

Revised: Resolution of July 05, 2021, N09  
of the Board of Governors of Caucasus University

CAUCASUS UNIVERSITY  
STATUTE

table of contents

Chapter I.General Provisions .....	6
Article 1. General data on the University .....	6
Article 2: The scope of the statute .....	6
Article 3. The University Mission, vision and values .....	6
Article 4: definitions of the terms.....	7
Chapter II. University Structure, Governance Bodies (Management Subjects), Structural Entities and their Rights and Duties.....	8
Article 5. University Governing Bodies and Structural Units.....	8
Article 6: Partners Meeting and its Rights .....	10
Article 7. The President, Rights and the Scope of Authority.....	11
Article 8. The grounds for termination the President’s authority .....	13
Article 9. Presidential Apparatus .....	13
Article 10. Board of Governors .....	13
Article 11. Rights of the Board of Governors.....	14
Article 12.Preparation of the Board Sitzings and Procedure for holding them .....	15
Article 13. Grounds for Termination of the Authorities of the Board Members.....	15
Article 14. Advisory Board.....	15
Article 15. Vice-President .....	16
Article 16. Vice-President for Academic Affairs and his/her Rights and Responsibilities .....	16
Article 17. Vice-President for Research and Strategic Development and his/her Rights and Responsibilities .....	17
Article 18. Vice-President for Administrative and Monitoring Affairs and his/her Rights and Responsibilities .....	18
Article 19. Vice-President for Material Resources and his/her Rights and Responsibilities....	19
Chapter III. The University Department.....	20
Article 20. The University Department.....	20
Article 21. Department Director.....	20
Article 22. Quality Assurance Department .....	20
Article 23. Strategic Development Department.....	23
Article 24. Research Facilitation Department.....	23
Article 25. Registry and Clerks Department .....	24

Article 26. Marketing and Public Relations Department.....	26
Article 27. Financial Department .....	27
Article 28. International Relations and Projects Department.....	28
Article 29. Law Department.....	30
Article 30. Student Services and learning Process Monitoring Department.....	30
Article 31. Human Resources Department.....	31
Article 32. Internal Audit Department.....	33
Article 33. Information Technology Department.....	34
Article 34. Foreign Languages Centre .....	34
Article 35. Logistics and Security Department .....	35
Chapter IV.The Office .....	36
Article 36. University Office.....	36
Article 37. Head of the Office .....	36
Article 38. Career Development and Employment Facilitation Office .....	36
Article 39. Student Events and Alumni Relations Office.....	38
Article 40. The Library .....	38
Article 41. International Accreditation Office.....	39
Article 42. Entrepreneurship Development Centre.....	39
Article 43. Academic Unit of Mathematics.....	40
Article 44. Academic Unit of Information Technology.....	40
Article 45. Ombudsman’s Office .....	40
Article 46. Training Centre .....	41
Chapter V. The School.....	41
Article 47. The School of the University .....	41
Article 48. The School Management Bodies.....	42
Article 49. The Dean .....	42
Article 50. The School Board.....	43
Article 51. the School Advisory Board .....	44
Chapter VI. University Staff, Academic, Scientific, Invited Staff.....	44
Article 52. University Staff.....	44
Article 53. University Academic Staff .....	44
Article 54. Procedure for taking academic positions .....	45

Article 55. Terms and conditions for holding an academic position .....	45
Article 56. The grounds for dismissal of academic personnel .....	45
Article 57. The invited personnel .....	45
Article 58. Terms and Conditions of Selecting Academic Personnel.....	46
Article 59. Affiliated Academic Staff.....	46
Article 60. Rights and obligations of the academic personnel .....	47
Article 61. University Scientific Staff.....	49
Article 62. Composition of Scientific Staff and Terms of their Election .....	50
Chapter VII. Administrative and support personnel .....	50
Article 63. Administrative Personnel .....	50
Article 64. General rights and obligations of the administrative staff.....	50
Article 65. Rights and Obligations of the Staff.....	52
Chapter VIII.The Student.....	53
Article 66. The Student Status.....	53
Article 67. The Student's Rights and Responsibilities .....	53
Article 68. Students' Self-Governance.....	55
Chapter IX. Levels of Higher Education.....	55
Article 69. Levels of Academic Higher Education.....	55
Article 70. Awarding an Academic Degree.....	56
Chapter X.File/Service Book .....	56
Article 71. Files/Service Books of the academic/scientific, invited, administrative/support personnel and of students.....	56
Chapter XI. Maintaining Security of the University Premises.....	57
Article 72. Maintaining Security of the University Premises .....	57
Chapter XII.Final Provisions.....	57
Article 73. The Right to Approve, Amend and Invalidate the University Statute .....	57

## **Chapter I. General Provisions**

### **Article 1. General data on the University**

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 legislation in force of Georgia, the University regulations and the present Statute. The University has a flag, an anthem, a logo, a seal and other requisites of a legal person.
2. The name of the University is: LLC “Caucasus University”, with an English abbreviation “CU”. The legal address of the University is: #1 P. Saakadze St., Tbilisi 0102, Georgia.
3. The location where the University carries out its activities is Tbilisi.

### **Article 2: The scope of the statute**

1. The Statute of Caucasus University (hereinafter “the Statute”) is the principal document establishing the educational, scientific-research processes, the University management principles and the rule of its activities.
2. Any issue related to the University activities not considered within the scope of the present Statute shall be subject to the legislation of Georgia and/or internal regulations of Caucasus University.
3. The University Statute shall be adhered to by every employee and student of the University.

### **Article 3. The University Mission, vision and values**

- 1 The mission of Caucasus University is to prepare, through research-oriented teaching and learning, competitive in local and international markets, highly-qualified, morally-grounded professionals committed to the ideals of democracy and thus satisfy society’s educational needs and requirements.
2. On the basis of constant self-esteem and development, 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”.
4. The vision of Caucasus University is to create the educational space which will allow its every stakeholder to reveal his/her maximum potential and become an internationally recognized and ethically grounded university in the Caucasus region and beyond.

5. All the professional activities of every administrative or academic personnel at Caucasus University are guided by the following values:

- a) Spirit of Innovation – We strive to be continually innovative in knowledge creation and transfer in the way to be in line with the needs and demands of the society.
- b) Diversity – We strive to create opportunities for local or regional community to engage, understand and respect others whose perspectives, values, beliefs, traditions, and world views have been shaped by different experiences and backgrounds. Only by exploring issues with people of different backgrounds, history and viewpoints we will challenge assumptions and broaden understanding of the modern world.
- c) Academic Freedom - We strive to create an environment where our faculty will be free in creating and transferring knowledge.
- d) Proximity to the local and international community – We want to be partners with local and international communities in order to create and disseminate relevant knowledge in different dimensions.
- e) Caring for development of the country – We strive to provide Georgian society with the knowledge facilitating to the development of the country and increase its competitiveness.

#### **Article 4: 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 members of Board of Governors, the University department directors and heads of offices; administrative directors of the educational programmes and student's service managers and also other persons listed in the staff-list.
3. Academic staff - professors, associate professors and assistant professors, assistants.
4. Invited staff – teachers/lecturers who in any particular semester conduct teaching/scientific activities.
5. Scientific staff – chief science officers, senior science officers, science officers.
6. Affiliation – a written agreement between the University and a person holding an academic position by which each person holding an academic position pledges his/her affiliation with only one university.

