

**The Regulation of the Faculty of Economics and Business of  
LEPL -Ivane Javakhishvili Tbilisi State University**

**Chapter 1**

**General Provisions**

**Article 1. The Status of the Faculty**

1. The faculty of Economic and Business ( hereinafter referred as “Faculty”) of LEPL – Ivane Javakhishvili Tbilisi State University ( hereinafter referred as “University” or “TSU”) represents the main educational-scientific and administrative unit, which in the scopes of academic freedom and institutional autonomy implements the educational programs and researches on three levels of the educational programs of academic higher education in the fields of economics and business administration and tourism, in addition, the Faculty fosters the students’ preparation for the relevant profession and awards them the appropriate qualification.
2. The work performance of the Faculty is based on the the Georgian Legislation, The Charter of the University and the present regulation.
3. The legal status of the Faculty is stipulated by the Georgian Legislation, the Charter of the University and the present regulation
4. The official title of the Faculty is ”The Faculty of Economics and Business of LEPL-Ivane Javakhishvili Tbilisi State University”
5. The Faculty has its official seal and head letter which is used upon the official correspondence according to the rules established by the legislation of Georgia and the internal legal act of the university.
6. The Faculty has the special space existing within the scopes of the official web-page of TSU :[www.tsu.edu.ge/ge/facilities/economics](http://www.tsu.edu.ge/ge/facilities/economics) .
7. The address of the Faculty is: Tbilisi 0186, 2, University str., bld.10 of the University
8. The day of the Faculty is stated by the Council of Faculty on July 30.

**Article 2. The Scopes of the Regulation**

1. This regulation defines the legal status of the faculty, main tasks, structure, authority, accountability and regulates the issues related to the activity of the faculty.

2. The regulations of the faculty are mandatory for all structural units, staff and students of the faculty. The regulations of the faculty apply to any person who establishes a legal relationship with the faculty, determined by the norms of this regulation or on other matters belonging to the authority of the faculty.

### **Article 3. The objectives of the Faculty**

The main objectives of the Faculty are as follows:

- a) To offer the higher education programs to the persons interested in the fields of economics, business administration and tourism at BA, MA and PhD levels pertaining to their interests and capabilities;
- b) To conduct the educational activities and scientific researches as well as to create, provide and develop the favourable conditions for the scientific researches in compliance with the unified European educational and research requirements.
- c) To prepare and re-train the young scientific personnel whose competence meets the up-to-date requirements;
- d) To ensure the competitiveness of the alumni on the internal and foreign labour-market;
- e) To improve the management of the educational process constantly and foster the fair environment for the assessment of students' knowledge;
- f) To take active part in the scientific-research and educational grant competitions;
- g) To provide the access to literature, including periodical scientific publications and electronic resources in the fields of modern economics, business administration and tourism;
- h) To cooperate with the Georgian and other educational institutions for the purpose of the implementation of joint educational programs and scientific-research projects.
- i) To create the educational and scientific-research conditions providing the academic staff with their right to conduct the independent scientific research and teaching;
- j) To foster the international cooperation and the exchange of students and academic personnel with the relevant foreign educational institutions.

## **Chapter II**

### **The Structure and Governance of the Faculty**

#### **Article 4. The Structure and Governance of the Faculty**

1. The structure of the faculty consists of the dean of the faculty, deputy deans of the faculty, quality assurance service of the faculty, teaching-scientific units (departments), dean's

(administrative) office and auxiliary scientific and educational units (AASET, School of Tourism). The structure of the faculty is given in Appendix No. 1 of the present regulation (the dean's (administrative) office is not a structural unit, but for the purposes of the present regulation it is used to refer to the auxiliary structural units of the faculty - the chancellery, the material resources management service, the financial and economic direction, the public relations service) .

2. The structure of the faculty, according to the hierarchy, determines the service subordination between the officials and the main structural units provided for in the staff list of the faculty.

3. The faculty council makes a decision on the creation of new structural units or the cancellation of existing ones, which is reflected in the draft of the faculty statute or its amendment, which is submitted for approval to the representative council of the university in accordance with the applicable legislation and internal legal acts of the university.

4. Auxiliary scientific units at the faculty can be created in the form of an institute, center, laboratory and other forms defined by the law. The person holding an academic position at the faculty has the authority to lead the auxiliary scientific unit within the faculty. The auxiliary scientific unit is accountable to the dean of the faculty and the faculty council, to whom it submits a report on its activities once a year. The list of auxiliary scientific units is determined by Appendix No. 2 of this regulation.

5. According to the decision of the faculty council, a collegial body - publishing council, headed by the dean of the faculty, is established at the faculty. The powers of the Publishing Council, as well as the manner of its staffing, are regulated by the order of the rector of TSU. The publishing council of the faculty creates 3 sectoral editorial boards, which are elected Chairman from among their members.

6. Faculty attestation and credit recognition faculty commissions are established in accordance with the rules established at the faculty.

7. Student self-government operates at the faculty.

8. Children's University "Norchi Economist" operates at the faculty

9. The faculty publishes the scientific journal "Economics and Business".

10. The faculty has a scientific library, which is a part of the TSU library.

#### **Article 5. Management of the structural unit of the faculty**

1. Each structural unit of the faculty is responsible for the activities and decisions made within its competence.

2. The structural unit conducts its activities in accordance with the legislation of Georgia, the legal acts in force at the university and this provision.

3. The structural unit is headed by the head of the corresponding structural unit.
4. The leadership of the structural unit implies the responsibility for the compliance of the activities carried out within the competence of all employees in the structural unit with the legislation of Georgia and the legal acts valid in the university.
5. All employees of the faculty are obliged to follow the legal acts in force at the university and fulfill the rights and duties corresponding to their competence assigned to them by this regulation and other relevant internal legal acts of the university, their job description and the labor contract.
6. The functions, powers and obligations of the structural units included in the administrative office of the faculty are determined by Appendix No. 3 of the present regulation

### **Chapter III**

#### **Faculty management bodies**

#### **Article 6. Management bodies**

The management bodies of the faculty are (managing entities) – faculty council, faculty dean, faculty quality assurance service.

