

**EEU**

Statute of the University

*Approved by the Order# 14/01-01 of December
14, 2020 of the rector of the University*

Mission

The mission of the East European University is:

Integrity of the teaching and research, introduction of international standards, creation of educational environment oriented to Georgian and world cultural values.



The introduction of international standards following Georgian, and world cultural values, create an educational environment based on the integrity for all teaching and research activities.



Help students and staff flourish academically, morally, and civically, by providing high quality teaching, scientific research, and fellowship.



Contribute to Georgian and wider society through wisdom and dignity.

The vision of East European University is



To make EEU an internationally recognized institution integrated into the European educational space and a leading institution within the field of higher education in Georgia. To ensure the expansion of research potential and the qualification of competitive specialists. To follow democratic principles and develop civic responsibility amongst the students and staff.

Our values

The main values of the University are: Unity (integrity), respect, Empathy, support, conscientiousness, freedom of thinking and expression, cooperation and benevolence (goodwill)



Unity (integrity) - Our (the university) aspiration is to create a professional environment, where academics, administrative staff, and students share common efforts and set strategies to implement the goals demonstrated within the university vision and mission.



Respect - Our attitude within the university and to the wider society is to follow the principles of Equality, Accountability, Justice, and Ethics. In addition, there is appreciation and recognition of the effort of every member of the university community, their personal and academic freedom.



Empathy - Our approach is focused/directed towards the elimination of social injustice, indifference and establish a fair society.



Support - The university promotes the development of personal and professional growth of our academic and non-academic personal as well as students, the process of

socio-cultural expansion of society, and establish humanistic values. We consider the special needs and interests of individuals.



Conscientiousness – The significant principle of our academic and scientific work, thus, we will maintain a sense of responsibility, trust, fairness, and dignity within the university community.



Freedom of thinking and expression - We are committed to the fundamental principles of academic and personal freedom and our efforts are directed to creating an environment and conditions conducive to the implementation of these principles;



Collaboration and benevolence (Goodwill) - Through benevolence-based collaboration, we strive to achieve effective and mutually beneficial results in the university community as well as in relationships with partners.



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Chapter I

General provisions

Article 1. Legal status of the University and scope of this provision

East European University (hereinafter – the University) represents a Legal entity established in accordance with the law of Georgia on entrepreneurs, an organizational legal form of which is a legal entity under private law - Limited liability company.

1. Full name of the University:

A) in Georgian: " შპს აღმოსავლეთ ევროპის უნივერსიტეტი";

B) in English: „**East European University, LLC**“.

1. The subject of the University's activities is an Educational activities defined within the scope of powers granted by the legislation of Georgia.
2. The university is guided by the legislation of Georgia in its educational activities, under the present provisions and internal legal acts of the University.
3. The university has a seal, the titular sheet, Bank account, official website, and contact e-mail.
4. Juridical address of the University: Georgia 0178 Tbilisi, Shatili STR. №4.
5. This provision is the main internal legal act of the University.
6. The directions of educational activities of the University are regulated by this regulation and the main issues related to its functioning.

Article 2. Subject of university activities

According to the Georgian legislation, the university is authorized to carry out:

- a) **Educational activities** – Georgian and foreign students are offered Bachelor's, master's, and doctoral levels of appropriate educational programs and to grant the qualification provided by the program, also, to implement certificate and/or other educational programs for interested persons;
- b) **Scientific-research activities** - In cooperation with individual and other educational / research organizations and by facilitating scientific-research activities of University academic personnel and students to carry out scientific-research activities;
- g) **Social and cultural activities** - All interested persons are offered various services, activities and involvement in socio-cultural activities, including the University student, academic and administrative contingent, also within the framework of social responsibility.

Article 3. Goals of the University

The main objectives of the University are:

- A) implementation of the declared mission and vision of the University;
- B) Creation of educational environment oriented on the University core values-driven by fair, competitive, academic freedom, and student's needs;
- C) Integration of the university into the European educational and scientific space;
- D) Sustainable development of educational and research activities;
- E) Support of the students and staff to ensure high quality teaching and scientific research;

- F) development of modern technologies and methodologies during the Teaching and learning process and development of modern technologies and methodologies in scientific-research activities;
- G) In order to formulate the necessary skills and transfer knowledge in professional life the development of educational programs corresponding to international standards and offer thereof for Georgian and foreign students;
- H) In order to integrate new knowledge into the educational process the development of scientific-research activities;
- I) Together with Georgian and international universities, organizations implementation of joint educational programs, scientific research and student projects;
- J) Creation of educational and research-oriented environment;
- K) Creation and support of an adapted educational environment for students with special educational needs;
- L) Within the Social responsibility framework the development of various services and socio-cultural activities, raising of the civic responsibility among students and staff.

Chapter II

Management and structure

Article 4. General provisions

1. Structure of the University and the relevant structural unit of the authority is based on modern standards of organization management and ensures consistent and effective realization of the mission and goals declared by the University. Legal regulations of the activities of structural units. In order to improve the quality of the University's activities and to diversify its services according to the established rules, structural units can be created and based on the labor / service contract the relevant competence specialists/experts to be invited.