7. Educational programme (curriculum) - a combination of courses/modules required for obtaining higher education qualification stating the program goals, the learning outcomes, and the educational courses/modules together with the relevant credits, the students' evaluation system and the peculiarities of the education process organization.
8. Support staff –staff who are not members of the University academic and administrative staff but are essential for proper operation of the University.
9. Internal normative acts – resolutions of the Board of Governors on the basis of the legislation or/and the Statute, the President's order (ordinance in the cases determined by the University Acts) which shall be followed by all the University employees and students and usually are valid for more than one occasion.
10. 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.
11. Syllabus – an academic document communicating information about a specific course prescribed by an academic programme including the teaching plan and an assessment system prepared and provided by an individual professor/instructor.
12. Student - a person enrolled at the University in compliance with the Law of Georgia on Higher Education and the rule operating at the University and studying at the University Bachelor's, Master's or PhD academic programs.
13. Staff list - staff list determined for each calendar year in accordance with the University needs or work term defining classification of positions with relevant remunerations.
14. Statute – normative document determining the University structure, its competence and the rule of operation.

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

### **Article 5. University Governing Bodies and Structural Units**

1. The University structure includes governance bodies, offices, principal structural units and auxiliary structural subunits.
2. **The University management bodies include:**
  - a) the Partners Meeting (General Meeting of the Shareholders);
  - b) the President;
  - c) the Board of Governors;

3. The principal educational structural unit at the University is a School. The school administrative bodies (managing subjects) are as follows:

- a) the Dean
- b) the School Board

4. The University principal administrative structural units include:

- a) Quality Assurance Department;
- b) Strategic Development Department;
- c) Financial Department;
- d) Internal Audit Department;
- e) Research Facilitation Department;
- f) Human Resources Department;
- g) Law Department;
- h) Registry and the Clarks Department;
- i) Student Services and Learning Process Monitoring Department
- j) International Relations and Projects Department;
- k) Marketing and Public Relations Department
- l) IT department;
- m) Logistics and Security Department;

5. The University offices include:

- a) International Accreditation Office;
- b) Registry Office;
- c) Clerical Office;
- d) Students Events and Alumni Relations Office;
- e) Financial Analysis Office;
- f) Procurement Office;
- g) Accounting Office;
- h) Career Development and Employment Facilitation Office;
- i) Software Provision and Development Office;
- j) Material-Technical Provision and Maintenance Office;
- k) Security Office;
- l) Cleaning Office.

6. The University auxiliary structural units include:

- a) The Library;
- b) The Entrepreneurship Development Center;



- c) The Foreign Languages Center;
- d) The Unit of Mathematics;
- e) The Unit of Information Technology;
- f) The Ombudsman's Office;
- g) The Training Center;
- h) The Certification unit;
- i) The Publishers;
- j) The Archives;
- k) The Academic Writing Center;
- l) The Students Service Financial Center.

**Article 6: Partners Meeting and its Rights**

1. The supreme management body of the University, the composition of which shall be determined in accordance with the Law on Entrepreneurship.
2. The Partners Meeting reaches decision on the University development policy, financial security policy, policy of the educational and scientific-research activities and administration, policy of material-technical provision, policy of mobility, policy of international cooperation and other policy-related issues.
3. Partners Meeting:
  - a) approves the University Statute;
  - b) elects the University President;
  - c) considers candidacy for the position of Vice-Presidents and Deans when nominated by the University President; the selected candidates are appointed and dismissed by the President;
  - d) gives consent to the personnel composition of the University Advisory Board (if applicable);
  - e) Approves a 7-year strategic development plan and a 3-year action plan proposed by the Board of Governors;
  - f) takes systematic care of the University financial sustainability;
  - j) when and if necessary, 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 operation;
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 a particular decision. When and if necessary, the decision minutes shall be verified by a notary as prescribed by law.

#### **Article 7. The President, Rights and the Scope of 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 in academic, scientific, business and other fields.
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 restricted.
5. The President acts in compliance with the effective legislation of Georgia, decisions 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 cares for the qualification enhancement of the academic/administrative personnel;
  - c) in compliance with the established rule, 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 the Board of Directors' or the Partners Meeting consent;
  - e) makes decisions on implementing a new programme or invalidation of the existing one; controls implementation of the academic programmes;
  - f) controls the quality of the educational process;
  - g) issues orders on granting/suspending/terminating/restoring the student status;
  - h) concludes agreements with the University administrative/support staff and the academic/research/invited personnel and the students;
  - i) approves the University budget. Issues orders regarding finances;

- j) signs the document certifying the higher education – Diploma and the Diploma supplement;
  - k) gives scholarships to students with excellent academic achievements based on the submission of the relevant schools; determines the tuition fee and the issue of sending students on academic travel abroad;
  - l) fully coordinates the University international contacts and relations;
  - m) announces contests for academic/scientific personnel;
  - n) approves any additional qualification requirements for academic/scientific/invited and administrative staff;
  - o) relying on the contest results appoints and dismisses the selected candidates to the relevant positions;
  - p) determines remuneration rates of the academic/scientific/invited and administrative/support staff;
  - q) identifies the fields the Vice-Presidents shall supervise and delegates rights and responsibilities to them;
  - r) pursuant to the established rule, applies measures of giving incentives/imposing disciplinary sanctions;
  - s) 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);
  - t) approves the regulations of 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.
  - u) approves the composition of the School Board and of the Advisory Board when proposed by the Dean of the relevant school;
  - v) confers the title of Honorary Doctor/Professor;
  - w) In cooperation with the relevant structural units, elaborates and adopts rules of various kinds, the adoption of which does not fall under the authority of the Board of Governors;
  - x) exercises other rights.
6. In the President's absence, his/her rights are performed by the Vice-President nominated by him/her.
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 effective legislation of Georgia or the University legal acts and does not fall under the competence of any structural unit of the University. Such and order is binding on all relevant entities.

9. The President reports to the Partners Meeting.

#### **Article 8. The grounds for termination the President's authority**

1. The grounds for dismissing the President from office:
  - a) Expiration of the term of office save the cases when the Partners Meeting elects the same person;
  - b) Personal application;
  - c) Decision reached by the Partners Meeting;
  - d) Other cases prescribed by the legislation.

#### **Article 9. Presidential Apparatus**

1. The Presidential apparatus is set up to administer organizational-informational issues related to the President's work and assist him/her in exercising his/her rights and fulfilling his/her duties; the apparatus directly subordinates to the President.
2. The Head of the Presidential Apparatus is appointed and dismissed by the President.
3. The Presidential Apparatus includes: the head, an assistant, an aide and an assistant in international relations.

#### **Article 10. Board of Governors**

1. The Board of Governors (hereinafter the 'Board') shall be created in order to provide education, effectively conduct, coordinate and monitor scientific-research, rationally apply human and material resources, fulfill the University mission, set goals and implement the strategic development plan.
2. The chairperson of the board is the University President.
3. In the President's absence, the authority of the head of the Council is vested with one of the Vice-Presidents.
4. The Board includes: the President, vice-presidents, department directors, the school deans.
5. The Secretary to the Board is the head of the Presidential Apparatus, who provides organizational and informational support for the Board's activities, keeps minutes of each sitting and appropriately documents resolutions.

6. 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. In the case the votes are evenly divided, the Chairperson of the Board shall cast the decisive vote.

