

Legal Entity of Public Law

Faculty of Business, Technology and Education

Regulations

Article 1. Fundamentals of the Faculty Activity

1. Ilia State University Faculty of Business, Technology and Education is a major educational unit of Ilia State University, which trains students in different specialties and awards relevant qualifications, carries out research work and other activities permitted by Georgian Legislation.
2. The major educational unit is referred to as the Faculty of Business, Technology, and Education. The faculty has a letterhead and a seal approved by the order of the rector of the university.
3. These regulations define the mission, strategic view, key principles of activity, aims, objectives, core directions, structure, management bodies and their rights and responsibilities, management of the staff of the major educational unit -Faculty of Business, Technology, and Education (later referred to as "Faculty"), the rule of admission to undergraduate, postgraduate and doctoral programs and other issues assigned to it by the law of Georgia on Higher Education and the university statute.
4. The activity of the faculty is based on the Law of Georgia on Higher Education, University statutes, statutory and administrative acts, and rules and regulations applicable at the University.
5. The address of the Faculty is 3/5 Cholokashvili Avenue, 0162, Tbilisi
6. Upon submission of the Dean, the Council of the Faculty of Business, Technology and Education develops Faculty provisions and submits for approval to the academic and representative councils.

Article 2. Faculty Mission, Aim, and Activity

2.1 Faculty mission and aims :

- a) develop, manage, and implement undergraduate, postgraduate, doctoral, integrated undergraduate-postgraduate programs and other educational programs prescribed by the legislation as well as training or/and retraining educational, training, and certificate programs/courses;
- b) promote the implementation and development best modern scientific and applied practices relevant to the field;

- c) meet the requirement of receiving higher education, improving qualification and training, relevant to a person's interest and abilities, and ensure academic freedom of learning, teaching, and scientific research;
- d) create a unique academic environment for students, which will enable them to fulfill their potential and develop into qualified specialists;
- e) various academic programs, tailored to the volatile environment and job market, offered at different stages of education (undergraduate, postgraduate, and doctoral programs) will be based on the empirical knowledge gained from the latest scientific achievements and practical activities. Therefore, it will promote the development of students' theoretical knowledge, practical skills and general competences, intellectual abilities, creative thinking, and argumentation skills;
- f) implement internationally competitive research projects of scientific value, which helps to improve the management process in organizations;
- g) active cooperation with different higher educational institutions, research institutes and organizations within the framework of international projects. Furthermore, promotion of local and international mobility of academic and administrative staff and students.

2.2 To achieve goals, the faculty:

- a) offers students a choice of high-level programs and courses and provides them with the opportunity to receive multi-professional education;
- b) promotes the development of learning and teaching by inviting and supporting qualified academic staff, and specialists, supporting international research programs, and preparing rated publications;
- c) creates a comfortable environment for students to study, do research, and self-develop by involving them in public and scientific activities of the university;
- d) carries out its mission on the basis of qualified academic staff, use of modern teaching methods, diverse training programs, and original research;
- e) conceptualizes and implements state-of-the-art management information systems;
- f) ensures the preparation and implementation of training courses, modules, and programs in appropriate scientific disciplines for teaching - and bachelor's, master's and doctoral levels;
- g) initiates and implements appropriate scientific research projects in relevant disciplines;
- h) promotes active participation of students in the activities of the Faculty of Business, Technology and Education and involves them in scientific projects;
- i) conducts scientific conferences, seminars, public lectures, and other events, where the interested public is informed about the results of scientific research done by the Faculty and current issues are overviewed;
- j) cooperates with local, private, public, or international organizations to promote students' involvement in research projects, develop their practical skills, or get them employed;
- k) cooperates with leading academic centers of Georgia and other countries to implement one-time as well as long-term, educational and scientific projects;
- l) Organizes projects to inform society about the work and achievements of the Faculty of Business, Technology and Education;
- m) For educational purposes, together with the material base at its disposal, it uses the material base and property of other structural units of the university, including the material base of research institutes and

centers, research and educational laboratories, workshops, lecture auditoriums, computer classes and library.

