



*The document approved by the order №105 of
the University Rector from March 28, 2020*

*Amendments made by the orders #166, dated
July 11, 2020, order #200, dated July 21, 2020,
#288, dated October 15, 2020, #373, dated
December 28, 2020 by the Rector of the*

LTD European University Academic staff affiliation rule and conditions

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Article 1. General provisions

1. The Rule and conditions of the affiliation of the European University (hereinafter referred to as the Rule) are based on the “Provision on Authorization of Educational Institutions” approved by the Order of the Minister of Education and Science of Georgia N 99/n from October 1, 2010, current legislation and internal legal acts of the University.
2. This Rule governs the rules and conditions for the affiliation of the academic staff of the European University (hereinafter referred to as the University) and sets out the rights and responsibilities of the academic staff and the University concerning affiliation.
3. Affiliation means a written agreement between the University and an academic position holder, by which each academic person determines his or her affiliation only with the European University, participates in the development of society, and shares knowledge on its behalf.
4. The affiliated academic staff of the European University consists of affiliated professors, affiliated associate professors, affiliated assistant professors, and affiliated assistants.
 - a) Affiliated staff (affiliated professor, affiliated associate professor, affiliated assistant professor) participate in the teaching process and scientific / research activities or lead them.
 - b) Under the guidance of a professor, associate professor, or assistant professor, the affiliated assistant carries out seminars (work in a working-group) and scientific/research activity in the main educational unit within the framework of the current educational process.
5. The results of the scientific / research activities of the academic staff who enter into a written affiliation agreement with the European University will be credited to the European University only, regardless of their participation/promotion in preparation or publication by another higher education institution or organization/institution.
6. The University is entitled to terminate the affiliation agreement with the affiliated academic staff in the case of signing by him/her an affiliation agreement with another educational institution and to claim a refund.
7. The University facilitates scientific-research activity of affiliated academic staff.

Article 2. Definition of Terms

- a) Affiliated academic staff - an academic position holder who has signed an Affiliation Agreement with the University;

b) Affiliation Agreement – a written agreement, which drawn up between the University and an academic position holder determining rights and responsibilities of parties related to affiliation;

Article 3. Rights and responsibilities of the University affiliated academic staff

1. The affiliated staff of the University is authorized to carry out the following activities in the higher education institution:

a) Following the internal legal acts of the University, to participate in the management of the higher education institution, to be involved in the decision-making process related to educational and scientific-research issues.

b) To carry out the teaching, research, creative activities and publish scientific research.

c) To determine the content of the curriculum (syllabi), teaching methods, and means within the educational program, based on the purpose of the program and the learning outcomes.

d) To participate in the research competition announced by the European University per the rules established.

e) To apply to the relevant Faculty Council for the financing of scientific-research activities;

f) To exercise other powers granted to him/her by the legislation of Georgia, legal acts of the University, and the Affiliation Agreement.

2. The affiliated staff of the University is obliged to carry out the following activities in the higher education institution:

a) To comply with the requirements envisaged by the Internal Regulations of the University and other legal acts.

b) To comply with the Code of Ethics and Disciplinary Liability.

c) To execute the duties assigned by the employment agreement and other legal acts.

d) To carry out essential education as well as research/scientific activities, the results of which (research) credited to the University.

e) To participate in the development of society and knowledge sharing processes on behalf of the University.

f) Following the internal legal acts of the University, to be involved in decision-making processes related to education, research, and other significant issues at the University.

g) To be actively involved in student counseling and academic/scientific guidance processes.

3. Scientific and research activities of affiliated academic staff:

a) Introducing new literature in the field and sharing it with the University community.

b) Participation in theoretical seminars.

c) Arranging and participating in symposiums/workshops / discussions-debates.

d) Carrying out independent research, which is reflected in the article, preparation of the conference material, monograph/manual / supporting manual, etc. publication.

e) Invention, patent.

f) Implementation of joint research including with the involvement of students.

g) Supervision of Master's thesis;

h) Participation in research projects and obtaining a grant.

i) Preparing / guiding students to participate in the conference.

j) Participation in a scientific conference.

k) Reviewing the Master's thesis.

l) Editing the textbook / monograph.

m) Editing the paper.

n) Membership of a scientific journal editorial board.

o) Membership or Associate Membership of National Scientific Academies.

p) Be an expert in National Scientific Academies.

q) Membership or Associate Membership of field Academies.

r) Publish articles in peer-reviewed journals.

s) Printing articles in the following categories of journals:

- Indexed journals in the Thomson Reuters Database (Web of Science):

With Impact Factor (IF – Impact Factor) and Scientific Citation Index (SCI – Science Citation Index).

- Indexed journals based on Elsevier Publications database and Scopus platform:

With the SJR - SCImago Journal Rank Index (SJR).

- Journals indexed in other similar ranking databases.

4. Affiliated academic staff is obliged to:

- a) carry out the scientific activity on behalf of the University during the academic year with the minimum number of points established in the "Rules for the evaluation of scientific research and academic performance of European University staff";
- b) participate in various activities on behalf of the University;
- c) submit reports and documents/evidence on the implemented scientific activities to the authorized structural unit following the "Rules for the evaluation of the scientific research and academic performance of the staff of the European University".

