საქართველოს ტექნიკური უნივერსიტეტი

ინფორმატიკისა და მართვის სისტემების ფაკულტეტი

Regulations of the Faculty

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

Consolidated version as of 07 October 2026

Chapter I
General Provisions

Article 1. Scope of the Regulations

These Regulations, based on the Law of Georgia "On Higher Education" and the Charter of Georgian Technical University, define the goals and objectives of the **Faculty of Informatics and Control Systems** (hereinafter the "Faculty") of Georgian Technical University (hereinafter the "University"), the main directions of the Faculty's educational and research activities, the procedure for the appointment and election of its governing bodies and staff, their rights and duties, the principles of Faculty governance, as well as other matters related to the functioning of the Faculty.

Article 2. Status of the Faculty

1. The Faculty is a primary educational unit of the University which, under conditions of academic freedom and institutional autonomy, develops and implements educational programmes at all three levels of academic higher education (Bachelor's, Master's and Doctoral), vocational educational programmes, and scientific research in the fields of informatics, instrument engineering, automation and control systems, telecommunications, biomedical engineering, engineering physics, medical physics and mathematics.
2. The Faculty has a seal bearing the name of the Faculty, as well as the corresponding letterheads and stamp.
3. The full name of the Faculty is: Faculty of Informatics and Control Systems (in Georgian: ინფორმატიკისა და მართვის სისტემების ფაკულტეტი).

Article 3. Powers of the Faculty

1. In its activities, the Faculty is guided by the Constitution of Georgia, the international treaties and agreements of Georgia, the Law of Georgia "On Higher Education", other normative acts of Georgia, the Charter of the University and these Regulations.
2. The Faculty is independent in making decisions and taking actions within the competence defined by the legislation in force, the Charter of the University and these Regulations.

Chapter II
Goals, Objectives and Main Directions of the Faculty's Activities

Article 4. Goals and Objectives of the Faculty

1. The main goal of the Faculty is the training/retraining of specialists who possess competences meeting contemporary requirements and who are competitive in the international labour market;
2. The main objectives of the Faculty are:
a) the training/retraining of persons with academic higher education oriented towards practical activities – Bachelors – and of persons with vocational education – specialists;
b) the training of persons with academic higher education oriented towards research activities – Masters and Doctors.

3. The Faculty is obliged, in accordance with the level of development of the State of Georgia, to create optimal conditions for study and independent research, to ensure the opportunity to receive future-oriented education in the relevant fields of science that meets contemporary standards, and to continuously strive to improve learning conditions.
4. The Faculty continuously takes care to conduct scientific research, ensuring that adequate financial resources are provided in the approved budget of the respective year.

Article 5. Main Directions of the Faculty's Activities

The main directions of the Faculty's activities are:
a) implementation of Bachelor's, Master's and Doctoral academic programmes in the relevant fields of science;
b) implementation of vocational education programmes;
c) conducting research work;
d) expert and consulting activities.

Chapter III
Structure of the Faculty

Article 6. Structure of the Faculty

1. The Faculty comprises the governing bodies of the Faculty, educational units (academic department, college, etc.), research units (research institute, laboratory, programme area, etc.) and support structural units.
2. The Faculty Consultative Council and the Manager's Office also operate at the Faculty.
3. By a decision adopted by a simple majority of the votes of the members of the Faculty Board, a Board of Trustees may be established at the Faculty.
4. The Academic Board of the University approves the composition of the Board of Trustees upon the submission of the Faculty Board.
5. The structure and the Regulations of the Faculty, as well as the regulations of the structural units of the Faculty, are approved by the Representative Board (Senate) of the University upon the submission of the Faculty Board.
6. Commissions (standing and temporary) and collegia are established at the Faculty.
7. Student self-government operates at the Faculty.

Article 7. Governing Bodies (Governing Entities) of the Faculty

1. The governing bodies (governing entities) of the Faculty are: the Faculty Board, the Dean, and the Faculty Quality Assurance Office.
2. The elected governing entities of the Faculty – the Dean and the Head of the Faculty Quality Assurance Office – are elected in accordance with the procedure established by the Regulations "On Conducting Elections of the Governing Bodies (Governing Entities) of Georgian Technical University and its Faculties" (hereinafter the University Regulations on Conducting Elections).

Article 8. Faculty Board

1. The representative body of the Faculty is the Faculty Board, which comprises all members of the academic staff of the Faculty, all persons holding research positions in the independent research unit of the Faculty, and representatives of the student self-government.
2. The number of representatives of the student self-government on the Faculty Board shall be 1/3 of the full composition of the Board; rounding is carried out in favour of the students.
3. The Faculty Board is quorate if more than half of the listed members of the Board are present.
4. Decisions of the Faculty Board are adopted by a majority of the votes of the members present, and, in cases defined by the Law of Georgia "On Higher Education", by a majority of the listed membership of the Board.
5. Upon its first convening, the Faculty Board recognises the powers of its members.
6. The powers of the representatives elected to the Faculty Board by the student self-government are recognised at the next session of the Faculty Board.
7. The rules governing the activities of the Faculty Board, the convening of its sessions and decision-making are defined by the Rules of Procedure of the Faculty Board, which are approved by the Faculty Board.

