

Approved by the Academic Council  
by Resolution, Minutes #2, 24.02.2025

LLC Alterbridge University  
UNIVERSITY STATUTE

Tbilisi  
2025



## Chapter I

### General Provisions

#### **Article 1. Scope of the Statute**

1. This Statute is the principal internal legal act regulating the activities of LLC Alterbridge University (hereinafter – the “University”), which, together with the Charter, defines the University’s structure and governance. All other internal legal acts must comply with it.
2. This Statute is mandatory for the University’s personnel.

#### **Article 2. Legal Status of the University**

1. LLC Alterbridge University is a legal entity of private law which, under the Law of Georgia on Higher Education and the applicable legislation of Georgia, has the status of a university.
2. The University’s core activities are educational and scientific-research activities. The University implements bachelor’s and master’s degree programs. The University is authorized to implement other educational programs in accordance with Georgian legislation after obtaining the relevant authorization.
3. The University’s activities are carried out in accordance with the Law of Georgia on Higher Education, the applicable legislation of Georgia, the internal legal acts in force at the University, and this Statute.
4. The language of instruction at the University is Georgian. In individual educational programs, foreign-language courses may be offered to students. Individual educational programs may be delivered in a foreign language, in accordance with the procedure established by the applicable legislation of Georgia.
5. The name of the University is: LLC Alterbridge University.



6. The term of the University’s activity is indefinite.
7. The University’s legal address is: Georgia, Tbilisi, Baghebi, Tskneti Highway #67.
8. The University carries out educational activities at the legal address provided in Paragraph 7 of this Article.
9. The University’s official website: [www.alterbridge.edu.ge](http://www.alterbridge.edu.ge)
10. The University has a logo, a seal, and letterhead, which are approved by an order of the Rector.

### **Article 3. Mission, Vision, and Values of the University**

#### **1. Alterbridge Mission**

For 2025, the University’s mission is: “We are a progressive educational space and create the best opportunities for personal and professional self-realization. We provide accessible conditions for research and knowledge acquisition, empower students with practical skills and leadership competencies, respond to labor-market challenges, prepare professionals for the future, and contribute to the sustainable development of society.”

#### **Principles of Transformative Education:**

To implement its mission, “Alterbridge” is guided by the principles of transformative education, which imply a synthesis of practical knowledge, leadership skills, and ethical values and include the following fundamental approaches:

- Andragogical teaching methodology – focused on students’ understanding of the need for education and on creating motivation for acquiring knowledge;
- Practical learning – ensures the transformation of knowledge and experience into skills;
- Employer involvement – facilitates students’ adaptation to a changing environment;
- Multidisciplinary approach – provides the possibility of obtaining a broad education within the field;

- International projects – contribute to integration into the global world;
- Extracurricular activities – strengthen critical thinking and creative abilities;
- Inclusive approach and ecological environment – cultivate values such as acceptance, equality, and fairness, which foster high civic responsibility among students.

## 2. **Vision:**

By 2031, “Alterbridge” is a university with high recognition and reputation which:

- Integrates progressive academic approaches, practice-oriented education, and ethical values;
- Creates an inclusive and innovative learning space that responds to the rapidly changing demands of the labor market;
- Promotes the development of leaders, change-makers, and responsible citizens who successfully adapt to the challenges of the global world and build a sustainable, knowledge-based society.

## 3. **The University’s activities are based on the following values:**

- Professionalism
- Mutual trust and teamwork
- Publicity and transparency
- Ethics and fairness
- Corporate social responsibility and patriotism
- Academic freedom
- Continuous development

## **Article 4. Purpose of the University**

1. The purpose of the University is to contribute to the popularization and commercialization of education and science in the country; to create the best environment for self-realization,



research, and knowledge acquisition; and, under conditions of sustainable development, to become a highly ranked higher education institution which—through a strong team of professionals, programs based on international standards, modern infrastructure, research activities, and teaching—ensures the training of competitive human resources that meet the requirements of local and international labor markets.

2. The University’s strategic goals, the means to achieve them, and the outcomes are defined in detail by the University’s seven-year Strategic Development Plan (2025–2031).

### **Article 5. Principles of University Governance**

1. The University’s managerial activities are based on the principles of teamwork and collegiality, ensuring the maximum involvement of each structural unit and student in the management process.
2. Mechanisms for monitoring the effectiveness of university governance and the evaluation system are set out in relevant internal legal documents approved by an order of the Rector.

## **Chapter II**

### Structural Units of the University

### **Article 6. Structure of the University**

1. The structural units of the University are:

#### **1.1. Governing bodies:**

- a) Meeting of Partners;
- b) Rector;
- c) Academic Council;

- d) Vice-Rector;
- e) Head of Administration;
- f) Quality Management Service.

### 1.2. Core educational structural unit:

- a) School of Management and Communication (Dean of the School, School Council, Manager of Academic Process Management, Examination Center Manager, Program Head(s)).

### 1.3. Structural units:

- a) Research Center;
- b) Strategic Communications Service;
- c) International Relations Service;
- d) Library;
- e) Human Resources Management Service;
- f) Records Management Service;
- g) Legal Service;
- h) IT Service;
- i) Finance Service;
- j) Admissions, Student and Alumni Support Service;
- k) Security Service;
- l) Medical Center;
- m) Material Support Service;
- n) Personal Data Protection Service;
- o) Occupational Safety Service;

p) Professional Training and Career Development Center “Alterbridge Training Center.”

### **Article 7. Meeting of Partners**

1. The highest governing body of the University is the Meeting of Partners.
2. The Meeting of Partners is authorized to:
  - a. Appoint/dismiss the Rector of the University;
  - b. Receive, at any time, information on the University’s activities, financial condition, and any other matter related to the University’s activities;
  - c. At any time request from the Rector, within his/her powers, a relevant report on the University’s activities, on events planned at the University, and on other essential matters related to the University’s operations;
  - d. At the end of each year, receive from the Rector comprehensive information (a report) on the University’s activities, financial condition, and other essential matters;
  - e. As needed, give the Rector recommendations regarding the University’s structure;
  - f. Ensure the mobilization of certain financial resources for the University and/or facilitate the mobilization of such resources.

