



*The document was approved by the order # P/2, dated March 11, 2020 by the President of the University.  
Amendments made by the order #P/6, dated July 21, 2020, #P/14, dated October 21, 2020 and #P/24, dated December 30, 2020, #935, dated February 17, 2021, #1136 dated February 22, 2021, №3585 dated May 20, 2021 by the President of the University.*

# Provision of European University LTD

2020



## **Article 1. Field of regulation**

1. This provision, based on the mission, vision, values and strategic directions of the University, determines the principles of management of European University and the authority of the structural units.

2. All issues related to educational activities, which are not provided for in this provision, shall be regulated by other legal acts of the University and in accordance with the current legislation of Georgia.

## **Article 2. The status of a higher education institution**

1. European University (hereinafter referred to as the "University") is a legal entity under private law, which, in accordance with the Law of Georgia on Higher Education, has the status of an educational university. The status of a University is obtained from the moment of authorization in accordance with the current legislation of Georgia.

2. The main authority of the University is the implementation of educational and scientific-research activities. The University is authorized to implement Bachelor, Master, Medical Doctor MD program, Doctor of Dental Medicine, 60-credit teacher training programs, as well as other programs, the right of implementation shall be gained in accordance with the rules established by the legislation of Georgia.

3. The University conducts its activities in accordance with the Law of Georgia on Higher Education, the Statute of the University, this provision and other internal acts of the University.

4. The University operates within the whole territory of Georgia and beyond it.

5. The language of instruction is Georgian at the University, Medical Doctor MD program, Doctor of Dental Medicine are conducted in English. Teaching of a specific educational program in a foreign language, apart from certain courses, is allowed under an international agreement or with the consent of the Ministry of Education, Science, Culture and Sports of Georgia.

6. The term of activity of the University is indefinite;

7. The name of the University is: European University Ltd;

8. The legal address of the University is: 76 D. Guramishvili Ave. Tbilisi, Georgia.

9. The University carries out educational activities in Tbilisi, 76. D Guramishvili Ave. and 17 Sarajishvili st;

10. The official website of the University is: [www.eu.edu.ge](http://www.eu.edu.ge);

11. The University has a logo, seal and title page, approved by the Rector.

12. While carrying out its activities, the University is guided by the principles of political and religious neutrality, as well as mutual respect, and conducts educational activities by recognizing pluralism, multiculturalism, and the interests of minorities. Activities under the principle of indoctrination are not allowed at the university.



## **Article 3. The Mission of European University**

- European University is a higher education institution based on European values, oriented on sustainable development, higher education institution with the following missions:
- Offering student-oriented, qualitative higher education;
- Preparing competitive personnel for the local and international employment market;
- Development of scientific-research and creative activities;
- Active participation in the formation of Society Knowledge and knowledge-based economy in Georgia and making their own contribution;
- Promoting the development of critical thinking, innovative and academic skills, self-realization of local and international students and academic personnel and creative activities;
- Ensuring academic freedom of students and academic personnel;
- Within social responsibility, taking care of the development of the society, providing education throughout life, promoting tolerance, mutual respect and intercultural dialogue.

## **Article 4. Organizational arrangement of the University**

1. University governing body / governing entity:

- A) Rector;
- B) Board of Directors.

2. Governing body / official of the main educational unit (faculty) of the University:

- A) Dean of the Faculty;
- B) Faculty Board.

3. Organizational arrangement of the university:

- 3.1) Rector;
- 3.2) Board of Directors;
- 3.3) Vice-Rector for Academic Process Administration;
- 3.4) Vice-Rector for International Relations;
- 3.5) Vice-Rector for Development and Quality Assurance;
- 3.6) Quality Assurance Service;
- 3.7) Strategic Development Service;
- 3.8) Library;
- 3.9) Legal Service;
- 3.10) Financial Service;
- 3.11) Human Resources Management Service;
- 3.12) International Relations Service;
- 3.13) Public Relations and Marketing Service;



- 3.14) Case management service;
- 3.15) Student and Alumni Service Center;
- 3.16) Learning Process Administration Service;
- 3.17) Selection and Admission Service for Foreign Students;
- 3.18) Examination center;
- 3.19) Center Promotion for Scientific-Research Activities;
- 3.20) Information Technology Service;
- 3.21) Procurement and Material and Technical Support Service;
- 3.22) Service Department;
- 3.23) Training Center for Innovative Learning Methods;
- 3.24) Historical-Archaeological Museum;
- 3.25) The main educational units of the University:
  - 3.25a) Faculty of Business and Technology;
  - 3.25b) Faculty of Law, Humanities and Social Sciences;
  - 3.25c) Faculty of Medicine;
  - 3.25d) Faculty of Veterinary Medicine.

### **Article 5. Principles of University Activity**

1. The University provides:

- A) Publicity of decisions, legal acts and their availability to all interested persons, except for the restrictions provided by law;
- B) Participation of personnel, students, graduates and employers in the decision-making process;
- C) Equal treatment of students, regardless of a person's ethnic origin, gender, social origin, political or religious views, etc.;
- D) Publicity of competitions, fairness and transparency of elections.

