

LEPL Ivane Javakhishvili Tbilisi State University
Faculty of Exact and Natural Sciences
THE REGULATIONS

Chapter I

General Provisions

Article 1. Status of the Faculty

1. The Faculty of Exact and Natural Sciences (hereinafter referred to as the Faculty) of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter referred to as TSU) is one of the basic educational and administrative units of TSU, which, within academic freedom and institutional autonomy, implements academic programs and conducts research in academic fields of exact and natural science, ensures preparation of students and awards appropriate qualification.
2. The faculty is officially named as the Faculty of Exact and Natural Sciences of LEPL Ivane Javakhishvili Tbilisi State University.
3. Legal status of the faculty is defined under the Georgian legislation, TSU Charter and these regulations.
4. The Faculty owns a letterhead, which is used according to the rule established by the Georgian legislation and the usage of it is allowed within the competence of the Faculty, under the instruction or in consent of the Faculty Dean.
5. The Faculty owns a seal and a stamp that are used according to the legally established rule. Also - a special section within the official website of TSU.
6. The Faculty is located in the second and eleventh academic buildings of TSU.

Article 2. Scope of the Regulations

1. These regulations stipulate the legal status, competence, accountability, main objectives, authority and structure of the Faculty; in addition, it describes the performance rule as well as the rights and duties of the Faculty units in charge of structural, educational and scientific activities and regulates the other issues related to the Faculty performance.
2. The Faculty regulation is binding for all the structural units, staff and students of the Faculty. It is a guiding document for the administration and the other structural units of the University.

Article 3. Main objectives of the Faculty

1. Main objectives of the Faculty are:
 - a) To ensure availability of affordable education in compliance with current regulations.
 - b) To prepare competitive and highly qualified experts at bachelor's, master's and doctorate levels.
 - c) To conduct the basic and applied researches in exact and natural sciences; to implement the advanced/ innovative approach in teaching and research and to integrate the scientific research outcomes into the academic process;
 - d) To make teaching and research international;
 - e) To create the student centered learning environment;
 - f) To support professional development of students and professors;
 - g) To maintain academic freedom;
 - h) To provide maximum support to implementation and development of civil society values as well as the universal democratic values.
 - i) To integrate into common European educational and scientific area.

Article 4. Faculty Structure and Governing Bodies

1. The Faculty governing bodies are: the Faculty Council, the Faculty Dean and Quality Assurance Service of the Faculty.
2. The Faculty structure is defined under the Faculty Regulations and it is composed of the Faculty administration (the Dean, Deputy Deans, and the Head of the Faculty Quality Assurance Service), the Faculty support structural units, educational (educational-scientific) and support scientific-research structural units as well as the other support structural units.

Chapter III

The Faculty Council

Article 5. Status of the Faculty Council

1. The Faculty Council is a representative body of the Faculty, procedure for formation of which is defined under the TSU charter and these regulations.
2. The Faculty Council serves for four-year term.
3. The Faculty Council comprises the academic staff elected as representatives from educational-scientific departments and representatives of student self-governance. Number of the student self-governance representatives in the Faculty Council is defined under these regulations but it shall be no less than $\frac{1}{4}$ of the council membership.
4. The Faculty Dean also belongs to the Faculty Council as a Faculty Council member.
5. The Faculty Council consists of 40 members including the Dean, 10 members from student self-governance, 29 academic staff elected from educational-scientific

departments of the Faculty out of which four members are from each department constituted of at least 15 academic staff and one member from each department constituted of less than 15 academic staff. The rest of the membership vacancies in the Council so constituted are filled by the department(s) with the greatest number of staff.

Article 6. Rule for Formation of the Faculty Council

1. The Faculty Council elections are held and Election Day is announced by the Faculty Council.
2. For the purpose of holding the Faculty Council election, election commission is formed at the Faculty by the Dean's order. The election commission arranges the election of the department representatives as the Council members.
3. The election commission member is not allowed to run for the election as a candidate for the Faculty Council member. The member of the election commission may not be a person who holds administrative position of the Faculty.
4. Within a week after setting the election date, academic staff seeking to be recruited as Council members, applies to the Faculty election commission for being registered as a candidate for the Council member.
5. Representatives of the academic staff are elected as the Faculty Council members by secret ballot at the meeting of academic staff from the department concerned.
6. Academic staff of the sub-department, which is a part of more than one department, runs for or votes in the election only within a single educational-scientific department. The educational-scientific department, which will be represented by the individual like this, is selected by the academic staff itself.
7. The commission prepares the ballot papers for voting. Candidates for the Council membership are listed in ballot papers in alphabetical order (along with the candidate names, the other identification data is also referred, if applicable). Each candidate is assigned a sequential number. Commission members sign to confirm the accuracy of ballot papers. Academic staff circles sequential number of favorable candidate and puts the ballot paper into the ballot box. The staff member shall vote for the number of candidates which is no more than vacancies announced. Otherwise, the ballot will be deemed void. The winner candidate becomes the Faculty Council member. If two or more candidates get equal number of votes, repetitive voting is held among the candidates with equal votes at the same meeting of the Council.
8. Election results are documented in appropriate record signed by Chairperson and members of the Election Commission.
9. On the expiration of the term of academic position of the Faculty Council member or in case of early termination of office/ dismissal of the Dean prior to expiration date, an individual is deprived of the Faculty Council membership. To fill a council membership vacancy (except a vacancy of the Dean's position), the Faculty Council

announces repetitive election following the Faculty Council election procedure described above.

10. On termination of student status to a student representing the Student Self-Governance as the Faculty Council member, or transfer of such a student to different faculty under the student mobility, the student is automatically deprived of the right to be a Faculty Council member.

Article 7. Competence of the Faculty Council

The Faculty Council

- a) Drafts and submits the Faculty budget estimates to the Head of Administration of TSU;
- b) Elaborates the strategic development plan of the Faculty as well as educational and scientific-research programs and submits them for approval to the Academic Council upon the Dean's recommendation;
- c) Elaborates the Faculty structure and regulations and submits them for approval to TSU Representative Council upon the Dean's recommendation;
- d) Elects the Faculty Dean by secret ballot under the majority rule keeping the principles of free and equal elections;
- e) Councils of university faculties and independent of the university

Academic council of the university together with scientific and research units submits the regulations of the University Dissertation Council;

- e1) develops the regulations of the doctoral program and submits it to the Academic Council of TSU for approval;
- e2) Approves the criteria for evaluating a candidate for a doctoral degree upon admission to a doctoral degree.
- e3) approves the permanent dissertation commission, its chairman and secretary on the department's submission;
- e4) approves the supervisor of the doctoral student and the title of the dissertation upon the submission of the permanent sectoral commission
- f) Elects the Head of the Quality Assurance Service of the Faculty;
- g) Is authorized to review early termination of the Dean's office on request by no less than 1/3 of the Council members in case the Dean violates the Georgian legislation while exercising his/her competence, or if the Dean does not perform his/her duties duly and /or acts inappropriately. The decision on early termination is made by secret ballot under the majority rule. The Dean withdraws from voting considered in this paragraph. Appealing of the decision made on this issue shall not lead to suspension of disputable act.
- h) On early termination of the Dean's office, the Deputy Dean acts as the Dean in compliance with the procedure described in the TSU charter;

