

Ilia State University Faculty of Business, Technology and Education

“School of Education” (department)

Regulations

Article 1. Scope of Regulations

1. These regulations define objectives and tasks, key areas of activity, structure, management bodies and other issues related to the operation of the School of Education -the department of the Faculty of Business, Technology and Education.
2. The Head of the School together with the School Council develops the regulations of the School in agreement with the Dean of the Faculty. The Dean of the Faculty submits the regulations of the department to the Faculty Council for review. In case of getting approval from the Faculty Council, the Dean of the Faculty submits the regulations to the Academic and Representative Councils of the University.

Article 2. Status of the School of Business

1. The School of Education (later referred to as School) is a department/school established within the Faculty of Business, Technology and Education of Ilia State University for educational and research purposes;
2. The School was established by minutes N99 of July 22, 2014, and approved by minutes N5 of July 28, 2014, of the representative council.

Article 3. The Goals and Objectives of the School

3.1 The School is responsible for:

1. extensive research in the field of education to create new knowledge and experience;

2. creation of academic training and continuous education programs and constant development;
3. synchronization of the programs of School of Education with each other and strengthening of connection with academic programs of other areas;
4. training of professional staff by synchronizing research, teaching, and practice;
5. professional development of those employed in education;
6. professional development of the academic staff of the School and attraction of highly-qualified new employees;
7. internationalization of teaching and research in education;
8. establishing and strengthening of institutional connections at the local, regional and international level;
9. participation in the formation of education policy;
10. stimulation of close relations between academic staff and students;
11. using own potential and resources for the benefit of society;
12. working with local and international donors to find the necessary resources for research activities.

1.1 Objectives of the school:

1. development of the curriculum;
2. development of the School infrastructure;
3. development of human resources;
4. development of the research potential;
5. development of the organizational culture;
6. introduction of innovations;
7. development of teaching and research quality;
8. development of cooperation with interested parties at the local and international level.

Article 4. Major Directions of the School Activity

1. Ilia State University School of Education carries out activities in the direction of research, academic and continuous education, and community service;

2. Research activity is a strong priority of the School of Education. The purpose of the research activity is:
 - a) to create new knowledge in the field of education and ensure its integration into teaching and practice;
3. The goal of academic education is:
 - a) Designing and implementing effective, high-quality academic programs, tailored to the volatile reality;
4. The aim of continuous education:
 - a) support the professional development of the education specialists and other interested parties;
5. The aim of the community service is:
 - a) The school shall support the development of education through cooperation with relevant institutions and interested parties;
6. To fulfill the set goals, the school implements basic educational programs in cooperation with the dean of the faculty, the quality assurance service, and the university administration.

Article 5. The Structure of the School

The School is a unity of professors and researchers, whose activity is based on the mission, principles, goals and directions defined by the regulations.

Article 6. School Management Bodies

1. School management bodies are the Head of the School, School Council, and School Advisory Council.
2. To fulfill its goals, the school implements basic educational and research programs in cooperation with the Dean of the faculty, the quality assurance service, the university administration, and the advisory board.

Article 7. School Council

1. The School Council is comprised of the Head of the School, one representative from the individual concentration of academic programs, who are appointed based on the basis of voting;

2. Rotation is carried out based on the decision of the academic staff employed in the program.
3. Any person involved in the academic program who has an employment contract with the university may become a member of the council based on voting.
4. The authority of the member of the council is terminated in case of the expiration of the employment contract with the university, on the basis of a personal statement, or in case of non-fulfillment of the authority laid down by the legislation of Georgia.
5. Responsibilities of the School Council:
 - a) To develop the concept of the school and submit it to the Faculty Council;
 - b) To draw up a School development plan and submit it to the Faculty Council;
 - c) To develop an action plan and submit it to the Faculty Council;
 - d) To plan the budget of the School and submit it to the Faculty Dean.
 - e) To develop a concept for the development of school programs based on the consultation with the director and the Dean of the faculty;
 - f) To define the Advisory Council of the School;
 - g) To review and develop recommendations regarding educational, scientific, and research activities submitted by the head of the school in agreement with the Dean of the Faculty;
 - h) The school board makes decisions by a simple majority of those present at the meeting. The board is authorized if more than half of the school board members are present at the board meeting.

Article 8. The Head of the School

1. The head of the school manages the department in consultation with the Dean of the faculty based on the needs of the faculty;
2. The Head of the School:
 - 2.1 The Head of the school is appointed by the Rector, under the submission of the Faculty Dean, and carries out the activities in agreement with the Faculty Dean;
 - 1.1 Upon agreement with the Faculty Dean, the Head of the School, submits scientific - research activity program and School regulations to the Faculty Council for approval/review.
 - 1.2 Based on the consultations with the Dean, the head of the School submits proposals on the needs and selection of researchers and persons occupying academic positions;

- 1.3 At the end of every year, submits an annual report to the Faculty Council.

Article 9. Council Meeting

1. The meeting of the School Council is convened by the head of the school or at least 3 (three) members of the School Council;
2. Upon completion of the meeting of the Council, the minutes of the meeting are drawn up, which are signed by the Chairman of the Council and the Secretary;
3. The council makes a decision in the form of a "decision of the council" by the majority of those present, in case of an equal number of votes, the vote of the chairman of the council is given priority.

Article 10. Advisory Council

1. The school may have an advisory board, which consists of individuals and legal entities interested in the development of education;
2. The Advisory Board is limited to advisory decisions related to educational and research programs.

Article 11. Reorganization and Cessation of the school

The decision on reorganization and cessation of the School is made by the academic council and approved by the representative council.

Article 12. The rule on making amendments or/and additions to the regulations

The project of amendments and/or additions to the regulations will be developed by the head of the School together with the School Council in agreement with the Faculty Dean. The Faculty Dean submits the amendments or/and additions to the regulations to the Faculty council for review. In case of gaining approval from the Faculty Council, the Dean of the Faculty submits for approval the regulations of the department to the academic and

representative councils of the university.