



Statute of International Design School

Approved by the Academic Council and Representative Council (Senate) of GTU Joint
Resolution № 01-05-17/05 June 30, 2021

CHAPTER I.

General provisions

Article 1. Scope of regulation

This Statute, based on the Charter of the Georgian Technical University, determines the goals and tasks of the International Design School (hereinafter "IDS") of the Georgian Technical University (hereinafter "GTU"), the main directions of the IDS educational and scientific-research activities, rules of appointment and election of the management bodies and personnel, their rights and duties, principles of the IDS management, as well as other issues related to the functioning of the IDS.

Article 2. Status of the IDS

1. International Design School is the basic educational unit of Georgian Technical University. On the bases of academic freedom and institutional autonomy, IDS develops and implements the programs of higher academic education at all three levels (BA, MA, Ph.D.) as well as the vocational English-language and Georgian educational programs in the field of Design and all relevant areas, including Architecture, Town planning, Interior, Fashion, Product, Industrial, Graphic, Visual communication and other directions of Design; The IDS develops scientific research activities, experimental and other kinds of practical works as well, including commercial activities.
2. The legal status of the IDS is determined by the legislation of Georgia, the Charter of GTU and the Statute.
3. The IDS has the seal with the name of the International Design School, logo, the relevant blank forms, and the stamp as well.
4. The full name of the IDS in English is – International Design School; in Georgian - დობაიბის საერთაშორისო სკოლა, in Russian – Международная Школа Дизайна.
5. The address of the IDS is Merab Kostava str. 77, VIII building of GTU, 0160, Tbilisi, Georgia.
6. The official website of IDS <https://gtu.ge/ids-en/>

Article 3. Authority of the IDS

1. The IDS is guided by the Constitution of Georgia, international treaties and agreements of Georgia, the Law of Georgia “on Higher Education”, other normative acts of Georgia, the Charter of the GTU and the present Statute.
2. The IDS is independent in making decisions and implementing actions within the competence defined by the current legislation of Georgia, the Charter of the GTU and the present Statute.

CHAPTER II.

The IDS's mission, goals, tasks, and main directions of activity

Article 4. The mission of the IDS

The mission of the IDS is to create an academic environment that will enable the individual to become an independent personality, a full-fledged member of the free and democratic world; To facilitate public and academic self-development and self-realization of each member of the IDS and opportunities to receive the education relevant to the modern standards.

Article 5. Goals and tasks of the IDS

1. The main goal of the IDS is to prepare competitive, creatively thinking, highly qualified professionals, who will be able to meet the requirements of the local and international employment market and who will be able to cope with the challenges of sustainable development of the modern world.
2. The main tasks of the IDS are:
 - a) To prepare highly qualified specialists with relevant skills and competence in order to comply with modern requirements of labor market requirements;
 - b) To prepare bachelor - with higher academic education oriented on practical activities;
 - c) To Prepare Masters and Doctors with higher academic education oriented on scientific research activities.
 - d) To create the optimal conditions for learning and independent research;
 - e) To ensure the possibility of receiving future-oriented education in relevant fields of science in accordance with modern standards;
 - f) Constant care to improve learning conditions.
3. The IDS facilitates the development of international cooperation and internationalization, including the attraction/mobility of foreign students and staff. It also facilitates the participation in student exchange programs within the frames of existing agreements between GTU and universities of different countries.
4. The IDS closely cooperates with employers and professional associations and, considering their recommendations, implements the process of designing and/or developing new programs according to the rules of planning, elaboration, evaluation and development of educational programs of the GTU.

Article 6. The main directions of the IDS activity

The main directions of the IDS activities are:

- a) Implementation of employer-oriented professional, bachelor's, masters and doctoral academic programs in relevant fields of science;
- b) Conducting research work, integration of science and the concept of design thinking (educational-scientific and practical design activity widely tested in leading countries of the world) in the educational process;
- c) Cultural, sports and creative activities promoting students' multilateral development;
- d) Consulting activities.
- e) Seminar-training activities (for students, academics and other staff) in order to adhere to the

principle of continuous education, as well as to increase knowledge and qualifications.

CHAPTER III.

