

Regulation of the Legal Department of LEPL - Ivane Javakhishvili Tbilisi State University

Article 1. General Provisions

1. The Legal Department (hereinafter – Department) of LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter – University) represents the structural unit of the Administration of the University.
2. The Department applies the Georgian legislation, the legal acts of the University and this Regulation in its practices.
3. The Department fulfils the tasks within the competences, assigned by the Rector and the Head of the Administration pursuant to the Georgian Legislation and is accountable to them.

Article 2. The Scope, Objectives and Functions of the Department

1. The scope, functions and the key objectives of the Department are:
 - a) Participation in drafting legal acts of the University within the competences and facilitation of their submission procedures according to the established Rule under the legislation, upon necessity;
 - b) Legal support of the performance of the structural units of the University;
 - c) Within the competences, legal examination and endorsement of the draft-legal acts elaborated and submitted by the University, organizations and other institutions and/or pursuant to the legal examination, preparation of the reports on these drafts;
 - d) Coordination and control of the formation of the legal system of the University as well as its further development and improvement;
 - e) Ensuring the compliance of the individual legal acts of the University with the prevailed legal acts;
 - f) Preparation of the recommendations concerning the management and the performance of the University pursuant to the current legislation;
 - g) Representation of the University and advocacy of its interests at the public and private institutions, as well as in Courts;
 - h) Within the competences, review of the applications of the natural persons and the legal entities or participation in this process;
 - i) Ensuring release and access to the public information;
2. While fulfilling the functions and duties the department is entitled to:
 - a) Draft the legal acts, elaborate recommendations on moving amendments and additions as well as on partial or entire abolition of the legal acts, within the competences;
 - b) Perform legal examination and endorsement of the draft- legal acts elaborated and presented by the University, other organizations and the institutions and/or based on the legal examination, prepare the reports on them;

- c) Represent the University at the public institutions and in courts of every instance, having granted with the representational right by the Rector and the Head of the Administration.

3. The Structure and the Management of the Department

1. The Department is the structural unit of the University which is managed by the Head of the Department. *(An amendment was made. Minutes of the Representative Council N4. 25.12.2020).*
2. The Head of the Department is appointed and dismissed by the Head of the Administration with the consent of the Rector of the University.
3. The Head of the Department has the Deputy Head whose duties incorporate to ensure the fulfilment of the education and science-related functions of the Department in compliance with the legislation.
4. The Deputy Head and the employees of the Department are appointed and dismissed by the Head of the Administration on the recommendation of the Head of the Department.
5. In the absence of the Head of the Department (leave, business trip, sick-leave, absence more than 2 days) as well as through the assignment of the Head of the Department the Deputy Head undertakes his/her duties.
6. The Head of the Department:
 - a) Leads and manages the activities of the Department;
 - b) Represents the Department while performing the duties and is responsible for the fulfilment of the imposed functions and tasks of the Department;
 - c) Distributes the duties among the employees of the Department according to the Job Descriptions approved by the Head of the Administration; Gives guidelines and assignments;
 - d) Supervises the performance of the employees of the Department, controls their adherence to the internal rules of the University;
 - e) Signs the documents drafted at the Department and within the competence, endorses the draft-legal acts elaborated by the structural units of the University;
 - f) Submits the Report on the Performance of the Department on annual basis as well as any time upon assignment of the Rector and the Head of the Administration of the University;
 - g) Supervises the fulfilment of the functions imposed on the Department under this Regulation for what he/she puts forward the recommendations to the Rector and the Head of the Administration of the University for the solution of certain issues.
 - h) Puts forward the recommendations to the Head of the Administration on internal structure of the Department, staff, performance as well as on encouragement or imposing the disciplinary liability on the employees of the Department;

- i) Mediates for allocation of the financial resources and facilities essential to the fulfilment of the functions and the tasks of the Department;
 - j) Within the competences, makes the reports on behalf of the Department;
 - k) Periodically is presented with the Reports of the employees on their performance;
 - l) Mediates for the qualification increase and the trainings of the employees of the Department;
 - m) petitions for raising the qualifications and retraining of employees of the department, exercises other powers defined by this regulation, legal acts of the university and the legislation of Georgia. *(An amendment was made. Minutes of the Representative Council N4. 25.12.2020).*
7. According to the staff schedule of the university, the following positions are defined for the department: head of the department, deputy head of the department, chief specialist of the department (category I), leading specialist of the department. *(An amendment was made. Minutes of the Representative Council N4. 25.12.2020).*

4. The Deputy Head of the Department

Within the competences, the Deputy Head of the Department:

- a) Supports planning and coordination as well as the management of the performance of the duties of the Head of the Department;
- b) Participates in the review and analysis of the current legal framework of the University, prepares the recommendations for its improvement and drafts the relevant legal acts;
- c) Provides legal consultations concerning the performance of the structural units of the University;
- d) Insures the fulfilment of the education and science-related functions of the Department in compliance with the legislation.
- e) Fulfils the tasks related to the activities of the Department assigned by the Head of the Administration, the Rector and the Head of the Department;
- f) Performs other rights and duties imposed by the Head of the Administration, the Rector and the Head of the Department.

5. The Reorganization and Liquidation of the Department

Reorganization and liquidation of the Department are performed according to the established Rule under the Georgian legislation.

6. The Rule of moving Amendments and Additions to the Regulation

Amendments and additions to the Regulation are made according to the established rule under the Georgian legislation.

Minutes #4of the Representative Council

Annex 7

June 14, 2012

Approved by the decisions of the Representative Council of Ivane Javakhishvili Tbilisi State University (protocols N4 of June 14, 2012 and N5 of September 30, 2014)