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**საქართველოს ტექნიკური
უნივერსიტეტი**

**ბიზნესტექნოლოგიების
ფაკულტეტი**

**Georgian Technical University
Faculty of Business Technologies**

FACULTY REGULATIONS

Approved by the joint resolution of the Academic Council and the Representative Council (Senate)
dated June 30, 2021 #01-05-17/05

2021

CHAPTER I

General Provisions

Article 1. Scope of the Regulation

Based on the Law of Georgia "On Higher Education" and the Charter of the Georgian Technical University, these Regulations determine the goals and objectives of the **Faculty of Business Technologies** (hereinafter the "Faculty") of the Georgian Technical University (hereinafter the "University"), the main directions of the educational and scientific-research activities of the faculty, the procedure for appointing and electing management bodies and personnel, their rights and duties, the principles of faculty management, as well as other issues related to the functioning of the faculty.

Article 2. Status of the Faculty

1. The faculty is the leading educational unit of the university, which, under the conditions of academic freedom and institutional autonomy, develops and implements educational programs of all three levels of academic higher education (bachelor's, master's, PhD) programs in the direction of interdisciplinary areas.
2. The faculty has a seal with the name of the faculty, as well as appropriate letterheads and a stamp.
3. The full name of the faculty is in English - Faculty of Business Technologies; in Russian - Факультет Бизнестехнологии.

Article 3. Authority of the Faculty

1. The faculty is guided in its activities by the Constitution of Georgia, international treaties and agreements of Georgia, the law of Georgia, "On Higher Education," other normative acts of Georgia, the university charter, and these regulations.
2. The faculty is independent in making decisions and implementing actions in accordance with the competence defined by the applicable legislation, the university charter, and these regulations.

CHAPTER II

Goals, Tasks, and Main Directions of Activity of the Faculty

Article 4. Goals and Objectives of the Faculty

1. The main goal of the faculty is to train/retrain specialists who are competitive in the international labor market with the competence to match modern requirements;
2. The main tasks of the faculty are:
 - a) training/retraining of persons with academic higher education - bachelor and persons with professional education - specialists focused on practical activities;
 - b) training of persons with higher academic education - masters and doctors - oriented on scientific research activity.
3. The faculty is obliged, depending on the level of development of Georgia, to create optimal conditions for learning and independent research, to ensure the possibility of future-oriented education in accordance with modern standards in relevant fields of science, and to constantly take care of the improvement of learning

conditions.

4. The faculty constantly takes care of the implementation of scientific research, for which the appropriate financial resources should be taken into account in the approved budget of the corresponding year.

Article 5. Main Directions of the Faculty's Activity

The main directions of the faculty's activity are:

- a) implementation of bachelor's, master's, and doctoral academic programs in relevant fields of science;
- b) implementation of professional education programs;
- c) conducting scientific research works;
- d) expert and consulting activities.

CHAPTER III

Structure of the Faculty

Article 6. Structure of the Faculty

1. The faculty includes management bodies of the faculty, educational (academic department, college, etc.), scientific research (scientific research institute, laboratory, program direction, etc.), and supporting structural units.
2. The faculty also has a deliberative assembly and manager service.
3. With a simple majority decision of the members of the faculty council, it is possible to create a board of trustees on the faculty.
4. The composition of the board of trustees is approved by the academic council of the university upon the submission of the faculty council.
5. The structure and regulations of the faculty, as well as the regulations of the structural units of the faculty, are approved by the representative council (Senate) of the university, upon the proposal of the faculty council.
6. Commissions (permanent and interim) and collegiums are established within the faculty.
7. Student self-government operates at the faculty.

Article 7. Faculty Governing Bodies (management entities)

1. Governing bodies (management entities) of the faculty are the faculty council, dean, and quality assurance service of the faculty.
2. The election of the faculty's elective management entities - the dean and the head of the quality assurance service of the faculty - is carried out in accordance with the rules established by the regulations "On the holding of elections of the governing bodies (management entities) of the Georgian Technical University and the Faculty" (hereinafter - the university regulations on conducting elections).

Article 8. Faculty Council

1. The representative body of the faculty is the faculty council, which includes all members of the faculty's academic staff and representatives of the students' self-government.
2. The number of representatives of the student self-government in the faculty council should be 1/3 of the full composition of the council, number is rounded in favor of students.
3. The faculty council is authorized if more than half of the majority of the listed members of the council

attend.