The IDS structure and Management Bodies

Article 7. IDS structure

1. The IDS includes:
 - a) The IDS's management bodies (managing entities);
 - b) Study units
 - c) Scientific-research units (scientific-research institute, centers, laboratory, program direction and etc.);
 - d) support structural units.
2. The IDS has the IDS Advisory Board and the position of the Manager.
3. The Dissertation Board of the IDS is established by the decision of the Academic Council.
4. By a simple majority decision of the members of the IDS Council, the IDS may establish a board of trustees, the composition of which is approved by the academic council of GTU upon submission by the IDS Council.
5. IDS is entitled to create commissions (permanent and temporary) and collegial boards.
6. Student self-governance operates at the IDS.
7. The IDS's structure and Statute, as well as provisions of the structural units of the IDS, are approved by the Representative Council (Senate) upon submission by the IDS Council.

Article 8. The IDS Management bodies (Governing Entities)

1. IDS management bodies (governing entities): IDS Council, Dean, IDS Quality Assurance Service.
2. The authority of IDS Council is determined by GTU Charter and the Regulations of the IDS Council.
3. The election of the IDS's elective governing entities - the Dean and the Head of the IDS's quality assurance service is carried out in accordance with the rules established by the "Regulations on conducting elections of the management bodies (governing entities) of the Georgian Technical University" (hereinafter "University Regulations on Conducting Elections").

Article 9. The IDS Council

1. The IDS Council is the IDS's representative body, which consists of all the members of the IDS academic staff and student self-governance.
2. The number of student self-governance representatives in the IDS Council must be 1/3 of the full Council members (Rounding is done in favor of students).
3. The IDS Council meeting is valid if more than half of the Council members are present.
4. The decision of the IDS Council meeting is made by the majority votes of the attendees, and when deciding to call the elections, introduce new IDS regulations, structure, budget and other important issues for the IDS - by the majority of the listed members of the Council.

5. The IDS Council meets no later than 5 days after the election of representatives to the IDS Council by the student self-government.
6. The IDS Council recognizes the authority of its members immediately after the first meeting.
7. The rules of activity of the IDS Council, convening of meetings and rules of decision-making are determined by the regulations of the IDS Council, which are approved by the IDS Council.
8. The IDS Council:
 - a) Defines and submits to the Head of Administration (Chancellor) the draft budget of the IDS;
 - b) On the basis of free and equal elections, by secret ballot, by the majority of the members of the Council, elects the Dean of the IDS;
 - c) Elaborates and approves the Strategic Plan of the IDS's Development, Educational and Scientific-Research Programs by the Dean's nomination and submits to Academic Council of GTU;
 - d) Elaborates the IDS structure, Statute and submits to GTU Representative Council (Senate) by the Dean's nomination;
 - e) Elaborates Provision of the Dissertation Board and submits it to Academic Council of GTU for approval;
 - f) Elects the Head of the IDS Quality Assurance Service;
 - g) Creates the Ethics Commission of IDS and approves the decisions made by the Commission;
 - h) Conducts disciplinary proceedings of IDS students;
 - i) Creates the IDS permanent and temporary commissions, including the sectoral commission of educational and scientific literature;
 - j) In case of Dean's violation of Georgian legislation, improper performance of duties assigned to the Dean and/or performance of activities unsuitable for the Dean, the Council 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 IDS Council. Decision of early termination of the authority of the Dean shall be validated by a secret ballot, by a majority of the Council members. The Dean does not participate in the ballot envisaged by this paragraph and the meeting is presided by the senior member present at the council meeting;
 - k) In case of early termination of the authority of the Dean, appoints the acting Dean;
 - l) Elects the members of GTU Academic Council and the Representative Council (Senate) from the academic staff within the frames of predefined quota for the IDS.
 - m) Decides the question of the delegation of the own functions, to the advisory board of the IDS, except for the authorities directly defined by Article 28 of the Law of Georgia "On Higher Education";
 - n) Approves the Regulations of the IDS Council.
 - o) Exercises other powers determined by the legislation of Georgia, the charter of GTU, this statute, legal acts of GTU and the regulations of the IDS Council.

Article 10. Dean of the IDS

1. The IDS Council elects the IDS Dean.
2. Dean will be elected for a term of four years. The same person can be elected on the position of the Dean only two times in a row.
3. The procedure for registration of candidates for the Dean of the IDS and the procedure for conducting elections is determined by University Regulations on Conducting Elections.

