

Ilia State University Faculty of Business, Technology and Education

“School of Business” (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 Business (later referred to as School) -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 Business (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 and approved by minutes N1 of January 30, 2019, of Academic and Representative Councils.

Article 3. Objectives and Goals of the School

3.1 The School ensures:

1. extensive research in the field of business to create new knowledge and experience;
2. creation and continuous development and academic training programs;
3. synchronization of business school programs with each other and strengthening of connection with academic programs of other areas, including technology and education areas;
4. training of professional staff by synchronizing research, teaching and practice;

5. professional development of employees of the business sector;
6. professional development of the academic staff of the School and attraction of highly qualified new employees;
7. internationalization of teaching and research in business;
8. establishing and strengthening institutional ties at the local, regional and international levels;
9. stimulating close relations between professors and students in the teaching and research process;
10. using own potential and resources for the benefit of society;
11. working with local and international donors to find the necessary resources for research activities.

3.2 Objectives of the School:

1. providing modern education and supporting students during the academic process;
2. development of the curriculum;
3. development of the human resources;
4. development of the research potential;
5. development of organizational culture;
6. introduction of innovation;
7. improvement of the quality of business research;
8. development of cooperation with interested parties for further employment of students.

Article 4. Major Directions of the School Activity

1. To fulfill its goals, the School implements basic educational programs in cooperation with the Dean of the faculty, the quality assurance service, and the university administration.
2. Business School of Ilia State University carries out educational and research activities, in the direction of academic and continuous education and public service;
3. The goal of research activities is to create new knowledge in different areas of business and ensure its integration into teaching and practice;

4. The goal of academic education is to prepare and implement high-quality academic programs;
5. The goal of continuing education is to support interested persons in their professional development and offer certification and training programs.
6. The goal of community service is to ensure that the School, in cooperation with relevant institutions and interested parties, researches the needs of business representatives, communicates with them, and facilitates research-based needs.

Article 5. The Structure of the School and Management Bodies

1. The School Structure is comprised of, and its management bodies are the Head of the School and the School Council.

Article 6. School Council

1. The School Council is comprised of the Head of the School and the Program Coordinators.;
2. The authority of the member of the council is terminated in the event of the termination of the employment contract with the university or the declaration of no confidence by the school.
3. **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 review academic and research programs of the School and submit them to the Faculty Council;
- d) To plan the budget of the School and submit it to the Faculty Dean.
- e) To plan the academic year/semester together with the head of the School;
- f) To review students' cases;
- g) To review the issue of awarding the qualifications to students and submit it to the Faculty Council;
- h) To review and make decisions on the issue of admitting doctoral students to the Doctoral program;
- i) The School Council makes decisions by a simple majority of those present at the meeting. The Council is authorized if more than half of the School Council members are present at the Council meeting.

Article 7. The Head of the School

1. The Head of the school is appointed by the Rector, under the submission of the Faculty Dean, for the term determined by the contract;
2. The responsibilities of the Head of the School:
 - a) To manage the School;
 - b) In agreement with the School Council, to submit academic, scientific and research activities, or certification programs or the amendments to be made to them, to the Faculty Council for review;
 - c) To submit proposals to the Dean of the Faculty on the basis of consultation with the School Council/or the head of the program on the recruitment of invited staff needed for the study program;
 - e) To review the applications of the School students within the scope of its competence and if necessary send them to the relevant structures;
 - f) To submit information to the Dean of the faculty about the salary of the academic and invited staff determined by the contract;
 - g) To monitor the academic process, control the delivery of lectures;
 - h) To manage the structures under its authority;
 - i) To organize meetings with students regarding various issues;
 - j) To plan the academic year together with the program coordinators at the beginning of every semester;
 - k) To organize monthly or as needed meetings with School Council members and program coordinators on current issues within the school;
 - l) To submit proposal to the Dean regarding the recruitment of support staff necessary for the operation of the School;
 - m) To organize conferences, public lectures during the calendar year;
 - n) To manage the working process in the structures within the School of Business, allocate roles and responsibilities to the staff members and monitor their work;
 - o) To submit initiatives on employee incentives to the Dean;
 - p) Within the framework of the approved budget, after approval by the dean, sends a submission to the head of the administration on issues necessary for the operation of the school;
 - q) To execute the decisions of the Rector, Head of Administration, Academic and Representative Councils;
 - r) Other issues, which are beyond the scope of other person's competence;
3. To submit an annual report to the Faculty Council at the end of every year.

Article 8. 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. The School Council is convened by the school director every month or as needed;
3. 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;
4. The Council makes a decision by a simple majority of the attendees in the form of a "Council Decision".

Article 9. Reorganization or Cessation of the School

The decision to reorganize and cessation of the school is made by the academic council and approved by the representative council.

Article 10. The rule on making amendments or/and additions to the regulations

The project of amendments and/or additions to the regulations shall be developed by the head of the School together with the School Council. The said project will be reviewed by the Faculty Council and with its approval will be submitted to the academic and representative councils of the university for approval.