

Extract

Statute of St. Tamar Mepe University of the Georgian Patriarchate - Non-entrepreneurial (Non-commercial) Legal Entity

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Chapter II. Organizational structure and management

Article 4. Structure

1. The University shall ensure the implementation of the mission and achievement of the objectives defined by this Statute through its organizational structure and the functions of structural units.
2. The organizational structure and rules of activity of the University are defined by this Statute.
3. Other structural units of the University and / or the rules of activity required for the organizational functioning and operational management of the University in addition to the one established by this Statute shall be determined by the order of the Rector of the University.
4. The number of staff of the structural units of the University and their salaries are determined by the order of the Rector of the University.

Article 5. Main educational unit

1. The main educational unit is the main educational-scientific and administrative unit of the University, which provides training of students in one or several specialties and assigns them appropriate qualifications. A main educational unit may exist in the

form of a faculty, school, institute, or, as a rule, other main educational units provided by the organizational structure of the University.

2. The main educational unit may include educational, scientific-research and auxiliary structural units.

3. The direction and organizational structure of the main educational unit (s) shall be determined by the order of the University Rector.

4. The functions and competencies of the main educational unit are:

A) Through the implementation of the second and third levels of academic higher education or academic higher education program (s) of all three levels, ensure the training of students in one or several specialties and grant them appropriate qualifications;

B) Carry out scientific research in accordance with the established rules;

C) Develop the main areas of educational, scientific-research and creative activities, establish relevant programs and plans;

D) Develop the rules for hiring academic staff, as well as the rules for hiring scientific staff (if any);

E) Determine the coefficients for the Unified National Examination at the beginning of the academic year;

F) Make a decision on assigning or not assigning a coefficient for the general master's exam in accordance with the established rules; In case of assigning a coefficient, determine the coefficients for a separate part of the general master's exam test, as well as assign the coefficients to the exam / exams defined by the educational unit;

- G) To conduct exams / examinations for master's degree candidates;
- H) Elect governing bodies and officials in accordance with the established procedure;
- I) establish a mechanism for ensuring the high quality of education and research;
- J) Decide in accordance with the established procedure on the issues related to the ownership of the finances attracted by it and the property in its possession and the use of this property;
- K) Develop rules for conducting exam / exams defined by the University for master's degree candidates;
- L) To determine the list of specialty / specialties within the educational program areas in order to implement the master's educational program.
- M) To cooperate with other structural units of the University within the scope of its competence and to exercise other rights and responsibilities.

5. The bachelor's degree of the main educational unit of the University is an educational program of the first level of academic higher education, which provides the teaching of the basics of the relevant specialty, which are necessary for a person to work with the acquired qualification and further study for a master's degree.

6. The purpose of studying for a bachelor's degree is to have a relatively deeper knowledge of the theoretical aspects of educational disciplines, along with professional training at a higher level than full general education, which prepares a person for further study and work with master's degree programs. The tasks of the undergraduate student are to create a student-centered learning environment, to develop educational programs tailored to the existing requirements, and to prepare the student for professional activities.

7. A person with a document certifying full general education issued in Georgia or with a document equivalent to it has the right to study for a bachelor's degree.

8. The rules of admission, study and awarding of the relevant academic degree of the main educational unit of the University shall be determined by the normative acts of Georgia, this Statute, the bachelor program and the order of the Rector of the University.

9. The Master's Degree of the main educational unit of the University is an educational program of the second level of academic higher education, which contains elements of scientific research and aims to train a postgraduate specialist and / or researcher, as well as prepares a person to work with an acquired qualification.

10. The aims of studying for a master's degree are to prepare for scientific-research work and pedagogical activity in a higher education institution, upgrading of qualifications, change of specialization and in addition to higher level professional training at the first level of higher education, acquire relatively deeper knowledge of theoretical aspects of educational disciplines and programs of a scientific nature, for further doctoral studies. The objectives of the Master's Degree are to create a student-centered learning environment, to integrate it into the European educational area, to develop academic programs tailored to the requirements of the employer, and to prepare the student for professional activities.

11. A person with at least a bachelor's degree or an equivalent academic degree has the right to study for a master's degree.

12. The rules for admission, study and awarding the relevant academic degree in the master's degree program of the main educational unit of the University shall be determined by the normative acts of Georgia, this Statute, the master program and the order of the rector of the University.

13. The doctoral program of the main educational unit of the University is a third level educational program of academic higher education, a combination of study and research components, which aims to train scientific staff and ends with the award of an academic degree of Doctor.

14. The University provides the doctoral student of the main educational unit with a scientific supervisor, creates conditions for conducting scientific research-oriented work, which should include substantiated theoretical and / or experimental results, facilitate the integration of the doctoral student into the worldwide scientific community.

15. A person with at least a master's degree or an equivalent academic degree has the right to study for a doctoral program.

16. The procedure for admission, study and awarding of the relevant academic degree in the doctoral program of the main educational unit of the University shall be determined by the normative acts of Georgia, this Statute, the doctoral program and the order document of the Rector of the University.

17. In case of completing the doctoral dissertation and defending the dissertation of the main educational unit of the University, the doctoral student is awarded with the relevant academic degree in accordance with the rules established by the dissertation council.

18. The dissertation council may exist in the main educational unit or the University.

The procedure for the establishment, composition and election of the dissertation council, as well as the procedure for defending the dissertation shall be determined by the normative acts of Georgia, this Statute and the order of the University Rector.

19. The main educational unit is also authorized to implement one-level higher or higher and / or professional educational programs developed on the basis of the relevant standard.

20. The form of studies in the educational programs of the main educational unit of the University is attendance.

21. After passing each level of study, on the basis of an appropriate legal act awarding the qualification / academic degree, upon its submission by the Dean of the University's main educational unit, the Rector of the University issues a legal act and the University issues the relevant diploma with a standard appendix.

22. A person who could not or has not completed the relevant educational program of the main educational unit of the University shall be issued a relevant certificate.

23. The implementation of the educational program (s) of the main educational unit of the University is ensured by the educational areas / courses existing in the main educational unit, which are not independent structural units.

24. The procedures for planning, elaboration, approval, development and cancellation of the educational program of the main educational unit of the University shall be determined by the normative act (s) of Georgia and the order (s) of the Rector of the University.

25. The procedure for calculating the credits of the educational program of the main educational unit of the University, the volume of the student's educational workload and the evaluation of the student's activities shall be determined by the normative act (s) of Georgia and the relevant educational program.

26. The period of one academic year / semester / academic week at the University is determined by the normative act (s) of Georgia and the order of the Rector of the University.

Article 6. Independent scientific-research unit

1. An independent scientific-research unit is an independent structural unit of the University, which carries out scientific-research activities and has governing bodies.

2. The organizational structure of an independent research unit (s) may include main and auxiliary structural units. Its areas, scientific and non-scientific structural units, rules of management and activities are determined by this Statute and the order of the Rector of the University (according to the statute of the independent scientific-research unit).

3. The governing bodies of an independent scientific-research unit are the Scientific Council and the Director.

4. The scope of autonomy, management and activities of an independent scientific-research unit shall be determined by the legislation of Georgia, this Statute and the order of the Rector of the University (according to the statute of the independent scientific-research unit).