1. The Council of Faculty is the collegial representative body which consists of: the Dean of Faculty, the academic staff elected on the basis of representation from the educational-scientific structural units(Chairs) and the representatives of the Students Self-Government.
2. The Council of Faculty consists of 40 members including the Dean of Faculty, among which 29 members are the representatives of the academic staff and 10 of them represent the Students Self-Governance.
3. The number of student self-government representatives in the faculty council is determined by this regulation, but cannot be less than  $\frac{1}{4}$  of the council's composition.
4. In order to ensure participation in the faculty council sessions with the right to vote and involvement in the discussion of the issues included in the agenda, each auxiliary educational structural unit of the faculty - the International School of Economics (ISET) and the School of Tourism, elects one representative and informs the dean of the faculty in writing. Representatives of auxiliary educational structural units do not have the status of a member of the faculty council and therefore are not included in the paragraph of this article in the total number of members determined by paragraph 2.
5. In the faculty council, in the manner defined by this regulation 29 representatives of the academic staff are elected according to the following principle:
  - a) 1 representative will be elected from each department at the session;

b) 14 representatives will be additionally elected by 15 departments (7 representatives from 7 departments of economics, and 7 representatives from 8 departments of business administration).

6. The representatives of the department in the faculty council of paragraph 5 of this article. When elected according to the procedure established by subsection "A", the nomination of candidates is made at the meeting of the chair, the decision on the establishment of the chair is made through open voting. At the meeting of the department, each member of the department can nominate his or someone else's candidacy. Each candidate is voted for individually. The candidate who receives the majority of the votes of the members present will be considered elected. Each member of the chair has the right to one vote. If the winner cannot be determined due to equal votes, a repeat vote is held. Those candidates who have collected the highest and equal number of votes take part in the repeated voting. If the repeated voting fails to reveal the winner, the next session of the chair is appointed, where the selection procedure will be conducted from the beginning. The member of the chair does not have the right to abstain from voting during the voting.

7. When electing department representatives in the faculty council in accordance with the procedure established by subparagraph "b" of paragraph 5 of this article, the direction of economics (7 departments jointly) and business administration (8 departments jointly) independently elects seven representatives of the faculty council. Elections for this purpose It is appointed by the individual administrative-legal act of the faculty. The dean, the heads of the department and the academic staff have the right to vote. The election procedure is carried out by the individual administrative-legal act of the faculty. Commissions, electoral lists are approved and other necessary procedures are ensured. The first 7 candidates with the highest number of votes are considered to be elected representatives in the faculty council. If more than 7 people have the same number of votes, a second round is held on the same day, where only those who have received the same number of votes participate.

8. Educational-scientific units (departments) of the faculty, directions The student self-government of the faculty presents to the faculty council an extract from the minutes of the meeting on the election of members of the faculty council. The Faculty Council confirms the authority of the new members of the Faculty Council by the majority of those present.

9. Academic staff membership of the Faculty Council is determined for a period of no more than 4 years.

10. The grounds for early termination of the faculty council member's authority are: a) personal statement;

b) dismissal from academic position;

- c) suspension/termination of student self-government representative status;
- d) to be recognized by the court as having limited capacity or to be recognized as a recipient of support, unless otherwise stipulated by the court's decision;
- e) a legally binding judgment of conviction;
- f) other cases stipulated by the legislation.

## **Article 6. The Authorities of the Council of Faculty**

### **Pursuant to the Legislation the Council of Faculty shall:**

- a) determine and present the draft of expenses (project) of the Faculty to the Head of Administration;
- b) elect the Dean of Faculty by the majority of the members on the list through secret ballot on the basis of the free and fair election;
- c) develop the strategic plan of the development of Faculty, the educational and scientific-research programs upon the recommendation of the Dean and submit them to the Academic Council for approval, as well as projects of changes in them;
- d) develop the structure and regulation of the Faculty upon the recommendation of the Dean and submit them to the Representative Council for approval;
- e) together with the independent scientific-research unit of the university, develops the regulation of the thesis defense council and submits it to the academic council for approval;
- f) on the recommendation of the dean or the head of the scientific research and development service, makes a decision on the approval of the dissertation topic(s) of the doctoral candidate/amendment of the title of the dissertation topic(s) and the appointment of the scientific supervisor(s);
- g) for the purpose of reviewing the thesis, no less than two reviewers/evaluators are appointed, who are approved by the University Dissertation Council;
- h) on the recommendation of the dean of the faculty, accepts and submits to the University Dissertation Council the Dissertation Thesis Defense Commission;
- i) elects the head of the quality assurance service of the faculty;
- j) creates a mechanism for ensuring the quality of teaching and research;
- k) develops the procedure for conducting the examination/examinations determined by the higher educational institution for candidates for master's degrees, in accordance with the procedure established by the legislation of Georgia;
- l) determines the list of specialization(s) within the framework of educational program directions for the purpose of implementing the master's educational program;
- m) at the beginning of the academic year, determines the coefficients of the exam subjects for the unified national exam;
- n) at the beginning of the academic year, submits to the Academic Council for approval the number of students admitted to the bachelor's, master's and doctoral programs;

