

Approved by N2 Meeting Minutes of the Academic Board on February 28, 2024

and by N2 Meeting Minutes of the Representative Board on March 29, 2024

Faculty of Business, Technology and Education of Ilia State University

School of Technology provision

Article 1. Scope of the provision

1. This regulation defines the goals and objectives, main directions of activity, structure, management bodies and other issues related to the functioning of the department/school of the Department of Business, Technology and Education of Ilia State University - "Technology School" (hereinafter referred to as the School);
2. School regulations are developed together with the school council by the head of the school and agreed with the dean of the faculty. The dean of the faculty submits the regulations of the department to the faculty council for consideration. If the faculty council approves the statute, the dean of the faculty will submit the department's statute to the academic and representative councils of the university for approval.

Article 2. Status of the school of technology

1. The School of Technology is a department/school created for educational and research purposes at the Faculty of Business, Technology and Education of Ilia State University;
2. The school was created and approved by the minutes of the N1 meeting of the academic and representative councils on January 30, 2019.

Article 3. Goals and objectives of the school

3.1 The school serves:

1. Teaching and research. multifaceted research in digital technologies, sustainable development and engineering fields to create new knowledge and experience;
2. Creation and continuous development of academic training and continuing education programs;
3. To strengthen the compatibility of the programs of the school of technology with each other and the connection with other university directions and academic programs;
4. maintenance, development of laboratory, technical and research infrastructure of the school and provision of a safe educational and research environment;

5. To train professionals by combining research, teaching and practice;
6. professional development of personnel in the fields specified in the first paragraph;
7. Taking care of the professional development of the academic staff of the school and attracting new staff with high qualifications;
8. Internationalization of teaching and research in the field of technology, engineering, mathematics, architecture;
9. To establish and strengthen institutional connections at the local, regional and international level;
10. To stimulate close relations between professors and students in the teaching and research process;
11. Using the potential and resources of the school for the benefit of society;
12. To work with local and international donors in order to find and attract the necessary resources for research activities.
13. The revision of the school's goals is carried out once in 2 years, or based on the request of a simple majority of the members of the school board;

3.2 The tasks of the school are:

1. The tasks of the school represent a set of tasks of the school directions;
2. The tasks of the school directions are determined in the 2-year action plan of the direction;
3. The 2-year action plan of the school's directions is reviewed and approved by the school board based on the submission of the head of the school's direction;
4. The integration of tasks of the action plan of the direction or directions approved by the school council into the list of school tasks is carried out based on the decision of the school council and is sent to the dean of the faculty and the faculty council for approval;
5. The fulfillment of the tasks described in the action plan of the directions is evaluated by the so-called According to the OKR (Objectives and Key Results) principle, the tasks should be written down in such a way that one goal and the desired results based on this goal are fixed;

6. Together, the tasks of the directions must be consistent with the goals that the school serves to achieve, and the tasks can also serve the development and mastery of the research or field of interest for the direction;
7. Revision, correction and renewal of the tasks of the school and directions is mandatory within 2 years, based on the review of the achieved results and goals;
8. Revision of tasks of the school and directions may be initiated early on the basis of a simple majority decision of the school board;
9. Reviewing, evaluating the process of achieving the goals of the school's directions, and preparing the relevant interim report is mandatory at the end of each academic year;

Article 4. Main directions of school activity

1. To fulfill its goals, the school in cooperation with the dean of the faculty, the quality assurance service, the university administration implements basic educational programs and research.
2. Teaching and research activities at the School of Technology of the Faculty of Business, Technology and Education of Ilia State University are distributed to the following directions/competence centers:
 - a) architecture and sustainable development;
 - b) computer science;
 - c) mathematics;
 - d) civil engineering;
 - e) digital engineering;
3. The directions mentioned in paragraph 2 include both bachelor's, master's and doctoral level study programs, as well as those study-research centers and institutes of the Faculty of Business, Technology and Education of Ilia State University, whose activities are directly related to the relevant study-research of the School of Technology with the direction;
4. The purpose of academic education is:
 - a) Preparation and implementation of effective and high-quality academic programs.
 - b) Continuous monitoring of learning and teaching quality, based on data collection and analysis. as well as the introduction and systematic implementation of processes necessary for properly measuring the quality of learning and teaching and taking into account international standards;

5. The purpose of continuing education is to support interested persons in their professional development by offering certification and training programs.

6. The purpose of public service is to ensure that the school, in cooperation with relevant institutions and interested parties, researches the needs of business representatives working in technology, communicates with them and facilitates research-based needs.

Article 5. School structure

The structure of the school consists of: the head of the school, the assistant head of the school, the school council, the manager of the quality of learning and teaching and experts, as well as the coordinators of the learning and teaching processes;

Article 6. School management bodies

The governing bodies of the school are: the head of the school and the school board.