Article 9. Powers of the Faculty Board

The Faculty Board:
a) develops the draft budget of the Faculty and submits it to the Head of Administration;
b) elects the Dean of the Faculty based on free and equal elections, by secret ballot, by a majority of its listed membership;
c) upon the submission of the Dean, develops and submits to the Academic Board of the University for approval the strategic development plan of the Faculty and its educational and research programmes;
d) upon the submission of the Dean, develops the structure and the Regulations of the Faculty and submits them for approval to the Representative Board (Senate) of the University;
e) ***Repealed.***
f) elects the Head of the Faculty Quality Assurance Office;
g) establishes the standing Ethics Commission of the Faculty and approves the decisions adopted by the Commission;
h) conducts disciplinary proceedings in respect of students of the Faculty;
i) establishes standing and temporary commissions of the Faculty, including sectoral commissions of learned experts;
j) is authorised, at the request of no fewer than 1/3 of the members of the Board of the primary educational unit, to consider the early termination of the Dean's powers on the grounds of a violation of the legislation of Georgia by the Dean, improper performance of the duties assigned to the Dean and/or the conduct of activities unbefitting the Dean. The decision on the early termination of the Dean's powers is adopted by secret ballot, by a majority of the listed membership. The Dean does not participate in the votes provided for in this subparagraph.
k) in the event of the early termination of the Dean's powers, appoints an Acting Dean by open ballot, by a majority of the votes of the members present;

l) elects, from among the academic staff, members of the Academic Board and of the Representative Board (Senate) of the University within the quota allocated to the Faculty. The respective elections are held in accordance with the procedure established by the University Regulations on Conducting Elections;
m) adopts decisions on delegating its own functions to the Faculty Consultative Council, except for the powers directly defined by Article 28 of the Law of Georgia "On Higher Education";
n) ***Repealed.***
o) exercises other powers defined by the legislation of Georgia, the Charter of the University, these Regulations, the legal acts of the University and the Rules of Procedure of the Faculty Board.
(Resolution No. 01-06-02/24 of the Representative Board (Senate) of the University of 17 April 2024)

Article 10. Dean of the Faculty

1. The Dean of the Faculty is elected to office by the Faculty Board.
2. The Dean is elected for a term of four years. The same person may be elected to the position of Dean only twice consecutively.
3. The procedure for the registration of candidates for the position of Dean of the Faculty and for conducting the elections is defined by the University Regulations on Conducting Elections.
4. A Professor or an Associate Professor of a faculty of the University may be elected as Dean.
5. The Dean of the Faculty:
a) ensures the effective conduct of educational and research activities at the Faculty;
b) submits to the Faculty Board for consideration the development plan of the Faculty and its educational and research programmes;
c) develops and submits to the Faculty Board for approval the structure and the Regulations of the Faculty;
d) within his/her competence, is responsible for the implementation of the decisions of the Academic Board, the Representative Board (Senate), the Faculty Board and the Faculty Consultative Council;
e) issues individual legal acts within his/her competence;
f) chairs the sessions of the Faculty Board;
g) in accordance with the Law of Georgia "On Higher Education" and the Charter of the University, is responsible for the targeted use of the Faculty budget;
h) within the powers vested in him/her, represents the Faculty in relations with third parties;
i) within the powers vested in him/her, concludes contracts and memoranda on behalf of the Faculty;
j) exercises other powers vested in him/her by the Law of Georgia "On Higher Education", the Charter of the University and the legal acts of the University.
6. The Dean of the Faculty has two Deputies – one for Academic Affairs and one for Research and International Relations – who are appointed to and dismissed from office by the Rector of the University upon the submission of the Dean, for the term of the Dean's powers.
7. The rights and duties of the Deputy Deans are defined by order of the Dean, unless otherwise provided by the legislation in force or the Charter of the University.
8. The main competences of the Deputy Dean for Academic Affairs are ensuring the effective conduct of the educational process, monitoring the activities of the educational units of the Faculty, and carrying out the assignments of the Dean.

