

Ilia State University

School of Law

Statute

Chapter I

General Provisions

Article 1. Status of the School of Law

1.1 The School of Law (hereinafter – the School) is the main educational (educational-scientific) structural unit of the LEPL Ilia State University (hereinafter – the University), which, within the framework of the academic freedom and institutional autonomy, carries out study programs and research in the field of law, provides training of students in one or more specialties and awards them qualifications of the corresponding academic degree.

1.2 The legal status of the School is determined by the University charter, the present statute and the legislation of Georgia

1.3 The School address: Georgia, Tbilisi, 0179, I. Chavchavadze Avenue N 32

Article 2. The scope of the Statute

2.1 The present statute defines the School's goals and tasks, main directions of activity, structure, rights and responsibilities of its structural units, management bodies and personnel, the rules of their appointment and their rights and responsibilities, as well as other issues related to functioning of the School.

2.2 Compliance with the legal conditions defined by the School statute is mandatory for all structural units, staff and students of the School.

2.3 This statute shall enter into force from the moment of its approval by the Representative Council of the University.

Chapter II

Goals and Objectives of the School

Article 3. Goals and objectives of the School

3.1 The objectives of the School:

Based on the principles of academic, conscience and freedom of choice, to develop, manage and implement undergraduate, graduate, doctoral and certificate programs/courses in order to ensure the training of specialists with the appropriate (adequate) level of the latest legal education at all three levels, which means equipping students with theoretical-practical information (knowledge) and learning/developing scientific-research skills, in accordance with the national and international standards.

3.2. The School's Goals (School's objectives):

- a) creates and develops the most attractive environment for students for learning, research and self-development;
- b) ensures the delivery of high-quality knowledge in the field of law at the bachelor's, master's and doctoral levels of education in accordance with the legislation of Georgia;
- c) establishes new values in teaching of law at a higher education level by using all methods of modern active teaching and through developing innovative and productive curricula;
- d) participates and creates various international projects together with foreign higher education institutions. In addition, in accordance with the regulation established by the legislation of Georgia, ensures local and international mobility of academic, administrative staff and students;
- e) conceptualizes and implements modern management information systems at the faculty;
- f) ensures the preparation and implementation of training courses, modules, programs in the relevant scientific disciplines for all three levels of education;
- g) initiates and implements scientific-research projects in relevant scientific disciplines within the limits provided by the University charter;

- h) promotes active participation of students in school management and implementation of scientific projects;
- i) conducts scientific conferences, seminars, public lectures, as well as other events during which the interested public is informed about the results of the conducted scientific research(s);
- j) publishes scientific publications and academic periodicals;
- k) establishes relations with leading educational institutions, academic centers and/or other organizations of Georgia and other countries, for the purpose of implementing both one-time projects and long-term educational and scientific-research programs;
- l) conducts events to introduce the school's work and achievements to the public;
- m) promotes and ensures professional development of school personnel.

Chapter III

School Structure and Management

Article 4. School Structure

The school consists of school management bodies as well as the centers, scientific institutes and other auxiliary organizational units created by the school for research, educational, training purposes.

Article 5. School Management Bodies and their Powers

5.1. The School management bodies are: the School Dean, Quality Assurance Office and the School Council.

5.2. The managing body of the center(s) is the director of the respective center.

Article 6. School Dean

6.1. The School Dean (hereinafter - Dean) is an administrative official of the school, who:

- a) ensures effective management of educational and scientific activities at the faculty and leads the management the School;
- b) presents the school's strategic development plan and educational programs to the School Council for consideration;
- c) develops and submits the structure and regulations of the school to the School Council for consideration;

- d) within the scope of his/her competence, he/she is responsible for the implementation of the decisions of the Representative Council of the University, the Academic Council and the School Council;
- e) within the scope of his/her competence, issues individual administrative-legal acts, issues certificates and other types of information related to the faculty.
- f) chairs the meetings of the School Council;
- g) in accordance with the legislation of Georgia, he/she is responsible for the utilization of the School budget for the intended purpose;
- h) signs agreements on behalf of the School within the scope of the authority granted to him/her;
- i) exercises other powers granted to him/her by the legislation of Georgia.