Article 5. Structure

1. University structure consists of university governing subjects/bodies, the main educational units, administrative, and research structural units. Structure of the University is being reviewed by the representative council and submitted to the rector for approval.
2. The governing subjects/bodies of the University are:
 - A) Board of Governors;
 - B) rector;
 - C) vice-rector;
 - D) Representative Council;
 - E) Quality Assurance office.
2. University basic educational unit's – Faculty's management body and governing body are as follows:
 - A) faculty council;
 - B) dean of the faculty.
3. The main structural units of the University are:
 - A) Department of scientific research and development;
 - B) Centre for the development of doctoral studies;
 - C) Library;
 - D) Department of Education:
 - D.A) Department of learning process Administration and student services;
 - D.B) Language Center;
 - D.C.) Lifelong Learning Center;
 - E) Examination center;
 - F) Office of the Student Ombudsman;
 - G) Department of international relations;
 - H) human resources department;
 - I) Legal Department;
 - J) Document Processing Department ;
 - K) marketing and Public Relations Department;
 - L) Department of financial and material resources management;
 - M) Information Technology Management Department;
 - N) Security Department;
 - O) research centers/units.

Article 6. Board of Governor

1. The highest governing body of the university is the Board of Governors.
2. Board of Governors appoints and dismisses university's rector.
3. Other rights and obligations of the Board of Governors is defined under the Charter of the East European University and the legislation of Georgia.

Article 7. Rector

1. The rector of the university manages and supervises the activities of the University.
2. University rector's rights and responsibilities are defined under the charters of "East European University" LLC and under this provision.
3. Rector acts under the legislation of Georgia, the Community Charter, the present regulations and the University's other internal legal thereof.
4. Rector represents the University in legal relations with third parties or transfer this right to others.
5. The rector exercises the following powers::
 - A) Approves the structure of the University and makes changes to it based on the argumentative proposal of the representative council;
 - B) Review the statute of the university, make changes to it and declares it invalid on the basis of an argumentative proposal of the representative council;
 - C) Approves, records changes and additions to them, invalidates the provisions of the structural units of the University, in addition the university is a major educational and research unit of the representative council and on the basis of its recommendation;
 - D) Approves the composition of the representative council and issue an order to terminate the authority of a member of the representative council;
 - E) Approves the composition of faculty boards based on the recommendation of the chairperson of the Election Commission;
 - F) define timelines related to the learning process;
 - G) Issue a command of the relevant educational program of the students/person for the status of the suspension, restoration or termination of the user;
 - H) Issue orders on issues related to the administration of the educational process;
 - I) Approves diploma and teacher training certificate forms;
 - J) Issue an order on issuance of diploma/teacher training certificate and signs diploma / teacher training certificate;
 - K) Issue an order declaring mobility and its administration;
 - L) Announces an open competition for vacant academic positions;
Defines the competition timelines and approves the Competition Commission;
 - M) Based on competition results appoints in the position an academic staff of the University;
 - N) Declares an attestation of academic staff of the University; Determinse the time and schedule of attestation;
 - O) Makes a decision on the appointment, transfer, dismissal of university employees, about business trips and their leave;
 - P) Conducts preventive and disciplinary measures, as towards a university staff as well as university students according to the rules defined by the internal legal acts of the University;

- Q) Makes an agreements on behalf of the University with the staff of the University and with the students/enrolled persons;
 - R) Takes decisions on the academic, administrative, auxiliary and invited personnel-related organizational issues;
 - S) Directs and coordinates the development strategy of the University and subsequent realization. Creates the University's Strategic Planning Group and directs it;
 - T) Hears proposals for the development of scientific-research activities of the University and to encourage/promote scientific-research activities of academic personnel and makes appropriate responses.
 - U) Cares for the development of scientific-research potential of the University.
 - V) Issues an order about the creation of an Action Plan Implementation Monitoring Group of the University.
 - W) Approves the university budget on the basis of the representative council's submission;
 - X) Approves job descriptions of university employees;
 - Y) Makes decisions and issues orders regarding the various current issues of the University;
 - Z) Approves University seals, titular sheet shapes and stamps;
 - C) Approves other internal legal acts of the University, whose approval do not fall under the competence of the representative council, the faculty in the councils and the University of other structural units;
 - B) Supervises the implementation of this provision;
 - D) Issues power of attorney; In his absence appoints its acting director;
 - E) Exercises other powers and authorities in accordance with current legislation and internal legal acts of the University;
 - F) The rector of the university is looking thgrouth of the University structural units and vice-rector of the annual accounts, prepares the annual report of the university activities and presents it to the representative council. The rector informs the reviewed report and its results to the Meeting of partners of "East European University" LLC.
6. For effective administration of university activities the rector has an office (executive office), the composition and functions of which are determined by the order of the rector and with labor contracts signed with them.
 7. The rector has advisors/consultants in order to promote the development of the University.
 8. An Advisor/consultant is appointed and dismissed by the rector's order of the University. The functions of the Advisor shall be determined by the labour agreement signed with them.
 9. The rector of the university is accountable before the general meeting of partners of "East European University" LLC.

Article 8. Vice-rector

1. The university has four vice-rector in the following areas:
 - A) Scientific affairs;
 - B) educational process Administration issues;
 - C) International and administrative affairs;
 - D) Finance and Information Technology management issues.

Vice-rector for Scientific Affairs:

- 1.1. Vice-rector for Scientific Affairs is an administrative official of the University, which assists the rector of the University in the management of the University in the development of scientific activities.
- 1.2. Vice-rector for Scientific Affairs is appointed and dismissed by the rector of the University. His qualification requirements are established by order of the rector.
- 1.3. Vice-rector in scientific matters is accountable to the rector.
- 1.4. Vice-rector for scientific affairs, within his powers:
 - A) Supervises and cares for the development of scientific-research activities of the University;
 - B) Participates in the University's strategic development and action plans implementation and the achievement of its goals in the;
 - C) Takes care of the introduction of international standards in research processes at the University;
 - D) Develop proposals for the development of scientific-research activities of the University and to encourage/facilitate scientific-research activities of academic personnel;
 - E) Helps to integrate research into the educational process;
 - F) Supervises preparation and publication of university scientific journals;
 - G) Review the scientific research and Development Department, presented by the academic staff, the annual scientific-research activities results and coordinates the process of planning and implementation of relevant measures.
 - H) Supervises/directs University research-structural units and promotes their development.
 - I) Promotes the development of policy for internationalization of research activities at the University;
 - J) Supervises the development of action plans by subordinate units and implementation process;
 - K) Hears reports of the activities of its subordinate structural units and makes an appropriate response;
 - L) Listens to the proposals of the heads of its subordinate structural units on Internal structure, states, Organization of work, on encouraging of employees or imposing disciplinary liability and makes an appropriate response.
 - M) Submits an annual report of activities to rector;
 - N) In the Scientific matters performs other functions and duties defined by the vice-rector's official instructions and labor contract.
- 2. Vice-rector in educational process administration:**
 - 2.1. Vice-rector in educational process administration is an administrative official of the University, which assists the rector of the University in the management of the University in the direction of an Academic process administration.
 - 2.2. Vice-rector in educational process administration is appointed and dismissed by university's rector. His qualification requirements are established by order of the rector.
 - 2.3. Vice-rector in educational process administration is accountable to the rector.
 - 2.4. Vice-rector in educational process administration, within his powers and authorities:
 - A) Takes care of the unified system of teaching process at the University;
 - B) Participates in the University's strategic development and action plans implementation and the achievement of its goals in the;
 - C) Supervise and coordinate the training process, the direction of the University of the existing administrative units of activity;
 - D) Supports implementation of international teaching standards;
 - E) Takes care of development of learning and teaching process;
 - F) Develops proposals on improving learning activities;
 - G) Coordinates and monitors the work of the Centralized Examination System;

- H) Takes care of organized planning and implementation of student services and supervises their implementation process;
- I) Takes care of the development of student support programs and their consistent implementation;
- J) Coordinates the development of processes in the direction of continuing education at the University;
- K) Supervises graduates' relations development and cares about the introduction of best practices in this direction at the University.
- L) Supervises development of action plans by subordinate units and implementation process;
- M) Hears reports of the activities of its subordinate structural units and makes an appropriate response;
- N) Listens to the proposals of the heads of its subordinate structural units on Internal structure, states, Organization of work, on encouraging employees or imposing disciplinary liability and makes an appropriate response.
- O) Submits a annual report of activities to rector;
- P) performs other functions and duties defined by the official instructions and the employment contract of the Vice-rector in educational process administration.

3. Vice-rector in international and administrative affairs:

- 3.1. Vice-rector in international and administrative affairs is an administrative official of the University, which assists the rector of the University in the management of the University in international and administrative directions.
- 3.2. Vice-rector in international and administrative affairs is appointed and dismissed from the position by university rector. His qualification requirements are established by order of the rector.
- 3.3. Vice-rector in international and administrative affairs is accountable to the rector.
- 3.4. Vice-rector in international and administrative affairs, within the scope of their powers:
 - s) Participates in the University's strategic development and implementation of an action plans implementation and the achievement of its goals;
 - ð) Coordinates the development of University internationalization policy and action plan and supervises the process of their execution;
 - ð) Cares for the development of international cooperation of the University;
 - ç) Coordinates the implementation of international programs, projects and events;
 - ç) Coordinates university relations and cooperation with national, regional and international funds and organizations;
 - ç) Participates with international partners, funds, donor organizations in the process of planning and developing strategic projects based on university development plans.
 - ç) Coordinates the legal provision of university activities;
 - ð) Oversees the development of university human resource management policies and strategies. Prepares proposals on human resource management issues;
 - ð) Coordinates and supervises the effective management of human resources at the University;
 - ç) Coordinates unified case management at the University;
 - ð) Supervises development and implementation of action plans by subordinate units;
 - ð) Hears reports of the activities of its subordinate structural units and makes an appropriate response;
 - ç) Listens to the proposals of the heads of its subordinate structural units on internal structure of states, Organization of work, staff incentives, or the imposition of disciplinary sanctions and makes an appropriate response.

- L) Submit annual report of activities to rector;
 - M) Performs other functions and duties defined by the official instructions of the vice-rector and the employment contract in International and administrative issues.
- 4. Vice-rector in Finance and Information Technology management issues:**
- 4.1. Vice-rector in Finance and Information Technology management issues is an administrative official of the University, which assists the rector of the University in the management of the University in the direction of Finance and Information Technology Management.
 - 4.2. Vice-rector in Finance and Information Technology management issues is appointed and dismissed by the rector of the University. His qualification requirements are established by order of the rector.
 - 4.3. Vice-rector in Finance and Information Technology management issues is accountable to the rector.
 - 4.4. Vice-rector in Finance and Information Technology management issues, within the scope of their powers:
 - A) Supports the introduction and development of modern security systems and technologies at the University and on ensuring financial sustainability thereof;
 - B) Participates in the University's strategic development and action plans for implementation and in reaching of the set goals;
 - C) Coordinates financial and material resources management issues of the University;
 - D) Ensures the organization of the budgeting process of university educational activities.
 - E) Supervises the process of budget planning and execution of university educational activities;
 - F) Provides management and supervision of the real and movable property and financial sources of the University.
 - G) Oversees procurement by the University;
 - H) Overseeing the University's information technology management policy implementation and cares about its development.
 - I) Overseeing the University's information technologies and its proper functioning of processes.
 - J) Provides control over the observance of security norms at the University.
 - K) Within its own competence, coordinates and supervises the development and execution of the rules and procedures for the regulation of activities;
 - L) Supervises development of action plans by subordinate units and implementation process;
 - M) Hears reports of the activities of its subordinate structural units and makes an appropriate response;
 - N) Listens to the proposals of the heads of its subordinate structural units on Internal structure, states, Organization of work, on encourage or impose of the disciplinary liability on employees and responds appropriately.
 - O) Submits an annual report of activities to rector;
 - P) Performs other functions and duties defined by the official instructions and the employment contract of the Vice-rector in Finance and Information Technology management issues .