9. The Deputy Dean for Research and International Relations ensures the development of the Faculty's scientific research and organises the implementation of research projects.
10. In the absence of the Dean, the activities of the Faculty are directed by a Deputy Dean within the powers vested in him/her by the Dean.
(Resolution No. 01-06-02/24 of the Representative Board (Senate) of the University of 17 April 2024)

Article 11. Faculty Quality Assurance Office

1. For the purpose of systematically assessing the quality of educational and research work at the Faculty, as well as the professional development of the academic staff, a Quality Assurance Office is established, which operates in accordance with the Law of Georgia "On Higher Education", the legislation of Georgia, the Charter of the University and these Regulations.
2. The Faculty Quality Assurance Office is authorised to cooperate with foreign countries and with the relevant offices of higher education institutions in order to establish transparent quality control criteria and the methodology for ensuring them.
3. The Head of the Faculty Quality Assurance Office is elected by the Faculty Board for a term of four years. The requirements for the Head of the Faculty Quality Assurance Office are determined by the Faculty Board.
4. Where the Head of the Faculty Quality Assurance Office is temporarily unable to exercise his/her powers, his/her duties are performed by his/her deputy (if any) or by an authorised person designated by him/her.
5. The main task of the Faculty Quality Assurance Office is to contribute to ensuring a high level of teaching quality through the use of modern methods of learning, teaching and assessment (modules, credit system, etc.) and to the preparation of the self-evaluation for the accreditation process.
6. The Faculty Quality Assurance Office:
a) systematically evaluates the conduct of the educational and research process at the Faculty and the quality of the professional development of the academic staff and teachers;
b) establishes close links and cooperates with the relevant offices of higher education institutions of foreign countries in order to improve transparent quality control criteria and the methodology for their implementation;
c) in cooperation with the relevant office of the University, establishes transparent criteria for the evaluation of educational and research work at the Faculty;
d) on the basis of the said criteria, monitors and evaluates the educational and research processes;
e) ensures the self-evaluation of the Faculty for the authorisation and accreditation processes;
f) regularly (once per semester) informs the Faculty Consultative Council and the Faculty Board of the results of its work;
g) reviews the curricula of educational programmes and the syllabi of modules and courses, and provides recommendations for their improvement;
h) exercises other powers vested in it by the Charter of the University and the legal acts of the University.
7. The Faculty Quality Assurance Office evaluates the research activities of the independent research unit of the Faculty based on the Procedure for the Internal Evaluation of the Research Activities of the Independent Research Unit of the Faculty, which is developed by the Faculty Quality Assurance Office and approved by the Faculty Board.

8. In the event of the early termination of the powers of the Head of the Quality Assurance Office, the Faculty Board appoints an acting head and calls elections within 10 days of the termination of the powers.

Article 12. Faculty Consultative Council

1. The Faculty Consultative Council comprises: the Dean (Chair), his/her Deputy, the Manager, the heads of the structural units of the Faculty, the Head of the Faculty Quality Assurance Office, and the representatives elected to the governing bodies of the University under the Faculty's quota.
2. The Faculty Consultative Council:
a) in accordance with subparagraph "m" of Article 9 of these Regulations, performs the functions delegated by the Faculty Board (namely, matters of financial assistance, distribution of bonuses, funding the publication of textbooks, and the transfer of Faculty students to individual educational programmes; it reviews monitoring data and the progress of the educational process, and oversees the progress of budget execution);
b) in accordance with subparagraph "m" of Article 9 of these Regulations, performs any other function delegated by the Faculty Board;
c) assists the governing entities of the Faculty, acting as their adviser in the main areas of the Faculty's activities as well as in resolving operational tasks;
d) adopts decisions within its own powers, and prepares issues and develops relevant recommendations for consideration by the Faculty Board.

Article 13. Faculty Manager

1. The Manager holds a support position, the powers of which are defined by an individual administrative-legal act of the Rector and by these Regulations.
2. The Faculty Manager is appointed and dismissed by the Rector.
3. The Manager:
a) conducts marketing and predictive analytical research of the labour market, based on which he/she compiles a list of requirements for educational programmes, taking into account the contemporary needs of society;
b) supervises the financial and material-technical provision of the educational and research activities of the Faculty;
c) for the purpose of implementing the strategic development plan of the Faculty, draws up an 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 Faculty Consultative Council, draws up the draft budget of the Faculty and submits it to the Faculty Board for determination;
e) is responsible for the execution of the Faculty budget;
f) coordinates the process of students' industrial placements, internships and their subsequent employment;
g) exercises other powers defined by these Regulations and the legal acts of the University.
4. The Manager is accountable to the Rector and the Faculty Board.

Article 14. Board of Trustees

1. By a decision adopted by a simple majority of the votes of the members of the Faculty Board, a Board of Trustees may be established at the Faculty.
2. The Academic Board of the University approves the composition of the Board of Trustees upon the submission of the Faculty Board.
3. The mission of the Board of Trustees is:
a) to contribute to the development of the Faculty, to cooperate, to attract charitable donations and to support the strengthening of the Faculty with the latest achievements of science and technology, based on knowledge of the educational and scientific fields, an understanding of the essence of academic and intellectual processes and of the specifics of problematic situations, and decision-making that takes into account the latest information;
b) to cooperate in enhancing the academic quality of the Faculty's educational and scientific programmes and in keeping their functioning up to date.