2.3 The key principles of the activity of the Faculty of Business, Technology and Education are based on the following principles:

- a) principles of liberal education;
- b) importance of quality education;
- c) principles of academic freedom;
- d) principles of continuous education;
- e) different viewpoints and diversified approaches;
- f) support of talented students and highly-qualified specialists;
- g) teamwork and achievement of common goals through joint effort;
- h) safe, inclusive, open learning and working environment acceptable for everyone;
- i) continuous development of intellect and creation/sharing of new knowledge;
- j) gaining international acknowledgment;
- k) active support of university regulations regarding the teaching process of students with disabilities and special educational needs to ensure access to high-quality education and equal opportunities for persons with disabilities and special educational needs.

Article 3. The Structure of the Faculty of Business, Technology and Education, Management Bodies, and their Rights and Responsibilities

1. The structure of the Faculty of Business, Technology and Education integrates:

- a) Faculty management bodies: Faculty council, Faculty Dean and Faculty Quality Assurance Office;
- b) auxiliary administrative units created by the Faculty;
- c) centres, institutes and other auxiliary structural units existing within the Faculty, created for research, education training purposes;
- d) independent scientific research units might also exist within the Faculty;

2. Management bodies are elected in accordance with the Law on Higher Education, the university regulations and the election code applicable at the university.

Article 4. Business, Technology and Education Faculty Council

- 1. The Council of the Faculty of Business, Technology and Education is a higher representative body of the major educational unit;
- 2. The composition of the Council of the Faculty of Business, Technology and Education is defined as follows:

a) in case the number of academic staff is 30 or less, the council is composed of all the members of academic staff, all the persons occupying scientific positions at the independent scientific research unit, and the representatives of student self-governance of the same Faculty;

b) in case the council of the Faculty/School is elective, the Faculty/School Council is composed of:
Academic staff in accordance with the following rule:

b.a. In the case of a faculty/school with from 30 to 120 academic staff members, the faculty/school council includes 2 representatives elected out of every 10 members.

b.b. in the case of a faculty/school with more than 120 academic staff members, the faculty/school council includes 1 representative elected out of every 10 members.

b.c one representative elected from an independent scientific research unit;

b.d. representatives of student self-government;

3. The number of the representatives of the student self-government constitutes $\frac{1}{4}$ of the members of the council. In case of necessity, the number is rounded in favour of students.

4. If the number of academic staff is less than 10, the number is rounded. The dean of the Faculty of Business, Technology and Education automatically becomes a member of the council, without being included in the number provided by this article;

5. the Council of the Faculty of Business, Technology and Education is convened at the initiative of the Dean or one-third of the members of the Council.

6. the meeting of the Council of the Faculty of Business, Technology and Education is chaired by the Dean of the Faculty of Business, Technology and Education;

7. a meeting of the Council of the Faculty of Business, Technology and Education is authorized if more than half of the list of members of the Council is present. The decision is made by open voting, by the majority of those present, except for the cases provided by the law, charter, and these regulations;

8. Council members must be notified in advance of the time, place and agenda of the meeting;

9. the issue to be discussed at the council meeting must be submitted to the Dean in writing, after which the issue will be discussed at the next meeting of the Faculty Council. The need for issues to be presented to the Faculty Council is determined by the Dean, except for those issues that refer to the Faculty Council's authority to make decisions;

10. minutes of the meeting are drawn up at every meeting of the Faculty Council. The minutes should indicate:

- name of the management body
- time and place of the meeting
- serial number of the minutes of the meeting;
- names of the attendees and attendance sheet;

- the topic for discussion;
- voting results;
- decisions made

11. The minutes of the meeting of the Faculty Council are signed by the chairman of the meeting and the secretary of the meeting. The minutes of the session of the Faculty Council are sealed and kept with the person responsible for them for the term laid down by the legislation of Georgia.

