

Ilia State University

Regulations of the Faculty of Arts and Sciences

Chapter I. General Provisions

Article 1. Scope of the Regulation

- 1.1 The present regulation outlines faculty aims and objectives, scope of action, structure, management bodies and staff, the manner of their election, rights, responsibilities and conduct as well as other issues related to the functioning of the faculty.
- 1.2 The regulation shall be developed by the Faculty Council based on the Dean's proposal and by consent of the Academic Council shall be submitted to the Representative Council of the university for approval.

Article 2. Status of the Faculty of Arts and Sciences

- 2.1. Faculty of Arts and Sciences (hereinafter referred to as ‘The Faculty’) represents the main educational, scientific and administrative unit of Ilia State University providing all levels of educational programs, scientific research activities; It carries out certification and higher educational activities, ensures the training of students in one or more specialties as well as granting them appropriate qualifications;
- 2.2. The title of the major educational unit in Georgian is ‘მეცნიერებათა და ხელოვნების ფაკულტეტი’ and ‘Faculty of Arts and Sciences’ in English. The faculty has official seal and letterhead endorsed by the Rector.
- 2.3. The Faculty is guided by the Law of Georgia on Higher Education as well as by University Regulation, normative and administrative legal acts, other enacted rules and regulations at the university.
- 2.4. Address of the Faculty: Ilia Chavchavadze Ave №32, Tbilisi 0179, Georgia.

Chapter II. Principles, objectives and Main Directions of Activity of the Faculty of Arts and Sciences

Article 3. Aims and Objectives of the Faculty of Arts and Sciences

3.1. The Faculty of Arts and Sciences is guided by the principles of liberal education and academic freedom, and aims to:

- a) develop, administer and implement educational programs at bachelor, master, doctoral levels as well as other programs;
- b) promote the creation of new knowledge by conducting academic and applied research projects appropriate to the faculty scope;
- c) provide students with an outstanding academic environment that will help them to maximize their potential and develop into qualified professionals;
- d) promote internationalization of the teaching and research processes conducted by the Faculty through the implementation of international academic programs, the involvement of students, academic and administrative staff in exchange programs, joint scientific research and other forms of active participation in international projects;
- e) meet the demand for receiving higher education, qualification improving and retraining that matches the interests and abilities of the person as well as to ensure the academic freedom of learning and teaching.

3.2. Endeavouring to achieve its aims, the faculty of arts and sciences:

- a) offers students a wide range of academic and other types of programs and enables them to acquire knowledge based on the latest scientific achievements using modern methods of teaching, which is a solid basis for the competitiveness of graduates in local as well as international employment market;
- b) promotes the attraction of personnel with the best academic and practical experience and their subsequent professional development;
- c) promotes interdisciplinary and educational programs aimed at the maximum integration of research and teaching at different stages of learning, as well as certification and retraining programs in accordance with modern standards;
- d) creates comfortable environment for students for learning, research and self-development by involving them in the public social and scientific activities of the university;

- e) creates a favorable environment for its academic staff to successfully carry out scientific activities in specialized fields;
- f) promotes active participation of students in faculty activities and scientific and research projects;
- g) carries out active communication with interested groups of society through scientific conferences, seminars, public lectures and other types of scientific or popular events;
- h) cooperates with local private public and international organizations to engage students in research projects, develop their practical skills and promote employment;
- i) promotes the establishment of connections between the leading academic centers of Georgia and other countries for the implementation of both one-time projects and long-term educational and scientific-research programs;
- j) uses the material base and resources under the authority of not only itself, but also other structural units of the university, including the material base of scientific-research institutes and centers, research and training laboratories, workshops, lecture halls, computer classes and the library, for the implementation of educational goals.

Chapter III. Faculty Structure

Article 4. Faculty Structure

Structurally the Faculty of Arts and Sciences consists of:

- a) management bodies-the Faculty Council, Dean and Quality Assurance Office;
- b) supporting administrative units created by the faculty-the units responsible for the implementation of the educational process;
- c) research centers, educational centers, scientific institutes and other supporting structural units created for educational purposes at the faculty;
- d) independent scientific-research units, the formation of which is regulated by the law on higher education, the university codes, rules and regulations.

Chapter IV. Faculty Management Bodies, Their Rights and Election Rules

Article 5. Faculty Management Principles

The Faculty ensures:

- a) the publicity of decisions of the faculty, reports and orders of the dean and the head of the quality assurance service and their availability to all interested persons;
- b) academic freedom of the staff and students;
- c) participation of academic staff and students in decision-making;
- d) equal treatment regardless of a person's ethnicity, gender, social origin, political or religious beliefs, etc.;
- e) creation of the most attractive environment for students for learning, research and self-development;
- f) preparation and implementation of training courses, modules, programs in appropriate scientific disciplines for all three levels of education.

Article 6. Faculty Management Bodies

The Faculty management is provided by the Faculty Council, Dean and the Faculty Quality Assurance Service.

Article 7. Faculty Council

7.1. Faculty Council is the representative body which consists of representatives elected by the academic staff of the Faculty as well as representatives elected from the independent scientific-research unit, if any, and representatives of the student self-government.