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) approves the University mission and ensures its implementation in cooperation with the structural units;

b) elaborates the University strategic development plan, submits it to the Partners Meeting and ensures its implementation;

c) approves the University Statute;

d) approves the University internal regulation when proposed by the University President;

e) approves the University structure and the statutes of the structural units;

f) reaches decisions on setting up/invalidating schools and structural units;

g) approves statute of the school advisory boards;

h) approves the Statute on the Student Status;

i) approves the rule on conferring the honorary doctoral title (Doctor Honoris Causa);

j) approves the Code of Academic Integrity;

k) approves the academic calendar of the relevant year;

l) establishes the Credit Recognition Rule to recognize the credits earned at another higher education institution;

m) at the beginning of an academic year, adopts the coefficients for the Unified National Examinations when proposed by the relevant school;

n) approves the number of students to enrol to each school according to the level of education and the educational program

o) approves the rules on recognition the education gained (ECTS credits) (including education gained at foreign higher education institutions), getting, suspending and terminating the student status, the mobility and other rules concerning the education process;

p) approves the mechanisms for evaluating program learning outcomes;

q) approves the rules and procedures of obtaining internal funding for research activities;

r) approves the methodology for determining the number of the academic, scientific and

invited staff;

- s) Approves guidelines for evaluating the administrative and support staff's performance.
- t) approves the classifier of the employment agreements to be signed with Caucasus University academic and invited staff;
- u) approves the rule of holding academic/scientific/administrative positions;
- v) discusses and approves labor safety rule in accordance with the rule established by the legislation;
- w) approves the common rule of doing paperwork;
- x) 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 Board chairperson or a majority of the Board members. The written request about holding the extraordinary sitting shall be addressed to the President 2 (two) days prior to such summoning.
3. The head of the Presidential Apparatus, upon the agreement with the Chairperson of the Board (the President), sets an 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 Members**

1. The grounds for termination of the Board members' authority are as follows:
  - a. Dismissal of a member of the Board, according to article 10.4;
  - b. The President's decision on the composition of the Board of Governors;
  - c. Other cases envisaged by the legislation.

### **Article 14. Advisory Board**

1. With a view to enhancing the educational, scientific-research and administrative activities, an Advisory Board can be set up under the University President, which will include representatives of general public working the field of 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 effective legislation of Georgia, 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 Advisory Board.

#### **Article 15. 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 and Monitoring Affairs;
  - d) Vice-President for Material Resources.
2. The Vice-Presidents are appointed to and dismissed from office by the President.
3. The Vice-President reports to the President and the Partners Meeting.

#### **Article 16. Vice-President for Academic Affairs and his/her Rights and Responsibilities**

1. Vice-President for Academic Affairs:
  - a) leads and coordinates the operation of the Schools, their boards and the programme directions;
  - 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, at the dean's proposal, on the basis of the students' evaluation and assessment by the colleagues and 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 17. 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 to the President, 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, the University, 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 and other structural units 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 strategic scientific and 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 18. Vice-President for Administrative and Monitoring Affairs and his/her Rights and Responsibilities**

##### **1. Vice-President for Administrative and Monitoring Affairs:**

- 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 the legislation of Georgia;
- q) at certain intervals presents a report on the work performed by him/her to the Board of Governors;
- r) carries out other tasks assigned to him/her by the President.

## **Article 19. 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 to the President candidacies of the heads of subunits under 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) presents a report on the work performed by him/her to the Board of Governors;
- 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. The University Department**

#### **Article 20. The University Department**

1. University department (hereinafter the Department) is the main administrative structural unit of the University. The Department administers its job in accordance with the legislation of Georgia, the present statute, the statute of the department and other legal acts operating 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 President, the relevant Vice-president and the Board of Governors.

#### **Article 21. Department Director**

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 22. Quality Assurance Department**

1. With a view to systematically evaluating/assessing the quality of the scientific-research activities of the University and professional development of its staff is set up the Quality Assurance Department.
2. The Quality Assurance Department cooperates with the respective Georgian and

foreign institutions with a view to sharing the experience of transparent criteria of quality control and perfecting the methodology of ensuring their implementation.

### **3. Quality Assurance Department**

- a) carries out systematic measures for perfecting the quality of the educational and scientific-research activities;
- b) acts in compliance with the effective legislation of Georgia, Higher Education authorization and accreditation standards and the standards of European Association for Quality Assurance in Higher Education (ENQA);
- c) facilitates the University integration in the global Higher Education space and implementation of Bollogne process principles;
- d) elaborates the quality assurance policy and facilitates its implementation at the University;
- e) cares for implementing/enhancing the quality culture at the University;
- f) guides the process of preparing framework syllabi, self-assessment and other documents for the authorization and/or program accreditation processes;
- g) carries out systematic measures to perfect educational and scientific-research activities;
- h) sees to professional development of the academic/scientific/invited staff and ensures implementation of up-to-date methods of learning, teaching and evaluating;
- i) elaborates criteria for evaluating and assessing the University material-technical resources, its academic/scientific/invited staff and the educational programs;
- j) carries out activities for obtaining international educational accreditation for the educational programs, the schools and the University;
- k) leads the process of creation of the educational programs, evaluations and continuous improvement;
- l) periodically monitors the educational programs and elaborates recommendations for their improvement;
- m) controls the workload of the academic/scientific/invited staff and ensures its compliance with the effective standards;
- n) along with the Human Resources Department, carries out measures for the academic staff qualification enhancement;
- o) develops recommendations for further perfection of the teaching methodology and scientific research activities and submits for consideration to the Board of Governors when and if needed;
- p) periodically monitors the progress of the educational process, adherence to the educational discipline, examination process and academic performance;

- q) facilitates the students' advancement and recognition of their past education;
- r) participates in the students' mobility, status restoration and credit recognition processes;
- s) takes into account the students' and other stakeholders' needs and expectations;
- t) implements the culture of decision-making based on the finding of the surveys carried out at the University;
- u) cares for implementing student-centered approaches at the University;
- v) while elaborating the learning outcomes of the educational programs, ensures involvement of all the stakeholders (the academic staff, the students, the graduates, the employers, etc.) and considers their interests;
- w) ensures adaptation of the educational resources, the teaching and evaluation methods to different needs of the students;
- x) coordinates the process of developing individual curricula for individual students;
- y) cares for implementing and improving the transparency and recognition instruments (European Credit Transfer System (ECTS), diploma supplement, mobility, etc.);
- z) elaborates recommendations for the professional development and evaluation of the University staff;
- aa) participates in the process of elaborating and selecting the evaluation criteria of the academic/scientific/invited staff performance;
- ab) prepares/initiates correspondence related to the Department functions and goals;
- ac) processes and analyzes the students semester survey findings and elaborates relevant recommendations;
- ad) enters/updates information on the educational programs in the University electronic database;
- ae) analyzes the students' academic performance and develops recommendations;
- af) organizes consultation and informational meetings with the University academic and administrative staff on the pressing issues regarding the educational programs development, authorization and accreditation processes;
- ag) with a view to bringing in compliance with the requirements of Law, monitors the process of elaborating the University statutes/forms;
- ah) at certain intervals presents a report to the Board of Governors on the work performed by the Department;
- ai) exercises other rights prescribed by the Statute.

### **Article 23. Strategic Development Department**

1. With a view to facilitating elaboration of the strategic development policy and the school's strategic development plans is set up the Strategic Development Department.