2. The norms restricting these principles shall not be determined by the legal acts of the University.

### **Article 6. Rector**

1. The Rector is a person with the highest management position at the University and enjoys the authority of the University leadership. The authority of the Rector is related to the educational activities of the European University Ltd. The Rector is appointed and dismissed by the President of the Institution.

2. The Rector of the University:

- A) Manages the University and represents it in relations with third parties. Responsible for managing the University's strategic planning work, strategic, action plan planning and implementation monitoring processes;



B) Effectively manages the activities of the structural units / officials of the University and promotes the establishment of the principles of teamwork;

C) Coordinates the process of developing the structure of the University and, based on the recommendation issued by the Governing Board, submits the structure and regulations to the President of the Society for approval; Submits the staff list of the University to the President of the Society for approval;

D) Approves the Code of Ethics and Disciplinary Liability, Internal regulations, Rules of Proceedings, the Rules of learning process regulation, the Provisions of the Basic Educational and Structural Units, the Forms of the Document - Diploma and Diploma Supplement and other Legal Acts, except for the ones that have to be approved by Governing Board.

E) Makes a decision on determining the amount of tuition fees, forms and terms of its payment, In agreement with the President of the Society,

F) Approves the rules for obtaining, suspending and terminating the status of a student, mobility, recognition of the education, regulatory norms of the educational process and issues legal acts related to the administration of the educational process;

G) Based on the decision of the Faculty Board, on awarding a qualification to the graduates, issues a legal act on the issuance of a diploma and diploma supplement;

H) Approves the terms and conditions for hiring academic, invited, scientific, administrative and other auxiliary personnel;

I) Makes the decision on announcing a competition for the positions of administrative, academic, scientific and invited personnel; Based on the submission of the Head of the Human Resources Management Service, appoints the candidates selected as a result of the competition for the relevant positions;

J) Based on the substantiated recommendations of the relevant commissions, appoints / dismisses the staff of the University, concludes and terminates employment contracts with them, makes a decision regarding sending the personnel on business trips, developing their qualifications, as well as regarding incentives and based on the decision of the Disciplinary Commission, issue an individual administrative-legal act on imposing disciplinary liability on staff;

K) Upon the recommendation of the Dean, makes a decision on the forms on incentives and scholarship, and based on the decision of the Disciplinary Commission issues an individual administrative-legal act on imposing disciplinary liability on the student;

L) Establishes permanent and temporary commissions / working groups;

M) Is authorized to conclude financial transactions on behalf of the University in agreement with the President of the Society;

N) Signs educational services agreements;

O) Makes the decision on obtaining / suspending / terminating / restoring the status of a student based on the submission of the authorized structural unit;



P) On the basis of the recommendation issued by the Governing Board, submits the budget of the University to the President of the Society for approval; Is responsible for financial management of the university, proper budget formation and monitoring of further processes;

Q) The Rector of the University, in order to exercise the authorities provided for by the legislation of Georgia and the Statute of the University, issues a legal act - an order, as well as, in case of necessity, issues a power of attorney;

S) Is the Head of the Governing Board of the university;

S) Exercises the authority defined by the legislation of Georgia, this Statute and other acts of the University, which is related to the management of the University.

## **Article 7. Advisors**

1. The Rector has advisors in order to effectively conduct educational and scientific-research activities, to promote the implementation of organizational development and other strategic issues.

2. Advisors shall develop and submit proposals to the Rector of the University for further response.

3. Advisors, under the instructions of the Rector, shall exercise their authorities related to the activities of the University, based on the goals and objectives of the University.

4. The rights and duties of the advisors shall be determined in accordance with the contract concluded with them.

## **Article 8. Board of Directors**

1. The Board of Directors is the governing body of the University. Its functions are:

A) Review and approve the document of the mission, vision and strategy of the University;

B) Review and approve monitoring mechanisms of the University Strategic Planning Methodology, Strategy and Action Plans;

C) Review and approve the 3-year action plan of the University;

D) Approval, change and cancellation of the educational program(s); Consent to begin the process of developing a new educational program;

E) Approval of quality assurance, budgetary, internationalization and human resource management policies;

F) Discuss the issues of establishment, reorganization and liquidation of the structure, regulations, structural units of the University; establishment, reorganization and liquidation of the main educational unit (s) - faculty (s), reorganization and liquidation and provide the Rector with recommendations;



- G) Review Internal Regulations and Code of Ethics and disciplinary responsibility of the University and provide the Rector with a recommendation (s);
  - H) Discuss the budget and its adjustment issues and provide the Rector with a recommendation (s);
  - I) hearing the quarterly and annual report of the action plan. Also, reviewing the annual report on budget execution;
  - I<sup>1</sup>) review the annual quality development report and make recommendations if necessary;
  - J) Review complaints and make decisions on the issue (s) of funding for scientific research activities;
  - J<sup>1</sup>) To discuss and approve the issue of awarding the title of Honorary Doctor to a person;
  - K) Within its competence, exercise other authority (s) in accordance with the goals and objectives of the institution.
2. The authority, working format and other conditions of the Board of Directors shall be governed by the Statute of the Board of directors of European University.