5. The head of the scientific structural unit of an independent scientific-research unit is elected by the Scientific Council on the basis of an open competition and approval by the director.

6. A person who meets the requirements set for the Chief Scientific Officer of the independent scientific research unit or the Senior Research Fellow may be elected as the head of the scientific structural unit of the independent scientific-research unit. If a person does not hold the position of Principal Researcher or Senior Researcher, in case of being elected as the head of a scientific structural unit, he / she is also considered to be elected to the appropriate scientific position.

7. The procedure for election / appointment of the head of a non-scientific structural unit of an independent scientific-research unit shall be determined in accordance with the established rules.

8. The rights and responsibilities of an independent scientific-research unit are to:

A) Carry out fundamental and applied scientific-research activities;

B) Carry out consulting and expert activities in accordance with the established rules;

C) Organize scientific conferences and other scientific events;

D) Cooperate with other scientific-research institutions within the scope of its competence;

E) Participate in international scientific events;

F) Participate in the preparation and implementation of higher education programs in accordance with the established rules, as well as in the performance of bachelor's and master's theses and dissertations by students; Also involve students in research grant projects, local and international scientific conferences and research events;

G) Cooperate with other structural units of the University and exercise other rights and responsibilities within the scope of its competence in accordance with the established rules.

9. The main scientific staff of an independent scientific-research unit shall form its Scientific Council, which:

A) Discusses and decides on the issues of scientific management and development of an independent scientific-research unit;

B) In case of implementation of a higher education program, participates in the process of monitoring the implementation of the research component;

C) Performs other functions within the scope of its competence in accordance with the established rules.

10. The activities of the Scientific Council of an independent scientific-research unit shall be managed by a chairperson elected by a majority of its listed members.

11. The powers of the Chairperson of the Scientific Council of the independent scientific-research unit, the term of office, the procedure for election and termination of authority shall be determined by the order of the Rector of the University (According to the statute of the independent scientific-research unit).

12. The activities of an independent scientific-research unit are managed by its director.

13. The candidacy of the director of the independent scientific-research unit shall be selected by the Scientific Council on the basis of an open competition and submitted to the Rector of the University for approval. In case of a grounded refusal of the University Rector to approve the candidacy, the Scientific Council will nominate the same candidate or select another candidate. In case of repeated refusal of the Rector of the University to approve the candidacy, the acting director of the independent scientific-research unit of the University shall be appointed by the Rector of the University. The Scientific Council is obliged to select a new candidate for the director of the independent scientific-research unit no later than in 6 months. The acting director of the independent scientific-research unit is appointed by the Rector of the University before the candidacy of the director of the independent scientific-research unit is approved.

14. The position of the director of an independent scientific-research unit may be held by a person, which meets the requirements set for the principal researcher of an independent scientific-research unit. If a person does not hold the position of Chief Scientific Officer, in case of holding the position of the director of an independent scientific-research unit, he / she is also considered to be elected to the position of Chief Scientific Officer.

15. The procedure for selecting the candidate for the position of the director of an independent scientific-research unit and the powers of the director shall be determined by the order of the Rector of the University. (According to the statute of an independent scientific-research unit).

Article 7. Quality Assurance Office

1. The Quality Assurance Office is an organizational structural unit of the University and its goals and objectives at the University are to:

A) Develop a culture of high-quality education, promote the formation of internal quality mechanisms and take care of their further improvement;

B) Promote and ensure the introduction of modern educational and assessment methods;

C) Continuously evaluate the quality of activities, services and resources and promote their development;

D) Promote international cooperation and integration of the University in the European educational area.

2. The main functions and competencies of the University Quality Assurance Office are:

A) Development of internal quality assurance mechanisms for the University;

B) Development of management effectiveness monitoring mechanisms and evaluation system;

C) Evaluation of the effectiveness of internal quality assurance mechanisms and development of procedures for applying the results;

D) Development of policies for planning, elaboration, implementation and development of educational programs;

E) Development of a student contingent planning mechanism that will enable each student to receive a high-quality education;

F) Participation in the development of individual educational programs;

G) Organizing and coordinating the development of instructions and rules related to the educational process, scientific research, authorization of higher education institutions;

H) Development of criteria and indicators for technical monitoring and academic expertise of educational programs. Organizing systematic technical monitoring based on them and development of recommendations on measures to be taken for further improvement of educational programs;

I) Organizing the process of determining the conformity of educational programs with educational standards and periodic academic (including international) expertise in cooperation with Georgian and foreign experts;

J) In order to further improve the educational and research activities, organizational work and material-technical resources of the University, organize a questionnaire (s) for the assessment of the current situation by the students and staff of the University, systematize their systematic survey and survey results; make recommendations to the administration;

K) Discuss issues related to the recognition of student credits and develop relevant recommendations / conclusions;

L) Student counseling services to improve the educational process planning and academic achievement;

M) Acting as an institutional coordinator of ECTS credits, participating in the process of monitoring the appendices of the University graduates;

N) Organizing conferences, trainings, seminars, consultations and information meetings for the staff of the University on topical issues related to the Bologna

Process Principles, curriculum development, authorization of a higher education institution;

O) Determining the compliance of the material-technical resources of the University with the existing standards and submitting relevant recommendations;

P) Organizing and coordinating the implementation of the University quality mechanism (s) for monitoring the quality of educational indicators, their continuous improvement, effective use of academic and material potential and promoting its development, examination of shortcomings in the educational process, detection and elimination of shortcomings, which includes the educational program and separate training courses; Monitoring competence of academic and pedagogical staff; learning environment; students' academic performance and graduate employment. Based on the results of the quality assessment, the university administration makes appropriate decisions to improve the educational program (s), further develop the activities and maintain a high quality. The teaching quality assessment cycle consists of the following stages: plan-implement-test-develop. The following forms of quality assurance testing are used to determine / improve compliance with the University's Statute mission:

P.a) Evaluation of the lecturer's activity in the following complex ways: - self-evaluation by the lecturer; evaluation of the lecturer by the university staff; student survey;

P.b) Survey of students in the following areas: - assessment of the educational environment; evaluation of the educational program and course (s); evaluation of the lecturer (s);

P.c) Analysis of students' academic performance;

P.d) Registration of graduates' employment;

P.e) Survey of the employed graduate and his / her employer;

- P.f) Conclusion of the quality assurance service on the compliance of the educational program with the established standards.
- Q) Monitoring the academic workload of educational programs and relevant staff in order to determine their compatibility;
- R) Production of statistics on elective subjects;
- S) Analysis of students' semester assessments;
- T) Organizing activities necessary for the integration and adaptation of foreign students and students with disabilities in the educational process;
- U) Monitoring the recording of the results of students' mid-term and final assessments;
- V) Optimization of the curriculum of the main educational unit (s) and bringing it in line with the existing standards. Review of training courses (syllabi) of compulsory and elective disciplines and evaluate their academic value;
- W) Reviewing textbooks and determining them for teaching at the main educational unit (s) of the University;
- X) Proper preparation of the University authorization application;
- Y) Proper organization of the University program accreditation application;
- Z) Organizing proper preparation of the annual self-assessment report of the University;
- ZA) Cooperation with other structural units of the University within the scope of its competence and to exercise other rights and responsibilities.

