



# GRUNI

გრიგოლ რობაქიძის უნივერსიტეტი  
GRIGOL ROBAKIDZE UNIVERSITY

Grigol Robakidze University

## Statute

About the regulation of educational-  
scientific activities

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## Preamble

LLC - Grigol Robakidze University is a full-fledged subject of market relations that is oriented on public demands and seeks to integrate into the Euro-Atlantic educational-scientific space.

This version of the statute of Grigol Robakidze University LLC is the 5th edition of the document, approved on June 25, 2003. It was based on the EU project, which was implemented in the university, in 2001-2003 and aimed at fully reforming the educational system.

The second edition of the statute was adopted on February 8, 2006, in compliance with the requirements of the Law of Georgia on "Higher Education".

The necessity of adoption of the post-statute (3rd and 4th) of the charter led to new factors emerging in the rapid reforming process of the country's education system.

Particularly:

- A) Entry into force of the transitional provisions of the Law of Georgia on 'Higher Education';
- B) Amendments to the Law of Georgia on 'Higher Education';
- C) Acceptance of state accreditation standards;
- D) Acceptance of the Law on "Vocational Education".

Receipt of the 5th edition of the charter (Order N 01-05 / 005. 24.01.2011) led to the ongoing reform process in the higher education system, authorization system, determination of the principles of accreditation and, taking into consideration, the amendments to the Georgian legislation, and the elaboration of the higher education qualifications framework, in which is systematized the qualifications of higher education in Georgia.

The adoption of the 6th edition of the statute is due to the adoption of new standards of authorization / accreditation, which envisages the establishment of an effective university structure and activity.

The new edition of the statute is based on the following principles:

- A) **Openness** - means the possibility of making amendments to the statute at a specific stage, taking into account the specific factors;
- B) **Balance** - means taking into consideration the interests of the subjects in the area of the statute;
- C) **System** - The structure of the statute is systematized according to the main areas of the university activity;
- D) **Accessibility** - The statute is available for all university entities as well as for other individuals.

## CHAPTER I. General Provisions

### Article 1. Scope of Regulation of the Statute

1. This statute is based on the legal entity of private law - Grigol Robakidze university's principle values / mission of (hereinafter University), establishes the general structure and management system of the university, regulates the process of educational and scientific research, regulates the implementation of competences of the university and, in view of, the general conditions and rules of functioning the university's entities.

2. The university is entitled to perform higher education activities without the formation of another independent legal entity in accordance with the legislation.
3. Implementation of the statute is mandatory for all subjects within the university structure, and the university is a legal basis for the establishment of organizations in the form of legal entities.

## **Article 2. Status of the university**

1. The university is a legal entity of private law, entrepreneurial entity - limited liability company (LTD).
2. The university's full name is LTD 'Grigol Robakidze University.'
3. The legal address of the University is: Tbilisi Aghmashenebeli Alley, 13th km.

## **Article 3. University Symbols**

1. The university has its emblem, flag and anthem which expresses the university's commitment to the principles of classical university education.

## **Article 4. University Holiday**

1. The university celebrates 28th of October as a holiday - the birthday of the Georgian writer Grigol Robakidze.

## **Article 5. Legal and methodological basis of the statute**

1. The legal basis for the new edition of the statute is:
  - A) Law of Georgia on "Higher Education" and other applicable legislative and subordinate legal acts.
  - B) International legal acts / conventions.
  - C) Legal acts of the university.

## **Article 6. Definitions of Terms**

The terms / phrases used in this statute have the following meaning:

- A) Legal act - a document with a legal force issued by an authorized person of the university that is compatible with the requirements of the applicable legislation.
- B) Academic responsibility - additional organizational-methodical function of academic personnel that may include fulfillment of various academic / scientific organizational or methodical functions, or collegial body membership, program management, methodological-expert activity, etc.
- C) Academic system - combines all human and material resources of the teaching-learning and research process, which serves / promotes some academic and research results;
- D) Diploma - Document confirming the qualification awarded by the main educational institution of the university.
- E) Annex of the diploma attached to a diploma. In its structures and contents, it is an explanatory card that describes the nature, level, context, content and status of the study, providing international transparency and academic recognition of the qualifications. The diploma's annex sample is adopted within the Bologna Process and developed by the European Commission, the Council of Europe and UNESCO / CEPES;

- F) Doctor's academic degree - is meant as a doctor's academic degree / scientific degree, as well as equivalent scientific degree;
- G) Expected learning outcomes - the volume of knowledge and skills defined by the academic program, which the student must possess after completion of the study;
- H) Academic activities - training activities (learning / teaching and evaluation formulations / methods) aimed at achieving discipline or program learning outcomes;
- I) Training-material resources – this is:
  - Physical resource - all of the inventory and space, including supportive, which serves the learning / academic process;
  - Library and informational technological resource - means networking equipment, library books and digital funds and relevant services;
  - Technical-laboratory resource - means a special training technique used for academic and scientific laboratory and practical work;
- J) The subject of the study and teaching process - is meant the student of higher and vocational education and the staff of professors-teachers who create and conduct the educational process;
- K) Learning Outcomes - A certain level of knowledge and skills achieved by the student, after the completion of the training course / educational program. The results are evaluated on the points/marks that corresponds to the specific percentage of the assessment and, in turn, determines the earning or not-earning of the credit;
- L) The perspective of growth - establishing an administrative-legal base necessary for the development of a student / personnel in the university, ensuring adequate material and psycho-emotional space;
- M) Educational component - a segment of the academic program represented in the discipline, qualification work, professional practice, etc.
- N) Scientific-research component - a part of the academic program of MA and Doctoral Studies presented as a Master's / Doctoral Thesis / dissertation and other scientific projects;
- O) Assessment component - within the individual form of assessment system (mid-term assessment, final assessment) combines the assessment methods (essay, presentation, discussion, etc.);
- P) Labor Relations - Labor Relations is an organizational liability - of employee to employer work in exchange for reimbursement;
- Q) Subjects of labor relations - subjects participating in the labor relations - employer (university) and employed (university personnel);
- R) Knowledge - is a systematized line of views and events expressed by the conceptual system, which is accumulated and generated by the university.