4. A professor or associate professor can be elected as a Dean.
5. Dean of the IDS:
 - a) Ensures efficient conduct of the academic and scientific activities at the IDS;
 - b) Submit to the IDS Council a strategic plan for the development of IDS, educational and scientific research programs;
 - c) Elaborates and submits to the IDS council the IDS structure and statute for the approval;
 - d) Is responsible for the fulfillment of the decisions of the Academic Council, the Representative Council (Senate) and IDS Council within its competence;
 - e) Issues individual-legal acts within its competence;
 - f) Chairs the IDS Board meetings;
 - g) In accordance with the Law of Georgia "On Higher Education" and GTU Charter, is responsible for the purposeful use of the IDS budget.
 - h) Represents the IDS in relations with third parties;
 - i) Signs contracts in the name of the IDS within the authority granted to him;
 - J) Exercises other powers envisaged by the legislation of Georgia, Charter of GTU and the administrative-legal acts of the management bodies (governing entities) of the IDS.
6. The Dean of the IDS has a deputy in the field of study who is appointed and dismissed by the Rector of GTU, based on the Dean's nomination, for the term of the Dean's authority.
7. The rights and duties of the Deputy Dean are determined by the order of the Dean, unless otherwise established by the current legislation or GTU charter.
8. The main competence of the Deputy Dean is to ensure the effective management of the educational process, monitoring the activities of the IDS educational units, and fulfilling the Dean's tasks.
9. The IDS activities in the absence of a Dean are headed by the Deputy Dean, within the authority granted by the Dean.
10. Dean and Deputy Dean represent the IDS Administrative staff.

Article 11. IDS Quality Assurance Service

1. In order to systematically assess the quality of educational and scientific-research activities, as well as the professional development of academic and scientific staff, a quality assurance service is established for the continuous development of the education quality assurance system, which operates in accordance with this statute.
2. The head of the IDS Quality Assurance Service is elected by the IDS Council for a term of 4 years. The requirements for the Head of the quality assurance service are defined by the IDS Council.
3. The procedure for election of the head of the IDS Quality Assurance Service is determined by University Regulations on Conducting Elections;
4. IDS Quality Assurance Service:
 - a) Contributes to ensuring a high level of teaching quality through the use of modern methods of learning, teaching and assessment and by preparation of self-assessment for authorization / accreditation process.
 - b) Systematically evaluates the progress of the educational and scientific-research process at the IDS,

- quality of the qualification improvement of academic staff, invited specialists and teachers;
- c) Establishes a close relationship and cooperates with the relevant services of higher education institutions of foreign countries, in order to perfect the transparent quality control criteria and the methodology of their realization;
 - d) Develops the rule of internal evaluation of the IDS scientific research activities.
 - e) Monitors and evaluates teaching and scientific-research processes;
 - f) Ensures self-assessment for authorization and accreditation process;
 - g) Regularly (once a semester) informs the IDS Council and advisory Board about results of his activities;
 - h) Examines curricula of educational programs and syllabi of educational courses and provides recommendations for their improvement;
 - i) Exercises other powers granted by the charter and legal acts of GTU.
5. Head of Quality Assurance Service:
- a) Is a member of the administrative staff of the school;
 - b) Is the chairperson of the IDS Commission for Evaluation of Educational Programs, performs the general management and control of the Commission's activities.
 - c) Conducts the activities of IDS Quality Assurance Service in compliance with Charter of GTU, Statutes of University Quality Assurance Service and IDS;
 - d) Distributes duties between the IDS Quality Assurance Service staff;
 - e) Manages the development and implementation of the work plans of the IDS Quality Assurance Service;
 - f) Represents the school's quality assurance service at the university management bodies, faculties and other services, also, within the scope of the granted authority, represents the school in dealings with third parties;
 - g) Exercises other powers within its competence in order to fulfill the functions and tasks imposed by the Georgian legislation and Charter of GTU.

Article 12. IDS Advisory Board

1. IDS Council includes: Dean (Chairman), Deputy Dean, Manager, heads of IDS Structural Units, Head of IDS Quality Assurance Service, Representatives elected by IDS Quota in the Management bodies of GTU;
2. IDS Advisory Board:
 - a) In accordance with subparagraph "m" of paragraph 8 of Article 9 of the Statute, the IDS Board performs the delegated functions (social allowances, scientific (field) trips, awards, bonuses and other);
 - b) Makes decisions within its own authority, also prepares the issues, and elaborates relevant recommendations to be discussed at the IDS Council;

Article 13. Manager of the IDS

1. The manager is an support position, whose authorities are determined by the rector's individual administrative-legal act and Statute;
2. IDS manager is appointed and dismissed by the Rector;
3. Manager:
 - a) Performs marketing and prognostic-analytical research of the labor market, on the basis of which determines the list of requirements for educational programs, considering the modern requirements of

the society;

b) Supervises the financial and material technical support of the IDS teaching and scientific-research activities;

c) Supervises the financial and material-technical support of the educational and scientific-research activities of the IDS;

d) In order to implement the strategic plan for the development of the IDS, elaborates the annual plan for attracting financial and material resources and is responsible for its purposeful and effective implementation;

e) Together with the Dean and the advisory board of IDS, elaborates the IDS draft budget and submits it to the IDS Council for determination;

f) Coordinates students' practice (work placement), internships and their further employment process;

g) Carries out other authorities defined by the Statute and Legal Acts of GTU.

