

**The Statute of the Faculty of Social and Political Sciences of Ivane Javakhishvili Tbilisi  
State University**

**Chapter I**

**General provisions:**

**Article I: General Provisions**

1. The faculty of Social and Political Sciences (hereinafter - "Faculty") of LEPL- Ivane Javakhishvili Tbilisi State University (hereinafter - "University" or "TSU") is the main educational-scientific and administrative unit of the university, which within the framework of academic freedom and institutional autonomy, implements educational programs and research in the direction of social and political sciences, ensures the preparation of students and confer appropriate qualifications.
2. The faculty is obliged to create proper conditions for learning and independent research, to provide the opportunity to receive an education that meets modern standards and is future-oriented and to constantly ensure the improvement of learning conditions.
3. The official name of the faculty is "Faculty of Social and Political Sciences of LEPL - Ivane Javakhishvili Tbilisi State University".
4. The legal status of the faculty is determined by the legislation of Georgia, the charter of the university and the afore-given regulations.
5. The faculty has a letterhead with the image of the university coat of arms on it. The form is used within the authority of the faculty by the order or consent of the Dean of the faculty, by the rules established by the Georgian legislation and the acting regulations of the university.
6. The faculty has a seal and a special section on the official website of the university.
7. The address of the faculty is Iliia Chavchavadze Avenue N8, 0179 Tbilisi, Georgia.

**Article 2. Scope of the Statute**

1. The afore-given Statute determines the legal status, structure, authority, and accountability of the faculty and regulates other issues related to the activity of the faculty.
2. The Statute of the faculty is mandatory to follow for all structural units, staff and students of the Faculty of Social and Political Sciences, and it serves as a guideline for university administration and other structural units.

**Chapter II**

**Faculty structure, management bodies and other structural units**

**Article 3. Faculty structure and management bodies**

1. Faculty management bodies are the Faculty Council, Faculty Dean and Faculty Quality Assurance Service.
2. The structure of the faculty is determined by the Statute of the faculty, and it includes the administration of the faculty (Dean, Deputy Deans, Head of the Quality Assurance Service of the faculty), teaching-scientific, ancillary educational, ancillary scientific and other ancillary structural units of the faculty.

**Article 4. The Members of the Faculty Council**

1. The representative body of the faculty is the Faculty Council, which includes academic staff and student self-government representatives who have been elected based on representation from the teaching-scientific structural units of the faculty - departments. The Faculty Council consists of 35

members, out of which the number of academic staff is 25, and the number of student members is 9. The Faculty Council also includes the faculty dean with the status of a member of the Faculty Council, who is the chairman of the Faculty Council.

2. The number of student self-government representatives in the Faculty Council is determined by the faculty regulations, but cannot be less than 1/4 of the council members.

3. To form the Faculty Council, a permanent election commission is established at the faculty by the order of the dean, which carries out the process of elections of the representatives in the Faculty Council from the university departments.

4. A member of the election commission cannot participate in the elections as a candidate for membership of the Faculty Council. A member of the election commission cannot be an administrative official of the faculty.

5. Within one week of setting the date of the Faculty Council member Elections, the academic staff wishing to become a member should apply to the Election Commission of the Faculty with a request to register him/her as a candidate for the membership of the Council.

6. The representatives of the academic staff in the Faculty Council are elected from the relevant educational and scientific departments by secret ballot. Elections are held at the department; each department elects a Faculty Council member or members from its composition.

7. Each candidate is voted for individually. The academic staff has as many voting rights as there are members from the departments put for election. The candidate(s) with better results becomes a member of the Faculty Council. In case of equal votes, recurrent voting is held at the same meeting of the department.

8. Voting results are summarized in the appropriate Minutes, which are signed by the chairman and the members of the election commission.

9. The term of office of the academic staff elected as a member of the Faculty Council is determined by the term of election of a specific academic staff to a specific academic position. In case of the term expiry established for the academic position or leaving the academic position before the term (in case of early termination of the dean's authority), the person's status as a member of the Faculty Council is terminated. A re-election is announced to fill a vacancy (except for the dean) in the Faculty Council following the procedures outlined above for the election of council membership.

10. In case of Student Status termination, the representative of the student self-government member of the Faculty Council, also, in case of transferring to another faculty based on mobility, he/she automatically loses the right to be a member of the Faculty Council.