2. **The functions of the Strategic Development Department are as follows:**

- a) elaborating methodology of the University strategic development plan;
- b) leading the process of development of the University mission, vision and values;
- c) involvement in the analysis process of external factors and lead this process;
- d) evaluating the University internal processes, resources and activities;
- e) developing strategic development plan(s) of the University and its strategic business units (the schools)
- f) elaborating the University action plan; developing of the effective measure system of the working performed by the University and its structural units (Performance Management System);
- g) developing the so-called Balanced Scorecard system;
- h) identifying the Key Performance Indicators (KPI);
- i) developing a controlling and monitoring system of implementation of the strategic and action plans;
- j) controlling and monitoring implementation of the current strategic and action plans;
- k) evaluating the implementation of the strategic and action plans and elaborating relevant recommendations;
- l) advising the University administration on the issues of strategic development.
- m) holding regular informational meetings with the strategic development working group, the founders, the administrative and academic staff and the students;
- n) maintaining institutional cooperation with strategic units of the international higher education institutions with a view to sharing experience in strategic development and facilitating required measures;
- o) exercises other rights prescribed by the statute.

### **Article 24. Research Facilitation Department**

1. The Research Facilitation Department is set at the University with a view to facilitating scientific-research activities of the University and the schools, getting the students actively involved in the scientific-research activities, arousing their interest, organizing scientific-research work, developing and implementic science policy.

2. The functions of the Research Facilitation Department are as follows:

- a) Developing the strategic and action plans of the Research Facilitation Department;
  - b) Coordinating the relations of the University and its structural units with the governmental agencies, local foundations and organizations with a view to raising funds for scientific-research projects; with the same view, relations with international organizations are maintained in cooperation with the International Relations Department;
  - c) Organizing the students and the academic staff's participation in the internal University and international conferences;
  - d) Facilitating involvement of the University academic and research staff in science projects;
  - e) Creating, managing and monitoring a common database of research activities (of the academic staff, Master's degree and PhD students);
  - f) Monitoring of the ongoing research;
  - g) Planning and conducting events directed at developing research skills;
  - h) Availability of the scientific-research papers at the University library;
  - i) Selecting relevant literature for the ongoing projects together with the schools, the library and the Financial department;
  - j) Maintaining institutional cooperation with research units of the international higher education institutions and facilitating joint research;
  - k) Managing the internal University processes related with raising internal and external funds.
  - l) Exercises other rights prescribed by the Statute.
3. A structural subunit of the Research facilitation Department is the Academic Writing Center.
  4. The rights and responsibilities of the Research Facilitation Departments are established by the Statute.

#### **Article 25. Registry and Clerks Department**

1. The University Registry and Clerk Department is set up to ensure creating the University students database, administering the students' mobility process, recording the students' academic performance, calculating the students' semester and annual achievements, preparing the students' and alumni's personal files, doing the paperwork, providing archives and informational work.
2. The Registry and Clerk Department:

- a) leads the process of students admission through the Unified National Examinations/Master's Degree Examinations/PhD programs as well as the process of enrolling those school-leavers/students/Master's degree applicants who are granted the right to pursue education at the higher education institution without taking the Unified National Examination/Master's Degree Examination; students' mobility to the University from other higher education institutions and/or mobility from the University to other higher education institutions, internal mobility within the University across the schools and the University programs;
- b) participates in the credit recognition process in the course of the students' mobility;
- c) controls the students' contingent and the dynamics of the student status; prepares relevant orders related to any changes in the students' contingent;
- d) registers statistical data on the students,
- e) manages the relevant University computer database,
- f) ensures relevant information is entered into the students' register of the education management information system;
- g) prepares information for the internal University application as well as for submission to the relevant bodies;
- h) participates in the process of preparing questionnaires and establishing the students quota to be admitted to the Bachelor's and Master's degree programs through the Unified National Examinations/Master's degree examinations;
- i) manages the University computer grades database and registers the students' semester or yearly academic achievements; calculates Grades Points Average (GPA);
- j) on the basis of the information submitted by the relevant schools, prepares Bachelor's, Master's and PhD diplomas and diploma appendixes; issue the prepared diplomas to the graduates and registers the issued diplomas in the relevant registers;
- k) keeps and maintains the students' and the graduates' personal files; prepares and issues grades transcripts and other documents;
- l) keeps the students' and the graduates' personal files and manages the archives of the files;
- m) long with the International Relations and projects Department and the relevant school deans, participates in the process of sending students to the exchange programs; also participates in the credit and grades recognition process when they return;
- n) prepares information letters on the student status and their academic performance for relevant bodies as well as for the National Center for Quality Enhancement;



- o) participates in the authorization/accreditation process within the scope of his/her competence;
  - p) optimizes the document circulation and ensure their uniformity across the University structural units;
  - q) develops/implements/improves the paperwork and clerical works at the University;
  - r) organizes the uniform electronic clerical works;
  - s) organizes recording the University President orders in accordance with the established rule;
  - t) promulgates the decisions reached by the University President meant to be public;
  - u) controls the internal nomenclature mechanisms of the paperwork;
  - v) organizes the process of recording/processing of any received/sent documents and sends them to relevant addressees.
  - w) organizes the process of recording orders established by the University, ensures signatures of the relevant entities on the authentication of the order.
  - x) organizes the record keeping (archives) work in accordance with the rule on clerical works;
  - y) controls the deadlines are met when dealing with the received correspondence, announcements/assignments;
  - z) submits to the University Board of Governors and the Vice-President for Academic Affairs an annual report on the work performed.
3. The Registry and Clerk Department has the following structural subunits:
- a) Registry Office;
  - b) Clerical Works Office;
  - c) Records Office (Archives)
4. The rights and obligations of the structural subunits of the Registry and Clerk Department are determined by the Department statute.

## **Article 26. Marketing and Public Relations Department**

1. Marketing and Public Relations Department is responsible for:
- a) developing the University marketing and public relations policies and using effective forms, ways and means of their realization;
  - b) arranging events in the University for various stakeholders;
  - c) raising public awareness about the University;
  - d) managing 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) organizing the President's press conferences;
- g) preparing the University printed and electronic advertising materials;
- h) carrying out market analysis, competition evaluation, elaborating and developing the marketing strategy;
- i) managing and developing the company brand (brands), promoting its image with the external and internal audience;
- j) drawing up and monitoring Marketing and Public Relations Department's budget;
- k) developing potential customer identification and attraction strategy;
- l) participating in the authorization / accreditation process within its competence;
- m) Exercising other rights prescribed by the Statute.

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

#### **Article 27. Financial Department**

1. The Financial Department of the University is set up in order to organize the University financial and economic activities, draw up its budget, ensure its financial sustainability and carry out procurements.
2. The Financial Department is responsible for the financial policy enforcement.
3. The functions of the Financial Department are as follows:
  - a) Planning and managing the company financial and accounting policy;
  - b) Ensuring smooth and efficient operation of the financial dimension of the University;
  - c) Controlling the performance of its employees and caring for the team development;
  - d) Ensuring preparing external audit annual reports;
  - e) Participating in identifying the company goals, objectives and strategy;
  - f) Elaborating instructions and regulations with a view to perfecting the financial activities;
  - g) Improving internal control mechanisms of individual stages of the company operations;
  - h) Caring for optimization and efficient utilization of the financial resources;
  - i) Submitting reports periodically to the direct superior;
  - j) Planning investments and their efficiency analysis;
  - k) Carrying out financial analysis of the projects and advising for the management;
  - l) Hearing reports of the employees of the department's structural subunits on the work

performed by them;

- m) Addressing the University President with proposals on the Department structure, the staff list, their functions, employee incentives, and disciplinary sanction in the cases of disciplinary transgressions;
- n) Exercising other rights within the scope of the Department's competence established by the Financial Department Statute, the University Statute, the University legal acts and the effective legislation of Georgia.
- o) Considering correspondence in accordance with the established rule and making decisions within the scope of its competence on the issues under the department;
- p) Submitting an annual report on the Department's performance to the Board of Governors;
- q) Participating in the authorization/accreditation process within the scope of the Department's competence;
- r) With the aim to full and continuous functioning of the Department, carrying out other functions and responsibilities imposed by the direct superior.
- s) Exercising other rights and responsibilities prescribed by the Statute.