4. The manager is accountable to the Rector and the IDS Council.

Article 14. IDS Dissertation Board

1. The IDS Dissertation Board is the body for awarding the Doctor's academic degree, which is created by the Academic Council.

2. The rules of the election of the chairperson of Dissertation Board and the activities of the Dissertation Board are determined by the regulations of IDS' Dissertation Board, which is approved by the Academic Council upon submission by IDS Council.

3. The Dissertation Board is composed of all IDS professors and associate professors;

4. With the mediation of the Chairperson of the Dissertation Board, it is possible to include in the Dissertation Board the representatives/specialists of the relevant fields from Georgia and foreign countries, according to the criteria and the regulations defined by the Academic Council.

5. With the mediation of the Chairperson of the Dissertation Board, it is possible to invite to the Dissertation Board a person with a Doctoral academic degree, who is not an employee of the GTU and has published in the last 5 years at least 3 works in the field of science relevant to any doctoral program of the IDS.

Article 15. Study Units of the IDS

1. In order to conduct the educational process in a coordinated manner, study units are created at the IDS;

2. The study unit is a structural unit of IDS.

3. The provisions of study units are approved by the Representative Council (Senate) upon submission by the IDS Council.

4. The study unit is guided by the Charter of GTU, the IDS Statute, its own Provision.

Article 16. Scientific-Research Units of the IDS

1. In order to conduct the scientific-research activities in a coordinated manner, scientific-research units

are created at the IDS;

2. Scientific-research unit is a structural unit of IDS.

3. The provisions of scientific-research units are approved by the Representative Council (Senate) upon submission by the IDS Council.

4. The scientific-research unit working on the bases of independent budget is:

The educational-scientific, innovative and practical design center "Design-Thinking Test Laboratory - abbreviated in English as DASTA Lab, located at the IDS.

5. Scientific-research unit in its activities is guided by the Charter of GTU, by this Statute and by own regulations.

Article 17. IDS Support Structural Units

1. Support structural units of the IDS are created to ensure the IDS activities.

2. Support structural units carry out the decisions made by GTU Administration and Managing Authorities, IDS Council, Advisory Board and the Dean, develop proposals for development of the relevant sphere and submit to the Dean of IDS.

3. The authorities of the support staff 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 IDS students;

c) Processing of personal files of IDS 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 by the legislation regarding the creation, issuance and storage of IDS archive documents;

g) Provision of appropriate services to ensure the IDS students and staff with library resources available in the IDS;

h) Carrying out other activities in order to conduct the educational process smoothly.

4. The functions of support staff are defined in position instructions.

5. The support staff are accountable to the Dean.

Article 18. Student Self-Government

1. By means of secret ballot, on the basis of universal, equal, direct elections, a student self-government is created in IDS, which is united into the student self-government of GTU in accordance with the Law of Georgia "On Higher Education".

2. The IDS Administration has no right to interfere in the activities of student self-government.

Article 19. IDS Commissions and Collegial Boards

Commissions (permanent and temporary) are created at IDS under the rule established by GTU legal acts, including:

a. IDS Ethics Commission, created by the IDS Council. The rule of activity of the IDS Ethics Commission is determined by the Code of Ethics of GTU;

b. The sectoral commission of educational-scientific literature created by the IDS Council. The rules of

- activity of sectoral commission of the educational-scientific literature are determined by the regulation of the editorial-publishing council of educational and scientific literature of the GTU;
- c. The commission of assessment and approval of scientific research projects, which is created by the Dean;
 - d. Commission for awarding qualifications to Bachelor's educational program graduates.
 - e. Master's examination commissions. Commissions are created by the Rector's order on the bases of nomination by the IDS Dean;
 - f. IDS attestation commission which is created by the rector of GTU.
 - g. The IDS commission for evaluation of educational programs, which is created by the order of the Rector of the GTU.
 - h. Semester exam assessment commission, created by the Dean and approved by the IDS Council.

CHAPTER IV.

