

# Regulation of the Academic Council of the Georgian Technical University

## Chapter I.

### General Provisions

1. The Academic Council (hereinafter - the "Academic Council") of the Georgian Technical University (hereinafter - the "University") is the highest representative body of the Georgian Technical University, which determines the main directions of the development of the University, promotes the integration of higher education in the European space, cooperation between higher educational institutions, creation of curricula and programs, mobility and integrated education, scientific research programs and implements other powers defined by the Law of Georgia "On Higher Education";
2. Manages the activities carried out by the higher educational institution in order to obtain a license and pass the accreditation;
3. A professor, except an assistant professor, will be elected as a member of the Academic Council;
4. The term of election of a member of the Academic Council coincides with the duration of the main educational level;
5. The composition of the Academic Council is subject to renewal by one-third after half of the established duration of the basic educational level;
6. The Academic Council manages in accordance with the following principles:
  - Publicity and accessibility of the adopted decisions for all interested persons;
  - Academic freedom of academic staff and students;
  - equal treatment regardless of a person's ethnicity, gender, social origin, political or religious views, etc.;
  - fairness and transparency of elections, publicity of the competition;
7. The Academic Council carries out its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the University Charter and other normative acts;
8. The Regulation of the Academic Council of the University determine the rules and procedures for exercising the authority of the Academic Council and are binding for all members;
9. All issues related to the activities of the Academic Council, which are not regulated by the Regulation, are decided by the Academic Council by resolution;
10. The Academic Council has a seal and letterhead with the inscription: "Academic Council of the Georgian Technical University";
11. The seat of the Academic Council is: Administrative building of the Georgian Technical University, Kostava St., Tbilisi. No. 77.

## **Chapter II.**

### **Composition of the Academic Council**

12. The Academic Council includes: the chairman of the Academic Council - the rector of GTU and the members of the Academic Council;
13. Each faculty has two representatives in the Academic Council;
14. A member of the Academic Council cannot hold an administrative position in GTU at the same time, except for the Rector, or be a member of the GTU Representative Council;
15. The authority of the member of the Academic Council is terminated in the cases established by the Law of Georgia "On Higher Education" and the University Charter.

## **Chapter III.**

### **Organizational Provision of Academic Council Activities**

16. The Academic Council's secretariat provides organizational support for the activities of the Academic Council. The secretariat consists of the secretary of the Academic Council and his/her assistant;
17. The secretariat of the Academic Council provides organizational, legal, document and information services for the members of the Academic Council;
18. The secretary of the Academic Council (the head of the secretariat of the Academic Council) is elected by the Academic Council by the majority of its members, on the recommendation of the chairman of the Academic Council.

## **Chapter IV.**

### **Functions of the Academic Council**

19. The activities of the Academic Council of the Georgian Technical University are carried out in accordance with the Law of Georgia "On Higher Education", the Charter of the Georgian Technical University, applicable legislation and its own Regulation:
  - a) develops and approves the strategic plan for the development of the higher educational institution;
  - b) approves educational and scientific-research programs upon submission of the faculties;
  - c) promotes the integration of higher education in the European space, cooperation between higher educational institutions, creation of curricula, mobility and integrated teaching, scientific research programs;
  - d) on the basis of free and equal elections, by secret ballot, the majority of the members elects the chairman of the Academic Council - the rector;

- e) submits the candidacy of the head of the administration selected on the basis of the competition by the majority of the list composition of the representative council;
- f) submits a reasoned proposal for early termination of the authority of the head of the administration by the majority of the list composition of the representative council;
- g) submits a new candidate for the head of the administration to the representative council within one month after the termination of the authority of the head of the administration;
- h) participates in the review of the Charter, regulations of structural units, budget and the annual report of the head of administration in the representative council;
- i) at the beginning of the academic year, approves the coefficients for the unified national exams, as well as the number of students to be admitted to the faculties, upon submission of the faculty councils;
- j) establishes the procedure for recognition of academic degrees awarded by other higher education institutions, as well as higher and professional education credits;
- k) approves the regulations of dissertation councils upon the submission of faculty councils;
- l) submits the candidacy of the head of the quality assurance service of the higher educational institution for approval to the representative council;
- m) establishes the uniform rules for hiring academic staff, the amount and terms of remuneration and submits it to the representative council for approval;
- n) determines additional conditions for election to academic positions and submits them to the representative council for approval;
- o) determines the maximum amount of the professor's pedagogical workload and submits it to the representative council for approval;
- p) submits an annual report to the representative council;
- q) based on the submission of the rector and the faculty, makes a decision on awarding the title of honorary doctorate;
- r) elects the head of the library (libraries) of GTU;
- s) on the submission of the quality assurance service, approves the method of evaluation of educational and scientific-research work;
- t) reviews the draft budget of GTU and presents it to the representative council;
- u) listens to the report of the head of the administration of GTU;

28. The commission, the member (members) of the council or the relevant service, which was assigned to study and prepare the issue, must prepare a conclusion in writing, which will be sent to the members of the council before the discussion;

29. The commission, a member of the council or the relevant service is responsible for the issue brought up for discussion at the meeting of the Academic Council.

