

Revised: Resolution #13, 25/09/2019



CAUCASUS UNIVERSITY
STATUTE

2019

Chapter I.

General Provisions

THE UNIVERSITY STATUS

1. LLC “Caucasus University” (hereafter the ‘University’) is a legal entity of private law established as a limited liability company, which conducts business in accordance with the operative legislation of Georgia, the University regulations and the present Statute. The University has its independent balance, a round seal, a flag, an anthem and other symbols, a bank account for settling payments and other requisites of a legal person.
2. The full name of the University is: LLC “Caucasus University”. In the interactions with the third persons, the University acts under the name of “Caucasus University” with an English abbreviation “CU”. The legal address of the University is: #1 P. Saakadze St., Tbilisi, Georgia.
3. The University has a branch in Batumi.

Article 2: Scope of activities

1. The University Statute is a principal document determining the educational, scientific-research processes, the University management principles and the rule of its activities.
2. Any education-related issue not considered within the scope of the present Statute shall be subject to the Law of Georgia.
3. Adherence to the University Statute is obligatory for every student and employee.
4. Any procedural issue not subject to this Statute shall be regulated by the President’s order.

Article 3. The University Mission

1. The University provides educational and scientific-research activities in Business Administration, Economics, Healthcare, Governance, Humanities and Social Sciences, Media and Technologies. Its goal is to:

- a) prepare competitive, highly qualified, morally grounded professionals faithful to democratic values.
- b) adopt research-oriented teaching;
- c) meet educational-consultation needs of the society.

2. The University reviews its mission in a continual self-assessment process to ensure its relevance to ever-changing environment and increasing demands.

3. The University slogan is “Studium Pretium Libertates” - “knowledge is a guarantee to liberty”

Article 4: Uniqueness of the University

1. The University uniqueness is determined by the following factors:
 - a) the learning, research and work environment meeting the modern standards.
 - b) flexible, regularly updated educational programmes customized according to the auditorium specifications.
 - c) regular contacts with foreign partners to improve learning and research process.
 - d) cooperation with the students' potential employers.
 - e) carrying out appropriate activities with a view to fostering the academic personnel's professional growth and advancement.
 - f) adoption of modern and objective system for knowledge evaluation and assessment;
 - g) provision of certification programmes alongside with the academic ones;
 - h) emphasis on international aspects in the educational programmes of every level and focus on the global environment;

Article 5: University Goals

1. The chief goals of the University are as follows:
 - a) provide students with higher education of the appropriate levels relevant to their interests and capacity, enhance their qualification and give opportunity of retraining; foster realization of the students' personal potential, development of creative skills through high-quality academic and professional educational programmes;
 - b) develop science;

c) create learning/teaching and scientific-research environment equipped with up-to-date technological tools and its methodological and informational provision;

d) attract highly-qualified local and foreign academic personnel and retain them;

e) facilitate development of value system based on Georgian and the global culture; direct emphasis on democratic and humanistic values necessary for civil society and its development.

2. In order to achieve the above formulated goals, the University:

a) provides Bachelor's, Master's and Doctorate degree programmes for higher academic education;

b) provides short educational programmes/courses for professional training and retraining;

c) implements the principles of lifelong learning;

d) selects academic personnel with high scientific and pedagogical potential through open competition.

e) conducts scientific research;

f) by applying effective methods for quality assurance, the University provides high quality teaching and research;

g) facilitates scientific work by using the funds allocated from its budget.

h) provides educational activities, publishes textbooks and scientific research findings;

i) ensures academic freedom of learning, teaching and scientific research;

j) ensures management's publicity and transparency;

k) ensures creating appropriate learning conditions for disabled students;

l) collaborates with Georgian and foreign higher education institutions;

m) within the law, provides the environment which fosters fulfilling the University goals;

n) develops a strategic plan;

o) develops work plan for each academic year.

Article 6: University Management Principles

1. The University management ensures:

a) academic freedom of its personnel and students;

b) academic personnel and students' involvement in the decision-making process;

c) equal treatment irrespective of ethnicity, gender, social background, material status, political, religious or other worldviews;

d) fair, transparent and public elections and contests;

2. The University students, academic personnel and staff are equal regardless to their social background, property, ethnic origin, political views, religion and others.

3. The University shall not admit any political party or a structural entity of a political organization to its premises. The University prohibits any kind of political propaganda, or holding events related to publicity/propaganda without permission of the University administration.

Article 7: definitions of the terms

The terms used in the present Statute mean the following:

1. Administration - President, Vice-presidents, the Board of Governors; University departments, University offices; school deans.
2. Administrative personnel - President, Vice-presidents, the Board of Governors, the University department directors and heads of offices; directors of academic programmes and student's service managers and also other persons listed in the staff-list.
3. Academic personnel - professors, associate professors and assistant professors, assistants.
4. Invited persons - teachers, also invited lecturers who participate and/or manage academic process and scientific research.
5. Scientific personnel – chief science officers, senior science officers, science officers.
6. Academic programme (curriculum) - educational programme for earning Bachelor's Master's or Doctorate academic degree.
7. Employee - a person holding academic/scientific, administrative or assisting position in the University.
8. Temporarily hired person - an employee who works in the University for a certain period (semesterly) to teach a certain discipline (invited lecturer) or perform some other specific tasks.
9. Customer - a person (a student, attendant, etc.) who receives the University service.
10. Normative acts - decision made at the Partners Meeting on the basis of Law or/and the Statute, resolutions of the Board of Governors, the President's order (ordinance in the cases determined by the University Acts) which shall be followed by all University employees and customers and usually are valid for more than one occasion.
11. Individual act - a decision made by the Partners Meeting, a resolution of the Board of Governors or President's order establishing, changing, deciding or confirming rights and duties of a person or a limited group of persons.

12. Recommendation (proposal) - a written act by the Board of Governors which can be issued about the University or/and its entity's educational/scientific or administrative issues.
13. Professional confidentiality - confidential, curricular, economic, commercial, scientific-technical, technological information which became known to the employee while performing his/her job duties.
14. Educational programme - a combination of learning courses (their aims and tasks, contents and volume, knowledge assessment system, specifics of organizing educational process and methodological provision) targeted at earning an academic degree.
15. Syllabus – an academic document communicating information about a specific course prescribed by an academic programme including the teaching plan and assessment system prepared and provided by an individual professor/instructor.
16. Programme direction- a relevant profile direction of the educational programme.
17. Student - a person having a full secondary education enrolled on the University Bachelor's, Master's and Doctorate or certification programmes in accordance with the rule set forth by Law of Georgia on "Higher Education" and "Vocational Education".
18. Staff list - staff list determined for each calendar year in accordance with the University needs or work term defining classification of positions with relevant salaries.
19. Statute – the principal legal act establishing the rules for teaching, learning, scientific-research activities, internal regulations and other rules and procedures operating at the University.

Chapter II University Structure, Governance Bodies (Management Subjects) Structural Entities and their Rights and Duties.

Article 8. University Governing Bodies and Structural Units and Subunits.

1. University structure includes governance bodies, principal structural units, principal structural administrative units and supporting structural subunits.
- 2. The University management bodies include:**
 - a) the Partners Meeting (General Meeting of the Shareholders)
 - b) the Board of Governors
 - c) the President
- 3. The principal educational structural unit at the University is a School. The school managing bodies (managing subjects) are as follows:**
 - a) the School board

b) the Dean

4. The University main administrative structural units include:

- a) Quality Assurance Department
- b) Strategic Development Department
- c) Research (Scientific) Support Department
- d) Organizational Department;
- e) Marketing and Public Relations Department;
- f) Financial Department;
- g) International Relations and Projects Department;
- h) Legal Department;
- i) Academic Process Management and Students' Registration Office;
- j) Human Resources Department;
- k) Internal Audit Department;
- l) IT department
- m) Foreign Languages Centre
- l) Logistics and Security Department

5. The University supporting structural subunits include:

- a) Academic Process Management and Students' Registration Office;
- b) Career Development and Employment Promotion Office;
- c) Library
- d) International Accreditation Office;
- e) Entrepreneurship Development Centre
- f) Chair of Mathematics
- g) Chair of Information Technologies

- h) Ombudsman's Office;
- i) Training Centre;
- j) Personnel Certification Unit;
- k) Publishing House.

6. A decision on creating/abolishing structural unit/subunits (except for schools) is made by the the Partners Meeting after holding consultation with the Univerity President. The rule of the activities of a structural unit shall be determined by the present Statute and the Statute of the relevant unit, which is approved by the Board of Governors in the scope of its competence.

7. The supervision areas/units of the University structural units/subunits of the Vice-Presidents shall be determined by President's order.

Article 9: Partners Meeting (General Meeting of Shareholders) and its Rights

1. The supreme management body of the University is the Partners Meeting, the composition of which shall be determined in accordance with the Law on Entrepreneurship.
2. The Partners Meeting is a collegial body and its competence includes reaching decisions on the University development, its financial policy, educational-scientific activities, administrative policy, material-technical base improvement policy, mobility policy, international collaboration and other essential aspects of policy.
3. Partners Meeting:
 - a) approves the University Statute;
 - b) elects the University President;
 - c) in agreement with the President, considers candidacy for the position of Vice-Presidents and Deans; the selected candidates are appointed and dismissed by the President;
 - d) gives consent to the personnel composition of the University Advisory Board (if any);
 - e) approves the University strategic development plan;
 - f) in case of necessity changes or annuls any decision made by the University Board of Governors which, in their opinion, contradicts the partners' interests and might pose a threat to the University activities;
4. Based on University management goals, the partners' every other meeting shall be summoned when and if necessary. The meeting has the right to make decisions if attended by the partner(s) owning not less than 51% of the shares.
5. The University President or the partner(s) holding not less than 5% of shares have the right to summoning the Partners Meeting.
6. The decision shall be made by majority of votes of the partner/partners holding 51% of the shares.