4. The Department has the following structural subdivisions:

- 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 28. International Relations and Projects Department**

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

2. The functions of International Relations and Projects Department are as follows:

- a) planning and managing the international policy of education;
- b) establishing and developing partner relations with leading foreign universities;
- c) facilitating the University programs internationalization process;

- d) facilitating establishing and deepening cooperation between the University and international partner Higher Education Institutions, organizations, foundations, professional networks and other agencies;
- e) involving/integrating the University or its individual schools in international educational networks and institutes;
- f) promoting/increasing the students, academic and administrative staff mobility;
- g) facilitating development of joint educational programs in cooperation with the schools;
- h) participating in international institutional development projects;
- i) obtaining funding from local and international foundations/organizations;
- j) carrying out activities to attract foreign students;
- k) participation/involvement in the local and international exhibitions (fairs);
- l) meeting and welcoming delegations of foreign partner/non-partner HEIs and scientific institutions;
- m) organizing competitions to select exchange and joint educational program participants;
- n) in the framework of the exchange and joint educational programs, giving assistance to local and foreign students and administrative, academic and scientific staff on every stage of the competition and mobility;
- o) communicating information to the local students and to the students of foreign HEIs on the students support services (visa procedures, course catalogues, dormitories, events of various kinds, etc);
- p) participating in planning and organizing international conferences, seminars and meetings when and if needed;
- q) updating Caucasus University webpage on the Department activities, new developments and novelties;
- r) managing the Department-related correspondence;
- s) giving informational support to the students, administrative, academic and scientific staff and foreign guests;
- t) involvement in the project proposal preparation and facilitating application submission;
- u) managing the University projects, reporting, financial accountancy and procurements with involvement of the relevant department;
- v) searching partners for exchange and joint higher educational program developments;
- w) for marketing purposes, in cooperation with the Marketing Department participating in preparation of promotional materials, brochures and proposals within the framework of the University and the department programs.

## **Article 29. Law Department**

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

2. Law 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 associated with the University activities;
- c) gives legal support to the Caucasus University Certification unit;
- d) the Law Department prepares appropriate normative documents/projects and initiates changes to the existing ones;
- e) the Law Department creates agreements/memoranda/other types of documents in which Caucasus University is a party; prepares formal letters to be sent on behalf of Caucasus University;
- f) the Department obtains information on the changes/modifications to the legislation and notifies the relevant units;
- g) the relevant employee of the Law Department is vested with the representative power in the court of law/arbitrate court;
- h) provides legal support of any type to Caucasus University;
- i) participates in the authorization/accreditation process within the scope of its competence;
- j) exercises other rights prescribed by the legislation.

## **Article 30. Student Services and learning Process Monitoring Department**

1. Student Services and learning 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; the Department 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 its monitoring.

**2. The Student Services and learning Process Monitoring Department:**

- a) monitors the uninterrupted operation of the learning process;
- b) maintains direct contact with the students and settles issues relevant for them;
- c) assists the students in the course of semester registration and contract signing; gives advice within the scope of its competence;

- d) conveys student-related information to the students, informs them on the University regulations and facilitates their implementation;
- e) in the course of educational process, monitors timely uploading of the course syllabi in the University electronic system;
- f) enters and monitors the data on the classes held or made-up by lecturers/teachers into the database;
- g) controls the electronic data on the students' attendance and taking attendance by teachers/lecturers;
- h) considers the students' notices related to the educational process;
- i) helps the students obtain documents needed;
- j) monitors timely entering the grades by teachers/lecturers into the electronic database;
- k) organizes commission sittings in the framework of the schools' educational programs;
- l) Plans and organizes examinations;
- m) Ensures to draw up midterm and final examinations schedule;
- n) Selects and assigns proctors to the examinations;
- o) Proctors and monitors the midterm and final examinations;
- p) Ciphers the examination papers and hands them to the lecturers/teachers for blind-checking;
- q) Deciphers the students' papers blindchecked by the lecturers/teachers;
- r) Ensures to enter the students scores obtained in the midterm and final examinations into the database;
- s) Ensures creation of the electronic statement of the semester grades and its uploading in the database;
- t) Coordinates the process of making up the midterm and final examinations missed by the students;
- u) Participates in the authorization/accreditation process within the scope of its competence;
- v) Exercises other powers prescribed by the Statute.

### **Article 31. Human Resources Department**

1. The Human Resources Department is created to implement the Human Resources policy at the University.
2. **The Human Resources Department is responsible for:**
  - a) ensuring recruiting highly-qualified staff for the University structural units;

- b) creating documents on the HR procedures and regulations and regularly updating them;
- c) implementing effective HR policy by applying relevant technological tools; elaborating and implementing staff training and development programs so as to meet the University goals and strategy.
- d) Ensuring the staff's job rotation opportunities;
- e) Giving employee incentives and implementing valid motivational mechanisms;
- f) Participating in the creation of the University organizational strategies;
- g) Conflict, changes and stress management; studying and managing interpersonal and team relations and enhancing the labor quality;
- h) Forecasting the existing and future demands for staff;
- i) Labour market research and analysis;
- j) Developing application and job interview forms and plans; processing professional tests together with the field or the concentration specialist and creating the final format of the test;
- k) Carrying out adaptive procedures to ensure new recruits can easily adapt to the new work environment;
- l) Introducing the employees with the University policy, rules and procedures and its monitoring;
- m) Documenting/registering/storing formal documents related with the human resources management (orders, letters, agreements);
- n) Preparing monthly reports on the employee coming to work and leaving;
- o) Ensuring confidentiality of the University documents and the employees' personal data;
- p) Establishing business contacts with outside suppliers;
- q) Caring for establishing the corporate culture by planning relevant activities;
- r) Evaluating the work performed by the staff and assessing their performance results;
- s) carrying out staff-related clerical works: appropriately documenting and finalizing hiring, rotating and dismissing the personnel in accordance with the Labour Code and internal University normative documents; considering job-related letters, notices and complaints filed by the staff;
- t) creating the staff electronic database and regularly updating and adding information with a view to timely communication relevant information to the staff;
- u) maintaining the staff's service books (personal files) and appropriate documents;
- v) doing the staff-related paperwork; preparing materials for the staff incentives and awards;

- w) preparing documents on the vacations, sick leaves and other relevant papers;
- x) documenting the staffs business trips in the country and outside its borders;
- y) preparing orders and instructions on human resources management and preparing relevant grounds;
- z) daily controlling the staff's absenteeism; in the case of the staff's being late or absent, entering the data into the database and preparing a monthly report;
- aa) preparing certificates of employment and payments (salary) when and if asked to do so by the employees (with the accounting department when and if needed);
- bb) developing recommendation packages on human resources management-related issues on the basis of the organizational research;
- cc) developing job analysis and job descriptions; creating the departments'/offices'/structural units' statutes and job instructions;
- dd) attracting and recruiting the personnel; elaborating and administering the forms of job opening (vacancies) announcements;
- ee) career development, talent management, creating, implementing and regularly updating the system of motivation; nurturing employee loyalty and the employer branding;
- ff) performing other tasks when assigned by the President and the Vice-President for Administrative and Monitoring Affairs.