IDS staff

Article 20. IDS staff composition

1. The IDS have academic staff, administrative positions, support personnel, and teachers' staff.
2. The cases of position incompatibility of administrative and academic staff, teachers and support personnel are determined by the legislation of Georgia, the Charter of GTU, and administrative-legal acts of GTU.

Article 21. Academic staff

1. IDS academic staff consists of Professors and Assistants.
2. Professors' staff include Professors, Associate Professors and Assistant Professors, who are involved in and/or conduct educational process and scientific researches;
3. Under the guidance of a Professor, Associate professor or Assistant professor, and Assistant carries out seminar and research work within the current educational process at the IDS.
4. The procedure for the appointment to the academic position, the rule of elections of academic personnel, their rights and obligations are established by the legislation of Georgia, the Charter of GTU and administrative-legal acts of GTU

Article 22. Administrative officials

1. Administrative positions include Dean, Deputy Dean, Head of the IDS quality assurance service.
2. The rules of election or/and appointment to and dismissal from administrative positions, are determined by the legislation of Georgia, the Charter of GTU, and administrative-legal acts of GTU.

Article 23. Supporting Personnel

1. Supporting personnel includes the staff required for the school's activities, which is determined by the List of the Staff;

2. The dean, in agreement with the IDS Council, establishes the List of supporting personnel and submits it to the Head of Administration (chancellor) in order to reflect it in the draft of the unified List of the GTU staff.
3. Functions of IDS supporting personnel are defined by relevant official instructions.
4. IDS supporting personnel are accountable to the Dean.
5. The basics for early dismissal of supporting personnel are established by the legislation of Georgia, the charter of GTU and the administrative-legal acts of the GTU.

Article 24. Invited specialists, Teachers' staff

1. The IDS is entitled, in accordance with the rules established by the legal acts of the GTU, to invite a specialist with relevant qualifications to participate in the educational and/or scientific-research process and/or to lead this process without holding an academic or teaching position.
2. Teachers' staff include a senior teacher and teachers. Teachers' staff are authorized to conduct practical and laboratory work without holding an academic position.

CHAPTER V. Student

Article 25. IDS student

1. A student of the IDS is a person enrolled in the school in accordance with the legislation of Georgia, the Charter of GTU and other legal acts of the GTU, who studies at the bachelor's, master's or doctoral educational programs.
2. Prerequisites for admission of student's to educational programs are defined by educational programs.
3. The status of a student is terminated upon the completion of the respective educational program, as well as in the cases determined by the Charter of GTU, ethics code, and disciplinary liability norms.

Article 26. The rights and responsibilities of the student

1. The rights and responsibilities of the student is determined by the legislation of Georgia, the Charter of GTU, other legal acts of GTU and the agreement between GTU and the student.
2. The personal information disclosed by the student in the presence of the academic staff, as well as the information about his own opinions, faiths and political beliefs, which has been known to the latter during the course of the study process, is confidential unless there is a student's permission or the legal interest of the administration to protect others safety.

CHAPTER VI. IDS budget

Article 27. IDS Income

1. The budget of the IDS is the revenue attracted by the IDS from undergraduate, postgraduate and doctoral programs, as well as any other income attracted by the IDS and is not prohibited by the laws of Georgia, the Charter of GTU and other legal acts of GTU.
2. The IDS has the right to decide the issues related to the disposal of the finances attracted by the IDS, and possession and use of the property in its ownership, according to the regulations established by the Georgian legislation, the Charter of GTU and this Statute.

Article 28. IDS Budget

1. The draft of the IDS budget is prepared by the Manager in agreement with the Dean and presented to the IDS Council for consideration.
2. The draft of IDS Budget determined by the IDS Council is submitted to the Head of Administration of GTU (Chancellor) in order to reflect it in unified budget of GTU.
3. The Head of Administration of GTU (Chancellor) incorporates the budget of the IDS in the Unified Budget and submits it to the Senate for approval, with the consent of the Academic Council, if the IDS Budget Distribution does not contradict the legislation of Georgia and the legal acts regulating GTU activities;
4. The IDS budget, as part of GTU budget, is approved by the Representative Council (Senate). The Representative Council (Senate) does not have the right to amend the IDS budget without agreement with the IDS.

Chapter VII.

Transitional and Final Provisions

Article 29. Reorganization and liquidation of the IDS

The reorganization and liquidation of the IDS is carried out in compliance with the Charter of GTU, in accordance with the rules established by the Georgian legislation.

Article 30. The rule of making changes and additions to the Statute

Changes and additions to the Statute is similar to the rule of elaboration and approval of the IDS Statute.

Article 31. Statute enforcement

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