7. The minutes of the Partners Meeting shall be signed by all the partners voting for the decision. When and if necessary, the decision minutes shall be verified by a notary as prescribed by law.

Article 10. Board of Governors

1. The Board of Governors (hereinafter- the 'Board') shall be created in order to provide education, effectively conduct and coordinate scientific-research, rationally apply human and material resources, fulfill the University mission, set goals and implement the strategic development plan.
2. The Board is headed by the University President.
3. The Board includes: President, Vice-Presidents, Department Directors, Head of Academic Process Management and Students' Registration Office, School Deans.
 4. The board secretary is the director of the organizational department who provides organizational and informational support for the Board's activities and keeps minutes of each meeting.
 5. The Board is authorized if a sitting is attended by more than half of the total number of its members. The decision shall be made by majority votes but by not less than a third of the total number of the Board members. In the case the votes are evenly divided, the Chairperson of the Board shall cast the decisive vote.
 6. The board is authorized to issue a resolution, an announcement, and an address.
 7. Any decision reached by the Board shall be formalized in the Board Resolution.

Article 11. Rights of the Board of Governors

1. Board of Governors:
 - a) elaborates and realizes the University mission and relevant goals and objectives in cooperation with the University structural units;
 - b) considers the University strategic development plan;
 - c) systematically strives to ensure financial sustainability of the University;
 - d) determines methods of teaching, implementing the educational programmes, conducting scientific research, collaborating with other higher education institutions and establishes the basic principles of student mobility;

- e) sets the rule of recognition of the academic degrees and higher education granted by other educational institutions;
- f) holds events to communicate information to the public and interested parties;
- g) approves the procedure of contests for academic/scientific, administrative positions;
- h) sets the procedure for granting the University prizes and scholarships;
- i) considers and makes decisions about conducting University, national and international scientific conferences, symposiums;
- j) approves the University Statute;
- k) approves the Statute of the University structural units, the Schools and the School Boards;
- l) approves the University internal regulations submitted by the President;
- m) by the school's submission, sets the coefficients for the Unified National Examinationa at the beginning of the academic year; in addition, it sets the number of students to be enrolled on each level of education and specialization;
- n) makes decision about a major educational unit - creating/abolishing school;
- o) sets the procedure of recognizing education (ECTS credits) including education gained abroad, obtaining, suspending and terminating the student status, mobility and other rules related to the academic process.
- p) establishes the University Code of Academic Integrity.
- q) considers and confirms the security rule set by law;
- r) approves job instructions when and if necessary;
- s) listens to accounts of Vice-Presidents and of the heads of structural units and makes a relevant decision.
- t) approves an academic calendar for every academic year;
- u) exercises other rights.

Article 12. Preparation of the Board Sitzings and Procedure for Holding them

1. The board sitting shall be summoned by the Chair of the Board. The sitting may be summoned through short text messages.

2. The extraordinary sitting can be summoned upon a written request of the majority of the Board members. The written request about holding the extraordinary sitting shall be addressed to the President 2 days prior to such summoning.
3. The director of the Organizational Department, upon the agreement with the Chairperson of the Board (President), sets the agenda for the meeting. The board members are authorized to include into the draft of the agenda an issue to be considered one day prior to such a sitting if supported by the majority of the attendees.
4. The meeting minutes shall be kept and appropriately signed by the chair of the sitting and the sitting secretary.

Article 13. Grounds for Termination of the Authorities of the Board and the Board Members

1. The Board's authority can be terminated:
 - a) in the case of the University liquidation;
 - b) in the case of repealing the authorization.
2. The grounds for termination of the Board members' authority are as follows:
 - a) resignation from office by a personal application;
 - b) death;
 - c) recognition by a court as missing or dead;
 - d) a final judgment of conviction is rendered by a court against him/her, which envisages his/her imprisonment;
 - e) recognition by a court as legally incapable;
 - f) systematic and flagrant violation of the operative legislation of Georgia, the Labor Code, the Labor Agreement, the University Regulations and/or Code of Ethical Integrity;
 - g) the President's decision;
 - h) other cases prescribed by legal acts;

Article 14. The President, Rights and Authority

1. The President is the highest academic and administrative official carrying out full administrative functions at the University.
2. The President represents the University inside the country and in foreign relations, with academic, scientific, business and other communities.
3. The term of the President's office is 6 years.
4. Appointing/electing the same person as the President for a few terms is not limited.

5. The President acts in accordance with the operative legislation of Georgia, the University Charter, decision of the Partners Meeting and the present Statute. He/she within his/her competencies leads the University and exercises the following rights:
- a) issues individual legal acts;
 - b) together with the Partners Meeting and the Board of Governors participates in identifying the policy of academic-educational, scientific activities and their chief dimensions and sees to qualification enhancement of the academic/administrative personnel;
 - c) appoints and dismisses administrative and support personnel, including the heads of structural units;
 - d) creates commissions, working groups and other units, the creation of which does not require a consent of the Partners Meeting;
 - e) makes decisions on implementing a new programme or invalidation of the existing one; controls implementation of the academic programmes;
 - f) carries out control of the general quality of the educational process;
 - g) issues orders regarding students' enrolment/exclusion, restoration/suspension of the student status;
 - h) concludes agreements with the University administrative/support personnel, students; makes deals;
 - i) approves the University budget. Issues orders regarding finances;
 - j) approves the form of the document certifying the higher education – Diploma and the Diploma transcript;
 - k) signs the document certifying the higher education – Diploma;
 - l) gives scholarships to students with excellent academic achievements after they are nominated by the relevant schools; determines the tuition fee and the issue of sending students on academic travel abroad;
 - m) fully coordinates the University international contacts and relations;
 - n) announces contests for academic/scientific personnel; approves any additional qualification requirements for academic/scientific and administrative personnel, if applicable; relying on the contest results appoints the selected candidates;
 - o) elaborates educational and research strategic plans; the University regulations;
 - p) determines salary rates of the academic/scientific and administrative/support personnel;
 - q) in cooperation with the Partner Meeting, appoints and dismisses the University Vice-Presidents and deans;
 - r) identifies the fields the Vice-Presidents shall supervise and delegates rights and responsibilities to them;
 - s) pursuant to the established rule, applies measures of giving incentives/imposing disciplinary sanctions;
 - t) with the consent of the University Quality Assurance Department, approves amendments to the

- academic programmes when proposed by the dean of the relevant school; approves the programme head(s)/co-head(s);
- u) approves the Schools' Master's degree/PhD degree programmes and the composition of Master's/PhD Council/field qualification commission/Master's Colleague when presented by the dean of the relevant school.
 - v) approves the composition of the School Board and of the Advisory Board when nominated by the Dean of the relevant school;
 - w) confers the title of Honorary Doctor;
 - x) exercises other rights.
6. In the President's absence, his/her rights are exercised by the Vice-President nominated by him/her, who acts by consulting the Partners Meeting.
 7. The President ensures the academic/scientific, administrative/invited personnel and the students are introduced to the University mission.
 8. The President is entitled to, when and if needed, regulate any organizational or procedural issue by issuing an order provided it (the issue) is not regulated by the operative legislation of Georgia or the University legal acts or does not fall under the competence of any structural unit of the University.
 9. The President is accountable to the Partners Meeting.

Article 15. Grounds for Termination of the President's Rights

1. The grounds for removing the President from office are as follows:
 - a) personal application;
 - b) a final judgment of conviction is rendered by a court against him/her, which envisages his/her imprisonment;
 - c) death;
 - d) decision of the Partners Meeting;
 - e) other cases envisaged by the legislation;

Article 16. Presidential Apparatus

1. The Presidential apparatus, directly subordinated to the President, is set up to take care of the organizational-informational issues related to the President's work and assist him/her in exercising his/her rights and fulfilling his/her duties.
2. The Head of the Presidential Apparatus is appointed and dismissed by the President.
3. The Presidential Apparatus includes: assistant/assistants and others nominated by the Head of the Apparatus and appointed or dismissed by the President.

Article 17. Advisory Board

1. With a view to enhancing the educational, scientific-research and administrative activities, an Advisory Council can be set up under the University President, which will include members of general public with experience in University education, the University graduates and/or foreign experts.
2. The Advisory Board acts on voluntary basis without remuneration of any kind. It operates in accordance with the operative legislation of Georgia, international acts, experience in the field of education, Caucasus University Regulations and the present Statute.
3. The Advisory Board is entitled to review President's reports and the University Strategic Plan and in this respect issue suggestions/recommendations to the President.
4. The composition of the Advisory Board after consultations with the Partners Meeting is approved by the President. The University President or any other member of the University administration shall not be a member of the Council.

Article 18. Vice-President

1. With a view to assisting in running the University administrative affairs, the President has four Vice-Presidents:
 - a) Vice-President for Academic Affairs;
 - b) Vice-President for Research and Strategic Development;
 - c) Vice-President for Administrative Affairs and Monitoring;
 - d) Vice-President for Material Resources.
2. The Vice-President is nominated by the President and appointed and removed from office by the Partners Meeting.
3. The Vice-President is accountable before the President and the Partners Meeting.