Article 8. Legal Support Office

1. The Legal Support Office is an organizational structural unit of the University and its goals and objectives are: legal support for the organizational functioning and activities of the University; As well as the protection of its rights and legitimate interests in the prescribed manner.

2. The functions and competencies of the Legal Support Office are:

A) Submitting proposals and recommendations to its administration regarding the management and activities of the University in accordance with the current legislation;

B) Development of draft legal acts of the University and enhancing its normative base;

C) Revising legal acts prepared (submitted) by the structural units of the University;

D) On the basis of the submitted materials and / or complaint (s), legal assessment of actions / inactions taken by the relevant persons and preparation of relevant conclusions;

E) Providing relevant legal advice and recommendations to the university staff and students. In addition, ensuring the protection of their rights and legitimate interests at the University;

F) Preparation of legal conclusions on issues and / or disputes related to the activities of the University;

G) Preparation of draft agreements / contracts / memoranda of the University;

H) Reviewing of drafts agreements, contracts and / or memoranda submitted by third parties;

I) Study and analyze of legislative practice and experience in order to legally improve the statutory activities of the University;

J) Participation in innovative projects and promotion of introduction of new projects;

K) If necessary, providing trainings related to legislative innovations for the organizational structural units of the University;

L) In case of a legal dispute, the University shall represent the University in dealing with public / private institutions / organizations and / or individuals in accordance with the established procedure;

M) Protecting the legal interests of the University in accordance with the established procedure and preparation of the draft procedural act (s) necessary for this purpose;

N) Cooperation with other structural units of the University within the scope of its competence and exercising other rights and responsibilities.

Article 9. Financial and Material Resources Office

1. The Financial and Material Resources Office is an organizational structural unit of the University and its goals and objectives are:

A) Development / updating of the University financial policy and rules;

B) Complex and operational analysis of the financial situation on the basis of accounting reports;

C) Based on the effective management of the financial and material resources of the University, creation of normal conditions for students and staff to study, work and research;

D) Securing material values of the University, determination of the optimal mode of ownership and use and maintenance in accordance with the rules established by law;

E) Development of measures to improve the material and technical resources of the University.

2. The functions and competencies of the University Financial and Material Resources Office are:

A) Development of the draft budget of the University;

B) Development of proposals that define the general principles of drafting, reviewing, approving and monitoring the implementation of the University budget;

C) Systematic supervision of the implementation of budget indicators;

D) Coordination of financial activities;

E) Development of support mechanisms for socially vulnerable students, including financial support;

F) Development of relevant projects and / or proposals related to the rational spending of material resources and submitting them to the University administration;

G) Ensuring the organization of accounting and reporting in accordance with the current legislation;

H) Participation in the inventorying of non-financial and financial assets (liabilities) and other receivables and record the results of the inventory;

I) Controlling over the designated use of the University's funds and material values;

- J) Ensuring timely and uninterrupted flow of funds;
- K) Timely accrual and issuance of staff salaries and other allowances;
- L) Ensuring control over the payment of utility bills;
- M) Accounting of stocks and flows according to the sources of financing defined by the legislation;
- N) Completion and timely accounting of settlements with legal entities and individuals as a result of an economic activity;
- O) preparation and submission of necessary documents related to taxpayer (tax) obligations, staff salaries and other financial issues in relations with state agencies, banking institutions, as well as in relations with individuals and other legal entities;
- P) Ensuring the storage of accounting documents in the prescribed manner;
- Q) Drawing up an annual calendar plan for construction and reconstruction works;
- R) Organized management of construction-repair and / or maintenance works, implementation of constant supervision and control over the executors;
- S) Coordinating the optimal functioning of the University infrastructure and equipment, utility systems for the proper and determined purpose, maintenance and cleaning of buildings, material goods (s) and plants;
- T) Supply / equipment of structural units / personnel with relevant material goods, materials, agricultural and stationery inventory;
- U) keeping records of acquired and issued material values / goods, ensuring systematic supervision over property and warehousing and coordinating the movement of university property as needed;

V) Preparation of relevant proposals and documents on depreciated, unusable property and spent materials / inventory on the balance sheet of the University and submit them to the administration;

W) Preparation of a draft annual procurement plan in accordance with the sources of funding and conduct procurement procedures;

K) Ensuring the preparatory work for procurement, establishment of the integrity of procurement facilities and the monetary thresholds;

Y) Selecting suppliers in compliance with the legislation and organizing the preparation of draft contracts for the relevant procurement / services, ensuring the supplier's supervision over the fulfillment of the contract conditions and the acceptance of the procurement object;

Z) Cooperate with other structural units of the University within the scope of its competence and exercise other rights and responsibilities.

Article 10. Library

1. The library is an organizational structural unit of the University and its goals and objectives are:

Proper provision of information on the academic process at the university, on training of highly qualified specialists and scientific-research work.

2. The main functions and competencies of the University Library are:

A) Provision of educational-scientific, educational and pedagogic process of the University with library resources;

B) Rational formation of library stock, its registration, organized protection, scientific processing and production of reference facilities in accordance with the standards and methodological guidelines in force in the library services;

C) Ensuring free access to library stock through the use of traditional and modern reference facilities and open shelves;

D) Delivering library and information-bibliographic services for students and staff of the University in accordance with the rules of using the library. Using ILL (interlibrary loan) forms and international book exchange opportunities in this regard;

E) Systematization of library documents in accordance with the classification system in force in Georgia; Maximum opening of library contents using traditional and computer technologies;

F) Creating the necessary conditions for the protection of library documents, developing recommendations and proposals in this regard for the University administration; systematic organization of the process of secondary selection of library documents, writing off obsolete library documents in terms of content and other aspects in the prescribed manner;

G) Systematic updating of library document funds, taking into account the university profile;

H) Systematic study and analysis of the provision of student textbooks and publications necessary for the educational process; Development of recommendations with the participation of specialists in individual subjects;

I) Organizing information-bibliographic service with traditional forms and using up-to-date technologies. Analytical processing of relevant periodicals and ongoing publications of the university profile, organization of bibliographic databases, use of electronic catalogs of libraries owned by large foundations;

J) Organization, protection and production of reference equipment for the funds of scientific-research papers performed at the University;

K) Production of electronic catalog using accepted standards and library programs. Coordinating work in this direction with universal-scientific libraries;

L) Providing educational and scientific-research structural units of the University with profiled library documents. Their centralized accounting, providing accessibility and production of reference equipment;

M) Promotion of library-bibliographic knowledge among university students. Informing readers about the use of library documents and the library's capabilities;

N) Conducting extensive library and information events, presenting newly published materials, organizing bibliographic reviews and reader conferences, extensive and selective dissemination of information;

O) Analysis of information-bibliographic services and elaboration of relevant recommendations for the University administration and submission of proposals;

P) Cooperation with other structural units of the University and exercising other rights and responsibilities within the scope of its competence in accordance with the established rules.