## **Article 9. Vice-Rector for Academic Process Administration**

1. The Vice-Rector for Academic Process Administration is an administrative official of the University (Executive Manager) who directs the activities of the University in the direction of the educational process and administration.

2. The functions of the Vice-Rector for the Academic Process Administration include:

A) Effective management of the activities of the structural units / officials under his/her subordination and establishment of the principles of teamwork;

B) Ensuring proper performance of their duties by the structural units / officials subordinated to it and monitoring the implementation of the work performed by them, including the action plan;

C) Coordination of the processes of proper formation of the budget and implementation of further processes by the structural units subordinated to it;

D) Participate in the development of the University's strategic development plan and coordinate the process of developing the action plan by its subordinate structural units;

E) Within his/her authority, study the best practices in the relevant field, both locally and internationally, identify / introduce interesting findings in it and supervise the implementation processes;

F) Supervision of the legal provision of the University's activities;

G) Supervision of student and graduate services and career development processes;

H) Supervision of the process of smooth implementation of the educational process at the University in cooperation with the relevant structural units;



H) To control the observance of the necessary infrastructure, material-technical base, information technologies, labor safety, medical services, and order / safety norms for the smooth operation of the University and to supervise compliance with their standards;

I) Promoting the smooth implementation of the examination process;

J) Supervision of the smooth implementation of the proceedings and the process of archiving and storing the produced documents;

K) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

### **Article 10. Vice-Rector for International Relations**

1. The Vice-Rector for International Relations is an administrative official of the University (Executive Manager) who directs the activities of the University in the field of International Relations.

2. The functions of the Vice-Rector for International Relations include:

A) Effective management of the activities of the structural units / officials under his/her subordination and establishment of the principles of teamwork;

B) Ensure proper performance of their duties by the structural units / officials subordinated to it and monitor the implementation of the work performed by them, including the action plan;

C) coordination of the processes of proper formation of the budget and implementation of further processes by the structural units subordinated to it;

D) Participate in the development of the University's strategic development plan and coordinate the process of developing the action plan by its subordinate structural units;

E) Within his/her authority, study the best practices in the relevant field, both locally and internationally, identify / introduce interesting findings in it and supervise the implementation processes;

F) Development and deepening of the international relations of the University, supervision of the internationalization of the educational process and scientific-research activities and the promotion of the process of integration of the University into the international space;

G) Considering the strategic directions and priorities of the University, promoting the deepening of international relations in close cooperation with various organizations and natural persons;

H) Involvement in a marketing campaign to attract foreign students within his/her competence;

I) Supervising the selection and admission processes of foreign students in accordance with the strategy of the University and in coordination with the relevant structural units;

J) Facilitating the introduction of international standards in close cooperation with relevant structural units, considering the strategy of the University;

L) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.





## **Article 11. Vice – Rector for University Development and Quality Assurance**

1. The Vice-Rector for University Development and Quality Assurance is an administrative official of the University (Executive Manager) who directs the process of developing a quality assurance system throughout the university, supervises the implementation of the developed mechanisms.

2. The functions of the Vice-Rector for University Development and Quality Assurance include:

- A) Coordination / monitoring of the self-appraisal process for authorization and accreditation;
- B) Effective management of the activities of the structural units / officials under his/her subordination and establishment of the principles of teamwork;
- C) Coordination of the processes of proper budget formation and implementation of further processes by the structural units subordinated to him/her;
- D) Participate in the development of the strategic development plan of the University and coordinate the process of elaboration of the action plan by its subordinate structural units;
- E) Ensuring the proper performance of their duties by the structural units / officials subordinated to it and monitoring the implementation of the work performed by them, including the action plan;
- F) Within his/her authority, study the best practices in the relevant field, both locally and internationally, identify / introduce interesting findings in it and supervise the implementation processes;
- G) Supervising the processes of scientific-research activities assessment and promotion;
- H) Leading the process of developing the system of productivity / efficiency assessment of scientific-research activities of academic personnel and monitoring the implementation of assessment mechanisms;
- I) Considering the strategy of the University, in close cooperation with the relevant structural units, promoting the introduction of modern international standards and learning methods and supervising the implementation process;
- I<sup>1</sup>) Submit an annual report on the quality development of the University to the Board of Governors on the basis of the reports submitted by the structural units under its jurisdiction.
- J) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

## **Article 12. Quality Assurance Service**

1. The Quality Assurance Service is accountable and responsible to the Vice – Rector for University Development and Quality Assurance.

2. The functions of the Quality Assurance Service are:

- A) Together with the relevant structural units / officials, develop effective and transparent mechanisms for evaluating the activities of the University;



B) Introduction and promotion of quality assurance mechanisms for the smooth and efficient operation of the University;

C) In cooperation with the relevant structural units, directing the self-appraisal process for authorization and accreditation;

D) Together with the Center for the Promotion of Scientific-Research Activities, development of a system for assessing the productivity / efficiency of the scientific-research activities of the academic personnel and participation in the implementation of the assessment;

E) Development and implementation of an effective system for assessment of the academic performance of academic / invited academic personnel in close cooperation with relevant structural units;

F) Participation in the development of the administrative personnel evaluation system together with the Human Resources Management Service;

G) In cooperation with the faculties, coordination the continuous updating and improvement of the existing educational programs in accordance with the authorization / accreditation requirements;

H) Preparation of a report on making changes in the educational program, updating the program or compliance of the new program with the established standards, after the Board of Faculty has made the decision.