Chapter IV. *Repealed*

(Resolution No. 01-06-02/24 of the Representative Board (Senate) of the University of 17 April 2024)

Chapter V
Educational and Research Units of the Faculty

Article 16. Educational and Research Units of the Faculty

1. For the coordinated conduct of the educational process and scientific research, educational and research units are established at the Faculty.
2. The educational units of the Faculty are:
a) 801 – Academic Department of Software Engineering;
b) 802 – Academic Department of Computer Engineering;
c) 803 – Academic Department of Information Technologies;
d) 804 – Academic Department of Information Systems;
e) 805 – Academic Department of Artificial Intelligence;
f) ***Repealed. (Effective from the first semester of the 2025/2026 academic year)***
g) 807 – Academic Department of Control Systems and Automation;
h) 808 – Academic Department of Microprocessor and Measurement Systems;
i) 809 – Academic Department of Interdisciplinary Informatics;
j) 810 – Academic Department of Engineering Physics;
k) 811 – Academic Department of Mathematics;
l) 812 – Academic Department of Biomedical Engineering;
m) 813 – Academic Department of Telecommunications Engineering.
3. The research units of the Faculty are:
a) the Educational-Scientific and Expert Laboratory of Informatics and Control Systems;
b) the Educational-Scientific and Expert Laboratory of Engineering Physics;
c) the Educational-Scientific and Expert Laboratory of Digital Telecommunication

Technologies;
d) the University-wide Virtual Modelling Centre;
e) ***Repealed.***
f) the Innovation Centre for Young Scientists and Students "Ertad" ("Together");
g) the UNESCO Centre;
h) ***Repealed.***
i) SMART|Lab: Medical Imaging Training Laboratory (SMART| Medical Imaging Training Lab).
4. The independent research unit of the Faculty is the Scientific-Technological Centre of Sensor Electronics and Materials Science.
5. The following self-financing educational/scientific/expert centres operate at the Faculty:
a) the Laboratory for Quality Control of Medical Equipment;
b) the Programmable Logic Control Centre;
c) the Research and Diagnostic Centre "Expert";
d) the IT Consulting Research Centre;
e) the Scientific-Educational Centre for Metrological, Standardisation and Certification Support "Standard";
f) ***Repealed. (Resolution No. 01-06-02/64 of the Representative Board (Senate) of the University of 08 December 2025)***
g) the self-financing Research and Educational-Consulting Centre for Engineering-Technical and Forensic Expertise;
h) the Telemedicine Centre.
(Resolution No. 01-06-02/24 of the Representative Board (Senate) of the University of 17 April 2024)
(Resolution No. 01-06-02/43 of the Representative Board (Senate) of the University of 26 July 2024)
(Resolution No. 01-06-02/57 of the Representative Board (Senate) of the University of 05 November 2024)
(Resolution No. 01-06-02/28 of the Representative Board (Senate) of the University of 06 June 2025)
(Resolution No. 01-06-02/11 of the Representative Board (Senate) of the University of 24 March 2026)
(Resolution No. 01-06-02/41 of the Representative Board (Senate) of the University of 07 October 2026)

Article 17. Academic Department and its Status

1. **The Academic Department** (hereinafter the "**Department**") is the primary educational structural unit of the Faculty, which ensures educational, methodological and research activities within the framework of an educational programme(s) and/or its components.
2. The decision on the establishment or abolition of a Department is made by the Academic Board of the University.
3. With appropriate justification, and in the best interests of a multidisciplinary educational programme, an inter-faculty department may be established within more than one faculty.
4. As a rule, a Department brings together no fewer than five persons holding academic positions, with the mandatory participation of at least one Professor.
5. A Department is staffed with academic, invited, teaching and/or support personnel.
6. In its activities, a Department is guided by the Charter of the University, these Regulations and the relevant legal acts.

