The document approved by the order N55 of the Rector of the University from March 12, 2020

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Provision of the Faculty of Business and Technology of the European University Ltd.

2020

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Article 1. Faculty Status

1. The Faculty of Business and Technology is a main educational unit of the European University LTD, (hereinafter- University), which in terms of academic freedom and institutional autonomy, ensures students preparation in the field of Business and Technology via educational programs and scientific research and in accordance with the implemented program awards relevant academic degree.

2. The Faculty is accountable to the Rector of the University.

3. The Faculty operates in accordance with the applicable legislation of Georgia, the University Statute, on the basis of present Provision and other legal acts of the University;

4. The Faculty is not a legal entity;

5. The Faculty has a seal and a letterhead.

Article 2. The main goals and objectives of the Faculty:

a) To ensure access to modern and convenient education in the field of Business and Technology;

b) To prepare highly qualified, competitive, future-oriented specialists in line with the growing demands of the local and international market;

c) To create appropriate conditions for teaching and scientific research activities for the Faculty staff and students, and to take care of their continuous development;

d) To facilitate the participation of the University students and academic staff in educational, scientific research projects;

e) To facilitate establishment and development of professional and practical skills for students' professional activities;

f) To provide training, retraining and qualification enhancement courses considering the interests and abilities of students and other stakeholders.

d) Paving the way for continuous improvement and perfection of educational programs;
h) To ensure students participation in the management of the Faculty;

Article 3. The Faculty Structure

1. Management bodies/managing entities of the Faculty are:
a) Faculty Council;
b) The Dean
2. Existing structural units at the Faculty:
a) Scientific-Research Institute (s);
b) Committees of educational programs.
3. The number of people employed at the faculty determined by the staff schedule of the University.

Article 4. The Faculty Council and its authority

1. The Faculty of Business and Technology Council (hereinafter referred to as the "Faculty Council") is the governing body of the Faculty, which carries out the planning Academic activities, facilitates the educational and scientific-research process, grants relevant qualifications to the graduates of the educational program, discusses the issue of developing, modifying and improving the educational programs of the Faculty.
2. The Faculty Board shall exercise the following powers:
a) Awards relevant qualification to the graduates per the current legislation and the University internal legal acts;
b) Participates in the process of developing, modifying and improving educational programs;
c) Discusses the issue of initiating a new educational program, provides a report on market research, program demand and resources required for program implementation, which the Dean submits to the Governing Council;
d) Considers the issue of making changes in the educational program, updating the program or approving a new program;

e) Considers the nomination of the head of the educational program and the composition of the program committee and presents them to the Rector for approval;
f) Makes a decision on disbursement of the amount requested in advance as funding for research activities for affiliated academic staff under the Affiliation Agreement and submits it to the Rector;
g) The Council is authorized to fund affiliated or other staff scientific research activity that will be implemented on behalf of the European University. In case the amount is not envisaged in the Faculty budget, the approval of the Rector is required;
h) The Council is authorized to consider a scientific research project submitted by an affiliated or other staff, which will be implemented on behalf of the European University. If the Council determines the relevance of the research project with the University strategy and research priorities, the Chairman / Dean of the Council shall apply to the Rector for approval of the Commission for the evaluation of the scientific research project and submits a composition of the Commission. Evaluation of the research project is carried out according to the procedure for the submission and funding of the research project;
i) Nominates the following candidates for membership in the Governing Council and submits the list to the Rector for approval: one affiliate academic personnel, one alumni, one student and one employer;
j) Considers the need of announcing an academic competition at the Faculty and makes a decision on announcing the competition, on the basis of which the Chairman of the Council/ Dean applies to the Rector to issue a relevant legal act;
k) Approves the topic of the students' bachelor's / master's thesis/project and the head of the bachelor's / master's thesis/project; Considers the composition of the Appeals Commission, which is submitted by the Dean to the Rector for approval;
l) Exercises other authorities granted by Georgian legislation and legal acts of the University.

Article 5. Composition of the Faculty Board

1. The Faculty Council consists of the Dean of the Faculty, affiliated staff of the Faculty and students.
2. The session of the Faculty Council is presided by the Dean of the Faculty, and in his/her absence - by the Acting Dean, who is appointed by the Rector upon the introduction of the Dean.

Article 6. The rule of formation the Faculty Council

1. The issue of students' election to the Faculty Council is regulated as follows:

a) The number of students in the Faculty Council determined by at least one-quarter of the total number of affiliated staff included in the Faculty Council (if there is an appropriate number of students in the Faculty);

b) The number of students specified in the subparagraph "a" of this Article is submitted to the Faculty Council by the Student Self-governance from the students of the respective Faculty.