7.2. The composition of the Faculty Council is elective.

The Faculty Council consists of

- a) academic staff considering the following rule:

a.a) In case the number of academic staff at the faculty is 30 or less, the faculty council shall include all representatives of the academic staff;

a.b) In case the number of academic staff at the faculty is 30-120, the faculty council shall include 2 representatives elected from every 10 members of the academic staff;

a.c) In case the number of academic staff at the faculty is more than 120, the faculty council shall include 1 representative elected from every 10 members of the academic staff;

b) Single elected representative from independent research-scientific unit, if any;

c) Student self-government representatives;

7.3. The share of Student representatives in the Faculty Council shall be $\frac{1}{4}$ of the entire council.

7.4. Faculty Council:

a) on the proposal of the dean, reviews and submits the faculty budget to the head of the university administration;

b) elects the dean of the faculty by means of free and equal elections, through secret ballot and by a simple majority of the members;

c) on the recommendation of the dean, develops a strategic plan for the development of the faculty and educational programs and submits it to the academic council for approval;

d) on the recommendation of the dean, develops the structure and regulations of the faculty, submits it to the Academic Council for consideration, which is later submitted to the Representative Council for approval;

e) elects the head of the faculty quality assurance service by the majority of the listed;

f) is authorized, at the request of at least $\frac{1}{3}$ members, to consider the issue of early termination of the dean's authority on the basis of violation of Georgian legislation, improper performance of the duties assigned to the dean or activities unsuitable for the dean. the decision on early termination of the dean's term of office shall be made by secret voting, by the majority of the members. The dean does not participate in the voting provided for in this sub-paragraph. Appealing the decisions on these matters does not lead to the suspension of the contested act;

g) participates in other processes related to the faculty activities, including awarding qualifications to graduates, reviewing and approving changes in educational programs, approving certificate and retraining courses, etc.

h) exercises other powers granted by the legislation of Georgia.

7.5. Decisions are made by the majority of the members present, except for the cases stipulated by the law.

Article 8. Preparing and Conducting a Faculty Council Meeting

8.1 The Faculty Council is convened and chaired by the Dean of the Faculty. A Faculty Council meeting may be convened at the initiative of no less than 1/3 of the Faculty Council members;

8.2 Faculty Council members should be informed in advance of the time, place and agenda of the meeting;

8.3 A faculty council is authorized if more than half of its members are present;

8.4 A decision by the Faculty Council is considered to be adopted if it is supported by more than half of the members present at the meeting, except for the cases provided for by the legislation of Georgia.

8.1 Minutes of the meeting are drawn up at every session of the Faculty Council, in which the following must be indicated:

- a) the name of the management body;
- b) time and place of the meeting;
- c) the identity of the chairman of the session and the attending members;
- d) subject of discussion;
- e) voting results;
- f) decisions made.

8.2. The minutes of the meeting of the Faculty Council are signed by the chairman and the secretary of the Faculty Council.

Article 9. Faculty Quality Assurance Service

9.1 A Quality Assurance Service is established for the purpose of systematic internal assessment of the faculty educational and scientific-research work, as well as the quality of professional development of its academic and scientific staff, for the continuous development of the education quality assurance system;

9.2 The Faculty Quality Assurance Service establishes links and cooperates with the corresponding services of foreign countries and their higher education institutions to establish transparent quality control criteria and their assurance methodology;

9.3 The Faculty Quality Assurance service contributes to ensuring a high level of teaching quality through the use of modern methods of learning, teaching and assessment (modules, credit system, etc.) and preparation of self-assessment for the authorization/ accreditation process.

9.4 The Quality Assurance Service of the faculty shall develop the internal evaluation procedure of the scientific-research activity of the independent scientific-research unit of the faculty and submit it to the Faculty Council for approval.

9.5 The rule of internal evaluation of the scientific research activities of the independent scientific research unit of the faculty should be based on the international standards of evaluation of scientific research activity (participation of foreign evaluators in the evaluation process, use of various forms of scientific bibliometrics, etc.).

9.6 The Quality Assurance Service of the faculty evaluates the activities of the independent scientific-research unit of the faculty on the bases of internal evaluation rules of the scientific-research activity of the independent scientific-research unit of the faculty.

9.7 regularly reports the results of his work to the faculty council and the dean.

9.8 The Faculty Quality Assurance Service is accountable to the Faculty Council, the Dean and the University Quality Assurance Service.

9.9 The Quality Assurance Service of the faculty has a head who is elected by the Faculty Council.

Article 10. Rules and Procedures for Electing the Head of Faculty Quality Assurance

10.1 The Faculty Council determines the requirements for the head of the Faculty Quality Assurance Service and announces the election. The Head of Faculty Quality Assurance must be a professor or associate professor.

10.2 The head of the university Quality Assurance Service shall review the received applications and present the selected candidate(s) to the Faculty Council.

10.3 One or more candidates may be proposed to the faculty.

10.4 The Faculty Council elects the head of the faculty Quality Assurance Service through open balloting by the majority of the members within no more than 10 working days after the

presentation of the candidates, which is endorsed by the decision of the Faculty Council.

