



Approved:

By Resolution No. 06 of the Representative Council, dated September 25, 2024

Regulation
of the Faculty of Law and Social Sciences
of East European University

Tbilisi, 2024

Chapter I

General Provisions

Article 1. Scope of Regulation

1. The Faculty of Law and Social Sciences (hereinafter “the Faculty”) of East European University LLC (hereinafter “the University”) is a primary educational-scientific and administrative unit of the University, which, within the framework of academic freedom and institutional autonomy, ensures the training of students in one or more specialties and the awarding of relevant qualifications.
2. This Regulation defines the legal status, structure, powers, and responsibilities of the Faculty, and regulates other matters related to its activities.
3. The official name of the Faculty in Georgian is: “შპს აღმოსავლეთ ევროპის უნივერსიტეტის იურიდიულ და სოციალურ მეცნიერებათა ფაკულტეტი” (Faculty of Law and Social Sciences of East European University LLC), and in English: “Faculty of Law and Social Sciences of East European University LLC.”
4. The Faculty uses its own letterhead for official correspondence. The letterhead is signed by the Dean of the Faculty in accordance with the legislation of Georgia, the University’s legal acts, and the procedures established by this Regulation.
5. The Faculty has its own seal, contact email, and a dedicated section on the University’s official website.
6. The Faculty uses the University’s buildings and other property as necessary to fulfill the tasks specified in this Regulation, in accordance with established procedures.
7. The Faculty is accountable to the Rector of the University.
8. Decisions regarding the establishment, reorganization, or dissolution of the Faculty are made by the University’s Representative Council based on the submission of the University’s Rector.
9. The Faculty operates in accordance with the legislation of Georgia, the University’s Statute, this Regulation, and other legal acts of the University.

Article 2. Powers of the Faculty

1. The purpose of the Faculty is to equip students with the knowledge, skills, responsibility, and autonomy required of graduates of relevant educational programs upon completion of studies at the bachelor’s, master’s, or doctoral levels.
2. The Faculty is obliged to create conditions for learning and independent research at the bachelor’s, master’s, and doctoral levels, ensure access to education aligned with modern standards and oriented toward the future, and continuously strive to improve learning conditions.

3. To prepare competitive professionals for the labor market, the Faculty is obliged to consistently promote the professional development of students and academic/invited staff, their involvement in scientific-research projects, and the integration of research outcomes into the educational process.
4. The Faculty promotes the development of civil society and democratic values, ensuring strict adherence to the principles of academic freedom and academic integrity.
5. The Faculty ensures the involvement of students and academic staff in the management of the Faculty, the implementation of scientific-research projects, and international mobility processes.

Chapter II

Structure of the Faculty, Governing Bodies, and Other Structural Units

Article 3. Structure and Governing Bodies of the Faculty

1. The governing bodies of the Faculty are:
 - a) The Faculty Council;
 - b) The Dean of the Faculty.
2. The Faculty consists of the Faculty Administration (Dean, Deputy Dean) and support staff (Coordinator and Specialist).
3. The Faculty may also include educational, scientific-research (e.g., department, scientific-research institute, laboratory, clinic, program direction, etc.), and/or support (e.g., library, etc.) structural units.
4. The management and operational procedures of the educational, scientific-research, and/or support structural units within the Faculty are determined by the regulations of the respective unit.
5. A Faculty Dissertation Council and Academic Program Committees are established within the Faculty..

Article 4. Composition of the Faculty Council

1. The representative body of the Faculty is the Faculty Council, the formation procedure of which is determined by this Regulation.
2. The Faculty Council consists of seven members, including four elected members from the academic staff and two elected members with active student status. The Dean of the Faculty is also a member of the Faculty Council by virtue of their position and serves as the Chairperson of the Faculty Council.

3. A candidate for membership in the Faculty Council from the academic staff may be a representative of the Faculty's academic personnel: a Professor, Associate Professor, Assistant Professor, or Assistant.
4. Except for the Dean, a member of the Faculty Council may not hold an administrative position at the University or be a member of the University's Representative Council.