Article 19. Vice-President for Academic Affairs and his/her Rights and Responsibilities

1. Vice-President for Academic Affairs:
 - a) leads and coordinates the Quality Assurance Department, Schools, their Boards and Programmes;
 - b) leads planning of the academic dimensions;
 - c) leads the process of elaboration, enhancement and development of the academic programmes and controls their fulfillment within his/her competencies;

- d) leads the process of selecting candidates for academic positions through competitions, holds events facilitating attraction and retention of the best personnel at the University;
- e) coordinates the process of students' mobility;
- f) participates in the operation of the School Boards;
- g) at certain intervals presents reports to the Board of Governors on the work conducted;
- h) coordinates academic and other educational programmes in order to optimize spending of the University resources with a view to enhancing academic programmes and meeting the public educational needs;
- i) is entitled to, at his/her initiative, put forward an issue of terminating Labour Agreement with any academic personnel when and if having a relevant ground for such a termination or at the dean's proposal, or on the basis of the students' evaluation and/or assessment by the colleagues and/or the Quality Assurance Department;
- j) presents to President candidacy of the heads of the sub-units subordinate to him/her;
- k) directly leads educational-methodological work;
- l) controls organization of the academic process and elaborating of the academic programmes; determines the relevance between the programmes and the syllabi and the forms and methods of teaching;
- m) controls the organization of the field methodological seminars and the way they are conducted;
- n) prepares draft agreements for academic cooperation to be signed.
- o) carries out tasks assigned to him/her by the University President.

Article 20. Vice-President for Research and Strategic Development and his/her Rights and Responsibilities

1. Vice-President for Research and Strategic Development:

- a) leads and coordinates the process of elaboration of the University Strategic Development and Action Plans;
- b) leads and coordinates the process of formulating scientific-research policy and fostering its implementation;
- c) leads and coordinates the process of international accreditation so as to allow the Schools to gain international accreditation;
- d) leads and coordinates the activities of the Entrepreneurship Centre
- e) nominates candidacies of the heads of the subunits subordinate to him/her;
- f) develops and presents to the President/the Board of Governors proposals on the system of giving incentives and stimulus to the professors/instructors and the students according to the results achieved by them on the scientific-research arena;
- g) participates in the selection process of the University professors and the students who will take part in the national and international scientific-research practical programmes;

- h) in cooperation with the schools, plans and facilitates holding national and international scientific conferences, symposiums and contests;
- i) in cooperation with the schools, ensures creation of relevant conditions for the students' scientific and research activities;
- j) facilitates implementation of the scientific-research component of the educational programmes;
- k) at certain intervals, presents to the Board of Governors a report on the work performed;
- l) assists and facilitates the Schools in elaborating Strategic and Action Plans;
- m) in cooperation with the school deans, coordinates work of the Research Centres operating under the Schools;
- n) ensures preparation of drafts of scientific, research cooperation agreements to be signed on behalf of the University;
- o) elaborates indicators to measure the extent of fulfillment of the University and the schools' action plans;
- p) leads and coordinates the control of implementation of the Strategic and Action Plans;
- q) carries out tasks assigned to him/her by the University President.

Article 21. Vice-President for Administrative Affairs and Monitoring and his/her Rights and Responsibilities

1. Vice-President for Administrative Affairs and Monitoring:

- a) takes care of financial sustainability of the University;
- b) is involved in developing the financial policy and strategy, their refinement and enhancement;
- c) is involved in setting the optimum tuition fees and the prices of other services to be rendered;
- d) is in charge of formulating and implementing the policy of communicating information to the wider public on the University mission, goals, Strategic Development Plan and current processes;
- e) is in charge of implementing the University's academic policy and strategy through monitoring the whole academic process at the University;
- f) is in charge of developing the University policy regarding the personnel and elaborating the strategy with a view to attracting and retaining personnel of relevant profession, specialty and qualification;
- g) is in charge of elaborating programmes and strategy for the personnel's certification, training, growth and job rotation so as to meet the University mission;
- h) is entitled to participate in the selection process of candidates for holding academic positions;
- i) propose a motion for terminating agreements with the students and the academic personnel when and if they do not duly fulfill the responsibilities assumed or for applying disciplinary sanctions whatsoever against them;

- j) submits to the President candidacies of the heads of the subunits subordinate to him/her;
- k) participates in the work of the School Boards;
- l) shall carry out measures for ensuring financial sustainability of the University;
- m) ensures and controls the examination schedule is drawn up timely and adhered to;
- n) ensures information on the University is communicated to the wider public;
- o) ensures optimal management of human resources;
- p) supervises procurements (individual negotiations, price quotations, tenders) in accordance with the rule established by legislation of Georgia;
- q) carries out other tasks assigned to him/her by the President.

Article 22. Vice-President for Material Resources and his/her Rights and Responsibilities

1. Vice-President for Material Resources

- a) is in charge of, manages and coordinates taking care, renewal and enhancement of the University property as well as equipping the University with modern technologies and software;
- b) presents candidacies of the heads of subunits subordinate to him/her;
- c) ensures proper operation of the University premises and facilities – technical equipment;
- d) elaborates the University technologies development plan and puts forward proposals for procuring new equipment;
- e) coordinates upgrading and modernizing the computer base;
- f) draws up refurbishment and repairment plans and ensures their proper implementation;
- g) is in charge of keeping clean and tidy all the auditoria and offices in the University: ensures proper operation of lighting, heating-cooling systems, computers, photocopiers, projectors etc.;
- h) supervises optimal operation of the warehouse, carries out systematic analysis of the stocks available and provides the University with short-term assets;
- i) reports to the Board of Governors on the work performed;
- j) with a view to providing the University with all the necessary materials, prepares drafts of the relevant agreements to be signed;
- k) Is responsible for supervising meeting the security requirements;

- l) Organizes inventory and controls listing the material resources
- m) carries out other tasks assigned to him/her by the President.

Chapter III. Department

Article 23 University Department

1. Department of the University (hereinafter the Department) is the main administrative structural unit of the University. The Department administers its job in accordance with international laws and the law of the Republic of Georgia as well as in-house ordinances based on legal acts which are already operational acts at the University.
2. The department is independent of other structural units when fulfilling its activities within its competence.
3. The structure and authority of the Department are determined by this Statute and the Statute of the Department.
4. The Department is accountable to the Board of Governors, the President and the Vice-president.

Article 24. Director of the Department

1. The department is headed by its Director (hereinafter - the Director).The Director is appointed and dismissed by the President according to the established procedure.
2. The Director represents the Department in internal and external relations; he/she plans and directs the Department's activities and is responsible for its effective work.

Article 25. Quality Assurance Department

1. The Quality Assurance Department is set up for the purpose of systematic assessment of the quality of the academic and scientific research carried out at the University and evaluation of the professional quality of the University personnel.
2. The Quality Assurance Department cooperates with the respective Georgian and foreign institutions to share the experience of transparent criteria for quality control and improve methodology of ensuring them.
3. Quality Assurance Department:

- A) implements measures to systematically improve the quality of education and scientific-research work;
- B) develops quality assurance policy and facilitates its implementation at the University;
- C) cares about the growth of professional level of academic / scientific personnel and ensures implementation of modern methods of teaching- learning and knowledge assesment;
- D) ensures preparation of self-assessment and other related documents for gaining programme accreditation and authorization;
- E) promotes the University integration into the global higher educational space and fosters implementation of Bologna Process Principles;
- F) conducts activities to gain international accreditation for the University and the Schools' educational programmes;
- G) supervises the procedures of evaluation of the University material-technical resources, academic / scientific personnel and educational programmes in accordance with the standards and guidelines developed by the European Association for Quality Assurance in the Higher Education (ENQA);
- H) periodically monitors performance of the educational programmes and elaborates recommendations for their improvement;
- I) regulates the workload of the academic personnel by the proper use of the ENQA system;
- J) together with the Human Resources Department, implements measures to enhance the qualification of the academic personnel;
- K) develops proposals for further improvement of teaching, methodology and scientific-research work and if and when required submits to the Board of Governors for consideration;
- L) periodically controls the course of the educational process, adherence to the discipline, organization of the exam sessions and registration of the academic achievements;
- M) participates in the credit recognition procedure in the case of the students' mobility and determines the authenticity of the diplomas presented;

- N) cares to obtain the grants allocated by local and international funds for the quality enhancement;
- O) periodically submits a report to the Board of Governors;
- P) Exercises other powers.

Article 26. Strategic Development Department

1. Strategic Development Department is established to facilitate the development of the University strategic development policies and strategic development plans.

Strategic Development Department:

- a) encourages University integration into the overall European space of higher education and implementation of Bologna Process Principles;
- b) develops the University strategic development plan;
- c) develops the University action plan;
- d) promotes and helps develop the Schools' strategic development plans;
- e) facilitates and assists the development of the schools' action plans;
- f) takes part in elaborating indicators of implementation of strategic and action plans;
- g) conducts and monitors implementation of the University and School strategic and action plans; and makes relevant changes considering the findings obtained;
- h) participates in planning and implementing various strategic projects of the University;
- i) participates in the authorization / accreditation process within the scope of its competence;
- j) exercises other rights defined by the Statute.

Article 27. Research Support Department

1. The Research Support Department is established to facilitate development of scientific research activities; ensure the students' active involvement in the scientific research, draw up and implement scientific research policy.

2. Research Support Department:

- A) is in charge of and coordinates development and implementation of scientific-research policies at the University;
- B) organizes and conducts student scientific conferences;
- C) organizes the students' involvement in international student activities;

- D) participates in scientific grant projects;
 - E) monitors implementation of scientific research policies;
 - F) organizes editing and publication of the scientific papers and articles presented by the academic / scientific personnel in the University Collection of Scientific Works;
 - G) coordinates the work of the research Centres under the Schools;
 - H) participates in the authorization / accreditation process within the scope of its competence;
 - I) exercises other powers established by the Statute.
3. Academic writing center is a structural subdivision of the Research Support Department.
4. The rights and obligations of the structural subdivision of the Research Support Department is determined by the Statute.