10.5 In the case of failure of the Faculty Council to elect the Head of the Quality Assurance Service, the Faculty Council shall declare a re-election in compliance with the requirements of this Article.

10.6 The Head of the faculty Quality Assurance service shall be elected for a term of 4 years.

Article 11. Faculty Dean

A Dean of the faculty:

- a) ensures the effective conduct and management of educational activities at the Faculty;
- b) submits the strategic plan for the development of the Faculty and educational programs to the Faculty Council;
- c) develops the faculty structure and regulations and submits to the Faculty Council;
- d) submits the draft faculty budget to the Faculty Council for consideration and approval;
- e) is responsible for the implementation of the decisions of the Representative Council, Academic Council and Faculty Council within the scope of his/her competence;
- f) issues individual administrative-legal acts, issues certificates and other information related to the faculty within the scope of his/her competence;
- g) chairs the meetings of the Faculty Council;
- h) in accordance with the legislation of Georgia, is responsible for the purposeful use of the faculty budget;
- i) exercises other powers granted to him/her by the legislation of Georgia.

Article 12. Rules and Procedures for Electing a Faculty Dean

12.1 Faculty Council elects the Dean for a term of four years. An associate professor or a professor can be elected as a dean.

12.2 The same person may serve as a Dean only for two consecutive terms.

12.3 In the case of early termination of the dean's authority or the dean's inability to fulfill his/her authority, the Faculty Council appoints an acting dean who must meet the requirements for the dean.

12.4 The statement on the start of registration of candidates for the post of a dean shall be published by the Faculty Council in accordance with the procedure defined by the legislation of Georgia and the election rules and regulations of the university.

Chapter V. Faculty Staff

Article 13. Staff

Faculty staff consists of academic, administrative, scientific, support personnel and invited specialists.

Article 14. Academic Staff

14.1 The academic staff of the faculty consists of professors.

14.2 Professors include professors, associate professors and assistant professors, assistants.

14.3 Professors participate in and lead the educational process and scientific research.

14.4 Research staff consists of researchers. Researchers include researchers, associate researchers and assistant researchers.

Article 15. Administrative, Supporting and Invited Personnel (teachers and others)

15.1 Administrative positions at the faculty include: Dean of the Faculty, Head of Quality Assurance Service.

15.2 Supporting staff of the faculty includes other persons necessary for the activities of the faculty provided by the staff list.

15.3 The invited staff of the faculty includes - an invited specialist – an hourly paid teacher. The hourly paid teacher is entitled to conduct lectures, seminars and practical work without holding an academic position.

15.4 The Faculty is authorized to invite specialists or research staff with appropriate qualifications without holding an academic position to participate in the teaching or scientific research process or to conduct this process.

15.6 Apart from the supporting staff as provided by the university regulation, the faculty is equally authorized to invite persons with relevant qualifications to perform certain tasks as part-time supporting staff on the bases of the employment contract. The procedure for hiring and dismissing non-staff supporting personnel, the procedure and amount of their remuneration is determined by the head of the university administration.

Chapter VI. Faculty Learning and Research-scientific Process

Article 16. Learning Process

16.1 The educational process at the Faculty is carried out in accordance with the Law of Georgia on Higher Education, the University Regulations, the present regulation, other regulatory norms, acts, codes as well as the curriculum of the educational programs at all levels of study;

16.2 Maximum academic freedom is ensured during the educational process, which means the free choice of the course instructor regarding the use of educational methods, selection of literature, distribution of educational components, student evaluation and other issues related to the learning process;

16.3 Academic staff of the university and faculty are involved in the learning process, as well as invited staff;

16.4 The administration of the learning process is carried out by the Dean of the Faculty, the Head of the Quality Assurance Service, administrative and supporting staff, coordinators of the learning process and the Quality Assurance Service.

Article 17. Scientific-Research Process

To support the scientific research process, there are research units at the Faculty of Arts and Sciences, which conduct scientific activities in the specific professional fields and submit an annual report to the Faculty or the Academic Council on their scientific research activities.

Chapter VII. Property, Financial and Budget Planning

Article 18. University Property and Budget

18.1 The Faculty uses the property of the university in accordance with the rules established by the university.

18.2 The sources of funding are: budget allocations, revenues from the centers, scientific and other types of grants, donations, economic activity and other incomes permitted by law.

18.3 The disposal of the faculty finances is regulated by the legislation of Georgia, the university regulation and the present regulation.

Chapter VIII. Rules and Procedures for Additions and Amendments to the Regulation

Article 19. Rules and Procedures for Additions and Amendments to the Regulation

19.1 The Dean of the faculty submits the initiative to make amendments and/or additions to the regulations to the Faculty Council; if approved by the council, the endorsed project shall be submitted to the Academic Council on the dean's proposal for further approval and endorsement. The decision of the Academic Council shall be submitted to the Representative Council to make final decision.

19.2 The project on making amendments and/or additions to the Regulation must be substantiated and reflect the need to make amendments and/or additions.