



Internal Statute

Approved by the Rector of Georgian Institute
of Public Affairs according to the Order of
March 27, 2018

NO1-18/052

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Chapter I. General Regulations and Structure

Article 1. General Regulation

- 1.1 NNLE “Georgian Institute of Public Affairs” (hereinafter University) is a Non-interpreneurial (Non-commercial) Legal Entity established according to the subdivision 2 of division 2 of the Civil Code of Georgia and Law of Georgia “About Higher Education” which, on the grounds of the current legislation of Georgia, implements every level of educational program of academic education.
- 1.2 The University performs its business according to the current legislation of Georgia and University Charter.
- 1.3 The University has its regulations, a stamp indicating its title, budget and appropriate accounts in different commercial banks.
- 1.4 University can obtain the rights and duties, make deals and apply to the court as a plaintiff or defendant on its own behalf.
- 1.5 This regulation represents the United Regulations of the University, which combines regulations of the University governing bodies, schools and other structural units.
- 1.6 The full name of the University is:
In Georgian - „საქართველოს საზოგადოებრივ საქმეთა ინსტიტუტი“, and
In English - ”Georgian Institute of Public Affairs“;
- 1.7 The legal address of the University is: 2, Brose str. Tbilisi.

Article 2. Fields and aims of the University business

- 2.1 The major field of the University business is:
 - 2.1.1 The introduction and implementation of bachelor’s, master’s, doctor’s and other educational programs;
 - 2.1.2 Conducting scientific-research business;
 - 2.1.3 Cooperation with the international and local donor organizations in reference to obtain funds for the educational and other projects;
 - 2.1.4 Other activities defined by University strategy.
- 2.2 The main goals of University business is:
 - 2.2.1 To tutor highly qualified professionals with modern knowledge;
 - 2.2.2 To support the development of different scientific fields;
 - 2.2.3 To establish cooperation with educational institutions and scientific areas of Georgia and foreign countries;
 - 2.2.4 To assist employment of the graduates of the University;
 - 2.2.5 Other aims and tasks defined by the University Charter and strategies.

Chapter 3. University Structure

The University Structural Units are:

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1. School of Government;
2. Caucasus School of Journalism and Media Management;
3. School of Law and Politics;
4. School of Social Sciences;
5. Research Department;
6. Quality Assurance Department;
7. Training and Consulting Centre;
8. International Relations Department;
9. Department of Rural Development and Vocational Education;
10. Administration which consists of the following structural subdivisions:
 - 10.1.Public Relations Department;
 - 10.2.Student Support and Carrier Development Centre;
 - 10.3.Financial Department;
 - 10.4.IT Department;
 - 10.5.Logistics Department
 - 10.6.Radio “GIPA”;
 - 10.7.Frontline Georgia.

Chapter II. General University Regulation Acts**Article 1. General University Regulation Acts**

The University performs its business according to Georgian Legislation, including Law of Georgia “About Higher Education,” in addition, University Charter, Statute, Regulations of the Educational process, Internal Regulations and the Code of Ethics and Conduct (hereinafter – General University Regulation Acts);

Article 2. Regulations of the Educational Process

- 2.1. The aim of the Regulations of the Educational Process is to define the regulating frames of the educational process, according to which the planning, elaboration, management, assessment of the quality of education and its management, definition of the students’ status and rights and regulation of other issues are implemented.
- 2.2. The Regulations of the Educational Process are elaborated and approved by the University Academic Board.
- 2.3. The Regulations of the educational process are obligatory for every structural unit of the University and are essential to be followed.

Article 3. University Internal Regulations

- 3.1. The aim of the University Internal Regulations are to regulate the management of administrative issues of the University such as the rules of documentation proceedings (including the proceedings of the register of the educational institution, documents circulation, management of the library and archive), electronic system of the educational process, financial regulations, management of the human resources, methodic of planning of the contingent of students, administration of the web page, Internal Regulations of labor and other administrative issues;
- 3.2. The Internal Regulations are elaborated by the University Academic Board and are approved by the Rector.
- 3.3. The Internal Regulations are obligatory for every structural unit of the University and are essential to be followed.

Article 4. The Code of Ethics and Conduct

- 4.1. The aim of the code of ethics and conduct is the establishment of the rules of behavior of University personnel and students and ethics standards of relationship (norms).
- 3.4. The code of ethics and conduct is implemented by the University Academic Board and is approved by the Rector.
- 3.5. The code of ethics and conduct is obligatory for every structural unit of the University and is essential to be followed.

Chapter III. Governing Bodies and rules of their selection/appointment**Article 1. University Governing Bodies**

University governing bodies are:

- a) Board;
- b) Rector;
- c) Academic Board.

Article 2. Board

- 2.1. The board implements the formulation of general directions of development of the University;
- 2.2. The authorization of the board includes:
 - 2.2.1. Addition of amendments to the University Charter;
 - 2.2.2. The establishment of University reorganization;
 - 2.2.3. Election and dismissal of Board chairperson;
 - 2.2.4. Election and dismissal of University Rector;

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- 2.2.5. Verification of University financial documentation.
- 2.3. On the grounds of University financial documentation and analysis of relevant audit conclusions the board implements the monitoring and assessment of the activities and effective fulfillment of the obligations of University Rector and its administration.
- 2.4. Other authorization of the board are defined in the University Charter.
- 2.5. The board consists of 5 members, the 3 of which are elected by the University Academic Board.

Article 3. Rector

- 3.1. University Executive Supervisor is the Rector of the University;
- 3.2. The Rector of the University is elected for a 5-year term according to the rules defined in the regulations;
- 3.3. The Rector supervises everyday activities of the University.
- 3.4. The authority of the Rector involves:
 - 3.4.1. Organization of the plan of short-term and long-term strategies of University development and approval of the strategies;
 - 3.4.2. In the frames of University strategic development, finding resources and administration their effective and transparent expenses;
 - 3.4.3. The management of strategic planning of University academic and scientific process;
 - 3.4.4. The representation of the University with the third parties;
 - 3.4.5. The coordination and supervision of the educational, scientific and scholarship activities of the University Schools, individual programs and structural units, including approval of the educational programs;
 - 3.4.6. On behalf of the University make any type of deals and agreements, or grant the rights to the third party in order to make a deal or an agreement;
 - 3.4.7. Approval of the University budget;
 - 3.4.8. Approval of the Internal regulations and other regulations of the University, which includes the formulation of the University structure;
 - 3.4.9. Establishment of the legal entities of private law, implementation of the capital contributions, and employment/dismissal of a director (a supervisor);
 - 3.4.10. Approves the University staff schedule of elaborated by University administration on the grounds of University Human Resources government policy;
 - 3.4.11. Implementation of other authorizations, which are not included in the competence of Board or Academic Board.

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Article 4. Advisory council/Rectorate

- 4.1. The Advisory council/Rectorate (hereinafter rectorate) is a consulting body established according to paragraph 7.3 of the University regulations by University Rector, the aim of which is to discuss the issues of the Rector's authorizations and submit the relevant proposals and recommendations to the Rector.
- 4.2. The members of the Rectorate are formulated and approved by an order of the University Rector.
- 4.3. The Rectorate may consist of University's administrative and academic personnel, as well as invited experts, upon Rector's decision.
- 4.4. The issues to be discussed are defined by the Rector according to the General University Regulation Acts.
- 4.5. The functions of the Rectorate are:
 - 4.5.1. Discussion of the issues under the Rector's authorization;
 - 4.5.2. The discussion of other issues related to the University business by the Rector's decision;
 - 4.5.3. The discussion of the recommendations submitted by the discipline committee in the frames of competence according to the General University Acts;
 - 4.5.4. To submit to the University Rector relevant proposals and recommendations in reference to the discussed issues.

Article 5. Academic Board

- 5.1. The Academic Board is the Governing Body of University of collegial, academic business, which consists of no fewer than 15 members and which conducts University educational-scientific activities.
- 5.2. University Academic Board includes:
 - 5.2.1. University School Deans;
 - 5.2.2. The supervisors of other structural units defined by University Regulations and this Regulation, in addition, the Rector's Adviser(s) who occupy academic posts and are elected considering their educational vision;
 - 5.2.3. 3 (three) full or associated University professors who are elected for a 2-year term by the majority of the votes of other members of the Board, considering the educational vision submitted by the candidates. Any school Dean, supervisor of University individual programs and departments, individual representatives of University Academic Board, University student initiative groups represented by the University Regulations are eligible to name the candidate.