#### **Article 5. The Authority of the Faculty Council**

1. Faculty Council:

a. determines and submits the draft budget of the faculty to the head of the administration;

b. following the principles of free and equal voting, by secret balloting, elects the dean by the majority of the list;

c. develops and submits the strategic plan for the development of the faculty, educational and scientific research programs to the Academic Council for approval with the recommendation of the dean;

d. develops the structure and regulations of the faculty and submits it to the Representative Council for approval upon the recommendation of the dean,

e. participates in the development of the Statute of the University Dissertation Council and in the procedure of submitting it to the Academic Council for approval;

- f. elects the head of the Quality Assurance Service of the faculty;
  - g. creates a mechanism for ensuring the quality of teaching and research;
  - h. develops the procedure for conducting the exam/examinations for master's degree candidates, by the regulations established by the order of the Minister of Education, Science, Culture and Sports of Georgia;
  - i. to implement the master's educational program, determine the list of speciality/specialities within the educational program areas;
  - j. at the beginning of the academic year, determines the coefficients for the unified national exam;
  - k. is liable to consider the issue of early termination of the dean's authority at the request of at least 1/3 of the members of the Faculty Council, in case of violation of the Georgian legislation, improper performance of the duties assigned to the dean and/or leading the activities that are unsuitable for the dean. The decision on early termination of the dean's term of office should be made by secret vote, by the majority of the members. The dean does not participate in the voting outlined in this article. Appealing the decisions on these matters does not lead to the suspension of the contested act;
  - l. appoints an acting dean from among its members in case of early termination of the dean's authority;
  - m. creates a commission that, according to the established rules, decides on awarding an appropriate academic degree/qualification after the completion of a separate level of academic higher education - bachelor's degree, master's degree;
  - n. approves the Statute of the ancillary educational and scientific structural units of the faculty;
  - o. creates the faculty commission for recognition of credits;
  - p. determines the criteria and rules for the selection of the members of the University Dissertation Council;
  - q. approves the scientific supervisor of the doctoral student through the recommendation of the doctoral program supervisor;
  - r. approves the title of the dissertation upon submission to the scientific supervisor of the doctoral candidate;
  - s. decides on the changes of the doctoral student's scientific supervisor and the title of the dissertation;
  - t. exercises other powers granted by the present regulation, the university's standing order and the legislation of Georgia.
2. The Faculty Council is authorized to decide if more than half of the list is present.
  3. the decision of the Faculty Council shall be considered adopted if it is supported by more than half of the members present at the meeting unless otherwise foreseen by the legislation of Georgia and the regulations in effect at the university;
  4. Voting at the session of the Faculty Council is open, except for the cases foreseen by the current legislation and the regulations in force at the university.

#### **Article 6. Dean of the Faculty**

1. The Faculty of Social and Political Sciences is headed and represented by the Dean of the Faculty before the third parties.
2. The dean of the faculty has two deputies: in the fields of educational and scientific activity;

#### **Article 7. The Procedure for Electing the Dean of the Faculty**

1. The Faculty Council conducts elections for the dean of the faculty and announces the election day.
2. The dean of the faculty is elected for the term of 4 years by the majority of the members of the Faculty Council through observing the principles of transparency, equality and fair competition.
3. A professor or an associate professor of the Faculty of Social and Political Sciences holding a doctorate or an equivalent to it, can be elected as the dean.
4. The same person may be elected to the position of dean only twice in a row.
5. The announcement on the start of the registration of the candidates for the post of Dean is published by the Faculty Council at least 1 month before the start of the registration of candidates.
6. To register as a candidate for the deanship, it is necessary to present the faculty development concept in addition to the documentation that demonstrates personal identification and work experience;
7. Elections are held at the session of the Faculty Council. If the dean of the faculty is a candidate for the position, he does not have the right to chair the session, and the chair of the session of the Faculty Council is elected by the Faculty Council immediately after the session begins.
8. The dean of the faculty is elected by the Faculty Council based on secret balloting. Voting to elect the dean is held on the election day announced by the Faculty Council.
9. The dean's elections are considered to have been held if more than half of the members of the Faculty Council took part in it.
10. The person who receives the majority of the votes of the Council members will be considered elected.
11. In case none of the candidates for the deanship receive the support of the majority of the members of the Faculty Council, a second round of elections is held. The second round of elections will be held on the same day no later than 1 (one) hour after the end of the first round of elections. The first two candidates with the best results participate in the second round of elections.
12. In case only one candidate participates in the first round of elections who cannot receive the support of the majority of the members of the Faculty Council, or in the second round none of the candidates can receive the support of the majority of the members of the Faculty Council, the Faculty Council appoints recurrent elections no later than 5 days after the previous one following the university regulations.
13. Election procedures for appointing the dean of the faculty are regulated by the relevant resolution of the Academic Council of the university.