Article 9. Representative Council

1. Representative Council of the University (hereinafter " Council“) is the highest representative body of the University, an independent governing collegiate structural unit, the aim of which is to promote effective management and development of the University, provides a collegiate solution of university strategic issues, openness, transparency of university management and activities and involvement of university community.

2. Council's task is making collegial decisions, defining recommendations, supporting rector in effective management of the University University of strategic importance in Educational, Scientific-Research and governance activities.
3. The composition of the council is determined by 11 members, 6 of them are elected by the main educational unit, the rector of the University elects 5 members according to the regulations of the representative council.
4. The board member can be representatives of the main educational units and students, Heads of research units, governing subjects of the university/heads of the body, and / or other persons selected through the competition.
5. The powers, functions, rules of operation and related issues of the council shall be determined by the statute of the council.

Article 10. Quality Assurance office

1. Quality Assurance office (hereinafter - the office) is the governing body of the University and provides assessment and development of the quality of the activities of the East European University.
2. Purpose of the office is to ensure the administration and development of processes for continuous and systematic use of internal quality assurance mechanisms based on standards of National (authorization and accreditation) and international (Standards and Guidelines for Quality Assurance in the European Higher Education Area).
3. The office implements Quality Assurance System and mechanisms at the University in all directions of University's activities: Teaching-learning, research, management, Internationalization, services, resources, public contribution.
4. Office provides an administering / coordinating the evaluation of the seven main processes of the University's activities for implementation of internal quality assurance mechanisms:
 - A) Assessment of educational programs and learning-teaching quality;
 - B) evaluation of international cooperation and internationalization;
 - g) evaluation of the program implementer (academic, invited) and administrative /support staff;
 - D) assessment of research activities;
 - E) evaluation of services;
 - F) resource assessment;
 - G) assessing the effectiveness of organizational management and the contribution of the university to the development of society.
5. Quality Assurance office is headed by a chief who
6. is accountable to the rector.
7. office structure, Accountability, Authority, tasks and functions is determined by the office regulations.

Article 11. Faculty

1. The faculty is the main educational unit of the University, which within the framework of academic freedom, provides the students with training in one or several specialties and confer their respective qualifications.
2. The aim of the faculty is to provide the opportunity to receive education corresponding to modern standards, for student, to give deep knowledge in the specific field chosen by him and to train competitive personnel in the labor market.

3. Rector of East European University makes decision on establishment, reorganization or abolition of the faculty, by Legal act- order, based on argumentative submissions of the representative council.
5. The faculty is headed and in relations with third parties is represented by the dean of the faculty, who is appointed and dismissed by the rector of the University.
6. The governing representative body of the faculty is the Faculty Council, in composition whereof are elected members of academic staff and students. Representatives of academic staff at the Faculty Council are elected at the general meeting of academic staff via open voting, and student members are elected by the students' self-government. Rule, procedure, authority and rules of operation of the composition of the council is defined by the faculty statute.
7. Main directions of faculty's activities, status, goals, objectives, functions and competence, faculty structure, management and the rights and obligations of the persons employed at the faculty is defined by the relevant faculty regulations.
8. Faculty's statute (regulation) is approved by the representative council, by the nomination of Faculty board.

Article 12. Department of scientific research and development

1. Department of scientific research and development presents the administrative structural unit of the University, the aim of which is to develop the strategy for the development of scientific-research activities at the University and ensuring of its implementation, promotion of the research activities of staff and students and raise the research potential of the University.
2. For achievement of this purpose the Department:
 - a) Develops a strategy for the development of scientific-research activities and ensures its implementation.
 - b) Develops and implements mechanisms for supporting scientific-research activities;
 - c) Develops the University's research potential and productivity assessment system, provides its implementation and plans relevant measures according to the results.
 - d) Conducts / promotes local and international scientific research.
 - e) Organizes scientific conferences, seminars, workshops, educational-methodical, scientific-methodological and other types of events;
 - f) Administers publication of university scientific papers;
 - g) Performs other functions and tasks provided for by the statute of the Department.
3. Department is headed by a chief who is accountable to the the vice-rector in Scientific Affairs.
4. Department's structure, Accountability, Authority, tasks and functions is defined by the statute of the Department.

Article 13. Doctoral And Research development center

1. Doctoral And Research development center represent the administrative structural unit of the University, the aim of which is to develop the study-teaching and research process at the doctoral level, support of the students and teaching staff.
2. Centre for scoring its own goal:
 - a) Participate in university research ethics, standards and teaching and learning policy implementation-development processes;
 - b) Participates in the development and development of doctoral programs;
 - c) Takes care of development of teaching and learning process at doctoral level;
 - d) Develops support programs for teaching staff and ensures their implementation;

- e) Carries out research skills and research potential of PhD students and cares about their development;
 - f) Within its own competence, conducts doctoral counseling and support;
 - g) Performs other functions and tasks provided for by the statute of the Department.
3. The center is headed by a senior who is accountable to the rector.
 4. The center of the structure, Accountability, Authority, tasks and functions is determined by the statute of the centre.