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- 5.3. The work of the Academic Board is supervised by the University Rector, who is granted with the right to vote in the Board;
- 5.4. The functions of the Academic Board are:
 - 5.4.1. The assistance in establishment of a short-term and long-term development strategy in the University;
 - 5.4.2. The elaboration and approval of the Regulations of the educational process;
 - 5.4.3. Formulation of the development priorities of the University educational process;
 - 5.4.4. Making decisions on the methods of using the quality monitoring according to the "Regulations of the educational process";
 - 5.4.5. Participation in an effective management of the educational and scientific research process;
 - 5.4.6. The assistance in reviewing and establishment of educational and scientific-research programs elaborated by the Schools;
 - 5.4.7. Participation in monitoring and evaluation of the activities and effective fulfillment of their functions of the University Administration, schools, training and consulting centre, quality assurance department and other structural units defined by this regulation.
 - 5.4.8. Participation in formulation of the terms and conditions of the rules of employment of the Academic personnel and making recommendations;
 - 5.4.9. Election/appointment of three members of the Board according to the rules defined by the University Charter;
 - 5.4.10. Implementation of other authorizations formulated by General University Regulation Acts and University strategies according to this regulation.
- 5.5. The Academic Board elects 3 members of the Board according to the University Charter. The three members elected by the Academic Board: (a) 2 of them should be the representatives of the University Academic personnel; and (b) 1 member should be University graduate. The Academic Board elects the members of the Board according to the majority of votes received at the Board meeting.
- 5.6. The Academic Board, as a rule, has a meeting once in three months. The additional meeting can be called on the grounds of Rector's summon.
- 5.7. The Academic Board is eligible to make decisions if more than half of the members are attending the meeting. Any decisions of the Academic Board are made according to the majority of votes received at the meeting.
- 5.8. The organizational assurance of the Academic Board are made by the University administration proceeding department.
- 5.9. In case of temporary incapability of performing their duties by the Rector or the Academic Board chairperson, the duties of the Academic Board shall be performed by the member of the Academic Board elected by the chairperson of the Academic Board.

Chapter IV. University Schools

§1 General (Common) Regulations

Article 1. Sphere of Regulation

This chapter regulates the main directions, aims, structure, governing bodies and personnel, rules of their appointment and selection and their duties and obligations, governing principles and other issues related to the school functioning of the educational and scientific-research activities of the schools existed in the University structure.

Article 2. University Schools

Following schools are represented in the University structure:

- a) School of Government;
- b) Caucasus School of Journalism and Media Management;
- c) School of Law and politics;
- d) School of Social Sciences.

Article 3. University School Status and business

- 3.1. Schools represent educational-scientific units of the University, which perform educational and scientific business, fulfillment of the educational programs and governing other directions defined by this Regulation. They also participate in the evaluation of Academic program quality.
- 3.2. The business for the University schools are governed according to Georgian Legislation, including the Law of Georgia “About Higher Education”, University Charter, Statute, Regulations of the Educational Process , the Code of the Ethics and Conduct of the internal rules (hereinafter – General University Regulation Acts).

Article 4. School Aims

4.1. The school aims are:

- 4.1.1. Tutorial of the professionals equipped with the knowledge and skills based on International Practice and Democratic values;
- 4.1.2. Preparation and implementation of educational programs of different level oriented on the employment market;
- 4.1.3. Participation in the Scientific-Research activities;
- 4.1.4. Assistance in employment of the graduates and their professional growth in the relevant government or non-government institutions;
- 4.1.5. Assistance in international educational and scientific spheres of University integration;

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- 4.1.6. Implementation of united educational programs and participation in the scientific-research projects with international and local partner Universities;
- 4.1.7. Creating the environment oriented on the students;
- 4.1.8. Improvement of the educational process in the way of implementation of international projects;
- 4.1.9. Maintenance of the competitiveness in Georgia and its regions in the way of establishment international new ideas and innovations in the school educational programs;
- 4.1.10. Strengthening of the Academic base, which provides with the preparation of the highly educated executives including analytics.

Article 5. School Academic Board

- 5.1 School Academic Board is a school representative collegiate governing body, which consist of School Academic personnel, a school Dean and if necessary, invited lecturers selected by it.
- 5.2 The members of the School Academic Board are submitted by the school Dean and approved by the University Rector.
- 5.3 School Academic Board is governed by the school Dean.
- 5.4 School Academic Board is authorized if more than a half of the enlisted members of the board are attending it.
- 5.5 The decisions in the Academic Board are made by the majority of votes of the attendants.
- 5.6 School Academic Board session, as a rule, takes place once a month, if there are not made any other decisions by the School Dean.
- 5.7 The decision of the School Academic Board is registered in the appropriate protocol which is signed by the School Dean and the secretary of the session.
- 5.8 Functions of the School Academic Board:
 - 5.8.1 By the coordination of the University Quality Assurance Department it implements the monitoring of the effective work of the academic personnel and invited lecturers and elaborates relevant recommendations in order to provide with high standards of educational quality;
 - 5.8.2 Participates in the monitoring of students' attendance and with the aim of quality assurance reacts on the different needs identified as a result of the monitoring, including individual requests made by the students;
 - 5.8.3 Participates in the selection of necessary academic staff with the aim of effective functioning of the school educational programs and submits relevant proposals to the Rector;

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- 5.8.4 If necessary, it elaborates the regulations related to effective functioning of school and high-grade management of the educational process, which are not formulated by the General University Regulation Acts and are not in disagreement with them and submits them to the Rector for approval;
- 5.8.5 Elaborates educational programs with the School dean, quality assurance department and if necessary with invited experts as well and submits them to the University Academic Board for further discussion;
- 5.8.6 Elaborates and approves educational plans and other rules connected to the effective management of the educational process with approval of the School Dean;
- 5.8.7 Implements amendments in the educational program if this changes do not affect the program educational results, degrees, important changes of the curriculum and other amendments which do not alter the main contents of the program;
- 5.8.8 Discusses the specific demands of the educational program and other issues existed at school;
- 5.8.9 Participates or/and supervises educational process and scientific research of the School;
- 5.8.10 Selects/invites lecturers according to their qualifications and experience with the approval of the School Dean;
- 5.8.11 Participates in the work of admission committee and creates permanently working and temporary working groups/committees of the school;
- 5.8.12 Implements other duties and obligations granted to it by the Regulation Acts.

Article 6. School Dean

- 6.1 School is managed by the School Dean who is appointed and dismissed from the post by the University Rector.
- 6.2 School Dean:
 - 6.2.1 Provides with effective process of educational-scientific activities of the school;
 - 6.2.2 Supervises the work of the Academic Board of the School;
 - 6.2.3 Elaborates and approves the developing plan of the school with the approval of the Academic Board;
 - 6.2.4 Elaborates educational programs with the Academic Board of the School and submits to the University Academic Board to be reviewed;
 - 6.2.5 Participates in the implementation of the annual budget with the approval of the University Administration, which will be submitted to the Rector for further approval;
 - 6.2.6 Elaborates the proposals about the amount of payment for the Academic personnel, invited lecturers and the school employees and submits it to the Rector for approval considering the Human Resources governing policy of the University and prior agreement with the Administration;

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- 6.2.7 Participates in the procedures of selection of the Academic personnel defined by the General University Regulation Acts;
- 6.2.8 Participates in elaboration of the work description of Academic personnel according to the general University Regulation Acts and Human Resources governing Policy;
- 6.2.9 Elaborates and submits work description of the school administering personnel to the Rector for approval considering the Human Resources Governing Policy of the University and prior agreement with the Administration of the University;
- 6.2.10 Is responsible for supervising the actions of the school staff and all the other structural units at school;
- 6.2.11 Is responsible for the reasonable usage of the school budget;
- 6.2.12 Participates in the work of University Academic Board;
- 6.2.13 Is responsible for care for the major equipment and material actives which are inside the school;
- 6.2.14 Implements other duties and obligations granted by the General University Regulation Acts.

Article 7. School personnel

- 7.1. School personnel consists of:
 - 7.1.1. The head of educational program;
 - 7.1.2. Academic personnel;
 - 7.1.3. Invited lecturers;
 - 7.1.4. School administration and assisting personnel.
- 7.2. The school personnel performs its activities according to the functions defined by General University Regulation Acts and their job description.

Article 8. The Head of Educational Program

- 8.1 Educational Program is governed by the head of the program who is elected from the Academic personnel representatives and who is appointed by the University Rector after his/her introduction by the School Dean;
- 8.2 The head of the program:
 - 8.2.1 Provides with the implementation and development of the educational program(s) subordinated to him/her;
 - 8.2.2 Is responsible for the effective management of the educational program(s);
 - 8.2.3 Performs the submission of the curriculum of the educational program and the amendments which need to be added to it to the school Dean and Academic Board;
 - 8.2.4 Participates in the procedures of defending the diploma thesis;
 - 8.2.5 Participates in organization and management of the round tables and different

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discussions;

8.2.6 Participates in the evaluation of the effectiveness of the educational process, analysis of the results and planning of the future events with the coordination of the University Quality Assurance Department.

8.2.7 Participates in protection of the students rights and legal interests with the coordination of Students Support and Career Development center;

8.2.8 Performs other functions defined by the work description and the individual tasks in the direction of the educational process and scientific activities of the leadership.

Article 9. Academic Personnel

9.1. According to the Article 35 of the Law of Georgia “About Higher Education”, the Academic personnel consist of:

9.1.1. Professor;

9.1.2. Associated Professor;

9.1.3. Assistant Professor;

9.1.4. Assistant.

9.2. According to the paragraphs 9.1.1 – 9.1.3 of the paragraph 9.1 of this article, a Doctor or a person having the accademic quality equalized to it can be appointed to this post, and a doctoral student can be appointed on the post of the assistant.

9.3. According to the paragraph 5 of the Article 35 of the Law of Georgia “About Higher Education”, a professionally qualified person can be also selected/appointed on the post of academic personnel, whose qualification can be confirmed by the professional experience, special trainings and/or publications, the functions of which, qualification requirements and the rules of appointment on the post are defined by the Internal regulation of the University along with this regulation and according to the Human Resources Governing Policy of the University.