3. The library is available to students and staff at least 6 days a week, for 60 hours in total.

4. The students and staff of the university affiliated to it have the right to use the library.

The membership takes place once and the user remains a member for the entire period of the relevant status. Membership in the University library is confirmed by filling out an application form. Membership in it and use of its library stock is free.

5. The following rules for using the library fund apply in the University Library:

A) If the library has only one copy of a book it will not be issued by the library. The user has the opportunity to use such books only in the reading hall of the library or to make a copy of the required part or the whole book in the library;

B) the customer can withdraw those library books, which are available in the library stock in the form of several copies;

C) The book is issued from the library for a period of 5 days and upon the expiration of this period the reader is obliged to return the book to the library. If the reader still needs the book, he can resubmit application again (within 5 days) unless another application has been submitted for the book;

D) If the book is not returned to the library by the user at the appropriate time, the user is obliged to inform the University library about the reason for not returning the book in time. In case of unsubstantiated reason, the user is obliged to return the book within 2 days. In case of violation of this term, the issue of disciplinary liability of the relevant person may be raised in accordance with the established rules;

E) In case of loss or damage of the book, the user of the book is obliged to compensate the damage to the University library within a reasonable period of time by transferring the same type of book free of charge or by paying the relevant fee to the University in cash;

F) University library staff may, for rational reasons, request an early return of a book or other library document from a user. In such a case, the reader is obliged to return the book / other library document immediately;

G) Smoking, loud noise or talking, use of mobile phones, theft of a book or other library document, their damage or misplacement in order to hide it and / or prevent its use for other users are strictly prohibited in the library;

H) Users of the University library who are observed to return a book or other library document late or misuse it and / or violate any other rules for using the Library, may be restricted to use the Library.

Article 11. Service Development and Communication Office

1. Service Development and Communication Office is an organizational structural unit of the University and its goals and objectives are:

- A) Organizing and promoting continuous development;
- B) Ensuring international cooperation and internationalization;
- C) Ensuring publicity of educational-scientific processes, planned or implemented events and access to public information.

2. The functions and competencies of the University Service Development and Communication Office are:

- A) Operational / situational analysis of the ongoing processes at the University, determination of continuous development priorities and definition of strategic planning methodology;
- B) Organizing strategic development and action plans with the involvement of university staff and other stakeholders;
- C) Monitoring the implementation of strategic development and action plans and, if necessary, organize an appropriate response to the evaluation results;
- D) Planning and organizing various activities by the University in order to contribute to the development and sharing of knowledge, such as: social, cultural, economic, environmental and other programs and events, participation of academic and scientific staff of the University in discussing important topics for the community,

conducting expert and consulting services, conducting research for various institutions, and promoting lifelong learning;

E) Organizing and coordinating relations with state structures, educational / scientific institutions, mass media, non-governmental and other organizations within the scope of its competence;

F) Finding projects that facilitate the training of competitive specialists and relevant projects of the University and ensure the involvement of the University in it;

G) Organizing an "open door" for those interested in the educational programs of the University, developing and distributing relevant reference materials;

H) Finding, processing and disseminating information related to the educational process;

I) Promoting the development of services available to foreign students and students with disabilities and holding orientation meetings; Participating in activities to integrate them into the learning process;

J) Ensuring the development of a network of student-centered employers and actively working with them to regulate the employment process;

K) Provision of students' career support services, which will provide them with appropriate advice and support regarding employment and career development;

L) Informing students and promoting their involvement and support in various university, local and international projects and events;

M) Developing mechanisms for international cooperation and internationalization, including the attraction of foreign students and staff, and analyzing the evaluation of their effectiveness;

- N) Taking care of advertising the opportunities of the University;
- O) Planning and organizing visits relevant to the activities of the University for the staff;
- P) Organizing a competition for the selection of candidates for exchange programs;
- Q) Organizing the reception and hosting of delegations of partner higher education institutions and scientific institutions, other honorary guests;
- R) Organizing and coordinating relations with state, educational and scientific-research institutions, mass media, non-governmental and other public organizations;
- S) Organizing international conferences, seminars and similar events. Identifying / analyzing contributing and hindering factors before planning events;
- T) Ensuring access to public information about the activities of the University;
- U) Preparation of press releases, information materials, organization of regular and special briefings, press conferences and interviews, monitoring of TV stories and press;
- V) cooperate with other structural units of the University within the scope of its competence and exercise other rights and responsibilities.

Article 12. Proceedings Management and Information Support Office

1. The proceedings management and information support office is an organizational structural unit of the University and its goals and objectives are:

- A) Organizing, recording and ensure archiving of documents at the University in accordance with state norms;

B) Creation of consolidated and integrated information-communication infrastructure necessary for the effective functioning and development of the University, ensuring its reliable and efficient operation and development;

C) Promoting the management of human resources;

D) Promoting the continuous functioning of the University and ensuring its information security;

E) Informational and analytical support of the University within its competence;

F) Integration of the University information systems into the information-communication area of the country;

G) Introduction and development of information systems and new services.

2. The functions and competencies of the Proceedings Management and Information Support Office of the University are:

A) Organizing and ensuring a proper system of unified proceedings management;

B) Recording / registration of orders of the University Rector; minutes of collegial structural units, meetings and conferences; Incoming and outgoing correspondence at the University; university contracts, agreements and / or memoranda in accordance with the established procedure;

C) Organization of timely review of submitted documents and submitting them to the addressee (s), regulation of their execution, regulation of executive control in accordance with the established procedure, implementation of registration-reference works on the results and organization of delivery of documents to the addressee (s);

D) Proper archiving of concluded works;

- E) Development of staff management policies and procedures;
- F) Handling, arranging and storing personal files of the staff;
- G) Production, regulation and storage of students' university personal files;
- H) Properly organizing and ensuring the issuance of educational document (s);
- I) Processing the necessary information on issues within its competence and preparing drafts of relevant documents;
- J) Developing the necessary nomenclature of the University cases, organizing the formation / registration of cases for case storage and archiving;
- K) Collecting, systematizing useful information for the University and delivering it in a processed form to the interested structural units;
- L) Development and implementation of information systems security standards;
- M) Ensuring the reliability of information protection using modern software and technical means;
- N) Systematic administration and access to the University information-communication infrastructure and data warehouses;
- O) Providing the University with existing information systems of and provision of relevant technical means;
- P) Provision of proper work of the University information-communication means, their access to the global network (Internet) and configuration of relevant software, as well as provision of local computer network services;

Q) Testing new software products taking into account the specifics of the University and introducing these software products, making changes in software products, considering new requirements, examining and determining information processing methods and algorithms, developing technical products and assignments based on them;

R) Ensuring the administration of the University web resources and the operation of the website in Georgian and English languages. As well as facilitating the posting of relevant information;

S) Creation, implementation, development, administration and servicing of specialized software;

T) Advising the structural units / staff of the University when purchasing computer and other digital equipment, providing the technical characteristics of the procured equipment and checking the compliance of the purchased / supplied equipment with the documentation;

U) Upon request, editing the relevant presentation material and laminating the already existing printed material, creating drafts of university staff certificates, official vehicle licenses and other administrative documents;

V) Introduction of electronic services and electronic management systems and ensuring their continuous development;

W) Ensuring the business continuity of the University with the existing information technology infrastructure and processes;

K) Maintaining the registry of educational institutions in accordance with the current legislation;

Y) Cooperating with other structural units of the University and exercising other rights and responsibilities within the scope of its competence in accordance with the established rules.