Article 18. Scope of Activities, Main Objectives and Functions of the Department

1. The Department:
a) ensures the conduct of the educational process (lectures, seminars, laboratory work, practical classes, etc.) in the courses of the educational programme(s) assigned to the Department (academic higher and/or vocational) in accordance with the syllabi and the timetable;
b) within its competence, participates in the creation of new educational programme(s)/courses, the modification of existing programme(s) and the introduction of new educational programmes; facilitates the cooperation of programme head(s) and other managing staff with students, employers, alumni, professional associations and other stakeholders, as well as the sustainability and internationalisation of the programme;
c) provides methodological support for educational components (preparation, review, peer evaluation and recommendation of textbooks and other teaching and methodological material(s));
d) forms and administers the academic workload of the Department;
e) initiates, before the Dean of the Faculty, the invitation of persons with appropriate qualifications for involvement in the educational process;
f) before the beginning of the academic semester, compiles information on the readiness of the Department's staff to carry out without impediment the educational, methodological and research work to be performed during the semester, and at the end of the semester reviews the report on the work performed;
g) at the end of the academic year, submits to the Faculty Quality Assurance Office reports reflecting the scientific and other activities of the programme heads/syllabus authors and of the Department's staff;
h) ensures the effective use of existing teaching methods, the introduction of new teaching methods and technologies, the improvement of the educational process and the enhancement of teaching quality;
i) ensures the involvement of students in research work;
j) provides Bachelor's, Master's and Doctoral students with appropriate educational and/or research topics and supervisors;
k) promotes the professional development of staff, for which purpose it develops plans and monitors their implementation; it also shares the local and international experience and best practices of teaching staff;
l) in accordance with its profile, establishes business relations and cooperates with the educational and research structural units of partner higher education institutions and other relevant organisations;
m) effectively coordinates the conduct of scientific research and holds scientific-methodological seminars; within its competence, and under private commission, issues expert opinions on behalf of the University on both research works and projects;
n) organises the review of Master's qualification theses and Doctoral dissertations;
o) registers student assessment records and transfers them to the Dean's Office;
p) within its competence, coordinates the activities of the self-financing educational/scientific/expert centres operating at the Faculty and ensures the submission of report(s) to the Academic Board;
q) within its competence, exercises other powers necessary for the proper functioning of the Department that are 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 plan (seven-year) and the Department's action plans (three-year and one-year).
3. The Department shall have:
a) plans reflecting educational, research and methodological work, professional development of staff and other development-oriented areas;
b) educational and methodological documentation;
c) minutes of meetings;

d) other documentation defined by the legal acts of the University and the Faculty.
4. Upon expiry of the active retention period, the documentation is transferred to the archive of the University/Faculty in accordance with the established procedure.
5. The staffing numbers and ranking of the Department are determined in accordance with the structure and staff list approved by the Representative Board (Senate) of the University.
6. The employees of the Department are appointed to and dismissed from office by the Rector of the University.
7. The rights and duties of the Department's staff are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 19. Management of the Academic Department

1. The Department is headed by the Head of Department, who is a Professor or an Associate Professor of the same Department.
2. The Head of Department is appointed for a term of 4 years.
3. The Head of Department, as well as the Acting Head, may not be a person holding an administrative position at the University or the head of another structural unit.
4. The Head of Department, as well as the Acting Head, is appointed to and dismissed from office by the Rector upon the submission of the Dean and with the consent of the Vice-Rector.
5. The Head of Department is accountable, through direct subordination, to the Rector, and, through immediate subordination, to the Dean and the Board of the Faculty.
6. The Head of Department convenes and chairs the meetings of the Department. A meeting is quorate if at least 3/4 of the members of the Department are present. Decisions are adopted by a majority of the listed membership. Issues whose content concerns the interests of another department are considered at a joint meeting of the departments. In individual cases, depending on the specifics of the issue, a representative/representatives of another department, of any structural unit of the Faculty/University and/or of another institution may be invited to the meeting with an advisory vote. This shall be recorded in the minutes.
7. The Head of Department, in accordance with the established procedure, submits proposals on the recruitment of employees to the Department (except for positions to be filled through competition), their dismissal and reward, as well as on the initiation of disciplinary proceedings.
8. The Head of Department bears personal responsibility for the activities of the Department. He/she submits an annual report to the Board(s) of the Faculty(ies).
9. Heading a Department is regarded as concurrent employment. The salary rate of the person as Head of Department is determined by the staff schedule.
10. The grounds for the dismissal of the Head of Department are:
a) a personal application;
b) the expiry of the four-year term;
c) dismissal from the academic position;
d) a negative evaluation of the annual report;
e) other cases defined by legislation.
11. The Head of Department or the Acting Head is appointed no later than one month after the vacancy arises.

Article 20. Research Unit (Research Institute, Laboratory, Programme Area, Centre, etc.)

1. A research unit (research institute, laboratory, programme area, centre, etc.) is a structural unit forming part of the Faculty.

2. A research unit conducts its activities in accordance with its respective regulations.

3. The head of a research unit is appointed to and dismissed from office by the Rector of the University upon the submission of the Dean of the Faculty.

4. The aims of a research unit are:

a) in accordance with the strategic plan of the University, to support the development of applied research and of analytical and expert competences among students and scientists, to enhance the prestige of a scientific career, and to establish links with foreign universities and research centres and develop existing ones;

b) to support the conduct of knowledge-, quality- and outcome-oriented applied research, the integration of research and educational processes, and students' planning of their own future;

c) to identify problems and provide an appropriate research space;

d) to participate in the implementation of research results.