9.4. The Academic Personnel participates in the effective evaluation of the University Administration activities according to the General University Regulation Acts.

Article 10. Invited Lecturers

10.1. Invited Lecturers are the employees who are employed by the University on an hourly payment on the basis of the contract and who perform the management of the existed specific educational course or its part in the frames of the edicational curriculum.

10.2. The invited lecturers perform their duties according to the functions considered in General University Regulation Acts and relevant contract.

10.3. An appropriate service purchase agreement or a labour agreement is signed with the invited lecturers by the University decision.

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Article 11. School Administrative Personnel

- 11.1. School Administrative post consists of:
- 11.1.1. Dean's assistant (if there is such);
 - 11.1.2. The coordinator of the educational program;
 - 11.1.3. School administrative manager;
 - 11.1.4. School quality assurance manager (if there is such);
 - 11.1.5. Other personnel of the school.
- 11.2. The other school personnel include different people employed at school (including the individuals performing not basic and auxiliary activities), who are appointed on their posts after the prior agreement with the administration and by the Rector's order.

Article 12. Coordinators of Educational Program

- 12.1. The coordinator of the educational program:
- 12.1.1. Provides with the formulation of the schedule of lectures related to the educational process, supply students with syllabuses, timetables and other information connected to the educational process;
 - 12.1.2. Prepares different types of correspondence (letters, references, certificates etc.) when necessary according to the University Regulation Acts;
 - 12.1.3. Provides with the administration and renewal of the electronic governing system "LMB" which exists at the University, in the part of the program subordinated to it, including placement of the comprehensive and auxiliary literature in the electronic library of each subject given in the syllabus;
 - 12.1.4. Performs the monitoring of the academic attendance of the students and the current statistics by the student electronic base according to the rules defined by the University Regulation Acts;
 - 12.1.5. Performs the planning of the budget of educational program(s) and monthly expenses subordinated to it after the prior agreement with the Dean and Administration;
 - 12.1.6. Reviews the applications of the students in reference to the possible violation of their rights and legal interests, researches the appropriate circumstances and if necessary, applies to the University Students Support and Career Development Center for further reaction;
 - 12.1.7. Participates in the protection of students rights and their legal interests according to the rules defined by the General University Regulation Acts, and cooperates with the University Students Support and Career Development Center;
 - 12.1.8. Performs other duties defined by the work description and other individual tasks of the leadership;

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12.1.9. The functions of the educational program coordinator can be performed by the educational program manager, on the grounds of the Rector's decision made after the introduction of it by the Dean.

Article 13. School administrative manager

13.1. Under the supervision of school and University administration, the administrative manager performs the following tasks:

- 13.1.1. Participates in the process of planning of the school budget;
- 13.1.2. Participates in the assurance of relevance of the financial expenses in the school budget;
- 13.1.3. Participates in the procedures of purchase of the goods and services according to the University Internal Regulations;
- 13.1.4. Participates in the documentation proceedings and in the issues of perfection and management of the library and archive according to the University Internal Regulations;
- 13.1.5. Is liable for the registration of the major equipment and material valuables existed at school;
- 13.1.6. Is involved in the planning of different projects and their fulfillment and performing and procurement/processing of the relevant information by the command of the Dean;
- 13.1.7. Is involved in the process of organization of different individual administrative tasks and performs relevant tasks by the command of the University Administration;
- 13.1.8. Is liable for the accuracy and registration of the documentation related to the fulfillment of his/her functions;
- 13.1.9. Performs other individual tasks of the leadership and other functions defined by the job description.

13.2. The function of the administrative manager of school can be performed by the other employees of the school after the prior decision of the leadership.

Article 14. School quality assurance manager

14.1. The School may employ the quality assurance manager whose duties and obligations are defined according to the regulation rules of the educational process and who can participate in the academic programs evaluation process with the intensive cooperation with the quality assurance department.

14.2. The functions of the school quality assurance manager includes the monitoring of the effectiveness of the educational process and student academic performance. In addition, other activities relevant to the school tutorial quality and other duties defined by the working description under the coordination of the quality assurance department;

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14.3. The functions of the school quality assurance manager can be performed by the other employees of the school after the decision made by the leadership.

Article 15. School librarian

15.1. The school has a school librarian whose functions are to provide the students with the resources of the library.

15.2. The school librarian performs his/her duties by the supervision of the administration and according to the General University Regulation Acts, including to the rules of using the library.

15.3. The functions of the school librarian can be integrated by the other employees of the school.

Article 16. Coordination of the University Schools with quality assurance department

University Schools, including the managers and other personnel of the University School Quality Assurance Department, by the coordination of the University School Quality Assurance Department participate in assessment of the effectivity of the University educational process, including the monitoring of the student academic performance, which are conducted according to the General University Regulation acts.

Article 17. The school coordination with the Student support and career development centre

University Schools including the managers and other personnel of the University School Quality Assurance Department by the coordination of the University student support and career development centre, participate in the process of assistance of protection the students rights and their legal interests, which is implemented according to the General University Regulation acts including the rules/mechanisms of protection students' rights and legal interests.

Article 18. The University school coordination with the University administration

University schools perform their duties after the prior agreement with the administration according to the following major directions:

1. Planning and organization of the school main budget;
2. Planning and organization of the budget of the educational program;
3. Planning of the students contingent according to the educational programs;
4. Organization of the procedures of the goods and service purchase in the frames of school needs;
5. The utilization of the major equipment and material valuables existed at school;
6. Supervising the library and archive;
7. Other issues defined by the General University Regulation Acts.

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§ 2 School of Government

Article 1. Status of the School of Government and its field of activity

The governing school is the educational-scientific unit component of the University Structure which performs the preparation and management of the educational programs on different levels performing public administration, public policy, local self-government, business administration, the protection of the environment and other adjacent directions, in addition, scientific-research activities in the relevant field.

Article 2. Structure of the School of Government

2.1. The school structure combines the following units:

- a) School governing department;
- b) Local governance centre;
- c) Cultural heritage centre;
- d) Environmental protection and development centre;
- e) Other structural units if such exist.

2.2. School governing bodies are:

- a) School Academic Board;
- b) School Dean;
- c) Dean's assistant (if there is such).

2.1. Other structural units of the school are made by School Academic Board, with the agreement with the Dean, except the cases when their existence causes additional expenses.

2.2. The creation of the new structural units of the school which means assignment of the additional budget expenses, are performed only after the prior agreement with the University Administration and Rector's decision.

2.3. The activities of the school structural units are performed by the appropriate representatives of the school personnel formulated by the sub-clause "e" paragraph "b" of article 2.1 on the grounds of decision made by the Academic Board according to the rules made by the Board. The mentioned additional duties of the school personnel are performed without additional payment.

Article 3. Local Governance Centre

3.1. The School Local governance centre is a school structural unit, which has been created on the level of local self-government with the aim of conducting consultations and managing scientific and academic business.

3.2. The business of the centre is conducted by the relevant personnel of the school on the grounds of School Academic Board.

3.3. The aims of the Centre are:

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- 3.3.1. Cooperation with the organizations working on the local self-governing issues with the participation of the students and academic personnel by elaboration of the recommendations of the research and practical business processes related to the decentralization of the management;
- 3.3.2. In the frames of cooperation with the local self-governing departments, elaboration of the training courses for the relevant managers, their fulfillment and the provision with the involvement of the University Academic Personnel and students in the process, including internship and other forms.

Article 4. The Cultural Heritage Center

- 4.1. The cultural heritage centre is a structural unit of school the aim of which is assurance the involvement of the University Academic personnel and students in the following activities:
 - 4.1.1. The support of protection of the cultural heritage and popularization.
 - 4.1.2. Cooperation with the departments of central and local self-government, business-sectors and non-government organizations in the business of protection of the cultural heritage.
 - 4.1.3. Implementation of the informational, educational and cultural programs with the aim of increasing the quality of awareness and responsibility of the citizens.
 - 4.1.4. Demonstration of the current problems in the field of cultural heritage, conducting the research activities, suggestions and recommendations and invocation of the issues which provides the improvement of the quality of protection of the cultural heritage.

Article 5. The environment protection and development centre

- 5.1. The environment protection and development centre is a school structural unit the aim of which is to involve the University Personnel and students in the research of environment stability and the assistance of refining the public policy in the way of elaboration of the modern and innovative alternatives.
- 5.2. The aim of the centre is the assistance in the involvement of the University and the students in the direction of elaboration of the multidiscipline researches of the
- 5.3. environment, models of the policy suitable for problems and needs, establishment of the modern and effective organizational principles.
- 5.4. In the frames of aims and tasks, the centre performs its activities in the following directions:
 - 5.4.1. Consulting and analytics business – cooperation with the local and international organizations and performing developing programs;
 - 5.4.2. Organization of the Academic and Applied researches – in the way of innovations and based on the local needs, elaboration of the development plans and researches;

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- 5.4.3. Increase of the awareness – by the means of organization of training courses and other educational events for the public, private and civil sector representatives;
- 5.4.4. Organization of the platform of the dialogue policy – assistance in the public, private and civil cooperation and assurance of the dialogues/discussions of the parties based on the stable development of the interests of the country.