### **Article 8. Rector of the University**

1. The Rector is the highest official of the University who leads the University. The Rector is appointed to and dismissed from office by the Meeting of Partners.
2. The powers of the Rector include:
  - a. Effective management of the University’s structural units and employed personnel;
  - b. Representation of the University in relations with third parties;



- c. Coordination of the development of the University's Strategic Plan (7-year) and Action Plan (3-year), and control over the execution of these plan(s);
- d. Introduction of the principle of teamwork within the University and facilitation of its implementation;
- e. Participation in the development of the University's structure, in accordance with the Academic Council Statute, this Statute, and the internal legal acts in force at the University;
- f. Approval of internal legal acts as needed;
- g. Determination of tuition fees and approval of the procedures, forms, and deadlines for payment;
- h. Based on the School Council's decision and as necessary, issuance of a legal act on conferring qualifications to graduates and issuing diplomas and diploma supplements;
- i. Upon the submission of the School, issuance of a legal act announcing a competition for academic positions; upon the submission of the Human Resources Management Service, appointment of academic staff selected through the competition and execution of individual employment contracts with them; likewise, upon the School's submission, appointment of invited lecturers to the relevant educational program and/or announcement of a competition for the position of invited lecturer and execution of individual employment contracts with them;
- k. Upon the submission of the Human Resources Management Service, appointment of administrative/support staff and execution of individual employment contracts with them; also, upon the submission of the Human Resources Management Service and/or based on a decision of the Disciplinary Commission, dismissal of personnel;
- l. Upon the submission of individual structural units, issuance of orders on sending personnel on official travel (secondment);
- m. Upon the submission of the Human Resources Management Service, issuance of orders on incentivizing personnel;
- n. Based on a decision of the Disciplinary Commission, issuance of a legal act on the application of disciplinary liability measures to personnel;

- o. Signing contracts concluded with students;
  - p. Upon the submission of the School existing at the University, making decisions and issuing orders on acquisition/suspension/termination/restoration of student status;
  - zh. Leadership of the Academic Council’s activities;
  - r. Approval of the University’s staffing schedule;
  - s. Issuance of orders on employees’ leave;
  - t. Establishment of a Disciplinary Commission in accordance with the University’s Internal Regulations;
  - u. Upon submission by the School/Dean, approval of topics/supervisors/reviewers of master’s and bachelor’s theses;
  - f. Leadership of the financial aspect of the University’s activities, with the involvement of the University’s relevant structural units;
  - q. Entering into financial transactions on behalf of the University—specifically, transactions that directly or indirectly affect the University’s financial and property matters;
  - gh. Management and disposal of the University’s financial resources and material assets;
  - qv. Representation of the University in relations with third parties and signing, on behalf of the University, contracts, agreements, transactions, and memoranda;
  - sh. Performance of other powers that directly or indirectly arise from the Rector’s functions and/or are provided for by the University’s internal legal acts.
3. For the purpose of exercising his/her powers, the Rector issues a legal act—an order. If necessary, the Rector is authorized to issue a power of attorney.
4. The Rector is directly accountable and subordinated to the Meeting of Partners.

### **Article 9. Vice-Rector**



9.1. The Vice-Rector of the teaching university ensures the development and implementation of strategic and scientific directions at the University and is appointed by the Rector of the teaching university. Within his/her powers, the Vice-Rector:

- a) Participates in the development, advancement, and amendment of the teaching university's strategic plan;
- b) Ensures the promotion of internationalization processes and the development of internationalization policy;
- c) Leads the organization of educational projects, scientific and other thematic meetings, forums, and conferences;
- d) Within educational-research activities, cooperates with various interested organizations, governmental institutions, the business sector, and foreign partners;
- e) Facilitates the professional development of academic staff;
- v) Monitors activities supporting students' career advancement and their participation in various projects;
- z) Performs other activities arising from the teaching university's operations and his/her competence;
- t) Performs the Rector's duties during the Rector's temporary absence (business trip, leave, illness, etc.);
- i) In exceptional cases, concludes employment contracts with academic staff;
- k) Supervises the coordinated work of structural units subordinated to him/her.

9.2. The Vice-Rector is accountable to the Rector of the teaching university.

## **Article 10. Head of the University Administration**



1. In case of delegated authority by the Rector, the Head of Administration has representative authority with third parties in financial and administrative matters. The Head of Administration is appointed by the Rector.
2. Within his/her powers, the Head of Administration:
  - a) Concludes financial contracts, transactions, and agreements on behalf of the University;
  - b) Issues internal legal acts—regulations—governing financial activities;
  - c) Manages the University’s finances within the budget approved by the Rector;
  - d) Together with the relevant structural unit, drafts and reviews the University budget and the implementation of strategic development and action plans (three-year, seven-year);
  - e) Upon the Rector’s submission, implements various types of material incentives for University personnel;
  - v) Oversees the University library and the replenishment/diversification of the book collection;
  - z) Appoints the administrative personnel of subordinate services, except for the heads of those services;
  - t) Performs the powers granted to him/her by the applicable legislation of Georgia, by the minutes of the Meeting of Partners, and by other internal legal acts of the University.
3. Coordinates and supervises the work of structural units subordinated to him/her.
4. The Head of Administration is accountable to the Rector, the Vice-Rector, and the Academic Council.

### **Article 11. Academic Council**

1. The Academic Council is the University’s collegial governing body which adopts decisions provided for by this Statute by a majority of votes.
2. The Academic Council is chaired by the Rector.