- o) submits to the Academic Council the minimum level of competence in the exam provided by the list of international exams approved by the Ministry of Education and Science of Georgia;
- p) submits a proposal to the Academic Council for a decision on awarding honorary doctorate, emeritus title and faculty medals;
- q) applies to the rector of TSU with substantiated submissions about the use of scientific-creative leave by academic staff;
- r) resolves the issue of disciplinary responsibility against the student, in case of violation by him of the requirements of the Law of Georgia "On Higher Education", other legislative and subordinate acts, TSU internal regulations, code of ethics or other relevant internal legal acts of the university;
- s) is authorized, the violation of the legislation of Georgia by the dean, the improper performance of the duties assigned to the dean and/or
- t) at the request of at least 1/3 of the members of the faculty council, consider the issue of early termination of the dean's authority on the basis of 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. The dean does not participate in the voting provided for in this clause. Appealing the decisions on these matters does not lead to the suspension of the contested act;
- u) in case of early termination of the dean's authority, he appoints an acting dean from among his members;
- v) in the manner defined by the current legislation and this regulation, makes a decision on the creation of centers, laboratories and other structural units defined by the legislation and approves their regulation.
- w) is authorized to create special commissions to study a specific issue, by the decision of the majority of the members of the list;
- x) makes a decision on awarding a qualification to a person upon graduation from academic higher education levels - bachelor's and master's;
- y) approves the head of the faculty's independent scientific-research unit upon submission of the scientific council of the faculty's independent scientific-research unit;
- z) on the submission of the independent scientific-research unit of the faculty, approves the procedure for hiring the scientific staff of the independent scientific-research unit of the faculty;
- aa) by submission of the faculty's independent scientific-research unit, approves the statute of the faculty's independent scientific-research unit and the additional conditions for occupying the scientific position of the faculty's independent scientific-research unit;
- bb) approves the internal evaluation procedure of the scientific-research activity of the faculty's independent scientific-research unit upon submission of the faculty's quality assurance service;

cc) exercises the authority granted to him by this provision and the legislation of Georgia.

#### **Article 9. The Rule of Holding the Council Meeting of Faculty and the Organizational Provision of its Performance**

1. As a general rule, the Council of Faculty is convened once a month or as deemed necessary. The Chairperson of the Council of Faculty is eligible to convene the extraordinary meeting on his/her own initiative or at the request of 1/3 of the members of the Faculty Council.
2. The faculty council is chaired and the sessions are conducted by the dean of the faculty (in the absence of the dean, acting dean1). In the absence of the dean and the dean, in the absence of his deputy, the chairman of the session of the faculty council is elected by the faculty council in accordance with the law.
3. Decisions at the session of the faculty council are made by open vote, unless otherwise provided by the law or the university charter. With the decision of the Faculty Council and due justification, it is allowed to hold a secret ballot.
4. At the first session, the faculty council elects the secretary of the faculty council from among the members of the academic staff by open vote. The function of the secretary of the faculty council is to organize the proceedings of the faculty council. In the absence of the secretary of the faculty council at the meeting, his function is performed by a member of the council elected by the majority of the attendees from among the academic staff.
5. The Secretary of the Faculty Council prepares the draft agenda of the Faculty Council meeting on the instructions of the Dean, which he informs the members of the Faculty Council no later than 2 calendar days in advance. The secretary of the faculty council also ensures that the agenda is posted in the faculty building in a public space, accessible to everyone, for public information.
6. The members of the faculty council are authorized to additionally include the discussed issue in the draft agenda, about which they must inform the chairman and secretary of the faculty council within a reasonable time before the meeting.
7. The faculty council approves the agenda by open voting immediately after the session begins.
8. The meeting of the faculty council is authorized if more than half of the list of members of the faculty council is present. Before the opening of the session, members are registered with the secretary of the faculty council. The registration data is attached to the minutes of the meeting and is an integral part of the minutes.



9. 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 stipulated by the law or the university charter. Each member of the faculty council has one vote. A member of the faculty council does not have the right to abstain from voting.
10. All meetings of the Faculty Council shall be recorded in minutes, signed by the chairperson of the council/meeting and the secretary. The minutes of the meeting of the faculty council should be placed in the space provided for the faculty of the TSU website.
11. The protocol should contain the following information:
  - a) date, time and place of the session;
  - b) the number of faculty council members announced at the session; c) agenda;
  - d) the identity of the speakers and the brief content of the text;
  - e) voting results;
  - f) the decision made.

*1. The procedure for the election of the acting dean is explained in Article 8, subsection u) of the same regulation. Acting dean is discussed everywhere in the text in accordance with Article 8, sub-section u) of this regulation.*

#### **Article 10. Faculty dean status and election procedure**

1. The faculty is managed and represented by the dean of the faculty in relations with third parties.
2. A professor or an associate professor of the relevant faculty of the university can be elected to the position of dean.
3. The faculty council elects the dean of the faculty for a 4-year term by the majority of its members, observing the principles of transparency, equality and fair competition. If none of the bidders has received the required number of votes, a second round will be held, in which the bidders with the first and second best results in the first round participate. If the winner cannot be determined in the second round of elections, a new election date is set within 5 days at the latest. The issues related to the election procedure are established by the academic council of TSU.
4. The session of the faculty council held for the purpose of electing the dean is opened by the senior member of the faculty council who does not have the status of a candidate for election. The faculty council elects the chairman of the session by open vote, who ensures

the formal and organizational smoothness of the faculty council session, in addition to ensuring the procedures for the election of the dean.

5. The same person may be elected to the position of dean only twice in a row. The announcement on the start of the registration of candidates for the position of dean is published by the faculty council at least 1 month before the start of the registration of candidates.

## **Article 11. Powers of the dean of the faculty**

### **1. Faculty dean:**

- a) ensures the effective course of educational and scientific activities of the faculty;
- b) submits the faculty's strategic development plan, educational and scientific-research programs for consideration by the faculty council;
- c) develops and submits to the Faculty Council for consideration<sup>10</sup> structure and provision;
- d) within the scope of his competence, he 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, taking into account the requirements of the applicable legislation;
- e) presides over the sessions of the faculty council;
- f) submits the candidacies of deputy deans to the rector of the university for appointment to the position;
- g) submits the faculty administration staff to the head of the university administration for appointment to the position;
- h) submits the draft list of academic and scientific positions to the rector of the university;
- i) is responsible for the targeted use of the faculty's expenses (budget); j) coordinates and directs the dean's (administrative) office; l) approves the composition of the attestation and credit recognition commissions;
- m) exercises other powers granted by the university charter and Georgian legislation.

2. The dean, in accordance with his competence, in order to resolve individual issues, issues individual administrative-legal acts and orders, which regulate all legal issues related to educational and scientific activities within the faculty.