Article 14. Library

1. The library is the administrative structural unit of the University, the aim of which is to promote effective and smoothly implementation of University study and research activities, to establish of an international standards of library space, to provide an university staff and students with a modern book background.
2. Library for reaching its own purposes:
 - a) Exercises Library's activities administered by the University;
 - b) Cooperates with international library organizations, libraries in Georgia and abroad;
 - c) Administers the electronic library management system, and cares about the constant updating-improvement of the electronic catalog;
 - d) Cares for updating library resources and developing library environment;
 - e) Develops rules, standards, reference/information materials for library use and carries out their spread.
 - f) Cares about updating and improving library services.
 - g) perform other functions and tasks provided for by the statute of the library.
3. The library houses the University Library Foundation (Print, electronic, photo and video footage).
4. The library is headed by a chief who is accountable to the rector.
5. The library structure, Accountability, Authority, tasks and functions is determined by the library regulations.

Article 15. Department of Education

1. The Department of education is the administrative structural unit of the University, the aim of which is to ensure unified learning process Administration at the University, development of student services, implementation of continuing education and professional development programs.
2. Department for achieving its own goals:
 - A) Exercises an Administration and coordination of the educational process at the University;
 - B) Promotes the introduction of international standards in the educational process;
 - C) Carries out student services and takes care of their development;
 - D) Provides students with the needs-oriented and Career Support Services Delivery;
 - E) Exercises administration of electronic platforms at the university related to educational process management and within the competence takes care of their development;
 - F) Helps students, graduates, university staff and other interested persons personal and professional development;
 - G) Sets the level of linguistic competence of students and students interested in enrollment on the program and cares about his improvement.
 - H) Performs other functions and tasks provided for by the statute of the Department.

3. The education department is headed by a chief, who is accountable to the vice-rector for the administration of educational processes.
4. The department consists of three substructure units: Department of Learning process Administration and student services; languages Center; Lifelong Learning Center.
5. Department of structure, Accountability, Authority, tasks and functions is determined by the regulations of the Department of.

Article 16. Examination center

1. The examination center presents the administrative structural unit of the University, aiming to ensure the proper functioning of Centralized Examination System at the University.
2. Centre for scoring own goal:
 - A) organizes and conducts intermediate, final, additional examinations in writing at the University;
 - B) organising and conducting qualification written examinations;
 - C) coordinates the process of applying the examination results;
 - D) analyzes the results of examinations and submits them to the relevant units for further response;
 - E) performs other functions and tasks provided for by the statute of the centre.The center is headed by a senior, who is accountable to the vice-rector in the administration of educational processes.
3. Structure of the center, accountability, Authority, tasks and functions is determined by the Department regulations.

Article 17. Student Ombudsman's office

1. The Office of the Student Ombudsman is the administrative structural unit of the University, the aim of which is to promote the protection of the interests, rights and freedoms of university students, the detection of violations and restoration of violated rights in accordance with the procedure established by the legislation of Georgia and with the rules established by internal normative acts of the University.
2. Office for achieving its own goal:
 - A) Advises students on their rights and obligations, issues relevant recommendations;
 - B) Study the state of protection of students ' rights and freedoms at the University and in case of detection of violations helps to restore them;
 - C) reviews the complaints and statements of students and make appropriate responses;
 - D) In emerging conflict relations related to the Students ' rights and freedoms violations and restrictions conducts the mediation between parties;
 - E) Performs other functions and tasks provided for by the office regulations.
3. The office is headed by the Student Ombudsman, appointed by the rector and he is accountable to the rector.
4. Office structure, Accountability, Authority, tasks and functions are determined by the office provision.

Article 18. Department of international relations

1. The Department of international relations is the administrative structural unit of the University, aiming the promotion of University's internationalization process and integration of students and staff in the international scientific-educational space.
2. Department for achieving its own goal:
 - A) ensure the improvement of the University's reputation in the international educational space and increase of awareness;

- B) establishes the partnerships with international higher educational and research institutions and development thereof; Also, an University membership in international organizations, networks and unions;
 - C) promotes university's involvement in international projects and support the internationalization of university studies;
 - D) promotes and support the international mobility of staff and students at the University;
 - E) ensures the attraction of international students and within its competence, is involved in the international students of the University of the enrollment process.
 - F) performs other functions and tasks provided for by the statute of the Department.
3. Department is headed by a chief who is accountable to the the vice-rector in international and administrative affairs.
 4. 4. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 19. Human resources Management department

1. The department is an administrative structural unit of the University, the aim of which is to develop human resource management policy at the University and effective implementation of the Personnel Management System.

1. Department for achieving its own goal:

- A) take care of adapting and implementing modern Personnel Management Systems;
- B) promotes the attraction of competent and motivated personnel with high potential and manages their recruitment process;
- C) takes care of the development of corporate culture at the University.
- D) manages the process of adapting new personnel;
- E) develops and manages a staff Labour motivation system;
- F) ensure the production of personal cases of employees;
- G) develops a personnel evaluation system and ensure its implementation;
- H) plans and coordinates activities related to the development and qualification of personnel.
- I) perform other functions and tasks provided for by the statute of the Department.