3. The rules for the composition and activities of the Academic Council are defined by the Academic Council Statute.
4. The Academic Council Statute is approved by an order of the Rector.
5. The powers of the Academic Council include:
  - a. Reviewing and approving the University’s strategic plan, mission, vision, and values;
  - b. Reviewing and approving the University’s action plan;
  - c. Making changes to, abolishing, deciding on the development of, and approving new higher educational programs;
  - d. Defining and approving the University’s budget policy;
  - e. Defining and approving the University’s internationalization policy;
  - v. Defining and approving the quality assurance policy;
  - z. Defining and approving the human resources management policy;
  - t. Reviewing and approving issues of the University’s organizational structure; reviewing and approving the University Statute;
  - i. Reviewing and approving the establishment, reorganization, and abolition of structural units, and also reviewing and approving the establishment, reorganization, and abolition of a new core educational unit—a School—within the University’s structure;
  - k. Reviewing and approving the Code of Ethics;
  - l. Reviewing and approving the budget and/or amendments to the existing budget;
  - m. Hearing periodic reports on budget execution;
  - n. Hearing periodic reports on the University’s action plan;
  - o. Hearing periodic reports on quality development;
  - p. Hearing periodic reports on scientific-research activities;
  - zh. Conferring the status of Honorary Doctor;

- r. At the beginning of the academic year, upon submission by the Schools, approving intake numbers, elective subjects for the Unified National Examinations, quotas by elective subjects, exam coefficients, and subject priorities; approving the methodology for planning student intake;
  - s. Where provided by Georgian legislation, and in accordance with the Minister's order, approving exam coefficients for the master's examination, and, upon submission by the Schools, approving the number of students to be admitted to master's programs;
  - t. Setting, upon submission by the School, the minimum competency threshold for examinations included in the list of international exams approved by the Ministry;
  - u. Approving unified rules for the employment of academic/invited staff;
  - f. At the beginning of each year, upon submission by the School, approving research priorities;
  - q. Performing other powers directly provided by the University's internal legal acts.
6. When making decisions on matters within its competence, the Academic Council issues a legally binding document—a resolution.
  7. Meetings of the Council are formalized in minutes signed by the chair of the meeting and the secretary.

## **Article 12. Quality Management Service**

1. The Quality Management Service is headed by a Head of Service appointed by the Rector of the University.
2. The Head of the Quality Management Service is accountable to the Rector and the Vice-Rector.
3. On the basis of coordinated work with relevant structural units, the Quality Management Service ensures the quality of educational and scientific activities at the University and the proper functioning of processes, and their compliance with applicable standards. The Quality Management Service performs the following functions:
  - a) Continuously works on the refinement/development of educational and scientific activities—ensuring their compliance with established quality standards—by conducting, through internal

mechanisms, evaluation of the University's scientific and educational processes, analyzing data, and, in accordance with the results obtained, providing recommendations or instructions for necessary measures and then monitoring their implementation;

b) Oversees the quality of the activities of academic, affiliated, and invited personnel directly involved in educational-scientific activities;

c) Ensures the organization and conduct of processes required for accreditation and authorization and maintains effective communication, within its competence, with the LEPL National Center for Educational Quality Enhancement;

d) Together with the relevant core educational unit (School), for the purpose of ensuring a high level of teaching quality, participates in the development of modern methodologies for learning, teaching, and assessment; in the introduction of innovative technologies into the teaching process; in the development of bachelor's and master's educational programs; and in the continuous professional development of the academic, affiliated, and invited staff directly implementing them;

e) Ensures bringing higher educational programs into compliance with legislative requirements and sectoral standards;

v) Works to create and improve effective external and internal quality mechanisms;

z) For the comprehensive and objective evaluation of the educational and scientific processes ongoing at the University, in agreement with program heads, develops appropriate mechanisms, including special survey forms and criteria for evaluating academic and administrative personnel, and thereby is permanently involved in the improvement of educational programs and scientific-research activities;

t) In coordination with program heads, periodically holds meetings with academic, affiliated, and invited personnel in order to reflect their views in the process of improving the quality of the teaching process;

i) Carries out evaluation and monitoring of educational programs and develops recommendations for their improvement;



- k) In cases where it is necessary to create a new educational program and/or refine/modify an existing one, prepares relevant recommendations within its competence;
- l) Establishes links and cooperates with relevant services of foreign higher education institutions to develop and introduce transparent criteria for quality control and the methodology for ensuring quality;
- m) For the purpose of the proper conduct of the teaching process, monitors the material-technical base;
- n) Performs other powers to ensure quality within the University's educational-scientific activities in accordance with the applicable legislation of Georgia and the institution's internal legal acts.

### **Article 13. Core Educational Unit – the School**

1. The University's core educational unit—the School—is the principal teaching, scientific, and administrative body which ensures the preparation of students in one or more specialties and the conferral of the corresponding qualification upon them.
2. The School is accountable to the Rector and the Academic Council; it consists of the School Council, the Dean, the Manager of Academic Process Management, the Examination Center Manager, Program Heads, academic/invited staff, and students.
3. The School Council is a representative body which plans the School's academic activities, supports the educational and scientific-research process, and also participates in the creation and development of the School's educational programs.
4. The School's day-to-day activities are led by the Dean.
5. The Dean chairs the School Council, which includes the School's academic staff and three students of the School.
6. Meetings of the School Council are organized by a representative of the Legal Service. In his/her absence, this authority is exercised by one of the Council members designated from among those present at the meeting.

7. The School has a seal, the use of which the Dean is authorized to apply for certifying documents that fall within the School's competence.
8. The School has its own budget within the overall University budget.
9. The issue of establishing, reorganizing, or abolishing a School is considered by the Academic Council and approved by the Rector.

#### **Article 14. Goals and Tasks of the School**

##### **1. Goals of the School:**

- a) To offer, at the bachelor's/master's level, high-quality education in the field of management and communication based on modern research and aligned with the needs of the local and international markets and the wider public;
- b) To meet the demand for upskilling and retraining in accordance with students' interests and capabilities;
- c) To promote the conduct of scientific research by academic staff in the fields provided for in subparagraph "a" of this paragraph;
- d) To ensure the unity of research and teaching processes;
- e) To raise the qualifications of affiliated/academic/invited staff and to monitor and support their professional development.