§ 3. Caucasus School of the Journalism and Media Management**Article 1. The status and the field of activities of the Caucasus School of Journalism and Media Management**

The school is an educational-scientific unit in the University structure which organizes the preparation and management of different level educational programs in the direction of the journalism and media management, new media technology engineering, audio-visual and media arts and social relations and relevant fields. In addition, it provides scientific-researching activities in the relevant field.

Article 2. Structure of the Caucasus School of Journalism and Media Management

- 2.1. The school structure includes the following units:
 - a) School governing departments;
 - b) Student Media;
 - c) Other structural units if there are such;
- 2.2. School governing departments are:
 - a) School Academic Board;
 - b) School Dean;
 - c) Dean's assistant (if there is such).
- 2.3. School Academic Board, with the approval of the Dean, establishes other structural units of the school except the cases when its formulation causes additional budget expenses.
- 2.4. The formation of these new structural units, which are connected to the additional budget expenses, are only conducted by the approval of the University Administration and the Rector's decision.
- 2.5. The activities of the School Structural Unit are supervised by the relevant school personnel representatives according to the sub-paragraph "b" paragraph 2.1 of this article, on the grounds of the school Academic Board decision, according to the defined rule by the board. The mentioned business of the school personnel are performed without additional payment.

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GIPA**GIPA****Article 3. School student media**

- 3.1. School student media is a school structural unit which works for the provision the students with practical education for the aims of which it uses students' web page, "Radio GIPA" and other media-communication means.
- 3.2. Student media is responsible for the organization of the contents of the students' web page, radio GIPA and other media means used in the educational process, their non-stop work and the accuracy of the information provided in the student media.

§ 4. School of Law and politics**Article 1. Status of the school of law and politics and its field of activity**

School represents an education-scientific unit included in the University structure which performs preparation and management of the different levels of the educational programs in the direction of law, politics, international affairs and other relevant fields, in addition, scientific-research activities in the relevant field.

Article 2. The structure of the school of Law and politics

- 2.1. School structure includes following units:
- a) School governing department;
 - b) Policy research center;
 - c) Other structural units if there are such.
- 2.2. School governing department is:
- a) School Academic Board;
 - b) School Dean;
 - c) Dean's assistant (if there is such).
- 2.3. School Academic Board, with the approval of the Dean, formulates other structural units, except the cases when their formulation means additional budget expenses.
- 2.4. Establishment of the those new structural units which mean additional budget expenses, are conducted only with the University Administration approval and the Rector's decision.
- 2.5. The activities of the School structural Unit are supervised by the relevant school personnel representatives according to the sub-paragraph "b-c" paragraph 2.1 of this article, on the grounds of the school Academic Board decision, according to the defined rule by the board. The mentioned activities of the school personnel are performed without additional payment.

GIPA**GIPA****Article 3. Policy research centre**

- 3.1. Policy research centre of the school is the school structural unit which is established with the aim of management of the scientific and academic activities about the internal and foreign politics of Georgia.
- 3.2. The activities of the centre are performed by the relevant personnel of the school on the grounds of decision made by the school Academic Board.
- 3.3. The aims of the centre are:
 - 3.3.1. Consulting and analytics activities, cooperation with the local and international organizations, implementation of the development programs and provision with the involvement of the students in it;
 - 3.3.2. Implementation of the academic and applied researches and provision with the involvement of the students in it;
 - 3.3.3. Encouragement of the students' and professors' united researches;
 - 3.3.4. Support of dialogues and discussions about other important foreign and internal politics issues.

§ 5. School of Social Sciences**Article 1. The status of the School of Social Sciences**

The school represents the educational-scientific unit which performs preparation and management of the different levels of the educational programs in the field of social sciences, in addition, scientific-research activities in the relevant field.

Article 2. The structure of the school of social sciences

- 2.1. School structure covers the following units:
 - a) School governing bodies;
 - b) Other structural units if there are such;
- 2.2. School governing bodies are:
 - a) School Academic Board;
 - b) School Dean;
 - c) Dean's assistant (if there is such).
- 2.3. The other school structural units are school Academic Board, with the Dean's approval, except the cases when their formulation means additional budget expenses.
- 2.4. Establishment of the those new structural units which mean additional budget expenses, are conducted only by the approval of the University Administration and the Rector's decision.
- 2.5. The activities of the School Structural Unit are supervised by the relevant school personnel representatives according to the sub-paragraph "b" paragraph 2.1 of this article,

on the grounds of the school Academic Board decision, according to the defined rule by the board. The mentioned activities of the school personnel are performed without additional payment.

Chapter V. Other structural units of the University

Article 1. Other Structural Units of the University

1.1. Other Structural Units of the University are:

- 1.1.1. Research department;
- 1.1.2. Quality assurance department;
- 1.1.3. Training and consulting center;
- 1.1.4. International Relations Department;
- 1.1.5. Department Rural Development and Vocational Education.

§ 1. Research Department

Article 1. The status and aims of the Research Department

The research department is University structural unit, which supports preparation of the highly qualified candidates in the sphere of social sciences, scientific-research activities which exist inside the University, provides the involvement of the University students, academic personnel and school representatives, in addition, other interested individuals in the scientific-research processes, their scientific-research and consulting business support and assistance in publication of their scientific-research works and articles.

Article 2. The functions and tasks of the research department

2.1. The functions and tasks of the research department are:

- 2.1.1. Performing effective research activities at the University and assurance of the involvement of the academic personnel and students in the scientific-research activities;
- 2.1.2. Assistance of the effective functioning of the social sciences doctor's programs according to the Law of Georgia "About higher education" and General University Regulation Acts;
- 2.1.3. Organization of the research scholarship competitions and selection of the funding projects in the University by the approval of the Rector and Administration;

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- 2.1.4. Assurance of the relevant consultations and other support of the University Academic personnel and students for the participation in the internal scholarship competition;
- 2.1.5. The monitoring of the fulfillment of the scholarship research projects and achievement of the goals and the control of the reasonability of the funding in the frames of the project;
- 2.1.6. In the frames of competence, performing consultations to the University Academic personnel and students and different types of support with the aim of obtaining the funding for research activities from different organizations;
- 2.1.7. The registration of the University scientific academic journal and organization of the publications;
- 2.1.8. The monitoring of the implemented tasks performed by the University Academic Personnel and preparation of the relevant reports;
- 2.1.9. Participation in the monitoring and evaluation of the effectivity of the scientific-research surveys made by the University academic personnel;
- 2.1.10. Organization of the publication of implementation of the united research projects with the foreign Universities and relevant publications (articles, conference material etc.) in the electronic journal and international reference journals as well;
- 2.1.11. In the frames of approved budget, the review of the issues about participation in the international scientific-research conferences and other events by the University academic personnel and students;
- 2.1.12. By the means of cooperation with University schools elaboration of different scientific-research projects, preparation/conduction of the scientific conferences and seminars, participation in the development in the international scientific cooperation;
- 2.1.13. Participation in the evaluation of the diploma works about educational programs of the University schools and in the formulation of their design;
- 2.1.14. Other aims and tasks of the Research department are defined according to the General University Regulation Acts and University strategies;
- 2.1.15. Discussion of participation of University academic personnel and in students` international scientific-research conferences and in other events within the approved budget;
- 2.1.16. Development of various scientific research projects, preparation and holding out of scientific conferences and seminars, participation in development of international scientific cooperation through cooperation with the University schools;
- 2.1.17. Participation in the evaluation of diploma works existed on University schools` educational programs and determining their designs;
- 2.1.18. Other goals and objectives of the Research Department are determined in accordance with the general University regulatory acts and University strategy.

Article 3. Structure of the Research Department

3.1. The Structure of the Research Department includes the following units:

- a) Management departments of the Department of Research;
- b) Doctorate;
- c) Policy Evaluation Center;
- d) Scientific electronic journal "Politics and Democratization";
- e) Other Structural Units of the Department in case of existence.

3.2. Management departments of Research Department are:

- a) Head of the Department;
- b) Scientific Board of Research Department.

3.3. Other structural units of the Research Department may be created by the Scientific Board of the Research Department, Based on the consent of the Head of the Research Department, except the cases, if their creation causes additional budget expenditures.

3.4. New Structural Units of the Research Department, the creation of which is linked to additional budget expenditures is carried out only with the consent of the University administration and the rector's decision.

Article 4. Head of Research Department

4.1. The Research Department is represented and is headed by Head of the Research Department, which is appointed and dismissed from the position by University Rector's Decision.

4.2. The Head of the Research Department leads the Department's activities in agreement with the University Rector, and in connection with administrative issues, among them gets the University Administration's consent to the issues of funding grant contests.

4.3. Carries out the duties defined by job description and general University regulatory acts and ensures effective functioning of the department.

Article 5. Scientific Board of Research Department

5.1. The Scientific Board of the Research Department is a representative body, headed by the Head of Research Department.

5.2. The scientific council consists of representatives of University academic staff, whose composition is determined by the principle of proportional representation of schools, Based on the submission of the Research Department and approved by the Rector's Order.

