



EEU

STATUTE OF THE FACULTY OF BUSINESS AND
ENGINEERING

*Approved by the order of the Rector of the University
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Chapter I General Provisions

Article 1. Status of the Faculty and Scope of Regulation

- 1.1. The Faculty of Business and Engineering (hereinafter referred to as the "**Faculty**") of the East European University (hereinafter referred to as the "**University**") is the main educational unit of the University, which provides students with training in one or more specialties and grants them the appropriate qualifications.
- 1.2. The present provision defines the status of the faculty, goals, objectives and areas of competence, the structure of the faculty, the rules of operation of the structural units and the authorities.
- 1.3. The faculty has a stamp, a title page, a contact email and its own section on the official website of the university. The title page shall be signed by the Dean in accordance with the legislation of Georgia, the regulations of the University and the present provisions.
- 1.4. The faculty is accountable to the Rector of the University.
- 1.5. The decision on the establishment, reorganization or abolition of the Faculty is made by the Rector of the East European University, by a legal act-order, based on a reasoned submission of the Council of Representatives.
- 1.6. The Faculty is guided in its activities by the legislation of Georgia, the Statute of the University, this Statute and other legal acts of the University.

Article 2. Goals, tasks and functions of the faculty

2.1. The goals of the faculty are to:

- 2.1.1. Ensure the opportunity to receive education in accordance with modern standards, to give the student in-depth knowledge in the specific field chosen by the student.
- 2.1.2. Prepare competitive personnel in the labor market at the undergraduate, graduate and doctoral levels.

2.2. The tasks and functions of the faculty are to:

- 2.2.1 Create a student-centered academic environment, as well as appropriate conditions for learning and independent research;
- 2.2.2 Continuous care for the improvement of educational conditions;
- 2.2.3 Facilitate the implementation of scientific research projects and the involvement of students and academic staff of the faculty in educational, scientific research projects, integration of research results in the educational process;
- 2.2.4 Care for the professional development of students and academic staff;
- 2.2.5 Ensure the observance of the principles of academic freedom and good faith;
- 2.2.6 Support the mobility of faculty students and academic staff;
- 2.2.7 Promote the development of civil society and universal democratic values;

- 2.2.8 Ensure the involvement of students and academic staff in the management of the faculty;
- 2.2.9 Participate in the development of educational programs of academic higher education (bachelor, master, doctorate), involve stakeholders in their development process and take care to improve the programs.

Chapter II Faculty Structure and Management

Article 3. Faculty Structure

- 3.1. Faculty governing body/entity:
 - a. Faculty Council;
 - b. Dean of the Faculty.
- 3.2. The structural units of the faculty are:
 - a. Dissertation Council;
 - b. Academic Program Development Commission.
- 3.3. For the purpose of conducting scientific research at the faculty, the faculty may also include teaching-scientific and/or scientific-research units (center/institute) as a structural subdivision. The decision on the establishment of the teaching and scientific-research units within the faculty and the approval of its statute is made by the Faculty Council. The structure and rules of activity of the teaching and scientific-research units within the faculty are determined by the regulations of the teaching and/or scientific-research units.
- 3.4. In order to effectively administer the educational process, the Faculty includes: Deputy Dean/Deputies, Coordinators and Specialists (hereinafter - Faculty Administration).
- 3.5. The administration of the faculty ensures the organization of the educational process, the management of the educational process, the administration of educational programs (bachelor, master or doctoral), student services, the organization of scientific research in relevant fields, as well as the regulation of other organizational issues at the faculty.
- 3.6. The staff of the Faculty Administration is appointed and dismissed by the Rector of the University upon the recommendation of the Dean, their functions and duties are defined by job descriptions and labor agreement concluded with them.
- 3.7. The implementation of educational programs at the faculty is provided by the academic and visiting staff, the rules of their election/appointment and the rights and responsibilities are defined by the internal regulations of the university, job descriptions and labor agreement concluded with them.
- 3.8. The educational program is directed by the program manager, whose functions are defined by his/her job description.
- 3.9. The faculty is authorized to invite a person / persons of relevant need and competence on the basis of a contract in order to carry out its activities effectively.