### **Article 32. 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 academic/invited staff and other employees.

#### **2. The Internal Audit Department:**

- a) checks any acts of professional misconduct and/or commission of any acts incompatible with the purposes of the University;
- b) examines facts of professional misconduct of the University personnel and draws up a report on the findings;
- c) exercises control over implementation of the University internal legal acts;
- d) 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.
- e) Elaborates the internal audit annual plan and the internal audit questionnaire;



- f) carries out methodological supervision of the performance of the Certification office;
- g) participates in the authorization / accreditation process within the scope of its competence;
- h) exercises other rights established by the Statute.

### **Article 33. 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 privacy;

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

G) cares for the security of the IT systems and services;

H) 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 34. Foreign Languages Centre**

1. The Foreign Languages Centre is set up to implement educational programs, facilitate the University integration into the global education space and foster the staff's professional development.

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) ensures implementation of the 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 academic units as its structural subdivisions:

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

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

### **Article 35. 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;
  - G) participates in the authorization / accreditation process within the competence;
  - H) 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 36. 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, The Statute of the Office 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 reports to the President, Vice-President, and the Board of the Governors in accordance with the established rule and procedures.

### **Article 37. 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 38. Career Development and Employment Facilitation Office**

1. The University Career Development and Employment Facilitation Office is established to facilitate the University students and graduates' employment and career development.
2. The functions of the Career Development and Employment Facilitation Office are as follows:
  - a) Facilitating the students career development and employment;

- b) Informing the students about the labor market dynamics and the existing opportunities, advising them on the current and anticipated labour markets demands;
- c) Organizing the skills needed for employment and career development (preparing CVs, participating in the interview, being a successful candidate at the job interview); organizing career development-related seminars;
- d) Planning and implementing visits of leading and partner universities' representatives with a view to conducting masterclasses at the University;
- e) Facilitating project implementations by various companies at the University; implementing internships, scholarships and other motivating projects;
- f) Holding job fairs and informing the students/alumni on the job fairs planned by partner organizations; facilitating their participation in them;
- g) Deepening cooperation with the local and international companies and signing memoranda of cooperation with them;
- h) Assisting the schools in contacting relevant-profile organizations, in the student internships and their employment;
- i) Giving references to the students and the graduates on the basis of the information given by the relevant school dean when required so by the employer;
- j) Sending job openings (vacancies) supplied by employers to the target groups and implementation of the procedures needed for their employment;
- k) Analyzing job openings posted on the job portals with a view to studying the labor market dynamics and prevalent trends;
- l) Conducting periodic surveys of employers with a view to observing the supply-demand of the labor market;
- m) Creating and updating partner organization databases;
- n) Maintaining constant links with the students and the graduates with a view to analyzing their fields of employment and interests and carrying out measures for promoting their career development opportunities;
- o) Advising employers with a view to allowing them to hire/employ the students/graduates;
- p) Participating in the employer-organized meetings, processing the recommendations received and introducing them to the university top management/the Board of Governors;
- q) Searching systemic information on the labor market, making the labor market forecasts and identifying the jobs for which there is high demand with a view to identifying the future career development trends and employment opportunities;

- r) Participating in the authorization/accreditation process within the scope of its competence;
- s) Exercising other rights prescribed by the statute.

### **Article 39. Student Events and Alumni Relations Office**

1. Student Events and Alumni Relations Office is created to have a permanent contact with the University students and the alumni and ensure their participation in the University activities;
2. Student Events and Alumni Relations Department:
  - a) ensures the students and alumni's involvement in the University life;
  - b) organizes meetings/public lectures 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 the investment fund of donations for the University development;
  - f) Updates the alumni databases with a view to ascertaining their employment, job positions and personal data;
  - g) Participates in the authorization/accreditation process within the scope of its competence;
  - h) Exercises other rights and performs other responsibilities prescribed by the statute.

### **Article 40. The Library**

1. The library is set up to provide scientific-research and scientific-educational activities with relevant resources;
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;
3. **The goals of the Library are as follows:**
  - a) facilitate efficient implementation of the University educational and research activities and regularly strive for its development.
  - b) Provide the University staff and the students (hereafter "the students") with up-to-date book fund - electronic and digital recourses, including international electronic bases;
4. The functions and goals of the library are determined by the statute of the Library;

#### **Article 41. International Accreditation Office**

1. The University International Accreditation Office is set up 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;

b) ensures the University/educational programmes meet the criteria of the international accreditation standards.

3. The functions and responsibilities of the International Accreditation Office are determined by the statute of the International Accreditation Office.

#### **Article 42. Entrepreneurship Development Centre**

1. With a view to developing and facilitating the entrepreneurial ecosystem, incorporating entrepreneurial education components in the educational programs and encouraging aspiration to innovations, the University sets up the Entrepreneurship Development Center.

2. The goal of the Entrepreneurship development Center are as follows:

a) Plan and implement various University entrepreneurial projects;

b) Promote entrepreneurial and innovation-oriented activities at the University schools;

c) Create motivation for getting involved in the entrepreneurial activities and encourage aspiration to innovations among the University students and academic and administrative personnel;

d) Facilitate development of entrepreneurship and entrepreneurial ecosystem at the University;

e) Facilitate development of entrepreneurial skills among the students;

f) Create close links between entrepreneurial education, research and business;

g) Promote research commercialization;

h) Introduce entrepreneurial and innovative processes and results achieved at the University on local, regional and global levels;

i) With a view to achieving the goals stipulated in the article, the Center cooperates with the University schools, academic and scientific staff and relevant administrative, auxiliary units and various organizations locally and globally;

3. The functions and responsibilities of Office are established by the Statute of the

Entrepreneurship Development Center.

**Article 43. Academic Unit 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.

2. Chair of Mathematics is designed to:

a) Develop courses incorporating modern achievements in the science of Mathematics; create programs and relevant syllabi, elaborate appropriate methodology and guidebooks.

b) Research fundamental and applied issues of Mathematics and publishing the findings and outcomes.

2. The issues regarding the activities of the academic unit are regulated by the Statute of the Academic Unit of Mathematics.

**Article 44. Academic Unit of Information Technology**

1. Academic Unit of Information Technology is set up at the University with the aim of developing modern teaching methods of Information Technology and its incorporation into the learning process; reflecting the latest achievements of information technology in the learning process;

2. **Objectives of the Academic Unit of Information Technology:**

a) develop methodology of teaching modern Information Technology and its implementation in the educational process;

b) reflect the recent development and achievements of the field of Information Technology in the educational process;

3. All the issues related to the activities of the academic unit of Information Technology are regulated by the Statute of the Academic Unit of Information Technology.