Article 28. Organizational Department

1. The Organizational Department is established for the purpose of doing the University paperwork, keeping track of the document circulation, archiving them and providing information.
2. The Organizational Department is responsible for:
- A) optimizing document circulation and making them uniform (systematizing) in all the University structural units;
 - B) organizing common electronic database of documents;
 - C) elaborating and implementing the rule of document storage and management at the University;
 - D) organizing records of the acts issued by the University management bodies in accordance with the established procedure;
 - E) publishing the decisions of the management bodies intended for publicity;
 - F) providing mechanisms for developing an internal document-naming nomenclature and adhering to it;
 - G) registering / processing the submitted / issued documents and sending them out as intended;
 - H) organizing archival work in accordance with the established rule;

I) controlling the received correspondence, applications /tasks are performed within the prescribed deadlines;

J) delivering any information to the personnel that is mandatory for the administration to perform;

K) preparing a draft of the Board's Act;

L) preparing sittings of the Board of Governors;

M) presenting a report to the Board of Governors and the President;

N) participating in the authorization / accreditation process within the scope of its competence;

O) exercising other powers established by the Statute of the Department.

3. Structural subdivisions in the Organizational Department include:

A) chancellery;

B) archive.

4. The rights and duties of the structural subdivision of the Organizational Department are established by the statute of the Department.

Article 29. Marketing and Public Relations Department

1. Marketing and Public Relations Department is responsible for:

- A) development of the University marketing and public relations policies and usage of effective forms, ways and means of their realization;
- B) arrangement of events in the University for various stakeholders;
- C) raising public awareness about the University;
- D) management of the University website, relevant social media pages, newsletters and mobile apps;
- E) disseminating information among the University structural units within the scope of its competence;
- F) organization of the President's press conferences;
- G) preparation of the University printed and electronic advertising materials;
- H) carrying out marketing analysis of the market, competition evaluation, working out the marketing strategy;
- I) management and development of the company brand (brands), promoting its image with the external and internal audience;
- J) drawing up and monitoring the budget of Marketing and Public Relations Department;
- K) development of potential customer identification and attraction strategy;
- I) participation in the authorization / accreditation process within its competence;
- J) exercising other powers determined by the Statute.

2. The structural unit of the Marketing and Public Relations Department is Student Events and Alumni Service.

Article 30. Financial Department

1. The Financial Department is established in order to organize financial and economic activities of the University, draw up its budget, ensure its financial sustainability and carry out procurements.
2. The Financial Department is responsible for enforcement of financial policy.

3. The Financial Department:

A) draws up the University budget according to the following sources of income:

Aa. tuition fee (paid by a student or income earned from other paid teaching);

Ab. tuition fee covered with the State Educational Grant;

Ac. scientific-research grant gained on the basis of the competition;

Ad. revenues received through private grants and donations;

Ae. revenues derived from other economic activities, including those allowed by the legislation of Georgia;

B) controls the timely and full payment of the tuition fees by costumers (students, listeners, etc.);

C) manages the payroll fund;

D) ensures participation in the tenders and carries out procurements pursuant to the established procedure;

E) provides accounting activities in accordance with the established standards;

F) ensures management of financial interactions with banks and other financial institutions;

G) ensures attraction of the investment funds;

H) participates in determination of optimal tuition fees and assessment of other services;

I) conducts financial analysis and financial planning of the University operations;

J) at the beginning of every month makes financial reports of every previous month, compares it with the budget, analyzes it and elaborates ways of its improvement;

K) participates in the process of authorization / accreditation within the scope of its competence.

4. The structural subdivision of the Department are as follows:

A) Financial Analysis Office;

B) Accounting Office;

C) Procurement Office.

5. The rights and duties of the structural subdivisions of the Financial Department are determined by the Statute.

Article 31. International Relations and Projects Department

1. International Relations and Projects Department is set up for the internalization of the University; it helps establish close contacts with various educational institutions around the world, international associations and networks, international donor organizations, foundations and diplomatic missions; it promotes the integration of the University into the international educational space and strives to gain the international recognition in education for the University.

2. International Relations and Projects Department:

A) develops the University internationalization strategy and coordinates the activities envisaged by the strategy;

B) establishes partnerships with the world leading universities;

C) helps its individual schools / departments become members of the major international educational associations, networks and unions;

D) ensures students, professors and administrative personnels' involvement in the international mobility / exchange projects.

E) with a view to implementing joint/dual degree programmes, helps the Schools to find international partners, sign cooperation agreements and participate in projects of various kinds;

F) organizes competitions related to mobility projects and selects candidates;

G) coordinates students' involvement in dual degree programmes and international schools;

H) renders services to students, professors, teachers and administrative staff sent and received within the exchange programmes;

I) attracts potential foreign students, carries out international visits, participates in exhibitions, cooperates with foreign agents and conducts activities in support of foreign students;

J) organizes reception of international delegations and representatives of higher educational institutions; holds educational events of various kinds;

K) provides close cooperation with foreign organizations, professional networks, associations, foundations, diplomatic missions, donor organizations and information centres;

M) identifies funds for financing institutional and scientific research activities and searches for sources of financing;

M) informs the University personnel about various local and international grants programmes, gives advice on participation in grant competitions, helps in grant proposal writing and its administration;

N) coordinates receipt and review of the grant proposals, submits them to the University President for consent and presents them in the competitions;

O) facilitates effective management of sponsored projects and coordination between the donor organizations and the University;

J) participates in the authorization / accreditation process within the scope of its competence;

Q) exercises other rights defined by the Statute.

Article 32. Legal Department

1. Legal Department is set up to support the legal activities of the University,

2. Legal Department

A) together with other structural units of the University, participates in the development of the University legal policy and strategy;

B) provides legal support to the University activities and identifies and analyzes legal risks in the University activities;

C) prepares drafts of normative and individual legal acts of the University, defines compliance of legal acts with the legislation and issues visas;

D) obtains information about any expected changes in the field of higher education, processes the information and presents it to the President;

E) provides legal advice to the University administrative bodies, structural units, personnel and students in the scope of the University activities;

F) prepares the University draft agreements and authorizes them;

G) represents the University with the state and public organizations within the scope of its competence;

H) has representative authority in court / arbitration;

I) participates in the authorization / accreditation process within the scope of its competence;

J) exercises other powers prescribed by the Statute.

Article 33. Student Services and Educational Process Monitoring Department

1. Student Services and Educational Process Monitoring Department is set up to help maintain high-quality education at the University, identify and eliminate any insufficiencies in teaching-learning process revealed while supervising and monitoring it; prepares proposals and carries out appropriate measures for eliminating academic deficiencies of any kind, creates comfortable environment for students and ensures flawless implementation of the learning process and monitoring it.
2. Student Services and Educational Process Monitoring Department:
 - A) carries out monitoring of the class processes and student testing;
 - B) has a direct communication with the students, sees to any urgent issues to be solved and monitors flawless implementation of the learning process;
 - C) assists students in the process of semester registration and contract signing and gives consultations within its competence;
 - D) provides students with appropriate information intended for them, updates them about the University regulations and fosters their implementation;
 - E) monitors the timely uploading of the syllabi of the Bachelor's, Master's and Doctor's degree educational programmes in the electronic database;
 - F) monitors entering the relevant data on holding classes or make-ups into the database; monitors the data entered by the security guards into the database;
 - G) controls electronic registrar of the students' attendance;
 - H) considers students' statements related to the educational process;
 - I) helps students get any necessary documents;
 - J) monitors timely entering grades by professors/instructors into the database;
 - K) organizes commission sittings within the scope of the School curricula;
 - M) controls submission of any necessary documents required for Master's / Doctor's levels; organizes the students' interviews;
 - M) plans and organizes the examination process;

- N) ensures drawing up schedules of the midterm and final exams;
- O) organizes selection and distribution of proctors at the exams;
- P) attends and monitors the process of the midterm and final exams;
- Q) assigns a special cipher to examination papers and hands them to the appropriate professor for blind-checking;
- R) removes the cipher from the students' papers blind-checked by the appropriate professor;
- S) monitors entering the midterm and final exam scores into the database;
- T) ensures the electronic statement of the final grades is created and uploaded into the database;
- U) coordinates the examination process of re-taking midterm and final exams by the students;
- L) participates in the authorization / accreditation process within the scope of its competence;
- W) exercises other powers defined by the Statute.

Article 34. Human Resources Department

1. The Human Resources Department is created to operate the University staff and personnel management policy.
2. Human Resources Department:
 - A) together with the Board of Governors and the President develops the University personnel policy and strategy;
 - B) carries out recruitment of required professional, qualified staff;
 - C) develops the staff training and development programmes in accordance with the University goals and strategies;
 - D) organizes personnel attestation and job rotations;
 - E) develops a package of recommendations on the personnel management issues based on the organizational research;
 - F) when and if necessary, determines the number of full-time units considering the needs of the structural units and subdivisions and presents the information to the President;
 - G) keeps the employee Service Books (personnel files) and documents on their job rotation;

- H) systematically identifies and plans the needs in the human resources;
- I) develops the Department's strategy;
- J) plans and implements competition procedures;
- K) introduces the employees to the University policy, rules, regulations and procedures and carries out new employee job orientation programmes;
- L) draws up orders on the personnel's job matters;
- M) signs the labor agreements with the staff and the personnel;
- N) registers the employees' arrival and departure times;
- O) cares about development of corporate culture;
- p) participates in the University authorization / accreditation process within the scope of its competence;
- Q) participates in the elaboration of payroll system;
- R) ensures implementation of the personnel assessment system and handles the obtained results;
- S) implements effective incentive mechanisms for improving the employees' work enthusiasm;
- T) exercises other powers established by the Statute.