##### **2. Tasks of the School:**

- a) To create an appropriate educational-scientific environment for students and for academic and invited staff;
- b) To offer and deliver higher education that meets modern requirements and corresponds to students' interests and capabilities;
- c) To organize a student-centered teaching process;
- d) To set out ways for the continuous improvement and refinement of educational programs;



- e) To create appropriate learning conditions for persons with disabilities and special educational needs;
- v) To cooperate with various higher education and scientific-research institutions of Georgia, as well as with relevant foreign educational institutions, in order to achieve the goals of internationalizing the teaching process and research activities;
- z) To promote active participation in scientific-research and educational grant competitions;
- t) To analyze international models of education in the fields of communication and management and to introduce their achievements.

#### **Article 15. Powers of the School Council**

1. The School Council of the core educational unit is the highest collegial and representative governing body of the respective School, chaired by the Dean. The Council makes decisions by a majority of votes.
2. The Council includes the School's Dean, the School's academic staff, and students.
3. The rules for the composition and activities of the Council are defined by the respective School Statute, which is approved by an order of the University Rector.
4. The Council exercises the following powers:
  - a. In accordance with the internal legal acts in force at the University and the legislation of Georgia, confers the appropriate qualification on graduates of the School's educational programs;
  - b. Is involved in the development of the School's educational programs and in making changes to them;
  - c. Reviews the issue of developing a new educational program, making changes to a program, and/or abolishing a program and, after consideration, addresses the Rector and the Academic Council with the relevant initiative;
  - d. Reviews the School Statute and submits it to the Rector for approval;

- e. Reviews and, for further action, submits to the Rector the need to announce an academic competition in the School;
- v. Reviews and submits to the Rector the School's action plan for development;
- z. Develops topics for students' bachelor's/master's theses/projects and determines their supervisors/reviewers, then submits them to the Rector for approval;
- t. Reviews and submits to the Academic Council for approval the planned intake for the bachelor's level and the elective subject(s) for the Unified National Examinations, the quotas by elective subjects, the coefficients assigned for the examinations to be taken, and the priorities of subjects. It also reviews the planned intake for master's educational programs and submits it to the University's Academic Council for approval;
- i. Determines the number of places available within the framework of mobility;
- k. Determines the internal university examination syllabus in the specialty for admission to the master's program, as well as the composition of the examination and appeals commissions;
- l. At the beginning of each year, reviews and submits to the Academic Council for approval the research priorities;
- m. Exercises other powers established by this Statute and/or by other internal legal acts in force at the University.

#### **Article 16. Procedure for Holding Meetings and Adopting Decisions**

1. Meetings of the School Council are convened by the Dean of the School, and in the Dean's absence—by the acting Dean (appointed by the Rector upon the Dean's submission).
2. A meeting of the School Council may also be convened by a decision of two-thirds of the School Council members.
3. School Council meetings are held as needed, but not less than twice per semester.

4. Any person invited by the Council may also attend the meeting with an advisory vote. If other interested persons wish to attend the Council meeting, the decision on their admission is made by the School Council.
5. A meeting of the School Council is quorate if at least half of the total number of Council members participate.
6. Decisions of the School Council are formalized in minutes. The preparation and technical formatting of the minutes are carried out in accordance with the records management procedure.

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### Article 17. School Personnel

1. The School's academic staff includes:
  - a) Professor
  - b) Associate Professor
  - c) Assistant Professor
  - d) Assistant
2. The rules for selecting academic staff, as well as their rights and duties, are determined in accordance with the University's rules for the selection of academic and invited personnel.
3. The School's invited academic staff participate in the implementation of the teaching process on the basis of individual employment contracts and perform duties defined by the competencies of a Professor, Associate Professor, Assistant Professor, or Assistant with respect to individual components of the educational program.
4. The School's administrative staff includes the Dean, the Manager of Academic Process Management, the Examination Center Manager, Program Heads, and support staff.
5. The Dean is the head of the University's core educational unit—the School—and ensures the smooth conduct of academic programs. The Dean is responsible for the educational and administrative activities taking place at the School and represents the School, both within and outside the University, within the scope of the School's competence.
  - 5.1. The Dean directs and coordinates the activities of the School and, for this purpose:
    - a) Administers and promotes educational programs;
    - b) Develops recommendations for the selection process of the School's academic/administrative staff;
    - c) Develops and coordinates educational policy and supervises the use of the School's material and technical base;
    - d) Develops external relations with the support of the University's International Relations Service;
    - e) Together with the School's administrative and academic staff, reviews matters related to program and School development;
    - f) On the basis of recommendations from the Quality Management Service, coordinates the evaluation and development of educational programs and assesses the School's overall performance in teaching, research, and service;
    - g) Coordinates the implementation and development of the School's goals and vision;
    - h) Oversees the implementation of exchange programs within the framework of the program;

- i) Co-signs diplomas (together with the Rector);
- k) Exercises other powers within the scope of his/her competence.

#### 6. Program Head:

6.1. The Program Head is an administrative staff member responsible for the development, implementation, and advancement of an educational program at a specific cycle and possesses appropriate academic competence.

6.2. The duties of the Program Head include:

- a) Developing the educational program in consideration of labor market demands and relevant standards;
- b) Identifying the human resources necessary for the implementation of the program in accordance with their academic knowledge and practical experience;
- c) Ensuring the sustainable development of the program and timely implementation of appropriate changes;
- d) Maintaining relations with potential employers to support program development;
- e) Ensuring the distribution of teaching components among the personnel involved in the program and providing all necessary information to the School administration;
- f) Participating in the identification and/or acquisition of materials needed for program delivery, including documentation for literature to be procured, software, and the material-technical base;
- g) Developing practical/research components and facilitating the implementation of internationalization policy within the program;
- h) Planning/holding orientation meetings with stakeholders involved in the program (students, academic and administrative staff, potential employers) and, within his/her competence, participating in other quality assurance mechanisms;
- i) Facilitating students' international mobility;
- k) Organizing conferences, meetings, public lectures, and other educational activities within the framework of the program.

6.3. Within his/her competence, and in agreement with the Dean, the Program Head is authorized to carry out activities necessary to achieve the University's goals.