**Article 45. Ombudsman's Office**

1. The Ombudsman's Office is set up to assist and consult the students on the legislation of Georgia, on the students' rights and obligations, the student status and their right to mobility; the office gives consultations and renders service to the administrative, support, academic, scientific and invited personnel and familiarizes them with their

rights/responsibilities.

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 46. 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 individuals and corporate customers.
2. The functions of the Training Centre are as follows:
  - a) 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) hold negotiations with trainers and attracting them;
  - e) participate in the tender projects;
  - f) create and process relevant questionnaires with a view to measuring customer satisfaction level.
3. All the issues related to the activities of the Training Center are regulated by the Statute of the Training Center.

### **Chapter V. The School**

#### **Article 47. The School of the University**

1. The School, which is the main educational unit of the University, is set up in accordance with the established rule and procedure with a view to managing educational process and conducting scientific research, preparing students in their field of specialty and awarding them a relevant academic degree.
2. The school shall take part in elaboration and implementation of the University mission, goals and objectives.



3. The school shall have a well-established strategic development plan which shall 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 School of Education;

5. As a rule, the school may include an academic unit, a scientific-research centre, a laboratory, a clinic, a studio and other structural sub-divisions.

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

7. The school reports to the University President.

**Article 48. The School Management Bodies**

1. School Management Bodies (managing actors):

- a) Dean;
- b) School Board.

2. With the aim of implementing and assessing scientific activities of the School's Master's and Doctoral programmes, the Master collegium/commission/council 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.

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

**Article 49. The Dean**

1. The dean is the chief administrative officer 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 the statute.

### **Article 50. 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: the Dean, the Educational Programme Administrative Director, the Programme Director, persons holding academic positions (as per defined circumstances), Director of Scientific-Research Centre and a student. 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, who shall have deliberative vote. 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 educational programmes, educational courses (subjects);
- e) shall award academic degree and define the limit of the students to be enrolled on the programme;
- f) exercises other powers established by the statute.

### **Article 51. the School Advisory Board**

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, individuals interested in the public and school activities and its successful graduates.

## **Chapter VI. University Staff, Academic, Scientific, Invited Staff**

### **Article 52. University Staff**

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

### **Article 53. University Academic Staff**

1. The University academic personnel include professors, associate professors, assistant professors and assistants.
2. The Professor is an individual holding an academic position at the University, leading the educational process and guiding the students' scientific-research work;
3. Associate professor is the University academic personnel involved in the educational process and guiding the students' educational and scientific-research work;
4. Assistant Professor – the University academic personnel, who participates in the educational and scientific-research process within the scope of his/her competence;
5. Assistant – the person holding academic position at the University who participates in the educational and scientific-research process within the scope of his/her competence;

6. The marginal workload and the forms of the workload of the academic personnel are regulated by the University internal normative acts;

**Article 54. Procedure for taking academic positions**

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 55. Terms and conditions for holding 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 paragraphs 4 and 5 of article 35 of the Law of Georgia on Higher Education, the person can be selected for an academic position by taking into account his/her professional experience.
3. The terms and conditions of taking academic positions are determined pursuant to the Rule of Holding Contest of Academic, Scientific, Administrative and Invited Staff.

**Article 56. The grounds for dismissal of academic personnel**

1. The academic personnel shall be dismissed from the position taken on the grounds of:
  - a) personnel application;
  - b) expiration of the term;
  - c) violation of the terms and conditions of the internal regulation and Code of Academic Integrity;
  - d) other instances stipulated by the employment agreement and the legislation.

**Article 57. The invited personnel**

In any particular semester, a person having relevant qualification and/or practical experience can be invited to the University with the aim of implementing a programme, carrying out educational or scientific activity or/and practical/laboratory activity at the University.

### **Article 58. Terms and Conditions of Selecting Academic Personnel**

1. Any person with a PhD degree or any other equal degree, having not less than 6 years of scientific-teaching experience shall be elected as a professor for the term of 6 years, if he/she has the knowledge of the language relevant to the program/course and meets the requirements prescribed by the present statute.
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 3 years, if he/she has the knowledge of the language relevant to the program/course and meets the requirements prescribed by the present statute.
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, if he/she has the knowledge of the language relevant to the program/course and meets the requirements prescribed by the present statute.
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.
6. The terms and conditions of selecting according to the professional qualification and the relevant minimal requirements are established by the internal University normative act: the Rule of Holding Contest of Academic, Scientific, Administrative and Invited Staff.

### **Article 59. Affiliated Academic Staff**

1. The relevant school dean addresses the University President with a solicitation about the affiliation of an academic personnel with the University;
2. The types of research, academic and advisory/administrative activities and their share in the overall workload as well as the minimal University workload of the full-time/part-time academic personnel are determined by the type of agreement signed with him/her;

3. The types of agreements and other related issues are regulated by the Rule of Affiliation of the Academic Staff, its Workload and the Classifier of Employment Agreements to be signed with Academic and Invited Staff.

### **Article 60. 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) freely express his/her opinion;
- f) With a view to carrying out his/her activities at a high professional level demand and receive necessary organizational and material-technical provision in the amount needed for fulfilling the obligations assumed by him/her.
- 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) exploit the library resources and use the services of other structural subdivisions in accordance with the established rule;
- j) enhance qualification through the University support in accordance with the unified system of qualification established by the University administration;
- k) 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, specialization and the University internal regulations;
- b) use the entire working time efficiently, never be late or miss classes without a valid excuse;
- c) enhance professional knowledge on a systematic basis, permanently develop and enhance teaching methods;
- d) help students become dignified members of the society;
- e) ensure the students are interested in the course and learn it; offer them an interesting and efficient course;

- f) During the semester, not terminate the employment agreement unilaterally without having a valid excuse; when having such an excuse give timely notice to the relevant school dean and where possible, conduct classes until he/she is replaced by another academic personnel.
- g) while communicating with the employer and the students, use electronic means of communication prescribed by the University;
- h) upload the course syllabus (in the Georgian and English languages, if applicable) in the University electronic database and make it available to the students 2 (two) weeks before commencement of the relevant semester;
- i) give at least two weeks notice to the employer about any upcoming business trips.
- j) make up the skipped classes on the date scheduled together with the relevant school's dean's office;
- k) take the students' attendance electronically;
- l) submit midterm/final examination grades to the Students Service and Monitoring Department not later than 1 (one) week after the relevant examination; shall enter grades of other activities prescribed by the relevant syllabus (quizzes, presentations, etc.) into the database not later than 7 calendar days after the activity was held.
- m) provide a few substantially different versions of the examination materials – quizzes/tests, midterm exams/final exams – for the benefit of those students who will have to retake or make up the missed task/examination, or re-take of FX grade (within the limits of the material covered).
- n) with a view to allowing students to prepare better for the midterm and final examination, give additional consultations to the students; not less than 5 hours per group.
- o) take care of the University property, strictly follow the rules of using appliances, material property and documentation storage;
- p) 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;
- q) Without consent of the University administration and/or the relevant author, never use/disseminate (in any form) outcomes of intellectual-creative work of any of the University employees or an outcome of intellectual-creative pursuits carried out at the University – an educational program, materials of different kinds created for the program, syllabi and other material or non-material resources handed to him/her while fulfilling his/her obligations arising from the position held.
- r) 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;s) carry out 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;

t) attend the meetings held by the administration and take part in the discussions;

u) follow the recognized rules of hygiene and respectability;

v) adhere to the terms and conditions of the agreement signed between him/her and the University, 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.
- l) committing any act violating the principals of academic integrity.