Article 5. Authority of the Board of the Faculty of Business, Technology and Education

1. Council of the Faculty of Business, Technology and Education:

a) The Council elects the Dean of the Faculty of Business, Technology and Education based on free and equal elections, secret ballot, by the majority of the members on the list;

b) Upon submission of the Dean, the Council develops a strategic development plan for the Faculty of Business, Technology and Education, educational and scientific-research programs and submits them to the academic council of the higher education institution for approval;

c) Upon submission of the Dean, the Council develops the structure of the Faculty of Business, Technology and Education, faculty provisions, supplements/amendments to be introduced into the provisions and under the consent of the academic council, it shall be submitted for approval to the representative council;

d) The Council elects the head of the assurance office of the Faculty of Business, Technology and Education;

e) The council reviews and approves the regulations of the academic, scientific-research and auxiliary structural units of the faculty and presents them to the academic council. Upon consent of the academic staff, it shall be submitted to the representative council;

f) The Council is authorized to consider the issue of early termination of the dean's authority at the request of at least 1/3 of the members, in case of violation of the legislation of Georgia by the dean of the faculty, improper performance of assigned duties and/or activities unsuitable for the dean. The decision on early termination of the dean's term of office shall be made by secret vote, by the majority of the members on the list. The dean does not participate in the voting provided for in this subsection. Appealing the decisions on these matters does not lead to the suspension of the dispute act;

g) The Council exercises other powers granted by the law of Georgia on higher education, the university charter, and these regulations;

h) The Council creates field-specific commissions to ensure admission, teaching and program completion at the doctoral level;

i) The Council draws up and submits the project of the Faculty budget to the Head of Administration;

J) The council develops and approves the documentation required for the implementation of the doctoral program if necessary, and submits it to relevant structures for approval;

2. The school Council is authorized if at least more than half of its members are present;

3. The decision of the faculty/school Council is made by the majority of those present, except for exceptions established by the university charter and legislation.

Article 6. The Dean of the Faculty of Business, Technology and Education

1. The Dean of the Faculty of Business and Technology:

- a) is the dean of the faculty elected by the faculty council for a term of four years, who must be a professor or associate professor of the faculty. The period of his/her tenure as acting dean, if any, is also considered in the term;
- b) provides support for the Faculty of Business, Technology and Education to conduct academic and scientific research activities effectively;
- c) submits the development plan for the Faculty of Business, Technology and Education, academic and scientific-research programs to the Faculty Council for approval/review;
- d) draws up the structure and regulations of the Faculty of Business, Technology and Education and submits for approval to the Council of the Faculty of Business, Technology and Education;
- e) within the scope of their competence, is responsible for the implementation of the decisions of the representative council, the academic council, and the council of the Faculty of Business, Technology and Education;
- f) within the scope of their competence, the dean issues individual administrative-legal acts-orders, certificates, or other types of information related to the faculty;
- g) chairs the meetings of the Faculty of Business, Technology and Education;
- h) in accordance with the laws and statutes of Georgia, is responsible for the targeted use of the budget of the Faculty of Business, Technology and Education;
- i) exercises other powers granted to them by these regulations, the university charter, and the legislation of Georgia.
- j) selects and approves the thematic group and program heads;
- k) in case of temporary impossibility of the dean to exercise their powers, they shall apply to the rector upon submission and nominate a person employed at the same faculty/school as a temporary executor.

Article 7. Quality Assurance Office of the Faculty of Business, Technology and Education

1. Quality Assurance Office of the Faculty of Business, Technology and Education:

- a) the purpose of the quality assurance service is regular and systematic assessment of the quality of educational and scientific research work, as well as the improvement of the qualifications of academic staff;
- b) the office operates according to the relevant legislation, by-laws, university statutes, university rules and faculty regulations;