## **Chapter II. University's functions and responsibilities**

### **Article 7. University**

1. The University (hereinafter referred to as the University) as an educational-research and public service institution organizes not only the teaching process but also the implementation of studies and scientific research, integrates, serves the community with the use of their intellectual resources.

### **Article 8. The main functions of the university**

1. The University, within the Georgian legislation, defines management principles and structure; Creates academic programs in line with the Bologna Process Recommendations, develops a unified system of teaching / learning and evaluation; Provides student support and professional development strategy for the staff participating in the academic / administration process, ensures its implementation; Creates the conditions for harmonization of

learning / teaching, research and practice; Provides academic and research freedom for students and academic/invited personnel.

2. The University defines the policy of integration into the Euro-Atlantic Educational Area, conducts effective measures for effective implementation of this process, including, carries out the authority of representative education of foreign educational centers, including the teaching of the delegated part of the educational programs.
3. The organization will engage in activities aimed at enhancing the well-being of the community, addressing the needs of higher and vocational education, and facilitating the improvement and retraining of qualifications to align with individual interests and capabilities. This makes a significant contribution to societal development and the dissemination of knowledge accumulated within the institution, further supporting the principle of lifelong learning.
4. Provides high-qualified specialists with relevant competencies with modern requirements for domestic and foreign labor markets.

## **Article 9. Responsibility**

1. The University takes responsibility for the commitment of the democratic and liberal values, the preparation of competitive specialists and the implementation of public service.

## **Chapter III. Structure and Management of the University**

### **Article 10. Structural Units of the University**

1. The main educational structural units of the university are: academic schools, library, clinics.
2. Research structural units: research centers, institutions, research labs that can be incorporated into schools.
3. Supportive structural units are: administrative apparatus, including all the structural units necessary for the implementation of the main functions of the university.
4. Activities of individual structural units are regulated by these statutes and individual legal acts.

### **Article 11. Principles of Management**

1. Openness and universal availability of decisions of the university authorities and administrations;
2. Academic freedom of academic personnel and students;
3. Participation of academic personnel and students in management process;
4. Elective, fairness, transparency and publicity;
5. Equality despite the ethnicity of a person, sex, social origin, political and religious beliefs.

### **Article 12. Rector of the University**

1. On the basis of the Law of Georgia on Entrepreneurship, the authority and management of Ltd "Grigol Robakidze University" is entitled to the Director of Public (Rector) according to its organizational-legal form.
2. Implementing the authority of the management is possible by one partner, as well as by the other person, in case of appointment as a director.

### **Article 13. Rector's Authority**



1. The Rector represents a university in the academic, scientific and other public or official circles within and outside the country.
2. The Rector implements the general management, coordinates the execution of the strategic plan of the university, manages the entire immovable property, determines the financial policy and is authorized to make deals on the behalf of the university.
3. Issues legal acts, which are compulsory for all university structural units, employees and students, approves the university statute on regulation of educational-scientific activities, makes changes/amendments, approves the university mission, taking into consideration the compliance with public demands / trends of development, adds additions / changes based on universal review. Approves the university structure and staff nomenclature
4. Approves educational programs approved by international, research and professional development programs.
5. Creates the Academic Committee for the purpose of participation of academic personnel and students in the university management process. Creates and abolishes the university's structural divisions / units, approves the relevant provisions.
6. Appoints and dismisses the heads and staff of structural units, regulates the labor relations with them.
7. Stimulates the creation of mechanisms that will facilitate the prospect of growth of students and employees, their social support.
8. Creates and dissolves temporary and permanent commissions.
9. Approves scientific-research structural units.
10. Manages the educational and scientific research policy, coordinates the process of implementing the international integration and public service of the university. Approves the provision of statute / qualification body. Approves the statute of the university dissertation board, which determines the rule of drafting the dissertation board and electing its chairperson, as well as other procedural issues
11. Issues the diploma\_ confirming of a higher education document
12. Issues other documents certified by additional education.
13. Issues documents confirming the choice of honorary titles and academic positions.
14. In order to ensure a particular case or operation, the rector may make decisions that exceed their trust / authority, but he/she is obliged to report to the board of founders the circumstances of the case and its decisions.
15. In order to effectively manage the management system, the rector may create collegiate bodies with different functions, which rule of activity is determined by the Rector's Legal Act.
16. The Rector provides systematic consultations with public organizations / student self-government in the university, which does not mean that the proposals made by these organizations are definitely accepted.
17. The rector constantly cares for the effective teaching and learning process, creates the necessary conditions for ensuring high quality. Approves the coefficients for the unified national examinations and the acceptance contingent, according to the schools, along with the tuition fee.
18. Other competent issues of the rector are regulated by separate legal acts within the norms established by this statute.
19. The rector can be the chairman of the University Dissertation Board.