- i) Defines the ratios for the Unified National Examinations at the beginning of academic year, the number of students to be enrolled in academic programs of the Faculty and submits them for approval to the Academic Council;
 - j) Submits the ratios for the Unified National Examinations and the Common Entrance Examinations for Master's Degree, as well as the number of students to be admitted to the Faculty and submits them to the Academic Council of University for approval.
 - k) Elaborates the rules for conducting the examination(s) for master's candidates by higher education institution according to the decree of Minister of Education and Science of Georgia.
 - l) Elaborates the rules for conducting the examination(s) of/interview with PhD candidates by higher educational institution;
 - m) Decides on tuition fee discount for doctoral programs upon the recommendation of the Head of Doctoral Program in case the tuition fee is different from the one legally established for the doctoral program.
 - n) Makes decision about termination of student status because of unsuitable conduct under the TSU Code of Ethics, regulations and rules of disciplinary responsibilities;
 - o) Nominates the candidates to the Academic Council of TSU for awarding honorary degree of PhD, emeritus and the other awards;
 - p) Applies to the Rector of University with justified recommendation for providing academic-educational trip to the academic staff;
 - q) Approves the regulations of educational-structural support units;
 - q¹) Forms quality assurance tool for teaching and research;
 - q²) Creates a list of the specialty/specialties within the academic program direction for the purpose of implementing the master's academic programs;
 - q³) Makes decision on formation of the Certification Commission upon recommendation of which the Faculty Council decides about awarding the bachelor's /master's degree upon the nomination of the relevant department;
 - r) Exercises the other authorities delegated to it under these regulations, the University charter and the Georgian legislation.
2. The Faculty Council forms the standing committees – the Budget Committee, the Academic Trip Committee for staff, the Academic Trip Committee for students, the Web Page Committee and the Structural Arrangement Committee. The Faculty Council forms the Publishing Council. It also forms the temporary committees / task groups and establishes the regulations for them.
- a) The Budget Committee reviews appropriateness of the budget expenditure for particular goals.
 - b) The Academic Trip Committee for staff reviews the applications of staff for funding the particular academic trip and decides on appropriateness of allocation funds for this purpose.

- c) The Academic Trip Committee for students reviews the students' applications for funding the particular academic trip and decides on appropriateness of allocation funds for this purpose.
- d) The Web Page Committee defines the structure and contents of the Faculty Department under the official web page of the University;
- e) The Structural Arrangement Committee reviews formation of structural units and submits decision about it to the Faculty Council. The Structural Arrangement Committee reviews the unit reports and submits them to the Faculty Council for approval.
- f) The Faculty Publishing Council reviews the materials (textbooks, monographs, scientific articles, collected scientific articles) submitted from the departments concerned and decides on publishing them in print or electronically.

Article 8. Performance Rule for the Faculty Council

1. The Faculty Council is chaired by the Faculty Dean. In his temporary absence, his duties as a chairperson are delegated to any ordinary member of the council elected from academic staff under the majority rule by the attending members.
2. At the very first meeting, the Faculty council elects the Secretary of the Faculty Council from the academic staff. Election is held by open voting. Secretary of the Faculty Council is responsible for organizing the Council activities. In absence of the Secretary at the meeting, his duties are delegated to any ordinary member of the Council elected from the academic staff by the attending Faculty Council members under the majority rule.
3. The Faculty Council approves the agenda by open ballot immediately after the meeting starts.
4. The Faculty Council meeting is authorized to make a decision if attended by more than half of its members.
5. Decision can be deemed as made if more than half of the attending members approve it, unless otherwise stated in the Law of Georgia on Higher Education or the University charter.
6. The Faculty Council holds election by open voting unless otherwise stated in the legislation or the University charter.
7. 1/4 of the Faculty Council members may request secret voting.
8. Any council meeting is recorded in the meeting minutes signed by the Chair and the Secretary of the Council.

Chapter III The Faculty Dean

Article 9. Status of the Faculty Dean

The Faculty Dean provides leadership of the Faculty and acts on its behalf in relationship with the third parties.

Article 10. Procedure for Electing the Faculty Dean

1. The Faculty Council holds election of the Faculty Dean and announces the election date;
2. The Faculty Council elects the Dean under the majority rule keeping the principles of transparent, equal and fair competition. The term of office of the Dean is 4 years.
3. Nominations for the Faculty Dean shall be from professors or associated professors from within the Faculty of Exact and Natural Sciences. A person holding a PhD or any academic degree equal to it may be elected as the Dean.
4. The same person can be elected as the Dean only twice consecutively.
5. The announcement about the beginning of registration of nominees shall be published by the Faculty Council at least one month before the registration starts.
6. For being registered as a candidate for the Dean, a person shall submit identification documents and work experience certificates along with the Faculty development concept.
7. Elections take place at the Faculty Council meeting. If the Faculty Dean is a candidate for the Dean, he/she is not allowed to preside over the meeting. The Chairperson of the Faculty Council is elected by the Faculty Council as soon as the meeting starts.
8. The Faculty Dean is elected by secret ballot, which takes place on the election date announced by the Faculty.
9. Election of the Dean can be deemed as held provided that more than two third of the Faculty Council members participate in it.
10. To be deemed successfully elected, a candidate must secure majority of votes from the Faculty Council.
11. Where none of the candidates can secure the majority of votes from the Faculty council, the second round takes place. The second round of election takes place on the same day, no later than 1 (one) hour after the first round is over. Only two candidates with the best results participate in the second round of the election.
12. Where there is only one candidate for the election who cannot secure the majority of votes from the Faculty Council or none of the candidates can secure the majority of votes from the Faculty Council in the second round of election, the Faculty Council releases election re-run schedule under the procedure described in the University charter within no less than 5 days.
13. Procedures for election of the Faculty Dean are regulated under the decree of the Academic Council.

Article 11. Competence of the Faculty Dean

1. The Faculty Dean
 - a) Provides effective educational-scientific performance of the Faculty;
 - b) Submits the strategic development plan of the Faculty and educational and scientific-research programs to the Faculty Council;

- c) Elaborates the Faculty structure and regulations and submits them to the Faculty Council;
 - d) Exercises the responsibility for implementing the decision of the Representative Council, the Academic Council, the Faculty Council and the University legal acts within his/her competence;
 - e) Chairs the Faculty Council meetings;
 - f) Exercises the responsibility for purposeful expenditure of the Faculty budget;
 - g) Nominates the candidates from administrative staff of the Faculty to the Head of Administration for appointment to the positions concerned;
 - h) Communicates with the relevant structural units of higher education institutions in Georgia and abroad within his/her competence as deemed necessary for educational and scientific process;
 - i) Exercises the authorities delegated to him/ her under the TSU charter, Georgian laws and by-laws.
2. The Dean releases the individual administrative-legal acts within his/her competence. These are the decrees which regulate all the legal affairs associated with educational and scientific performance within the Faculty.
 3. By individual administrative-legal act i.e. the order, the Dean forms the Academic Credit Recognition Committee within the Faculty;
 - 3.1 The Dean, in consultation with the Dissertation Standing Committee, determines the composition of the Dissertation Defense Commission and submits it to the University Dissertation Council for approval.
 4. Considering the interests of the Faculty, the decision on temporary change of the Dean's workplace (academic trip), as well as his/her leave of absence is made by the Rector that is formalized by the order of the Head of Administration.
 5. In case the Dean is temporarily unable to perform his/her duties and obligations and there is no legal act defining the substitute of the Dean, his/her duties are automatically delegated to the Deputy Dean in the educational field and in case of his/her absence, the duties of the Dean are performed by the Deputy Dean in the scientific field.