3. Based on the interests of the faculty or the university, the rector makes the decision to temporarily change the workplace (secondment) for the dean, as well as to grant leave, which is formed by the order of the head of the administration.

4. In the event of the dean's temporary inability to exercise his powers, in the absence of a relevant legal act on the determination of the dean's successor, his duties are automatically performed by the deputy dean in the educational field, and in his absence by the deputy dean in the scientific field (except for chairing the sessions of the Faculty Council).

## **Article 12. Deputy Deans**

1. The dean has two deputies, in the educational and scientific fields.

2. The faculty professor or associate professor has the right to hold the position of the deputy dean of the faculty.

3. Deputy deans in the educational and scientific field are appointed and dismissed by the rector of the university on the recommendation of the dean.

4. The deputy dean coordinates and directs in the field of study<sup>11</sup>

educational process management service and provides:

a) conducting the educational process, monitoring the schedule of the educational process and the workload of the academic staff;

b) conducting various events related to the educational activities of the faculty;

c) performing the dean's tasks within his own competence.

5. The deputy dean in the scientific field coordinates and leads the scientific research development service and provides:

a) effective conducting of scientific researches;

b) organization of events related to the faculty's scientific-research activity;

c) conducting necessary works for holding faculty and international scientific conferences;

d) directing students' scientific research activities, including organizing faculty conferences;

e) to coordinate the work of research centers with faculties;

f) To perform the dean's tasks within his own competence.

### **Article 13. Faculty quality assurance service**

1. For the purpose of systematic internal assessment of the quality of educational and scientific-research work at the faculty, as well as the professional development of academic staff, a quality assurance service is established for the continuous development of the education quality assurance system.
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 contributes to ensuring a high level of teaching quality through the use of modern methods of learning, teaching and evaluation (modules, credit system, etc.) and preparation of self-assessment for the accreditation process.
4. The quality assurance service of the faculty carries out communication with the graduates of the educational programs of the faculty, which implies their participation in the development of the educational programs of the faculty, etc.
5. Quality assurance service of the faculty is part of the unified university system of quality assurance service.
6. The quality assurance service of the faculty submits a report on its activities to the faculty council once a year.

### **Article 14. Head of Quality Assurance Service of the Faculty**

1. The quality assurance service of the faculty is headed by the head of the service, who is elected for a term of 4 years by open voting by the faculty council.
2. Each member of the faculty council can nominate his own and/or someone else's candidacy. The candidate supported by more than half of the members present at the meeting will be declared the winner. Each candidate is voted for separately. Each member of the faculty council has one vote. In case of equal votes, repeated voting is held. Those candidates who have collected the highest and equal number of votes take part in the repeated voting. If the winner cannot be identified as a result of repeated voting, a new election date will be set.
3. According to the decision of the faculty council, it is allowed to elect the head of the quality assurance service of the faculty by secret ballot. In such a case, the faculty council prepares and approves the procedure for holding elections.
4. In case of temporary absence of the head of the service (vacation, business trip, etc.), his duty is performed by one of the employees determined by the head of the service from the composition of the service.

## **5. Head of service:**

- a) is responsible for the performance of the functions and tasks assigned to the office;
  - b) distributes duties among employees of the service;
  - c) ensures the preparation and submission of a report on the service's activities to the faculty council;
  - d) exercises other powers defined by the university's charter, this regulation and the legislation of Georgia.
6. The requirements to be applied to the head of the quality assurance service of the faculty are determined by the university.

## **Chapter IV**

### **Educational-scientific and auxiliary educational structural units**

#### **Article 15. Chair**

1. Educational-scientific units (departments) organize and carry out educational programs and researches in economics, business

in the direction of administration and tourism.

2. The chair is a program or adjacent, closely related to each other

The set of human, technical, educational and scientific resources necessary for the implementation of educational-scientific related programs.

3. The faculty includes the following educational and scientific structural units (departments):

a) Department of accounting, analysis and audit; b) Chair of Management in Global Environment;

c) Department of Information Technologies in Economy and Business; d) Department of Econometrics;

e) Department of Economic Policy;

f) Department of Economic and Social Statistics; g) Department of Theoretical Economics;

h) Department of Macroeconomics; i) Department of Marketing;

j) Department of Management and Administration; k) Department of Microeconomics;

m) Chair of International Business;

n) Department of International Economy and History of Economic Doctrines;

n) Department of Tourism and Hospitality Management; p) Department of Finance and Banking.

4. The dean of the faculty/at least 1/3 of the members of the faculty council can express a reasoned initiative on the creation and abolition of the chair. The decision on the creation and cancellation of the chair is made by the faculty council, which is reflected in the draft of the change of the statute/statute of the faculty and is submitted to the representative council of the university for approval in accordance with the law.

5. The chair consists of at least 4 members.

6. The meeting of the chair is authorized if it is attended by more than half of the full composition of the chair, a decision is made if it is supported by more than half of those present at the meeting. Voting on the chair is open, with the decision of the members of the chair, it is allowed to hold a secret vote to make a decision. Each member of the chair enjoys the right of one vote, unless otherwise determined by this regulation. The chair member has no right to abstain from voting.

7. The chair is headed by a professor who is elected at the first meeting of the chair. The first session of the department is considered to be the session appointed after the creation of the department or the closest 14 academic positions. The head of the department ensures the operation of the department and the management of its activities in accordance with the strategic plan for the development of the faculty.

8. If there is only one professor in the department, he automatically becomes the head of the department, if there are two or more professors in the department, voting is held. The person who receives the majority of votes will be considered elected. In case of equal distribution of votes between candidates, repeated voting is held. Those candidates who have collected the highest and equal number of votes take part in the repeated voting. If the winner could not be identified in the repeated voting due to the equal distribution of votes, the decision on the appointment of the head of the department from the persons participating in the repeated voting is made by the dean of the faculty and issues an individual administrative-legal act.

9. An associate professor may be elected to act as the head of the department in the absence of a professor at the department, for a period not exceeding 12 months, until the appointment of a professor at the corresponding department.