5. Violation of the requirements of the rule below may result in termination of the affiliation agreement and/or imposition of a disciplinary sanction under the internal regulations of the European University Ltd.

Article 4. University Rights and Responsibilities

1. The University is obliged to:

- a) take care of continuous professional development of the affiliated academic staff;
- b) facilitate the participation of affiliated academic staff in discussing significant topics for the community, conducting expert and consulting services, and promote activities to ensure life-long learning.
- c) facilitate the participation of affiliated academic staff in community development and knowledge sharing processes;
- d) facilitate the implementation of scientific/research activities of affiliated academic staff;
- e) fund priority scientific research;
- f) ensure loading of affiliated academic staff with academic courses as much as possible;
- g) ensure a healthy and safe working environment.

2. The affiliated academic staff is obliged to carry out the scientific activities defined by the "Staff Scientific-Research and Academic Performance Evaluation Procedure" and to accumulate the minimum amount of points defined for it annually. If the above condition met, the academic staff remunerated accordingly: Affiliated Professor - in the amount of 3000 GEL, Affiliated Associate

Professor - in the amount of 2500 GEL, Affiliated Assistant Professor - in the amount of 2000 GEL, Affiliated Assistant - in the amount of 1500 GEL¹.

3.The University is authorized to:

- a) demand from its affiliated academic staff to fulfill their obligations under a signed agreement;
- b) demand from affiliated academic staff to carry out essential educational, research-scientific activities in the amount determined by the agreement and "Evaluation of staff scientific-research and academic activities", and the results of his/her research to be credited to the European University.
- c) following the concluded agreement, terminate the affiliation agreement with the affiliated academic staff of the University, who will sign the affiliation agreement with another educational institution.
- d) in case of violation of the affiliation conditions by the affiliated academic staff, apply a disciplinary sanction against them, following the concluded agreement and the norms envisaged by the legal acts of the University.

Article 5.Affiliation of elected at the University academic staff

1.Staff holding an academic position at the University at the time of entry into force of this Rule are authorized, subject to the will of the University, to enter into an affiliation agreement with the University.

2.Affiliated academic staff in agreement with the university is authorized to teach at another higher education institution, but the average weekly workload shall be not more than 10 hours.If he/she does not have a full lecturing workload at the European University, he/she is entitled to increase the lecturing workload at another HEI following the principle of proportionality.

3.The University monitors the academic / teaching workload of affiliated academic staff at other universities through the QMS database.

¹ If the affiliated academic staff of the European University is a research fellow of the European University and his / her publication / research paper is reimbursed under the contract of the researcher, the affiliated academic staff will no longer be reimbursed for the affiliation fee. And if the amount of affiliation exceeds the salary of the researcher, the difference between the amount will be reimbursed.

Article 6. Affiliation of academic staff to be elected through a competition at the University

The person elected to the academic position after participating in the competition for the academic position at the university, according to the will of the University, is entitled to confirm the affiliation with the University in writing.

Article 7. University Affiliated Academic Staff workload scheme

1. The maximum semester workload of affiliated academic staff defined by the following scheme:

a) Affiliated Professor:

Academic activity - no more than 270 hours per semester (average 18 academic hours per week);

b) Affiliated Associate Professor:

Academic activity - no more than 315 hours per semester (average 21 academic hours per week);

c) Affiliated Assistant Professor:

Academic activity - no more than 360 hours per semester (average 24 academic hours per week);

d) Affiliated Assistant:

Academic activities, internships, group work, and seminar work under the guidance of a professor, associate professor or assistant professor - not more than 360 hours per semester (average of 24 academic hours per week (practical / group work hours, etc.)

Article 8. Affiliation Agreement Form

1. The form of the affiliation agreement with the University is approved by the Rector of the University.

2. To ensure compliance with the requirements of the rules and conditions of academic staff affiliation and due to other legal needs within the framework of activities at the university, the applicant's consent "On the processing of personal information" (form of the letter) approved by the Rector of the University (see. *Appendix #1*)

3. An act of agreement concluded between the University and the academic staff: *See Appendix №2*

Appendix Nº1 - Applicant's consent to the processing of personal information

I ----- ID ----- express my consent for my personal information being processed by the University during my employment contract with the European University (hereinafter referred to as the University) to ensure compliance with the requirements of the Affiliation Rule and other legal needs within the University.

The signature of the applicant _____

date _____

Appendix №2 - Affiliation Agreement

City of Tbilisi “ ____ “ _____ .20____

Article 1. Parties to the Agreement

The European University Ltd. (hereinafter - "University") on the one hand and the academic staff of European University Ltd. _____ (ID № _____) (hereinafter - "affiliated"), on the other hand, according to the Organic Law of Georgia - "Labor Code of Georgia", Law of Georgia on Higher Education, the current legislation of Georgia and the "Rules and Conditions for Affiliation of European University Academic Staff", agree to the following:

Article 2. Subject of the Agreement

2.1 The Affiliate person under this Agreement agrees to be affiliated with European University Ltd.

2.2 The rights and responsibilities of the University and the affiliated person in matters of affiliation are defined in this Agreement and according to the "Rules and Conditions for the Academic Staff Affiliation of the European University".