Article 12. Deputy Deans and Support Staff of the Faculty

1. The Dean has two Deputies sharing responsibilities in educational and scientific areas.
2. Only a professor or associated professor from the respective Faculty of the University can be appointed as a Deputy Dean of the Faculty.
3. Main duties of the Deputy Dean in educational area are:
 - a) To ensure effective management of the academic process;
 - b) To coordinate the management of specialties, modules, academic plans and academic process as well as the performance of academic program coordinators (managers);
 - c) To provide monitoring of academic schedule and academic staff workload;

- d) To coordinate performance of the major and support educational structural units of the Faculty;
 - e) To organize different types of activities related to the academic performance of the Faculty;
 - f) To fulfill the Dean's assignments within his/her competence.
4. Main duties of the Deputy Dean in scientific area are:
 - a) To ensure effective management of scientific-research process;
 - b) To coordinate and monitor performance of structural units in charge of scientific-research activities;
 - c) To organize different types of activities related to the scientific performance;
 - d) To collect and disseminate the information about obtaining the science grants;
 - e) To collect and disseminate the information about scientific conferences;
 - f) To organize different types of activities related to the scientific-research performance of the Faculty;
 - g) To fulfill the Dean's assignments within his/her competence.
 5. The Deputy Deans are appointed and dismissed by the Rector of the University.
 6. The Faculty has a manager subordinated to the Dean, assisting him/her with performing the duties in a timely and effective manner.
 7. Main duties of the Faculty Manager are:
 - a) To coordinate and control the activities related to the academic process;
 - b) To ensure coordinated operation of structural units and central administration of the Faculty;
 - c) To provide communication between the Faculty students and structural units/services of TSU and the Faculty, and to prepare the relevant documents;
 - d) To organize and control the management of the Faculty affairs;
 - e) To promote the work of different committees at the Faculty and to provide communication with relevant services.
 8. The Faculty Manager is appointed and dismissed by the Head of Administration of the University upon the recommendation of the Dean.
 9. The Dean has an assistant who is subordinated to the Dean and assists him/her with organizing his/her activities.
 10. Main duties of the Assistant to the Dean are:
 - a) To arrange the meetings for the Dean;
 - f) To prepare and send the correspondence;
 - g) To coordinate the Deans relationship with students and student organizations;
 - h) To fulfill the Dean's assignments.
 11. The assistant to the Dean is appointed and dismissed by the Head of Administration of the University upon the recommendation of the Dean.

Chapter IV

The Quality Assurance Service of the Faculty

Article 13. Status of the Service

1. The Quality Assurance Service of the Faculty is a governing body of the Faculty;
2. The Quality Assurance Service of the Faculty ensures continuous evaluation of the quality of educational and scientific research performance of the Faculty as well as professional development of the staff with involvement of students;
3. Mission critical for the Quality Assurance Service of the Faculty is to ensure that high quality education is delivered at the Faculty.
4. The Quality Assurance Service of the Faculty acts under the Georgian legislation, the TSU charter, current regulations of TSU and the Faculty;
5. The Quality Assurance Service of the Faculty is an integral part of the common Quality Assurance System of the University.

Article 14. The Competence of the Quality Assurance Service

1. The Quality Assurance Service of the Faculty implements the new methods of learning, teaching and assessment to ensure delivering of high quality education at the Faculty; the Service also provides leadership and implementation of self-assessment of academic performance of the Faculty and prepares the self-assessment statement for authorization and accreditation at program level;
2. The Quality Assurance Service of the Faculty is authorized to establish the explicit quality control criteria and elaborate the methods for their consistent application in cooperation with different countries and relevant services of higher educational institutions.
3. The Quality Assurance Service of the Faculty reviews the academic programs designed according to the established procedure; after the programs are monitored by the subject matter experts and the academic expertise is performed, the Quality Assurance Service of the Faculty makes decision together with Quality Assurance Service of the University. If jointly endorsed, the academic program is submitted to the Faculty Council.
4. The Quality Assurance Service of the Faculty reports about its performance to the Faculty Council at least once a year.
5. The Quality Assurance Service of the Faculty monitors the academic programs permanently and submits the outcomes to the Faculty Council for further improvement. It is also involved in assessment of academic and scientific performance of the academic staff.

Article 15. Structure of Quality Assurance Service of the Faculty

1. The Quality Assurance Service of the Faculty comprises the Head of Quality Assurance Service of the Faculty, representatives of the Department Quality Assurance from different directions, and the support staff.
2. Representative of the Department Quality Assurance is not a paid job.
3. Support staff positions of the Quality Assurance Service of the Faculty are payable.

Article 16. The Competence of the Head of Quality Assurance Service of the Faculty

1. The Head of Quality Assurance Service of the Faculty
 - a) Provides leadership of the Quality Assurance Service activities together with the representatives of the Department Quality Assurance under the TSU charter, the Faculty regulations and legal acts of the Quality Assurance Service of the University;
 - b) Allocates duties and responsibilities to the staff members of the Quality Assurance Service of the Faculty;
 - c) Provides leadership in elaboration and implementation of short-term and long-term action plan for the Quality Assurance Service of the Faculty;
 - d) Represents the Quality Assurance Service of the Faculty in relationship with the governing bodies, faculties and other services of the University; acts on behalf of the Faculty with the third parties within his/her competence;
 - e) Exercises the other authorities for fulfillment of his/her role and responsibilities within his/her competence under the Georgian legislation and the University charter.
2. In absence of the Head of the Faculty Service, one of the ordinary staff members from Quality Assurance Service of the Faculty performs the duties of the Head.
3. Quality Assurance representative of the Department is required to monitor existing programs and preparatory work for authorization/accreditation of academic programs, and to improve them; to monitor self-assessment reports under authorization/accreditation of academic programs; to take part in field-specific academic credit recognition.
4. If necessary, the Quality Assurance Service of the Faculty is authorized to invite the Quality Assurance representative of the Department concerned for solving any particular issue.

Article 17. Procedure for Election of the Head of Quality Assurance Service of the Faculty

1. The Head of Quality Assurance Service of the Faculty is elected by the Faculty Council for 4 years term. The same person can be appointed as the Head of Quality Assurance Service of the Faculty only twice consecutively.
2. Nominations for the Head of Quality Assurance Service of the Faculty shall be from professors or associated professors from within the Faculty.

Chapter V

Dissertation standing sectoral commissions of the faculty

Article 18. Status and election of the faculty's permanent dissertation commissions

1. The Faculty's Dissertation Permanent Branch Committee is a permanent body that has been delegated by the decision of the Faculty Council to the Faculty Council by the regulations of the University Council of the Tbilisi State University named after Ivane Javakhishvili.