- c) in cooperation with the relevant department of the university, establishes transparent criteria for the evaluation of educational and scientific work at the Faculty of Business, Technology and Education, and monitors and evaluates educational and scientific processes based on these criteria;
- d) contributes to ensuring a high level of teaching quality by using modern teaching, learning and assessment methods (modules, credit system and others) and self-preparation for the authorization/accreditation process;
- e) establishes connections and cooperates with relevant offices of foreign countries and their higher educational institutions. The goal of the cooperation is to develop transparent criteria for quality control and form the methods for their implementation;
- f) develops proposals for the optimization of educational and scientific research processes, taking into account the best international practices;
- g) enhances, modifies and checks the programs of the Faculty, creates conclusions on the compatibility of students' programs/subjects undertaken, and confirms the correctness of the qualification/degree awarded. Provides self-evaluation of the Faculty of Business, Technology and Education for the accreditation process;
- h) regularly reports the results of his work to the Council of the Faculty of Business, Technology and Education;
- i) the Head of the Quality Assurance Office of the Faculty of Business, Technology, and Education is accountable to the Council of the Faculty of Business, Technology and Education and the University Quality Assurance Office.

Article 8. The Head of Quality Assurance Office of the Faculty of Business, Technology and Education

1. The Head of Quality Assurance Office of the Faculty of Business, Technology and Education
 - a) is elected by the Faculty Council for a term of 4 years, they must be a member of the Faculty Council as a Professor or Associate Professor. The faculty council determines the requirements for the head of the faculty's quality assurance office and announces elections. The term of office of the head of the quality assurance office of the faculty is also considered to be the period of their stay as the head of the quality assurance office, if applicable.
 - b) regularly reports the results of the work to the Faculty Council;
 - c) is accountable to the university quality assurance office.

Article 9 Structural Units of the Faculty of Business, Technology and Education

1. To achieve its goals, the Faculty of Business, Technology and Education is eligible to create structural units within its composition: schools, centers, laboratories, scientific research units, and auxiliary structural units that help to achieve the goals of the Faculty of Business, Technology and Education and share the main principles of the activity of the Faculty of Business, Technology and Education;

2. The structural units of the Faculty of Business, Technology and Education exercise authority defined by university regulations and Georgian legislation.
3. The Faculty of Business of Technology and Education integrates the following departments-schools:
 - School of Business
 - School of Technology
 - School of Education
4. The above-mentioned schools, in turn, provide services to students within their directions.
5. Major responsibilities of the above-mentioned schools:
 - a) to review/respond to incoming correspondence at the faculty within its competence;
 - b) to prepare drafts of individual administrative-legal acts of the dean of the faculty;
 - c) to provide consultations to students within its competence;
 - d) to prepare certificates for students regarding the issues within the Faculty competence;
 - e) to ensure the registration of entrees to the bachelor's/master's and doctoral level, receive and review the relevant documents and sign the relevant agreement with them;
 - f) to organize internal and external mobility within the competence;
 - g) to prepare draft submissions and/or orders/letters for students on status restoration, suspension, termination, or academic leave;
 - h) to provide relevant lists to the Faculty Council to review the issue of awarding qualifications, and after the Faculty Council makes a decision, in accordance with the rules in force at the University, prepare and deliver information cards to the relevant service;
 - i) to manage students' personal files and transfer them to the university archive in accordance with the rules applicable at the university.
 - j) other specified work defined by the university statutes, and the regulations applicable at the university.

Article 10. Employees of the Faculty of Business, Technology and Education

1. The staff of the Faculty of Business, Technology and Education include: academic, administrative, support, research staff, and invited specialists.
2. The academic staff of the Faculty of Business, Technology and Education consists of Professors and assistants. A Professor, an Associate Professor and an Assistant Professor are referred to as professors;
3. Administrative staff includes the Dean of the Faculty of Business, Technology and Education and the Head of the Quality Assurance Office of the Faculty of Business, Technology and Education.
4. The research staff is constituted of researchers. A researcher, an associate researcher and an assistant researcher are considered as researchers;
5. The auxiliary staff of the faculty includes other persons necessary for the activity of the faculty provided for in the staff list;
6. The invited staff of the faculty includes- the invited specialist – teacher. The invited teacher is entitled to conduct lectures, seminars and practical work without holding an academic position;

7. The faculty is authorized to invite appropriately qualified specialists or research staff for training and/or to participate in the scientific research process and/or lead this process without holding an academic position.
8. In addition to the support staff provided by the university regulations, the faculty is authorized to invite persons with relevant qualifications to perform certain tasks as part-time support staff based on the employment contract. The procedure for hiring and dismissing part-time support staff, the procedure and amount of their remuneration shall be determined by the head of the university administration.