#### **Article 61. University Scientific Staff**

1. The University scientific staff shall include scientists and postdoctoral researchers.
2. The scientific position can be taken only through open contest held in compliance with



the transparency, equality and fair competition;

#### **Article 62. Composition of Scientific Staff and Terms of their Election**

1. the scientific staff includes scientists and postdoctoral researchers;
2. The scientists hold the following scientific positions: a chief scientific researcher, a senior researcher and a scientific-researcher;
3. Holding the position of the Chief Scientific Researcher:  
The person elected as the chief scientific researcher for the term of six years shall have PhD or any other equal academic degree and not less than a 6-year experience of scientific-research work;
4. The person elected as the senior scientific researcher for the term of four years shall have PhD or any other equal academic degree;
5. The person elected as the scientific researcher for the term of three years shall have Master's academic degree or any other equal academic degree;
6. postdoctoral researcher is the person elected through competition for carrying out a particular scientific –research project in a principal educational unit or an independent scientific-research unit in compliance with the rule established by the Academic Board and on the basis of a fixed-term employment agreement. The same person can be elected only once to the position of the postdoctoral researcher.
7. postdoctoral researcher shall have PhD degree.
8. All the other related issues are regulated by the Rule of Contest of Academic, Scientific, Administrative and Invited Staff.

### **Chapter VII. Administrative and support personnel**

#### **Article 63. Administrative 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 64. General rights and obligations of the administrative staff**

1. The administration is entitled to:
  - a) within the scope of its competence, manage the activities of the units and individuals subordinating to it and arrive at decisions independently within the scope of its authority;

- b) determine the number of personnel necessary for carrying out certain activities and demand they fulfill the obligations prescribed by the employment contract;
- c) take part in the implementation of a motivation system for successfully accomplished tasks;
- d) require the employees adhere 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) take appropriate measures to allow all the University employees to take part in the advancement and development of the organization;
- c) create all the essential conditions to ensure that the University employees meet the international standards;
- d) 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;
- e) 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;
- f) ensure the qualification enhancement of the employees on a systematic basis;
- g) 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;
- h) ensure right (proper) understanding of changes made to the operative rules and conditions and the established labor norms;
- i) ensure timely payment of remuneration to the employees;
- j) ensure the University employees exercise their right of using vacations;
- k) conclude relevant contracts with insurance companies in order to allow the employees to benefit from health insurance;
- l) carry out relevant activities to retain workplaces;
- m) 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;
- n) take adequate and timely measures or actions against those who violate the discipline;
- o) ensure creation of the healthy working environment safe for the employee's life and health;

- p) ensure proper operation of heating, lightening and ventilation systems;
- q) ensure equipment of working places with appropriate technological means;
- r) communicate information on labor and fire safety and professional risks in an appropriate format.
- s) consider and respect the employees' claims and requests;
- t) 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;
- u) plan and organize cultural events.

## **Article 65. Rights and Obligations of the Staff**

1. The staff 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. The administrative/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 heads of structural subunits to improve morale-psychological climate;

e) exert all efforts to eliminate problems impeding duly fulfilling obligations 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 any other type of the University-related information received while performing the official duties or disclosed to him/her by chance without special permission of the administration.

j) arrange the workplace and the desk and technical equipment properly; maintain labour discipline.

## **Chapter VIII. The Student**

### **Article 66. 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 Statutes and studies on any level of higher education.

2. Student Status is acquired, suspended, terminated and/or restored in accordance with the rule established at the University and in compliance with the legislation of Georgia.

3. The learning/teaching relations between the Student and the University are regulated by the agreement signed between the student and the University, by the statute on the student's status and other University internal acts.

### **Article 67. 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.

- 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 issued a grades transcript by the Registry and Clerk Department within a week after filing such a request;
  - j) when disciplinary measures are applied against him/her:
    - a) be notified in writing (electronically) on commencing disciplinary procedures against him/her and be informed on the date of the sitting of the Standing Committee of Academic Integrity and Discipline.
    - b) be present when the issue of applying disciplinary sanctions against him/her is discussed and express his/her opinion;
    - c) be sent in writing (electronically) an order for applying disciplinary sanctions against him/her;
2. **The Student shall:**
- a) adhere to the following statutes/regulations: - Caucasus University Statute, the Statute on Student Status, Regulations on Holding Examinations and the Library Statute as well as other internal acts of the School/the University and terms and conditions of the agreement signed between him/her and the University.
  - b) carrying out duties and responsibilities by himself/herself and don't transfer them to other persons.
  - c) 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;
  - d) never commit an act which is considered incompatible with the student status according to the internal acts of the University;
  - e) Within one week check the grades entered by his/her teacher/professor into the electronic database and in the case he/she detects any inaccuracies, shall notify the teacher/professor about it and address the head of the Students Service and Educational Process Monitoring Department in writing;

- f) at the end of each semester return the books and other materials taken from the library;
  - g) notify the Registry and Clerk Department on any changes made to the address or any other information kept in his/her personal file;
  - h) obey the requirement of the educational programme (curriculum) approved by the University;
  - i) follow the rule prescribed by the syllabus provided by the instructor/professor at the beginning of any semester;
  - j) attend classes and take examinations as scheduled in accordance with the rule established at the University.
  - k) pay the tuition fee within the deadlines prescribed by the agreement signed with him/her;
  - l) the student shall follow the established rules of ethics and conduct;
- 3.any issues related to the student's disciplinary responsibility are determined by the Statute of the Standing Committee of Discipline and Academic Integrity.

#### **Article 68. 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) 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 69. 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) the first level – (Bachelor's degree) – an educational programme comprising not less than 240 ECTS- credits;
  - b) the second level – (Master's degree) – an educational programme comprising not less than 120 ECTS-credits;
  - c) Third cycle (Doctoral Program) - educational program - which lasts not less than 3

years and its learning components include not more than 60 credits.

#### **Article 70. Awarding an Academic Degree**

1. The School Council/Dissertation Board awards the academic degree after the student has met all the program requirements, acquired all the mandatory components and accumulated the required number of credits.
2. After the student completes a relevant level (cycle) of education, the University, in compliance with the rule prescribed by the legislation, issues a document – Diploma and Diploma supplement, certifying higher education.

### **Chapter X. File/Service Book**

#### **Article 71. Files/Service Books of the academic/scientific, invited, administrative/support personnel and of students.**

1. When employed, the academic/scientific, administrative/support staff shall complete his/her personal file (service-book) in the University electronic system, upload all the required documents and list his/her personal data, which are protected in accordance with the Personal Data Security requirements.
2. The University electronic system (database) includes:
  - a) Personal data and the employee's contact information;
  - b) Information on the education and relevant documents certifying it;
  - c) Work experience;
  - d) Research activities;
  - e) Electronic agreements (with academic and invited staff).

#### **The Student's File shall contain:**

- a) Excerpt from the Order on Enrolment;
- b) A copy of the ID;
- c) Military conscription document (for male candidates);
- d) An original or a notary certified copy of the education gained on the previous level;
- e) A photo;
- f) Personal card;
- g) Agreements;
- h) Supplementary documents on the student's educational activities (an application, documents on participation in the exchange programs, ordinance on imposing disciplinary

sanctions, etc).

## **Chapter XI. Maintaining Security of the University Premises**

### **Article 72. 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 73. The Right to Approve, Amend and Invalidate the University Statute**

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.