#### **Article 8. The Authority of the dean**

1. Faculty dean:
  - a. ensures the effective course of educational and scientific activities of the faculty;
  - b. submits the faculty's strategic development plan, and educational and scientific research programs to the Faculty Council for consideration;
  - c. develops and submits the structure and regulations of the faculty to the Faculty Council for consideration;
  - d. within the scope of his/her competence, is responsible for the implementation of the decisions of the Representative Council, the Academic Council, the Faculty Council and the legal acts of the university;
  - e. chairs the sessions of the Faculty Council;

- f. submits the candidatures of deputy deans to the rector of the university and the head of the university administration for executing the appointment;
  - g. submits the faculty administration staff to the head of the university administration for exercising the appointment;
  - h. submits the draft list of academic and scientific positions to the rector;
  - i. is responsible for the reasonable use of the faculty's budget;
  - j. as a result of consultations with the Faculty Council, submits the list of the members of the Dissertation Defense Commission to the University Dissertation Council;
  - k. advises the University Rector in the matters of choosing candidatures for the membership of the university dissertation council;
  - l. implements other tasks assigned to him by this Statute and the legislation of Georgia;
2. The dean, within the scope of his/her authority, issues an individual legal act - an order.
  3. Based on the interests of the faculty, the decision to enable the dean to temporarily change the workplace (secondment) and take a leave is made by the rector, which is documented by the order of the head of the administration.
  4. In case of the dean's temporary inability to exercise the assigned authority, his duties are automatically performed by the deputy dean in the academic field, and during his absence by the deputy dean in the scientific field if there is no other relevant legal act on the definition of the dean's substitute;

### **Article 9. Deputy Deans**

1. The dean has two deputies - in the educational field and the scientific field.
2. The professor or associate professor of the Faculty of Social and Political Sciences of the University has the right to hold the position of the Deputy Dean of the Faculty following the rules defined by the University Statute.
3. Deputy deans are accountable to the dean.
4. The main tasks of the deputy dean in the field of study are:
  - a. ensuring effective management of the educational process;
  - b. promoting the activities of the main and ancillary structural units of the faculty in question;
  - c. monitoring of the schedule of the educational process and the workload of the academic staff;
  - d. participation in organizing various types of events related to the educational activities of the faculty;
  - e. performing the dean's tasks.
5. The main tasks of the deputy dean in the scientific field are:
  - a) promotion of scientific work at the faculty;
  - b) coordinating and monitoring the work of student scientific sessions, colloquiums and seminars of doctoral students.
  - c) Providing organizational and technical support for conducting various scientific events planned by the faculty.
  - f) performing the dean's tasks.

### **Article 10. Status of the Quality Assurance Service of the Faculty**

1. The Quality Assurance Service of the faculty is the management body of the faculty.

2. The Quality Assurance Service of the faculty provides a systematic assessment of the quality of educational and scientific research work at the faculty, as well as the professional development of its academic staff, in which students also participate.
3. The main task of the faculty's Quality Assurance Service is to facilitate the provision of high-quality teaching.
4. The Quality Assurance Service of the faculty carries out its activities in compliance with the existing legislation and the Statute of the faculty.
5. The Quality Assurance Service of the faculty is a part of the unified university system of Quality Assurance Services.