4. The decision at the faculty council is made by the majority of the votes of the attendees, and in the cases specified by the Law of Georgia "On Higher Education", by the majority of the listed members of the council.

5. The faculty council recognizes the authority of its members immediately after the first meeting.

6. The credentials of the representatives elected by the student self-government to the faculty council are recognized at the nearest session of the faculty council.

7. The rules of activity of the faculty council, convening of meetings and decision-making are determined by the regulations of the faculty council, which is approved by the faculty council.

Article 9. Authority of the Faculty Council

Faculty Council:

a) develops and submits to the head of the administration the budget project of the faculty;

b) elects the dean of the faculty based on free and equal elections, by secret ballot, with the majority of the listed members;

c) on the proposal of the dean, develops and submits for approval to the academic council of the university the strategic plan for the development of the faculty, training and scientific research programs;

d) on the proposal of the dean, develops the faculty's structure and regulations and submits it to the university's representative council (Senate) for approval;

e) develops the regulations on the dissertation council and submits it to the academic council of the university for approval;

f) elects the head of the quality assurance service of the faculty;

g) creates a permanent faculty ethics commission and approves the decisions made by the commission;

h) carries out disciplinary proceedings against the student of the faculty;

i) creates permanent and interim commissions of the faculty, including sectoral commissions of experts;

j) is authorized to consider the issue of early termination of the dean's authority at the request of at least 1/3 of the members of the council of the main educational unit, on the basis of the violation of Georgian legislation by the dean, improper performance of the duties assigned to the dean and/or performance of activities unsuitable for the dean. The decision on early termination of the dean's term of office shall be made by secret vote by the majority of the members. The dean does not participate in the voting provided for in this clause.

k) in case of early termination of the dean's authority, appoint an acting dean by open voting, by the majority of the votes of those present;

l) elects the members of the academic council and the representative council (Senate) of the university from among the academic staff within the quota determined for the faculty. The relevant elections are conducted according to the rules established by the university regulations for holding elections;

m) makes decisions on the delegation of its own functions to the faculty deliberative assembly, except for the powers directly defined by Article 28 of the Law of Georgia "On Higher Education";

n) in case of nomination for the position of the head of the academic department by the faculty council, hears the action plans presented by the persons to be appointed to the position of the head of the academic department of the organizational unit of the faculty and recommends the candidate selected by the majority of the votes of the attendees to the academic council of the university;

o) exercises other powers defined by the legislation of Georgia, the university charter, these regulations, the

legal acts of the university and the regulations of the faculty council.

Article 10. Dean of the Faculty

1. The dean of the faculty is elected to the position by the faculty council.
2. The dean is elected for a term of four years. The same person may be elected to the position of dean only twice in a row.
3. The procedure for the registration of candidates for the position of dean of the faculty and the conduct of elections shall be determined by the university regulations on conducting elections.
4. A university faculty professor or associate professor can be elected as a dean.
5. Faculty dean:
 - a) ensures the effective course of educational and scientific activities at the faculty;
 - b) submits the faculty's development plan, training and scientific research programs to the faculty council for consideration;
 - c) develops and submits to the faculty council for approval of the structure and regulations of the faculty;
 - d) within the scope of competence, is responsible for the implementation of the decisions of the academic council, the representative council (Senate), the faculty council, and the deliberative assembly;
 - e) issues individual legal acts within his/her competence;
 - f) presides at meetings of the faculty council;
 - g) in accordance with the Law of Georgia "On Higher Education" and the university charter, is responsible for the targeted use of the faculty's budget;
 - h) within the scope of the authority granted to him/her, represents the faculty in relations with third parties;
 - i) signs agreements and memoranda on behalf of the faculty within the scope of the authority granted to him/her;
 - j) exercises other powers granted by the Law of Georgia "On Higher Education", the university's charter, and legal acts of the university.
6. The dean of the faculty has a deputy dean in the education field and an assistant dean in charge of science and international relations, who are appointed and dismissed by the rector of the university upon recommendation of the dean for the term of the dean's authority.
7. The rights and duties of the deputy dean and assistant dean are determined by the order of the dean, unless something else is established by the current legislation or the university charter.
8. The main competence of the deputy dean in the educational field is to ensure the effective management of the educational process, monitor the activity of the faculty's educational units, and fulfill the dean's instructions.
9. The assistant dean in the field of scientific and international relations ensures the development of scientific research of the faculty and the organization of the implementation of research projects.
10. In the absence of the dean, the activities of the faculty are managed by the deputy dean, within the scope of the authority granted to him/her by the dean.