Article 4. Faculty Council and its formation

- 4.1 The Faculty Council is a representative body of the Faculty, the rules of formation of which are determined by this Regulation.
- 4.2 The Faculty Council consists of seven members. The Faculty Council consists of the Dean of the Faculty, four elected representatives of the academic staff of the Faculty and two representatives of the students. A member of the Faculty Council, other than the Dean, may not be both an administrative official of the University and a member of the Representative Council.
- 4.3 A candidate for membership of the Faculty Council may be a Faculty Professor, Associate Professor, Assistant Professor and Assistant Professor.
- 4.4 The Chair of the Faculty Council is the Dean or, on his / her recommendation, one of the members of the Faculty Council, a representative of the academic staff.
- 4.5 The election of the members of the Faculty Council is appointed on the basis of a legal act of the Rector and for the purpose of public disclosure of information, it is published in a place available and visible to all, one week before the elections.
- 4.6 The Rector of the University shall establish the **University Election Commission** and appoint the Chairman and Secretary of the Commission to conduct the elections of the academic staff and student representatives to the Faculty Council.
- 4.7 The University Election Commission is authorized to make all decisions regarding the organizational and procedural issues of the elections. It is possible to refuse to register a person by a written reasoned decision of the Faculty Election Commission.
- 4.8 Academic staff representatives on the Faculty Council are elected by open ballot at the General Meeting of Academic Staff. Voting results are summarized in the appropriate protocol.
- 4.9 Candidates are nominated at the General Meeting of Academic Staff. The meeting is authorized if it is attended by more than half of the academic staff of the faculty. Academic staff members can nominate their own, as well other candidates. Each candidate is voted on individually. A candidate (candidates) with a better result becomes a member of the Faculty Council. In case of equal votes, repeated voting shall be held at the same meeting.
- 4.10 The term of office of the academic staff elected as a member of the Faculty Council shall be determined in accordance with the term established for the academic position, but not more than 4 years. In case of expiration of the term established for the academic position or early resignation (in case of termination of the Dean's authority in the case of the Dean) the person is automatically terminated as a member of the Faculty Council.
- 4.11 Due to the early termination of the term of a member of the Faculty Council, the candidate who has received the largest number of votes in the Faculty Council elections after the member who terminated his authorities preterm, shall become the member of Faculty Council for the remaining term. In the absence of such, re-elections shall be held to fill the vacancy of the Faculty Council in accordance with the procedures set forth in this Article.
- 4.12 A student wishing to become a member of the Faculty Council shall apply to the Election Commission with a reasoned application within the time limit specified by the order of the Rector to register as a candidate for membership in its Council. Upon completion of registration, the

- University Election Commission compiles a unified list of student candidates and sends it to the self-government.
- 4.13 Student members on the Faculty Council are elected from the list of candidates by the Student Self-Government on the basis of free and equal elections for a term of 2 years, by secret ballot. Self-government is eligible if it is attended by more than half of the student self-government members.
- 4.14 Voting for student candidates is carried out by proper marking on the ballot paper and placing it in the ballot box. The Election Commission is responsible for printing the ballot paper.
- 4.15 In case of conducting elections in a different format (via electronic platform), the rules and procedure for conducting elections shall be as defined in paragraph 4.23 of this Regulation.
- 4.16 The ballot paper is invalid if:
- a) the signature of the member of the commission signing the ballot paper is absent;
 - b) none of the candidates is marked;
 - c) more than two candidates from each faculty are marked;
 - d) it is impossible to clear up which candidate the elector voted for.
- 4.17 The voting results of the Student Members' Elections on the Faculty Council are summarized in the appropriate protocol.
- 4.18 If student candidates running for election receive an equal number of votes, a re- election shall be held. Repeat elections shall be held between candidates with equal results in accordance with the procedures established by this Regulation.
- 4.19 The Chairperson of the Election Commission shall submit the academic staff and student representatives elected as members of the Faculty Council to the Rector of the University for approval within 2 working days after the elections at the Faculty, together with the relevant protocols.
- 4.20 Within 24 hours after the announcement of the election results, a candidate, a member of the University Election Commission or a voter has the right to file a complaint with the University Representative Council regarding the violation of the rule set forth in this Regulation. Complaints will not be accepted after this deadline. The decision to annul an election shall be made by the Council of Representatives if it considers that the irregularities found have had a material impact on the outcome of the election.
- 4.21 A student who is a member of the Faculty Council automatically loses the right to be a member of the Faculty Council in case of suspension / termination of student status, as well as transfer to another faculty through mobility. A new member is elected in accordance with the rules established by this Regulation.
- 4.22 A member of student self-government may not run in the election as a candidate for the Faculty Council membership.
- 4.23 Elections of Faculty members may, in exceptional cases, be conducted using an electronic platform. Visual and audio identification of voters should be provided in case of electing a member of the Faculty Council electronically. In case of electing a student member of the Faculty Council electronically, voting will take place in the form of an anonymous electronic poll.