1. 1. Department is headed by a chief who is accountable to the vice-rector in international and administrative affairs.
2. 2. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 20. Legal department

1. The legal department is the administrative structural unit of the University, the aim of which is legal provision of university activities.
2. Department for achieving its own goal:
 - A) Exercises ensuring compliance of legal acts of the University with the legislation of Georgia;
 - B) Provides the preparation and/or legal expertises of the Legal acts of the University, amendments to them, treaties and other projects of documents;
 - C) Consults the structural units, students and staff of the University the Legal issues related to educational activities;
 - D) is carrying out the University's representative powers of all three instances of courts and other administrative bodies according to the legislation;

- E) Within the scope of its competence, it reviews complaints and applications of natural and legal persons entering the University, and / or takes part in their discussion;
- F) performs other functions and tasks provided for by the statute of the Department.
- 3. The department is headed by a chief, which is accountable to the vice-rector for international and administrative affairs.
- 4. 4. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 21. Document Processing Department

- 1. The Document Processing Department is the administrative structural unit of the University, the aim of which is to provide unified document circulation, registration of incoming and past documents, the material/electronic processing of documents and archival proceedings.
- 2. Department for achieving own goals:
 - A) register online and past correspondence through the electronic platform of University documentation and ensures their delivery to university leadership and direct executor;
 - B) ensures registration of legal acts and other documents of the University and transfer to addressees if necessary;
 - C) exercises control over the observance of the general procedure for preparing documents and concluding documents at the University;
 - D) ensures the admission, registration and protection of cases performed in the archives according to the procedures established by the University; Also, issuance of extracts from the archive and other documents;
 - E) performs other functions and tasks provided for by the statute of the Department.
- 3. Department is headed by a chief who is accountable to international and administrative affairs, vice-rector of the face.
- 4. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 22. Department of marketing and public relations

- 1. 1. The Department of marketing and public relations is the administrative structural unit of the University, aiming an Educational market requirements of the appropriate marketing strategy and communication plan, the University of social passs policy and implementation, promotion of university activities.
- 2. Department for achieving its own goal:
 - A) Develops and implements the University's brand platform and on adjust the marketing strategy and action plans.
 - B) Develops and implements communication plans with relevant target groups;
 - C) Planning and implementing university events and providing relevant channels to disseminate information about them.
 - D) Develops plans and implements the University's communication and social purpose campaigns, the communication path., selection of platforms and dissemination of information through relevant channels;
 - E) Conducts communication with the media, prepares press releases, news materials, News, etc.Sh.
 - F) Provides the University's official website, and social media management.
 - G) Performs other functions and tasks provided for by the statute of the Department.

3. Department is headed by a chief who is accountable to the rector's face.
4. Department of structure, Accountability, Authority, tasks and functions defined by the statute of the Department.

Article 23. Department of Finance and material resources management

1. Department of Finance and material resources management is the administrative structural unit of the University, the purpose of which is the formation of the budget, a complex and operational analysis of the financial situation on the basis of accounting statements and through an unobstructed material and technical base, ensuring uninterrupted activities of the University.
2. Department for achieving its own goal:
 - A) draft the university budget with the involvement of relevant structural units;
 - B) implementing financial management and control systems;
 - C) performs accounting and reporting in accordance with the legislation in Georgia;
 - D) systematically supervises the performance of budgetary indicators;
 - E) provides the University of infrastructure and material-technical base of maintenance and effective management. Also, constant monitoring and development of resources;
 - F) ensures the observance of hygienic norms at the University.
 - G) provides procurement of various services necessary for the activities of the university within its competence;
 - H) performs other functions and tasks provided for by the statute of the Department.
3. Department is headed by a chief who is accountable to the finance and Information Technology management issues before the vice-rector.
4. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 24. Information Technology Management Department

1. The Department of Information Technology Management is the administrative structural unit of the University, the aim of which is to effectively manage and develop University information technology resources.
2. Department for achieving its own goal:
 - A) ensures the creation, management and systematic upgrade and expansion of the unified computer and telecommunications network of the University, Security and security, Installation and software works required for engaging new users/services;
 - B) takes care of the introduction and development of modern electronic platforms at the University and the introduction-development of other technological resources;
 - C) adequately and effectively manages information technology risks.
 - D) Carrying out University University network, electronic bases/platforms, interactive 3D and held functioning of an Educational boards, supervisory systems, university website and other information technology infrastructure, cares and care for their refreshment and improvement;
 - E) Provides a division of regular users and visitors within the University network and Levels according to groups for system security purposes, the definition of which is carried out in advance.
 - F) ensures constant monitoring of telecommunication/computer network and information technology infrastructure at the University.
 - G) performs other functions and tasks provided for by the statute of the Department.

3. The department is headed by a chief, who is accountable to Vice-rector in Finance and Information Technology Management.
4. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 25. Department of Security

1. The Department of Security is the administrative structural unit of the University, the aim of which is to create a safe environment for the University.
2. Department for achieving its own goal:
 - A) ensures the safety of university staff and students during his stay at the University;
 - C) ensures the introduction of labour safety policies within its competence; He is also actively involved in Occupational Safety and health issues in the process of teaching employees, providing them with information, consulting them.
 - D) ensures the protection of university buildings, educational and non-teaching inventory, material values located in them;
 - E) complies with public order and fire safety rules in a continuous manner in accordance with the current legislation of Georgia;
 - F) within its competence, ensures the detection of violations of university internal regulations and the implementation of appropriate measures;
 - G) provides facilities for students with special educational needs and free orientation and movement, meeting the necessary needs and providing other services;
 - H) performs other functions and tasks provided for by the statute of the Department.Department is headed by a chief who is accountable to the Vice-rector for Finance and Information Technology Management.
3. 3. Department structure, Accountability, Authority, tasks and the functions are determined by the statute of the Department.

Article 26. Research units

1. In order to promote and develop scientific research activities at the University it is possible to create research units (centers, institutes, laboratories, etc. Sh.).
2. The research units are created by the rector, based on the argumentative submissions of the representative council. In its turn, the representative council will discuss the issue of setting up a research unit based on the recommendation/conclusion of the Department of scientific research and development
3. Decision on creation of research units within the faculty is taken by the Faculty Board.
4. The structure and functions of the research unit are determined by the provision of the relevant research unit.

Chapter III

University staff

Article 27. Staff composition of the University

1. The university staff consists of the program implementer (academic and invited), administrative and support staff.
2. The university establishes transparent and fair procedures for the recruitment of personnel (Select / appointment).
for each position at the University the Job descriptions and qualification requirements are defined.
3. The university provides attracting and employing competent and motivated individuals at the Academic, administrative and support staff positions.