5. The head of a research unit:

a) is responsible for the performance of the functions and tasks of the research unit;

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

c) allocates duties among the employees of the research unit and gives them instructions and assignments;

d) supervises the proper performance of their official duties by the students and staff involved in the activities of the research unit, and monitors their compliance with the University's internal regulations;

e) signs documents prepared by the research unit;

f) submits a report on the activities carried out by the research unit twice per calendar year, as well as at any time at the request of the Rector of the University or the Dean of the Faculty;

g) submits proposals to the management of the University and the Faculty for the regulation and resolution of particular issues;

h) in coordination with the Faculty, submits proposals to the Rector of the University on the internal structure, staffing and organisation of work of the research unit, and on rewarding or imposing disciplinary liability on its employees;

i) petitions for the allocation of the funds, equipment and inventory necessary for the performance of the functions and tasks of the research unit;

j) periodically hears reports of the research unit's staff on the work they have carried out;

k) directs the development and implementation of the short- and long-term work plans of the research unit;

l) to achieve the aims of the research unit, exercises other powers defined by these Regulations, the legal acts of the University and legislation.

6. The research **laboratory** of the Faculty (hereinafter the laboratory) comprises the material and technical facilities of the Faculty where educational laboratory, scientific, innovation, design, experimental-engineering, expert, diagnostic and consulting activities are carried out in one or several related scientific fields.

7. The laboratory promotes the development and effective use of the Faculty's material and technical facilities involved in scientific and research activities, the enhancement of the professional level of staff, the involvement of students in research activities, the functioning of technology parks, as well as the activities of research centres.

8. **The functions of the head of the laboratory are:**

a) to facilitate the maintenance, upkeep in working order, and further improvement and renewal of the material and technical facilities (instruments, equipment, etc.) of the Faculty intended for the educational and research activities of the University;

b) together with the relevant academic department, to coordinate and facilitate the unimpeded conduct of the research activities of students and staff on the material and technical facilities of the Faculty;

c) to coordinate the performance of functions and duties by the laboratory staff and to provide a qualified evaluation of their activities;

d) to ensure that the laboratory work provided for in the academic timetable is conducted at an appropriate level;

e) to promote the professional development of the laboratory staff.

9. The laboratory staff comprises the support staff defined by the staff list.

10. The functions of the laboratory staff are:

a) to conduct the laboratory work provided for in the academic timetable;

b) to prepare and organise the readiness of workstations in the teaching laboratories for the conduct of the educational and research process;

c) to submit, on time, requests to the head of the laboratory for the repair of laboratory equipment, as well as for the purchase of new instruments, chemical reagents and other materials;

d) to observe occupational sanitary norms, safety regulations and fire prevention measures, and to be able to apply them in practice when necessary;

e) to possess the skills required to work with laboratory equipment and to systematically strive to improve their qualifications;

f) to carry out other measures necessary to support the educational and research process in the laboratory.

11. The staffing numbers and ranking of a research unit are determined in accordance with the structure and staff list approved by the Representative Board (Senate) of the University.

12. The employees of a research unit are appointed to and dismissed from office by the Rector of the University.

13. The rights and duties of the staff of a research unit are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 21. Independent Research Unit of the Faculty

1. The independent research unit of the Faculty is the Scientific-Technological Centre of Sensor Electronics and Materials Science.

2. The structure and governing bodies of the Centre, as well as the procedure for the election and the powers of the Director of the Centre and its research staff, are defined by the Law of Georgia "On Higher Education", the Charter of the University and the Regulations of the Centre, which are approved by the Faculty Board.

Chapter VI

Support Structural Units of the Faculty

Article 22. Support Structural Units of the Faculty

1. The support structural units of the Faculty, within their competence, implement the decisions adopted by the administration and governing bodies of the University, the Faculty Board, the Faculty Consultative Council 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 support structural unit of the Faculty is the Division of Educational Process Management.

3. The Faculty has the positions of Student Services Administrator, Archivist and Librarian.

4. **The Division of Educational Process Management** ensures the comprehensive and efficient conduct of the educational process at the Faculty.

5. The functions of the Division are:

a) carrying out the necessary procedures related to the educational process in accordance with the regulatory legal acts of the University;

b) preparing the administrative (financial) and academic (educational) contracts of the Faculty's students;

c) maintaining the personal files of the Faculty's students;

d) providing students with appropriate advice on the educational process;

e) preparing drafts of relevant legal acts concerning student status and the educational process;

g) carrying out the measures provided for by legislation in relation to the creation, issuance and storage of the documents of the Faculty archive;

h) carrying out other activities necessary for the unimpeded conduct of the educational process.

6. **The Head of the Division, within his/her competence:**

a) sets the tasks of the Division, organises and manages its activities, supervises the performance of tasks and monitors priorities and deadlines;

b) in accordance with the functions and competences of the Division, is responsible for the preparation and/or coordination of the preparation of drafts of relevant legal acts;

c) approves, and is responsible for, the functions, procedures, reports, opinions and various acts performed or produced by the Division;

d) within the competence of the Division, prepares and submits initiatives;

e) is responsible for the evaluation, reward, development and motivation of subordinate employees and for initiating disciplinary measures;

f) performs, on the instruction of the Dean, other functions related to the activities of the Division.