Powers, except for the powers defined by Clause 2 of Article 2 of the mentioned provision.

2. The faculty council approves the permanent field commission for the dissertation based on the submission of the department.

3. The faculty's permanent dissertation commissions consist of Ph.D from professors and associate professors of the relevant field/specialty with an academic degree. If the professors of the field/specialty and
The total number of associate professors is less than 5, thesis tenure
The composition of the sectoral commission can be filled with invited members.
Dissertation The invited member of the permanent sectoral commission must be the relevant

A scientist in the field/specialty who has an academic degree of Ph.D
Scientific works in the relevant field, at least one of which has been published
Having a positive "impact factor" (according to the ISI Web of Knowledge classifier).
in the magazine.

6. Dissertation permanent sectoral commissions have a chairman and a secretary, who are elected from the composition of the commission at the first session of the commission.

The members of the permanent dissertation commission are elected by the commission

Chairman for a term of 3 years, with the majority of the total number of members.
same

A person can be elected as chairman only twice in a row. The faculty council approves the chairman of the permanent dissertation committee. The secretary of the Dissertation Standing Commission is nominated by the Chairman from among the members of the Dissertation Council and approved by the Faculty Council for a term

of 3 years. The same person can be elected as the secretary of the permanent dissertation commission only twice in a row.

Article 18¹. Rules of operation of the Faculty's Dissertation Standing Committee

1. The faculty's permanent field commissions for dissertations conduct their activities in accordance with the legislation of Georgia, the statutes of TSU, the University Dissertation Council and the faculty's doctoral programs.
2. Dissertation permanent sectoral commission makes a decision at the session. The meeting has a quorum if it is attended by half of the total number of members more. The decision is made by at least 2/3 of the votes of those present.
3. The course of the session of the Dissertation Standing Committee is reflected in the minutes, which is signed by the chairman and secretary of the commission.

Article 18². Faculty Dissertation Standing Committee

Powers

1. Dissertation permanent sectoral commission of the head of the doctoral program The presentation discusses the topic of the doctoral student's dissertation, scientific Nominates the head and submits it to the Faculty Council for approval.
2. Dissertation permanent sectoral commission reviews the dissertation work Candidates of evaluators will be submitted for approval by the university Dissertation Council.
3. The Dissertation permanent sectoral commission, in agreement with the Dissertation Defense Commission, will select the estimated defense date and submit it to the University Dissertation Council for approval.
4. Other details of the activities of the Dissertation permanent sectoral commission are defined by the regulations of the doctoral program of the faculty.
5. Dissertation permanent field commission and/or thesis defense commission (usually in the form of chairman and secretary of the commission) attends the meeting of the University Dissertation Council when awarding the doctor's degree in the mentioned field.

Chapter VI

Support Structural Units of the Faculty

Article 19. The Support Structural Units

1. The support structural units of the Faculty are created to ensure smooth performance of the Faculty;
2. The support structural units of the Faculty are:

- a) The Academic Process Managing Service;
 - b) The Scientific Research and Development Service;
 - c) The Registry Office (Chancellery);
 - d) The Resource Management Service;
3. The following positions may exist in the auxiliary structural unit: head of the auxiliary structural unit, chief specialist (category 1), chief specialist (category 2), leading specialist, senior specialist, secretary.

Article 20. The Academic Process Management Service

1. The Academic process Management Service ensures organization of academic process, improvement of student information database, control of maintaining the student personal record, informing the students about the academic process, work on student-oriented employment projects, etc.
2. Main objectives of the Academic Process Management Service are:
 - a) To promote implementation of innovate methods for student-oriented teaching at the Faculty;
 - b) To promote realization of academic programs in accordance with systematic approach to teaching: monitoring of academic programs, generating of study schedules;
 - c) To perform primary administrative registration of the Faculty students in TSU database;
 - d) To organize academic registration of students;
 - e) To cooperate with respective University services for improvement and security of student information database;
 - f) To maintain the personal records of students;
 - g) To enter the students' personal data into the students' cards and database;
 - h) To prepare the student performance evaluation forms for midterm and final exams and to deliver them to the teachers; to collect the completed evaluation forms and to enter the data into the electronic database;
 - i) To prepare the recommendation project about the graduates and to generate the diploma supplements;
 - j) To archive the graduation documentation per established procedure;
 - k) To maintain statistics continuously on the Dean's instruction;
 - l) To review the correspondence about the academic process received at the Faculty and to prepare the response;
 - m) To inform the students about the academic process issues and to put the respective information on the web-site;
3. The Academic Process Management Service of the Faculty is managed by the Head of the Service. The Head and the staff of the Service are appointed upon the recommendation of the Faculty Dean and are dismissed by the Head of Administration of TSU upon the recommendation of the Dean or without it.

Article 21. The Scientific Research and Development Service

1. The Scientific Research and Development Service is a structural support unit of the Faculty which is responsible for arrangement of scientific researches, coordinating the operation of PhD programs at the Faculty, etc.
2. Main objectives of the Scientific Research and Development Service are:
 - a) To organize scientific conference of the faculty and students;
 - b) To analyze the scientific-research performance; to prepare the annual report and submit it to the Department of Scientific Research and Development of TSU;
 - c) To coordinate and monitor the operation of student scientific circles;
 - d) To organize the colloquiums and seminars for PhD students;
 - e) To coordinate the scientific activities of the Faculty;
 - f) To inform the academic staff of the Faculty about the grants competition;
 - g) To submit the academic plan of actions (conferences, seminars, etc) for the next term to the Dean of the Faculty by the end of each term;
 - h) To work with school children (within the children's university) and alumni of the Faculty.
 - i) The Scientific Research and Development Service works in a coordinated manner with the Dissertation Council with its competence and is responsible for reflecting the academic and scientific activities of PhD students in personal records and electronic database.
3. The Scientific Research and Development Service of the Faculty is managed by the Head of Service. The Head and the staff of the Service are appointed upon the recommendation of the Faculty Dean and are dismissed by the Head of Administration of TSU upon the recommendation of the Dean or without it.

Article 22. The Registry office (Chancellery)

1. The Registry Office of the Faculty ensures organization and smooth operation of the document circulation at the Faculty; reception and registration of incoming and outgoing correspondence, applications and complaints of the Faculty; registration of individual legal acts of the Dean and distribution of copies to the Faculty staff members concerned; making entries and references and transfer and sending of them on demand; issuance of the documents to the authorized persons; operation of the archival system; providing public information about the Faculty upon request to the person responsible for availability of public information of the University, etc.
2. The Registry Office of the Faculty keeps the Faculty seal and the letterhead which are used according to the procedure in place.
3. The Registry Office of the Faculty is managed by the Head. The Head and the staff of the Registry Office are appointed upon the recommendation of the Faculty Dean and are dismissed by the Head of Administration of TSU upon the recommendation of the Dean or without it.