10. The chair's meetings are chaired by the chair's head. In case of his/her absence, the function of chairperson of the department session is performed by the professor elected by the department by open vote from among the members of the department, in the absence of such an associate professor.

11. Minutes of each session of the department are drawn up by the secretary of the session, who is chosen from the staff of the department or the professor's assistant, who is appointed by the department to be the secretary of the session.

#### **Article 16. Faculty auxiliary educational structural unit**

- International School of Economics (ISET)

1. The International School of Economics is an auxiliary educational structural unit of the Faculty, which carries out English-language bachelor's and master's programs and research in the field of economics. The doctoral program can be implemented by TSU on the basis of the relevant international agreement.

2. The International School of Economics operates in accordance with the law of Georgia "On Higher Education", TSU's charter, faculty regulations and PEER regulations of its founders ("Partnership for Economic Education and Research").

3. The International School of Economics is accountable to the faculty council, to which it submits a report on their activities once a year.

4. Monitoring of ISET programs is carried out by IAB- International Academic Advisory Board ("International Academic Supervisory Board"), which stands for "Partnership for Economic Education and Research", Governing Board of PEER. The developed program is considered in accordance with the regulations established in TSU, which is finally submitted by the Faculty Council<sup>15</sup> to the Academic Council for approval.

5. The International School of Economics is governed by a Director appointed by the PEER Board of Governors. The Rector of TSU is a full voting member of the PEER Board of Governors.

6. Sources of financing of the International School of Economics are:

a) Tuition fees paid at the International School of Economics (ISET)

by students enrolled in the program;

b) income received in the form of grants, donations;

c) scientific research grants issued by the state based on competitive selection;

d) Program funding allocated by the Ministry of Education, Science, Culture and Sports;

- e) income received from the work performed on the basis of the contract;
- f) Income received from the execution of the state order.

7. The address of the International School of Economics (ISET) is: 16 Zandukeli Street, Tbilisi 0108.

#### **Article 17. Faculty auxiliary educational structural unit School of Tourism**

1. The School of Tourism is an auxiliary educational structural unit of the faculty, which, by the decision of the faculty, can carry out the administration and research of the undergraduate program in the direction of tourism.
2. The task of the School of Tourism is to provide appropriate conditions for the implementation of the bachelor's program in tourism and to conduct the educational process in accordance with the regulations in force at the university.
3. When conducting the educational process, the School of Tourism acts in accordance with the Law of Georgia "On Higher Education", the statutes of TSU, the regulations of the faculty and other legal acts valid in the university.
4. The School of Tourism is accountable to the governing bodies of the faculty.
5. The activities of the school of tourism are managed by the director. The director of the tourism school is appointed to the position on the recommendation of the dean of the faculty and dismissed by the head of administration on the recommendation of the dean of the faculty or in other cases provided for by the law.
6. Employees of the School of Tourism, taking into account their rights and duties, are subject to the relevant services of the Faculty of Economics and Business of TSU.
7. The address of the school of tourism is: Tbilisi 0179, Vazha-Pshavela avenue N44.

## **Chapter V**

### **Educational programs and program enrollment**

#### **Article 18. Head of the educational program**

1. The educational program (curriculum) is a set of training courses/modules necessary for obtaining a higher education qualification, which includes the goals of the program, learning outcomes, training courses/modules with corresponding credits, student evaluation system and peculiarities of the organization of the training process.



2. Bachelor's, master's, doctoral educational programs operate at the faculty.
3. The program may have one or several supervisors. The head of the program can be a professor, associate professor of the relevant field of the faculty.
4. The program may be led by an invited person with appropriate qualifications. The decision to invite the head of the program should be made by the faculty council based on the relevant submissions, in which the need to invite the head of the program should be justified. In such case, along with the invited person, the program should also be directed by a professor or associate professor of the faculty, unless the Academic Council decides otherwise based on the recommendation of the Faculty Council.
5. The heads of the program elect the chairman of the meeting of the committee supporting the development of the educational program from among their members through open voting, the relevant decision is made in the form of a protocol.
6. At the meeting of the educational program development support committee, each head of the program enjoys the right of one vote, the head of the program does not have the right to abstain from voting. The decision will be considered adopted if it is supported by more than half of those present at the meeting of the educational program development support committee. In case of equal division of votes, repeated voting is held.
7. Program leaders are responsible for the quality of the syllabus and the program's compliance with general quality standards.

#### **Article 19. Review of the program**

The instruction for planning, development and development of the educational program is determined by the resolution of the academic council of the university.

#### **Article 20. Enrollment in the educational program**

The procedure for enrolling in the educational program of the Faculty of Economics and Business is determined by the legislation of Georgia and Appendix No. 4 of this regulation.

### **Chapter VI**

#### **Faculty staff composition**

#### **Article 21. Faculty staff**

1. There are academic, administrative, teaching and support positions in the faculty.
2. The evaluation of the personnel provided for in the first paragraph of this article is carried out in accordance with the regulations in force at the university.

## **Article 22. Academic staff**

1. The academic staff of the faculty consists of professors (including tenured), associate professors, assistant professors and assistants.
2. The professor leads the educational process and directs the scientific research work of the students.
3. The associate professor participates in the educational process and directs the scientific research work of the students.
4. The assistant professor participates in the educational and scientific research process within the scope of his competence.
5. Assistant - under the guidance of a professor, associate professor or assistant professor, carries out seminar and research work within the current educational process at the faculty.
6. The manner 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 Law of Georgia "On Higher Education", the statutes of TSU and relevant legal acts.

## **Article 23. Administrative staff (positions)**

1. Administrative positions at the faculty are: dean, deputy deans and the head of the quality assurance service of the faculty.
2. The manner and conditions of holding an administrative position are determined  
According to the "On Higher Education" law, the TSU charter and the present regulations.
3. The grounds for early dismissal of an administrative official of the faculty are:
  - a) personal statement; b) death;
  - c) entry into legal force of the guilty verdict issued by the court;
  - d) to be recognized by the court as having limited capacity or to be recognized as a recipient of support, unless otherwise stipulated by the court's decision;
  - e) Other cases stipulated by Georgian legislation and/or university charter.