### **Article 11. Authority of the Quality Assurance Service of the Faculty**

1. The Quality Assurance Service of the Faculty contributes to ensuring high-quality teaching through the introduction of modern methods of learning, teaching and evaluation; leads and implements the process of self-evaluation of the faculty's activity in the academic field, provides self-evaluation preparation for the authorization and accreditation process.
2. The Quality Assurance Service of the faculty is authorized to cooperate with foreign countries and relevant services of the higher educational institution to establish transparent quality control criteria and their assurance methodology.
3. The Quality Assurance Service of the faculty reviews the educational programs and after their technical monitoring and academic examination, if the conclusion is positive and the Quality Assurance Service of the university also agrees to it, the educational program is submitted to the Faculty Council for revision,
4. The Quality Assurance Service of the faculty carries out systematic monitoring of educational programs. The obtained results are presented to the Faculty Council; with the purpose of further improvement of the programs, participates in the process of evaluating the academic and scientific activities of the academic staff.
5. The Quality Assurance Service of the faculty communicates with the graduates of the educational programs of the faculty, which implies their participation in the development of the educational programs, etc.

### **Article 12. The Structure of the Quality Assurance Service of the Faculty**

1. The Quality Assurance Service of the faculty unites the head of the faculty Quality Assurance Service, its members and support staff.
2. A member of the faculty's Quality Assurance Service can be a professor or an associate professor who is a member of the Faculty Council. The member of the service carries out his activities without remuneration. If necessary, the Quality Assurance Service of the faculty is authorized to invite a specialist in the relevant field to resolve a specific issue.
3. The support staff of the Quality Assurance Service of the faculty is a paid position.

### **Article 13. The Authority of the Head of Quality Assurance Service of the Faculty**

1. Head of the Quality Assurance Service of the Faculty:
  - a. leads the activities of the faculty's Quality Assurance Service by the university's charter, faculty regulations and legal acts of the Quality Assurance Service of the university;
  - b. distributes duties among faculty service employees;

- c. supervises the development of short and long-term work plans of the faculty service and their implementation;
  - d. represents the Quality Assurance Service of the faculty before the management bodies of the university, faculties and other services, and within the scope of its competence represents the faculty in interacting with the third parties;
  - e. exercises other rights and authority within the scope of his competence to fulfil the assigned functions and tasks according to the legislation of Georgia and the university charter;
2. During the absence of the head of the faculty service, one of the members of the faculty Quality Assurance Service performs his duties.

**Article 14. The procedure for electing the head of the Quality Assurance Service of the Faculty**

1. The head of the Quality Assurance Service of the faculty is elected by the Faculty Council for a term of 4 years.
2. The head of the Quality Assurance Service of the faculty is elected at the session of the Faculty Council by secret balloting, based on the majority of votes.
3. The procedure for electing the head of the Quality Assurance Service of the faculty is approved by the Faculty Council.
4. A professor or an associate professor of the faculty may be elected as the head of the Quality Assurance Service of the faculty.
5. The same person can be elected for the position of head of the Quality Assurance Service of the faculty only twice in a row.
6. The requirements for the candidates applying for the election of the head of the Quality Assurance Service of the faculty are defined by the university.

**Article 15. Ancillary educational and scientific bodies of the faculty**

1. The ancillary educational structural units of the faculty are represented by the multimedia center and the laboratory of geo-information systems, the objectives and rules of activity of which is determined by the regulations approved by the Faculty Council.
2. The ancillary scientific structural units of the Faculty are the Institutes of Georgian Neighborhood Studies and Conflictology, the goals and rules of activity of which are determined by the regulations approved by the Faculty Council.

**Article 16. Ancillary structural units of the faculty**

1. The ancillary structural units of the faculty are created to ensure the proper functioning of the faculty.
2. The ancillary structural units of the faculty are represented by: the service of educational process management, scientific research and development service and administrative service.
3. According to the staff scheduling of the university, the staff positions provided for the ancillary structural units of the faculty are head of service, deputy head of service (if applicable), main specialist (category I), main specialist (category II), leading specialist, senior specialist, specialist.

**Article 17. Educational process management office**

1. The educational process management service ensures the organization of the educational process, improvement of the students' information database, production of personal files of students, informing students about the educational process, etc.