Article 23. The Resource Management Service

1. The Resource Management Service is required to create the normal learning, work and scientific-research environment for the students and the staff of the Faculty by effective management of resources; to find optimal form for usage and ownership of the assets on the balance-sheet of the Faculty; to provide appropriate facilities, equipment and inventories for structural units and staff members of the Faculty; to receive and maintain the material values under the current legislation, etc.
2. Main objectives of the Resource Management Service are:
 - a) To ensure effective management of the material resources which the Faculty has at its disposition;
 - b) To provide the material resources needed for academic and scientific-research processes;
 - c) To ensure continuous improvement of facilities and equipment as well as the academic supplies;
 - d) To cooperate with respective services of TSU for improving the maintenance, registration and usage of material resources which the Faculty has at its disposal;
3. The Resource Management Service of the Faculty is managed by the Head. The Head and the staff of the Service are appointed upon the recommendation of the Faculty Dean and are dismissed by the Head of Administration of TSU upon the recommendation of the Dean or without it.

Article 24. The Library

1. The Faculty has the Library, which is a structural unit of the University Library and is managed under the regulations of it.
2. Rights and duties of the Library staff are stipulated in the regulations of the TSU Library.

Chapter VII

Academic program, educational-scientific structure of the Faculty, units in charge of educational and scientific activities

Article 25. Academic Program

1. Academic program (curriculum) - is a set of study courses/modules intended for awarding the higher education qualification. Academic program stipulates the goals, learning outcomes, study courses/modules with pertinent credit load, student assessment system and organization of academic process; the aim of the program is to prepare the experts at all the educational levels (bachelor's, master's and doctoral programs) and to meet the accreditation / authorization requirements.
2. The Bachelor's Program comprises the study courses and/or modules.

3. The Master's Program comprises the study courses and/or modules and components intended for preparation of master's thesis. The Master's Program requires students to defend their theses before they can graduate.
4. The Doctoral Program comprises the educational and research components. It requires students to defend their PhD dissertation before they can graduate.
5. Academic program is implemented by the appropriately qualified academic staff, teachers, researchers or visiting staff. An individual who has a right competence for achieving the learning outcomes set out in the program can be deemed appropriately qualified. Academic degree earned, certificate for special education, publications or professional experience can serve as evidence for appropriate qualification.
6. Academic program can be implemented in cooperation with partner institutions: Georgian or foreign higher education institutions or scientific-research centers. The Doctoral Program can be implemented jointly with independent scientific-research units of the field concerned.

Article 26. The Academic Program Manager / Coordinator

1. Academic program is managed by the manager(s)/coordinator(s) elected according to the current procedure of TSU.
2. The academic program manager can be a professor or associated professor from academic direction of the Faculty concerned. Where there is more than one manager, one of the managers can act as a coordinator if decided so by the program managers together. Decision about this shall be documented in the protocol.
3. Academic program can be managed by the outside person as well, provided that he/she is appropriately qualified. Decision about inviting a program manager falls to the Academic Council of the Faculty upon the recommendation of the Faculty Council, justifying the need for inviting the program manager. If this is the case, a professor or associate professor shall manage the program together with the outside manager.
4. The Program Manager / Coordinator is a main contact person for the Faculty and the Quality Assurance Service of TSU with involvement of the Quality Assurance Service representative; therefore, internal and external assessment outcomes along with the results of monitoring by subject matter experts and academic expertise are notified to the program manager/coordinator who is responsible for responding to the received information for program improvement.
5. The Program Manager/Coordinator together with the Head of Sub-department and the Head of Department(s) is responsible for compliance of program with the University expectations and accreditation requirements. Coordinator of Bachelor's or Master's Program is accountable for the quality of syllabi submitted within the program and the doctoral program coordinator is accountable for the quality of educational and research component of doctoral program.

6. The Program Manager/Coordinator shall keep the students fully informed about the program curriculum and submit the offer about organizational arrangements associated with the program implementation to the Dean within reasonable time.
6. The Program Manager/Coordinator is accountable to the Faculty Council.
7. The same person can manage only a single academic program/module of any educational level at the same time. Any exception to this rule must be approved by the Academic Council of the Faculty upon the recommendation of the Faculty council.

Article 27. Development, review and approval of educational programs

1. Procedural issues related to the development, review and approval of the educational program are determined by the instruction for planning, development and development of the educational program, which is approved by the relevant resolution of the Academic Council of the University.
2. Academic programs are reviewed at educational departments according to the program type. Decision is made under the majority rule. Program Manager/Coordinator together with the Quality Assurance representative submits the academic program to the Quality Assurance Service of the Faculty. In case of approval, the program is submitted to the Dean of the Faculty.
3. The Dean of the Faculty submits academic programs to the Faculty Council for approval.
4. The Faculty Council reviews the submitted program and if approved, the program is sent to the Quality Assurance Service of the University for submitting to the Academic Council.
5. Academic programs are approved by the Academic Council of the University.
6. The approved academic program can only be amended according to the established procedure of program approval.
7. Technical errors observed while implementing the program shall be corrected under the resolution of the Faculty Council.
8. Other questions related to the procedure of elaboration, review and approval of academic program are defined under the instruction on planning, elaboration and development of academic program approved by the Academic Council of the University.

Article 28. Arrangement of Educational – Scientific Structure of the Faculty

1. The educational-scientific structure comprises the departments included into the Faculty and Chairs/Directions included into the department.
2. The Chairs/Directions and Departments may incorporate the laboratories, the center and etc. defined by the regulations or decision of the Faculty Council.

Article 29. The Educational – Scientific Chair / Directions

1. The Chair / Direction is a primary educational – scientific structural unit of the department which is a combination of human, technical, educational, scientific resources needed for implementation of a program or allied programs closely interrelated from educational-scientific perspective. It ensures research and educational – scientific work at all the three educational levels– bachelor’s program, master’s program and doctoral program. The Chair comprises the academic staff in accordance with the type of Chair. It may also include the educational-scientific labs and the other educational-scientific as well as operating staff.
2. The Chair is an educational structural unit of the department constituted by two or more staff members.
3. The Direction is a structural unit that comprises at least one academic staff member.
4. The Chair and the Direction are equally authorized structural units included in the department; therefore, the provisions of these regulations defining the legal status and the competence of the Chair equally applies to the Direction.
5. The Chair is managed by the Head. The Head of Chair is a professor from the Chair concerned. In an exceptional case (when there is no professor at the Chair or the number of professors is more than one) the Department Council is authorized to elect the Head of the Chair / acting Head of the Chair.
6. The Head of the Chair / Direction manages educational, scientific and organizational work of the Chair / Direction. He/she is required
 - a) To harmonize syllabi per Chair type with the current relevant curricula of TSU in agreement with Academic Program Manager; to support updating of courses in consideration of the latest achievements and methods; to invite appropriately qualified staff, if necessary; to distribute the study courses to academic and visiting staff and assign the workload to the academic staff;
 - b) To coordinate the scientific work of the Chair / Direction members in accordance with the Chair type; to design scientific research policy in consideration of academic freedom of the staff;
 - c) To convene the Chair / Direction meeting and preside over it.
 - d) To coordinate submission of annual scientific reports by the academic staff in timely manner and to control the workload of them.
 - e) To encourage establishing of international relations.
 - f) To inform the Chair / Direction members about the latest scientific achievements and ongoing process of the University;
 - g) To organize conferences / seminars for the students and for the staff, if necessary;
 - h) To supervise selection of the topics for the bachelor’s and master’s thesis; to implement the modern teaching methods and techniques;
 - i) To submit the annual performance report to the Department Council.