#### 7. Manager of Academic Process Management functions:

- a) Serving and informing students on grades, class schedules, and other matters related to the teaching process;
- b) Ensuring the technical preparation of certificates, diplomas, and diploma supplements;
- c) Managing records related to the teaching process within the School's competence;
- d) Providing relevant personnel with information regarding student status restoration/suspension/termination and ensuring organizational-technical support of the process;
- e) Preparing responses to incoming correspondence on the basis of the Program Head's instructions, the Council's decisions, and/or the Dean's assignment;
- f) Developing class schedules and examination timetables and organizing their conduct in coordinated work with the School's relevant staff;
- g) Searching, processing, and submitting information requested by the Dean for the purpose of evaluating the educational program and the University's activities;

- h) Providing technical support, in agreement with the Program Head, for students to draw up individual study plans within the program;
- i) Carrying out other organizational-technical functions in accordance with assignments from the Dean and the Program Head.

8. The **Electronic Databases Manager** is appointed by the Rector upon the Dean's submission and is accountable to the Dean. The functions of the Electronic Databases Manager are:

- a) Entering information—under the legislation—on educational programs, including implementing personnel and enrolled persons, making changes to such information and/or removing registered information from the registry;
- b) Uploading education-confirming documents—the diploma and the diploma supplement—into the relevant databases;
- c) Periodically monitoring the information entered in the registry and, if necessary, eliminating existing shortcomings;
- d) Performing other duties related to maintaining the registry;
- e) Ensuring the proper functioning of the electronic system for managing the teaching process;
- f) Coordinating and facilitating the informing of students through the electronic system for managing the teaching process;
- g) Registering students and assigning them the appropriate codes; registering academic staff in the database and ensuring the proper technical functioning of their personal accounts;
- h) Facilitating electronic management of the teaching process;
- i) Recording fulfillment of students' financial obligations and monitoring arrears;
- k) Within his/her competence, performing other powers arising from the University's goals and objectives.

9. The **Examination Center Manager** is appointed by the Rector upon the Dean's submission and is accountable to the Dean. The functions of the Examination Center Manager are:

- a) Organizing/conducting midterm, final, and make-up examinations;
- b) Organizing/conducting written entrance examinations for admission to master's programs at the University;
- c) Organizing language proficiency examinations;
- d) Coordinating the appeals process for examination results;
- e) Analyzing examination results and submitting them to the relevant structural units for further action;
- f) Organizing language proficiency examinations for students who are foreign citizens;
- g) Ensuring the confidentiality of examination materials;
- h) Performing other work provided for by the University's internal legal acts;
- i) Carrying out other ongoing assignments within the scope of his/her competence.

## Article 18. Research Center

1. To carry out scientific-research activities, the University has a Research Center.



2. The Center is led and coordinated by the Head of the Center, who is appointed by the University Rector. The Center is accountable to the Academic Council as well as to the Rector and the Vice-Rector.
3. In line with its mission and goals, and in compliance with applicable legislation, the University ensures the creation of the material and technical base necessary for conducting scientific-research activities.
4. The Research Center conducts research oriented toward public needs across specific fields, aimed at achieving the University's mission and goals.
5. The objectives of the Research Center's activities are:
  - a) To promote the development of scientific research at the University and the generation of technological and service innovations;
  - b) To assist University faculty and students in effectively integrating research results into the teaching process.
6. The main tasks of the Center are:
  - a) Introducing and developing modern approaches to research in relevant scientific directions and to the teaching of academic disciplines at the University;
  - b) Establishing and developing professional contacts with foreign universities, research centers, and donor organizations, and building academic partnerships among researchers, faculty, and students working in the relevant fields;
  - c) Attracting young scientists to research activities and creating an effective support system;
  - d) Organizing and holding international symposia, conferences, forums, scientific and educational seminars, roundtables, and debates, and representing the University in these activities;
  - e) Carrying out supportive activities to involve University researchers in projects announced by donors;
  - f) Facilitating the professional development of academic staff.
7. Sources of the Center's funding are:
  - a) The budget allocated by the University;
  - b) Scientific-research grants obtained from various funds;
  - c) Sponsorship funds and income (honoraria) from works performed by the Center;
  - d) Proceeds from the commercialization of scientific-analytical products and from publishing activities.
8. Academic staff of the University may participate in the work of the Center; in specific cases, by decision of the Head of the Center and upon recommendation of academic staff involved in the research project, invited personnel may also be engaged.

**Article 19. International Relations Service**

1. The International Relations Service is an administrative structural unit of the University. Its purpose is to develop the University's activities in the sphere of international relations, including deepening various forms of international cooperation and internationalizing the educational processes and scientific-research activities underway at the University; and to establish the University within the international educational and scientific-research space. The International Relations Service reports directly to the Vice-Rector.
2. The powers of the International Relations Service include:
  - a) Developing the University's internationalization strategy;
  - b) Ensuring the enhancement of the University's reputation and growth in visibility within the international educational space;
  - c) Ensuring the University's membership in international organizations of various educational, research, and/or scientific profiles;
  - d) Sharing best international practices and facilitating their implementation at the University;
  - e) Establishing partnerships with foreign universities;
  - f) Establishing partnerships with various international organizations;
  - g) Ensuring the University's participation in various international educational and/or scientific-research projects;
  - h) Searching for information about international projects and disseminating it within the University;
  - i) Ensuring international mobility of students;
  - k) Ensuring international mobility of the University's academic/invited staff;
  - l) Exercising other powers deriving from the specifics of the International Relations Service's functions and consistent with the University's goals/objectives and/or arising from this Regulation and/or the University's internal legal acts.

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**Article 20. Center for Professional Training and Career Development "Alterbridge Training Center"**

1. The purpose of the Center for Professional Training and Career Development, the "Alterbridge Training Center," is to provide continuing educational products for individuals and to promote lifelong learning.
2. The Training Center is headed by a Director appointed by the Rector. The Director is accountable to the University's Rector and Vice-Rector.
3. The goals of the Center are:
  - a) To provide appropriate conditions for individuals to meet their educational needs throughout life;



- b) To implement various trainings, summer schools, masterclasses, professional programs, and upskilling activities;
- c) To contribute to employment by providing opportunities for lifelong learning, upskilling, and professional development to various social and age groups in society.