6.2. in case of the Dean's temporary failure to fulfil his/her duties or while on a business trip or leave, his/her authority is delegated to a designated member of the School staff vested with appropriate authorization by the Dean. The transfer (delegation) of the authority shall be carried out in accordance with the rules defined by the legislation of Georgia and the University Charter.

Article 7. The Selection Procedure of the Dean

7.1. The School Council appoints the Dean for a maximum term of four years. An associate or full professor can be elected as Dean. The same person may be elected to the Dean's position for the consecutive terms only twice.

7.2. In case of early termination of the Dean's authority or inability of the Dean to fulfill his/her authority, the Acting Dean is appointed by the School Council. The Acting Dean shall meet the requirements established by the University Charter and the law of Georgia 'On Higher Education'.

7.3. The School Council announces the commencement of candidate registration for the position of dean in accordance with the regulations set forth by the legislation of Georgia, the University's Charter, and in accordance with the University election regulations.

Article 8. Early Termination of the Dean's Appointment

8.1. Based on the Dean's violation of Georgian legislation, improper performance of the duties assigned to the Dean, and/or inappropriate activities, the School Council is authorized to consider the issue of early termination of the Dean's appointment at the request of at least 1/3 of the School Council members.

8.2. The decision on early termination of the dean's appointment shall be made by a secret ballot, by the majority of the enlisted members. The dean does not participate in the voting provided for in this clause. Appealing the decisions on these issues does not lead to the suspension of the disputed act.

Article 9. The School Quality Assurance Office

9.1. For the purpose of systematic internal assessment of the educational and scientific-research work of the school, the quality of the professional development of its academic and scientific staff, and continuous development of the education quality assurance system, the Quality Assurance Office is created which operates in accordance with the School's regulations.

9.2. The School Quality Assurance Office:

- a) Contributes to ensuring a high level of teaching quality through the use of modern learning, teaching and assessment methods (modules, credit system and others) and preparation of self-assessment for the authorization/accreditation process.
- b) Develops the rules for internal evaluation of the scientific-research activity of the School's independent scientific-research unit (if applicable) and submits it to the School Council for approval.
- c) The rule for internal evaluation of the scientific-research activity of the independent scientific-research unit of the School should be based on the international standards of evaluation of the scientific-research activity (participation of foreign evaluators in the evaluation process, use of various forms of scientific bibliometrics, etc.);
- d) The School Quality Assurance Office evaluates the activity of the School's independent scientific research unit based on the internal evaluation rule of the scientific research activity of the main School's independent scientific research unit, which is developed by the School Quality Assurance Office and approved by the School Council;
- e) Establishes relations and cooperates with the relevant units of higher education institutions of foreign countries to develop transparent quality control criteria and methodology for their assurance.

9.3. The School Quality Assurance Office is accountable to the Head of the University's Quality Assurance Office, the School Council and the Dean.

9.4. The Head of the School Quality Assurance Office is elected by the Faculty Council.

Article 10. The Selection Procedure of the Head of the School Quality Assurance Office

10.1. The School Council determines the requirements for the Head of the Faculty's Quality Assurance Office and announces the elections. The Head of the the Faculty's Quality Assurance Office can be a university professor or an associate professor.

10.2 The Head of the University Quality Assurance Office reviews the received applications and presents the selected candidacy/candidates to the School Council.

10.3. One of more candidacies may be presented to the School;

10.4. The School Council elects the Head of the School Quality Assurance Office by the majority of the enlisted members of the school, which is formed by the decision of the School council, in accordance with the regulations determined by the University Charter and the University election regulations.

Article 11. The School Council

11.1. The representative body of the school is the School Council, which consists of all members of the School's academic staff and student self-government representatives.

11.2. The number of student self-government representatives in the School Council is $\frac{1}{4}$ of the composition of the School Council.

11.3. The School Council:

- a)** determines the school budget and submits to the Head of the University Administration;
- b)** On the basis of free and equal elections, by secret ballot, elects the Dean of the school by the majority of the enlisted members;
- c)** On the recommendaation of the Dean, develops and submits the strategic plan of the School's development and educational programs to the Academic Council for approval;
- d)** On the recommendaation of the Dean, develops the structure and regulations of the School and submits to the Representative Council for approval;
- e)** elects the Head of the School's Quality Assurance Office
- f)** reviews candidacies for the heads of structural units of the School and submits them to the Rector or the Head of Administration for appointment;
- g)** is authorized, at the request of at least $\frac{1}{3}$ of the members, to consider an issue of early termination of the Dean's authority based on his/her violation of Georgian legislation, improper performance of the duties assigned to the Dean and/or inappropriate activities unsuitable for the Dean. The decision on early termination of the Dean's authority is made by a secret vote, by the majority of the enlisted members. The dean does not participate in the voting provided for in this subsection. An appeal of the decisions made on this matter does not lead to the suspension of the disputed act;

h) Exercises other powers granted to it by the present statute, the University Charter and the legislation of Georgia.