## **Article 24. Teachers and support staff**

1. The teaching staff includes a teacher and a senior teacher.
2. The teacher is entitled to lead practical and laboratory work without holding an academic position.

3. Support staff includes persons necessary for the activity of the higher education institution provided for in the staff list (manager in financial and economic issues, head/director of the auxiliary structural unit, deputy director of the auxiliary structural unit, chief specialist (category I), chief specialist (category II), senior specialist, laboratory manager, professor's assistant), as well as specialists with appropriate qualifications invited on the basis of the contract (editor, deputy editor, responsible secretary, coordinator, assistant, expert, consultant, etc.).

4. The faculty is authorized to invite a specialist with appropriate qualifications to participate in the educational and/or scientific-research process and/or to lead this process without occupying the academic or teaching position provided for in this regulation.

## **Chapter VII**

### **student**

#### **Article 25. Student**

1. A student of TSU is a person who has been enrolled in accordance with the Law of Georgia "On Higher Education" and the University's Statute and is studying at the university to complete a bachelor's, master's, doctoral educational program.

2. The student's rights and duties, suspension/termination of status, procedures related to disciplinary proceedings are determined by the Law of Georgia "On Higher Education", TSU's charter, TSU's regulations and the agreement signed with the student.

#### **Article 26. Student self-government of the faculty**

1. Student self-governments elected by faculties are established in the university on the basis of universal, equal, direct elections by secret ballot.

2. Creation and staffing of student self-government of the faculty

The rule, as well as rights and duties are defined "On higher education"

According to the law of Georgia, TSU charter and TSU student self-government regulations.

## **Chapter VIII**

### **Faculty expenses (budget) and finances**

#### **Article 27. Faculty expenses (budget)**

1. Faculty expenses (budget) are part of the university budget.
2. The faculty participates in the development of expenses (budget) in accordance with the rules defined by the university charter and the present regulation.

### **Article 28. Faculty finances**

Any issue related to the ownership and use of the funds raised by the faculty and the property at its disposal is decided by the head of the university administration, upon submission of the faculty, in the manner determined by the internal legal acts of the university under the current legislation.

## **Chapter IX**

### **The rule of making changes and additions to the faculty statute**

#### **Article 29. The procedure for adopting, revoking, making changes and additions to the provision**

1. The faculty council, on the recommendation of the dean, will develop the structure and regulations of the faculty and submit it to the representative council for approval.
2. Adoption, cancellation, amendments and additions to the regulations of the faculty are made in accordance with the procedure established by the first paragraph of this article.

## **Chapter X**

### **Transitional and Final Provisions**

#### **Article 30. Transitional provisions**

1. On the 30th calendar day after the entry into force of this provision

The powers of the faculty council and its members are terminated.

2. No later than 30 calendar days after the entry into force of this regulation, the formation of the faculty council must be ensured in the manner specified by this regulation.

#### **Article 31. Final Provisions**

1. The regulations of the faculty approved by the representative council in the minutes of the meeting N4 of June 25, 2015 shall be declared invalid.

*Appendix No. 2 project*

LEPL - auxiliary scientific units (centers) within the Faculty of Economics and Business of Ivane Javakhishvili Tbilisi State University:

**Auxiliary scientific-research units:**

1. Georgian-German Institute of Economic Policy and Economic Education;
2. Marketing Research Center;
3. Migration Research Center;
4. Consulting and research laboratory of statistics;
5. Student research and project center "Idea";
6. Tourism research center;
7. Human Potential Management Laboratory.

**Note: The mentioned supporting scientific-research units are headed by the relevant academic staff who are responsible for the allocated property; All have tenure, which is approved by the Faculty Council on the recommendation of the appropriate department.**

*Appendix No. 3 project*

**LEPL - Rule regulating the functional duties of the dean (administrative office) of the Faculty of Economics and Business of Ivane Javakhishvili Tbilisi State University**

**Article 1. Dean's (administrative) office**

1. The Dean's (Administrative) Office of the Faculty consists of auxiliary structural units of the Faculty, the purpose of which is to promote the ongoing educational and scientific processes at the Faculty, to offer services to the Faculty's management bodies, students and academic staff, and to provide technical support for the Faculty's activities. 1

2. The supporting structural units included in the dean's (administrative) office are:

a) chancellery;

b) educational process management office;

c) material resources management office;

d) financial and economic direction;

e) public relations service;

f) Scientific research and development service;

3. All persons employed in the dean's (administrative) office, including the heads of auxiliary structural units, are appointed and dismissed by the head of the university administration on the recommendation of the dean of the faculty.

4. The head of all auxiliary structural units included in the dean's (administrative) office is directly subordinated, while other employees are directly subordinated to the dean of the faculty.

5. All auxiliary structural units included in the dean's (administrative) office, within the scope of competence defined in this rule, conduct their activities in accordance with the legislation of Georgia and the legal acts valid in the university, under the direct leadership of the head of the structural unit.

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**1 The office of the dean (administrative) is defined by Article 4 of the faculty's regulations.**

## **Article 2. Chancellery of the faculty**

1. The chancellery of the faculty is headed by the head of the chancellery.
2. The main functions of the faculty office are:
  - a) provision of unified proceedings at the faculty;
  - b) receiving, registering and forwarding correspondence-  
He sent you after visiting the dean (deputy dean);
  - c) timely delivery of incoming letters to the executor and control of execution progress;
  - d) provision of public information available at the faculty, upon request by the person responsible for access to public information of TSU;
  - e) providing information on the state of execution of documents received in the department and sending of outgoing correspondence;
  - f) control of work on documents and compliance with established rules by structural units of the faculty within their competence;
  - g) archival proceedings of the faculty (description, processing, protection of documents and transfer to the archive of TSU after the expiration of the appropriate term);
3. The faculty's seal, stamp and letterhead are kept in the faculty's office, which are used during official correspondence, in the manner established by the legislation of Georgia and internal legal acts of the university.