7. The member of the Chair/Direction is involved in educational-scientific activities of Chair/Direction and within his/her competence fulfills the assignments set by the Head of the Chair / Direction .

Article 30. The Educational-Scientific Departments

1. The educational – scientific department is a union of educational-scientific structural units (chairs, directions, labs etc.), which, within its educational-scientific field, provides research and educational–scientific work at all the three educational levels – bachelor’s, master’s and doctoral degree programs.
2. The Department comprises the academic staff specialized in relevant educational-research area and the other staff members of the Department. The academic staff of the Department is involved in educational-scientific activities of the Department. It elects the Head of Department. The other staff members of the Department take part in educational-scientific activities of the Department.
3. The governing bodies of the Department are: the Department Council and the Head of Department. The Department Council comprises the Heads of Chairs and the Heads of Departments.
4. The Department Council meets upon the request.
5. The Academic Program Commission of the Department comprises the Program Managers and Quality Assurance Representatives of the Department.
6. The Academic Program Commission of the Department meets at least once a semester.
7. Meeting of the academic staff of the Department is convened as needed.
8. The Department Council appoints the Quality Assurance Representative(s) of the Department for 4 years term. The Quality Assurance Representative(s) of the Department ensures monitoring of educational and scientific-research work at the Department and coordinates with the Quality Assurance Service of the Faculty.
9. A professor or associated professor can be appointed as the Head of Department. Academic staff of the Department elects the Head of Department for the term of three years by secret ballot. The Head is approved by the Faculty Council. For the elections of the Head of Department, the academic staff meeting elects the Chairperson and the Secretary. Candidates for the Head of Department are nominated at the meeting. The candidate with the best results becomes the Head of Department. In case of equal votes, repetitive voting is held. Voting results are summarized in appropriate protocol. The same person can be appointed as the Head of Department only twice consecutively. If necessary, the Faculty Council is entitled to elect the acting Head of Department under the joint recommendation of the Heads of Chairs and the Dean. Early termination of office of the Head of Department can be reviewed on request of one third of academic staff of the Department. The decision is made by the Faculty Council.

10. Academic staff of the Chair incorporated into more than one department participates in the elections at only one educational-scientific department, both as an elector and a candidate. The educational-scientific department which the candidate will represent in the elections is selected by the academic staff itself.
11. The Head of Department:
 - a) Coordinates educational, scientific and organizational work of the Department.
 - b) The Head of Department coordinates the study courses presented by the Heads of Chairs / academic programs; attends to updating the educational-scientific infrastructure of the Department; recommends involvement of appropriately qualified staff into academic process upon the nomination from the Heads of Chairs and Program Managers; coordinates providing workload to the academic staff and visiting experts of the Department.
 - c) The Head of Department coordinates research work of the Department; in consideration of academic freedom of the Department staff members, develops scientific research policy according to the type of the Department.
 - d) The Head of Department is entitled to convene the Department Council and meeting of the academic staff of the Department and to preside over it. He/she coordinates preparation / submission of annual scientific report by the staff of structural units and staff members of the Department and provides academic workload for them. The Head of Department promotes establishment of international relations and informs the Department staff members about the ongoing processes of the University.
 - e) Organizes delivering of seminars at the Department, upon necessity; coordinates selection of topic at bachelor's, master's and doctorate programs in consideration of available resources.
 - f) Submits the annual performance report to the Faculty Council and puts it on TSU web-page in the section allocated to the Faculty; ensures that the structural units and academic staff of the Department put the information on the web-page in a timely manner.

Article 31. The laboratory

1. The laboratory is an educational-scientific unit of the Faculty. It is involved in educational activities of corresponding department(s) for implementation of academic programs and conducts the fundamental and/or applied scientific researches.
2. Titles for the laboratory staff are defined in the staff list of the University.

Article 32. The Support Educational – Structural Units

1. The educational-structural support unit aims to promote teaching with modern technologies, raising the skill levels and acquiring the new professional skills by the

students. Namely, it promotes development of teaching system based on the advanced technologies at the University; provides support and administration of online educational activities at the Faculty; supports making the higher education international; promotes usage of electronic learning in the field of continuing education.

2. The educational-structural support unit is managed by the Director that leads its performance and within his/her competence promotes development of contacts with scientific and higher educational institutions across Georgia and abroad. The Director is appointed and dismissed by the Faculty Council upon the Dean's recommendation. In case the Director is temporarily unable to perform his/her duties and obligations, his duties are delegated to the staff member of educational –structural units appointed as the acting Director by the Faculty Council. The Director elaborates the annual action plan and submits it to the Faculty Council for approval. The Director is accountable to the Faculty Council.

Article 33. Educational – Structural Support Units of the Faculty

The educational-structural support units – centers:

- a) Center for Electronic Learning
- b) Multidisciplinary Innovative Center
- c) Faculty Center for the Development of Information and Communication Technologies
- d) Physics educational and scientific center named after Shota Vashakidze

Article 34. Scientific – Structural Support Units of the Faculty

1. The support scientific-structural units of the Faculty (scientific-research institute) aims to promote scientific-research activities, to cooperate with foreign leading scientific-research centers and/or other international foundations and organizations, to implement scientific-research projects focused on modern scientific-research issues. The scientific support units perform scientific work and can be involved in the academic process.
2. Structure of the Institute is formed and changed in accordance with objectives, functions and possible funding. Structure of the Institute is defined under the Institute regulations approved by the Faculty Council.
3. Scientific and organizational-administrational activities of the Institute are managed by the Director that is elected for predetermined term by the general meeting of the Institute staff members and approved by the Faculty Council.
4. The following positions are available at the Institute:
 - a) The Director of the Institute;
 - b) The Deputy Director of the Institute;
 - c) The Head of Department of the Institute;
 - d) The main research-scientist of the Institute;

- e) The senior research-scientist of the Institute;
 - f) Technical staff of the Institute.
5. The Institute has got short-term (one year) and long-term (no more than five years) action plans, which are reviewed at the general meeting of the Institute by the commission of the structural units of the Faculty and are approved by the Faculty Council.
 6. The Institute submits the performance report to the Faculty Council on annual basis.
 7. The Institute can be created and abolished under the current legislation.
 8. The Institute cannot be funded by the Faculty budget.