2. The main tasks of the educational process management service are:
  - a. supporting the introduction of innovative methods of student-oriented teaching at the faculty;
  - b. facilitating the implementation of educational programs through applying the teaching-methodical approach; designing study time-tables, monitoring the curriculum implementation;
  - c. informing the academic and administrative staff of the faculty by e-mail about the adoption of new rules, regulations, and instructions related to the educational process at the university or any amendments made to them;
  - d. collecting information about academic staff's semester classroom workload - coordination;
  - e. organizing the process of students' academic registration;
  - f. conducting personal files of students;
  - g. enrolling and constantly updating the students' data in the university educational process management system;
  - h. producing Midterm and final exam sheets together with the personnel implementing the educational process;
  - i. preparing recommendation projects and diploma annexes for graduates;
  - j. archiving documentation of graduates by the established rules;
  - k. handling correspondence regarding the educational process received at the faculty;
  - l. informing students about the issues related to the educational process;
  - m. participating in the organization process of student mobility;
  - n. providing students with information;
  - o. facilitating the process of attracting foreign students to the faculty's educational programs;
  - p. participating in the faculty commission for credit recognition;
3. The educational process management service manages student tutorials.

### **Article 18. Scientific research and development service**

1. The Scientific Research and Development Service is an ancillary structural body of the Faculty, which ensures the process of organizing scientific research, establishing relations with local and foreign scientific, research and educational institutions, encouraging interdisciplinary research, inviting world-acclaimed scientists and attracting scientific potential to the Faculty; coordinates the work of doctoral programs at the faculty, etc.
2. The main tasks of the Scientific Research and Development Service are:
  - a. encouraging the implementation of scientific research focused on innovative knowledge, quality and results, the integration of the scientific research and educational process; facilitating the realization of educational programs through organizing the process of translation of teaching-methodological and scientific literature, finding appropriate human resources for this process and creating new textbooks based on scientific research;
  - b. analysis of the results of scientific research activities, preparation of the annual report and its submission to the Department of Scientific Research and Development of the University;
  - c. implementing the programs aimed to support the professional growth of young specialists and scientists;
  - d. facilitating the process of inviting foreign scientists and organizing scientific internships for academic staff and students of the faculty;
  - e. organizing scientific conferences for professors teachers and students;
  - f. coordinating and monitoring the work of students' scientific sessions;
  - g. organizing colloquiums and seminars for doctoral students;



- h. informing the academic staff of the faculty about grant competitions;
  - i. expanding the international relations of the faculty, implementing joint educational and scientific projects within the educational and scientific directions of the faculty;
  - j. creating scientific journals for academic staff and students;
  - k. organizing sectoral "Children's Universities", working with graduates of the faculty.
- l. The Scientific Research and Development Service works in coordination with the Dissertation Council within the scope of its authority and is responsible for the implementation of scientific activities of doctoral students.

### **Article 19. Administrative service**

1. The goal of the administrative service is to effectively use the material and financial resources of the faculty, provide information and communication technology services, handle proceedings properly and, within the scope of its competence and through coordinated events with the university administration, create appropriate conditions for studying, working, and scientific research for students, as well as academic and support staff of the faculty;

2. The scope of work and main functions of the service:

- a. organizing and proper functioning of document circulation at the faculty;
  - b. receiving and registering incoming and outgoing correspondence, statements and complaints;
  - c. registration of individual legal acts of the dean and the delivery of copies to the relevant employees of the faculty;
  - d. performing accounting, directory works and forwarding-transferring them purposefully;
  - e. issuing documentation to authorized persons;
  - f. archival proceedings;
  - g. upon his request providing public information available at the faculty to the person responsible for the availability of this information;
  - h. cooperating with relevant departments of the university to refine the process of storage, accounting and use of material resources at the disposal of the faculty;
  - i. receiving and maintaining material valuables – their supervision in compliance with the applicable legislation;
  - j. material-technical support of educational and scientific-research processes;
  - k. participating in the process of designing the budget project of the faculty and developing the annual purchase plan;
  - l. participating in economic analysis and monitoring the budget funds of the Faculty and their intended use;
  - m. providing consultations related to financial issues for academic staff and students;
  - n. ensuring the exploitation of various software and electronic resources necessary for the faculty;
  - o. administering and managing the website and scientific electronic journals of the faculty;
  - p. producing printed and advertising materials needed for various events;
  - q. cooperating with the university's student services and career development center and interacting with graduates to facilitate their employment;
  - r. leading close and coordinated cooperation with the structural units of the university administration to ensure the effectiveness of the educational process at the faculty;
3. The faculty seal and letterhead are kept in the administrative office, which are used according to the established rules.