I) Development of recommendations based on the analysis of the results of the assessment and submission to the relevant structural units / officials;

J) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

## **Article 13. Strategic Development Service**

1. The Strategic Development Service is a structural unit of the University. Its activities aim at promoting the sustainable strategic development of the University. It is accountable to the Rector.

2. The functions of the Strategic Development Service include:

A) Determining the methodology of developing the strategy and action plans of the university with the involvement of the relevant structural units;

B) Coordinating the processes of elaboration of the strategy and action plans of the university and ensuring the involvement of the relevant structural units and the university community;

C) For the purpose of sustainable strategic development of the University, systematic retrieval of data, collection, processing and use for further strategic development;

D) Preparation of the methodological framework for monitoring the action plan and quarterly monitoring the implementation of the action plan;

E) Preparation of proposals for the strategic development of the University and submitting them to the Board of Directors;



F) Submitting relevant proposals in order to bring the structure of the University's structural units into compliance with the strategic and action plan of the University;

G) in close cooperation with the relevant structural units, study the demand for educational programs in the labor and education market, prepare an analytical conclusion based on the results and submit it to the Dean of the relevant faculty;

H) Take appropriate measures to raise awareness about the mission and development strategy in the university community;

I) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

## **Article 14. Academic Process Administration Service**

1. Academic process administration service is accountable and responsible to the Vice-Rector for Academic Process Administration.

2. The functions of Academic process administration service are:

A) Facilitating the smooth implementation of the learning process at the University;

B) Administration of the mobility / internal mobility process;

C) Based on the information requested from the faculty and relevant services, prepare draft legal acts defining the status of students and submit them to the Rector;

D) Based on the information provided by the Dean of the Faculty, compile the academic calendar and submit it to the Rector;

E) Maintaining the register of educational institutions and ensuring the accuracy of the information reflected in the internal university database;

F) Ensure the proper functioning of the internal university database and reflect it in the relevant information / documentation database, including curricula, etc .;

G) Organizing the process of issuing a diploma / diploma supplement / certificate on the basis of the information requested from the Dean;

H) Within its competence, reviewing student complaints and preparing a response to the received correspondence;

I) Prepare the draft enrollment order on the basis of the information / documentation provided by the Dean and submit it to the Rector, organize the process of preparing the ranking document with the coefficients of the Master Exams and submit it to the Rector;

J) Initial registration of a student in the internal university database;

K) Based on the information provided by the Dean of the Faculty, coordinating the process of determining the number of vacancies and coefficients to be announced for the Unified National / Master's exams, mobility / internal mobility, and submitting them to the Rector; Also, coordinating the



process of determining the number of applicants for the teacher training program and submitting it to the rector;

L) Request information / documents from various structural units in order to effectively carry out the assigned functions;

M) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

## **Article 15. Library**

1. The purpose of the library is to provide the personnel and students of the university with modern educational-scientific and methodical textbooks, as well as popularization of library resources. Library is accountable to the Rector of the University.

2. The functions of the library are:

A) Formation and organizing of library funds;

B) Systematic getting of educational, scientific, Georgian and foreign publications, envisaged by educational programs and in close cooperation with basic educational units of the university, ensuring their protection and accessibility;

C) Creation of database of library documents and their permanent updating;

D) Arranging of reading spaces and organizing various events for promoting the use of library resources;

E) Coordination with different structural units of the University for improving library activities, cooperation with institutions of Georgia and other countries, including libraries and educational institutions, as well as funds acting in Georgia and other organizations;

F) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 16. Legal Service**

1. The purpose of the Legal Service is to provide legal support for the activities of the University. The Service is accountable and responsible to the Vice-Rector for Academic Process Administration.

2. The functions of the Legal Service are:

A) Legal support for issuing university documentation in accordance with the legislation of Georgia;

B) Giving legal formulation to the drafts of certain legal acts to be issued by the officials of the University and to ensure their compliance with the requirements of the current legislation;

C) Development of draft legal acts;



D) In certain cases, review the applications of natural persons and legal entities and participation in the process of responding to them;

E) Providing legal advice to university students and staff on issues related to the activities of the University;

F) Representation of the University in relations with the court and third parties in accordance with the rules established by law, on the basis of a power of attorney issued by the Rector;

G) Ensuring informing the relevant structural units about the changes made in the legislation;

H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 17. Human Resource Management Service**

1. The purpose of the Human Resources Management Service is to promote the attraction of highly qualified and motivated personnel, within its competence to ensure their professional development. The Service is accountable and responsible to the Rector.