## **Article 3. Training process management office**

1. The training process management service is headed by the head of the service.
2. The study process management service includes the study process management and student services group.
3. The main functions of the educational process management group are:
  - a) preparation of semester workload of academic/guest staff in accordance with study programs and student quota;
  - b) transfer of study loads to departments and final formation of study tables based on received information;
  - c) provision of information on workloads of academic staff and guest teachers to the personnel management department;

- d) formation of intermediate, main and additional exam tables in agreement with the exam center;
- e) provision of information about study tables to the internal audit service of the university in accordance with their request;
- f) provision of organizational issues of mobility;
- g) preparing and submitting submissions on suspension and termination of status for students to the appropriate department of the university;
- h) participation in the work of the faculty commission for credit recognition; i) reviewing/reacting to incoming correspondence within its competence;
- j) Preparation of drafts of orders of individual administrative-legal acts of the dean of the faculty.

#### 4. Main functions of the student service group:

- a) Providing consultations for students regarding the progress of the educational process;
- b) reviewing/reacting to incoming correspondence within the scope of competence;
- c) Preparing submissions for registering students in an additional semester and ensuring delivery to the relevant department of the university.
- d) preparation of submissions and annexes of diplomas on awarding degrees; e) ensuring the signing of student contracts;
- f) organization of preparation and issuance of notices for students on issues within the faculty's competence;
- g) entering the final and additional master's/doctorate exams in the database, which are held at the faculty;
- h) production/archiving of students' personal files.

#### **Article 4. Scientific research and development service**

1. The scientific research and development service is headed by the head of the service.
2. The main functions of the scientific research and development service are:
  - a) coordination of scientific research activities at the faculty;
  - b) Scientific researches focused on innovative knowledge, quality and results promotion of implementation, scientific-research and training process integration;



c) Analysis of results of scientific research activities, annual report

Preparation and submission to the Department of Scientific Research and Development of the University;

d) for the implementation of the programs of the faculty, together with the relevant department, searching for the necessary foreign educational and scientific literature, as well as selecting the appropriate human resources for the translation of the searched literature, organizing and coordinating the translation process;

e) coordinating scientific work of doctoral students, organizing scientific research projects and conducting seminars;

f) organization of scientific conferences;

g) expansion of international ties of the faculty, implementation of joint educational and scientific projects;

h) implementation of professional growth and support programs for young specialists;

i) participation in the selection of faculty grant scientific projects;

j) in the direction of finding national and international grant programs, both for the purpose of supporting academic staff and young researchers and doctoral students.

#### **Article 5. Material resources management office**

1. The material resources management service is headed by the head of the service.

2. The functions of the material resources service are:

a) effective management of the material resources at the faculty's disposal;

b) provision of material resources necessary for the implementation of educational and scientific-research process;

c) cooperation with relevant departments of the university in order to perfect the process of storage, accounting and use of material resources at the disposal of the faculty;

d) teaching-methodical, scientific-research and material-improving the technical base;

e) protection of the existing material and technical base in the operational management of the faculty;

f) provision of educational process with modern technical means.

#### **Article 6. Financial and economic direction**

1. The person responsible for the financial and economic direction is obliged to:

- a) participate in planning the budget of the faculty together with the faculty council;
- b) coordinate the activities of the faculty support staff;
- c) ensure the processing of financial and economic documents at the faculty; d) to facilitate the planning and moderation of the budget of the faculty;
- e) to ensure the effective distribution of travel expenses of faculty staff;
- f) to facilitate the work of various commissions at the faculty and ensure communication with relevant services.
- g) to effectively redistribute funds intended for students.

#### **Article 7. Public relations service**

1. The public relations service is headed by the head of the service.

2. The main tasks of the Public Relations Service:

- a) providing information about the faculty's activities to the public, promoting the faculty's activities;
- b) planning various meetings and public speeches at the faculty, organization and implementation;
- c) Systematic posting/updating of information on the university's website within its competence.
- d) relations with the representatives of the state and private sector in order to promote students' educational practices, internships and employment of graduates, in coordination with the TSU Student Career Development Center;
- e) relations with governmental structures, educational and scientific institutions, non-governmental and various public organizations, implementation of joint projects;
- f) organizing the production of information booklets, brochures, posters, "flyers", "banners" about the educational and scientific activities, international connections and other similar activities at the faculty, and

distribution;

g) formation of a search system for funding sources of scientific-research projects for academic staff and students of the faculty and provision of appropriate consulting services together with the scientific research and development service;

h) establishing business contracts with non-university centers, foreign universities, government institutions and the business sector based on the granting of appropriate authority for the purpose of presenting and popularizing the results of scientific research;

i) expansion of international relations of the faculty;

j) promotion of attracting foreign students to the faculty's educational programs in coordination with the Foreign Relations Department of TSU.

*Appendix No. 4*

### **Enrollment in an educational program**

#### **Article 1. The procedure for enrolling in an educational program**

1. The procedure for enrolling a student at the Faculty of Economics and Business is determined by the Law of Georgia "Regarding Higher Education", the university's charter, this regulation and other legislative and subordinate normative acts of Georgia.

2. The right to study at the baccalaureate is a full general issued in Georgia

A document confirming education or a document equivalent to it

to a person with

3. Status of a student at the level of an undergraduate educational program

The basis of the acquisition is the results of the unified national exams, except for the cases defined by the legislation.

4. Entrants/master's degree candidates who have the right to study without passing the unified national exams/common master's exams will be granted the status of a student of TSU in accordance with the legislation and established rules.

5. Semester registration of the student is regulated based on the relevant legal act of the university and includes two stages: administrative and academic registration. Administrative registration by the student means full or partial payment of tuition fees in accordance with the rules established in TSU, and academic registration means registering for training courses through the educational process management system.

6. After completing a separate level of university education, a person is awarded a corresponding academic degree/qualification.

7. The academic degree/qualification is confirmed by the diploma signed by the rector of the university and the dean of the faculty and certified by the seal of the university, with a standard appendix attached.

