



## STATUTE OF INSTITUTE OF ZOOLOGY OF SCHOOL OF ARTS AND SCIENCES OF ILIA STATE UNIVERSITY

### ARTICLE 1 - GENERAL PROVISIONS

1. This Statute determines objectives of the Institute of Zoology (hereinafter—'the Institute'), main areas of its activities, its organization, managing authorities, its rights and responsibilities, the personnel of the Institute, its involvement in preparation of Master and Doctoral degree programmes and other issues.
2. The Statute of the Institute shall be formulated by the Board of the Institute together with the director/s of the Institute and submitted to the Academic Board. In the event that the Academic Board approves the Statute, it shall be submitted to the Board of Representatives for approval.

### ARTICLE 2 - MISSION OF THE INSTITUTE, STRATEGIC VISION, MAIN PRINCIPLES, OBJECTIVES AND AREAS OF ITS ACTIVITIES

#### 2.1. MISSION OF THE INSTITUTE:

1. Holding fundamental research in the field of Zoology in Georgia;
2. Training personnel in Zoology;
3. Involvement of research works in study process, and creation of study programmes;
4. Raising public awareness in wildlife conservation related issues.

#### 2.2. VISION OF THE INSTITUTE. RESEARCH CONDUCTED AT THE INSTITUTE AIM TO:

1. widen knowledge on Georgian fauna and maintain environment and nature protection principles;
2. bring up pupils and students;
3. formulate principles of applied zoology;
4. integrate the Institute into the global scientific circles on the basis of the research conducted in it.

#### 2.3. MAIN PRINCIPLES OF THE INSTITUTE ACTIVITIES:

1. Field and experimental research;
2. Participation in different events focusing on different aspects related to fauna studies;
3. Creation of collections and their completion, determination of the animal register of Georgia and creation of database, as well as involvement in the processing of red list;
4. Public discussion and promulgation of the produced outcomes.

#### 2.4. OBJECTIVES OF THE INSTITUTE AND MAIN AREAS OF ITS ACTIVITIES:

1. Holding fundamental and applied scientific research;
2. For the purposes of achieving a particular goal, the Institute has the science and research programme, which is approved by the Academic Board of the University;
3. A science and research project of the Institute is drawn up by university professors and/or researchers who are the members of the Board of the Institute;
4. The Board of the Institute approves the science and research activities programme drawn up by the Director of the Institute;

5. Holding complex and fundamental research in zoology;
6. Involvement in training of experts in individual areas of zoological studies at the bachelor, master and doctoral levels;
7. Building international science connections.

### ARTICLE 3 - ORGANIZATION OF THE INSTITUTE

1. Spiny Animal Laboratory;
2. Nematology Laboratory;
3. Entomopatogenes Laboratory;
5. Parasitology Laboratory;
6. Hydrobiology and Ichthyology Laboratory;
7. Cariosystematics and Biochemistry Laboratory;
8. Science Collections Foundation.

### ARTICLE 4 - MANAGING AUTHORITIES OF THE INSTITUTE AND THEIR FUNCTIONS

Managing authorities of the Institute are as follows:

1. The Director/s of the Institute and the Board of the Institute, which is comprised of all its professors and researchers;
2. The Director of the Institute is appointed at the very first session by the Board of the Institute and is presented to the Academic Board for approval;
3. The Board of the Institute makes decisions if a decision is approved by the absolute majority of those present at the session. The Board shall be authorized if 2/3 of the members of the Institute attend the session;
4. If the science and research activities programme of the Institute is comprised of a number of projects of similar significance, several directors of the Institute may be appointed.

### ARTICLE 5 - BOARD OF THE INSTITUTE:

- a) discusses and formulates recommendations in relation to scientific and research activity programmes of the Institute presented by the Director/s;
- b) agrees upon institute budget projects drawn up by the Director/s 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/s of the Institute to be presented at the Academic Board.

### ARTICLE 6 - DIRECTOR/S OF THE INSTITUTE:

1. supervise/s academic activities;
2. present/s the Institute budget project to the Academic Board for discussion, the scientific and research activity programme and the Statute of the Institute;
3. presents suggestions to the Academic Board in relation to the candidatures of researchers and professors to be hired;
4. presents an annual report of his/her activities to the Academic Board at the end of each year.

### ARTICLE 7 - BOARD SESSION

1. Board Sessions of the Institute shall be convened by the Director or the Board of the Institute;
2. The Board is authorized to make decisions if it is attended by at least half of its members. Decisions are made if the majority of the attendants approve them;

3. After the Board Session, the session minute shall be drawn up, which is signed by the Board Chairperson and a secretary;
4. The Board shall make a decision as "the Decision of the Board."

#### **ARTICLE 8 - PERSONNEL OF THE INSTITUTE**

1. The Institute has an academic personnel, researchers and aids;
2. Work-related duties to be performed by the personnel shall be specified by the 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. Professors, researchers and students at the Institute shall use its property in compliance with the procedure determined by the University;
2. The sources of funding the Institute are as follows: budget assignments from the budget of the university, science and/or other grants, contributions, agricultural and other revenues allowed by the law;
3. Disposal of the financial resources of the institute and its programmes is governed by Georgian legislation, the Charter 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 AMENDMENTS**

1. Amendments to be proposed to the Statute shall be drawn up by the Board of the Institute together with the director/s and presented to the Academic Board, which is approved by the Board of Representatives.