#### **Article 14. Responsibility**

1. The rector is responsible for practical realization of mission, objectives and tasks of the university and in the field of study and research environment in relation to the third persons for carrying out representational authority on behalf of the university.

#### **Article 15. Deputy Rector**

1. Deputy Rector is an administrative non-elective position whose age limit is 65 years, unless other decision is made.
2. In order to ensure management effectiveness, in the university can be several deputies of the rector, according to the directions whose powers are determined by the Rector's Legal Act.

#### **Article 16. Academic Committee**

1. The academic committee is established to ensure the participation of academic staff and students in the management process of the university and to increase personal liability.
2. The composition and provision of the academic committee is approved by the Rector's Legal Act.
3. The term of authority of the committee is for 5 years.
4. The academic committee is authorized to hold a meeting if it is attended by 2/3 of the members and make a decision by a majority of the members present.
5. The committee meetings will be convened if necessary, by the decision of the rector or by the request of 2/3 of the committee members.
6. Initiating the issues at the committee meeting can initiate rector, individual members of the committee, university departments, schools, and student groups.
7. The academic committee can elaborate and / or review the university regulatory documents, quality assurance issues, approve or demand correction in educational programs, discuss ethics or other issues requiring a collegial agreement.
8. The committee has the right to grant a Georgian or foreign citizen scientist / public figure for a special merit, to be honored by the Honorary Doctor or Honorary Professor.

#### **Article 17. Academic Schools**

1. The academic school is the main educational unit of the university, which conducts the learning-teaching and scientific-research process, within the policy defined by the university.

#### **Article 18. The main functions of the school**

1. The academic programs are created and implemented at the school, based on the mission, objectives and tasks of the university.
2. The school is forming by the professor-teachers' society and promotes their professional growth.
3. Within the scope of its competence, the School creates all conditions for students' academic and personal development.

#### **Article 19. Responsibility**

1. The direct responsibility of the school is to equip students with high quality academic knowledge and subjective / general skills, fully implementing academic programs.

#### **Article 20. School Management and Structure**

1. The school is managed by the dean who may have a deputy;
2. Quality assurance coordinator, who is also counted as the university quality assurance service. This function can be done by the Deputy Dean
3. Main directions of the school activities:
  - A) Academic direction combines academic and professional programs according to the educational stages:
    - Bachelor's
    - Masters
    - Doctorate
    - Vocational
  - B) Scientific-research direction combines:
    - Scientific-research units coordinating scientific-research activities within the academic school.
  - C) Student's support direction means:
    - Issuing questions to the administration about the social support of students;
    - Organizing student academic / scientific counseling;
    - Provide appropriate training and material resources;
    - Support for students' cultural-cognitive activities, etc.

## **Article 21. School Dean**

1. The Dean is the head of the school, who manages the learning-scientific process in the school and issues of academic / labor discipline.

## **Article 22. Appointment of the Dean**

1. The dean is appointed by the rector on the basis of or without the competition.
2. The dean's qualification is determined by the academic doctor, in separate case, with a Master's or equivalent degree.
3. The upper limit of the age of the dean is determined by 65 years, unless the other decision is taken.
4. After the expiry of the term, if the other decision is not accepted, the dean is automatically renewed the term of the authority.

## **Article 23. Dean's Authority Dean:**

1. Works on behalf of the school, facilitates the development of the learning / teaching process - creates the necessary conditions for academic / teacher personnel for professional development and quality assurance.
2. Organizes the supervising of the heads of the program / scientific and other structural units (within the school), electing of the managers and submits to the rector for approval.
3. Submits educational programs for consideration to the school graduates and employers' committee.
4. Issues legal acts within its competence.
5. Intercedes to the rector about the creation of new structural units, adding or canceling the staff units, fill in the material resource or vice versa. Is responsible for maintaining the quality of the school's immovable and movable property.
6. Participates in the process of selection and attraction of qualified staff. For this purpose, develops and implements target activities.
7. With the university quality assurance service \ selects and submits for approval to the rector the candidate for

the quality assurance coordinator.

8. Dean is directly responsible for the quality ensuring/ management of the school.
9. Dean may be able to make the academic program management as an additional academic function.
10. Dean enables students' academic progress and personal development in every way.
11. Cares for social support of students and professors.
12. Keeps track of student ratings, manages individual audience with students.
13. Problems related to the student as a rule, the dean is usually resolved in favor of the student if it is excepted and does not contradict the university policy.
14. Supports the development of learning and teaching as a united process, the dean creates the necessary conditions for the academic and professional development of professors and teachers, as well as for students' independent learning and team work.
15. In order to increase the activity of students and employees, develops their forms of encouragement and stimulation.
16. In case of impossibility of making a decision independently, the dean submits the issue to the rector.
17. Dean can make a decision in extreme conditions that exceeds their credentials, but at the same time he/she is obliged to report personally to rector on the case, even if it is necessary to use the latter for the non-working time.

#### **Article 24. Responsibility**

1. Dean, based on university's educational research policy, is responsible for the goals and objectives of the school, full implementation of academic programs, and, overall, on the providing of high academic quality.