## **Article 20. Faculty Library**

1. The faculty library is a constituent part of the university library and its management is carried out by the regulations of the university library.
2. The rights and duties of library employees are determined by the regulations of the university library.

## **Chapter III**

### **The educational program, educational-scientific structural units – departments**

#### **Article 21. Educational program**

1. The educational program is a student-oriented, flexibly structured curriculum based on learning outcomes and competencies and, the acquisition of field-specific, practical and transferable skills, which ensures the preparation of the specialists at the specific level of education.
2. The educational program is carried out by human resources, which includes academic staff with appropriate qualifications, teachers, researchers or invited staff. A person having the necessary competence to produce the learning outcomes outlined in the program that could be estimated by this person's academic degree, special education, publications and professional experience, is considered to have appropriate qualifications.
3. The educational program can be implemented in cooperation with partner institutions: Georgian or foreign higher educational institutions or scientific research centers.

#### **Article 22. Elaboration, revision and approval of the educational program**

1. The educational program of the faculty is developed by the professors of the relevant department of the faculty.
2. The process of reviewing the educational program occurs at the meeting of the academic staff of the relevant department. The decision is made by the majority of votes and is documented in the minutes. The department submits the program and minutes to the Quality Assurance Service of the faculty.
3. The Quality Assurance Service of the faculty, in case of a positive conclusion, submits the educational program to the dean of the faculty.
4. The dean of the faculty submits the curriculum for consideration to the Faculty Council;
5. The Faculty Council reviews the program and, in case of approval, sends it to the University Quality Assurance Service which, in turn, submits it to the Academic Council.
6. The Academic Council of the university is responsible for approving the educational program.
7. Amendments to the approved educational program are made following the rules established for the process of program approval.
8. Correction of technical errors found during the implementation of the program is made by the decision of the Faculty Council.
9. Other procedural issues related to the planning, elaboration and development of the educational program are determined by the instructions for planning, elaboration and development of the educational program, which is approved by the resolution of the Academic Council of the university.

#### **Article 23. Head of the educational program**

1. The educational program has a head whose selection and approval procedure is a constituent part of the educational program development and approval process;

2. The candidature of the head of the educational program, as a component of the content of the educational program, is discussed at the meeting of the academic staff of the department. The decision is documented in the minutes;

3. The head of the educational program can be a professor or associate professor of the relevant field of the faculty. In the case of several leaders, one of them can be the program coordinator based on the unanimous decision of the program leaders.

4. The program may also be led by an invited person with appropriate qualifications. The decision to invite the head of the program is made by the Academic Council based on the recommendation of the Faculty Council, in which the necessity to invite the head of the program must be justified. In such a case, along with the invited person, a professor or associate professor of the university should also co-lead the program;

5. The head of the program is the main contact person together with the Quality Assurance Service of the faculty and the university, who is notified about the results of the internal and external evaluation, technical monitoring and academic examination of the program and is responsible for responding to them to improve the program.

6. The head of the program is responsible for the compliance of the program with university, authorization and accreditation requirements. The head of the bachelor's or master's program is responsible for the quality of the syllabi presented within the program; The head of the doctoral program is responsible for the quality of the teaching and research component of the doctoral program.

7. Within the curriculum of the program, the head is responsible for providing comprehensive information to the students, for preparing different proposals around the issues of program implementation to the dean;

8. The head of the educational program must ensure the involvement of academic staff in the process of implementing and developing the educational program.

9. The head of the educational program must discuss the candidatures of the personnel invited to implement the educational program, the justification of the necessity of the invitation and the information about the relevant financial costs at the meeting of the direction.

10. The head of the educational program is obliged to consider that for the academic staff to fully fulfil their duties, the academic staff must first be provided with the pedagogical workload (auditory hours).

11. The head of the educational program is changed according to the procedure for making amendments to the program.

12. The head of the program is accountable to the department and the dean.

#### **Article 24. Educational-scientific structural units - departments**

1. Educational-scientific department is an educational-scientific structural body combining human, technical (TV-radio, interdisciplinary laboratories, etc.) educational and scientific resources necessary for the implementation of educational programs.