Article 35. Scientific Support Units of the Faculty

The scientific structural support units of the Faculty - scientific research institutes are:

- a) Statistical Research Institute;
- b) Scientific Research Institute for Systems Research and Engineering;
- c) Scientific Research Institute for the Study of Nonlinear Phenomena;
- d) Scientific Research Institute for Computational Physics;
- e) Scientific Research Institute for Condensed Matter Physics and Perspective Materials;
- f) Scientific-Research Institute for Semiconductor Physics;
- g) Scientific-Research Institute for Materials Research Academician Nodar Kekelidze;
- h) Scientific-Research Institute for Medicine and Applied Bio-Physics;
- i) Scientific-Research Institute for Bio-Physics and Bionanosciences;
- j) Scientific-Research Institute for Macro-molecular Chemistry and Polymeric Materials;
- k) Scientific-Research Institute for Metal-organic Chemistry;
- l) Scientific-Research Institute for Organic Chemistry;
- m) Scientific-Research Institute for Physical and Analytical Chemistry;
- n) Scientific-Research Institute for Inorganic-Organic Hybrid Compounds and Non-traditional Materials;
- o) Scientific-Research Institute for Bio-organic Technologies;
- p) Scientific-Research Institute for Genetics;
- q) Scientific-Research Institute for the Study of the Biochemical Mechanisms of Stress;
- r) Scientific-Research Institute for Fundamental Research of Bio-effective technologies;
- s) Scientific-Research Institute for Cellular and Molecular Medicine;
- t) Interdisciplinary Scientific-Research Institute for Applied Ecology;
- u) Scientific-Research Institute for Environmental Protection and Sustainable Development;
- v) Scientific-Research Institute for Electric and Electronic Engineering;
- w) Scientific-Research Institute for Oceanology and Hydrology (Oceanhydro).
- x) Scientific-research institute in mathematical education;
- y) Ivane Javakhishvili Tbilisi State University and Idaho (USA) Joint Scientific Research Institute of the State University.

Article 36. Educational-Scientific Support Units of the Faculty

The Educational-Scientific Support Units of the Faculty are:

1. The Department of Mathematics, which incorporates:

- a) The Chair of Mathematical Analysis;
- b) The Chair of Algebra and Geometry;
- c) The Chair of Differential Equations;
- d) The Chair of Theory of Probability and Mathematical Statistics;
- e) The Chair of Mechanics;
- f) The Chair of Numerical Analysis and Computational Technologies (interdisciplinary);
- g) The Chair of Mathematical Logic and Discrete Structures (interdisciplinary);
- h) The Educational-Scientific Laboratory for the Issues Related to Mathematical Problem Analysis of the Mechanics of Continuous Environment;
- i) The Educational-Scientific Laboratory for Mathematical Modelling and Computational Mathematics;
- j) The Educational-Scientific Laboratory for Applied Logic and Programming;

2. The Department of Computer Science, which incorporates:

- a) The Chair of Theoretical Computer Science;
- b) The Chair of Practical Computer Science;
- c) The Chair of Applied Computer Science;
- d) The Chair of Technical Computer Science;
- e) The Chair of Numerical Analysis and Computational Technologies (interdisciplinary);
- f) The Chair of Mathematical Logic and Discrete Structures (interdisciplinary);
- g) The Educational-Scientific Laboratory for Hardware;
- h) The Educational-Scientific Laboratory for Software;

3. The Department of Physics, which incorporates:

- a) The Chair of Elementary Particles and Quantum Fields;
- b) The Chair of Physics of Nonlinear Phenomena;
- c) The Chair of Atomic and Nuclear Physics;
- d) The Chair of Astrophysics;
- e) The Chair of Plasma Physics;
- f) The Chair of Condensed Matter Physics;
- g) The Direction of Radio Physics, Physical Process Modeling;
- h) The Chair of Biophysics (interdisciplinary);
- i) The Educational-Scientific Laboratory for Biophysics (interdisciplinary);
- j) The Educational-Scientific Laboratory for Atomic Physics;
- k) The Educational-Scientific Laboratory for Nuclear Physics;

- l) The Educational-Scientific Laboratory for Applied Electrodynamics and Radio Technologies;
- m) The Educational-Scientific Laboratory for Elementary Particle Physics;
- n) The Educational-Scientific Laboratory for Geophysics and Ionosphere;
- o) The Educational Laboratory of General Physics;
- p) The Educational-Scientific Laboratory for Condensed Matter Physics;
- q) The Educational-Scientific Laboratory for Model Analysis of Experimental Information;
- r) Laboratory of modern physical experiment methods;
- s) Modeling training laboratory;
- t) Evgeny Kharadze observatory.

4. The Department of Chemistry, which incorporates:

- a) The Chair of Bioorganic Chemistry;
- b) The Chair of Macromolecular Chemistry;
- c) The Chair of Organic and Natural Compounds Chemistry;
- d) The Chair of Physical and Analytical Chemistry;
- e) The Chair of General, Inorganic, Organometallic Chemistry;
- f) The Educational-Scientific Laboratory for Bioorganic Chemistry;
- g) The Educational-Scientific Laboratory for General and Inorganic Chemistry;
- h) The Educational-Scientific Laboratory for Macromolecular Chemistry;
- i) The Educational-Scientific Laboratory for Organometallic and Applied Chemistry;
- j) The Educational-Scientific Laboratory for Organic Chemistry;
- k) The Educational-Scientific Laboratory for Physical and Analytical Chemistry;
- l) The Educational-Scientific Laboratory for Materials Research;
- m) The Scientific Laboratory for Instrumentation Methods Applied in Study of Materials' Structure and Composition.

5. The Department of Biology, which incorporates:

- a) The Chair of Biodiversity;
- b) The Chair of Human and Animal Physiology;
- c) The Chair of Cell and Molecular Biology;
- d) The Chair of Immunology and Microbiology;
- e) The Chair of Morphology;
- f) The Chair of Biochemistry;
- g) The Chair of Genetics;
- h) The Chair of Biophysics (interdisciplinary);
- i) The Direction of Plant Physiology;
- j) The Direction of Applied Biosciences and Biotechnology;
- k) The Educational-Scientific Laboratory for Human and Animal Physiology;
- l) The Educational-Scientific Laboratory for Biodiversity;

- m) The Educational-Scientific Laboratory for Morphology;
 - n) The Educational-Scientific Laboratory for Genetics;
 - o) The Educational-Scientific Laboratory for Immunology and Microbiology;
 - p) Jandara Educational-Scientific Laboratory
 - q) Vivarium
6. **The Department of Geography, which incorporates:**
- a) The Chair of Regional Geography and LanPhDape Planning;
 - b) The Chair of Hydrology, Oceanology and Meteorology;
 - c) Chair of Soil Geography;
 - d) The Chair of Nature Management Geography;
 - e) The Chair of Geomorphology and Cartography;
 - f) The Educational-Scientific Laboratory for Geography;
 - g) The Educational-Scientific Laboratory for Soil Geography and Soil Science;
 - h) The Educational-Scientific Laboratory for Hydrometeorology;
 - i) The Educational-Scientific Laboratory for Hydromechanics and Oceanology;
7. **The Department of Geology, which incorporates:**
- a) The Chair of Regional Geology and Palaeontology;
 - b) The Chair of Mineralogy-Petrology and Minerals;
 - c) The Educational-Scientific Laboratory for Petroleum chemistry;
 - d) The Educational-Scientific Laboratory for Mineralogy;
 - e) The Educational-Scientific Laboratory for Palaeontology;
8. **The Department of Electric and Electronic Engineering, which incorporates:**
- a) The Chair of Antenna and Wave Propagation;
 - b) The Chair of Electromagnetic Compatibility;
 - c) Electronics laboratory;
 - d) Laboratory of bachelor/master projects;
 - e) Communications laboratory;
 - f) Circuits laboratory;
 - g) Digital systems laboratory;
 - h) Electrical and electronic engineering computer class;
 - i) Laboratory of antennas and microwaves.