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### **Article 21. Strategic Communications Service**

1. The Strategic Communications Service ensures broad public awareness of the University's day-to-day activities, presents the institution to wide audiences to raise its visibility, and organizes and implements activities to realize the creative and intellectual potential of staff and students; it provides corporate communications, public relations, and events. The Head of the Service is appointed by the Rector and is accountable to the Rector and the Vice-Rector.
2. The competence of the Strategic Communications Service includes:
  - a) Preparing information to be placed on the University's website and social networks, including current news, ensuring its proper public release, and publishing it on the official website and social media;
  - b) Building the University's image—including the logo, brand book, etc.—and planning and executing advertising campaigns;
  - c) Increasing the University's visibility and managing its reputation;
  - d) Together with the relevant structural unit, planning and implementing various projects to establish communication with the international scientific community;
  - e) Establishing relations with the media and preparing and delivering press releases and other materials necessary to promote the University;
  - f) Ensuring corporate communications;
  - g) Providing public relations events;
  - h) Managing events.

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### **Article 22. Human Resources Management Service**

1. The goal of the Human Resources Management Service is to attract and retain highly qualified personnel and to develop and implement mechanisms to achieve effectiveness in their activities.
2. The HR Manager is appointed by the Rector upon the submission of the Head of Administration and is accountable to the Head of Administration. The functions of the Human Resources Management Service are:
  - a) Within its competence, developing personnel management policy and relevant regulations (including mechanisms for attracting, selecting, and employing personnel);

- b) Preparing, maintaining, and storing documentation related to staffing matters;
- c) Forming personal files for University personnel;
- d) Conducting (election/appointment) procedures for hiring personnel in a transparent and objective manner;
- e) Facilitating new employees' adaptation and integration into the work environment;
- f) Processing information about employed personnel;
- g) Ensuring public access to personnel management policy and regulations;
- h) Together with the Quality Management Service, evaluating staff performance and using employee satisfaction survey results in personnel management and development;
- i) Organizing the selection of academic, invited, and administrative staff; preparing materials for competitions for academic positions and drafting relevant orders;
- k) Preparing draft orders for hiring/dismissing academic staff, invited lecturers, and administrative staff, as well as for granting leave and business travel;
- l) Ensuring issuance of appropriate certificates concerning positions held by personnel;
- m) Preparing minutes of specific meetings within its competence;
- n) Preparing responses to incoming correspondence.

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### **Article 23. Records Management Service**

1. The Manager of the Records Management Service is appointed by the Rector upon the submission of the Head of Administration and is accountable to the Head of Administration. Within its powers, the Records Management Service:
  - a) Ensures the processing, registration, and systematization of incoming and outgoing correspondence;
  - b) Ensures the timely delivery of incoming documentation to the relevant structural units;
  - c) Monitors the completion of documents within prescribed deadlines;
  - d) Ensures the development of the University's file nomenclature and the organization of file storage and write-off;
  - e) Ensures retrieval of documents kept in the archive upon request and issuance of copies;
  - f) Ensures control over the proper preparation of files to be transferred to the archive by the University's structural units;
  - g) Organizes the transfer and safekeeping of documentation in the University archive;
  - h) Ensures access to public information;
  - i) Registers and stores the legal acts issued by the University Rector and the Head of Administration;

- k) Monitors and requires structural units to comply with established records management rules;
- l) Ensures requesting necessary information from structural units;
- m) Performs other powers within its competence.

1.1 The University Archive is subordinated to the Records Management Service and carries out:

- a) Processing and storage of archival documents;
- b) Supervision over compliance with fire safety and climatic conditions for the storage of archival documents;
- c) Providing access to documents kept in the archive;
- d) Issuing copies of documents kept in the archive and various types of information in accordance with the law;
- e) Other types of archival activities as provided by applicable legislation.

#### **Article 24. Legal Service**

1. The University's Legal Service is a structural unit of the University, headed by a Head of Service.
2. The Head of the Legal Service is appointed by the Rector upon submission by the Head of Administration and is accountable to the Head of Administration.
3. Functions of the Legal Service:
  - a) Providing legal form to draft legal acts to be issued by University officials and ensuring their compliance with applicable legislation;
  - b) Participating in the drafting of contracts to be prepared at the University and in internal administrative acts;
  - c) Representing the University in court and in relations with third parties in accordance with the law, on the basis of a power of attorney issued by the institution's administration;
  - d) Within its competence, participating in the review of applications of natural and legal persons and in the preparation of correspondence;
  - e) Providing legal consultations to students and staff regarding University activities;
  - f) Protecting the University's rights and interests in relation to third parties;
  - g) Exercising other powers in accordance with Georgian legislation and the rules in force at the University.

## Article 25. Finance Service

1. The Finance Service ensures the orderliness and proper functioning of financial operations to successfully implement the University's mission and strategic goals, and manages University finances in coordination with relevant structural units.
  2. The Finance Service consists of a Head of Service and an Accountant, both appointed by the Rector upon submission by the Head of Administration. The Head of Service is accountable to the Head of Administration.
  3. The main functions of the Finance Service are:
    - a) Ensuring the timely and uninterrupted flow of funds, accounting, and the preparation of financial statements;
    - b) Paying salaries;
    - c) Paying business travel expenses;
    - d) Reconciling the results of inventory of material assets with accounting data;
    - e) Preparing the balance sheet and tax declarations to be submitted to the Revenue Service;
    - f) Accounting for expenses and revenues;
    - g) Participating in the development of the financial plan for educational programs;
    - h) Financial management and control are carried out in accordance with Annex #1.
- 3.1. Additional functions of the Finance Service:
- a) Ensuring the accounting (inventory) of the University's material/technical base and other property, and controlling its maintenance;
  - b) Monitoring the timely payment of all types of utilities and fees (rent, electricity, telephone, heating, etc.) and maintaining associated documentation;
  - c) Maintaining financial and accounting records in full compliance with Georgian law and exercising control over such records;
  - d) Together with the Head of Administration, preparing the University's annual budget project and submitting it to the Academic Council for consideration; reflecting the local budgets prepared by schools and other structural units within the overall University budget;
  - e) Settling accounts with the state, with private-law legal entities, and with University personnel;
  - f) Monitoring the payment of tuition fees by students.