2. The functions of the Human Resources Management Service are:

A) Development of a human resource management policy with the involvement of relevant structural units / officials;

B) Organizing and managing the process of attracting, selecting and hiring qualified human resources in considering the goals and objectives of the University;

C) Production and keeping of personnel-related documentation, reflection of personnel information on electronic databases;

D) Together with the relevant structural units, create and implement an effective assessment system for administrative personnel;

E) Participation in the development of an effective and transparent assessment system for the academic activities of academic / invited personnel for the purpose of their professional development;

F) Organizing periodic assessments of administrative personnel with the involvement of relevant structural units;

G) Together with the relevant structural units, support organizing of periodic assessments of academic / invited personnel;

H) Based on the analysis of the results of the administrative personnel assessment, identifying the needs of their professional development;

I) Based on the analysis of the results of the administrative / academic / invited personnel assessment, organizing the measures considered by the assessment system (raising of qualification, incentives, imposition of disciplinary sanctions, etc.);



- J) Involvement in the process of university structure analysis and, if necessary, preparation of a recommendation(s);
- K) Organizing activities for the development of teamwork and informal relations between employees, for the purpose of promoting the formation of organizational culture;
- L) Establishment, updating and promotion of non-material and material incentives for employees;
- M) Development and introduction of mechanisms for adaptation of new employees in the working environment;
- N) Submitting the candidates selected as a result of the competition to the Rector for appointing at the relevant position;
- O) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 18. International Relations Service**

1. The purpose of the International Relations Service is to develop and deepen international relations in various fields of the University's activities, to internationalize the educational process and research activities, and to integrate the University into the international space. The Service is accountable and responsible to the Vice-Rector for International Relations.

2. The functions of the International Relations Service are:

- A) Join in international organizations for the purposes of cooperation, sharing best practices and raising the awareness of the University;
- B) Ensuring the establishment of partnership relations with foreign universities;
- C) Promoting close cooperation of the University with the diplomatic corps accredited in Georgia and with foreign organizations, foundations, information centers;
- D) Ensuring the involvement of the University in various international projects;
- E) Receiving and hosting foreign delegations;
- F) Ensuring getting and dissemination of the information on international educational-scientific programs;
- G) Promoting international mobility of students and staff;
- H) Submission the list of members of the Commission, related to international mobility<sup>1</sup> to the Rector for approval. With the involvement of the faculties, participation in organizing competitions for the selection of candidates for exchange programs and providing the students and personnel who have been arrived and / or sent within the framework of the exchange programs with the necessary information;

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<sup>1</sup> To go abroad for a certain period of time for the purpose of teaching in case of academic personnel and - of studying in case of students;



- I) Participation in a marketing campaign to attract foreign students within its competence;
- J) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 19. Public Relations and Marketing Service**

1. The purpose of the Public Relations and Marketing Service is to develop a marketing strategy in accordance with the requirements of the educational market, to establish communication with the public and to promote the activities of the University. The Service is accountable and responsible to the Rector.

2. The functions of the Public Relations and Marketing Service are:

- A) Analysis of resources and opportunities at the University and study of the educational market with the involvement of relevant structural units;
- B) Implementation of marketing activities in order to attract students, in close cooperation with the relevant structural units / faculties of the University;
- C) Systematic study and detection of market threats;
- D) Relations with organizations, educational institutions, non-governmental and various public organizations and implementation of marketing, joint projects;
- E) Popularization of the University activities, taking into account its interests and requirements;
- F) Planning and ensuring the implementation of various activities in order to raise the awareness of the University;
- G) Ensuring public awareness of projects, current events and news of the university;
- H) Assessment of the implemented projects and plan further measures in accordance with the results;
- I) ensuring the information-communication functions of the University website by working in coordination with other personnel / structural units;
- J) Ensuring the preparation of university advertising material;
- K) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 20. Case management service**

1. The purpose of the case management service is the effective, uninterrupted and smooth implementation of the University case management. The Service is accountable and responsible to the Vice-Rector for Administration Academic Process.

2. The functions of the case management service are:



- A) Ensuring the proper functioning of the case management;
- B) Administration of an electronic document circulation program;
- C) Registration and redirection of documents submitted to the university and prepared on the spot;
- D) Ensuring sending the documents to the addressee and making records;
- E) Monitoring the deadlines and form of preparation of documents;
- F) Ensuring the storage, archiving and protection of completed documents;
- G) Issuance of certified copies of notices, orders and other documents from the archives;
- H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 21. Student and Alumni Service Center**

1. The purpose of the Student and Alumni Service Center is to offer sports, cultural and various activities to students and graduates of the University, considering their interests and needs, to promote employment and care for career development, psychological and other support. The Center is accountable and responsible to the Vice-Rector for Academic Process Administration.

2. The functions of the Student and Alumni Service Center are:

- A) Establishment of a healthy lifestyle at the university, promotion and development of sports and cultural environment; Promoting the presentation and realization of students' opportunities in different fields;
- B) Ensuring the participation of university students in the university sports and cultural events of Georgia;
- C) Promoting internships and future employment for university students;
- D) Maintaining and deepening the connection between the university and the graduates;
- E) Systematic research the employment of graduates, including the indicators of employment corresponding the qualification, and providing the relevant structural units with the results of the research;
- F) Within its competence, close cooperation with the civil, private and public sectors;
- G) Within its competence, promoting the active involvement of employers in the development of educational programs;
- H) Ensuring the organization of relevant training and workshops in order to promote the employment of students and graduates;
- I) Promoting the integration of students who are foreign citizens into the new environment;
- J) Providing psychological and other support based on the needs of students;
- K) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.