#### **Article 25. Basics for dismissal of the dean:**

1. Personal wish / application;
2. Entry into the legal force of the conviction sentenced by the court;
3. Death;
4. Recognition by the court as incapable and limited;
5. Achieving 65 years of age if no other decision is taken;
6. Violation of requirements defined by the university's regulatory legal acts;
7. Negative assessment of the dean's or school's activity by students or university administration.
8. Other cases envisaged by the Georgian legislation.

#### **Article 26. Dissertation Board**

1. University dissertation board is the body to accredit the doctor's academic degree.
2. The procedure for creating of the university's dissertation board, its chairperson and its function / activity is determined by the regulations approved by the Rector's Legal Act - "About University's Dissertation Board and Doctorate".
3. The university dissertation board consists of all professors and associate professors with the academic degree of the relevant field / direction of the university. Taking into consideration the feasibility in the university board, it is possible to invite another person with a doctoral degree.
4. University dissertation board grants the doctor's academic degree in the manner prescribed by the universal dissertation board and the doctorate law.
5. The university is entitled to sign a contract with a research-scientific institution for the implementation of doctorate educational programs.

## **Chapter IV. Human resources**

### **Article 27. University staff**

1. The university employs staff who carry out administrative and educational programs, including academic, scientific, invited, and senior teachers, as well as support staff.
2. Administrative roles within the university encompass positions such as the rector, chancellor, deputy rector, dean, deputy dean, and head of the Quality Assurance Service.
3. The administrative structure also comprises auxiliary roles such as the head of a structural unit, coordinator, specialist, senior specialist, senior laboratory assistant, office manager, among others. These positions, defined by the staff nomenclature/schedule, support the execution of educational and scientific endeavors.

### **Article 28. Academic staff**

1. Academic staff is the main academic hierarchy circle of the university, which unites the following academic positions - professor, associate professor, assistant professor and assistant.
2. Academic position means recognizing the academic and scientific achievements of the person and the distinguished responsibility of implementing the university's educational and research objectives.
3. An academic person may be able to conclude an agreement with the university, which he or she considers to be affiliated with Grigol Robakidze university and undertakes the obligation to do basic academic and scientific research activities: Participate in the consultation, scientific management or various decision making processes, and the results achieved present to the public in the name of the university, as well as other scientific and educational activities, in order to share the development and knowledge of the society with its undertaking;

### **Article 29. Formal requirements**

1. Professor - may be a doctor or equivalent person with an academic degree with experience of not less than 6 years of scientific-pedagogic work that is chosen for a period of seven years.
2. For a particular professional and / or scientific achievement, the person may be appointed to the position of a professor with undefined time (criteria are determined by a separate legal act, based on an expert survey). In this case, the professor is subject to certification once in 5 years, the procedure and criteria for which is approved in the Rector's Legal Act
3. Associate Professor - A person with a doctor or equivalent academic degree, with experience at least 3 years of scientific-pedagogical work that is chosen for a period of seven years.
4. Assistant Professor can be a doctor or equivalent degree with an academic degree who can be selected for a term of four years.  
4<sup>1</sup>. Assistant doctor may be selected as a doctoral candidate for 3 years.
5. Holding academic positions is possible for professors, associate professors, assistant professors and assistants, as well as on a professional basis, who has the relevant professional experience and the competence required to develop the results of the training provided by the program.
6. The candidate must satisfy the following requirements / criteria for professional academic positions: a person can be elected as a professor, who has no less than 6 years of experience in relevant field of expert or responsible position, and less than 2 years' experience in educational activity. And as an associate professor - no less than 5 years of working in the professional field, and no less than 1-year experience in educational activities. In both cases their qualification should be proved with special training and / or publications (not less than three scientific / research works / publications). As an assistant professor can be selected a person, who has at least 4 years of experience in the relevant field / sphere and their qualification is confirmed by special training and / or publications. An assistant can be selected a person who has at least 2 years of experience in the

relevant field / sphere.

7. Professors are involved in and / or conduct academic process and scientific research. Assistant, Professor, Associate Professor or Assistant Professor, are conducting seminars and research activities within the learning process.
  8. In the composition of the professors, can be a person a fellowship as a scholarship professor who meets the requirements set forth in this statute and the source of financing may be university, international or other educational research projects.
  9. The term of a scholarship professor in the university should not be less than three months.
  10. A person with an academic position of another educational institution may be invited as an "invited professor" for the implementation of a particular educational or research program, but they will not be included in the university academic staff.
  11. After the expiry of the working period the professor's status and scholarship status is considered invalid, but it may be possible to consider the choice of their respective professors.
  12. A person who is a foreign citizen or a resident abroad may be elected in academic staff, with academic / scientific degree of doctor, who regularly performs a visit to the university to implement academic activity (intensive course, block-seminar) or in the place on behalf of the university, conducts research activities, supervising doctoral or graduate student, review / evaluation of the work, etc.
- Article 30. The rights and obligations of academic personnel

**Academic staff has the right to:**

1. Take part in university management.
2. Within the framework of the university's educational policy, independently determine the educational programs, teaching and evaluation methods.
3. Request from the administration to create normal conditions for study and research work and fulfill the obligations defined by the labor agreement.
4. Take part in professional development programs and other projects, both within and beyond the university.
5. Professors are guaranteed impregnability in the implementation of academic and research programs.