Article 28. Academic staff of the University and principles of their choice

1. The academic staff of the university consists of: professors and assistants; Professors include: Professor, Associate Professor, Assistant Professor;
2. **Professor is an academic official of the East European University, which guides the educational process and directs the scientific-research work of students.**
3. **Associate professor is an academic official of East European University**, who participates in the educational process and directs the study and scientific-research work of students;
4. **Assistant professor is an academic official of East European University**, which, in accordance with its competence, participates in the educational and scientific-research process.
Assistant is an academic official of the East European University, which is the main educational unit (faculty), within the current educational process, conducts seminar and research works of Professor, Associate Professor, Assistant Professor, under the guidance of.
1. Holding of Academic position at the University can only be made via open competition, which must comply with the transparency, equality and fair competition principles;
2. Rules of selection and activity of academic staff of the University is determined by the procedure for choosing/appointing academic and invited personnel at the University”.
3. Academic staff can be affiliated. Affiliation implies written agreement between East European University and academic official, by which each academic official determines its affiliation Only with East European University, On behalf of the university, it participates in the processes of Community Development and knowledge sharing.
4. Rights and responsibilities of university affiliated academic personnel and the procedure and procedure of affiliation with their university is determined by the "academic staff affiliation" of East European University“.

Article 29. Legal relations with academic staff of the University

1. University concludes labor agreement with academic personnel as defined by labor legislation;
2. The employment contract concluded with academic personnel shall define their rights and obligations.
3. The agreement concluded with academic personnel is in compliance with the goals of higher education and internal regulations of the University.

4. The workload of the academic staff of the University and its content are determined by Employment contract concluded with academic personnel and internal regulatory acts of the University.
5. The university provides an introduction of basic regulations related to Labor regulations, rules and standards of ethics and conduct and educational activities of the University for the Academic personnel.

Article 30. Main duties and responsibilities of the academic staff of the University

1. The university provides the freedom of teaching and research of academic personnel and creates relevant conditions for its activity.
2. Academic staff of the University are entitled to:
 - A) Take part in university management through the representative and Faculty Council of collegiate bodies in accordance with the rules and procedures established at the University;
 - B) conduct training, research and publication of scientific papers without interference;
 - C) independently determine the content of the training course within the educational program, Teaching methods and tools in accordance with the university regulations;
 - D) to carry out the legislation of Georgia and the University legal acts, granted to them by the other powers.
3. Academic staff of the university shall:
 - A) comply with the legislation of Georgia and the internal regulatory acts of the University;
 - B) Follow the rules and standards of ethics and conduct of the University;
 - C) perform duties under a labour agreement;
 - D) follow the principles of academic conscientiousness, explain to students their importance, take an active part in plagiarism detection, its elimination and Prevention of the mechanisms of elaboration.
 - E) Lifetime elected professor of the University (If any) during the period of holding academic position, once every 5 years, to pass the certification according to the rules and timeframes established by the legal acts of the University.
1. The university is authorized to invite a specialist with relevant qualifications to participate in the educational and / or scientific-research process and / or to lead this process at the University without holding academic position (invited lecturer).
2. The invited lecturer can be selected as a doctor or a person with equal academic degree, that meets the qualification requirements imposed on him. Also, the invited lecturer can be selected as a master or equal academic degree person, who has documented proven professional experience and the competence necessary for the development of learning outcomes provided by the program.
3. Appointment of invited lecturer to relevant position is made by competition and / or faculty and Human Resource Management Service under the selection of persons/persons with relevant competence and submission to the rector.
4. The procedure for inviting a visiting lecturer to a university is defined as "inviting staff".
5. Rector of the University concludes labor agreement with the invited lecturer.
6. Invited lecturer is entitled:
 - A) participate in the university educational process according to the Legal acts of the University;
 - B) exercise the theoretical, practical and research component without interference;
 - C) independently to determine the content of educational programmes within the educational programme, methods and tools of teaching in accordance with legislation and internal legal acts of the University;

D) implement the current legislation of the present regulations and other internal legal acts provided in the rights.

6. Invited lecturer:

A) comply with the requirements of this provision and the legal acts of the University;

B) perform contractual duties; C) Follow the principles of academic conscientiousness, explain to students their importance, take an active part in plagiarism detection, its elimination and Prevention of mechanisms for the.

Article 32. Administrative and support staff of the University

1. Administrative staff of the University are as follows: Rector, vice-rectors, head of Quality Assurance Service, Deputy, employees of departments, Dean of the faculty, deputy and heads and employees of the department with the structure and staff of the University.
2. Those persons are considered as support personnel of the University, who are not considered in the staff schedule and in accordance with the need of the University, an invitation is made to carry out specific activities.
3. Procedure and procedure for admission to the administrative and support staff of the University is defined by the procedure for electing/appointing administrative and support staff at the University“.

Article 33. Mechanisms of staff development of the University

1. The university provides an implementation of mechanisms supporting personal and professional development of own personnel, for which the university operates:

A) elaboration of a system programme for capacity building and development of staff; C) regular implementation of work performed by employees and assessment of professional potential; D) the introduction of a material and intangible motivational and stimulating system of personnel; E) creation of conditions for self-development; F) create appropriate conditions for self-realization of employees, fully revealing professional opportunities; G) encourage successful, motivated employees. Mechanisms of personal and professional development of personnel employed at the University and their implementation procedures are defined by the university " personnel management policy“.