Article 5. Authorities of the Faculty Council

5.1. Faculty Council:

- 5.1.1 Upon the recommendation of the Dean, reviews and submits for approval the structure, regulations, amendments and additions to the Faculty Council of the University;
- 5.1.2 Upon the recommendation of the Dean, reviews and determines the draft budget of the Faculty and submits it to the representation Council of the university;
- 5.1.3 Approves the regulations of the Academic Programs Development Committee of the Faculty;
- 5.1.4 Reviews the issue of a new curriculum initiation and makes a decision on the curriculum, which will be submitted to the Faculty Academic Programs Development Committee for further response.
- 5.1.5 Based on the positive conclusion of the Quality Assurance Service, on the recommendation of the Academic Programs Development Committee of the Faculty, reviews the educational program, amendments and additions to it and submits it to the Council of Representatives for approval;
- 5.1.6 Considers the issue of cancellation of the educational program and submits its decision to the Council of Representatives for a final decision.
- 5.1.7 Upon the recommendation of the Dean, reviews and submits for approval the scientific-research programs of the University Representative Council;
- 5.1.8 Upon the recommendation of the Dean, reviews the candidates for the Academic Programs Development Committee of the Faculty and makes the relevant decision.
- 5.1.9 Approves the regulations of the Faculty Dissertation Council and PhD program, makes amendments and additions to it;
- 5.1.10 Determines the coefficients for the Unified National / General Master's Examinations in the educational programs of the Faculty, as well as the number of students to be admitted in coordination with the Department of Education and submits them to the University Representative Council for approval;
- 5.1.11 Develops the format for conducting the examination defined by the University for master's and PhD candidates;
- 5.1.12 Supports the implementation of teaching and research quality assurance mechanisms;
- 5.1.13 Makes a decision on awarding a qualification to a person upon completion of academic higher education levels - Bachelor's and Master's degree;
- 5.1.14 Makes a decision on the completion of the program by the persons enrolled in the teacher training program;
- 5.1.15 Nominates candidates for the Honorary Doctorate and other awards on behalf of the University;
- 5.1.16 Reviews the candidates of the affiliated academic staff and student members of the University Representative Council and submit them to the Rector of the University for approval;
- 5.1.17 Executes other authorities granted by this Statute, the Statute of the University and other internal legal acts.

Article 6. Procedural issues of the functioning of the Faculty Council

- 6.1. The Faculty Council recognizes its authority at the first meeting and elects the Secretary of the Faculty Council by open ballot among academic staff of Council members. In case of refusal of the Dean of the Faculty to chair the Council, the Council shall vote on the candidate nominated by him/her.
- 6.2. The Faculty Council is chaired by the Chairman of the Council. In his/her absence, by the decision of the Council the function of the chairperson shall be performed by any member of the Council elected by the majority of the academic staff from among the academic staff.
- 6.3. The Secretary of the Faculty Council ensures the proceedings of the Faculty Council. In the absence of the Secretary at the meeting of the Faculty Council, his / her function shall be performed by any member of the Council elected by a majority of the academic staff.
- 6.4. The draft agenda of the Faculty Council is prepared by the Secretary of the Council with the direction of the Chairman of the Council. Faculty Council members may submit issues on the agenda to be considered to the Secretary of the Council in writing. The Secretary of the Faculty Council notifies the members of the Faculty Council of the draft agenda 3 days prior to the date of the Faculty Council meeting.
- 6.5. The Faculty Council approves the agenda by open ballot at the beginning of the session.
- 6.6. The Chairperson of the Faculty Council, the Dean by the written application to the Chair of the Council, or at least 3 members of the Faculty Council have the right to convene a meeting of the Faculty Council
- 6.7. The Faculty Council is authorized to make a decision if 2/3 of the listed members of the Council are present at the meeting. The decision will be considered adopted if the issue was supported by more than half of those present at the hearing. In case of equal distribution of votes, the issue shall be put to the vote again after the relevant consultations.
- 6.8. Voting at a meeting of the Faculty Council is open, except in cases provided by law and internal regulations, at least 3 members of the Faculty Council have the right to request a secret ballot. Voting will be by secret ballot if it is supported by a majority of the members present.
- 6.9. Minutes shall be drawn up for each meeting of the Faculty Council, which shall be signed by the Chairman of the Council (Meeting) and the Secretary.
- 6.10. According to the decision of the Faculty Council, its member / members can participate in the work of the meeting using an electronic platform, in such a way as to ensure the visual and audio identification of the member / members.