**Academic staff is obliged to:**

6. Follow the requirements of the present statute and other legal acts of the university;
7. Execute decisions made by university and school management bodies and administrations.
8. Follow the norms of pedagogical and collegial ethics.
9. Take care of their professional development and scientific growth.
10. Use the modern pedagogic technologies in educational process.
11. Detect students with special skills in research and developing them in this capacity.
12. Comply the labor regulations and liabilities defined by the labor agreement.
13. Academic workload of academic staff and other competent issues are determined by the Rector's Legal Act.

**Article 31. Responsibility**

1. Academic staff is fully responsible for the quality of implementation of specific study and research programs within its competence.

### **Article 32. Rule of getting the academic positions**

1. An academic person is elected, in compliance with the requirements of the applicable legislation of Georgia, on the basis of competition, transparency and fair competition principles.
2. On the academic position can be elected a citizen of Georgia or a foreign country who meets the requirements and criteria set out by this statute and the administration.
3. The rule and procedure of electing an academic position is determined by the Rector's Legal Act.
4. Based on the results of the competition conducted for the academic position, the personnel on academic positions is appointed by the rector.
5. In case of going to other work, including other higher education institutions, the person does not retain the academic position of the professor.

### **Article 33. Honorable positions and ranks Honorary academic ranks and positions are:**

- A) Emeritus;
- B) Honorary Doctor;
- C) Honorary Professor.

### **Article 34. Emeritus**

1. The title of Emeritus, by the decision of the Academic Committee, may be granted to the professor after 65 years, if he/she is not elected to the academic position.
2. Emeritus has the right to take part in the academic and research activities of the university without the academic or administrative position.
3. The title of Emeritus is assigned to a person for a lifetime.

### **Article 35. Honorary Doctor**

1. The title of the Honorary Doctor, by the decision of the academic committee is granted to a citizen of Georgia or foreign country for high public recognition or special scientific achievements.
2. The Honorary Doctor should conduct at least one public lecture in the university before or after the granting of this title, on their achievements and problems in the field.
3. An Honorary Doctor, in the university, does not bear any academic responsibilities.

### **Article 36. Honorary Professor**

1. An Honorary Professor is elected a person, with a decision of the academic committee for high public recognition or for a special contribution to the university's education-research activity.
2. An honorary professor can be elected a citizen of Georgia or as well as a citizen of the foreign country.
3. To be elected as an Honorary Professor, the person's academic degree does not have a sense.
4. An honorary professor, at the university, does not have any academic responsibilities.
5. An honorary professor before or after the decision is made has to conduct the lecture or cycle of lectures or one public lecture at the university.

### **Article 37. Additional Staff Involved in the Educational Program**

1. The teaching staff at the university, including the head teacher, is part of the personnel responsible for carrying out the educational program.
2. To qualify as a senior teacher, one must possess a Higher Education diploma recognized by law, at least two years of relevant work experience, and the necessary qualifications to execute the specified educational program.
3. Senior teachers are involved in conducting seminars and practical sessions under the supervision of the academic staff.
4. The position of a senior teacher is secured indefinitely through a rector's decree, which may or may not involve a competitive process.
5. External personnel invited to contribute to the educational program must hold a higher education specialist diploma recognized by law, a doctoral academic degree, at least two years of work experience in their field, and the requisite qualifications for the university's specific program or be a member of the academic staff at another university.
6. Payment for invited personnel is strictly based on the hourly work performed.
7. While invited personnel are not required to engage in research activities, the university may fund their research projects or other initiatives. Additionally, to ensure the quality of program execution, they may be encouraged to participate in professional development programs.
8. Invited personnel are subject to inter-university regulations concerning the educational process, maintaining discipline, and upholding ethical standards.

### **Article 38. The university's supportive staff**

1. In the university there is academic / scientific assistant personnel - senior lab assistant, coordinator, school administration office manager and other positions that are determined by the staff nomenclature.
2. The purpose of academic / scientific support personnel is to facilitate effective learning / practical and scientific research work.
3. Academic / scientific assistant personnel are appointed by the rector. His/her powers and responsibilities are determined by a labor agreement / job description.
4. The purpose of the supportive administrative position is to ensure high efficiency of the university management, achievement of high quality education, scientific research and public service implementation, ensuring students' support.
5. The composition of the personnel of the administrative staff is determined by the staff nomenclature of the university and the functional loading is regulated by individual legal acts / job descriptions.

### **Article 39. Labor Relations**

1. Labor relations are developed with the following principles:
  - A) equality;
  - B) free expression of will;
  - C) mutual respect and support;
  - D) good faith.
2. Labor relations with university employees are regulated by the legislation of Georgia, with the present statute, internal regulation, labor agreement and other legal acts.
3. Labor relations with the staff of the university are regulated by the general labor agreement and its integral part is concluded with no more than one academic year (In order to specify conditions, add new functions, etc.), not signing of which, from one of the subjects of labor relations, is considered as basis for termination of the employment contract.



#### **Article 40. Start and termination of labor relations**

1. The beginning of the labor relations starts from the date of appointment of a person to a particular position.
2. The basis for termination of labor relations may be for personnel:
  - A) failure to comply with the obligations under the labor agreement;
  - B) disciplinary misconduct, which types are determined by labor regulations and labor agreement;
  - C) the student's argumentative demand about the impossibility of extension of academic relations with the person;
  - D) Students negative evaluation of the academic position of the person.
  - E) Other legal basis defined by the Labor Code of Georgia and the University's Legal Acts / Labor Regulations.