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## Article 26. Information Technology Service



1. The Information Technology (IT) Service is a structural unit of the University, comprising software support, technical support, and electronic database management.
2. The software and technical support divisions serve each structural unit of the University to ensure proper operation of various equipment, computers, computer networks, servers, and the internet.
3. The Head of the IT Service is appointed by the Rector upon submission by the Head of Administration and is accountable to the Head of Administration.
4. The IT Service:
  - a) Eliminates technical problems related to the operation of the University's computer equipment;
  - b) Provides technical support for the website;
  - c) Ensures uninterrupted internet services;
  - d) Facilitates the development of the University's network infrastructure;
  - e) Provides technical support for e-management systems;
  - f) Promotes the maximal increase of information technologies used in the University's day-to-day activities;
  - g) Participates in the institution's business continuity processes;
  - h) Performs other powers related to the use of information technologies.

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#### **Article 27. Service for Applicants, Students, and Graduates**

1. The Service for Applicants, Students, and Graduates provides services to applicants and University students to ensure professional orientation, future employment, and successful careers.
2. The Service is headed by a Head appointed by the Rector and is accountable to the Rector.
3. The Service ensures:
  - a) Support for the career advancement and development of applicants and students;
  - b) Coordination and development of cooperation with civil, private, and state sectors for the employment of applicants and students;
  - c) Creation of employer databases and provision of related information to students and graduates;
  - d) Support and coordination for the implementation of student projects and innovative initiatives;
  - e) Assistance to foreign students in integrating into the learning environment;
  - f) Providing consultations to applicants and students on career advancement and development;
  - g) Conducting relevant research and developing recommendations to define future priorities and policies based on the labor market;

- h) Organizing memoranda of cooperation with employment agencies and informing the University administration to facilitate the employment of outstanding students;
- i) Organizing/implementing relevant sports, cultural, and extracurricular events based on the interests of students/graduates;
- j) When needed, organizing employment forums in cooperation with various structural units of the University;
- k) Promoting a healthy lifestyle at the University;
- l) Supporting students' internships/practicums and their employment processes;
- m) Facilitating the employment of the University's graduates;
- n) Conducting detailed and systematic research on graduate employment;
- o) Coordinating the execution of memoranda of cooperation with various state, private, and non-governmental organizations within student internships/practicums;
- p) Organizing various types of events to facilitate student/graduate employment;
- q) Providing technical support to actively engage employers in the development of educational programs, within its competence;
- r) Providing technical support for the employment of students with disabilities and other vulnerable groups (e.g., socially vulnerable persons, families of internally displaced persons, etc.);
- s) Exercising other powers deriving from the specific functions of the Service for Relations with Students and Graduates and Career Support, and from the University's goals/objectives and/or established by internal legal acts.

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## Article 28. Material Support Service

1. The Material Support Service ensures the management and protection of the University's material assets, excluding the collection held in the library. The Head of Service is appointed by the Rector upon submission by the Head of Administration and is accountable to the Head of Administration.
2. The Material Support Service performs the following powers:
  - a) Planning and implementing measures, based on the needs of various structural units, to improve the material-technical base;
  - b) Supplying structural units with consumable household and stationery materials;
  - c) Safekeeping and protection of all types of material assets located on the University premises;
  - d) Coordinating the proper operation of energy supply, plumbing, and other utility systems;
  - e) Controlling the receipt, distribution, and use of fixed assets and inventories;

f) Performing other logistics and household functions in compliance with legislation and the University's internal legal acts.

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### Article 29. Security Service

1. The mission of the University Security Service is to maintain order and protect the University's material property, as well as to ensure fire and evacuation safety.
2. The main functions of the Service are:
  - a) Ensuring the safety of students and staff while on University premises;
  - b) Controlling the entry and exit of visitors to and from the building;
  - c) Protecting University buildings and property;
  - d) Detecting violations of the University's internal regulations and taking appropriate measures;
  - e) Monitoring compliance with fire, sanitary-hygienic, and technical safety rules;
  - f) Monitoring public order and discipline;
  - g) Providing assistance to students with special educational needs in orientation, movement, and other support within the institution;
  - h) Performing other functions related to security mechanisms;
  - i) Exercising other powers to ensure protection and safety at the University and carrying out specific assignments of the Rector and the Head of Administration.

The Security Service is accountable to the Head of Administration.

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### Article 30. Personal Data Protection Service

1. The Personal Data Protection Service ensures compliance with personal data protection standards at the University. The Head of Service is appointed by the Rector upon submission by the Head of Administration and is accountable to the Head of Administration.
2. The main functions of the Service are:
  - a) Informing/consulting employees/data subjects/students on personal data protection issues;
  - b) Providing, as needed or periodically, consultations and necessary training for employees/students on personal data protection and cyber hygiene;
  - c) Direct involvement in drafting internal regulations related to personal data protection and processing, and continuous monitoring of compliance with these documents at the University;

- d) Analyzing applications and complaints related to data processing and issuing relevant recommendations;
  - e) Receiving consultations from the (national) Personal Data Protection Service, representing the University in relations with that Service, providing information and documents upon request, and coordinating and monitoring compliance with its assignments and recommendations;
  - f) Upon a data subject's request, providing information about data processing activities and about the subject's rights;
  - g) Performing other functions aimed at raising the personal data protection standard at the University and/or ensuring strict compliance with existing regulations.
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### **Article 31. Occupational Safety Service**