Article 7. School Council

1. The school council consists of: the head of the school and the heads of the direction/program/competence centers.

2. The authority of the member of the council is terminated in case of the expiration of the employment contract with the university or in case of non-fulfillment of the authority in accordance with the procedure established by the legislation of Georgia.

3. The Council has the right to terminate the status of a member of the Council by the majority of its members, in case of violation of the legislation by the member -

4. Functions of the school council are:

a) Developing and presenting changes in the school concept to the faculty

for the council (except for the first concept);

b) development of the school development plan and submission to the faculty council;

c) reviewing and presenting the school's educational and research programs to the faculty council;

d) developing and submitting the school budget to the dean of the faculty;

e) planning the academic year/semester together with the head of the school;

f) consideration of students' cases;

- g) consideration and presentation of the issue of granting qualifications to students to the faculty council;
- h) consideration and decision-making of the issue of admission of doctoral students at the doctoral level;
- i) The school board makes decisions by a simple majority of those present at the session. The board is authorized if more than half of the school board members are present at the board meeting.

Article 8. Head of the school

1. The head of the school is appointed by the rector on the basis of the nomination of the dean of the faculty for the term determined by the contract;
2. The functions of the head of the school are:
 - a) directs the management of the school;
 - b) submits the school's academic training, scientific-research activities, or certification programs or changes to them for consideration by the faculty council, in agreement with the school council;
 - c) submits proposals to the dean of the faculty on the basis of consultation with the school board/or the head of the program on the employment of invited staff needed for the study program;
 - d) examines the applications of school students within the scope of his competence and, if necessary, sends them to the relevant structures;
 - e) submits information to the dean of the faculty about the contractual remuneration of academic and guest personnel;
 - f) monitors the educational process, controls the conduct of lectures;
 - g) manages the structures under his authority;
 - h) conducts meetings with students regarding various issues;
 - i) plans the study semester together with the program leaders before the start of each semester;
 - j) organizes monthly or as needed meetings with school board members and program leaders on current issues within the school;

- k) submits proposals to the dean and the head of the administration regarding the employment of support staff necessary for the operation of the school;
 - m) organizes conferences, public lectures during the calendar year;
 - n) manages the work process in the structures within the school of technology, distributes work functions among employees and provides monitoring;
 - n) submits to the dean initiatives on employee incentives;
 - 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 functioning of the school;
 - p) executes the decisions of the dean, rector, head of administration, academic and representative councils;
 - r) and other issues that are not within the competence of another person;
3. At the end of each year, he/she submits an annual activity report to the faculty council.

Article 9. Functions and duties of school support staff

9.1 The duties of the assistant head of the school, the manager of learning and teaching quality and experts, and the coordinators of learning and teaching processes are:

- a) student coordination;
- b) responding to students' applications;
- c) technical coordination of the educational process for both teachers and students;
- d) preparation of technical issues of the study table and agreement with relevant persons;
- e) preparation and registration of teachers' workload;
- f) preparation of the issue for awarding the qualifications of the graduates for the end of the semester;
- g) program management of doctoral and master's programs;
- h) constant monitoring of training programs and preparation of recommendations for updating within the framework of compliance with applicable standards;
- i) monitoring and checking study syllabi, whether they are reflected in Argus or not;

- j) constant communication with the academic staff in terms of program improvement;
- k) preparation of compatibility conclusions for students within the framework of mobility, continuing education, or knowledge gained abroad;
- m) recalculation of credits based on students' requests in terms of compliance with programs;
- n) preparation of annexes of diplomas;
- n) organizing the issue of the exam tests sent by the lecturer;
- p) communication with the examination center and provision of examination processes for students and master's degree candidates, within the scope of the functions specified in the regulations of the examination center;
- p) ensuring the procedure for monitoring lectures and collecting statistical information;
- r) assisting the school director in various organizational matters;
- s) relations with employers and interested parties in terms of student employment and determination and formation of interest groups;
- t) helping students in career planning;
- u) collecting information on the state of public opinion and business, their development trends and emerging problems;
- f) planning and organizing conferences;
- k) statistical processing and analysis of information available at the faculty;
- g) planning, implementation and analysis of scholarship and public lectures;
- k) organization of other university issues;
- k) Fulfillment of the duties stipulated by the labor contract.

Article 10. Council meeting

1. The meeting of the school board is convened by the head of the school or at least 3 (three) members of the school board;
2. The school council is convened by the head of the school every month or as needed;
3. After 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, who are elected before the start of each Council;

4. The council makes a decision by a simple majority of the attendees in the form of a "decision of the council".

Article 11. School transformation and cancellation

The decision to transform and cancel the school is made by the academic council and approved by the representative council.

Article 12. Procedure for making changes and/or additions to the regulations

The project of changes and/or additions to the regulations will be developed by the head of the school together with the school board. 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.