Article 5. Procedure for Forming the Faculty Council

1. Elections for the Faculty Council members are announced based on a legal act issued by the Rector. Information about the Faculty Council elections is public and is published in a visible and accessible location at least one week prior to the elections.
2. To conduct elections for academic staff and student representatives in the Faculty Council, the University Rector establishes a University Election Commission and designates its Chairperson and Secretary.
3. The University Election Commission is authorized to make all decisions related to the organizational and procedural aspects of the elections. A person may be denied registration based on a written, justified decision by the Faculty Election Commission.
4. Representatives of the academic staff to the Faculty Council are elected at a general meeting of the academic staff through open voting. The voting results are recorded in an appropriate protocol.
5. Candidate nominations take place at the general meeting of the academic staff. The meeting is deemed valid if attended by more than half of the Faculty's academic staff. Academic staff members may nominate themselves or other candidates. Each candidate is voted on individually. The candidate(s) with the highest number of votes become(s) a member of the Faculty Council. In the case of a tie, a revote is held during the same meeting.
6. The term of office for elected academic staff members of the Faculty Council is determined in accordance with the term of their academic position, but not exceeding 4 years. If the term of an academic position expires or if an academic staff member leaves their position early (or, in the case of the Dean, if their authority is terminated), their status as a Faculty Council member is automatically terminated.
7. In the event of early termination of a Faculty Council member's term, the candidate who received the next highest number of votes in the Faculty Council elections replaces them for the remaining term of office. If no such candidate exists, supplementary elections are held to fill the vacant position in accordance with the procedures outlined in this Article.
8. A student wishing to become a member of the Faculty Council submits a justified application to the Election Commission within the timeframe specified by the Rector's order, requesting registration as a candidate for the Council. Upon completion of registration, the University Election Commission compiles a unified list of student candidates and forwards it to the Student Self-Government.
9. Student members of the Faculty Council are elected from the candidate list by the Student Self-Government for a term of 2 years, based on free and equal elections conducted through secret ballot. The Student Self-Government is deemed valid if attended by more than half of its members.

10. The grounds for termination of a Faculty Council member's authority are:
 - a) Personal application;
 - b) Resignation or dismissal from their position (for administrative/academic staff members);
 - c) Structural reorganization resulting in the dissolution or alteration of the unit represented by the Council member;
 - d) Termination of employment relations with the University;
 - e) Suspension or termination of student status (for student members);
 - f) Death or recognition by a court as deceased or missing;
 - g) Recognition by a court as a person receiving support;
 - h) Absence from Council meetings without a valid reason, exceeding 50% of the meetings held during the academic year;
 - i) Expiration of the term of authority.
11. Except for the case specified in subparagraph "i" of paragraph 10 of this Article, the termination of a Faculty Council member's authority is formalized by an order issued by the University Rector.
12. Voting for student candidates is conducted by marking the appropriate choice on the ballot and placing the ballot in the ballot box. The Election Commission is responsible for printing the ballots.
13. In the event that elections are conducted in a different format (e.g., through an electronic platform), the procedure and rules for conducting the elections are determined in accordance with paragraph 21 of this Article.
14. A ballot is deemed invalid if:
 - a) It lacks the signature of a member of the Election Commission;
 - b) No candidate is marked;
 - c) More than two candidates from each faculty are marked;
 - d) It is impossible to determine which candidate the voter selected.
15. The results of the voting for the election of student members to the Faculty Council are recorded in an appropriate protocol.
16. If student candidates in the election receive an equal number of votes, supplementary elections are held. Supplementary elections are conducted among the candidates with equal results, in accordance with the procedures established by this Regulation.
17. The Chairperson of the Election Commission submits the elected academic staff and student representatives to the Faculty Council, along with the relevant protocols, to the University Rector for approval within 2 working days from the date of the elections at the Faculty
18. Within 24 hours of 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 regarding violations of the procedures established by this Regulation with the University's Representative Council. Complaints will not be accepted after this period. The Representative Council may declare the elections invalid if it determines that the identified violation had a significant impact on the election results.
19. A student member of the Faculty Council automatically loses their membership status in the event of suspension or termination of their student status or upon transferring to another faculty through

mobility procedures. The election of a new member is conducted in accordance with the procedures established by this Regulation.

20. A member of the Student Self-Government may not participate in elections as a candidate for membership in the Faculty Council.
21. In exceptional cases, elections for Faculty Council members may be conducted using an electronic platform. In the case of electronic elections for Faculty Council members, the visual and audio identification of voters must be ensured. For the election of a student member of the Faculty Council conducted electronically, voting is carried out through an electronic survey form, ensuring anonymity.