Chapter VIII

Staff of the Faculty

Article 37. The Personnel

1. At the Faculty there may be positions for the academic staff, the administrative staff, teachers and the support staff;

2. The academic staff of the Faculty may comprise professors, associated professors, assistant-professors and assistants.
3. Staff list of the Faculty is a part of the University staff list approved according to the legislatively established rule.
4. In case it is needed, the Faculty invites appropriately qualified expert for leading the academic process at the Faculty or participating in it;
5. Performance of the staff is evaluated according to the current regulations of the University.

Article 38. The Academic Staff

1. The academic staff of the Faculty comprises professors, associated professors, assistant-professors and assistants.
2. Professors take part in and/or lead the academic process and scientific researches.
3. The assistants perform seminar and research work under the supervision of professors within the ongoing academic process of the Faculty;
4. Labor contract with the academic staff is made for the term defined under the common procedure of hiring the academic staff of TSU;
5. Procedure and conditions for appointment to the position and dismissal, reasons for dismissal as well as the rights and duties of the academic staff are defined under the Georgian legislation, the TSU charter and current regulations of TSU.
6. A holder of PhD degree or any other academic degree equal to this can be appointed to the position of Professor / Associated Professor / Assistant Professor.
7. A doctoral student can be appointed to the position of assistant.

Chapter IX

Student

Article 39. Student of the Faculty of Exact and Natural Sciences

1. Student of the Faculty of Exact and Natural Sciences is a person enrolled in and studying at bachelor's/master's/doctoral programs implemented by the Faculty of Exact and Natural Sciences of TSU under the Law of Georgia on Higher Education and and TSU charter.
2. The Faculty provides three-cycle academic higher education – bachelor's, master's and doctoral degree programs.

3. Procedure for enrollment of students into the academic programs of the Faculty is regulated under the Law of Georgia on Higher Education, respective legal acts of TSU and the regulations of the Faculty.

Article 40. Student Enrollment into the Academic programs

1. Students are enrolled into the academic programs of the Faculty according to the legislatively established procedure.
2. Students are enrolled in bachelor's program of the Faculty on the basis of the Unified National Exam unless otherwise instructed in the legislation; Student of the Bachelor's Degree Program enrolled into the Faculty (unless enrolled in particular Bachelor's Degree Program) selects the favorable Bachelor's Degree Program(s) himself/herself.
3. Candidates/students enrolled without the Unified National Examinations are obliged to pass the examination in the language of instruction considered in the academic program concerned. The only exception to this rule is the case considered in the Georgian legislation, the University charter and current University regulations. Candidates are enrolled without passing the Unified National Examinations in case of submitting the certificate of language proficiency or/and any documentary evidence of learning abroad/in Georgia in the language of instruction considered in the academic program concerned for at least one academic year.
4. Any holder of the Bachelor's Degree or any equivalent academic degree that has passed the Common Entrance Examinations for Master's Degree and meets the preconditions for studying at master's level is eligible for pursuing studies at Master's Program, unless otherwise stated in the Georgian Legislation.
5. Enrollment into the Master's Program is competition-based.
6. Application deadline and the list of the contest documents are approved by the Rector of the University under the individual administrative-legal act at the beginning of each academic year.
7. The documents of the applicants for the Master's Degree (further referred to as the Candidate) are received by the Faculty Admission Committee approved by the Dean of the Faculty under the individual administrative-legal act.
8. Enrollment of the Candidate into particular Master's Degree Program depends on the results of the Common Entrance Examinations for Master's Degree and written or written and oral subject-specific examination(s).
9. Subject-specific examination is conducted in consideration of the respective academic field requirements as written or written and oral examination. When only a written examination is conducted, exam papers are evaluated using a 100 point system. The exam is deemed passed if the candidate gains positive evaluation (equal to at least 51 points). The candidate's papers in subject-specific tests are evaluated by the

- examination commission which is approved under the Rector's individual administrative-legal act upon the Dean's recommendation.
10. Enrollment of the candidate into the Master's Degree Program, where the written and oral examinations are conducted, the points of individual examination component and positive evaluation are defined according to the evaluation criteria established for the Entrance Examinations for Master's Degree.
 11. Competitive Entrance Examination(s) for Master's Degree is delivered by the Faculty with technical support from the TSU Examination Center.
 12. Any holder of the Master's Degree or any equivalent academic degree is eligible for pursuing studies at doctoral program.
 13. Graduates from foreign universities are also eligible for pursuing the studies for PhD degree under the Law of Georgia on Higher Education.
 14. Candidates are enrolled in doctoral programs under the Georgian legislation, the Faculty regulations on doctoral studies and the Dissertation Council approved by the TSU Academic Council if they meet the preconditions for pursuing the studies for PhD degree.
 15. Enrollment in doctoral programs is competition-based.
 16. Application deadline and the list of contest documents are approved by the Rector of the University under the individual administrative-legal act at the beginning of each academic year.
 17. The PhD candidate is required to have at least level B2 of language proficiency in one of the European languages (German, English or French). The candidate is exempted from the exam in case of submitting the international certificate of level B2 of language proficiency in English, German or French languages. Exemption from examination also applies in the other cases stipulated in the valid regulations of the University. Decision about exemption from examination of foreign language is made by the TSU Language Center. For studying at the academic program in Georgian language, the PhD candidate, whose native language is not Georgian, shall submit the certificate of Georgian language proficiency or take exam in Georgian language.
 18. Language proficiency examination is conducted in writing. The examination paper is evaluated by the member of the examination commission using a 100-point system. Language proficiency examination is deemed passed provided that a candidate gains positive assessment equal to at least 51 points.
 19. Provided that the PhD candidate passes the language proficiency examination successfully, he/she has an interview with Dissertation Council of respective doctoral program or the commission formed by the Council. The PhD candidate takes a subject-specific examination if considered by the corresponding doctoral program.
 20. Student's rights and duties are regulated under the Law of Georgia on Higher Education, the TSU charter, current regulations of the University and the contract made with a student.

21. Student's status is suspended or terminated under the Georgian legislation, the TSU charter or current regulations of the University;

Article 47. The Student Self-governance of the Faculty of Psychology and Educational Sciences

1. The Student Self-Governance of the Faculty consists of the students elected by secret ballot at the Faculty keeping the principles of overall, equal and direct elections.
2. Rights and duties of the Student Self-Governance of the Faculty are regulated under the Law of Georgia on Higher Education, the TSU charter and the regulations of TSU Student Self-Governance.

Chapter XI Budget and Funds of the Faculty

Article 41. The Faculty Budget

1. The budget of the faculty is a part of the TSU budget.
2. The Faculty takes part in the budget formulation under the TSU charter.

Chapter XIII Amendments and Additions to the Faculty Regulations

Article 43. Amendment and Addition to the Faculty Regulations

1. The Faculty regulations are reviewed by the Faculty Council under the Deans recommendation and approved by the Representatives Council of TSU.
2. The Faculty regulations can be adopted, abolished, ammended or added under the first paragraph of this article.

Chapter XIII Transitional and Concluding Provisions

Article 44. Adoption and Enacmtment of the Regulations

1. These regulations become effective as soon as approved by the Representative Council of TSU. The current Council of the Faculty has a power until the election of the new Council.