Article 35. Internal Audit Department

1. Internal Audit Department is created to supervise the learning and educational process, adherence to the legislation of Georgia and to the University legal acts; in addition, it is created to trace and respond to the facts of violation of the Internal Labor Code and other University acts and regulations by the students or the faculty / staff and the invited personnel.

2. The Internal Audit Department:

A) identifies and prevents the facts of violation of rules of conduct prescribed by the Code of Academic Personnel's Professional Ethics and the University Regulations;

B) checks any acts of professional misconduct and/or any action detrimental to the University goals;

C) examines facts of professional misconduct of the University personnel and draws up a report on the findings;

D) reveals the student's misconduct inappropriate to the student's status;

E) exercises control over implementation of the University internal legal acts;

F) assesses managability of the risks facing the University; improves the University activities and fosters achievement of its goals through evaluating adequacy and efficiency of the management and the control systems.

F) reacts to applications / complaints of the University students within scope of its competence;

G) identifies facts of job incompatibility and elaborates preventive measures;

H) participates in the authorization / accreditation process within the scope of its competence;

I) exercises other rights established by the Statute.

Article 36. Information Technology Department

1. Information Technology Department is set up to support the educational process and scientific-research activities at the University; provide the University with administrative software and technical support, implement and upgrade information technologies and the computer database; ensure uninterrupted and secure functioning of local and global networks and ensure flawless functioning of the Examination Centre;

2. Information Technology Department:

- A) carries out the policy of managing the University computer database and of implementation of local and global products and ensures their functioning at full capacity;
- B) develops an appropriate programme package as needed and renders further services to it according to the ongoing changes made;
- C) renders computer technical support to the educational and scientific processes at the University;
- D) provides educational, scientific and research processes with printed materials;
- E) is responsible for testing and examination processes and protection of secrets;
- F) participates in the authorization / accreditation process within the scope of its competence;
- G) exercises other powers defined by the Statute.

3. The Department of Information Technology includes a structural subdivision:

- A) software development service;

4. The responsibilities of the structural subdivision of the Information Technology Department are determined by the Statute.

Article 37. Foreign Languages Centre

1. The Foreign Languages Centre is set up to enhance the educational programmes, facilitate the students and the personnel's professional development and foster their integration into the global educational space.

2. Foreign Languages Centre:

- A) within the scope of its competence participates in the development of the University Strategic Plan;
- B) coordinates elaboration of the foreign languages programmes and their further development;
- C) implements modern methodologies of teaching foreign languages;
- D) elaborates and implements examination programmes according to the language levels;
- E) for recommendations co-operates with internationally recognized competent organizations;
- F) coordinates the language teaching process on all the educational programmes;

- G) coordinates the language examinations on all the levels;
- H) participates in the authorization / accreditation process within the scope of its competence;
- I) performs other duties defined by the Statute.

3. The Foreign Languages Centre includes the following departments as structural subdivisions:

- A) English language direction;
- B) French language direction;
- C) German language direction;
- D) Turkish language direction;
- E) Russian language direction;
- F) Spanish language direction.

4. The rights and responsibilities of the structural subdivisions of the Foreign Languages Centre are determined by the Statute.

Article 38. Logistics and Security Department

1. Logistics and Security Department is set up to ensure proper material-technical activities of the University; ensure uninterrupted and safe functioning of the University premises, their provision with power-heating supply, air-conditioning, protection of the University property and ensuring sound functioning of the fire security system.

2. Logistics and Security Department:

- A) carries out maintenance and cleaning of the University premises; disposes and removes construction waste and residential trash and conducts repairs within the scope of its competence;
- B) protects the University property within the scope of its competence;
- C) along with other subdivisions, expands and develops the University material-technical base; receives, distributes and controls short-term assets and other material valuables; carries out inventorization according to the established rules and procedures;
- D) takes care of maintenance of the University cable, telephone, electronic network, heating and cooling systems;

- E) ensures safety, including adherence to the norms of fire safety requirements;
- F) in emergency situations notifies the University administration and the police;
- H) participates in the authorization / accreditation process within the competence;
- I) performs other powers defined by the Statute.

3. Logistics and Security Department includes structural subdivisions:

- A) security service;
- B) cleaning service.

4. The authorities of the structural subdivisions of the Logistics and Security Department are determined by the Statute.

Chapter IV. The Office

Article 39. University Office

1. University Office (hereinafter – the Office) is a structural subdivision of the University. The Office performs its activities in accordance with international and Georgian legislation, the present Statute, and the University legal acts.
2. Within the scope of its competence, the office is independent from other structural units.
3. The structure and authority of the office is determined by the present Statute and the statute of the Office;
4. The Office is accountable to the President, Vice-President, and the Board of the Governors in accordance with the established rule and procedures.

Article 40. Head of the Office

1. The Office is headed by the Head of the Office (hereinafter - the Head). The Head is appointed or dismissed by the President after being nominated by a Vice-President.
2. The Head represents the Office in internal and external relations; he/she directs, plans and maintains the activities of the office and is responsible for its effective work.

Article 41. Academic Process Management and Students' Registration Office

1. Academic Process Management and Student's Registration Office is set up to plan and administer the academic process, manage the students' registration, the students' database, the students contingent (student's statuses) and the process of mobility; record the students' academic achievements and calculate their grades, prepare and issue diplomas, keep the students and the alumni's files.

1. Academic Process Management and Students' Registration Office

- A) is in charge of enrolling students at the University after they have passed the Unified National Examinations/Unified Master's Degree Examinations and/or have applied for PhD programmes; in addition, the Office is in charge of enrolling those Bachelor's and/or Master's degree applicants at the University who have been given a right to enroll at a higher education institution without taking the Unified National Examinations/Unified Master's Degree Examinations; the Office is also in charge of enrolling those students at the University who transfer from and/or move to other higher education institutions; the Office controls the mobility process within the University between the Schools/educational programmes; participates in Credit recognition procedures of those students who use the right of internal mobility.
- B) controls the student contingent, the dynamics of the student status and prepares academic orders on the changes to the student contingent.
- C) records statistical data on the students, manages an appropriate University computer database, ensures the relevant information is entered into the Students' Database of the National Centre for Educational Quality Enhancement; prepares information for internal use and submission to the relevant bodies;
- D) takes part in drawing up questionnaires and application forms and determining the contingent to enroll on the Bachelor's and Master's degree programmes after they pass the Unified National Examinations/Unified Master's Degree Examinations;
- E) manages the University database of grades; registers the final semestral and annual grades and calculates semestral and annual Grade Point Average (GPA) and the students' ranking;
- F) prepares Bachelor's, Master's and PhD degree diplomas and grades transcripts on the basis of the information submitted by relevant Schools; in addition; it issues diplomas to the graduates after registering them into the appropriate registre;
- G) keeps the students' files, prepares and issues grades transcripts and other documents;
- H) keeps the students' and the graduates' files and archives them;

- I) in cooperation with the International Relations Department and relevant Dean's Offices participates in sending students on exchange programmes; takes part in the process of grades and credits recognition earned by exchange programme students;
- J) prepares letters on the Student Status and their academic performance to be submitted to the Ministry of Education and the National Centre for Educational Quality Enhancement;
- K) participates in the process of authorization/accreditation in the scope of its competence;

Article 42. Career Development and Employment Promotion Office

1. The University Career Development and Employment Promotion Office is established to facilitate the University students and graduates' employment and career development.

2. Career Development and Employment Promotion Office:

A) provides the career development and employment opportunities for students and graduates;

B) organizes workshops related to the development of skills required for employment (resume preparation, mock job interviews);

C) plans and holds visits of guest speakers from leading organizations and institutions with a view to conducting Master Classes at the University;

D) facilitates carrying out projects of various kinds at the University – motivating projects including internships, scholarships etc.

E) organizes job fairs and informs students/graduates about the job fairs organized by partner organizations and fosters their participation in them;

F) ensures deepening the cooperation with leading local and international companies and signing memoranda of cooperation with them;

G) helps the Schools contact the organizations of the relevant profiles with a view to creating internship and employment opportunities for their students;

H) when and if required by employers, issues references and recommendations for students and graduates on the basis of the information supplied by the relevant School's Dean's Office;

I) sends lists of vacancies provided by employers to target groups and carries out all the necessary procedures for employment;

J) exercises other powers established by the Statute.

Article 43. Student Events and Alumni Relations Department;

Student Events and Alumni Relations Department is created to have a permanent contact with the University students and the alumni and ensure their participation in the University activities;

Student Events and Alumni Relations Department:

- A) ensures the students and alumni's involvement in the University life;
- B) organizes meetings for students and graduates;
- C) ensures management of students and graduates' database and its regular updates;
- D) ensures elaboration of specialized projects for students and graduates;
- E) facilitates organization and management of an investment fund of donations for the University development;

Article 44. Library

- 1. The library is set up to provide scientific-research and scientific-educational activities with relevant information;
- 2. In charge of the activities of the Library is the Library Director appointed in accordance with the rule of appointing Directors prescribed by the present Statute;

2. Library:

- a) expands and renews the book, periodicals, audio, video and digital carriers funds; draws up proposals by taking into account the Schools' interests;
- b) cooperates with local and foreign libraries and international library networks with a view to exchanging educational and scientific databases and informational resources;
- c) with a view to purchasing educational and scientific literature, cooperates with local and foreign publishers;
- d) keeps a book of library inventory;
- e) keeps electronic catalogues and readers' electronic registry journal by adhering to the library principles;
- f) participates in the authorization/accreditation process within the scope of its competence;

g) exercises other powers established by the Statute.

