theses or projects, appoints their supervisors/reviewers, and submits them to the Rector for approval.
 - h. Reviews and submits to the Academic Council for approval the number of students to be admitted to bachelor's programmes, as well as the elective subject(s) for the Unified National Examinations, the quota of places per elective subject, the coefficients assigned to the required exams, and the subject priorities. It also reviews the number of students to be admitted to master's programmes and submits the proposal to the Academic Council for approval;
 - i. Determines the number of spots available through the mobility process;



- j. Defines the syllabus for the internal university examination in the specialty field for master's admissions, as well as the composition of the examination and appeals commissions;
- j. At the beginning of each year, reviews and submits research priorities to the Academic Council for approval;
- k. Exercises other powers as defined by this Statute and/or other internal legal acts in force at the University.

Article 6. Composition of the Council of the School of Management and Communication

1. The Council of the School of Management and Communication includes the Dean of the School, academic staff involved in the School's educational programmes (professor, associate professor, assistant professor, and assistant), and students of the School's educational programmes.
2. The School Council is chaired and led by the Dean of the School. If the Dean is unable to fulfill this role, an acting chairperson is appointed by order of the Rector and/or in accordance with the University's internal legal acts.

Article 7. Rule for Forming the Council of the School of Management and Communication

1. The number of student members in the Council of the School of Management and Communication must be no less than 1/4 of the number of academic staff members in the Council. A member of the School Council can be enrolled as a student in either a bachelor's or a master's educational programme within the School. In the event that a student member of the School Council transfers to another university via external mobility and/or to an educational programme in a different school via internal mobility, or if the student's status is terminated, their membership in the School Council is automatically revoked. No later than 10 calendar



days from the termination of membership, the Student self-government shall nominate a new student candidate(s) for the Council.

2. A member of the Council of the School of Management and Communication may not be a member of the University's administrative staff. This restriction does not apply to the Dean of the School of Management and Communication and/or to individuals who also serve as academic staff.

3. The activities of the School Council are managed and chaired by the Dean of the School.

4. The term of authority for academic staff members of the School Council corresponds to the duration of their appointment to an academic position. If an academic staff member leaves their position, their membership in the Council is automatically terminated.

5. If new academic staff are added to the School of Management and Communication, they are also added to the School Council. To maintain the student-to-academic staff ratio defined in the first paragraph of this article, the Student Government shall nominate a student candidate for addition to the School Council. When appointing student members to the School Council, rounding is carried out in favor of the students.

6. The Council of the School of Management and Communication elects a Secretary of the council by a simple majority vote. The Secretary is responsible for preparing the official minutes of the Council meetings.

7. The composition of the Council of the School of Management and Communication, as well as any changes to its composition, are approved by order of the University Rector.

Article 8. Meeting of the Council of the School of Management and Communication

1. The Council of the School of Management and Communication is convened by the Dean or, in their absence, by the acting Dean. A meeting of the Council may also be convened by the initiative of more than half of its members.

2. The Dean or acting Dean is obliged to provide the members of the School Council with the following information within a reasonable time prior to the meeting:

- Date of the Council Meeting



- Time of the meeting;
- Agenda;
- The rationale for convening the School Council;
- Format of the meeting (remote/in-person/hybrid).

This information is delivered to School Council members via the University's official email system.

3. Any staff member employed at the School of Management and Communication, as well as any student, has the right to attend School Council meetings if they wish so. They are also entitled to submit a written request to the School Council regarding the discussion of specific issues.
4. The council of the School of Management and Communication is authorized to make decisions if more than half of its total membership is present.
5. The School Council makes decisions through open voting, by a majority of votes of those present.
6. The proceedings of the School Council are documented in official minutes, signed by the Chairperson and the Secretary of the Council.
7. The meetings of the School Council may be conducted in fully remote, in-person, or hybrid formats.

Article 9. Dean of the School of Management and Communication

1. The functions of the dean of the School of Management and Communication are
 - a. Leading the School Council
 - b. In necessary, calling for/chairing the meeting of School Council
 - c. Overseeing the study, scientific- research, and educational processes within the respective School and ensuring the effectiveness of teaching and scientific activities;



- d. Presenting the School's strategic development plan and annual action plan to the School Council, as well as submitting educational and scientific-research programmes for the Council's consideration;
- e. Developing proposals for cooperation with individual educational and scientific-research institutions and facilitating their implementation within the scope of the dean's authority;
- f. Submitting proposals to the Rector regarding student mobility, financial support for students, or the provision of other types of benefits;
- g. Presenting a report to the School Council on the analysis of students' academic performance.
- h. Submitting a request to the Rector regarding the announcement of an academic competition within the School;
- i. Submitting a request to the Rector concerning the need for invited lecturers;
- j. Submitting bachelor's and master's thesis topics to the Rector for approval;
- k. Leading and coordinating the process of assigning teaching loads to the academic/invited staff and preparing the academic schedule;
- l. Submitting a request to the Rector concerning the restoration, suspension, or termination of a student's status.
- m. Planning and implementing activities aimed at attracting students, in collaboration with relevant structural units of the University,
- n. Facilitating the identification of venues for practice and the signing of memoranda with host organizations;
- o. Ensuring the coordination of continuous updates in existing educational programmes
- p. Coordinating specific activities to ensure the compliance of educational programmes within the School with accreditation standards;
- q. Within the scope of the dean's authority, coordinating the renewal of the library collection;
- r. Maintaining communication with students and academic/invited staff, and systematically organizing meetings with them.



s. Performing other duties arising from the specific nature of the Dean’s responsibilities, provided they align with the University’s goals and objectives and/or derive from this Charter and/or internal legal acts in force at the University.

Article 10. Head of the Educational Programme(s) at the School of Management and Communication

1. The head of the educational programme(s) at the School of Management and Communication is a person who, in cooperation with the University’s structural units and with the involvement of academic/invited staff, coordinates the development, revision, and modification of the educational programme(s). This person ensures the programme’s alignment with the current labor market demands, the legislation of Georgia, student interests, and accreditation standards.
2. Each educational programme at the School of Management and Communication has a designated programme head. A single individual may serve as the head of both bachelor’s and master’s programmes. Additionally, a specific educational programme may have both a head and a co-head.
3. The functions and qualification requirements for the head of an educational programme are defined by the University Charter.

Article 11. Final Provisions

1. This regulation enters into force upon the issuance of the corresponding order by the Rector approving it;



2. Amendments to this regulation shall be made by the order of the Rector

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