Article 11. Quality Assurance Service of the Faculty

1. In order to systematically assess the quality of educational and scientific research work at the faculty, as well as raise the qualifications of academic staff, a quality assurance service is established, which operates in accordance with the Law of Georgia "On Higher Education", the legislation of Georgia, the university charter and these regulations.

2. The quality assurance service of the faculty is authorized to cooperate with foreign countries and relevant services of the higher educational institution to establish transparent quality control criteria and their assurance methodology.
3. The head of the quality assurance service of the faculty is elected by the faculty council for a term of four years. The faculty council determines the requirements for the head of the quality assurance service of the faculty.
4. In case of temporary inability of the head of quality assurance service of the faculty to exercise his/her powers, his/her duties are performed by his/her deputy (if any) or an authorized person designated by him/her.
5. The main task of the faculty's quality assurance service is to support the provision of a high level of education quality through the use of modern methods of learning, teaching and assessment (modules, credit system, etc.) and to prepare self-assessment for the accreditation process.
6. Quality assurance service of the faculty:
 - a) systematically evaluates the course of the educational and scientific-research process at the faculty, the degree of qualification improvement of academic staff and teachers.
 - b) establishes a close relationship and cooperates with the relevant services of higher education institutions of foreign countries, in order to perfect the transparent criteria of quality control and the methodology of their realization.
 - c) in cooperation with the relevant services of the university, establishes transparent criteria for the evaluation of educational and scientific work at the faculty;
 - d) monitors and evaluates educational and scientific processes based on the mentioned criteria;
 - e) provides self-assessment of the faculty, for the authorization and accreditation process;
 - f) regularly (once a semester) reports the results of his/her work to the faculty council and deliberative assembly;
 - g) examines curricula of educational programs, modules and education courses and gives recommendations for their improvement;
 - h) exercises other powers granted by the university charter and legal acts of the university.
7. In case of early termination of the authority of the head of the quality assurance service, the faculty council appoints an acting person and schedules elections within 10 days after termination of authority.

Article 12. Faculty Deliberative Assembly

1. The faculty deliberative assembly includes: dean (chairperson), his/her deputy, manager, heads of organizational units of the faculty, head of the quality assurance service of the faculty, representatives elected by the quota of the faculty in the governing bodies of the university.
2. Faculty deliberative assembly:
 - a) in accordance with paragraph "m" of Article 9 of the regulations, performs any other function delegated by the faculty council (in particular: issues of financial assistance, distribution of bonuses, financing of publication of textbooks, transfer of students of the faculty to the individual educational program; reviews monitoring data and learning process progress; monitors the progress of budget implementation);
 - b) in accordance with paragraph "m" of Article 9 of these regulations, performs any other function delegated by the faculty council: social assistance, scientific missions, awards, bonuses and others.
 - c) supports the governing entities of the faculty, performs the functions of their advisor in the main directions of the faculty's activity, as well as in solving operational tasks;

d) makes decisions within its authority, as well as prepares issues and develops relevant recommendations for submission to the faculty council (for discussion).

Article 13. Faculty Manager

1. The manager's position is the position of an assistant, the authorities of which are determined by the individual administrative-legal act of the rector and these regulations.

2. The faculty manager is appointed and dismissed by the rector.

3. Manager:

a) conducts marketing and prognostic analytical research of the labor market, on the basis of which it establishes the list of requirements for educational programs, taking into account the modern requirements of society;

b) supervises the financial and material-technical support of the teaching-scientific activities of the faculty;

c) in order to fulfill the strategic plan for the development of the faculty, establishes the annual plan for attracting financial and material resources and is responsible for the purposefulness and effectiveness of its implementation;

d) together with the dean and the deliberative assembly, establishes the budget project of the faculty and submits it to the faculty council for determination;

e) is responsible for the implementation of the faculty's budget;

f) coordinates the process of students' production practice, internship and their further employment;

g) exercises other powers defined by these regulations and legal acts of the university.