## **Article 22. Foreign Student Selection and Admissions Service**

1. The purpose of the Foreign Students Selection and Admissions Service is to ensure the smooth and efficient implementation of foreign student selection and admission processes.

2. The Foreign Student Selection and Admissions Service is accountable and responsible to the Vice-Rector for International Relations. The functions of the service include:

A) Development and implementation of the mechanisms for the selection of foreign students with the participation of the relevant structural units of the University;

B) Within its competence, close cooperation with the Public Relations and Marketing Service;

C) Organizing the process of student selection;

D) Providing foreign students willing to study at the University with information; Providing consultation on documents that have to be submitted, selection procedures and other organizational issues, as well as support them with the procedures for visa, border and recognition of education received in a foreign country;

E) Receiving relevant documents for keeping the personal history of foreign students willing to study at the University and determining their compliance with the requirements of the legislation; Providing Dean of the relevant faculty with the information / documentation about the student willing to be enrolled;

F) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 23. Financial Service**

1. The purpose of the Financial Service is to effectively manage the financial resources of the University, to ensure accounting in accordance with the current legislation, to conduct a complex and operational analysis of the financial situation based on accounting reports. The Service is accountable and responsible to the Rector of the University.

2. The functions of the Financial Service are:

A) Development and update the financial policy, procedures, norms, rules of the University;

B) Based on the draft budgets submitted by the structural units (services / faculties) within their competence, compiling the draft unified budget of the University and submitting it to the Board of Directors for consideration;

C) Monitoring the execution of the budget quarterly and annually and submitting a report to the Board of Directors for consideration;

D) Determination of the financial resources necessary for the implementation of the activities envisaged by the Action Plan;

E) Calculation and analysis of financial risks;



*F) Removed by the order N935 of the President of the University of February 17, 2021;*

G) introduction of financial management and control system;

H) Supervising the process of counting of inventories carried out by the relevant structural units in order to ensure the accuracy of the accounting-reporting data;

I) Establishing control over the efficient spending of monetary and material assets and their end use;

J) Participation in the development of the University Business Continuity Action Plan, identifying financial risks, taking appropriate preventive measures and, in case of risk, immediately implementation the activities determined by Business Continuity Action Plan;

K) Providing accounting.

L) Ensuring the issuance of remuneration to the University employees and payment to the budget in compliance with the requirements determined by the tax legislation;

M) Payment, accounting, reporting of liabilities arising with legal entities and natural persons;

N) Timely registration of liabilities and payments related to student tuition fees;

O) Reflection of accounting operations in the accounting program in Oris;

P) Inventory accounting of financial liabilities and reflection of the results of inventory accounting of property and tangible assets in the relevant accounting program;

Q) Compiling declarations and statistical reports determined by the current legislation and submitting them for their intended purpose;

R) Reviewing the correspondence received within its competence and preparing a response;

S) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 24. Service Department**

1. The Service Department combines several directions:

A) Safety of labor;

B) Maintaining order and safety;

C) Medical services;

2. The Service is accountable and responsible to the Vice-Rector for the Academic Process Administration. The functions of the service are:

A) Development of other documents in accordance with the labor safety policy and the current legislation of Georgia and care for their implementation and protection;

B) University inspection / audit in terms of occupational safety; Identification of threats and risks, making appropriate recommendations, and monitoring their fulfillment;

C) Ensuring the conduct of training courses in the field of occupational safety and health protection;



D) In case of necessity, making recommendations and conducting consultations on labor safety issues to various structural units;

E) observance of public order and fire rules at the University in accordance with the current legislation of Georgia;

F) Conduct medical activities in accordance with the interests of the patient;

G) Determination of the resources necessary for medical care;

H) Control of epidemiological security at the University;

I) Care for the improvement of the quality and efficiency of the University medical services;

J) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

3. Agreements have been signed between the staff (security and safety specialist) and the University in order to provide order and security services at the University in accordance with the current legislation of Georgia. Rights and responsibilities of security and safety specialists are defined in accordance with the agreements concluded with them. Supervision of contractual obligations by specialists is supervised by the head of the service department.

## **Article 25. Examination center**

1. The purpose of the examination center is to ensure the smooth running of the examination process. Ensuring the credibility and transparency of processes through the establishment and implementation of a unified examination system at the University. The Center is accountable and responsible to the Vice-Rector for Academic process Administration.

2. The functions of the examination center are:

A) Search for, study the best practices at the local and international level, related to the examination process and develop and implement unified examination standards taking them into consideration;

B) Organizing the examination process at the University;

C) Protection of the confidentiality of examination tasks and questions;

D) Taking care of the continuous development of the examination process;

E) Organizing appellate proceedings;

F) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 26. Information Technology Department**

1. The purpose of the Information Technology Department is to promote the smooth running of university activities through the proper functioning of information technology. The Service is accountable and responsible to the Vice-Rector for Academic Process Administration.