Article 45. International Accreditation Office

1. The University International Accreditation Office is created to make the educational programmes of various fields meet the international accreditation requirements so as to enable the University/academic programmes to gain international accreditation.
2. International Accreditation Office:
 - A) facilitates gaining the international educational accreditation for the University/educational programmes and the Schools;
 - A) ensures the University/educational programmes meet the criteria of the international accreditation standards.

Article 46. Entrepreneurship Development Centre

1. Entrepreneurship Development Centre shall be established at the University with the aim of promoting development of entrepreneurship ecosystems, integration of necessary components of the entrepreneurial education into the educational programmes and encouragement of aspiration to the innovations.
2. Entrepreneurship Development Centre, as a part of academic sphere, is aimed at promoting development of entrepreneurial skills among students, assist students and other stakeholders in initiating start-ups of their own.
3. Entrepreneurship Development Centre shall support customers in solving the following issues: team formation, idea generation, finding essential personnel, start-up acceleration, idea validation, prototype creation and refinement, bringing product to the first customer, preparing for “pitching”, aid in raising finances, delivering information about the funds, aid in making grant and project proposals, organization of meetings with investors and so forth.
4. The goal of the Entrepreneurship Development Centre shall be the establishment of close ties between education, research and business, facilitate research based on the business requirements and commercialization of such research.

Article 47. Chair of Mathematics

1. Chair of Mathematics shall be set up at the University with a view to ensuring the management of math courses, elaborating math textbooks, conducting research in fundamental and applied maths.

Chair of Mathematics is designed to:

- a) provide students with knowledge and develop their practical skills which will help them make operative decisions on the basis of logically substantiated, trustworthy quantitative assessments in the course of dealing with practical tasks; search and use the field-related mathematical models and methodology with the aim of analyzing new data and/or situations and interpreting the obtained results;
- b) create relevant textbooks according to the objectives of a specific curriculum;
- c) conduct surveys in social-economic and natural sciences using mathematical modeling and develop relevant numerical algorithms;

Article 48. Chair of Information Technologies

1. Chair of Information Technologies shall be established at the University with the aim of developing modern information technologies teaching methods and their integration into the learning process; reflecting the latest achievements of information technologies in the learning process;

2. Objectives of the Chair of Information Technologies:

The chair of Information Technologies is designed to:

- a) provide students with the knowledge and enable them to develop such practical skills which will allow them to tackle modern challenges of development of public and private businesses on the labour market and by using technologies solve specific tasks of the complex social-economic relationships existing in Georgia and globally;
- b) to allow students to learn and develop technological packages relevant to their schools which will help them solve tasks of any complexity by means of a computer. They shall acquire such a competence which will allow them to have access to the modern systems and technologies operating globally.
- c) allow students to acquire a deep and systematic knowledge in information technologies which will help them generate innovative ideas, solve tasks and elaborate information-analytical and information-technological aspects;
- d) provide students with the knowledge to carry out purposeful search of information about the latest scientific and technological advancements in internet and other sources; with the knowledge of using electronic libraries and software as well as network technologies;
- e) allow students to compile and submit professional documentation by means of information-communication technological achievements;
- f) organize creative and innovative activities on the basis of purposeful learning. Through application of information technologies, use permanently updated resources, basic facts, concepts and theories of modern maths and natural sciences so as to achieve optimal outcomes of research and applied activities.

Article 49. Ombudsman's Office

1. Student Ombudsman's Office shall be established at the University in order to give consultations to the students, administrative, support, academic, scientific and invited personnel on the issues regarding legislation of Georgia on higher education, their rights and responsibilities, student status and mobility as well as in order to provide support of various kinds.

2. Ombudsman's Office shall give assistance to the students, administrative, support, academic, scientific and invited personnel;
3. The scope of the Ombudsman's rights and responsibilities is determined by the Statute of the Ombudsman's Office.
4. The Ombudsman's Office is headed by the Ombudsman, who shall be appointed and removed from office by the University President.
5. The Ombudsman annually presents a report to the President on the work performed by him/her.

Article 50. Training Centre

1. Training Centre operates under the University with a view to promoting its goals, increasing the awareness and reputation of the University, planning/organizing short and long-term trainings and certification courses for customers.
2. The functions of the Training Centre are as follows:
 - a) to conduct analysis of necessities of training/certification courses;
 - b) prepare training/certification courses and offer them to potential customers;
 - c) organize and offer trainings/certification courses on various topics and specificity;
 - d) prepare and work out specific questionnaires to measure the customer satisfaction.

Chapter V. School

Article 51. School of the University

1. The School, which is the main educational unit of the University, shall be set up in accordance with the established rule and procedure with a view to managing educational process and conducting scientific research, preparing students in more than one specialty and awarding them a relevant academic degree or qualification.
2. The school shall take part in preparation and development of the mission, objectives and tasks of the University.
3. The school shall have a well-established strategic plan which should be in line with the University Strategic Plan.
4. **The Schools of the University:**
 - a) Caucasus School of Business

- b) Caucasus School of Law
- c) Caucasus School of Media
- d) Caucasus School of Technology
- e) Caucasus School of Governance
- f) Caucasus School of Humanities and Social Sciences
- g) Caucasus School of Economics
- h) Caucasus Tourism School
- i) Caucasus Medicine and Healthcare School
- j) Caucasus Doctoral School

5. As a rule, the school may include a chair, a scientific-research Centre, a clinic, a programme direction, a studio and other structural sub-divisions.

6. The structure of the school, rights and obligations and the scope of activities shall be established by the School's Statute.

7. The school is accountable to the University President.

Article 52. School Management Bodies

1. School Management Bodies (managing actors):

- a) School Board
- b) Dean.

2. With the aim of implementing and assessing scientific activities of the School's Master's and Doctoral programmes, the Master Collegium/commission and doctoral (dissertation) board may be set up, the procedures of establishment of which and the scope of activities of which shall be defined by the relevant statute. The dissertation board shall elaborate the statute of the Dissertation Board which shall be approved by the Board of Governors.

3. The Board of Advisors may be set up under the school.

Article 53. The School Board

1. The School Board (hereinafter "the Board") shall be established at the University with the aim of managing educational and scientific-research work policy. The board is a representative body managing the School's activities. The Dean of the school shall be the chairperson of the board.

2. The composition of the the School Board is as follows: Dean, Educational Programme (curriculum) Director, Academic Programme Director, Programme Field Director, persons occupying academic

positions (as per defined circumstances), Director of Scientific-Research Centre, the students' representative. The Board sittings can be attended by the President, Vice-President, Quality Assurance Department Director and the chairperson of the School's Board of Advisors when and if necessary. Other persons can also be invited to the sittings.

3. The School Board:

- a) shall define the main objectives, current tasks and priorities of the school activities;
- b) shall elaborate a proposal about the School's necessary expenses and submit to whom it may concern;
- c) shall consider the school structure and statute and submit it to the managing board of the school for approval;
- d) shall consider the relevant Bachelor's, Master's, Doctoral and other academic programmes, academic disciplines (courses);
- e) shall award academic degree and define the limit of the students to be enrolled on the programme;
- f) exercises the powers established by the statute.

Article 54. Dean

- 1. The dean is the main administrative leader of the School who chairs the board sittings and manages the School's day-to-day activities.
- 2. The President appoints and dismisses the dean of the school as per the established procedure.
- 3. The Dean:
 - a) independently determines and manages the main directions of the School's day-to-day activities within the scope of rights assigned to him/her;
 - b) Represents the school within the University and beyond it;
 - c) submits the school structure and the statute to the School Board for consideration;
 - d) submits the School Development Strategic Plan and educational and scientific-research programmes to the School Board for consideration;
 - e) coordinates the ongoing educational-methodological activities and ensures provision of quality learning process at the school;
 - f) issues recommendations to increase the efficiency of the ongoing educational and scientific activities;
 - g) considers applicants' enrollment;
 - h) supervises the performance of the duties by the personnel employed;
 - i) manages the activities of the School personnel as a whole;
 - j) submits the composition of the School's collegial bodies and candidacies of the personnel envisaged by

the staff list to the President for approval/appointment;

k) puts forward a proposal to motivate the School's staff and the academic personnel with material incentives;

l) exercises other rights established by this statute.

Article 55. Board of Advisors of the School

1. With a view to managing the School's activities constructively, transparently, publicly and democratically, the Board of Advisors comprised of not less than 15 members shall be established at the School.

2. The Board of Advisors shall operate on a voluntary basis without reimbursement.

3. The composition of the Board shall include the School's authoritative representatives, representatives interested in the public and school activities, its graduates.

Chapter VI. University Personnel, Academic and, Scientific, Invited Personnel

Article 56. University Personnel

There are academic, scientific, invited, administrative and support personnel at the University.

Article 57. University Academic Personnel

1. The University academic personnel include professors, associate professors, assistant professors and assistants.

2. The professors participate in and/or guide the teaching and scientific process.

3. The assistant performs seminar and research work under the guidance of an associate professor or an assistant professor in the frames of the educational process of the educational unit.

4. The maximum workload and the forms of workload of the academic personnel shall be established by the President's order.

Article 58. Procedure for taking an academic position

1. The academic position can be taken through an open competition based on the principles of

transparency, equality and fair competition.

2. The Board of Governors shall determine and approve the procedure of holding a competition.

3. The President shall announce a competition for taking an academic position for which purpose he/she shall set up a commission.

Article 59. Terms and conditions for taking an academic position

1. A person can be selected to take an academic position in accordance with Article 35 of Law of Georgia on Higher Education.

2. Pursuant to the 4th and 5th paragraphs of article 35 of Law of Georgia on Higher Education, an academic position can also be taken by a person not having an academic degree but having a special professional qualification.