7. The functions of the Student Services Administrator are:

a) explaining to students the rights and obligations related to the educational process as defined by the legislation in force and the regulatory legal acts of the University, and, where necessary, taking appropriate measures;

b) carrying out appropriate measures to facilitate the involvement of students in local and international educational and research projects;

c) developing programmes tailored to students' needs for their personal and professional development and carrying out related activities (trainings, master classes, public lectures, workshops, etc.);

d) liaising with partner organisations and companies for the purpose of students' involvement in student internship programmes and their employment;
e) informing students about educational and other activities taking place at the University;
f) performing other functions defined by the legal acts of the University and the Faculty.
8. **The Archivist** ensures the implementation of the measures provided for by legislation in relation to the creation, issuance and storage of the documents of the Faculty archive.
9. **The function of the Librarian** is to provide appropriate services to the Faculty's students and staff using the library resources available at the Faculty.
10. The structure and powers of a support structural unit are defined by its respective regulations, which are approved by the Representative Board (Senate) of the University upon the submission of the Faculty Board.
11. The head of a support structural unit is appointed to and dismissed from office by the Rector of the University.
12. In its activities, a support structural unit is guided by the Charter of the University, these Regulations, its own regulations and the legal acts of the University.

Article 23. Commissions and Collegia of the Faculty

1. The following are established at the Faculty in accordance with the procedure laid down by the legal acts of the University:
a) the Faculty Ethics Commission;
b) the Sectoral Commission for Educational and Scientific Literature;
c) the Commission for Awarding Qualifications (Qualification Commission) to graduates of Bachelor's and vocational educational programmes;
d) Master's examination commissions;
e) dissertation defence collegia.
2. The procedure for the activities of the Faculty Ethics Commission is defined by the University's Code of Ethics and the Norms of Disciplinary Liability.
3. The procedure and criteria for the activities of the Faculty's Sectoral Commission for Educational and Scientific Literature are defined by the Regulations of the University's Editorial and Publishing Board for Educational and Scientific Literature.
4. The Commission for Awarding Qualifications (Qualification Commission) to graduates of Bachelor's and vocational educational programmes is established by Faculty order; Master's examination commissions are established by order of the Rector upon the submission of the Dean of the Faculty; and dissertation defence collegia are established by order of the Rector based on a decision of the University Dissertation Board. The procedures for their activities are defined by the relevant legal acts of the University.
(Resolution No. 01-06-02/24 of the Representative Board (Senate) of the University of 17 April 2024)

Chapter VII
Staff of the Faculty

Article 24. Staff

1. The Faculty has academic, research, administrative and support positions.
2. The rights and duties of the Faculty's staff are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 25. Academic Staff

1. The academic staff of the Faculty consists of professors and assistants, who are elected to office in accordance with the procedure established by legislation.
2. The professoriate comprises Professors, Associate Professors and Assistant Professors, who participate in and/or direct the educational process and scientific research.
3. An Assistant conducts seminar and research work within the framework of the educational process at the Faculty under the supervision of a Professor, an Associate Professor or an Assistant Professor.
4. The rights and obligations of the academic staff are established by the legislation of Georgia and the Charter of the University.

Article 26. Holding an Academic Position

1. An academic position may be held only through an open competition, which shall comply with the principles of transparency, equality and fair competition.
2. The conditions for election to an academic position are defined by the legislation of Georgia and the Charter of the University.
3. The procedure for the employment of academic staff, the amount and conditions of their remuneration, and the maximum workload of the academic staff are approved by the Representative Board (Senate) upon the submission of the Academic Board.

Article 27. Research Staff

1. The research staff of the independent research unit of the Faculty consists of scientists and postdoctoral researchers.
2. Scientists are persons holding the following research positions: Chief Researcher, Senior Researcher and Researcher.
3. A postdoctoral researcher is a person who, for the implementation of a specific research project, is elected on a competitive basis to the Faculty or to the independent research unit in accordance with the procedure and for the term determined by the Academic Board. A person may be elected as a postdoctoral researcher only once.

Article 28. Procedure for Holding a Research Position

1. A research position may be held only on the basis of an open competition, which shall be conducted in accordance with the principles of transparency, equality and fair competition.
2. The conditions for election to a research position are defined by the legislation of Georgia and the Charter of the University.
3. The procedure for the employment of the research staff of the independent research unit of the Faculty and the additional conditions for holding a research position in the independent research unit of the Faculty are developed by the Scientific Council of the independent research unit of the Faculty and submitted to the Faculty Board for approval.
4. A person holding the academic degree of Doctor may be elected as a postdoctoral researcher in accordance with the procedure determined by the Academic Board.

