



STATUTE OF INSTITUTE OF LINGUISTIC STUDIES OF SCHOOL OF ARTS AND SCIENCES OF ILIA STATE UNIVERSITY

ARTICLE 1 - SCOPE OF THE STATUTE

1. This Statute determines tasks and objectives of the Institute of Linguistic Studies of the School of Arts and Sciences of Ilia State University, main areas of its activities, its organization, managing authorities and other issues related to the functioning of the Institute.
2. The Statute of the Institute shall be formulated by its head and submitted to the Faculty Board for review. In the event that the Faculty Board approves the Statute, the administration of the faculty shall submit it to the Academic and Representative Boards of the University.

ARTICLE 2 - STATUS OF THE INSTITUTE OF LINGUISTIC STUDIES

1. The Institute of Linguistic Studies (hereinafter – ‘the Institute’) is the institute created at the School of Arts and Sciences of Ilia State University for education and research purposes, which under the control of the School of Arts and Sciences (hereinafter – ‘the School’) carries out educational, scientific-research and practical activities;
2. The Institute was created by the decision of the Board of Representatives (29/9/2009, Protocol N12).

ARTICLE 3 - OBJECTIVES OF THE INSTITUTE

1. Objectives of scholarly activities by the Institute are as follows:
 - a) Digital Humanities: computer linguistics, digital epigraphy, digital prosopography;
 - b) study of Georgian sign language;
 - c) study of Georgian language typology, electronic documentation of the Georgian and Abkhazian languages, especially Georgian-Akhazian parallel texts;
 - d) textology, study of old Georgian verbal legacy, publications;
 - e) study of social history of the Georgian language;
 - f) study of issues of standardization of Georgian as the second language and Georgian as a foreign language for the purposes of preparing textbooks;
 - g) study, translation and publication of Georgian and European sources of the middle ages and modernity.

ARTICLE 4 - MAIN AREAS OF ACTIVITIES OF THE INSTITUTE

1. The Institute of Linguistic Studies carries out interdisciplinary projects in different fields of general and applied linguistics and Kartvelologi. Main study areas are as follows:
 - a) corpus linguistics;
 - b) natural language modelling;
 - c) computer lexicography;
 - d) study of Georgian sign language;
 - e) study of Kartvelian languages;
 - f) study of social history of the Georgian language;
 - g) textology, old Georgian philology;
 - h) study of Georgian as a foreign language and Georgian as the second language.

ARTICLE 5 - ORGANISATION OF THE INSTITUTE

1. The Institute is staffed with scientists, researchers and professors whose activities are in compliance with the mission, principles, and objectives determined by the Statute;
2. The Institute includes: Sign Language Laboratory, Kartvelian Languages Study Group, Georgian Language Workshop and the Abkhazian Language Documenting and Study Centre.
- 2.1. Objectives and tasks of Georgian Language Workshop are as follows:
 - formulation of methodical line of Georgian as the second/foreign language and the corresponding textbooks;
 - formulation of study materials of Georgian as the second/foreign language;
 - formulation of on-line teaching format elements and their implementation in the process of teaching and learning Georgian as the foreign/second language;
 - provision of internships and hands-on experience to students of Georgian as the second/foreign language teacher programme by applying teaching and methodical materials formulated by the workshop;
 - involvement of Georgian as the second/foreign language teacher programme students in research projects by the workshop;
 - planning and implementation of extra events for students of the programme for integration and training of the Georgian language learners (projects carried out in cooperation with the university and non-governmental organisations, trainings, watching films and discussions, etc.);
 - arranging events for the purposes of popularisation of programmes for integration and training of the Georgian language learners, as well as programmes for training of Georgian as the second and foreign language teachers (informative meetings with non-Georgian language university entrants, organising different events for them in the university with the help of non-governmental organisations, etc.);
 - planning of Georgian language courses for foreign students and lecturers within exchange programmes;
 - holding summer schools.

ARTICLE 6 - MANAGING AUTHORITIES OF THE INSTITUTE AND THEIR FUNCTIONS

1. Managing authorities of the Institute are as follows:
The Director of the Institute and the Board of the Institute, which is comprised of all professors and researchers at the Institute;
2. A candidature of the Director of the Institute shall be reviewed by the Academic board and approved by the Rector;
3. The Board of the Institute makes decisions if a decision is approved by the absolute majority of those attending a session. The Board shall be authorised if half of the members of the institute attend the session.
4. The Board of the Institute:
 - a) discusses and formulates recommendations in relation to scientific and research activity programmes of the Institute presented by the Director;
 - b) agrees upon Institute budget projects drawn up by the Director of the Institute;
 - c) formulates recommendations in relation to new candidates of members of the Institute and requirements they should meet;
 - d) formulates the project for the Statute of the Institute together with the Director of the Institute to be presented at the Academic Board.
5. The Director of the Institute:
 - a) supervises academic activities;
 - b) presents the Institute budget project to the Academic Board for discussion, the scientific and research activity programme and the Statute of the Institute;
 - c) presents suggestions to the University Rector in relation to the candidates of researchers and professors to be hired;

- d) presents an annual report of his/her activities to the Academic Board at the end of each year.
6. The Rector of the University shall appoint and dismiss the director of the centres within the Institute.

ARTICLE 7 - BOARD SESSION

1. Board Sessions of the Institute shall be convened by the Director or the Board of the Institute;
2. After the Board Session, the session minute shall be drawn up, which is signed by the Board Chairperson and a secretary;
3. The Board shall make a decision as "the Decision of the Board."

ARTICLE 8 - PERSONNEL OF THE INSTITUTE

1. The Institute has its academic personnel, researchers and aids;
2. Work-related duties to be performed by the personnel shall be specified by an employment contract;
3. Academic personnel shall be hired by complying with the procedure determined by the Law of Georgia on Higher Education and the Charter of the University.

ARTICLE 9 - PROPERTY AND BUDGET OF THE INSTITUTE

1. The Institute shall use the property of the University in compliance with the procedure determined by the University;
2. The sources of financing of the Institute are as follows: budget assignments, institute revenues, science and/or other grants, contributions, agricultural and other revenues allowed by the law;
3. Disposal of the financial resources of the Institute shall be governed by Georgian legislation, the Charter of the University, the budget formulation procedure of the University and this Statute.

ARTICLE 10 - RESTRUCTURING AND CLOSURE OF THE INSTITUTE

1. The decision on restructuring and closure of the Institute shall be made by the Academic Board and approved by the Board of Representatives.

ARTICLE 11 - PROCEDURE FOR PROPOSING CHANGES AND/OR AMENDMENTS TO STATUTE

1. The project for proposing changes and/or amendments to the Statute shall be drawn up by the Director of the Institute and presented to the Academic and Representatives Boards of the Institute for approval;
2. The project for proposing changes and/or amendments to the Statute shall be substantiated and shall prove the necessity for proposing the said changes and/or amendments.