Article 7. Dean of the Faculty

- 7.1. The Dean manages the Faculty and represents it in relationships with third parties.
- 7.2. The Dean of the Faculty is accountable to the Rector of the University.
- 7.3. The Dean of the Faculty is appointed and dismissed by the Rector of the University, in accordance with the rules established by the internal regulations of the University.

- 7.4. In case of temporary inability of the Dean to exercise his / her powers, his / her duties shall be performed by the Deputy Dean and / or another person designated by the Rector of the University on the basis of the relevant legal act.

Article 8. Duties and Powers of the Dean of Faculty

- 8.1. Dean of the Faculty:
- 8.1.1 Provides quality administration of the faculty;
 - 8.1.2 Ensures the effective performance of educational and scientific activities at the Faculty;
 - 8.1.3 Submits the educational and scientific-research programs of the Faculty, and the annual report to the Faculty Council for review;
 - 8.1.4 Develops and submits to the Faculty Council for review the structure and regulations of the Faculty, as well as the draft budget of the Faculty;
 - 8.1.5 Is responsible for the implementation of the decisions of the governing bodies of the University within his/her competence;
 - 8.1.6 Is responsible for the targeted use of the faculty budget;
 - 8.1.7 Nominates the candidates for Deputy Rector and the Faculty staff for the appointment by the Rector of the University;
 - 8.1.8 Reviews and determine the need for an academic competition at the Faculty and submits it to the Human Resources Management Service for further response;
 - 8.1.9 Reviews and identifies the need for specialists invited to educational programs and submits them to the Human Resources Management Service for further response;
 - 8.1.10 Initiates measures to increase the efficiency of the Faculty activities and submits them to the management / Faculty Council;
 - 8.1.11 Submits proposals to the relevant structural unit for advanced training and professional development or encouragement of academic/visiting, administrative and support staff;
 - 8.1.12 Approves the topics of the students' bachelor's / master's thesis and the supervisor of the bachelor's / master's thesis;
 - 8.1.13 Approves the individual curriculum of the student.
 - 8.1.14 In accordance with the needs of the educational and scientific process, establishes connections with the relevant structural units of Georgian and foreign higher education institutions, within the scope of his/her authority and competence;
 - 8.1.15 Coordinates the process of formation of curriculums at the faculty;
 - 8.1.16 Exercises control over the redistribution of functions among the staff of the Faculty and the proper performance of the functions and duties assigned;
 - 8.1.17 Provides control over the drafting of the workload schedule for academic and visiting staff at the beginning of each semester.
 - 8.1.18 Supervises the process of development of student academic performance data at the faculty;
 - 8.1.19 Participates in the processes related to the development of the academic staff and students of the faculty.
 - 8.1.20 Issues legal acts on faculty administration and educational processes within his/her competence.
 - 8.1.21 Executes other authorities assigned to him / her by this Statute, the Statute of the University and the legislation of Georgia.

Article 9. Dissertation Council

The Faculty Dissertation Council is the body for awarding the academic degree of Doctor, which conducts its activities in accordance with the legislation, the University Statute and the Statute of the Faculty Doctoral and Dissertation Council.

Article 10. Academic Programs Development Committee

- 10.1. In order to create and develop new and current educational programs, a permanent academic program development committee is established at the faculty.
- 10.2. The committee is chaired by the Dean or Deputy Dean of the Faculty.
- 10.3. The activities and powers of the Committee shall be governed by this Statute and the regulations of the Program Development Committee.

Article 11. Rules for creation and abolition of structural units

The Faculty Council shall apply for the creation of a new structural unit of the Faculty or the abolition of existing units in accordance with the rules established at the University.

**Chapter III
Faculty budget****Article 12. Faculty Budget**

- 12.1. The faculty budget is an integral part of the university budget.
- 12.2. In accordance with the rules established by the legal acts of the University, the faculty participates in the process of elaborating the budget of the University.

**Chapter IV
Final and Transitional Provisions****Article 13. Rules for Adoption, Repeal, making Amendments and Addendums to the Statute of the Faculty**

- 13.1. The faculty regulations are reviewed by the Faculty Council on the proposal of the Dean and submitted to the University Council of Representatives for approval.
- 13.2. Approval, repeal, making amendments and addendums to the Faculty Statute is carried out by the Council of Representatives in accordance with the University Statute, the Statute of the Council of Representatives and other legal acts.

Article 14. Transitional Provisions

The first version of this Regulation is approved by the Rector of the University, and subsequently its approval and amendments shall be made by the Council of Representatives in accordance with Article 13 of this Regulation.