Article 3. Rights - responsibilities of the parties

3.1 The affiliated person is obliged to:

- a) to define his/her affiliation only with the European University, to participate in the processes of community development and knowledge sharing on behalf of the University;
- b) to carry out scientific-research activities annually following the rules of evaluation of the scientific research and academic activities of the staff of the European University; Also, the results of his/her scientific-research activities will be credited to the European University;
- c) to be actively involved in the process of providing counseling to students and guiding their academic and research activities;
- d) to submit to the University following the rules of evaluation of the scientific research and academic activities of the staff of the European University the documents executed in the prescribed form and the documents/evidence confirming the carried out scientific-research activities;

- e) In case of being elected as a member of the Faculty Council, to participate in the management of the higher education institution, to be involved in the decision-making processes related to educational and scientific-research issues following the internal legal acts of the University;
- f) The affiliate must notify the University in writing of the termination of the affiliation agreement at least one month in advance.

3.2 The affiliated person is entitled to:

- a) Following the internal legal acts of the University, to participate in the management of the higher education institution, to be involved in decision-making processes related to educational and scientific-research issues;
- b) To carry out teaching, creative and scientific-research activities;
- c) Within the framework of the educational program, to determine the content of the course programs (syllabi), teaching methods and means;
- d) To exercise other powers granted to him / her by the legislation of Georgia and the legal acts of the University.
- e) In case of accumulation of the minimum number of points in the scientific-research activities defined according to the "Rules for the evaluation of staff scientific-research and academic activities", to request remuneration in the amount of _____ GEL².

3.3 The University is obliged to:

- a) take care of the constant professional development of the affiliated person;
- b) facilitate the participation of the affiliated person in the discussion of significant to the public topics, the implementation of his/her expert and consulting services and life-long learning promotion measures;
- c) facilitate the participation of affiliated person in community development and knowledge sharing processes;
- d) facilitate the implementation of scientific research activities of affiliated person;

² If the affiliated academic staff of the European University is a research fellow of the European University and his / her publication / research paper is reimbursed under the contract of the researcher, the affiliated academic staff will no longer be reimbursed for the affiliation fee. "And if the amount of affiliation exceeds the salary of the researcher, the difference between amount will be reimbursed."

3.4 The University is entitled to:

- a) demand from the affiliated person to fulfill his / her obligations;
- b) demand from the affiliated person to carry out essential educational and scientific activities.give notice in case of non-fulfillment of scientific activity for one year, and in case of non-fulfillment of scientific activity for two consecutive years, to terminate the employment contract;
- c) at the beginning of each semester, demand from the affiliated person to present a document confirming the amount of workload in another educational institution;
- d) in case of violation of this agreement or internal university legal acts by an affiliated person, apply the type of disciplinary sanction determined in accordance with the internal regulations of the University; And, if an affiliated person has affiliation with another higher educational institution, terminate this affiliation agreement with him / her and refund compensation from the affiliated person.;

3.5. The scores of publications published by affiliate staff³ that are not published on behalf of the European University will be deducted from its final score when calculating the minimum mandatory scores and the results will be used to decide whether to reimburse its affiliation. However, these publications are considered to be a research activity and if such publications accumulate mandatory scores, the affiliate staff will not receive a warning for non-compliance with the minimum requirements.

Article 4.Term of the agreement or its termination

4.1. The term of this Agreement defined by the duration of holding an academic position by the affiliated person;

4.2. The agreement may also be terminated in case of violation by the affiliated person the Labor Code of Georgia, the Law of Georgia on Higher Education, Code of Ethics and Disciplinary Liability, the rules and conditions of affiliation of the academic staff, and Internal Regulations of the European University.

Article 5.Additional and Final Provisions

5.1. In the case of a dispute between the parties, it shall be settled by negotiation; In case of failure to reach an agreement, the parties have the power to resolve the dispute through the court.

³ The issue of awarding points is determined in accordance with the "Rules for the evaluation of the scientific-research and academic activities of the staff of the European University Ltd."

5.2 By signing this Agreement, the Parties confirm that it does not contain any vague provisions and that they are fully aware of and accept these conditions.

5.3 By signing this Agreement, the Parties confirm that they are familiar with the "Rules and Conditions for the Affiliation of Academic Staff of the European University" and the "Rules for the Evaluation of Scientific Research and Academic Performance of Staff".

5.4 Issues not regulated by this Agreement shall be resolved under applicable law.

5.5 Amendments to this Agreement shall be permitted only by the written consent of the Parties.

5.6. The Agreement is drawn up in the Georgian language, in two identical copies with equal legal force, to be handed over to each signatory party.

The University

Affiliated person

Ltd European

University

Name/Surname

r/c 201954956

ID № ____

City of Tbilisi, Guramishvili Ave.№76

Address _____

City of Tbilisi, Sarajishvili street№17

(signature)

(signature)