5.3. The Scientific Board meeting is authorized to make a decision by a majority of the composition of the list.

5.4. The main functions of the Scientific Board are:

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- 5.4.1. Review of grant proposals submitted within the grant-scientific competition announced by the Research Department and make relevant decisions;
- 5.4.2. University Scientific Journal production monitoring, evaluation of journal functioning and participation in management issues;
- 5.4.3. Participation in the evaluation of existed diplomas on the University schools' educational programs and in determining their designs;
- 5.4.4. Development of the regulations related to the efficient functioning of the Department and to conducting research process on high quality level, and submission them to the rector for approval, which are not defined by the common University regulatory acts and do not come against them;
- 5.4.5. Under this provisions, the implementation of the other authorities defined by common University regulatory acts and University strategies.

Article 6. Doctorate

- 6.1. Doctorate is a structural unit that provides leading of doctoral program of University social sciences concerning "About Higher Education" in accordance with the Law of Georgia and Common University Regulations. The Doctoral Program aim is preparing highly qualified scientific personnel in the field of social science.
- 6.2. The University Doctorate is headed by and Doctoral program progress will be managed by the Doctorate Director, who is appointed and dismissed by the Rector of the University.
- 6.3. The head of University Doctorate and of Doctoral program for social sciences:
 - 6.3.1. Conducts the study and scientific activities of the Doctoral program of social sciences;
 - 6.3.2. Provides relevant support for Doctorant (PhD) students in preparation of Doctoral Thesis, including the selection of scientific supervisor and creating the relevant conditions for conducting research work;
 - 6.3.3. Gives consultation the persons interested in teaching at doctoral level;
 - 6.3.4. Together with Scientific Board participates in the development of such regulations necessary for effective functioning of the Doctoral Program, which is not governed by common University regulatory acts and does not come against it;
 - 6.3.5. Provides the planning and conduct of the Doctorate Scientific and Dissertation Council sessions.
- 6.4. The Dissertation Board is the body to review doctoral works at the University, to grant relevant assessments and academic degree of Doctor;
- 6.5. The Dissertation Board may be staffed by representatives of the University academic personnel and other professors invited from other universities taking into consideration the specifics of the field. The composition of the Dissertation Board in agreement with

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the Scientific Board and with the delivering relevant recommendation by the Director of the Doctoral program by order is approved by the Rector of the University.

- 6.6. The Dissertation Board is authorized if all the members of the list, of the Board are attended. If any member can not attend the meeting, he / she may give the authority to the other member of the Scientific Board.
- 6.7. The Dissertation Board makes decisions in accordance with the Regulations of the Study Process.

Article 7. Doctorate Scientific Board

- 7.1. The Doctorate Scientific Board is a representative body headed by the Head of Doctorate.
- 7.2. The Doctorate Scientific Board consists of representatives of University academic personnel, as well as invited professors, whose composition is approved by the rector's order, based on the recommendation of the Doctorate Head.
- 7.3. The Doctorate Scientific Board session is authorized to make a decision by a majority of the composition of the list.
- 7.4. The main functions of the Doctorate Scientific Board are following:
 - 7.4.1. Working out various Doctoral programs and preparation the proposals regarding their implementation. Also participate in the Doctoral programs` working process;
 - 7.4.2. Determination of composition of the Dissertation Board and Sector Commissions for the purpose of reviewing Doctoral Works, of granting appropriate evaluations and qualifications;
 - 7.4.3. Presentation to the rector the composition of sectoral commission and acceptable for approval;
 - 7.4.4. Decision making regarding the title of the Doctoral wark and changing of the head;
 - 7.4.5. Review the need for changes in the curriculum of Doctoral Programs and prepare appropriate proposals;
 - 7.4.6. Determining the format and theme of doctoral seminars. Also, if necessary, formation of Leading sectoral commission;
 - 7.4.7. Developing such regulations for effective functioning of Doctoral Programs and submitting to the Rector for approval, which are not regulated by common University regulatory acts and does not come against them.

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Article 8. Policy Evaluation Center

- 8.1. Policy Evaluation Center is functioning in the composition of Department of Research and its purpose is to facilitate the strengthening of research component in the public policy direction.
- 8.2. The main function of the Policy Evaluation Center is:
 - 8.2.1 On their own initiative or by order of interested persons to prepare research / evaluation and relevant recommendations in public sphere, also provide training and consultancy activities based on specific needs;
 - 8.2.2 Assess social-economic reforms and current policy in different spheres of public administration in the country and abroad and for the purpose of their review organize discussions / academic meetings, also involve students, academic personnel in their discussions;
 - 8.2.3 Preparation of proposals for the Scientific Board for financing research in public sphere;
 - 8.2.4 Ensuring the existence of a competitive research environment at the University, developing the culture of writing the essence of public policy in accordance with international standards;
 - 8.2.5 Identification of needs and assessment needs to be worked out in cooperation with the public sector and involvement of academic staff and students as well in the mentioned process.
- 8.3. Policy Evaluation Center is represented and headed by the head of the Policy Center, which is appointed and dismissed by the University Rector's decision.
- 8.4. The Policy Evaluation Center takes part in the activity of department in agreement with the Rector of the University, and the issues related to administrative issues, including granting competition financing issues are agreed with the University administration.
- 8.5. The head of Policy Evaluation Center implements the job with the help of description and general University regulatory acts and the authority defined by the University strategy and provides the efficient work of the department.

Article 9. Scientific Electronic Journal "Politics and Democratization"

- 9.1. The aim of Scientific Electronic Journal "Politics and Democratization" is to support the strengthening of research component in the and dissemination and internationalization of the results obtained on the basis of scientific research.
- 9.2. Scientific Electronic Journal - "Politics and Democratization" (JPD) is a new, interdisciplinary, reviewed, English-language electronic journal, which was created within the frames of existing partnership between the Troi University (USA) and Georgian Institute of Public Affairs.
- 9.3. The main function of Scientific Electronic Journal - "Politics and Democratization" (JPD) is following:

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- 9.3.1. Promote publication of works created on the basis of scientific research on the subjects of security, democratization, international law, international relations theories, regional research.
- 9.3.2. To review the papers submitted for publishing in the Scientific Electronic Journal - "Politics and Democratization" (JPD) and to find relevant expert resources.
- 9.3.3. Promote editing papers submitted for publishing in the Scientific Electronic Journal.
- 9.3.4. Administer the Electronic page of The Scientific Electronic Journal and organize issues related to its functionality.
- 9.3.5. Promote the existence of a competitive research environment in the University, develop a culture of writing scientific publications relevant to international standards and in order to increase the University research potential scientific publications relevant to international standards and take care to include academic staff in the above mentioned process. If necessary, prepare appropriate proposals to submit to the scientific board of research department for financing research.
- 9.4. The Scientific Electronic Journal - "Politics and Democratization" (JPD) is represented and supervised by the head of The Scientific Electronic Journal that is appointed and dismissed by the University rector's decision;
- 9.5. The head of the Scientific Electronic Journal - "Politics and Democratization" (JPD) will conduct electronic journal activities in agreement with the rector of the University and the administrative issues are agreed with the University administration by him.
- 9.6. The head of the Scientific Electronic Journal - "Politics and Democratization" (JPD) implements the job with the help of description and general University regulatory acts and the authority defined by the University strategy and provides the efficient work of the Journal.

§ 2. The University Quality Assurance Department**Article 1. The status and goals of the University Quality Assurance Department**

- 1.1. The University Quality Assurance Department is a University structural unit that operates its activities in accordance with the Law of Georgia on "About Higher Education" and in accordance with the general University regulatory acts.
- 1.2. The purpose of The University Quality Assurance Department is to monitor the quality of educational programs and research within the University, to ensure assessment and preparation of recommendations for improvement of teaching quality.
- 1.3. The purpose of the University Quality Assurance Department is also discovering and promoting development of academic staff and invited lecturers professional development and of improvement needs of modern teaching methods` relevant pedagogical skills.

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- 1.4. Quality assessment is carried out by engagement of University students, academic personnel, invited lecturers, as well as administration and other employees.
- 1.5. With its activity The University Quality Assurance Department is accountable to the University Rector.