11.4. The School Council exercises its authorities if at least half of the Council members are present. In exceptional cases, the participation of a member of the Council in the meeting through electronic communication, confirmed and formalized by the minutes of the Council, will be considered as attendance at the meeting of the School Council, except for the exceptions outlined in the legislation of Georgia.

11.5. The decision of the School Council is made by the majority of the present members;

Article 12. Preparing and conducting the School Council meeting

12.1. The meeting of the School Council is convened and presided over by the Dean of the School. The meeting of the Council shall be convened by the Dean's initiative or by at least 1/3 of the members of the School Council;

12.2 The members of the School Council should be informed in advance about the time, place and agenda of the meeting;

12.3. The School Council is authorized if more than half of its members are present;

12.4. A decision is considered approved by the School Council if it is supported by at least half of the members present at the meeting, except for the cases outlined in the legislation of Georgia.

12.5. Minutes of the meeting are drawn up at every meeting of the School Council, which must include:

- a) name of the management body;
- b) time and place of the meeting;
- c) identities of the chairman of the meeting and the attending members;
- d) discussed subject;
- e) voting results;
- f) the decision made;

12.6. The minutes of the meeting of the School Council are signed by the School Council chairman and secretary.

Chapter IV

School Personnel

Article 13. School Personnel

The School has academic, administrative, support, research staff and visiting specialists.

Article 14. Academic and Research Staff

14.1. The academic staff of the school consists of professors.

14.2. The composition of professors includes a professor, an associate professor, assistant professor, assistant;

14.3. Professors participate and/or lead the educational process and scientific researches;

14.4. The maximum amount of the professor's teaching load is determined by the Academic Council of the University and approved by the Representative Council of the University;

14.5. The rules and conditions of holding an academic position, the grounds for dismissal, as well as the rights and duties of academic staff are determined by the University's Charter;

14.6. Academic positions can be held only through open competition, which must comply with the principles of transparency, equality and fair competition;

14.7. The rights and duties of the academic staff are determined by the regulations established by the legislation of Georgia;

14.8. The school ensures the freedom of scientific teaching and research of the academic staff and creates appropriate conditions for its activities;

14.9 The research staff consists of researchers. Researchers include a researcher, an associate researcher and assistant researcher.

Article 15. Administrative Support and Teaching Staff

15.1. Administrative positions at the faculty include: the School Dean, Head of Quality Assurance Office.

15.2. The School support staff includes other staff members required for the School's activities provided for in the staff list;

15.3. The teaching staff of the school includes – a guest teacher. The invited teacher is entitled to conduct lectures, seminars and practical work without holding an academic position.

15.4. The school is authorized to invite qualified specialists or research personnel without holding an academic position to participate in the educational and/or scientific-research process and/or to lead this process.

15.5. In addition to the support staff provided by the University Charter, the school is authorized to invite persons with relevant qualifications to perform certain tasks as freelance support staff based on the employment contract. The procedure for hiring and dismissal of freelance support staff as well as the rules and the amount of their remuneration shall be determined by the Head of the University Administration.

Chapter V

School Student

Article 16. School Student

16.1. A student of the school is considered a person who is enrolled and studies in a bachelor's, master's or doctoral program at the university faculty in accordance with the regulations determined by the University and by the legislation of Georgia;

16.2. Student status is suspended according to the procedures established by the Academic Council of the University;

16.3. A student's status is terminated based on a personal statement, when it is impossible to achieve the learning outcomes provided for by the educational program/programs, or when an action is taken that is incompatible with the student's status;

16.4. The student's rights and obligations are determined by the legislation of Georgia, the University's Charter, individual administrative-legal acts issued by the relevant persons of the university and the contract signed with the student.