Article 13. Culture and Sports Office

1. The Culture and Sports Office is an organizational structural unit of the University and its goals and objectives are: to ensure the coordination of activities related to cultural and sports areas of the University.

2. The functions and competencies of the University Culture and Sports Office are:

A) Organizing multidisciplinary cultural-creative and educational-artistic activities;

B) Popularization of creative activities and elaboration of a unified university policy of cultural development;

C) Taking care of the involvement of the students and staff of the University in creative activities, taking into account their talents and desires;

D) Establishing creative contacts in accordance with modern requirements in order to promote the harmonious development of students and their attraction to the art area;

E) Taking care for the preservation, strengthening and popularization of Georgian folklore;

F) Promoting the development of university sports, popularizing sports, organizing sports events, universiades to establish a healthy lifestyle among university staff and students;

G) Identifying talented students in sports events, encouraging them to participate in Universiades on behalf of the University worldwide and locally;

H) Preparation of recreational and sports events, arrangement of sports bases and inventory;

I) Finding sponsors for highly qualified athletes and promoting them;

J) Cooperating with other structural units of the University and exercising other rights and responsibilities within the scope of its competence in accordance with the established rules.

Article 14. Rector

1. The authority of the leadership and representation of the University is given to the Rector of the University. He is the highest administrative and academic official of the University.

2. The Rector of the University is appointed and dismissed by the Catholicos-Patriarch of Georgia.

3. The competence of the Rector of the University is:

A) Representing the University individually. His representative authority in relations with third parties is not limited;

B) Leading the implementation of the statutory mission, goals and activities of the University;

C) Managing the material resources owned by the University;

D) Concluding contracts, agreements and memoranda on behalf of the University;

E) Signing the financial and other necessary documents related to the organizational functioning of the University;

F) Defining and approving: other structural units of the University, organizational structure and rules of activity in addition to those established by this Statute; job competence / labor activity of the University staff; the University staff list and salary; as well as other regulations / norms necessary for the organizational functioning and proceedings management of the University in addition to those established by this Statute;

G) Hiring and dismissing staff at the University in accordance with the established procedure. Determining the amount of remuneration of invited specialists (staff);

H) Issuing a permit to the University for the publication of scientific-research, philosophical, journalistic, artistic works and periodicals;

I) Issuing warrants if necessary;

J) Carrying out academic / pedagogical and creative activities;

K) Approving the internal regulations of the University; fundamentals and rules of ethics and disciplinary responsibility; strategic development plan; educational and scientific research programs / plans; planning scheme of educational process; rules for evaluating quality assurance policies, mechanisms and procedures, and rules for evaluating education and research;

L) Considering complaints related to the activities of the University and taking measures on the issue as defined by the normative acts of Georgia; if necessary, the position of the Georgian Orthodox Church should be taken into account;

M) At the request of the Catholicos-Patriarch of Georgia, is obliged to submit a full report on various areas of the University;

N) Exercising other rights and responsibilities within the scope of his / her competence.

4. In order to regulate the issues within its competence, the Rector of the University shall issue various legal acts in accordance with the established procedure.

extract

**Order of the Rector of St. Tamar Mepe University of the Georgian Patriarchate -
Non-entrepreneurial (Non-commercial) Legal Entity**

#023/01

September 5, 2017

Tbilisi

On the definition / approval of regulations / norms necessary for the organizational functioning of the University in addition to the statute of St. Tamar Mepe University of the Georgian Patriarchate

In accordance with Article 35 of the Civil Code of Georgia, Article 10 (1) (b) of the Law of Georgia on Higher Education and Article 44 of the Law on Non-Entrepreneurial (Non-commercial) Legal Entities, Article 4, Part 1-3, Article 14, Part 1, Part 3, B, E, F and L, and Part 4 of the Statute of NNLE St. Tamar Mepe of Patriarchate of Georgia, I order:

1. The regulations / norms required for the proper organizational functioning and proceedings management of the St. Tamar Mepe University of the Georgian Patriarchate shall be determined by its internal regulations in addition to those established by its Statute.

2. To approve the internal regulations of St. Tamar Mepe University of the Georgian Patriarchate in accordance with the Annex to this Order.

3. The order may be appealed in accordance with the rules established by the legislation of Georgia.

4. The order shall enter into force upon signing.

Professor, Archimandrite

Adam (Vakhtang Akhaladze)

Appendix

Internal regulations of St. Tamar Mepe University of the Georgian Patriarchate - Non-entrepreneurial (Non-commercial) Legal Entity

Chapter I. University Administrative Bodies (Governing Entities)

Article 1. Rector of the University

The Rector is the highest administrative and academic official of the University. His /her legal capacity (rights / duties) is determined by the normative acts of Georgia and the rules established by the University Statute.

Article 2. Coordinator of the University Administration

1. The Administration Coordinator is the support staff of the Rector of the University, who facilitates the coordinated functioning of the structural units of the University.

2. The administration coordinator is appointed and dismissed by the Rector of the University. His / her legal capacity is determined by these internal regulations and the individual legal acts of the Rector of the University.

3. The University Administration Coordinator is authorized / obliged to:

A) Organize the coordinated work of the structural units / staff of the University within the framework of the statutory activities of the University;

B) Submit recommendations and / or conclusions on the expediency of certain financial-economic measures to be implemented by the University in accordance with the separate assignments of the University Rector;

C) Participate in the development and implementation of the University development strategic plan;

D) Carry out pedagogical and creative activities.

Article 3. University Senate

1. The highest governing and representative body of the educational and scientific-research activities of the University is the Senate of the University.

2. The composition of the University Senate is automatically determined by all the academic staff of the main educational units.

3. The University Senate:

A) Promotes the integration of the University's higher education into the European area, cooperation with other higher education institutions, creation of curricula and scientific research programs; internationalization of student's education, research and alumni employment at the University. As well as student involvement in research projects, practical skills development components, and curriculum-independent initiatives;

B) Develops a strategic development plan of the University and submits it to the Rector of the University for approval;

C) Determines the rules and conditions for awarding Emeritus titles by the University;

- D) Makes a decision on awarding the title of Emeritus;
- E) Approves the regulations of the University doctoral and dissertation council;
- F) If necessary, make changes in the decisions made by itself;
- G) Exercises other rights and responsibilities on the issues within its competence.

4. The meetings of the University Senate are chaired by the Rector of the University.

5. To ensure organizational matters, the University Senate shall have a Secretary, who shall be elected from among the members of the Senate by a majority of the listed members, by open voting.

6. A member of the University Senate shall have one vote. He is obliged to attend the meeting of the University Senate. The reason for absence from the meeting must be notified in writing to its chairperson.

7. Members of the University Senate shall attend the Senate meeting without special invitation, by any means of communication, including a public announcement.

8. During the term of office of the University Senate, its member has the right to participate in the discussion of all issues that are the subject of discussion of the University Senate; To express his / her opinion, to ask questions, to use other powers granted by the legislation of Georgia and the Statute of the University.