Article 6. Operating Procedures of the Faculty Council

1. The Faculty Council assumes its powers at its first meeting. At the same meeting, the Faculty Council elects a Secretary from among the academic staff representatives on the Council through open voting.
2. The right to convene a Faculty Council meeting is held by the Chairperson of the Faculty Council or at least four Council members, based on a justified written request submitted to the Chairperson.
3. The Faculty Council is chaired by the Council Chairperson. In the absence of the Chairperson, by decision of the Council, the duties of the Chairperson are performed by any member of the Council who is a representative of the academic staff.
4. The Secretary of the Faculty Council ensures the management of the Council's administrative affairs. In the absence of the Secretary, by decision of the Council, the duties of the Secretary are performed by any member of the Council who is a representative of the academic staff.
5. The Secretary of the Council provides Council members with information regarding the time, place, and agenda of the Council meeting at least three days prior to the meeting.
6. The Faculty Council is authorized to make decisions if more than half of its listed members are present. A decision of the Faculty Council is considered adopted if supported by more than half of the members present at the meeting. In the case of an equal division of votes, the issue is put to a revote after appropriate consultations.
7. Voting at Faculty Council meetings is open, except in cases provided for by applicable legislation and the University's regulations.
8. A protocol is prepared for each Faculty Council meeting, signed by the Chairperson of the meeting and the Secretary.
9. By decision of the Faculty Council Chairperson, Faculty Council meetings may be conducted using an electronic platform. In such cases, the visual and audio identification of all attending Council members must be ensured.

Article 7. Powers of the Faculty Council

1. The Faculty Council:

- a) Based on the Dean's proposal, develops the Faculty's structure, regulations, and any amendments or additions thereto, and submits them to the University's Representative Council for approval;
- b) Based on the Dean's proposal, determines and submits the Faculty's budget draft to the relevant University service;
- c) Based on the Dean's proposal, reviews the Faculty's educational and scientific-research programs, as well as annual reports on the results of the Faculty's educational and scientific-research activities;
- d) Makes decisions regarding the establishment of educational, scientific-research, or support units within the Faculty, and, based on the Dean's proposal, develops the regulations, amendments, and additions for educational, scientific-research, or support structural units within the Faculty, submitting them to the University Rector for approval;
- e) Based on the Dean's proposal, approves the regulations, amendments, and additions for the Faculty's Dissertation Council and doctoral educational programs;
- f) Based on the Dean's proposal, approves the procedures for planning, implementing, and evaluating the scientific-research component of master's educational programs, as well as any amendments or additions thereto;
- g) Based on the Dean's proposal, approves the composition and operational regulations of the Faculty's Academic Program Committees;
- h) Based on the Dean's proposal, reviews the initiation of a new educational program and makes a decision regarding its development, submitting it to the relevant Faculty Academic Program Committee;
- i) Based on the recommendation of the Academic Program Committee and the conclusion of the University's Quality Assurance Service, reviews educational programs and any amendments thereto, submitting them to the University's Representative Council for approval;
- j) Based on the justified recommendation of the Academic Program Committee, reviews the issue of discontinuing an educational program and, in case of a positive decision, submits it to the University's Representative Council for approval;
- k) In coordination with the relevant University service, determines the coefficients for national/common master's examinations for the Faculty's educational programs, as well as the number of students to be admitted, and submits them to the University's Representative Council for approval;
- l) Develops the procedure and format for conducting examinations specified by the relevant educational programs for master's and doctoral candidates;
- m) Makes decisions regarding the awarding of relevant academic degrees/qualifications to individuals upon completion of the first and second levels of academic higher education (bachelor's and master's programs);
- n) Based on the Dean's proposal, approves the results of the academic staff attestation;
- o) Submits candidates to the University's Representative Council for the awarding of honorary doctor/professor titles and other awards;

- p) Reviews candidates for affiliated academic staff and student members of the University's Representative Council and submits them to the University Rector for approval.
- 2. The Faculty Council exercises other powers granted to it by this Regulation, the University's Statute, and the legislation of Georgia.