## **Chapter VII.**

### **Agenda**

30. The secretary of the Academic Council, in agreement with the chairman of the Academic Council, establishes the list of issues to be discussed at the next meeting of the council - the draft agenda;
31. A member of the Academic Council has the right to take the initiative to add an issue to be discussed to the agenda, if he/she submits information about the issue to be discussed in writing to the secretariat of the Academic Council and members of the Academic Council 2 days before the meeting;
32. The agenda is approved immediately after the start of the relevant meeting of the Academic Council, by the majority of the votes of the members present, upon the presentation of the chairman of the Academic Council.

## **Chapter VIII.**

### **Academic Council Work Procedure**

33. The meetings of the Academic Council are usually chaired by the rector of the university (acting rector elected by the Academic Council);
34. In the absence of the rector or his/her deputy, the meeting of the council is chaired by one of its members, who is elected by the council, by open voting, by the majority of the votes of those present;
35. The Academic Council usually meets twice a month, on Wednesdays of the second and fourth weeks of each month, at 4 p.m.;
36. The meeting of the Academic Council can be convened at the request of the chairman of the Academic Council or 1/3 of the members;
37. The meeting of the Academic Council is valid if more than half of the full membership is present;
38. Except for the cases defined by the law, the decision by the Academic Council is made by the majority of the votes of the members present;
39. In addition to the members of the Academic Council, persons related to the issue of the agenda of the meeting may be invited to participate in the discussion of individual issues at the meeting of the Academic Council;
- 39<sup>1</sup>. According to the agenda of the meeting, the attendance of the persons invited to the meeting of the Academic Council takes place only during the consideration of their issue;
40. Attendance at the meeting of those persons who are not invited is done by the decision of the Academic Council, by the majority of the votes of those present, according to the rule of open voting;
41. The meeting, including breaks, can last no more than 4 hours. The meeting can be extended with the consent of the majority of the members present.

## **Chapter IX.**

### **Voting Rules**

42. Voting at the meeting of the Academic Council is open, except for the cases stipulated by the law;
43. 1/3 of the total number of members of the Academic Council has the right to request a secret vote. The vote shall be secret if it is supported by a majority of the members present;
44. Prior to the holding of the secret ballot, the majority of the present members elects a vote counting commission consisting of three members from among the members of the council, in accordance with the rule of open voting. The form of the ballots (the ballots must not differ from each other) and the voting procedure are also determined;
45. During the voting procedure, it is forbidden for a member of the Academic Council to leave the meeting hall;
46. After voting, the ballots are kept in a special envelope, which is attached to the minutes of the relevant meeting and is kept together with the minutes in the secretariat of the Academic Council.

## **Chapter X.**

### **Drawing up the Minutes**

47. The minutes of each meeting of the Academic Council shall be drawn up by the secretary of the Academic Council based on the recording made during the meeting. The proceedings of the meeting are recorded by technical means, and the record is stored in the archive of the council in electronic form;
48. The minutes are made in writing and includes:
- the name and number of the highest representative body ("Minutes of the meeting of the Academic Council of the Georgian Technical University No..");
  - the date of the meeting, the time of its commencement;
  - the list of members and invited persons;
  - the agenda;
  - the texts of the speakers and the decisions made;
  - written explanations on the subject under discussion, which are given to the secretary as an appendix to the minutes;
  - the minutes are signed by the chairman of the Academic Council (chairman of the meeting) and the secretary of the Academic Council (secretary of the meeting).

## **Chapter XI.**

### **The Procedure for Making Changes and Additions to the Regulation**

49. Changes and additions to the Regulation of the Academic Council are implemented by the relevant resolution of the Academic Council.

## **Chapter XII.**

### **Entry into Force of the Regulation of the Academic Council**

50. The regulation of the Academic Council of the Georgian Technical University enters into force upon the adoption of the relevant resolution by the Academic Council.

In the Regulation of the Academic Council of Georgian Technical University, which was adopted on 19.12.08, (Resolution No. 61), amendments and additions were made on February 22, 2011, (Resolution No. 405).