4. The manager is accountable to the rector and the faculty council.

Article 14. Board of Trustees

1. By the decision of a simple majority of the members of the faculty council, a Board of Trustees may be established at the faculty.

2. The composition of the board of trustees is approved by the academic council of the university upon the submission of the faculty council.

3. The mission of the board of trustees is:

a) to contribute to the development of the faculty on the basis of knowledge of educational and scientific directions, the essence of educational and intellectual processes and the specificity of problem situations, decision-making in the light of the latest information, cooperation, solicitation of charitable contributions, and promotion of its reinforcement with the latest achievements of science and technology;

b) to cooperate in improving the academic quality and implementation of the faculty's educational and scientific programs.

CHAPTER IV

Dissertation Council of the Faculty

Article 15. Goal of the Dissertation Council

The dissertation council is the body awarding the doctoral degree, which may be established at the faculty by decision of the academic council.

Article 16. Structure and Composition of the Dissertation Council

1. The composition of the dissertation council includes all professors and associate professors of the corresponding field /specialty of the faculty.
2. The procedure for electing the Chairman of the Dissertation Council and the activity of the dissertation council are determined by the regulations on the dissertation council, which is approved by the academic council upon the submission of the faculty council.
3. The faculty dissertation council may include representatives of relevant fields/specialists from Georgia and abroad in accordance with the criteria and rules determined by the academic council.

CHAPTER V

Educational and Scientific-Research Units of the Faculty

Article 17. Educational and Scientific-Research Units of the Faculty

1. In order to conduct the educational process and scientific research in a coordinated manner, educational and scientific-research units are created at the faculty.
2. The educational units of the faculty are:
 - a) Academic Department of Business Administration;
 - b) Academic Department of Accounting, Analysis and Audit;
 - c) Academic Department of Tourism and Marketing;
 - d) Academic Department of Public Administration and e-Business;
 - e) Academic Department of Financial and Banking Technologies.
3. Scientific-research units of the faculty are:
 - a) Zurab Chkhaidze Training and Research Laboratory of Financial and Banking Technologies;
 - b) Research Laboratory of Local Self-Governance;
 - c) Institute for Research of Public Administration Problems;
 - d) Institute of Business and Law.

(Resolution No. 01-06-02/57 of the University Representative Council (Senate) of December 13, 2021)

Article 18. Academic Department and its Status

1. The academic department (hereinafter - the department) represents the main educational structural unit of the faculty, which provides educational, methodical and scientific-research activities within the framework of the educational program(s) and/or its components.
2. The academic council of the university makes a decision on the creation or dissolution of the department.
3. With proper justification, for the best purposes of the multidisciplinary educational program, it is possible to create an interfaculty department within more than one faculty.
4. As a rule, at least five academic officials are included in the department, with the mandatory participation of at least one professor.
5. The composition of the department consists of academic, visiting, teaching and/or support staff.
6. The department is guided in its activities by the university charter, these regulations and relevant legal acts.

Article 19. Department's Field of Activity, Main Tasks and Functions

1. Department:

- a) ensures the conduct of the educational process (lectures, seminars, laboratories, practical classes, etc.) in the education courses (academic higher and/or professional) of the educational program(s) belonging to the department in accordance with the syllabi and schedule;
- b) in accordance with competence, participates in the creation of new educational program(s)/education courses, modification of existing program(s) and introduction of new educational programs; facilitates cooperation of program director(s) and other management personnel with students, employers, graduates, professional associations and other interested parties, as well as program sustainability and internationalization;
- c) provides methodical provision of educational components (preparation, review, recommendation of manuals and other teaching-methodical material(s));
- d) forms and administers the academic workload of the department;
- e) initiates with the dean of the faculty the invitation of persons with relevant qualifications to be included in the educational process;
- f) before the beginning of the academic semester, summarizes the information about the employees of the department regarding the readiness to smoothly implement the educational, methodical and scientific-research works to be performed within the semester, and at the end of the semester, reviews the report on the completed works;
- g) at the end of the academic year, the quality assurance service of the faculty submits the reports reflecting the scientific and other activities of the program heads/ authors of syllabi and the department staff;
- h) ensures effective use of existing teaching methods, the introduction of new teaching methods and technologies, improvement of the educational process, and raising the quality of teaching;
- i) ensures students' involvement in scientific-research work;
- j) provides bachelor's, master's, and doctoral students with appropriate educational and/or scientific topics and supervisors;
- k) promotes professional development of personnel, for this purpose develops plans and monitors their implementation; also shares local and international experience of teachers, best practices;
- l) establishes business relations in accordance with the profile, cooperates with educational and scientific structural units of partner higher educational institutions and other relevant organizations;
- m) effectively coordinates the implementation of scientific researches, conducts scientific-methodological seminars, within the scope of its competence, gives specialist conclusions on behalf of the university under private orders, both on scientific-research works and projects;
- n) organizes the review of master's qualification and doctoral theses;
- o) registers students score-cards and transfers them to the dean's office;
- p) coordinates the activities of self-financing educational/scientific/expert centers within the scope of competence and ensures the presentation of report(s) to the academic council;
- q) within the scope of competence, exercises other powers necessary for the proper functioning of the department, compatible with the legal acts in force at the university.