Article 34. Principles of conduct of university personnel

1. To protect academic freedom, integrity, and ethical principles recognized in the academic field at the University, the rules of professional conduct of personnel are established.
2. University staff shall be obliged to respect the University, and to refrain from the unlawful actions and delinquencies, take care of the image and reputation of the University.
3. Rules of conduct of university personnel and sanctions imposed for their violation is governed by the University's "internal labour regulations", "code of conduct (ethics) “„Research ethics and academic integrity code’ and by other regulations applicable to the University, protection of which is mandatory for academic, invited, administrative and support personnel of the University.

Chapter IV Student

Article 35. University student status

1. University student is a person, who was enrolled in the East European University in accordance with the Georgian legislation and the university regulations.
2. At Bachelor/one-step higher education programs ,the basis for obtaining student status at the university is passing of an unified national exams as determined by the legislation of Georgia;
3. without passing unified national exams at Bachelor / one-step higher education programs an admission to the institution of persons with the right to continue studying is carried out by the procedures of the Ministry of Education, Science, Culture and sport of Georgia,;
4. Right to study at Master's degree program has a bachelor's degree or equivalent academic degree, in case of satisfaction of the results of the general postgraduate examinations and internal university examinations/examinations or other prerequisites for admission.
without passing the general master's exam at Master's degree programs, enrolment of persons with the right to continue their studies is carried out in the institution in accordance with the established rules and regulations of the University by the rules set by The Ministry of Education, Science, Culture and sport of Georgia and in accordance with the regulations applicable to the University.
5. Right to study at doctoral educational program has a master's degree or equivalent academic degree if the prerequisite for admission to the program is met.
6. Enrollment of a person on the teacher training educational program is carried out in accordance with the rules established by the legislation and in accordance with the rule of implementation of the ' teacher training educational program";
7. University student status can be obtained, implemented, also, through enrollment by mobility, according to legislation;
8. Rules for obtaining, suspending, terminating, mobility and awarding qualifications of student status and procedures are determined under the Regulation of educational process at East European University"Dissertation board and doctoral statute", and on the basis of the provisions of the faculties and other relevant legal acts.

Article 36. Basic rights and responsibilities of the student

1. *The student is entitled to:*

- 1.1. Receive educational services and quality education from the University;
- 1.2. Take part in scientific-research activities and planned activities;
- 1.3. In Equal conditions to use of the University's material and Technical, Library, Information Resources and student services;
- 1.4. Receive scholarship, financial or material assistance from the University, other types of benefits in accordance with the rules established by the University.
- 1.5. Establish or join student organizations/clubs in their own interests;
- 1.6. Take part in the development of individual curriculum;
- 1.7. Periodically evaluate various services offered by academic programs, educational process, academic staff and University;
- 1.8. Openly and freely express their opinions and views;
- 1.9. Apply to the Office of the Student Ombudsman for services to students ' rights and freedoms;
- 1.10. Choose a representative and be elected in student self-government, representative Council and faculty council in accordance with the internal regulations of the University.

- 1.11. Participate in the work of University Accreditation/authorization self-assessment groups and in the process of developing educational programs;
- 1.12. Enjoy the right of mobility in accordance with the established rules;
- 1.13. Write a complaint/statement academic and administrative organs, and staff regarding the activities of the;
- 1.14. According to the legislation of Georgia and internal legal acts of the University get information about university activities;
- 1.15. Exercise other powers provided under the legislation of Georgia, the University, the behavior of (ethical) code, A', „regulations, statutes,' the internal legal acts, and treaties.

2. *Is obliged to:*

- 2.1. Constantly communicated on the university website and to get information published in the electronic system of educational process management and also, domestic legal acts, which are related to the educational process and tuition fees.
- 2.2. To pass administrative registration within the timeframe and procedure established by the University (Pay tuition fees) and academic registration;
- 2.3. The student is obliged to study all subjects according to the program established by the University, which were chosen by him and whose studies are mandatory.
- 2.4. Ensure proper handling and protection of property, equipment and materials owned by the University;
- 2.5. Do not commit academic falsity/plagiarism;
- 2.6. Submit to the University irrefutable information;
- 2.7. 1.8. Follow the requirements established by other legal acts of the University and set forth in "Code of conduct (ethics)", "Plagiarism detection, avoidance, with plagiarism response procedures and mechanisms", „ By regulating the learning process', Terms and conditions of the agreement and requirements established by other legal acts of the University.

Article 37. General principles of university student behavior

1. Students of the university should respect the university, get involved in the educational process, follow the obligations under the agreements signed with the University, universally accepted norms of ethics and behavior;
2. Rules of behavior and relations of a university student at the East European University, Moral principles and standards, the measure of responsibility for their violation and procedures are established under the code of conduct (ethics) of the University', the protection of which is mandatory for all students enrolled in the University;

Article 38. Mechanisms for protecting students' rights and legitimate interests

1. At the university there are student rights and legitimate interests of the following mechanisms: Student Ombudsman's office, Student self-government elected on the basis of independent and free will of the students, Membership of faculty and representative councils, fair and transparent appeals procedures;
2. All students enrolled in the University the information about the rights and obligations of students and the mechanisms for protecting their legal interests at the university is provided;
3. The student is entitled to express his / her opinion, opinion, claim freely and openly on any issue and, if necessary, in accordance with the regulations applicable to the University (Student Ombudsman's office regulations, student self-government regulations, „ Rules for conducting examinations", „ code of conduct (ethics)" and others) and request protection of legal interests;

Chapter V final provisions

Article 39. Final provisions

1. The present provision is approved, amendments and additions are made to it and invalidated by the rector of the University, based on the argumentative proposal of the representative council.
2. Legal act/norm of the university to be declared invalid, which regulates matters differently from the present provision.