9. The University Senate is authorized to establish commissions and working groups to study specific issues with the participation of the members of the Senate by the majority of votes in the list. Commissions and working groups may be set up with the participation of specialists, experts, university staff and other stakeholders invited by the University Senate.

10. The meeting of the University Senate is authorized if it is attended by half or more of the listed members and the issue is decided by a majority vote of the attendees by open voting or by the decision of the Senate by other form of voting.

11. The University Senate may hold closed meetings.

12. The Secretary of the University Senate, in agreement with the Chair of the University Senate, sets the agenda of the meeting at least three days before the meeting of the Senate (except for the extraordinary meeting). The rapporteur shall be indicated along with the issues on the agenda.

13. The meetings of the University Senate shall be recorded in the form of a protocol, in accordance with the established procedure of which the Secretary of the Senate shall ensure the continuity of registration, its storage and protection of the formed cases.

14. The authenticity of the protocol is confirmed by the signature of the Chairperson and Secretary of the University Senate.

15. The minutes of the University Senate meeting shall include:

A) The date of the meeting, the beginning and the end;

B) The agenda;

C) A description of the course of the meeting;

D) Decisions made;

E) Other requisites provided by the current unified case management rules.

16. The University Senate is authorized to make a decision in the form of a resolution on all matters within its competence.

Article 4. University Dissertation Council

1. The Dissertation Council of the University is a body awarding the academic degree of Doctor established in the relevant area, which is established at the University.
2. The University Dissertation Council consists of all professors and associate professors of the University with the academic degree of Doctor.
3. The University Dissertation Council will develop the regulations of the Doctoral and Dissertation Council, which determines the structure of the doctoral program of the main educational unit (s) of the University, the procedure necessary for awarding the academic degree of Doctor and the procedure for forming the dissertation board and electing its chairperson, deputy chairperson and secretary.
4. The statute of the Dissertation Council is approved by the University Senate.

Chapter II. The main educational unit (s) of the University

Administrative bodies (governing entities)

Article 5. Dean of the Faculties

1. The Dean of the Faculties is the administrative governing officer of the main educational units of the University, which coordinates the structural-organizational activities of the faculties of the University.
2. The Dean of the Faculties is appointed and dismissed by the Rector of the University. His / her legal capacity is determined by these internal regulations and individual legal act of the Rector of the University.
3. Dean of the University Faculties:

A) Plans the educational, scientific and methodological work of the faculty, organizes and effectively controls the progress of activities, as well as the academic performance of students and their financial debts;

B) Ensures the preparation, issuance, receipt and processing of student mid-term / final assessment forms;

C) Develops appropriate measures to improve the quality and effectiveness of students' education, provides them with the competence of the faculty, as well as all necessary information necessary to determine their (student) profile, plans the learning process and improves achievements, providing appropriate advice and assistance;

D) Develops and submits to the Rector of the University for approval the draft documents related to the planning of the educational process of the Faculty, the strategic development plan, educational and scientific-research programs;

E) Participates in the development of the University development strategic plan and its implementation within the scope of its competence;

F) Carries out pedagogical and creative activities;

G) Exercises other rights and responsibilities within its competence.

Article 6. Faculty Council

1. The University Faculty Council is an administrative / representative body of the faculty, which includes all members of the academic staff of the faculty.

2. The Faculty Council carries out the functions of the main educational unit defined by the University Statute, including the following competences:

A) Promoting and, within the scope of its authority, ensuring the internationalization of education, scientific work and employment of graduates at the Faculty, as well as

involvement of students in research projects, practical skills development components, and curriculum-independent initiatives;

B) Discussing and resolving situations related to the academic achievement of the students of the educational programs of the Faculty;

C) For the educational programs of the faculty, except for the doctoral programs - after accumulating the required number of credits and fulfilling other additional requirements, determining the qualification of the student and awarding him / her with the appropriate academic degree.

3. The meeting of the Faculty Council is authorized if it is attended by half or more of the listed members and the decision on the issue is made by the majority of votes of the attendees by open voting or by the decision of the Council by other form of voting.

4. The planning and organization of the meeting of the Faculty Council is provided by the Dean of the University Faculties.

5. The meeting of the Faculty Council is chaired by the Chairperson of the meeting, who is elected to ensure the chairing of the procedural course of the meeting from the composition of the Council, before the opening of each meeting of the Council.

6. In order to ensure the organizational issues of the meeting of the Faculty Council, in accordance with the procedure established by Paragraph 5 of this Article, the Faculty Council elects the Secretary of the meeting.

7. A member of the Faculty Council enjoys one vote. He is obliged to participate at Faculty Council meetings. The reason for absence from the meeting must be notified in writing to the Dean of the University Faculties.

8. The members of the Faculty Council attend the Council meeting without special invitation, by any means of communication, including a public announcement. During

the work of the Faculty Council, its member has the right to participate in the discussion of all issues that are the subject of discussion of the Faculty Council; To express his / her opinion, to ask questions, apply to the legislation of Georgia, the Statute of the University and other authorities granted by these internal regulations.

9. The Faculty Council is authorized to establish commissions, working groups to study specific issues with the participation of the members of the Faculty Council. Commissions and working groups can be set up with the participation of specialists, experts, university staff and other stakeholders invited by the Faculty Council.

10. Faculty Council may hold closed meetings.

11. The meetings of the Faculty Council are recorded in the form of a protocol, the established procedure of which ensures the continuity of registration, its storage and protection of the formed cases by the Dean of the University Faculties. The authenticity of the protocol is confirmed by the signature of the chairperson and secretary of the Faculty Council.

12. The minutes of the meeting of the Faculty Council include:

- A) The date of the sitting, the beginning and the end;
- B) The agenda;
- C) A description of the course of the meeting;
- D) Decisions made;
- E) Other requisites provided by the current unified proceedings management rules.

Chapter III. Auxiliary and independent structural units of the University

Article 7. General Provisions

1. Auxiliary structural units of the University and the rules of their activities are defined by the University Statute.

2. Independent structural units are established in the University for the implementation of educational, scientific-research, innovative projects and publishing activities, as well as for the implementation of arts and other cultural-educational programs. Their organizational structure and competence are determined by the University Statute and these internal regulations.

3. The staff of the independent structural units of the University and the rules for the assignment of the relevant remuneration / competence shall be determined in accordance with the rules established by the legislation of Georgia.

Article 8. Center for Mental Correction

- A) On the basis of voluntary referral of persons with mental problems, their consulting, diagnostic and treatment activities in accordance with the rules established by the legislation of Georgia;

- B) Assisting / advising citizens in selecting the appropriate medical facility and treatment method for the problem and providing contact details of the selected facility;

- C) Supporting the educational / scientific activities of the University.

Article 9. Esma Oniani Art Studio

- A) Popularization of art professions, introduction of cultural values in the general public through various curricula;

- B) Preparation and implementation of complex non-academic theoretical-practical training programs.

Article 10. Cabinet of the Holy Martyr Grigol Peradze

Scientific research on the life and work of St. Martyr Grigol Peradze.