2. The faculty has the following educational-scientific structural units - departments:

a) department of journalism and mass communication;

b) department of sociology and social work;

d) department of political science;

e) department of international relations;

f) department of public geography;

g) interdisciplinary department

3. The department unites the academic staff of the relevant field(s).

### **Article 25. Head of the department**

1. A faculty professor or associate professor with a doctorate academic degree can be elected as the head of the department (assistant professor only if there is no professor or associate professor candidacy) for no more than 2 years.
2. It is not allowed for the same person to be elected as the head of the department for more than two terms in a row.
3. The candidate for the position of head of the department is chosen by the academic staff of the department by the majority of the members of the list at the meeting of the department. The selected candidate is appointed and dismissed by the dean of the faculty.
4. The head of the department coordinates the activities of the heads of the educational program.
5. The head of the department must discuss the essential issues related to the implementation of the educational program, including the effectiveness of the work of the academic staff at the meeting of the academic staff of the department.
6. The head of the department is accountable to the dean of the faculty.

## **Chapter IV Faculty staff**

### **Article 26. Faculty staff**

1. Faculty staff consists of academic, administrative and support staff. The list of the faculty staff is a part of the staff scheduling of the university, which is approved by the law.
2. The evaluation of the personnel outlined in the first paragraph of this article is carried out by the regulations in force at the university.

### **Article 27. Academic staff**

1. The academic staff of the faculty consists of professors, associate professors, and assistant professors.
2. Professors participate and/or lead the educational process, educational program and scientific research by the Law of Georgia "On Higher Education".
3. The maximum amount of the professor's teaching load is determined by the Academic Council and approved by the Representative Council.
4. 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 legislation of Georgia and legal acts in effect at the university.

### **Article 28. Administrative Staff**

The faculty's administrative staff includes the dean, deputy deans and the head of the faculty's Quality Assurance Service.

### **Article 29. Support Staff**

Support staff includes non-staff members foreseen by the university's staff scheduling, as well as other persons invited on a contract basis necessary for the faculty's activities;

## **Chapter V Faculty-student**

**Article 30. Faculty-student**

1. A student of the faculty is a person who has been enrolled by the Law of Georgia "On Higher Education" and university Statute and is studying at the Faculty of Social and Political Sciences of the University to complete a BA, MA or PhD educational program.
2. The student's rights and duties are determined by the legislation of Georgia, the university charter and the legal acts of the university.
3. Student status is suspended or terminated by the legislation of Georgia and the regulations in effect at the university.

**Article 31. Enrollment in the educational program of the faculty**

1. Enrollment in the educational program of the faculty is carried out by the legislation.
2. Enrollment of students in the bachelor's program of the faculty is based on unified national exams, except for the cases defined by the law; An undergraduate student enrolled in the faculty (except for the cases when enrollment is made for a specific BA program) chooses the desired undergraduate program/programs.
3. An entrant with the right to study without passing the unified national exams passes the exam in the language of instruction predetermined by the relevant educational program. A candidate who presents a language proficiency certificate and/or a document confirming that he/she has studied the language in question abroad/in Georgia for at least one academic year is exempted from the exam.
4. A student with the right to study without passing the unified national exams/unified master's exams passes a written/oral exam in the speciality foreseen by the relevant educational program.
5. A person with a BA degree or an equivalent academic degree, who has passed the unified master's exam, has the right to continue studying in the master's program, except for the cases defined by the legislation of Georgia, and meets the prerequisites for continuing studies in the relevant master's program.
6. Admission to the master's program is carried out based on competition.
7. The admission committee of the faculty, which is approved by the dean of the faculty, accepts the documents of those wishing to continue their studies for the master's degree (later, the candidate for the master's degree).
8. Enrollment in a specific master's program is based on the results of the unified master's exam and the written exam in the speciality. Passing an exam in a foreign language, etc can be defined as a prerequisite for admission to a specific master's program.
9. The exam in the speciality is conducted in a written form. Exam papers are evaluated with a 100-point system. The exam is considered passed if the master's degree candidate receives a positive grade (at least 51%). Papers in the speciality exam are graded by the examination commission, which is approved by the individual administrative-legal act of the rector based on the recommendation of the dean of the faculty. The member of the examination commission cannot be the head of the MA program.
10. The exam in a foreign language is assessed with a 100-point system. The foreign language exam is considered passed if the master's degree candidate receives a positive grade (at least 51%). Those candidates who present a relevant certificate confirming the level of knowledge of a foreign language, and/or a document confirming having studied abroad for at least one academic year, are exempted from the foreign language exam;  
The language center of the university is responsible for preparing exam papers in a foreign language and their grading process.