2. The department carries out its activities in accordance with the university's strategic development and action plans, as well as the faculty's strategic development (seven-year) plan and the department's action

(three-year and one-year) plans.

3. The department must have:

- a) plans reflecting educational, scientific-research, methodical work, professional development of personnel and other development-oriented directions;
- b) educational-methodical documentation;
- c) minutes and protocols of the meetings;
- d) other documentation determined by the legal acts of the university and faculty.

4. After the expiration of the active storage period, the documentation will be transferred to the archive of the university/faculty according to the current procedure.

5. The staff number and ranking of the department are determined in accordance with the structure and staff list approved by the representative council (Senate) of the university.

6. The university rector appoints and dismisses employees of the department.

7. The rights and duties of the staff of the department are determined by these regulations, job descriptions, internal legal acts of the university and the current legislation of Georgia.

Article 20. Management of the Academic Department

1. The department is headed by the head of the department, who is a professor or associate professor of the same department.

2. The head of the department is appointed for a term of 4 years.

3. The head of the department, as well as the acting head, cannot be a person holding an administrative position of the university or the head of another structural unit.

4. The head of the department, as well as the acting head, is appointed and dismissed by the rector based on the dean's nomination and the vice-rector's approval.

5. The head of the department is accountable to the rector in the manner of direct subordination, and in direct subordination to the dean and council of the faculty.

6. The head of the department convenes and conducts the meetings of the department. The meeting is authorized if at least 3/4 of the members of the department attend it. The decision is made by the majority of the listed members. Discussion of such issues, the content of which concerns the interests of other departments, takes place at the joint meeting of the departments. In individual cases, depending on the specifics of the issue, the representative/representatives of another department, faculty/university structural unit and/or other institution may be invited to the meeting with the right of deliberative vote. This is indicated in the protocol.

7. The head of the department submits proposals regarding hiring (except for the positions to be held by competition), dismissal, encouragement, as well as disciplinary measures for the employees in the department according to the established procedure.

8. The head of the department is personally responsible for the activities of the department. He/she submits an annual report to the council(s) of the faculty(s).

9. The position of the head of the department is a position that is compatible with another position. His/her salary as the head of the department is determined by the staff schedule.

10. The grounds for dismissing the head of the department are:

- a) personal statement;

- b) expiration of the four-year term;
- c) dismissal from an academic position;
- d) negative assessment of the annual report;
- e) other cases specified by law.

11. The appointment of the head of the department or acting head is carried out within one month from the creation of the vacancy.

Article 21. Scientific-Research Unit (scientific-research institute, laboratory, program direction, center, and others)