#### **Article 41. Combination of Positions**

1. Depending on the scale of the university, taking into consideration management optimization, one employee may have two or several administrative / assistant positions, or assigned to two or more of the structural components of leadership, or other responsible duty performance. Combination of positions are determined by the Rector's Legal Acts.

#### **Article 42. Students**

1. The university's student is the subject of learning and teaching process, who, together with the university, is responsible for the quality of education received in the framework of the chosen higher and vocational program.
2. In the university, on the first academic level (undergraduate) will be enrolled the persons with full general education results, with the results of the Unified National Examination on the basis of the certificate or equivalent document.
3. Enrolling of foreign citizens is permissible under the procedure established by the legislation of Georgia.
4. On the Master's Degree Programs will be enrolled the persons, with Bachelor's Degree or with equal academic degrees, with the results of the unified master's exams and the exams defined by the university.
5. On the doctoral programs will be enrolled the students with a master's degree or equivalent to the academic degree, within the framework of the applicable legislation of Georgia, in accordance with the rules established by the university.
6. In the university education can be obtained by a person, without distinction of nationality, race, sex, social status, political views and religious beliefs.
7. The rules for the recognition, suspension and termination of student status within the Georgian legislation is established by the relevant provision approved by the Rector's Legal Act.

#### **Article 43. The student's rights**

The student has the right to:

1. Ask for the normal conditions for learning. Use the university's material-technical, library, information and other resources.
2. Choose and join student unions, academic and university management bodies.
3. Choose a separate study discipline and additional program (except regulated professions), taking into account their own interests and abilities.

4. To raise the question of elaborating and implementing new educational programs / study disciplines.
5. Take part in the exchange and other international programs organized by the university.
6. Participate in evaluation and ratings of professors and teachers.
7. In compliance with the relevant ethics, argumentatively state a question about the change of the individual professor or the invited specialist.
8. Identify the initiative and organize various activities and actions that do not contradict with the university policies and this statute.
9. From the second academic year move to another educational institution, as well as the student of another institution can move on the basis of the recognition of the relevant credits in case of vacant position.
10. In any academic year, within the university, the student's specialty can be changed by the legislation and the relevant individual administrative-legal act of the university according to the rules established by the university.

#### **Article 44. Responsibility of a Student**

The student is obliged to:

1. Comply the requirements of the educational program chosen by him/her.
2. Follow the university statute, norms established by other legal acts and obligations under contract, to respect the traditions of the university, to take care of its property.
3. Attend all the lectures, actively perform the work established by the educational program.
4. Encourage the atmosphere of mutual respect and mutual understanding in the student body.

#### **Article 45. Student's Support**

1. The initiatives and proposals shown by the student are at the constant attention of the university - studies and promotes its implementation.
2. In order to assist academic progress, the university provides the hours of individual / consultative work with students in the workload of academic and invited personnel.
3. The university develops student's social support and academic progress, in general their development stimulation programs.
4. For the disabled students, the university creates an environment that will facilitate their integration into a student community, enables them to get valuable education.
5. The university will encourage professors and teachers to engage students in implementing their own scientific projects.
6. Providing student support is facilitated by the relevant students' service whose competence is regulated by a separate provision.

#### **Article 46. Legal Relations with Students**

1. Legal relations with students is regulated by the legislation of Georgia and within the legal acts of the university. The rights and duties of the university and student is determined by the general agreement, which is valid till the expiration of the legal relationship, and its integral part, the constituent agreement - will be issued for the period specified by the same agreement but not more than one year. The violation of the obligations / conditions defined by the contract is considered as the basis for suspension / termination of the

status of the student of Grigol Robakidze university.

2. Any disciplinary misconduct from the norms established by this statute, as well as other legal acts, leads to disciplinary action by the administration, including the student's financial sanctions and termination of student status.
3. Types of disciplinary misconduct and, consequently, the measures to be taken, including the procedure, are established by the code of student's ethics, which is available to all students.
4. In case of complaints against the procedure or results of disciplinary measures, a student is entitled to apply to the court in accordance with the established legislation.

## **Chapter V. Study-material, research and financial resources**

### **Article 47. Study-material and research resources**

1. The objective of the university is to develop educational and material resources.
2. Study-material research resources are formed both in terms of educational and research goals, and the student's factor, which enables the university to carry out not only the teaching and research but also the function of the learning organization.
3. From the university budget, for the development of educational and material resources, annual financial resources will be allocated according to the priorities.

### **Article 48. Financial Resources**

1. The implementation of the functions of the university is provided by financial resources.
2. One of the main sources of financial resources is from the student's tuition fee and the amount received by the activities of other structural units. In addition, the university will attract additional funds in accordance with the legislation.

## **Chapter VI. Learning - Teaching and Evaluation**

### **Article 49. Study and Teaching**

1. Learning and teaching is considered as a unified academic process, which involves learning by the student and the teaching process organized by the university.
2. The main line of the learning and teaching process is the academic program, which is managed mainly by credit and evaluation system.

### **Article 50. European system ECTS of earning and transfer of credits**

1. Management of learning and teaching process is based on the European system of credit transfer and earning - ECTS, which essentially defines the student's semester / yearly study load and provides full information on the student's qualifications and awarded degree.
2. The student's annual workload is 60 credits i.e. 1500 hours, where one credit is 25 working hours and includes

both contact and independent learning.