Article 2. The tasks and functions of The University Quality Assurance Department

- 2.1. The University Quality Assurance Department with the participation of Students, University school staff, including school quality managers, according to common University regulatory acts, implements quality assessment of Educational process progress and educational programs and works out recommendations on revealed defects.
- 2.2. The Tasks and functions of The University Quality Assurance Department are following:
 - 2.2.1. Relations with agencies In the system of the Ministry of Education, which includes providing the information defined by legislation and by common University regulatory acts, including the control of the delivery of the card-questionnaires, the rector's orders, and other documents.
 - 2.2.2. In accordance with Order No.127 / n of 22 July 2011 of the Minister of Education and Science of Georgia on Approval of the Rules of Registration of Educational Institutions Ensuring the Registry of Educational Institution, including on the relevant web-pages of LEPL National Center for Educational Quality Enhancement, on the basis of regulations set out in the rules of the University case;
 - 2.2.3. By common University regulatory acts, including in accordance with regulations governing the study process, implementation of the University's external and internal University assessment;
 - 2.2.4. Control and assessment of the compliance of educational programs with the requirements of the University authorization and accreditation standards of educational programs;
 - 2.2.5. Monitoring and evaluation of compliance of the University educational programs with the requirements of the labor market;
 - 2.2.6. Assessment of the quality of ongoing studies in the institute by coordinating with the University research department and participation in the development of recommendations for improvement;
 - 2.2.7. Permanent surveys on the educational process of students, academic personnel, administration and other parties engaged in educational process for the purpose of quality control;
 - 2.2.8. Monitoring and assessment of student academic performance by school staff, including program managers and school quality management managers;
 - 2.2.9. In order to establish transparent criteria of quality control and their methodology, cooperation with relevant services of foreign countries and their higher education

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institutions, Analyze International Experience and Promote Introduction in University Practice;

- 2.2.10. Promotion of getting quality of educational programs in compliance with international educational standards;
- 2.2.11. Participation in development of educational programs for high quality teaching;
- 2.2.12. Enrollment of students, academic personnel and invited lecturers in evaluation of performance efficiency of the administration;
- 2.2.13. Determining the need for improvement of pedagogical skills of academic personnel and invited lecturers and working out recommendations for conducting such trainings for lecturers such as:
 - 2.2.13.1. Improve student`s academic writing skills;
 - 2.2.13.2. Improve students' critical thinking;
 - 2.2.13.3. Organize student debates and engage them in discussions;
 - 2.2.13.4. Leadership Student Studies;
 - 2.2.13.5. Raise students' motivation;
 - 2.2.13.6. Effective communication and feedback;
 - 2.2.13.7. Issues dealing with "difficult students" and etc.
- 2.2.14. In accordance with the common University regulatory acts conducting other activities that promote the introduction of modern methods of evaluation and improvement of teaching quality.

Article 3. Department Leadership

- 3.1. The department is headed and operated by the head of the department, who is appointed and dismissed by the Rector of the University.
- 3.2. The Head of the department leads the work of the Service, operates within the framework of the common University Regulatory Acts, conduct his / her work in accordance with the job description and specific tasks of the management.

Article 4. Inclusion Coordinator

- 4.1. The quality assurance service includes the inclusion coordinator, whose activities are related to revealing of the needs of the individual curriculum development in the University and relevant response, as well as activities related to ensuring efficient access to education for persons with disabilities.
- 4.2. The functions of the coordinator of the inclusion are the following:
 - 4.2.1. Determining the individual needs of students, including persons with disabilities and special needs;
 - 4.2.2. Initiate the elaboration of individual curriculum in accordance with established needs, in close cooperation with the relevant program manager and coordinator;

- 4.2.3. Analysis of the main factors of adaptation of the learning environment, the possibility of the implementation and reveal the needs of the resources necessary for the development in developing individual curriculum for students with special educational needs;
- 4.2.4. Monitoring of the conditions for getting full education for students with disabilities and special needs and preparation of appropriate proposals;
- 4.2.5. For people with disabilities, control of the access to such component, which is necessary for receiving complete education, such as academic audit, library, bathrooms, dining room, parking area;
- 4.2.6. From the side of University security managers monitoring of appropriate support of persons with disabilities for movement and in other matters within the competence;
- 4.2.7. In order to ensure special educational needs and academic training, as well as to ensure their uninterrupted integration into the educational process, active communication with different structural units and elaboration of individual action plans;
- 4.2.8. Determining the appropriate forms and conditions of study curriculum, study and training, evaluation of the student's different requirements Involving relevant program managers and other related persons;
- 4.2.9. Active involvement in activities organized by the University;
- 4.2.10. Other activities defined by job description.

§ 3. Training and Consulting Center

Article 1. The tasks and aims of Training and Consulting Center

- 1.1. The Training and Consulting Center is a structural unit of the University aiming to plan and implement short term certification educational programs, Conduct / provide corporate training and consultation for various organizations;
- 1.2. The main directions of the Training and Consulting Center are following:
 - 1.2.1. Certification programs;
 - 1.2.2. Corporate Trainings;
 - 1.2.3. Consulting services;
 - 1.2.4. Organizing summer schools with various partner universities;
 - 1.2.5. Within the recommendations prepared by the Quality Management Conducting trainings for University academic personnel and invited lecturers, such as:
 - 1.2.5.1. Improve student academic writing skills;
 - 1.2.5.2. Improve students' critical thinking;
 - 1.2.5.3. Organize student debates and engage them in discussions;
 - 1.2.5.4. Leadership Student Studies;
 - 1.2.5.5. Raise students' motivation;

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- 1.2.5.6. Implementing effective communication and feedback;
- 1.2.5.7. Issues dealing with "difficult students" etc.
- 1.2.6. Implementing various projects as independently as well as with University schools and with other structural units.
- 1.3. Within the activities defined by paragraph 1 of this article cooperates with private and public sector representatives, as well as with non-governmental and international organizations.
- 1.4. Will work out and submit to the Rector the regulatory requirements for effective functioning of the training center, which is not defined by common University regulatory acts and does not come against it.

Article 2. Leadership and activity of the Training and Consulting Center

- 2.1. Training and Consulting Center has the head, who is appointed and dismissed by the Rector of the University.
- 2.2. Training and Consulting Center staff consists of coordinators of various programs, as well as of invited lecturers, who are appointed by the rector by the recommendation of the head of the center.
- 2.3. The head of The Training and Consulting Center:
 - 2.3.1. Together with invited lecturers and coordinators will develop the concept of training, which will be submitted to the Rector of the University for approval;
 - 2.3.2. Conducts administrative activities of the Department in agreement with the administration of the institution, including subjects of budget planning and its implementation.

§ 4. International Relations Department**Article 1. Status and Goals of the Department**

- 1.1. The International Relations Department is the University's structural unit which carries out its activities in accordance with the general University regulatory acts.
- 1.2. The aim of the department is to promote close cooperation with foreign universities, Integration of students and academic staff in the international educational space through partnership with foreign universities, Through student exchange programs, joint studies, conferences and other educational activities.
- 1.3. The Department is accountable to the Head of the University Rector and Administration.

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Article 2. The main tasks and functions of the Department

2.1. The main tasks and functions of the Department are:

- 2.1.1. Internationalization of University activities and strengthening international cooperation;
 - 2.1.2. Establishing partnership with various foreign universities;
 - 2.1.3. To sign memorandums and relevant contracts of cooperation in different directions with foreign universities on implementation of exchange programs, joint studies, summer schools and other activities;
 - 2.1.4. Planning / organizing visits abroad of students, rector and academic staff;
 - 2.1.5. Organizing selection of candidates for exchange programs together with University schools;
 - 2.1.6. Consulting students and academic personnel willing to participate in exchange programs;
 - 2.1.7. Attracting international academic / scientific personnel and working on their involvement in research and learning processes;
 - 2.1.8. Receiving information on educational and scientific programs in foreign universities and dissemination within the University;
 - 2.1.9. Close cooperation with diplomatic corps accredited in Georgia and international organizations, funds and information centers;
 - 2.1.10. Cooperation with different donor organizations with special framework programs for higher education in the region (Including, European Commission – Erasmus +, Tempus, Erasmus Mundus, Fulbrightt etc.);
 - 2.1.11. Organizing hospitality of delegations of partner universities and scientific institutions;
 - 2.1.12. Participation in organizing international conferences, seminars and other study and academic activities within the University;
- 2.2. The Department shall conduct its activities in accordance with the University Strategy and Common University Regulations.

Article 3. Leadership of the Department

- 1.1. The Department is headed and operated by the head of the Department, who is appointed and dismissed by the Rector.
- 1.2. The head of the Department shall conduct the activities of the Department, functioning within the framework of common University regulatory acts, shall carry out his / her work in accordance with the job descriptions and individual tasks.

§ 5 Department of Rural Development and Vocational Education

Article 1. Status and Goals of the Department

- 1.1. Department of Rural Development and Vocational Education is a University structural unit that operates its activities in accordance with the general University regulatory acts.
- 1.2. The main goals of Department of Rural Development and Vocational Education are:
 - 1.2.1. Promoting the development of agriculture and agriculture sector;
 - 1.2.2. Promote proper governance and policy development in the agriculture sector in cooperation with relevant public, private and donor organizations;
 - 1.2.3. Creation, Establishment and Popularization of professional education modular programs flexible to labor market demand and international standards;
- 1.3. The Department is accountable to the Head of the University Rector and Administration.

Article 2. The main tasks and functions of the Department

- 2.1. For the promotion of agricultural sector development, the Department shall ensure the following functions:
 - 2.1.1. Cooperates with local and international donor organizations for the purpose of finding, developing and implementing various grants projects in the agriculture sector;
 - 2.1.2. In order to introduce modern methods in the agricultural sector, increase consciousness and level of education, conducts trainings for persons employed in the agriculture sector In different directions and helps to develop various business projects in the agriculture sector.
- 2.2. For the implementation of vocational education programs the Department provides:
 - 2.2.1. Introduce and develop competitive professional education programs;
 - 2.2.2. Attraction of international experts and field specialists and involvement them in the learning process;
 - 2.2.3. Implementation of short and medium-term certified programs based on vocational education modules;
 - 2.2.4. Care for career advancement of professional education and employment.

Article 3. Leadership of the Department

- 3.1. The Department is headed and operated by the head of the Department, who is appointed and dismissed by the Rector.

3.2. The head of the Department shall conduct the activities of the Department, functioning within the framework of common University regulatory acts, shall carry out his / her work in accordance with the job descriptions and individual tasks of leaders.