1. Scientific-research unit (scientific-research institute, laboratory, program direction, center, etc.) is a structural unit included in the faculty.
2. Scientific-research unit conducts its activities according to the relevant regulations.
3. The head of the scientific-research unit is appointed and dismissed by the rector of the university, on the recommendation of the dean of the faculty.
4. Scientific-research laboratory of the faculty (hereinafter the laboratory) includes the material and technical bases of the faculty, where educational laboratory, scientific, innovative, project, test and constructive, expert, diagnostic and consulting activities are carried out in one or more adjacent scientific directions.
5. The laboratory contributes to the development of the faculty's material and technical base involved in scientific and research activities, its effective use, raising the professional level of staff, involving students in scientific and research activities, the operation of technoparks, as well as the activities of scientific centers.
6. The functions of the head of the laboratory are:
 - a) to facilitate the maintenance and further improvement-renovation of the material and technical base (tools, etc.) available at the faculty, intended for the university's educational and scientific-research activities;
 - b) to coordinate with the relevant academic department and facilitate the smooth implementation of scientific research activities of students and staff on the material and technical bases of the faculty;
 - c) to coordinate the fulfillment of functions and duties provided to the laboratory staff and to give a qualified evaluation of their activities;
 - d) to ensure that the laboratory works stipulated by the training schedule are carried out at the appropriate level;
 - e) to promote the professional development of laboratory staff.
7. The laboratory staff includes support staff defined by the staff list.
8. The functions of the laboratory staff are:
 - a) to conduct laboratory work provided by the training schedule;
 - b) to prepare and organize the readiness of workplaces in educational laboratories for conducting the educational and scientific process;
 - c) timely apply to the head of the laboratory for the repair of laboratory equipment, as well as the purchase of new tools, chemical reagents and other materials;
 - d) to observe production sanitary norms, safety equipment rules, fire prevention measures and, if necessary, be able to apply them practically;
 - e) to possess the skills of working with laboratory equipment and to systematically take care of raising qualifications;

f) to implement other measures necessary to ensure the educational and scientific process in the laboratory.

9. The purpose of the scientific-research institute:

a) in accordance with the strategic plan of the university, promotion of applied research for students and scientists, formation of analytical and expert competencies, raising the prestige of scientific career, establishment of connection with foreign universities, scientific centers and development of existing connections;

b) implementation of knowledge, quality and result-oriented applied research, integration of scientific-research and educational process, promotion of students' planning of their own future;

c) identification of problems and provision of relevant research space;

d) participation in the implementation of research results.

10. Director of the Institute:

a) is responsible for performing the functions and tasks of the institute;

b) determines research directions and invites researchers to conduct applied research;

c) distributes duties among employees of the institute and gives them instructions and tasks;

d) supervises the regular performance of their official duties by the students and staff involved in the activities of the institute, controls their compliance with the internal regulations of the university;

e) signs the documents prepared in the institute;

f) submits a report on the activities performed by the institute twice a calendar year, as well as at any time on the instructions of the rector of the university and the dean of the faculty;

g) submits proposals to the management of the university and faculty in order to arrange and resolve individual issues;

h) in agreement with the faculty, submits proposals to the rector of the university regarding the institute's internal structure, states, work organization, encouraging the institute's employees or imposing disciplinary responsibility;

i) applies for the allocation of funds, equipment and inventory necessary to fulfill the functions and tasks facing the institute;

j) periodically hears to the report of the staff of the institute about the work they have done;

k) directs the development of short and long-term work plans of the institute and their implementation;

l) in order to achieve the goals of the institute, exercises other powers defined by these regulations, legal acts of the university and legislation.

11. The staff number and ranking of the scientific-research unit is determined in accordance with the structure and staff list approved by the representative council (Senate) of the university.

12. The rector of the university appoints and dismisses the employees of the scientific-research unit.

13. The rights and duties of the personnel of the scientific-research unit are determined by these regulations, job descriptions, internal legal acts of the university and the current legislation of Georgia.