Article 29. Administrative Positions and Other Staff

1. The administrative positions of the Faculty are: the Dean of the Faculty, his/her Deputy, and the Head of the Faculty Quality Assurance Office.
2. A person who has reached the age of 65 may be elected or appointed to an administrative position of the Faculty upon the recommendation of the Academic Board of the University.
3. The teaching staff comprises Teachers and Senior Teachers. A Teacher is authorised to conduct seminars, practical and laboratory work without holding an academic position.
4. A specialist with appropriate qualifications may be invited to the Faculty, without holding an academic or teaching position as provided for by the Law of Georgia "On Higher Education", for the purpose of participating in and/or directing the educational and/or research process.
5. Support staff comprises other staff necessary for the activities of the Faculty as provided for by Chapter VI of these Regulations and the staff list of the University.
6. The grounds for the early dismissal of a person holding an administrative position at the Faculty and of support staff are established by the legislation of Georgia and the Charter of the University.

Chapter VIII
Students

Article 30. Students of the Faculty

1. A student of the Faculty is a person enrolled at the Faculty in accordance with the legislation of Georgia, the Charter of the University and other legal acts of the University, who is studying in a Bachelor's, Master's or Doctoral educational programme.
2. The prerequisites for the admission of students to educational programmes are defined by the educational programmes.
3. Student status terminates upon completion of the relevant educational programme, as well as in the cases provided for by the Charter of the University, the Code of Ethics and the Norms of Disciplinary Liability.

Article 31. Rights and Duties of Students

1. The rights and duties of students are defined by the legislation of Georgia, the Charter of the University, the Internal Regulations, the Code of Ethics, other legal acts of the University and the contract concluded between the University and the student.
2. Personal information expressed by a student in the presence of academic staff, as well as information about the student's own views, beliefs and political convictions that became known to the academic staff during the educational process, and information about disciplinary measures taken against the student, is confidential, unless the student has given consent or the administration has a legitimate interest in protecting the safety and legally protected rights of others. Information on a student's academic performance and on disciplinary measures taken against him/her shall be kept separately. When storing information about students, the Faculty administration is obliged to follow the procedure established by the General Administrative Code of Georgia.

Article 32. Student Self-Government

1. Student self-government is established at the Faculty on the basis of universal, equal and direct elections by secret ballot, and, in accordance with the Law of Georgia "On Higher Education", it forms part of the Student Self-Government of the University.
2. The Student Self-Government of the University is the highest representative body of the University's students, which, in accordance with the Law of Georgia "On Higher Education", constitutes the aggregate of the student self-governments elected by faculty.
3. The student self-government conducts its activities in accordance with the above-mentioned Law, the Charter of the University and its own regulations.
4. The Faculty administration has no right to interfere in the activities of the student self-government.

Chapter IX
Budget of the Faculty

Article 33. Revenues of the Faculty
1. The revenues of the Faculty budget consist of the revenues raised by the Faculty from vocational, Bachelor's, Master's and Doctoral programmes, as well as any other revenue raised by the Faculty that is not prohibited by the legislation of Georgia, the Charter of GTU or other regulatory documents.
2. The Faculty has the right, in accordance with the procedure established by the legislation of Georgia, the Charter of the University and these Regulations, to decide matters related to the disposal of the funds raised by the Faculty and to the possession and use of the property in its possession.

Article 34. Budget of the Faculty
1. The draft budget of the Faculty for the following year is drawn up by the Manager in agreement with the Dean and submitted by the Manager to the Faculty Board for consideration.
2. The draft budget of the Faculty as determined by the Faculty Board is transmitted to the Head of Administration (Chancellor) of the University for inclusion in the draft consolidated budget of the University.
3. The Head of Administration (Chancellor) of the University incorporates the Faculty budget into the consolidated budget and, with the consent of the Academic Board, submits it to the Representative Board (Senate) for approval, provided that the allocation of the Faculty budget does not contradict the legislation of Georgia and the legal acts regulating the activities of the University.
4. The Faculty budget, as part of the consolidated budget of the University, is approved by the Representative Board (Senate). The Representative Board (Senate) has no right to make changes to the Faculty budget without the agreement of the Faculty.

Chapter X
Transitional and Final Provisions

Article 35. Reorganisation and Liquidation of the Faculty

The reorganisation and liquidation of the Faculty are carried out in accordance with the Charter of the University and the procedure established by legislation.

Article 36. Procedure for Making Amendments and Additions to the Regulations of the Faculty

Amendments and additions to the Regulations of the Faculty are made in the same manner as the procedure for the development and approval of the Regulations of the Faculty.

Article 37. Entry into Force of the Regulations

The Regulations enter into force in accordance with the decision adopted by the Representative Board (Senate) on their approval.