3. A credit can be obtained after the performance of the work defined by the syllabus of the particular discipline and the relevant assessment.

#### **Article 51. Educational / academic program**

1. Educational / academic program is a set of educational parameters, components and training activities that are oriented towards qualification results.
2. The basic component of the educational program is training course / discipline. It can be defined as a micro curriculum which information-cognitive resource is systematized on the basis of one or several subjects and performs certain functions for implementation of the goals set by the educational program.
3. Programs are developed based on the specifications and goals of each educational stage.
4. The program is an open and flexible system that can take into consideration minimum and optional courses of compulsory disciplines from university and specialized modules.
5. Programs are based on the university mission and, within the framework of the common educational policy, are integrated with general parameters.
6. In the academic program of each academic year / semester is evaluated student's learning outcomes. Based on the earned credits, the relevant academic degree is determined, which is confirmed by the university's issued diploma and annex. The latter provides complete information on the quality, level, context, content and status of the study conducted by the holder and provides international transparency and recognition.
7. The rules for the development of the program is determined by the educational program standards approved by the Rector's Legal Act.

#### **Article 52. Bachelor's Educational / Academic Program**

1. The Bachelor's, as the first cycle of higher education, educational program means to learn-teach the basics of the relevant specialty, which is necessary for working and at the educational level - to continue learning in the master's.
2. The program includes no less than 240 credit educational cycle.

#### **Article 53. Master's educational / academic program**

1. Master's degree is the second cycle program of higher education, containing research elements. It aims to prepare students to work on further qualification after the Bachelor's Degree - as a researcher or specialist, as well as it's possible to change the qualification except for regulated professions.
2. Master program includes at least 120 credit educational cycles.

#### **Article 54. Doctoral educational / academic program**

1. PhD is a combination of third level programs of university education aimed at preparing qualified academic / scientific personnel.
2. The Doctoral Program is the collaboration of educational and scientific components, which includes at least 180 credits.

#### **Article 55. Certified dentist's educational / academic program**

1. The certified educational program of dentists aims to prepare specialists for practical activities, within the limits of the authority established by the legislation and to continue learning at the next education level;
2. The university implements a certified dentist's academic program, which means at least 300 credit earning.

#### **Article 56. Residency Program**

1. The residency education program is available for dentists with a diploma and the completion of the residency program with the relevant results gives the possibility of continuing to work as a doctor and enroll at doctoral studies.
2. The procedure for the implementation of a residency education program is regulated by the legislation of Georgia.

#### **Article 57. Vocational Education Program**

1. The university is authorized to carry out a vocational education program focused on the development of practical knowledge, skills and values and by completing the professional level of the relevant cycle and awarding a diploma.
2. Organizing the legal matters of the university's professional educational programs related to its implementation, a student's status and educational process management rules / procedures are defined by the University Rector's legal act approved by "vocational educational programs' regulatory provisions".

#### **Article 58. First cycle educational program of the short cycle**

1. The university is authorized to implement a short-cycle educational program:
  - A) within the educational program corresponding to the generalized learning outcomes defined for the 7th level of the undergraduate educational program or the National Qualifications Framework, which also implies the generalized learning outcomes defined for the 6th level of the National Qualifications Framework. An associate degree is awarded to a student on the basis of accumulating the corresponding number of credits provided for by this educational program and achieving the learning results provided for by the short-cycle educational program.
  - B) Grant Associate's degree in the form of a separate educational program and to a professional student as a result of achieving the study results established for the passage of an appropriate short-cycle educational program and accumulating an appropriate number of credits.

#### **Article 59. Evaluation of learning outcomes**

1. The university discusses the evaluation as the quality of learning outcomes and the educational process management system. It does not mean only the moment of identifying the quality, but also includes the preparation process for this moment and determines the prospect of correction of the new pedagogical task formation and training strategy, and the base for the new cognitive tactics for the student.

#### **Article 60. Purpose and principles of the assessment**

1. The purpose of the assessment is to define the results of the student's studies towards the goals and results of the academic program.
2. Principle of transparency - Information should be available for assessment methods or criteria for everyone. The student should know at the beginning of the year how his / her knowledge will be evaluated.
3. Systemic Principle - Assessment is not a single act. It is a measurable process, which is an element of the united motivational system of learning - the student will be able to identify permanent readiness and determine the efficiency of their work and the professors - to monitor the acquisition and development of the student's knowledge.
4. Principle of Justice - The approach should be carried out by the unified standard for all students' knowledge. Each student should be given an equal opportunity to achieve a high academic score.
5. Optimization Principle - means assessing the methods of evaluation in such a way as to ensure the completion of comprehensive information on the qualitative level of assessment parameters, in the shortest possible time; On the other hand, the assessment frequency should be determined by the specifications of the discipline and the characteristics of the group, so that the high intensity of checking does not cause a stressful condition in responsible students, accordingly, the decrease in cognitive activity, and in the rest, the formation of indifference.
6. Differentiation Principle - Evaluation methods should be selected based on the level of academic program and the cognitive tasks set at each level.
7. The principle of credibility - assessment should be made within the standard criteria and actually reflect the quality of the assessment parameters

#### **Article 61. Assessment structure**

1. Assessment structure within the discipline is divided into two forms - intermediate and concluding. Each has its percentage share. The form can be divided into components (combines uniform methods of evaluation), which also has their percentage share in the form.
2. Semester assessment of each discipline is based on the gross results of both forms taking into consideration the relevant percentage share.
3. The general criteria for evaluation will be developed by the relevant structure of academic quality assurance. Depending on specific discipline, specifications, in the syllabus it is possible to specify criteria.
4. The minimum evaluation rate is 51 percent.
5. The calculation of the assessment algorithm is determined by the relevant regulation.