Article 4. Department staff

- 4.1. The Department shall conduct its activities through coordinators, regional coordinators, administrative assistants, procurement specialists, financiers, career development specialists and other support staff within the various grant projects, whose work is paid within the grant projects, based on the document confirming hours of work, according to donor organizations' requirements.
- 4.2. For the implementation of the Vocational Education Program the Department also has a vocational education specialist, student coordinator and vocational education teachers under the labor agreement.

Chapter VI. University Administration

Article 1. Status and Goals of The University Administration

- 1.1. The University administration is a University structural unit that operates its activities in accordance with the general University regulatory acts and applicable legislation.
- 1.2. The purpose of the University administration is to provide administrative activities of the University, including budgeting and financial reporting, case management, and functioning efficient functioning of the library and archives. In addition together with other University structural units, participation in planning and organizing various activities, Coordination of the University relations with the public and other administrative activities defined by the general University regulatory acts.
- 1.3. The University administration is accountable to the Rector within its activities.

Article 2. Tasks and Authorization of Administration

- 2.1. The main functions and tasks The University Administration are following:
 - 2.1.1. Determination of financial policy of the University, introduction of financial system, periodically updating and ensuring its functioning according to new standards.
 - 2.1.2. Planning the University complete (consolidated) budget and control of its performance according to the standards defined by the internal regulations;

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- 2.1.3. According to the standards defined by the internal regulations, planning school budgets together with deans of University schools and control of its implementation;
- 2.1.4. In order to to evaluate effectiveness of financial management and control, information technologies and other administrative activities Submit proposals to the Rector on the creation of an internal audit group and participate in evaluation of management efficiency;
- 2.1.5. Management of the goods and services procurement process within the University and making relevant decisions;
- 2.1.6. Keeping accounting by the established standard of International Accounting Standards Commission (IASC);
- 2.1.7. Make Financial Reporting according to International Financial Reporting Standards (IFRS);
- 2.1.8. According to the rules of the procedure defined by the internal regulations, Ensure processing and movement of correspondence and other documents existed in the University;
- 2.1.9. Ensure proper functioning of library and archives using the information technologies in accordance with the rules defined by the internal regulations;
- 2.1.10. Implementing marketing and communication activities and communicating with the public;
- 2.1.11. Organizational provision along with the relevant structural units of the University of various activities, including discussions, conferences, public lectures and other activities within the University;
- 2.1.12. Engagement in student career support issues within the competence;
- 2.1.13. Ensuring the functioning of the student`s Radio – “Radio GIPA”
- 2.1.14. Participation in coordination of activities of University structural units;
- 2.1.15. Ensuring proper functioning of the University information technology system and its constant renewal;
- 2.1.16. Coordinate legal issues related to University activities and participate in ensuring the legal protection of its interests;
- 2.1.17. Under the rector's decision, control of the fulfillment of the tasks existed at the University administration competence.

Article 3. Head of administration

- 3.1 The administration is headed by the Head of administration.
- 3.2 The Head of the Administration is appointed and dismissed on the position by the Rector in accordance with the University Charter and the present Regulations.
- 3.3 The head of the administration is accountable to the Rector.
- 3.4 The head of the administration:

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- 3.4.1. Heads the University's financial activities, including carries out financial analysis, planning of budgeting, control of its performance, relationship with bank-financial organizations and determining financial policy;
- 3.4.2. Coordinates and agrees with the procurement processes at the University, carries out their supervision and constant monitoring, also determines the procurement forms (tender, price quotation or negotiation with one person);
- 3.4.3. Supervises and agrees with the use of University property and its disposal;
- 3.4.4. Supervises the legal protection of University interests, as well as participates in the development of the internal regulations of the University and preparation of University authorization and accreditation;
- 3.4.5. Supervises the direction of the University of Information Technology, which implies the functioning of network and server infrastructure, as well as the proper functioning of student database, supervision of the renewing of the IT system and etc.;
- 3.4.6. Participates and supervises public relations, planning and implementation of marketing and communication activities;
- 3.4.7. Distributes the duties of the departments and employees within the administration system and gives them relevant instructions and supervises their activities;
- 3.4.8. Performs other functions defined by general University regulatory acts and rector's individual tasks.

Article 4. Subdivisions / structural units included in the administration

- 4.1. In order to ensure the effective functioning of the University administration and the fulfillment of the rights and obligations under this provision, the administration shall include the following structural units:
 - 4.1.1. Public Relations Department;
 - 4.1.2. Student Support and Career Development Center;
 - 4.1.3. Financial Department;
 - 4.1.4. IT Department;
 - 4.1.5. Logistics Department;
 - 4.1.6. Radio GIPA;
 - 4.1.7. „Frontline Georgia“.
- 4.2. The structural entity is headed by the head of the structural unit who leads the work of the structural unit and during the execution of imposed tasks he (she) is responsible before the head of the University administration.

Article 5. Public Relations Department

- 5.1. The aim of the Public Relations Department is to inform the public and its various sectors in the University and University processes in accordance with the Common University regulatory acts.

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- 5.2. The main tasks and functions of the Public Relations Department are:
- 5.2.1. Dissemination through media outlets official messages and announcements about University activities, training programs, events within the University, innovations and planned activities;
 - 5.2.2. Social media coordination, which includes close relationships with users of global social networks, get them familiar with the main directions of the University and provide them with constant supply of news, Popularization of GIPA brand in social networks and the protection of University interests;
 - 5.2.3. Preparation of news articles press releases and videos about University training programs, current and planned activities, innovation and future projects;
 - 5.2.4. Organize photo and video recording of various activities organized by the University and dissemination with the relevant press releases via media outlets, social networks and web pages;
 - 5.2.5. Participation in the planning and implementation of the University Marketing Campaign. Coverage and popularization of activities implemented in marketing field in social networks and internet media outlets;
 - 5.2.6. Providing information about the University to news agencies, press, radio and other media outlets;
 - 5.2.7. Activities related to University branding. Also participate in organizing various events and planning and organizing relevant interviews, briefings, press conferences and public meetings; Determine target groups for communication; Advertising and marketing network management and construction;
 - 5.2.8. Monitoring of news, events and other information on the University website. Monitoring of placing videos, photo materials and relevant press releases about various events. Web page`s appropriate marketing decoration;
 - 5.2.9. Permanent delivery and updates of information about University on social networks (on Facebook, Twitter, forums, etc.). Continuous communication with different groups and individuals of social networks, Answer the questions, comment and protect the interests of the University;
 - 5.2.10. Monitoring of information about the University in social networks and Internet space (in forums and blogs) and Presentation of a monthly report on opinions, comments, questions and other comments about the GIPA. In case of need or existence of important information, provides immediate awareness of leadership. Implementing blog administration;
 - 5.2.11. Locate and administer news, events and other information on the University website. Provide relevant answers to the questions received through the website and closely cooperate with the University structural units for this purpose;
 - 5.2.12. Ensure holding of press conferences and briefings and preparation of relevant announcements about them;
 - 5.2.13. Photo and video recording of University activities;

- 5.2.14. Recording and archiving materials about the University's activities spreaded by the press and television;
- 5.2.15. Participation in planning and organizing interviews, briefings, press conferences and public meetings within the competence;
- 5.2.16. Performing separate tasks of the Rector and administration heads within the framework of the University statutes and the provisions of this regulation.

Article 6. Student Support and Career Development Center

- 6.1. The aim of the Student Support and Career Department Center protect students' rights and legitimate interests in the University and create a student-oriented environment, which is implemented by the Center in accordance with the common University regulatory acts.
- 6.2. Within the goals set out in the paragraph 6.1 of this article The Center carries out its activities in several main directions:
 - 6.2.1. Ensuring the protection of students' rights and legitimate interests;
 - 6.2.2. Student support in the direction of career development;
 - 6.2.3. Ensure the diversity of student life.
- 6.3. The center implements the activities, set out in the paragraph 6.2 of this article with the involvement of University school staff including coordinators and quality management managers, in accordance with the common University regulatory acts.
- 6.4. In the activities of the Center, students or student unions also work closely with the Center in connection of various issues, Participate in providing better protection of students 'rights, identifying their needs and planning and conducting a variety of students' lives.
- 6.5. For the protection of students' rights and legitimate interests, the Center:
 - 6.5.1. Performs the function of students ombudsman within the scope of competence and authority defined by "Rules for the Protection of Students' Rights and Legal Interests";
 - 6.5.2. Provides and coordinates organizational / introductory meetings for newly enrolled students on various educational programs;
 - 6.5.3. Provides and coordinates the supply of relevant information to students in connection with the use resources of libraries, laboratories, University electronic databases and other University resources.
- 6.6. The Center coordinates the following activities to ensure the support of students' career development:
 - 6.6.1. Providing information on participation in partner foreign universities, participation in semester or exchange programs and providing relevant consultations;
 - 6.6.2. Inform students about vacancies, internships and other career opportunities (the communication facility at the University of Career@gipa.ge and other means);

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- 6.6.3. Relevant consultations on vacancies and internships, such as: Go to interviews, prepare relevant documents, CV, autobiography, motivation letter, recommendation and other documents;
- 6.6.4. Signing memorandums with public and private organizations to support internships and employment of students and graduates;
- 6.6.5. Support students' in accessing internships with credit and internal University internship / employment;
- 6.6.6. Involvement of students in the civil service bureau internship system, also supporting the internships in different organizations for them;
- 6.6.7. Keeping employer base in the University, through which the University conducts bilateral communication with potential employers;
- 6.6.8. Participation in labor market research aimed at determining labor market demands and according to the need, improving vocational skills required by the employer to improve the academic process based on the results and prepare appropriate staff;
- 6.6.9. Participation in organizing special trainings for graduates (Alumni Upgrading Courses) for Graduates, which offers to graduates new opportunities for career development.
- 6.7. In order to provide variety student life the Center plans and implements the following activities:
 - 6.7.1. Student sports events: skiing, soccer, basketball and other tournaments;
 - 6.7.2. External student activities of the University (sports, cognitive, TV and other activities);
 - 6.7.3. Student educational events ("What? Where? When?", GIPA Club travelers, expedition / lecture and other);
 - 6.7.4. Various charitable and social events initiated by students, Also, the projects implemented by students initiative ("Aikubi", "Lib Art", student programs of radio GIPA);
 - 6.7.5. International events reflecting student success (submission to documentary international festivals, participation in international mock court proceedings, etc.);
 - 6.7.6. Student qualification developmental projects (Portfolio Review, GIPA Docu);
 - 6.7.7. To ensure maximum involvement of students The Center participates in international and local student conferences.