CHAPTER VI

Supporting Structural Units of the Faculty

Article 22. Supporting Structural Units of the Faculty

1. Within the scope of their competence, the supporting structural units of the faculty implement the decisions made by the university administration and governing bodies, the faculty council, the deliberative assembly and the dean, develop proposals for the development of the relevant field and submit them to the dean of the faculty for consideration.
2. The supporting structural unit of the faculty is the Learning Process Management Service.
3. Faculty positions include Student Services Administrator, Information Technology and Computer Network Administrator, and Librarian.
4. Learning Process Management Service ensures the complete and prompt management of the learning process at the faculty.
5. The functions of the service are:
 - a) implementation of the necessary procedures in accordance with the university's regulatory legal acts regarding the educational process;
 - b) preparation of administrative (financial) and academic (educational) contracts of faculty students;
 - c) conducting personal files of faculty students;
 - d) providing appropriate counseling for students regarding the educational process;
 - e) preparing drafts of relevant legal acts regarding the status of students and the educational process;
 - f) implementation of measures provided for by legislation regarding the creation, issuance and storage of archive documents of the faculty;
 - g) implementation of other activities necessary for the smooth running of the educational process.
6. The head of the service within his/her competence:
 - a) sets service tasks, organizes and manages activities, supervises task performance and controls priorities and deadlines;
 - b) based on the functions and competencies of the service, is responsible for the preparation and/or coordination of the drafts of relevant legal acts;
 - c) performs functions of the unit, and is responsible for the functions, procedures, reports, conclusions, and various acts performed by the service;
 - d) prepares and presents initiatives within the competence of the service;
 - e) is responsible for the assessment, encouragement, development, motivation, and initiation of disciplinary measures for the employees under his/her authority;
 - f) performs other functions related to the service activity under the dean's instructions.
7. The functions of the Student Services Administrator are:
 - a) definition of the rights and obligations defined by the current legislation and the university's regulatory legal acts regarding the educational process for students and, if necessary, the implementation of appropriate measures;
 - b) implementation of appropriate measures to promote the involvement of students in local and international educational and scientific projects;
 - c) development of programs tailored to the needs of students for their personal and professional development and implementation of relevant activities (training, master class, public lecture, workshop, etc.);
 - d) relations with partner organizations and companies for the purpose of inclusion and employment of students in the student internship program;

- e) informing students about educational and other activities taking place in the university;
 - f) implementation of other functions defined by the legal acts of the university and faculty.
8. The information technology and computer network administrator:
- a) keeps records of the computer equipment available at the faculty and ensures its serviceability;
 - b) ensures connection of the faculty computers to the Internet network of the university;
 - c) closely cooperates with the research divisions of the faculty and ensures the use of computer equipment and the Internet network for their employees;
9. The librarian's function is to provide appropriate services to students and staff of the faculty with library resources available at the faculty.
10. The structure and powers of the supporting structural unit are determined by the relevant regulations, which is approved by the representative council of the university (Senate) upon submission of the faculty council.
11. The head of the supporting structural unit is appointed and dismissed by the rector of the university.
12. The supporting structural unit is guided in its activities by the university charter, these regulations, its own regulations and legal acts of the university.

Article 23. Faculty Commissions and Collegiums

1. The following are established at the faculty in accordance with the legal acts of the university:
- a) Ethics commission of the faculty;
 - b) Editorial and publishing sectoral commission of academic experts;
 - c) Commission on the awarding of qualifications to graduates of bachelor's and professional education programs (qualification commission);
 - d) Master's examination commissions;
 - e) PhD dissertation collegiums.
2. The faculty council establishes the faculty ethics commission. The rules of work of the faculty ethics commission are determined by the university code of ethics and norms of disciplinary responsibility.
3. The sectoral commission of educational and scientific literature is created by the faculty council. The rules of activity of the branch commission of educational and scientific literature are determined by the regulations of the editorial and publishing board of educational and scientific literature of the university.
4. Qualification awarding (qualification) commission for graduates of Bachelor's degree and professional educational program is created by the order of the Faculty, Master's examination commissions on the proposal of the dean of the faculty - by the order of the rector, doctoral dissertation councils - on the basis of the decision of the dissertation council by the order of the Rector. The procedure of their activity is determined by the relevant legal acts of the university.

CHAPTER VII

Faculty Staff

Article 24. Staff

1. The faculty has academic, administrative, and support positions.

2. The rights and duties of faculty staff are determined by these regulations, job descriptions, internal legal acts of the university and the current legislation of Georgia.

Article 25. Academic Staff

1. The faculty's academic staff consists of professors and assistants, who are elected to the position in accordance with the law.

2. Professors' staff includes professors, associate professors, and assistant professors who participate in and/or lead the educational process and scientific research.

3. Under the guidance of a professor, associate professor or assistant professor, an assistant carries out seminar and research work within the current educational process at the faculty.

4. The rights and obligations of the academic staff are established by the legislation of Georgia and the university charter.

Article 26. Holding an Academic Position

1. An academic position may be held only through open competition, which must comply with transparency, equality, and fair competition principles.

2. The conditions for being elected to an academic position are determined by the legislation of Georgia and the charter of the university.

3. The representative council (Senate) approves the rules for hiring academic staff, the conditions for the amount of remuneration, as well as the maximum workload of academic staff upon submission to the academic council.