2. The functions of the Information Technology Department are:



- A) Ensuring the proper operation of the information technology of the University;
- B) Participation in the development of the Business Continuity Action Plan within its competence;
- C) Constant care for the update and improvement of the network and information technologies (computer technology, software, the internet) in accordance with the business processes of the University;
- D) Ensuring timely supply of structural units with the necessary technological inventory;
- E) Distribution and control of technological resources at the University;
- F) Permanent and stable accessibility of information technology infrastructure for students and staff;
- G) Adequate and effective management of information technology risks. Ensuring data protection (including personal data protection) within its competence;
- H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## **Article 27. Procurement and Material-Technical Support Service**

The Procurement and Material-Technical Service is accountable and responsible to the Vice-Rector for Academic Process Administration. The functions of the service are:

- A) planning the procurement process;
- B) Studying the situation on the market / analyzing prices and conducting negotiations with suppliers;
- C) Preparation of a draft agreement on procurement with the participation of the Legal Service and monitoring the fulfillment of the terms of this agreement;
- D) Identifying needs and submitting proposals for the improvement of infrastructure;
- E) Procurement, storage, distribution, inventory and management of material and technical resources necessary to ensure the proper functioning of the University;
- F) Ensuring construction-installation, improvement, recreation, repair and other works;
- G) Ensuring proper operation of the electrical system, plumbing, communications, elevators;
- H) In case of fire or other emergency, organizing the evacuation of those being on the territory of the University and providing assistance in accordance with the established rules;
- I) Ensuring timely removal of construction waste;
- J) Providing the University with means of transport and carrying out activities related to their proper exploitation;
- K) Permanent monitoring of the operational condition of the University buildings, taking appropriate measures to eliminate the deficiencies found as a result of the inspection;
- L) Supervising the construction process of new buildings and delivery of the completed facilities;
- M) In case of necessity, coordination of conducting expertise in order to assess the construction, repair and reconstruction works;
- N) Ensuring timely supply of the necessary inventory and goods to the structural units;



- O) Ensuring the effective management of the storage facilities of the University and the maintenance of the warehouse infrastructure;
- P) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 28. Scientific – Research Supporting Center**

1. The goal of the Center for supporting Scientific - Research Activities is to facilitate the scientific-research activities of the staff and students and assess Scientific – Research activities of the University. The Center is accountable and responsible to the Vice-Rector for University Development and Quality Assurance.
2. Functions of the Center for Supporting Scientific - Research activities are:
  - A) Support scientific and research activities of the university personnel and students;
  - B) Coordination of scientific-research activities of the personnel and students throughout the university;
  - C) Search for grant projects and promote involvement of personnel and students in grant projects;
  - D) Advising staff and students on individual grant projects;
  - E) Facilitate the involvement of students and personnel in local and international scientific conferences and scientific-research activities;
  - F) Arrange meetings, thematic training and panel discussions in order to promote scientific-research activities;
  - G) Develop international and scientific - research activities in close cooperation with relevant structural units;
  - H) Exercise other authorities in accordance with the goals and objectives of the institution, in accordance with its working specifics.
  - I) Develop and implement a system for evaluating the productivity / effectiveness of academic staff research activities with the Quality Assurance Service, identify areas for improvement and submit reports and proposals to relevant structural units, faculties and research institutes;
  - I') Analyze the scientific and practical values of the project on a quarterly basis according to the report on the implementation of grant projects funded by the deans of the faculties within the faculty and submit it to the Vice-Rector for Quality Development.
  - J) Exercise other authorities in accordance with the goals and objectives of the institution, based on its working specifics.



### **Article 29. Training Center for Innovative Learning Methods**

1. The purpose of the Training Center for Innovative Learning Methods is to promote the introduction of modern / innovative learning methods leading in the world, both within and beyond educational programs of the university. The Center is accountable and responsible to the Vice-Rector for quality assurance.

2. The functions of the Training Center for Innovative Learning Methods are:

- A) Searching for and promoting modern learning methods, taking into consideration the specifics of various educational programs;
- B) In cooperation with foreign partners, development of training modules in the field of modern learning methods and to prepare trainers;
- C) Organizing systematic training courses for both the university and other interested parties in modern learning methods in the field of various educational programs;
- D) Promoting the process of modern learning methods introduction in educational programs;
- E) Searching for / creating and promoting implementation of information technologies, software and / or infrastructural resources necessary for modern learning;
- F) Promoting and supporting the development of innovative ideas in the field of learning;
- G) Organizing training courses related to learning methods for academic and invited personnel, based on the appeals of the relevant structural units;
- H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

*Article 30. Removed by Presidential Order P / 24 of December 30, 2020*

### **Article 31. Historical-Archaeological Museum**

1. The purpose of the Historical-Archaeological Museum is to search for, purchase, protect, preserve, restore, conserve, exhibit and popularize museum exhibits. The museum is accountable and responsible to the Rector.