Article 7. Financial Department

- 7.1. University Financial Department is responsible for the financial and accounting activities of the University, budgeting, timely drawing of relevant accounting and financial accounts and on relationship with the relevant departments, including the tax authority and other relevant activities.

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- 7.2. The tasks and functions of the Financial Department are as follows:
- 7.2.1. By established standards of the International Accounting Standards Commission (IASC) accounting and proper accounting activities, also the registration of the accounting documents, storage and ensuring archiving of them according to the University internal rules and the rules established by the law;
 - 7.2.2. Financial Reporting of the organization's consolidated budget, also of the structural units and grants projects budgets;
 - 7.2.3. Accounting expenses of grants received from international and local donor organizations and provide appropriate reporting for donor organizations;
 - 7.2.4. Production of financial statements (profit-loss, balance sheet, cash flow and provision of relevant declarations and taxes in tax authorities;
 - 7.2.5. Validation of Value Added Tax including Subscription, Comparison, Confirmation and Delivery of Monthly Declarations; As well as subscription of the commodity bill;
 - 7.2.6. Within the framework of the organization's structural units and current grants needs, provision of budget classification of purchases to be implemented and bank transfers;
 - 7.2.7. Relevant accounting of the purchased (adopted) basic means, low-cost long-term assets and commodity-material values;
 - 7.2.8. Accounting organization`s revenue, including tuition fees paid by students, income from leases / rentals, other revenues of accrued interest and also Debit Debts.

Article 8. Information Technology Department

- 8.1. IT Department is responsible for the proper functioning of the Information Technology Network, the electronic system "LMB" of educational process, computer systems, laboratories, other hardware and software in the organization.
- 8.2. The Tasks and Functions of IT Department are:
- 8.2.1. Ensure proper functioning of student database "LMB", accounting program, and important databases necessary for the functioning of the organization, and software packages, also create reserve copies of information protected in these databases and ensure their safety;
 - 8.2.2. Develop, implement and control information security policies of University software systems (e-services);
 - 8.2.3. Ensuring continuous and smooth linking of network communication between buildings located at different addresses of the organization;
 - 8.2.4. Ensure proper functioning of the Internet network across the University and continuous monitoring, including with wireless devices;

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- 8.2.5. Ensure proper functioning of Computer hardware existed in the auditoriums and in the work rooms and daily appropriate monitoring for this purpose;
- 8.2.6. Due to the needs of the educational process and employees, Software provision of University Information Technologies and monitoring for their proper operation;
- 8.2.7. Installation and provision of integrated computer programs;
- 8.2.8. Daily monitoring, configuration, support and security of operating systems work;
- 8.2.9. Prepare relevant recommendations on improving the usefulness of information technology in the organization and introduction of new approaches;
- 8.2.10. Ensure high sustainability of the University Data Center (Server Center), Information Storage and Software Systems (e-Services) and their further support;
- 8.2.11. Constant control of the functioning and operation of software systems (e-services);
- 8.2.12. Software provision of University staff` s computers, including - Install and update operating systems, recording and updating the office, antivirus and other required programs;
- 8.2.13. Technical assistance, diagnostics, repair and renovation of University computers and other equipment;
- 8.2.14. Participation in the elaboration of business continuity plan / mechanisms within competence;
- 8.2.15. Performing separate tasks of rector and University administration heads within the framework of common University regulatory acts.

Article 9. Logistics Department

- 9.1. Logistics Department activities include the management and security protection of the economic and administrative issues in the University;
- 9.2. The functions of the Logistics Department are following :
 - 9.2.1. Conduct business activities at the University;
 - 9.2.2. Registration and maintenance of basic facilities;
 - 9.2.3. Inventory and control of material values;
 - 9.2.4. Ensure of warehouse management and supply;
 - 9.2.5. Protection of sanitary norms and cleanliness at the University;
 - 9.2.6. Preserving the order and safety of the University;
 - 9.2.7. Carry out relevant measures in emergency situations;
 - 9.2.8. Cooperation with various state institutions in order to maintain order and security.

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10.1. „Radio GIPA” is the structural unit of the administration, which is student`s radio and its purpose is through a bilingual media platform and with students` engagement provide radio broadcasting on topical social, political and cultural issues.

10.2. The Functions and tasks of „Radio GIPA” are:

- 10.2.1. Prepare radio programs and get acquainted with their customers through radio broadcasting;
- 10.2.2. Study public opinion;
- 10.2.3. Purchase of relevant audio products for the purpose of radio broadcasting, through obtaining relevant intellectual property rights;
- 10.2.4. Conducting marketing and sociological studies based on the interests of the University and using the broadcast platform;
- 10.2.5. Performing separate tasks of the rector and administration heads within the general University regulatory acts.

Article 11. „Frontline Georgia”

11.1. “Frontline Georgia” is structural unit included in the University administration, which is a neutral media club and platform for discussions of students, journalists, public officials and other interested people.

11.2. The Functions and tasks of „Frontline Georgia ” are:

- 11.2.1. Organize meetings due to University requests and needs;
- 11.2.2. Organize public discussions in order to increase journalism quality and exchange of opinions in the country;
- 11.2.3. Invite different public figures to discussions and meetings;
- 11.2.4. Performing separate tasks of the Rector and Administration Heads within the University's General Regulatory Acts.

Article 12. Other Administrative Personnel

12.1. The following are belonging to other Administrative Personnel:

- 12.1.1. Proceeding Manager;
- 12.1.2. Lawyer;
- 12.1.3. Human Resources Manager;
- 12.1.4. Procurement Manager.

12.2. Proceeding Manager is accountable to the head of the administration and is responsible for ensuring the document turnover process in the University and coordination with the University schools in the management of the library and the archives in accordance with the relevant regulations.

12.3. The Proceeding Manager performs the following functions:

- 12.3.1. Registration, processing and distribution to relevant recipients of official correspondence, which are daily received in the University;

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- 12.3.2. Registry production, storage / archiving of Rector`s orders;
- 12.3.3. Ensure timely sending of correspondence (which have to be sent from University) to the recipient;
- 12.3.4. Graduate Database Production, through which the University conducts monitoring of employment profile and statistics of the graduates;
- 12.3.5. Participation in the management of the library and archive in accordance with the rules of the proceedings, which includes providing a library fund, registration of books, issuing and other activities provided by the rules of use of the library, through the library management electronic program;
- 12.3.6. Performing separate tasks of the head of the rector and the administration in accordance with the general University regulatory acts.
- 12.4. The lawyer is accountable to the head of the administration and provides:
 - 12.4.1. Drawing up Contracts to be signed on behalf of the University and Internal University legal acts and implementation of legal expertise;
 - 12.4.2. Legal protection of University interests in the relations with third parties, including administrative bodies and common courts;
 - 12.4.3. Participates in the process of receiving authorization and accreditation by the University;
 - 12.4.4. Perform responsibilities defined by job description and perform separate tasks given by Leadership.
- 12.5. Human Resources Manager is accountable to the head of the administration and is responsible for:
 - 12.5.1. Participation in competitions announced for the vacant positions provided by the University staff schedule, as well as organizing certificates (preparation of relevant documentation and preparation of protocols of the commission session);
 - 12.5.2. Elaborate / update job descriptions for each state of the University (In coordination with the representatives of the structural subdivisions of the Agency, conducting the analysis of each position, analyzing the received information, put the job description into the uniform format);
 - 12.5.3. Prepare, sign, and bookkeeping together with a lawyer for labor agreements projects of Staff content documentation - Orders regarding the appointment, dismissal, transfer, encouragement and using of disciplinary liability measures, on vacations and business trips;
 - 12.5.4. Perform Rights and Duties defined by job description and perform separate tasks given by Leadership.
- 12.6. Procurement Manager is accountable to the head of the administration and provides:
 - 12.6.1. Coordinate procurement process within the organization's structural units and grants programs;
 - 12.6.2. Performing certain tasks given by the leadership and Rights and Duties.

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