1. The mission of the University's Occupational Safety Service is to ensure a safe working environment at the University, as well as fire and evacuation safety.
  2. The main functions of the Service are:
    - a) Assessing safety risks;
    - b) Identifying hazards that may cause harm to health, damage to material property, or environmental pollution;
    - c) Determining the probability of hazards;
    - d) Defining the final level of risk;
    - e) Informing employees about the results of risk assessments;
    - f) Selecting personal protective equipment (PPE) according to the specifics of work and controlling correct use, maintenance, and storage criteria;
    - g) Ensuring employee training on the use, maintenance, and storage of PPE, and controlling correct use of PPE by visitors;
    - h) Managing emergencies, selecting alarm/notification systems, informing employees, and preparing an evacuation plan.
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### **Article 32. Library**

1. The Library provides University staff and students with a modern book collection and resources—both electronic and on digital media—necessary for the syllabi and for scientific research.
  2. The status and functions of the University Library are determined by the relevant regulation.
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**Article 33. Medical Center**

1. The Medical Center is headed by a physician appointed by the University Rector upon submission by the Head of Administration and is accountable to the Head of Administration.
2. The competence of the Medical Center includes:
  - a) Providing first aid to University students and staff when necessary;
  - b) Providing free medical consultations and assistance to University students, staff, and other persons on University premises to prevent or curb the spread of infectious or viral diseases.
3. The functions of the Medical Center physician are:
  - a) Leading and managing the Center's activities;
  - b) Calling emergency services when necessary;
  - c) Issuing medical certificates regarding health status for the purpose of excusing students from academic activities;
  - d) Performing other powers related to the provision of medical assistance;
  - e) Accounting for, storing, and writing off expired medications necessary for medical assistance;
  - f) Performing other functions and assignments defined by this Regulation, internal legal acts, and Georgian legislation.

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**Article 34. Academic Staff / Invited Lecturer**

1. The courses within the University's educational programs are taught by academic staff and/or invited personnel (invited lecturers) in accordance with the procedures and requirements established by the Law of Georgia on Higher Education.
2. Academic staff includes:
  - a. Professor;
  - b. Associate Professor;
  - c. Assistant Professor;
  - d. Assistant.
3. The academic staff specified in paragraph 2 may be affiliated. In such cases, an affiliation agreement is concluded between the University and the academic staff member. The rights and duties of affiliated academic staff are defined by the affiliation agreement and by the "Rule for Affiliation of Academic Staff" in force at the University.
4. Academic positions may be held only through an open and public competition, in accordance with the Law of Georgia on Higher Education and the University's internal legal acts.

5. Powers of academic staff:
    - a. To participate in University governance in accordance with internal rules;
    - b. Within academic freedom, to conduct teaching/learning and research;
    - c. Within academic freedom, to independently determine course content, teaching methods, and other issues provided for in the syllabus;
    - d. To exercise other powers defined by Georgian law and the University's internal legal acts.
  6. Duties of academic staff:
    - a. To comply with Georgian law, this Regulation, the University's internal legal acts, and the individual employment contract concluded with the University;
    - b. To conduct teaching in accordance with the content of the relevant educational program and the syllabus of the course.
  7. Other rights and duties of academic staff are defined by the individual employment contract and/or other internal legal acts in force at the University.
  8. In specific cases, the academic positions listed in paragraph 2 may be held on a professional basis, under procedures and conditions established by Georgian law and the University's internal legal acts.
  9. Individual courses may be taught by an invited lecturer without holding an academic position.
  10. Procedures for selecting academic and invited staff are regulated by the University's "Staff Selection Rule."
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### **Article 35. Student and Student Rights**

1. A University student is a natural person who has been enrolled and studies at the University in accordance with Georgian legislation and the procedures established by the University's internal legal acts.
2. The rules for acquiring, suspending, terminating student status, and for mobility at the University are determined by Georgian legislation and the University's internal legal acts.
3. A student has the right to:
  - a. Receive quality education;
  - b. Use the University's material and technical base;
  - c. Use the University Library and various technical means available at the University;
  - d. Receive information about the University in accordance with Georgian law and the University's internal rules;

- e. Demand an objective assessment of their knowledge;
  - f. Freely express their position during the learning process;
  - g. Submit remarks and/or recommendations regarding the learning process to relevant structural units and/or personnel of the University;
  - h. Participate in developing an individual study plan;
  - i. Periodically, in the form established by the University, evaluate staff and the learning process;
  - j. Establish or join student organizations;
  - k. Participate in various student events;
  - l. Participate in events organized by the University;
  - m. Exercise the right to mobility (including internal mobility) in accordance with Georgian law and the rules in force at the University;
  - n. Request that the University ensure a safe learning process;
  - o. Exercise all other rights granted by Georgian legislation and acts in force at the University.
4. A student is obliged to:
- a. Complete all compulsory courses provided for by the educational program;
  - b. Comply with Georgian law, the contract concluded with the University, and the University's internal legal acts.
5. Issues related to student status and to studying within a specific educational program are regulated by the "Rule Regulating the Learning Process" in force at the University and by the relevant School Regulation.
6. Issues related to student disciplinary liability are regulated by the "Code of Ethics."

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### Chapter III

#### Concluding Provisions

#### Article 37. Reorganization and Liquidation of the University

- 1. The reorganization and liquidation of the University, as a private-law legal entity, are carried out in accordance with the Charter and the applicable legislation of Georgia.

#### Article 38. First Elections of the Student Self-Government



1. The University Student Self-Government consists of 9 delegates elected for a term of 2 years.
2. The date of the Student Self-Government elections is set by the University Rector, who also approves an Election Commission composed of at least 5 members. The Commission is formed from the University's administrative staff.
  - a) To participate in the elections, students form a student group of at least 12 people.
  - b) The list prepared by a student group must include at least 3 active-status students from the programs existing at the University. The electoral lists are approved by the Election Commission.
  - c) The elections are deemed held if more than one-third of students with active status participate.
  - d) Delegate status is granted to the first 9 students on the list of the student group with the best election result.
  - e) The newly elected Student Self-Government elects the President of the Self-Government from among its members by a two-thirds vote.
  - f) The University Student Self-Government approves its statute by a two-thirds vote of its full composition.
  - g) Subsequent elections of the Student Self-Government are held in accordance with the statute approved by the Self-Government.

### **Article 39. Amendments and Additions**

This Regulation enters into force upon its approval and publication in the prescribed manner.