Article 27. Administrative Positions and Other Personnel

1. Administrative positions of the faculty include: the dean, the deputy dean, and the head of the quality assurance service of the faculty.

2. A person who has reached the age of 65 may be elected or appointed to the administrative positions of the faculty by decision of the academic council of the university.

3. The teaching staff includes a teacher and a senior teacher. The teacher is entitled to conduct seminar, and practical and laboratory work without holding an academic position.

4. It is possible to invite a specialist with relevant qualifications to participate in the educational and/or scientific-research process and/or lead this process (without holding an academic or teaching position provided for by the Law of Georgia "On Higher Education").

5. Support staff includes other staff necessary for the activity of the faculty provided for in Chapter 6 of these regulations and the staff list of the university.

6. The grounds for early dismissal of an administrative official and support staff of the faculty are established by the legislation of Georgia and the charter of the university.

CHAPTER VIII

Student

Article 28. Faculty Student

1. A student of the faculty is a person enrolled in the faculty in accordance with the legislation of Georgia, the university charter and other legal acts of the university, who studies at the bachelor's, master's and PhD educational programs.
2. Prerequisites for student admission to educational programs are determined by educational programs.
3. The status of a student is terminated upon completion of the relevant educational program, as well as in the case provided for by the university's charter and code of ethics and norms of disciplinary responsibility.

Article 29. Student's Rights and Obligations

1. The student's rights and obligations are determined by the legislation of Georgia, the university's charter, internal regulations, the code of ethics, other legal acts of the university and the contract between the university and the student.
2. Personal information expressed by the student in the presence of the academic staff, as well as information about his/her own views, beliefs and political views, which became known to the latter during the course of the educational process, as well as information about disciplinary measures against the student, are confidential, unless there is a student's permission or the administration's legitimate interest in protecting the safety and legal rights of others. Information about a student's academic performance and disciplinary measures against him/her should be kept separate. When storing information about the student, the administration of the faculty is obliged to follow the rules established by the General Administrative Code of Georgia.

Article 30. Student Self-Government

1. A student self-government is formed on the basis of universal, equal, direct elections by secret ballot at the faculty, which is incorporated into the student self-government of the university in accordance with the Law of Georgia "On Higher Education".
2. The student self-government of the university is the highest representative body of university students, which is a set of student self-governments elected by faculties in accordance with the Law of Georgia "On Higher Education".
3. The student self-government conducts its activities according to the above-mentioned law, the university charter and its regulations.
4. The administration of the faculty has no right to interfere in the activities of the student self-government.

Article 31. Faculty Income

1. The income of the faculty budget consists of the income raised by the faculty from professional, bachelor's, master's, and PhD programs, as well as any other income raised by the faculty and not prohibited by the legislation of Georgia, the charter of GTU and other regulatory documents.
2. The faculty has the right to decide the issues related to the disposal of the funds raised by the faculty and the possession and use of the property in its possession in accordance with the law of Georgia, the charter of the university and these regulations.

Article 32. Faculty Budget

1. The budget project for the next year of the faculty is drawn up by the manager in agreement with the dean and presented to the faculty council for consideration.
2. The draft budget of the faculty determined by the faculty council is submitted to the head of the university administration (chancellor) in order to be reflected in the unified budget draft of the university.
3. The head of the university administration (chancellor) includes the budget of the faculty in the unified budget and submits it to the representative council (Senate) for approval with the approval of the academic council, if the allocation of the budget of the faculty does not contradict the legislation of Georgia and the legal acts regulating the activities of the university.
4. The budget of the faculty, as part of the unified budget of the university, is approved by the representative council (Senate). The representative council (Senate) has no right to make changes to the faculty budget without agreement with the faculty.

CHAPTER X

Transitional and Final Provisions

Article 33. Reorganization and Liquidation of the Faculty

Reorganization and liquidation of the faculty are carried out in accordance with the charter of the university and in compliance with the legislation.

Article 34. The procedure for Making Changes and Additions to the Faculty's Charter

Amendments and additions to the faculty's charter are made in the same way as the procedure for developing and approving the faculty's charter.

Article 35. Implementation of the Regulation

The regulations enter into force in accordance with the decision made by the Representative Council (Senate) on its approval.