2. The issue of affiliated staff election to the Faculty Council is regulated as follows: If there are thirty or less affiliated staff at the Faculty, the Faculty Council shall include all affiliated staff of the Faculty, and if their number exceeds thirty, then elections shall be held; In such a case, the number of Council members shall be set at a minimum of thirty, and 1 additional member for every 10 affiliated staff above twenty (e.g. *If the faculty has 50 affiliated staff, the number of board members will be 30 members and for the remaining 20 staff - 2 members, a total of 32 members).*

3. The Election Day determined by the order of the Rector and announced at least 15 days before the election. Any affiliated staff member of the Faculty can nominate his / her candidacy as a member of the Faculty Council within 5 calendar days after the announcement of the elections. Nominated candidates are selected by affiliated academic staff.

4. The elections are ensured by the Election Commission, the composition of which is approved by the Rector upon the recommendation of the Dean. The election commission may not include affiliated, academic, invited staff or program manager of the University. Elections are held by secret ballot. In order for the election to be considered valid, more than 50% of the affiliated staff must participate.

5. To receive the ballot paper (Appendix № 1), the voter obliged to submit an ID card to the Election Commission. The ballot paper registration card (Appendix № 2) with the ballot paper number, remains with the voting procedure Commission, and the second part is handed over to the voter.

6. The ballot paper contains a list of all affiliated staff who has nominated their candidatures in accordance with paragraph 3 of this Article.
7. The voter is obliged, after receiving the ballot paper, to mark secretly one, several, or all of the candidates placed on the ballot paper (including his/her candidacy).
8. Votes are counted and the results are published within 1 day after the elections. Within a specified number of board members, the candidates with better results become the Faculty Council members. In case of equal votes of the candidates, re-elections shall be held.
9. Re-elections will be held also if a certain number of the Council members could not be elected in the first round.
10. Re-elections (the second round) shall be held no later than 1 month after the announcement of the results of elections according to the rules established for the first round of elections.
11. The members elected in the first round are not re-nominated for re-elections.
12. The Council is staffed by candidates elected in the first and second rounds within a pre-determined number of members.
13. The Faculty Council recognizes its authority at the very first session.
14. In case of formation of the Faculty Council through elections, if due to the expiration of the term of the Council members or due to other circumstances, their authority is terminated and the number of Council members becomes less than 10, re-elections shall be called.
15. In the event of termination of a student's authority on the Faculty Council, the Student Self-Governance will nominate a new candidate within the student quota.
16. The organizational support for the Faculty Council is ensured by the Secretary of the Council, who is elected by the Faculty Council from its members.

Article 7. The rule of conducting sessions and decision-making

1. The session of the Faculty Council is convened by the Dean of the Faculty, and in his absence - by the Acting Dean, who is appointed by the Rector upon the introduction of the Dean.
2. A session of the Faculty Council may also be convened by a decision of one-third of the members of the Faculty Council.

3. The Faculty Council sessions are held as needed, but at least once each semester;
4. The Chair of the Faculty Council is obliged to inform the members of the Faculty Council and the academic staff of the Faculty about the date, time, and agenda of the meeting by e-mail within a reasonable time before the session.
5. Non-affiliated academic staff of the Faculty (or affiliated academic staff who are not part of the Faculty Council) are authorized to attend the session of the Faculty Council and participate in the discussion of the issue with [1]deliberative vote.
6. The Faculty academic staff (or affiliated academic staff who are not part of the Faculty Council) are also authorized to apply in writing to the Chair of the Faculty Council to discuss a matter of their choice with the Faculty Council.
7. The session of the Faculty Council is decisive if it is attended by a majority of the list of members of the Faculty Council;
8. Unless otherwise provided by this Provision, decisions of the Faculty Council shall be taken by open ballot by a majority of those present at the session, in special cases the issue of secret ballot shall be decided in advance by the Faculty Council.

Article 8. The protocol of the Faculty Council session

1. Minutes of the Faculty Council session as well as received decisions drawn up and signed by the Chairman of the Council; in his absence - by the Acting Chairman of the Council and the Secretary of the Council.
2. The Faculty Council session minutes are kept by the Dean of the Faculty for 3 years and then sent to the University Archives.