11. A master's degree candidate who has the right to study without passing the unified master's exams takes the exam in the language of instruction foreseen by the relevant educational program. Candidates for master's degrees are exempted from the exam if they present a certificate of language proficiency and/or a document confirming that they have studied the language required by the relevant educational program abroad/in Georgia for at least one academic year.

12. The competitive exams/examinations for the master's degree are conducted by the faculty. The exam can be conducted with the technical support of the university exam center.

13. If less than five candidates for the master's degree pass the admission competition, the master's program will not be implemented, and students will be allowed to transfer to another master's program of the faculty, if the prerequisites of this program are met and there is a vacancy.

14. The deadlines for receiving the documents of the contestants, the regulations of the admissions commissions, the schedule of the competitive exams, the rules for publishing and appealing the exam results, and the conditions for launching master's programs are determined by the acting legislation and internal legal acts of TSU.

15. Enrollment of the student in the doctoral program is based on the legislation of Georgia, According to the doctoral regulations of the faculty approved by the Academic Council of the university, based on the entrance exam in a foreign language, the prospectus of the doctoral research project and the results of the interview in the speciality.

16. The student's rights and duties are determined by the Law of Georgia "On Higher Education", the university's charter, the regulations in force at the university and the contract signed with the student.

17. Suspension or termination of the student status is carried out following the legislation of Georgia, the university charter and the regulations in effect at the university.

### **Article 32. Student self-government of the faculty**

1. The student self-government of the faculty consists of students elected at the faculty by secret balloting, based on universal, equal and direct elections.

2. The rights and duties of the student self-government of the faculty are determined by the law of Georgia "On Higher Education", the university charter and the university student self-government regulation.

## **Chapter VI**

### **Faculty budget and finances**

#### **Article 33. Faculty budget**

1. The faculty budget is a constituent part of the university budget.

2. According to the rules established by the university Statute, the faculty participates in the process of developing the university budget project.

#### **Article 34. Faculty finances and property**

The faculty decides the matters related to the ownership and use of the funds it has raised and the property in its possession with the approval of the head of the university administration.

## **Chapter VII**

### **Transitional regulations and the procedure for making changes and additions to the faculty regulations**

#### **Article 35. Transitional provisions**

1. paragraph 1 of Article 15 of the present regulation shall be enforced since the date of the annulment of the resolution of the Academic Council "On the creation of the ancillary educational structural unit of Tbilisi State University - Multimedia Center" of June 11, 2012, N45/2012 by the academic and Representative Councils of the LEPL- Ivane Javakhishvili Tbilisi State University, and since the annulment of the Resolution N43/2016 of the Academic Council of April 14, 2016." on the creation and approval of the regulations of the ancillary educational unit of Tbilisi State University Geoinformation Systems Laboratory”.

2. Paragraph 2 of Article 15 of the present regulation shall be enforced since the dates of the annulment of the resolution "On the creation and approval of the regulation of the ancillary scientific unit of LEPL- Ivane Javakhishvili Tbilisi State University - Georgian Neighborhood Research Institute" of the academic and Representative Councils of the university of March 28, 2014 No. 30/2014 and the annulment of the resolution of July 30, 2018 N186/2018 of the Academic Council and the resolution No. 61/2018 of the Academic Council of February 19, 2018 “on the abolition of "ancillary scientific unit - Institute of Conflictology of LEPL - Ivane Javakhishvili Tbilisi State University " and the resolutions N188/2018 of the Academic Council of July 30, 2018 "On the approval of the regulation of the Ancillary Scientific Unit of the Institute of Conflictology of LEPL- Ivane Javakhishvili Tbilisi State University",

**Article 36. The procedure for making amendments and additions to the Statute**

Amendments and additions to this Statute are made in compliance with the rules established for the approval of this Statute.

**Article 37. Adoption and implementation of the Statute**

The Statute shall come into effect upon its approval by the Representative Council of the university.