Article 11. Cabinet of Ahmed Ozkan Melashvili

Scientific research on the history, spiritual and material culture, linguistic situation of Georgians in Turkey and the development of cultural and social relations.

Article 12 - Mirkani Publishing House

A) Promotion and enhancement of high-quality education and scientific research provided by the up-to-date standard of education, popularization and protection of Georgian and human cultural values;

B) Supervise, coordinate, control and implement the publishing activities of the University.

Article 13. Studio Mirkani

A) Shooting, production, dubbing, video editing of documentary films and videos under the auspices of the University;

B) Providing university staff, students with educational, research and relevant University activities with appropriate equipment and a mini shooting area, in addition to video and photo shooting.

Article 13. Shimon Peres Training and Scientific Center

Research of the socio-historical unity, spiritual and material culture of the Georgian and Jewish peoples and promotion of the development of cultural-social relations.

(Rector order 11013/01 order of 11.05.2018)

Extract

Order of the Rector of St. Tamar Mepe University of the Georgian Patriarchate - Non-entrepreneurial (Non-commercial) Legal Entity

36036/01/1

November 14, 2017

Tbilisi

On the approval of the Statute of the Institute of Scientific of Multidisciplinary and Intercultural Studies - Independent Scientific-Research Unit of St. Tamar Mepe University of the Georgian Patriarchate - Non-entrepreneurial (Non-commercial) Legal Entity

In accordance with Article 35 of the Civil Code of Georgia, Article 10 (1) (b) of the Law of Georgia on Higher Education and Article 6, Article 14, Part 1, Part 3, Paragraphs "b", "e", "f" and "o" and Part 4 of the Statute of NNLE St. Tamar Mepe University of Patriarchate of Georgia, I order:

5. To approve the Statute of the Independent Scientific-Research Unit of the St. Tamar Mepe University of the Georgian Patriarchate - Scientific Research Institute of Multidisciplinary and Intercultural Studies in accordance with the Annex to this Order.
2. In accordance with the rules established by the legislation of Georgia, this order shall be immediately made public.
3. The coordinator of the university administration is instructed to organize the execution of the order.
4. The order may be appealed in accordance with the rules established by the legislation of Georgia.
5. The order shall enter into force upon signing.

Professor, Archimandrite
Adam (Vakhtang Akhaladze)

Appendix

Statute of the Scientific Institute of Multidisciplinary and Intercultural Studies - the Independent Scientific-Research Unit of NNLE St. Tamar Mepe University of the Georgian Patriarchate

Article 1. Status and contact information

1. The Independent Scientific-Research Unit of NNLE St. Tamar Mepe University (hereinafter - the University) of the Georgian Patriarchate – the Scientific Institute of Multidisciplinary and Intercultural Studies (hereinafter - the Institute) is an independent structural unit of the University, which carries out scientific-research activities and has governing bodies.

2. The term of activity of the Institute is unlimited.

3. The Institute is independent in its activities and operates on the basis of Georgian legal acts, international treaties and agreements, the University Statute and this Statute.

4. The Institute shares international norms and principles of scientific research, and is free from any political, religious or racial ideology.

5. The legal address of the Institute is: Dimitri Uznadze Street, №68, Tbilisi, Georgia

Article 2. Goals and Activities

1. The goals of the Institute are:

- A) Carrying out scientific research, consulting and expert activities;
- B) Comprehensive support for scientific-technological progress and scientific activities;
- C) Creation, analysis and dissemination of new technologies;
- D) Development of international scientific cooperation;
- E) Encouraging the mobility of scientific staff;
- F) Promoting the training and retraining of new scientific staff;
- G) Cooperation with higher education and scientific-research institutions working in scientific field;
- H) Implementation of joint higher education programs through cooperation with the higher education institution;
- I) Organizing and implementing other non-profit activities.

2. In order to achieve the set goals, the Institute:

- A) Conducts fundamental and applied scientific research;
- B) Ensures the achievement of international standards of scientific research;
- C) Facilitates the publication of research articles in national and international journals, encourages the Institute to increase citation index of the employee;
- D) Facilitates the exchange of scientific information in the field of science and technology development between it and scientific circles of foreign countries;

E) Organizes international scientific conferences and symposia;

F) Organizes international school-seminars for young scientists with the participation of foreign experts;

G) Cooperates with scientific societies of different countries for the implementation of joint projects;

H) Is authorized to carry out ancillary activities related to scientific research activities, including consulting-recommendation and other activities in accordance with the rules established by law;

I) Is authorized to participate in the preparation and implementation of bachelor's, master's and doctoral educational programs, as well as in the preparation of bachelor's and master's theses and dissertations by students on the basis of an agreement with a higher education institution;

J) is authorized to involve students in scientific grant projects, local and international scientific conferences and scientific-research events on the basis of an agreement with a higher education institution;

K) Carries out any activity that is not prohibited by law.

Article 3. Rules of organizational activity

1. The organizational structure and rules of activity of the Institute shall be determined in accordance with the legal acts of Georgia, the Statute of the University and this Statute.

2. The selection of staff within the framework of the activities of the Institute and the conclusion of labor contracts shall be carried out in accordance with the legislation of Georgia and the Statute of the University.

3. The division (separation, exclusion), merger (unification, accession) and liquidation of the Institute shall be carried out in accordance with the legislation of Georgia.

4. The decision on reorganization and / or liquidation of the Institute is made solely by the Rector of the University.

Article 4. Staff

1. The staff of the Institute is composed of scientific, administrative and support staff and is determined by the staff schedule of the University.

2. The scientific staff of the Institute includes scientific officials - scientists and postdoctoral students who directly participate and / or conduct scientific research.

3. Scientific positions of the Institute are: Researcher; Senior Researcher; Principal Researcher.

4. A postdoctoral student is a person who is selected for the implementation of a specific scientific-research project on the basis of a competition conducted by the Scientific Council of the Institute in accordance with the established rules. A person can be elected as a postdoctoral student only once.

5. A scientific position may be held only through an open competition, which must comply with the principles of transparency, equality and fair competition.

6. The conditions for election and appointment to scientific / postdoctoral positions at the Institute shall be determined by the legislation of Georgia, the University Statute and the rules established by this Statute.

7. In order to hold a scientific position, it is necessary to meet the following conditions:

A) A person who has a master's degree or an equivalent academic degree can hold the position of a Researcher. A person holds the position of a Researcher permanently.

B) A person who has a doctoral or an equivalent academic degree can hold the position of Senior Researcher. A person holds the position of Senior Researcher permanently.

C) A person who has a doctoral degree or an equivalent academic degree, and at least 6 years of experience in scientific research, special scientific achievements can hold the position of Principal Researcher. A person holds the position of Principal Researcher permanently. The Principal Researcher is subject to attestation once in 5 years in accordance with the order of the University Rector.

8. A person who has an academic degree of Doctor may be elected as a postdoctoral fellow.

9. The date of the competition for the scientific position of the Institute and the additional conditions shall be published one month before the receipt of the relevant documents in accordance with the legislation of Georgia and this Statute.

10. The rules for hiring scientific staff and additional conditions for holding the scientific position of the Institute shall be developed by the director of the Institute in accordance with the rules established by the legislation of Georgia and approved by the Rector of the University in accordance with the established rules.