Chapter VI

Faculty Study Programs

Article 17. Bachelor Program

17.1. Bachelor Program Objective:

a) along with professional training of a higher level than full general education, ensure a relatively deep acquirement of theoretical aspects of study disciplines, which prepares a person through research programs for further study and work in the master's degree, taking into account the limitations established by the legislation of Georgia;

b) to prepare a specialist of the first level of higher education in the field of law, who will have relevant knowledge of the Georgian national and foreign scientific opinion and legislation in the field of law;

c) to train a lawyer with a bachelor's academic degree, capable of carrying out practical legal activities and is prepared with appropriate theoretical, normative and practical legal knowledge;

d) To equip students with understanding of the specifics and problems of the implementation of the legislation according to individual legal branches, to develop the skills of evaluation, analysis and justification, to introduce to foreign practice, during the decision making process to encourage to analyze the issue from a problematic point of view and to effectively implement the decision. Within the framework of the bachelor's program, the student is provided with special knowledge within the study disciplines of legal theory, methods and history, public law, private law, criminal law and international law specializations;

17.2. Only the holder of a state certificate confirming full general education or its equivalent has the right to study at the bachelor's level;

17.3. Students are awarded a bachelor's academic degree if they successfully complete the bachelor's program;

17.4. To obtain a bachelor's academic degree, it is mandatory to complete (accumulate) at least 240 (two hundred and forty) credits;

17.5. The duration of the study at the bachelor's program (according to the general rule) is 4 (four) years, which includes 8 (eight) semesters.

Article 18. Master Program

18.1. Master's program - the second level of academic higher education, a set of study programs, which contains elements of scientific research and aims to train a specialist or researcher at the postgraduate level, as well as prepares a person to work with the obtained qualification;

18.2. The objectives of studying in the master's program are:

a) training of qualified legal personnel of postgraduate level;

b) to equip students with understanding of the specifics and problems of the implementation of the legislation according to individual legal branches, to develop the skills of evaluation, analysis and justification, to introduce to foreign practice, during the decision making process to encourage to analyze the issue from a problematic point of view and to effectively implement the decision

c) to train a lawyer with a master's academic degree, who will be able to carry out practical activities, will be prepared with appropriate theoretical, normative and practical knowledge. The purpose of the research component of the master's program is to help the student in the development of research skills, to teach him the peculiarities of conducting scientific research work, the purpose of practical application of scientific opinion, implementation of practical activities at a scientifically substantiated level;

- d) to prepare for scientific-research work and teaching work in a higher educational institution;
- e) change of specialty;
- f) qualification raising;

18.3. A person with at least a bachelor's academic degree or its equivalent has the right to study at the master's degree

18.4. The master's education program includes at least 120 credits;

18.5. Detailed information and relevant legal regulation on studying at the master's program are provided in the regulations of the School's master program.

Article 19. Doctoral Program

19.1. The School's doctorate program, i.e. the third level of higher education, aims to train scientific candidates and concludes with the awarding of the academic degree of Doctor of Law;

19.2. A holder of a master's academic degree or its equivalent has the right to study at the doctoral level;

19.3. The doctoral program consists of educational and research components and is completed by the completion of a dissertation and its defense;

19.4. The doctoral program includes 180 credits;

19.5. The school provides the doctoral program student with a scientific supervisor, creates conditions for conducting scientific research-oriented work, which should include substantiated theoretical and/or experimental results, promotes the integration of the doctoral student in the world scientific community;

19.6. The procedure for awarding the doctor's academic degree is determined by the regulations of the Dissertation Council approved by the University Academic Council.

Chapter VII

School Property and Budget

Article 20. School Property and Budget

20.1. The school uses the property of the university in accordance with the rules established by the university;

20.2. The School budget is a constituent part of the university budget. According to the procedures established by the University Charter, the School participates in the process of developing of the University budget;

20.3. The School's funding sources include:

- a) sources determined by the University Charter for financing the sShool, income received in the form of grants, donations and other contributions;
- b) other income allowed by the legislation of Georgia, including income from economic activities.

Chapter VIII

Making Amendments and Supplements to the School Statute

Article 21. Making Amendments and Supplements to the School Statute

School regulations, amendments and/or supplements to it shall be developed on the recommendation of the School Dean by the School Coucil, which shall be submitted to the Academic Council for review. The Statute shall be approved by the University's Representative Council.