Article 9. Termination of the Faculty Council member's authority

The basis for termination of the Faculty Council member's authority

[1] Express own opinion regarding the issue to be discussed

a) The term of office of the affiliated academic staff elected as a member of the Faculty Board is determined by the term of office of the affiliated academic staff. A member of the Faculty Board automatically loses his / her membership in the Faculty Board in the event of termination of the affiliation agreement.

b) In case of termination of status or transfer to another faculty by mobility, the Faculty Council member-student automatically loses the membership of the Faculty Council; in such a case, Students' Self-governance nominates a new candidate.

Article 10. Dean of the Faculty

1. The purpose of the activities of the Dean of the Faculty is to ensure the smooth running of the educational process at the Faculty and to supervise the scientific-research activities in the relevant directions. The Dean is accountable to the Rector of the University;

2. Functions of the Faculty Dean are:

a) To supervise the proper implementation of their responsibilities by the faculty staff, including the implementation of the action plan and the assignment of relevant tasks;

b) In accordance with the mission and strategy of the University, to develop a faculty action plan and submit quarterly and annual reports on its implementation to the Rector;

c) To coordinate the proper formation of the faculty budget and the implementation of further processes;

d) Effective administration of the educational process at the faculty and cooperation with the Educational Process Administration Service;

e) To supervise the Scientific Research Institute (s) and scientific-research activities at the Faculty;

f) To ensure the targeted use of funds allocated to the faculty, protection of the material-technical base and training resources and their reasonable application;

g) To preside the Faculty Council sessions;

h) To coordinate the designing process of schedules in close collaboration with the relevant educational program supervisor;

i) Based on the decision of the Faculty Council, nomination of the Program Manager and submission the composition of the Program Committees to the Rector;

j) To supervise program heads in the process of developing, updating and implementing educational programs;
k) To submit proposals to the relevant structural unit on capacity building and professional development of academic / invited staff;
l) To submit proposals to the relevant structural unit on encouraging the administrative, academic, invited staff of the Faculty;
m) To submit a list of candidates for scholarship to the Rector;
n) Within his/her competence to submit the composition of temporary and permanent commissions to the Rector for the approval;
o) To provide information on the academic calendar to the Educational Process Administration Service;
p) To submit the information / documentation to the Educational Process Administration Service for preparing drafts of the Rector's orders on enrollment, suspension / termination students status/ registration of student for the additional semester;
q) To determine the number and coefficients of vacancies to be announced for the Unified National/Common Master's Examinations, Mobility / Internal Mobility, together with the Program Heads and Quality Assurance Service and submit them to the Educational Process Administration Service;
r) In agreement with the Head of the program, to determine the format of conducting internal university examinations for obtaining the status of a student of the Master's educational program and submit it to the Rector for approval;
s) To submit the necessary documentation and information for the compilation of the ranking document of the students wishing to enroll at the Master's educational program to the Educational Process Administration Service;
t) To sign certificates of students' studies, a sheet of marks, as well as certificates and recommendations determining the amount of tuition;
t[1]) Submitting a report on the progress of grant projects funded within the faculty in accordance with the form developed for the Center for Support of Scientific-Research Activities on a quarterly basis;
u) Depending on the specificity of his/her work, to exercise other authorities according to the goals and objectives of the institution.

Article 11. Faculty Learning Process Management Manager

The Faculty Learning Process Management Manager is accountable to the Dean. Manager's functions include:
a) Receipt of entrants' documents and concluding educational service agreements with them;

b) Collect information on obtaining/suspending/terminating student status/registering for the additional semester and submit it to the Dean;
c) Processing personal files of students;
d) Ensuring the compilation of a schedule with the involvement of program heads;
e) Monitoring the learning process, as well as control of timely announcement of lectures / seminars by academic / invited staff;
f) Promoting activities of the Credit Recognition Commission;
g) Preparing the necessary information for issuing a diploma, diploma supplement, certificate and submitting it to the Dean;
h) Submitting the list of scholarship holders to the Dean;
i) Informing students and academic/invited staff on issues related to the learning process;
j) Advising students within his/her competence, supporting them in planning the educational process and participating in the process of drawing up an individual curriculum for them;
k) Preparing and submitting drafts of student certificates and marks sheets to the Dean;
l) Monitoring the timely coverage of mid-term assessments (except for mid-term and final/additional exams) by the academic/invited staff at the University internal database;
m) Within the scope of his/her competence, preparing a response to incoming correspondence;
n) Providing information to the student about the changes made in the internal university acts, as well as providing information on their rights and, if necessary, organizing consultation meetings;
o) Close cooperation with the Educational Process Administration Service;
p) Due to the specifics of his/her work, following-up the instructions of the Dean under the goals and objectives of the institution.