11. The administrative staff of the Institute includes its director. Administrative staff may not simultaneously be the head of the structural unit of the Institute. The heads of the structural units of the Institute are not administrative officials.

12. Auxiliary staff includes other persons necessary for the activities of the institute provided for in the staff schedule of the University.

Article 5. Management

According to the established rule, the structural-organizational activity of the Institute is headed by its director, while its scientific work by the Scientific Council.

Article 6. Director

1. The Institute is managed by a director. The legal capacity of a person as the director of an institute is determined by the legislation of Georgia and the rules established by the Statute of the University.

2. Director of the Institute:

A) Makes decisions on behalf of the Institute, which directly or indirectly serve the implementation of its goals and activities;

B) Is authorized in relations with third parties to act on behalf of the Institute and to carry out actions related to the authority of its representation without restriction;

C) Approves the regulations of the structural units of the subject;

D) Promotes development of contacts with scientific and higher educational institutions of Georgia and foreign countries, enters into memoranda and / or agreements with them on behalf of the Institute;

E) Approves the person elected by the Scientific Council for the position of the head of the scientific structural unit of the Institute;

F) Attends the meetings of the Scientific Council with the right of deliberative vote;

G) Promotes the professional development of scientific staff;

H) Develops the budget of the Institute and the draft amendments and additions to this Statute and submits it to the Rector of the University for approval;

I) Manages of the financial resources of the Institute in accordance with the legislation and also bears personal responsibility for the property used by the Institute and for the purposeful and correct spending of funds;

J) Is authorized to determine the fee for the services provided by the Institute;

K) Within the scope of competence, issue relevant legal acts;

L) Executes other authorities in accordance with the established rules.

Article 7. Scientific Council

1. The main scientific staff of the Institute forms the Scientific Council of the Institute, which:

A) Uninterruptedly reviews and determines the main areas of the scientific activity of the Institute in scientific research and ensures the correct implementation of these directions;

B) On the basis of an open competition, elects the head of the scientific structural unit of the Institute by secret ballot, which is approved by the director of the Institute;

C) Hears the report on the implementation of the budget of the Institute upon the proposal of the director of the Institute;

D) Hears and reviews the results / reports of the heads of scientific structural units, individual scientists, problematic scientific issues, scientific reports of employees, reports on the implementation of grant topics and scientific business trips;

E) Discusses issues of scientific cooperation with higher education and scientific-research institutions;

F) In case of implementation of a joint higher education program by the Institute in cooperation with a higher education institution, participates in the process of monitoring the implementation of the research component;

G) Exercises other authorities in accordance with the established rules.

Article 8. Powers of the Scientific Council and its members

1. A meeting of the Scientific Council is authorized if it is attended by at least half of the members of the Council. The decision of the Scientific Council is considered adopted if it is voted by more than half of the members present at the meeting, except as provided by law. In case of equal distribution of votes, the vote of the Chairperson of the Scientific Council is crucial.

2. The Scientific Council makes decisions on the basis of open voting. The Scientific Council may decide to hold the matter by secret ballot.

3. The meeting of the Scientific Council shall be convened as necessary, but not less than once every three months, by the Chair of the Scientific Council. The Chair of the Scientific Council convenes an extraordinary meeting on his own initiative, at the request of one third of the members of the Scientific Council and / or the Director of the Institute.

4. The Scientific Council elects the Secretary of the Scientific Council from among its members.

5. A member of the Scientific Council may terminate his / her authority prematurely upon dismissal of the Principal Researcher of the Institute, as well as in case of dismissal from the position due to which he / she was considered to be the Principal Researcher.

Article 9. Chairperson of the Scientific Council

1. The Scientific Council is chaired by the Chairperson of the Scientific Council, who is not an administrative official. He is authorized to convene and chair the meetings of the Scientific Council.

2. The Chair of the Scientific Council is elected by the Scientific Council by a majority of the listed members, by secret ballot, for a term of 5 years.

3. Chairperson of the Scientific Council:

A) Convenes the meetings of the Scientific Council;

B) Organizes the work of the Scientific Council;

C) Participates in the decisions of the Council with the right to vote;

D) Supervises the implementation of the decisions of the Council.

4. The term of office of the Chairperson of the Scientific Council may be terminated prematurely in the following cases:

A) By personal desire;

B) On the basis of a decision made by the Scientific Council by a majority of the listed members, if the Chair of the Scientific Council does not perform his / her duties;

C) Upon the entry into force of a guilty verdict rendered by a court against him;

D) When recognized by a court as having a disability or as a recipient of support, unless otherwise determined by a court decision;

E) Upon death;

F) in case of dismissal of the Principal Researcher of the Institute, as well as in case of dismissal from the position due to which he / she was considered to be in the position of Principal Researcher.

5. The Scientific Council elects the Deputy Chairperson of the Scientific Council from among its members by a majority of the listed members, who exercises his / her powers in the absence of the Chairperson.

Article 10. Structural unit and its head

1. The structural unit of the Institute is defined by the order of the Rector of the University.

2. Structural unit of the institute:

A) Ensures the implementation of the goals and objectives of the Institute in the relevant area;

B) Develops and submits to the Director of the Institute the draft budget of the structural unit and the statute of the structural unit;

C) Develops research grant projects within its competence.

2. The structural unit of the Institute is managed by the head of the structural unit, who:

A) Manages the structural unit according to the relevant field;

B) Develops plans for perspective activities to be implemented in the structural unit and submits them to the Scientific Council;

C) Raises the issue of dismissal or promotion of a person from a scientific position before the Rector of the University;

D) Exercises other powers provided by the statute of the structural unit.

Article 11. Procedure for holding the position of the head of a scientific and non-scientific structural unit

1. The head of the scientific structural unit of the Institute is elected by the Scientific Council of the Institute on the basis of an open competition and is approved by the Director of the Institute. A person who meets the requirements for a Principal Researcher or a Senior Researcher of the Institute may be elected as the head of a scientific structural unit. If a person does not hold the position of a Principal Researcher or a Senior Researcher of the Institute, in case of being elected to the position of the head of the Scientific Structural Unit of the Institute, he / she is also considered to have been elected to the appropriate scientific position.

2. The director of the institute concludes an employment contract with a candidate elected by the Scientific Council for a period of not more than 5 years.

3. The rules and conditions of the competition for the head of a scientific structural unit shall be determined by the director of the Institute.

4. The head of the non-scientific structural unit of the Institute is appointed by the Rector of the University in accordance with the rules established by the legislation of Georgia.

Article 12. Financing and Property

1. The source of funding for the institute can be:

A) Target funds allocated from the state budget;

B) Grants received from bilateral and multilateral international programs by attracting funds from international financial-economic organizations and scientific foundations;

C) Charitable donations, voluntary contributions of individuals and legal entities;

D) Income received as a result of work performed on the basis of a contract;

E) Other incomes allowed by the legislation of Georgia.

2. In accordance with the established rule, the Institute is authorized to receive and own movable and immovable property, which may be used only for the purposes and objectives specified in this Statute.

3. The Institute is obliged to keep records of its financial-economic activities in accordance with the legislation of Georgia.