## **Article 2. The rule of admission to master's degree**

1. Master's degree is the educational program of the second level of academic higher education, which includes elements of scientific research and aims to prepare a specialist or researcher at the post-bachelor level, as well as prepares a person for work with the obtained qualification.

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

3. The right to study at the master's degree can be granted by a foreign university

to the graduate in accordance with the rules established by the legislation of Georgia.

4. Enrollment of students in master's programs is carried out taking into account the prerequisites of the master's educational program.

The Faculty conducts the examination/examinations for candidates for the Master's degree

With the technical support of TSU Examination Center.

5. The deadlines for receiving documents and the list of documents to be presented before the beginning of each new academic year are approved by an individual administrative-legal act of the rector of TSU.

6. After successfully passing the test type of the common master's exam corresponding to the direction of the master's educational program approved by the Government of Georgia, the master's degree candidate passes the exam/examinations determined by the educational program/programs in order to be admitted to the educational program.

7. Documents are accepted by the document acceptance commission, which is approved by the dean of the faculty with an individual administrative-legal act.

8. The documents submitted to the master's degree candidate are not returned after the end of the competition.

9. The document acceptance commission is obliged to:

a) to receive documents within the terms determined by the rector's order;

b) to check the compliance of the submitted documents with the requirements of the master's program;

c) In case of inconsistency of the presented documents with the requirements of the master's program and the prerequisites for admission to the master's program, draw up a conclusion that must be attached to the documents. The candidate for master's degree must be notified in writing by the commission.

The academic degree/qualification is confirmed by the diploma signed by the rector of the university and the dean of the faculty and certified by the seal of the university, with a standard appendix attached.

### **Article 3. Entrance exams for master's degree**

1. The master's degree candidate passes the exam/exams determined by the relevant program, which depending on the program may include an exam in the specialty subject and/or

foreign languages. The exam is conducted in written form, which is evaluated by a member of the exam commission with a maximum of 100 points. The exam is considered passed if the candidate receives at least 51 points. The exam can also be conducted in the form of a test (the maximum grade is determined by the faculty council), the exam is considered passed if the candidate receives more than half of the maximum points.

2. The required level of knowledge of a foreign language is determined by the master's program. Master's degree candidates who present an international certificate confirming knowledge of a foreign language will be exempted from the foreign language exam.

The decision on exemption from the foreign language exam is made by the Foreign Language Study Center of TSU.

3. Based on the submission of the faculty, the composition of the specialty entrance exam and appeal board is approved by the individual administrative-legal act of the rector of TSU.

4. The master's program may provide for an interview with the master's degree candidate.

5. Candidates for master's degree can be enrolled only after submission of a document confirming the bachelor's higher education recognized by law - a diploma and a document confirming being on military registration by a person subject to military registration according to the law.

7. Enrollment of the candidate for master's degree is formed on the basis of the contract signed between TSU and the candidate for master's degree.

8. Regarding the persons with whom the agreements were signed, the Rector's Uniform Act on Enrolled Persons is drawn up by TSU.

#### **Article 4. Procedure for admission to doctoral studies**

1. Doctorate is an educational program of the third level of academic higher education, a combination of educational and scientific-research components, which aims to train scientific personnel and ends with the awarding of the academic degree of doctor.

2. Prerequisites for enrolling in the doctoral program are determined by the resolution "On approval of the minimum standard of doctoral studies" approved by the Academic Council of TSU, as well as by the doctoral regulations of the faculty, doctoral programs and this regulation.

3. A person with at least a master's degree or equivalent academic degree has the right to study in doctoral studies.

4. A graduate of a foreign university may be granted the right to study for a doctorate in accordance with the rules established by the legislation of Georgia.

5. Enrollment of a doctoral candidate in a doctoral program/programs is carried out on the basis of a competition.
6. The deadlines for receiving documents and the list of documents to be presented before the beginning of each new academic year are approved by an individual administrative-legal act of the rector of TSU.
7. The doctoral candidate is obliged to submit the documents determined by the order of the TSU-rector to the faculty's documents acceptance commission, whose composition is approved by the individual administrative-legal act of the dean of the faculty.
8. The documents presented to the doctoral candidate are not returned after the end of the competition.
9. The document acceptance commission is obliged to:
  - a) to receive documents within the terms determined by the rector;
  - b) check the compliance of the submitted documents with the requirements of the doctoral program;
  - c) In case of inconsistency of the submitted documents with the requirements of the doctoral program and the prerequisites for admission to the doctoral program, to write a conclusion, which should be attached to the documents. The doctoral candidate must be notified in writing by the committee about non-compliance.
10. A doctoral candidate who wants to study in a Georgian-language program and his native language is not Georgian, presents a certificate confirming the B2 level of the Georgian language (if any), or passes an exam in the Georgian language. A doctoral candidate is exempted from the exam in the Georgian language, if the separate component/components of the doctoral program are carried out in one of the languages that are a prerequisite for enrollment in the doctoral program, in such a case, the doctoral student is obliged to confirm knowledge of the Georgian language at the B2 level of the Georgian language at least two semesters before the defense of the thesis. With a certificate or exam.
11. Doctoral candidates are required to know at least B2 level of one of the European scientific languages (English, German or French). A doctoral candidate is exempted from the European scientific (English, German or French) language test if he/she presents a relevant certificate, or if he/she has completed a master's program in one of the languages that is a prerequisite for enrollment in a doctoral educational program.
12. The doctoral candidate, in case of passing the foreign language exam, goes through an interview before the sectoral commission established by the faculty council, whose composition is approved by the individual administrative-legal act of the dean of the faculty.

13. The interview will be evaluated by three criteria: education (compliance with qualifications), motivation, presentation of the research project. Each component is evaluated from 1-10 points. And the final assessment will be done by calculating the arithmetic mean of all three components. If 6 or less points are accumulated, the doctoral candidate is excluded from the competition.

14. Based on the results of the competition, the enrollment of the doctoral candidate is made based on the agreement signed between TSU and the doctoral candidate. Regarding the persons with whom the contracts were signed based on the submission of the faculty, TSU will issue a unified act of the rector on the persons enrolled.