Article 12. Training center (s) and Scientific-Research Institute (s)

Relevant Training Center (s) and Scientific-research Institute (s) may be established at the Faculty in the directions of teaching and research.

Article 13. Research Institute for Economic and Social Problems of Globalization

1. The purpose of the Research Institute for Economic and Social Problems of Globalization (hereinafter - the "Research Institute") is to facilitate the development of educational programs at the Faculty level, to develop research on the economic and social problems of globalization and to involve qualified researchers in the University processes.

The Research Institute is headed by a Director.

2. Functions of the Research Institute are to:

a) Organize scientific-research activities focused on modern knowledge and quality at the University;

b) Search for scientific-research grants in the relevant direction;

c) Facilitate and encourage the involvement of the University academic staff and students in the research;

d) Cooperate with local, international, regional organizations, as well as with research institutes and universities in the field of scientific research;

e) Promote research findings;

f) Support the organization of international and local conferences, seminars, symposia;

g) Prepare and organize edition of the periodical magazine - "Globalization and Business";

h) Based on the assessment of the scientific-research potential of the staff provided by the Center for Support of Scientific-Research Activities and the reports on the research directions required in the society, determine the research priorities according to the mission and strategy of the University and submit them to the Faculty Board.

i) Periodic submission of reports on scientific-research activities carried out within the Institute to the Center for Support of Scientific-Research Activities and other relevant structural units;

i[1]) Provide quarterly information to the Dean of the relevant faculty on the implementation of grant projects funded within the Institute;

j) Exercise other authorities in line with the goals and objectives of the Institution;

3. The functions of the Director of the Institute, scientific staff and other employees are defined in accordance with the employment contract, concluded with them and relevant job descriptions.

Article 14. Educational Program Committee

1. To evaluate, modify, develop and make changes in the educational program, as well as to prepare the program for the scheduled re-accreditation, the Educational Program Standing Committee is established;
2. The Committee is presided by the Head of the relevant program;
3. The activities and powers of the committee are regulated by the Regulation of the Educational Programs Committee, which is approved by the Rector upon the recommendation of the Faculty Board.

Article 15. Head of the educational program

1. The educational program / programs are headed by the academic staff of the Faculty. Invited staff can act as co-supervisor of the educational program. His/her functions are defined by the concluded employment agreement.
2. Functions of the Program Head are as follows:

a) Taking into account the legislative changes and the relevance of the program, to guide the process of elaboration, development and making changes in the program;
b) To ensure the management of the Educational Program Committee;
c) To coordinate activities of the Educational Program Committee members;
d) Ensure continuous improvement of the program in coordination with the staff implementing the educational program;
e) To ensure the attraction of academic and invited staff to the educational program;
f) To coordinate the revision of existing syllabi, if necessary, in coordination with relevant persons to refine or modify the content as well as technical details;
g) To coordinate the review of training materials and readers and, in coordination with relevant persons, bring them in line with their standards;
h) To ensure, if necessary, revision of the current evaluation system;
i) In order to provide internships in a relevant program, to find internship facilities and facilitate the conclusion of memoranda / agreements with them;

j) Work closely with appropriate officials to ensure a methodological basis for teaching, both at the documentary and program level, and to integrate existing methodology into learning courses;
k) Work closely with appropriate officials to ensure the procurement of relevant textbooks for the learning outcomes of the educational program, and provide information to the Head of the Library;
l) In close cooperation with appropriate structural units, to take care of the relevant educational program popularization.
m) Depending on the specificity of his/her work, to exercise other authorities in compliance with the goals and objectives of the Institution.

Article 16. Final provision

Upon the entry into the force of this Provision, the legal acts of the University, which otherwise regulate the relations provided for in this Provision, shall be considered void entirely or partially.

Appendix N1

The European University

Elections of affiliate personnel to the Faculty Board. 202----------

Ballot Paper N _____

The European University

Elections of affiliate staff to the Faculty Council. 202 ----------

Ballot paper N **Voting card**

N		Name of candidate	Surname of candidate
1	☐		
2	☐		
3			
4			
5	☐		
6	☐		
7	☐		
8	☐		

9 ☐

10 ☐

Appendix N2

LTD "European University"
Affiliated staff on the Faculty Council Member Voters'
Registration Journal

№	Name	Surname	ID Number	Voter Signature	Registraror Signature