Article 60. The grounds for dismissal of academic personnel

1. The academic personal shall be dismissed from the position taken on the grounds of:

a) personnel application;

b) expiration of the term;

c) violation of the conditions established by the internal regulations, Code of Ethics or employment contract;

d) other cases prescribed by the legislation.

Article 61. The invited personnel (a Teacher and a Specialist)

A person having relevant qualification and/or practical experience can be invited to the University with the aim of implementing a programme and/or conducting an educational course and/or practical/laboratory work.

Article 62. Conditions for selection of academic personnel

1. Any person with a PhD degree or any other equal degree, having not less than 6 years of scientific-pedagogical experience shall be elected as a professor for the term of 6 years.

2. A person with a PhD degree or any other equal degree, having not less than 3 years of scientific-pedagogical experience shall be elected as an associate professor for the term of 4 years.

3. A person with a PhD degree or any other equal degree shall be elected as an assistant professor for

the term of 3 years.

4. An assistant shall be elected for the term of 3 years:

- a) a doctoral student;
- b) A person with a Master's degree, having not less than a three-year working experience in any given field, including one-year scientific-pedagogical experience shall be elected as an assistant professor;

5. Any qualified person shall be elected for the position of the professor, associate professor, assistant-professor and an assistant on the grounds of professional qualification. In such a case, the qualification of such a person shall be confirmed by his/her professional experience, special trainings and/or publications. Any person having the required competence for achieving the learning outcomes prescribed by the curriculum shall be considered having the appropriate professional qualification.

Article 63. Rights and obligations of the academic personnel

1. The academic personnel has the right to:

- a) participate in the University management– elect and be elected in the managing bodies;
- b) participate in the development-elaboration of the curriculum;
- c) participate in the development and refinement of the Codes of Activities and Conduct of the academic, administrative and support personnel and students;
- d) participate in the selection process of the academic personnel as a member of the competition commission;
- e) express opinions freely;
- e) request from the administration material-technical support and creation of appropriate conditions for development, enhancement and advancement needed for quality teaching and research;
- g) protect his/her professional dignity;
- h) request from the administration to take adequate measures in order to protect his/her personal security and safety of his/her property;
- i) use the library, information database (foundation) and other services available at the University;
- j) enhance qualification through material support of the University in accordance with the unified system of qualification established by the University administration;
- k) take advantage of the benefits set for the University staff;
- l) receive public information about the processes taking place at the University;

2. The academic/invited personnel of the University shall:

- a) perform his/her duties in good faith in accordance with the requirements of the position, qualification and internal regulations;
- b) apply the entire working time efficiently, never be late for the classes or finish them earlier than scheduled;
- c) enhance professional knowledge on a systematic basis, permanently develop and enhance pedagogical methods;
- d) help students become dignified members of the society;
- e) keep students interested in the ongoing scientific-research activities and projects and instruct them to write scientific or project themes;
- f) make syllabi and additional materials available and not violate certain conditions;
- g) give the dean/students (if is known before commencement of a semester) at least two weeks' notice about his/her business trip and make up the missed classes on time;
- h) assess his/her students impartially and provide relevant explanations within a reasonable time period in accordance with the established procedure;
- i) take care of the University property, strictly follow the rules of using appliances, material property and documentation storage;
- j) not to impart confidential, academic, economic, commercial, scientific-technical, technological and the other type of information of the University received or obtained by chance during the performance of his/her academic activities;
- k) express civility and tact towards students and co-workers; respect endeavours of his/her colleagues and moderately keep distance from the students. Take into consideration the students' problems, help them within his/her competence and capacity, allocate place and time for giving consultation about the course, research or a project;
- l) perform scientific-research activities, participate in the implementation of the University projects;
- m) make all efforts to eliminate problems hindering or impeding the regular learning process and immediately notify the administration about it;
- n) attend the meetings held by the administration and take part in the discussions;
- o) follow the recognized rules of hygiene and respectability;
- p) follow the other rules and norms of the University sent to the University personnel via e-mail.

3. academic/invited personnel is prohibited from:

- a) providing tutoring to the University students;
- b) accepting expensive gifts (costing more than 50 GEL) from students and/or their parents;
- c) utilizing his/her students, their parents, their relatives or other acquaintances for mercenary purposes;
- d) discriminating his/her students on the ground of appearance, national, social and religious status;

- e) flattering students during the academic assessment and manipulate with scores in order to unreasonably stimulate them;
- f) revealing the grade (score) of one student to another without his/her consent;
- g) summoning students and taking a room without the administration's consent;
- h) instigating or pressing his/her students to commit any action detrimental to the University;
- i) applying the University resources for personal, commercial, political and religious purposes;
- j) carrying out forceful action against or threatening other members of the University community;
- k) discriminating against the other members of the University community on the grounds of political views, religious confession, origin, ethnicity, family and social background and /or health condition.

Article 64. University Scientific personnel

1. The scientific personnel of the University may be comprised of scientists and post-doctorates;
2. the scientists are the persons taking the following positions: a chief science officer, a senior science officer and a science officer.
3. the postdoctoral researcher is a person who on the basis of competition and in compliance with the established rules and procedures shall be elected by the relevant body for carrying out a scientific-research project. The same person can be elected as a postdoctoral researcher only once.

Article 65. Procedure for Taking a Position of a Scientist

1. the position of a scientist can be taken only through an open competition conducted in accordance with the principles of transparency, equality and fairness;
2. The position of chief science officer can be taken by:
 - a) any person with PhD degree or any other degree equalled to PhD, with at least 6-year scientific-research experience, for the term of 6 years.
 - b) permanently by a person meeting the requirements prescribed by subparagraph "a" of this article, having special scientific achievements (for instance, he/she has published articles in the local and international journals and/or other publications, participated in the national and/or international scientific-research projects and so forth).
3. The position of a senior science officer can be taken by a person holding PhD or academic degree equalled to it. The senior science officer takes the position for the term of 4 years.
4. The position of a science officer can be taken by a person having Master's degree or any other academic degree

equalled to it. The person will take the position of science officer for the term of 3 years.

5. The time of the competition and additional requirements for taking a scientific position shall be announced 1 (one) month prior before commencement of the document submission; the announcement shall be made in accordance with the procedure established by legislation of Georgia and by the regulations of the scientific-research unit.

6. Any person holding PhD academic degree can be elected as a postdoctoral researcher by the Board of Governors.

Article 66. Labor Relations of the Science Personnel

1. A written employment agreement shall be signed with the scientific personnel;

2. The basis for the termination of the employment agreement with the scientific personnel are as follows:

a) personal application;

b) expiration of the fixed-term employment agreement;

c) gross or systematic violation of disciplinary norms;

d) violation of the terms and conditions prescribed by the employment agreement;

e) other cases prescribed by Georgian legislation.

3. the academic and scientific positions are compatible and the terms and conditions of compatibility are established by the President.

Article 67. Rights and Obligations of the Scientist

1. The rights of a scientist shall be determined by the legislation of Georgia, regulation of independent scientific-research unit and/or employment agreement.

2. The scientist has the right to:

a) conduct scientific research without external interference and publish research outcomes unlimitedly except for the cases when such limitations are envisaged by the employment agreement or if its findings contain state secrets;

b) independently determine the contents, methods and means of his/her scientific research;

c) participate in the implementation of learning and research components of the educational programmes (curriculum);

d) apart from the scientific-research activities, he/she shall participate in the grant funding competitions; benefit from the individual grant/grants funding and receive additional funding.

3. The scientist shall:

a) fulfill the requirements established by the legislation of Georgia and the regulations of the independent scientific-research unit;

- b) fulfill the obligations assumed under the employment agreement;
 - c) annually submit a report about the activities carried out in accordance with the legislation of Georgia.
4. The University shall ensure the freedom of scientific research of the scientific personnel.

Chapter VII. Administrative and support personnel

Article 68. Administrative and Support Personnel

1. The administrative personnel exercises its rights and fulfills obligations directly or by means of the relevant subunits and support personnel of the University management system.
2. The procedure for employing administrative and support personnel shall be established by the University.

Article 69. General rights and obligations of the administrative personnel

1. The administration is entitled to:
- a) manage the University and take a decision independently within the scope of its powers;
 - b) sign (conclude) or terminate employment agreement;
 - c) determine the number of personnel necessary for carrying out certain activities and demand they fulfill the obligations prescribed by the employment contract;
 - d) establish motivation system for successfully completed activities, apply disciplinary sanctions in the event of violation of labor discipline and of the internal regulation; as well as for low quality or incompetent work;
 - e) require adherence to the code of conduct, orders and requirements prescribed by the University;
2. The administration shall:
- a) while drawing up the employment agreement, comply with the requirements provided by legislation and the Labor Code of Georgia;
 - b) elaborate social and professional development plan for the University employees;
 - c) take adequate measures to allow all the University employees to take part in the advancement and development of the organization;
 - d) create all the essential conditions to ensure that the University employees meet the international standards;
 - e) care for the qualification enhancement of the employees. Introduce internal regulations, mission, procedures, conflict resolution ways (principles), working discipline etc. to new employees before signing the employment agreement with them;
 - f) create such a form of labor organization which will allow all the employees to work in accordance

- with their specialties and qualifications; provide all the necessary working conditions and clearly defined specific work per day;
- g) ensure the qualification enhancement of the employees on a systematic basis;
 - h) accept and consider opinions expressed by the employees about the University development, advancement and working conditions improvement; pay attention to innovative ideas put forward by them;
 - i) ensure right (proper) understanding of changes made to the operative rules and conditions and the established labor norms;
 - j) ensure timely payment of remuneration to the employees;
 - k) ensure the University employees exercise their right of using vacations;
 - l) conclude relevant contracts with insurance companies in order to allow the employees to benefit from health insurance;
 - m) carry out relevant activities to retain workplaces;
 - n) ensure labor and operational discipline are firmly followed; permanently carry out organizational, economic and educational work with the aim of rational exploitation of labor resources, reduction of worktime waste, formation and strengthening of stable workforce;
 - o) take adequate and timely measures or actions against those who violate the discipline;
 - p) ensure creation of normal conditions for the employees, protection of the security equipment, adherence to the sanitary and fire safety rules;
 - q) ensure proper operation of heating, lightening and ventilation systems;
 - r) ensure equipment of working places with appropriate technological means;
 - s) regularly examine the knowledge of employees and application of such knowledge in the field of security equipment, sanitation, hygiene and fire safety;
 - t) consider and respect the employees' claims and requests;
 - v) promote creation of business and creative atmosphere among the workforce, fully support and develop the employees' initiatives and activities, timely consider negative criticism expressed and suggestions made and notify them about the measures taken;
 - w) plan and organize cultural events.