2. The tasks of the Historical-Archaeological Museum are:

- A) Search for, purchase or receive by donation, museum objects of the relevant profile;
- B) Restore and preserve damaged museum objects;
- C) Make the museum materials at the disposal of the museum available to get known by everyone;



- D) Ensure the registration of museum objects in accordance with the relevant rules and their storage and protection in appropriate conditions;
- E) Plan and implement a research within the scope of its purpose;
- F) Exercise other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### **Article 32. University Basic Education Unit of University (Faculty).**

1. The Faculty is the main educational-scientific and administrative unit of the University, which provides preparing students in one or several specialties and gives them the appropriate qualifications.
2. The faculties of the University are:
  - A) Faculty of Business and Technology;
  - B) Faculty of Law, Humanities and Social Sciences;
  - C) Faculty of Medicine;
  - D) Faculty of Veterinary Medicine.
3. Research institutes have been established at the faculties in order to promote the development of specific fields of scientific-research activities of the University.
4. The activities of the faculty and scientific-research institutes, the formation of the faculty council, the authority and the rights and responsibilities of the employees of the faculty shall be determined by the regulations of the relevant faculty.

### **Article 33. Academic personnel**

1. The academic personnel of the University consists of professors and an assistant.
2. The composition of professors includes:
  - A) Professor;
  - B) Associate Professor;
  - C) Assistant Professor.
3. Academic personnel might be affiliated. Affiliation involves a written agreement between the university and a person holding academic position, under which a person, holding an academic position, determines their affiliations only with European University. They participate in community development and knowledge sharing on behalf of the university.
4. The authority and other activities of the academic affiliate personnel are regulated in accordance with the rule and terms of affiliation of the Academic personnel of European University.



5. Academic position may be held only through open competition, which shall be in accordance with the principles of transparency, equality and fair competition. The procedure for holding an academic position at the university and holding an academic competition is approved by the Rector.

6. Academic personnel have the right to:

A) Participate in the management of the institution through the representative body (Faculty Council) of Academic personnel;

B) Carry out teaching and scientific research activities without interference;

C) within the framework of the educational program, independently determine the content of syllabuses of the course, methods and means of teaching;

D) exercise other authorities granted to them by law.

7. Academic personnel is required to:

A) Comply with the requirements of the current legislation, this provision and other acts in force at the institution;

B) Perform the duties under the employment contract;

C) In accordance with the educational program, to fully teach students and promote the development of university education;

### **Article 34. University Student Status**

1. A student of the University is a person who has been enrolled and is studying at the European University in accordance with the rules established by the legislation and the internal legal acts of the University.

2. The rules for obtaining, suspending, terminating of student status and mobility shall be determined by the rules regulating learning process of the University.

### **Article 35. Student rights and duties**

1. A student has the right to:

A) Get quality education;

B) Use the material-technical, library, information and other facilities of the University on equal terms;

C) Get the information about the activities of the University in accordance with the rules established by the legislation of Georgia;

D) Request a fair assessment of knowledge;

E) Freely express his / her opinion and reasoned refusal for sharing the ideas offered during the learning process;





F) Submit substantiated proposals, fair, objective and critical remarks regarding the educational program, the progress of the educational process and other topical issues that will help to improve the educational process to the Head of the Quality Assurance Service;

G) Choose an educational program;

H) Participate in the development of an individual educational program;

I) Periodically assess the working process of the university personnel and learning process;

J) Freely establish and / or join in student organizations / self-governments in accordance with their interests;

K) Enjoy the right to mobility / internal mobility in accordance with the legislation and the rules established in the institution;

L) Participate in various events held by the University;

M) Request the University to take appropriate measures to ensure their safety;

N) Exercise other authorities granted to him / her by the legislation of Georgia and use the service / privileges defined for him / her by the legal acts of the University.

2. The student is obliged to:

A) Study all compulsory courses according to the program established by the University;

B) Comply with the regulations of the University, the internal regulations and the requirements of other legal acts in force at the University.

3. The University shall create the necessary conditions for students with special educational needs for their full education, which may be reflected in the creation of a special material and technical base for them, in the promotion of movement in the building or in the establishment of other benefits.

4. Issues related to the status of the student and organizing / managing the educational process shall be determined by the rules regulating educational process of the University and the regulations of the faculty.

5. Issues related to student disciplinary liability are determined by the Code of Ethics and Disciplinary Liability of the University.

### **Article 36. Student self-government**

1. Students have the right to form Student self-government through equal and independent elections.

2. The purpose of the Student Self-Government is to involve students in the planning, implementing and assessing activities, to promote student initiatives by providing direct forms of communication between the University, personnel and students.



### **Article 37. Document testifying Education Diploma / Certificate**

1. The academic degree is awarded on the basis of passing the compulsory components of the educational program and the amount of accumulated credits, which through the relevant educational program is sufficient for the completion of the given level of learning .
2. The Board of the main educational unit of the University ensures awarding of academic degree.
3. Upon completion of the relevant level of higher education, the University shall issue a document certifying the relevant qualification - a diploma with a diploma supplement, in accordance with the rules established by law.
4. A person who has not or has not been able to complete the given educational level, upon request, shall be given a proper certificate.
5. After completing the educational courses provided by the teacher training educational programs, a certificate will be issued.

### **Article 38. Final provisions**

1. After entry of this Regulation into force, the legal acts of the University, which otherwise regulate the relations provided for in this Regulation, shall be considered completely or partially invalid.
2. Amendments to this Regulation shall be made in accordance with the law.