Article 11. Academic and Scientific-research Process of the Faculty of Business, Technology and Education

11.1. Academic process:

- a) the educational process is carried out at all levels of education according to the law on higher education, the university regulations, these regulations, regulatory norms, and the educational program - curriculum;
- b) full academic freedom is preserved in conducting the educational process, which means the free choice of the head of the course, as well as, freedom in the use of educational methods, selection of literature, distribution of educational components, student assessment and other issues related to the teaching process;
- c) the academic staff of the university and the faculty are involved in the educational process. If necessary, it is possible to invite additional specialists;
- d) admission to the master's degree and creation of related field-specific and appeal commissions, setting the criteria for examination/examinations are implemented by the decision of the Council of the Faculty of Business, Technology and Education or by the Dean's order.
- e) within their competence, field-specific commissions conduct a university-based examination for the entrees to the master's program at the Faculty of Business, Technology and Education and assess the master's thesis.
- f) Doctoral program operates in accordance with the dissertation council and doctoral program regulations and academic programs approved by the academic council;
- g) to ensure the academic process at the Doctoral level, the Council of the Faculty of Business, Technology and Education creates field-specific commissions, whose responsibilities and constitution are defined by these regulations and the regulations of the dissertation commission and doctoral program approved by the university academic council.
- h) the academic degree of Doctor is awarded by the Dissertation Commission established by the Faculty Council.

i) to ensure the educational process, the Council of the Faculty of Business, Technology and Education creates a deliberative body - thematic block/blocks, the members of which are professors or invited teachers of the subject areas of all three level programs of the Faculty of Business, Technology and Education. They supervise the teaching process of specific courses. Each thematic block/course has a supervisor.

k) the deliberative body is supervised by the Dean. A deliberative body reviews the issues related to the academic process, makes decisions within the scope of its competence, if necessary, submits issues to the Faculty Council.

l) the members of the deliberative body coordinate with the program supervisors. They provide recommendations for program development;

m) the deliberative body is eligible to make a decision on the issues related to the academic and research process, which are not within the scope of competence of other collegial bodies or structural units.

11.2. Scientific-research process:

Researchers in the Faculty of Business, Technology and Education conduct interdisciplinary analytical and applied scientific research in the fields of economics, business, technology and education, and related fields. Researchers fulfill their mission by identifying priority tasks for the economy and business environment and studying and developing recommendations. They also actively contribute to the scientific support of the education process and awareness raising in the fields of economy and business. The researchers also organize conferences, seminars, and roundtable discussions to share research results.

Article 12. Property and budget of the Faculty of Business, Technology and Education

1. The Faculty of Business, Technology and Education uses the property of the University in accordance with the rules established by the University.

2. The funding sources of the faculty are: incomes of the structural units of the faculty, - scientific and/or other grants, budgetary funding, donations, economic activity, and other incomes permitted by law.

3. The disposal of the faculty's finances is regulated in accordance with the university's regulations, the legislation of Georgia, and these regulations.

Article 13. Reorganization and liquidation of the Faculty of Business, Technology and Education

Reorganization and liquidation of the faculty is carried out by the decision of the academic and representative council, in accordance with the university regulations and the rules laid down by legislation.

Article 14. Introducing amendments and/or supplements 0 to the regulations

Amendments and/or additions to the regulations are approved by a reasoned decision of the Council of the Faculty of Business, Technology and Education, on the basis of which, upon submission of the dean,

the amendments/addition will be submitted to the Academic Council for agreement and approval. The decision of the Academic Council will be submitted to the Representative Council for decision.