### **Chapter VII. Quality assurance system**

#### **Article 62. Quality assurance**

1. Quality assurance involves systematic monitoring and assessment of academic and scientific research work, making recommendations.
2. Quality assurance service is established for the permanent development of the university, which is considered as the administrative body of the university.
3. The quality assurance office is guided by the relevant provision relating to the legislation of Georgia and the regulation of educational-scientific activities.

#### **Article 63. Quality Assurance Service Functions**

1. The rules / functions of the quality assurance service are regulated by the university's "Quality Assurance

Service Regulations".

2. Quality Assurance Service:

- A) Conducts assessment of academic programs and disciplines, elaborates recommendations for their processing or approval;
- B) Analyzes and evaluates:
  - Effectiveness of learning and teaching process within the framework of separate program, elaborates relevant recommendations;
  - University professors and teachers' educational work, studies its positive experience, promotes its generalization and distribution;
  - Professors and other educational support staff. Taking into consideration this, creating and implementing professional development programs;
  - providing support for students and their achievements, making the appropriate recommendations;
- C) Coordinates student inquiry on the efficiency of professors' work, within the framework of individual disciplines, analyzes the results obtained and elaborates relevant recommendations;
- D) Studies and evaluates the conditions of studying and research resources of the university and makes relevant recommendations.

#### **Article 64. Quality assurance in schools**

1. Responsible for quality assurance in schools is dean and everyday work is managed by quality assurance coordinator, who, at the same time, is considered as a quality assurance service staff, appointed by the Rector's Legal Act.

#### **Article 65. Head of the educational program**

1. The educational program has a supervisor whose age limit is set at no more than 75 years and is approved by the rector's legal act (01-05/043, 11.10.2019).
2. The head of the educational program coordinates the process of developing, correction and implementation of a new program.
3. The functions of the program manager are determined by the standards of the university's educational program.
4. A collegial body may be created for educational program management.

### **CHAPTER VIII. Scientific-research work, International Integration**

#### **Article 66. Management of Research Studies**

1. The university, within the framework of the applicable legislation of Georgia, ensures adequate conditions' / base's formation necessary for the implementation of scientific-research activities.
2. Scientific-research work is coordinated by the deputy rector or an authorized person.
3. For the coordination and management of scientific-research work in the university, a structural unit of management of scientific research may be established.

#### **Article 67. Scientific-Research Units**

1. In the university there are created scientific-research units that may be incorporated into a separate school.

2. Scientific-research units may be created with the participation of foreign natural or legal persons in accordance with the requirements of the legislation.
3. The decision on the creation of research organizations is made by the rector, based on the submission of schools / authorized persons.
4. The aim of research organizations is:
  - A) Promote development of fundamental and applied scientific research in the university;
  - B) To assist the university's professors, teachers and students in raising the effectiveness of teaching and learning, conducting local studies or accomplishing qualification papers.
4. Research organizations are accountable to the head / responsible person of the university's relevant structural unit.

#### **Article 68. Research and Finances**

1. The wage rate of the academic staff is formed according to the academic and scientific load.
2. Funding of research projects is resolved in accordance with the provisions of Article 70 of this Statute.
3. The university may announce a competition according to the programs in which university's academic staff and students can participate, both individually and in groups.
4. Within the project, with the university staff and students, can also participate other individuals and organizations.
5. The source of funding of projects is the funds allocated by the university and other foreign companies.

#### **Article 69. Ensuring scientific-research activities**

1. For the purpose of ensuring financing of scientific research and other initiatives, a collegial body is established at the university, which is approved by the Rector's Legal Act for a specified period.
2. The collegial body considers the submitted projects and, in the case of approval, makes a decision on its financing, within the funds allocated by the university, as well as formulates the research programs (if required) on the basis of the proposals received from the relevant structural branches of the university and submits to the rector for approval.
3. The main criterion for funding is the relevance of the project, the effect and / or compliance with the requirements of the approved programs (if any).
4. To participate in the competition, the projects will also be taken into account, which is not provided in the competition program. In case of actuality, their financing is permissible.
5. The project itself can be as scientific-research / methodical and as well as organizational-creative.

#### **Article 70. International integration**

1. For the purpose of internationalization, the relevant structural link is created in the university or is allocated to the position of deputy rector of the rector's office for international integration;
2. The service envisaged by paragraph 1 conducts the work to actively involve students and academic personnel in projects implemented by international organizations, does targeted work for doctoral and academic personnel for creating communication space with international scientific community, etc.
3. The structural unit of international integration closely cooperates with the structural ring of management of scientific research;
4. For the faculty of the structural unit of international integration, the regulation is approved by the rector of the university.



## **Chapter IX. Final Provisions**

### **Article 71. Entry into force of the new statute**

1. The statute, as the new edition, will enter into force upon approval.
2. Rector's order №01-05 / 005, of January 24, 2011 on 'approval of the statute of Grigol Robakidze university' will be declared invalid.
3. All legal acts and organizational arrangements of the university must be in compliance with the norms established by this statute until 1<sup>st</sup> November 2024.