Article 70. Rights and Obligations of the Support Personnel

1. The support personnel is entitled to:
 - a) request organizational and material-technical support for carrying out professional activities at highly professional level;

- b) protect his/her professional dignity;
- c) use library, information database and social-personal and other structural units of the University as per the established procedure;
- d) enhance qualification with the material support of the University in consistence with the qualification enhancement forms and schedules set by the University;
- e) take advantage of the benefits available for the University employees;
- f) opt for those methods and means of carrying out a job which serve to the achievement of the University goals and are in line with the international standards;
- g) exercise other rights provided by the legislation, the University Statute, internal regulations, acts, collective and employment agreements which are not at odds with the Labor Code of Georgia, disciplinary principles and organizational culture of the University.

2. Support personnel shall:

- a) perform official duties diligently as envisaged by their position, specialty, qualification, orders, managers' instructions; follow the terms and conditions set forth in the employment agreement; use entire working time for work and refrain from carrying out the activities which may hinder performance of official duties by other employees;
- b) timely notify the head of the structural subunit or the administration about a possible failure of carrying out the job imposed on him/her;
- c) constantly improve his/her professional skills;
- d) follow internal regulation of the University, labor and civil discipline. Support administration and managers of structural subunits to improve morale-psychological climate;
- e) exert all efforts to eliminate problems impeding regular operation and immediately notify the head of the structural subunit or the administration about them;
- f) take care of the University property, take measures to avoid unnecessary expenses;
- g) strictly follow the rules of handling the technical equipment, take responsibility for the damage incurred through negligence or carelessness, follow the rules of the assets and documentation storage;
- h) follow technical and fire safety, sanitary, individual self-defence rules;
- i) not disclose confidential, economic, commercial, scientific-technical, technological and other type of information received during performance of the official duties or was disclosed to a certain employee by chance without special permission of the University administration.
- j) arrange the workplace and the desk and technical equipment properly; maintain technical discipline.

Chapter VIII

The Student

Article 71. The Student Status

1. The University student is a person enrolled at the University in accordance with the Law of Georgia on Higher Education and with the rule and procedures established by other normative acts and the present Statute and studies on any level of higher education.
2. Acquiring, suspending, terminating and recovering the Student Status on the basis of the legislation of Georgia is determined by the rule established by the University.
3. The learning/teaching relations between the Student and the University and the labor relations between the employed and the University are regulated by the agreement signed with the Student/employee, the University regulations and the legislation of Georgia.

Article 72. The Student's Rights and Responsibilities

1. The Student has the right to:
 - a) receive quality education;
 - b) participate in scientific-research activities;
 - c) participate in consultancy and practical work;
 - d) make use of the University material-technical, library and IT resources and other means in accordance with the rule established by the University Statute and the internal regulations.
 - e) through universal, direct and equal suffrage, held by secret ballot elect and/or be elected to the Students' Self-Governance representative bodies, if any;
 - f) freely establish and/or become a member of any students' organization in accordance with his/her interests;
 - g) freely express his/her opinion;
 - h) pursuant to the rule established by the legislation of Georgia, from the second year exercise the right to mobility and transfer the grant allocated to him/her to another higher education institution at his/her discretion;
 - i) be involved in drawing up an individual learning schedule;
 - j) be issued a grades transcript by the Academic Process Management and the Students' Registration Office within a week after filing such a request;
 - k) appeal in writing the grades received;
 - l) when disciplinary measures are applied against him/her:
 - l.a) receive substantiated argument in writing on the decision of applying disciplinary sanctions against him/her;

l.b) be present when the issue of applying disciplinary sanctions against him/her is discussed and exercise the right to defence;

l.c) be involved in the investigation of the evidence obtained by the School Board;

l.d) demand the issue of applying disciplinary measures against him/her be discussed at a public session.

2. The Student shall:

a) follow the University regulations, the Statute on the Student Status, orders of the University President and terms and conditions prescribed by the agreement signed with the University;

b) ensure proper handling and protection of the University assets, equipment and materials; never to threaten others' rights and health; in addition, the University reserves the right to seek damages incurred by the Student;

c) never commit an act condemned by the University, namely plagiarism, cooperation to gain an unpermitted advantage, cheating, turning in one and the same work a few times, falsification, using a mobile phone during the learning process and any other acts incompatible with the Student Status and the Rules for the Conduct of Examinations;

d) at the end of each semester return the books and other materials taken from the library;

e) notify the Academic Process Management and Students' Registration Office on any changes made to the address or any other information kept in his/her personal file;

f) obey the requirement of the educational programme (curriculum) approved by the University;

g) follow the rule prescribed by the syllabus provided by the instructor/professor at the beginning of any semester;

h) attend classes; do all the assignments prescribed by the syllabus;

i) pay the tuition fee within the deadlines prescribed by the agreement signed with him/her;

j) the student shall follow the established rules of ethics and conduct;

k) any issues related to the student's disciplinary responsibility are determined by the Code of Ethics and the Regulations.

Article 73. Students' Self-Governance

1. Students' Self-Governance comprised of the School representatives can be set up at the University; the Self-Governance shall elaborate its Statute.

2. The Students' Self-Governance:

a) approves the Statute of the Students' Self-Governance;

b) ensures the students' involvement in the University management;

c) elects a representative to the School Board;

d) exercises other rights established by the legislation and the Statute.

3. The University administration is not entitled to interfere in the activities of the Students' Self-Governance.

Chapter IX Levels of Higher Education

Article 74. Levels of Academic Higher Education

1. The University provides education on the Bachelor's, Master's and Doctoral levels.
2. The levels of academic higher education are as follows:
 - a) one-level higher education programme culminated by awarding the degree of Medical Doctor. The academic degree awarded after completion of the Medical Doctor programme comprising 360 ECTS or after completion of the educational programme is equalled to the Master's academic degree;
 - b) the first level – (Bachelor's degree) – an educational programme comprising not less than 240 ECTS;
 - c) the second level – (Master's degree) – an educational programme comprising not less than 120 ECTS;
 - d) the third level (Doctoral level) – an educational programme combining educational and research components and comprising not less than 180 ECTS.

Article 75. Awarding an Academic Degree

1. An academic degree is awarded by the University on the basis of completion of the mandatory component and the number of accumulated credits, which suffice for the completion of any given level.
2. After completion of each level of higher education, the University issues a document – Diploma – testifying the higher education of the recipient with a transcript as prescribed by Law.
3. The University awards its graduates in accordance with the legislation of Georgia Bachelor's, Master's and PhD academic degrees and issues a relevant Diploma. **The University is entitled to award the title of Honorary Doctor of Caucasus University.**

Chapter X File/Service Book

Article 76. Files/Service Books of the academic/scientific, invited, administrative/support personnel and of students.

1. The Service Book of the academic personnel shall include:
 - a) an employment application and the staff-list card;
 - b) a copy of ID;
 - c) CV;
 - d) copies of Diplomas testifying the academic degrees awarded, if any (or a certificate on being a PhD student, in case of assistant professors);
 - e) a list of scientific papers;
 - f) the dissertation title;
 - g) certificates on the working experience or information of the kind;
 - h) a photo.

2. The Service Book of the invited personnel/teachers shall contain:
 - a) an employment application and the staff-list card;
 - b) a copy of ID;
 - c) CV;
 - d) copy/copies of Diplomas testifying the academic degrees awarded, if any;
 - e) Certificates on the working experience or information of the kind;

3. The student's files are kept in accordance with the rule established at the University.

The Student's File shall contain:

- a) enrollment application;
- b) ID copy;
- c) A form;
- d) a certificate of secondary (vocational) education (original);
- e) a photo;
- f) military registration card (for male candidates);
- g) a contract;
- h) an excerpt from the order of enrollment;

4. The Service Book of the administrative and support staff shall contain:
 - a) an employment application and the staff-list card;
 - b) a copy of ID;
 - c) CV;
 - d) A copy/copies of Diplomas testifying the academic degrees awarded, if any;
 - e) certificates on the working experience or information of the kind;

The administrative/support personnel's service books are kept in accordance with the rule established at the University.

Chapter XI Maintaining Security of the University Premises
Article 77. Maintaining Security of the University Premises

Maintaining the security of the University premises, including surveillance of the entry pass system, is conducted in accordance with the terms and conditions of the service agreement.

Chapter XII
Final Provisions

Article 78. The Right of Approval, Amendment and Invalidation of the University Statute

1. The right of approval, invalidation, changing and amending the University Statute shall vest in the Board of Governors; any such decision shall be made by majority vote of the total number of the Board members.
2. The students and the employees shall be introduced to the present Statute. The University administration shall at any time give an opportunity of familiarizing with the present Statute to its students and the employees.