Article 8. The Dean of the Faculty and Their Powers

- 1. The Faculty is led by and represented in relations with third parties by the Dean of the Faculty. The Dean is accountable to the University Rector.
- 2. The Dean of the Faculty may be a representative of the Faculty's academic staff: a Professor, Associate Professor, or Assistant Professor. The Dean is appointed and dismissed from the position by the University Rector in accordance with the procedures established by legislation.
- 3. The Dean of the Faculty:
 - a) Manages the ongoing operations of the Faculty and is responsible for its outcomes;
 - b) Ensures the effective implementation of the Faculty's educational and scientific-research activities;
 - c) Submits the Faculty's educational and scientific-research programs, as well as annual reports on the results of the Faculty's educational and scientific-research activities, to the Faculty Council for review;
 - d) Develops and submits the Faculty's structure and regulations, as well as any amendments or additions thereto, to the Faculty Council for review;
 - e) Develops and submits the regulations, amendments, and additions for educational, scientific-research, or support structural units within the Faculty to the Faculty Council for review;
 - f) Develops and submits the regulations, amendments, and additions for the Faculty's Dissertation Council and doctoral educational programs to the Faculty Council for approval;
 - g) Develops and submits the procedures for planning, implementing, and evaluating the scientific-research component of master's educational programs, as well as any amendments or additions thereto, to the Faculty Council for approval;
 - h) Develops and submits the composition and operational regulations of the Faculty's Academic Program Committees to the Faculty Council for approval;
 - i) Is responsible for the targeted use of the Faculty's budget;
 - j) Submits candidates for the position of Deputy Dean and support staff of the Faculty to the University Rector for appointment;
 - k) In the case of the need to conduct an academic competition or invite specialists for educational programs, submits a proposal to the University Rector for further action;
 - l) Oversees the proper performance of duties by the Faculty's employees;
 - m) Approves a student's individual study plan;
 - n) Submits proposals to the University Rector for improving the educational process, increasing the efficiency of the Faculty's operations, and other matters related to the University's activities;

- o) Within their competence, signs certificates regarding the awarding of qualifications to graduates, student status, and/or academic performance;
 - p) In accordance with legislation, signs diplomas and diploma supplements for graduates;
 - q) Develops proposals regarding the professional development, qualification enhancement, or recognition of the Faculty's academic/invited, administrative, and support staff and submits them to the University Rector for review;
 - r) Within their competence, establishes connections with relevant structural units of higher educational institutions in Georgia and abroad;
 - s) Within their authority and competence, is responsible for implementing the decisions of the University Rector, the Representative Council, and the Faculty Council;
 - t) Chairs the meetings of the Faculty Council;
 - u) Exercises other powers granted by this Regulation, the University's Statute, and the legislation of Georgia.
4. Within the scope of their authority, the Dean issues individual legal acts—orders.
 5. In the event of the Dean's temporary inability to perform their duties (e.g., business trip, vacation, or other reasons), the Deputy Dean automatically assumes their responsibilities.

Article 9. The Deputy Dean and Their Powers

1. The Dean of the Faculty has a Deputy Dean, who is accountable to the Dean.
2. The Deputy Dean may be a representative of the Faculty's academic staff: a Professor, Associate Professor, or Assistant Professor. The Deputy Dean is appointed and dismissed from the position by the University Rector based on the nomination of the Faculty Dean, in accordance with the procedures established by legislation.
3. The Deputy Dean:
 - a) Ensures the effective management of the Faculty's educational and scientific processes;
 - b) Supervises the activities of the Faculty's support staff;
 - c) Monitors the preparation of the academic schedule and the workload plan for academic/invited staff;
 - d) Ensures the organization of various educational and scientific events planned by the Faculty, including scientific conferences for academic/invited staff and students;
 - e) Ensures the organization of scientific research, including doctoral colloquiums and seminars;
 - f) Ensures that the Faculty's academic staff and students are informed about international mobility opportunities, professional development support programs, scientific internships, and grant competitions;
 - g) Analyzes the results of the Faculty's educational and scientific-research activities, prepares an annual report, and submits it to the Faculty Dean;
 - h) Provides public information available at the Faculty to the person responsible for access to such information within a reasonable timeframe;

- i) Carries out individual tasks assigned by the Dean;
 - j) Supervises the activities of the Faculty's educational program committees;
 - k) Within their competence, is responsible for implementing the decisions of the Faculty Dean and the University Rector.
4. Within the scope of their powers, the Deputy Dean works in coordination with the Dissertation Council and is responsible for the implementation of doctoral students' scientific activities

Article 10. Faculty Support Staff

1. The Faculty's support staff is supervised by the Deputy Dean of the Faculty.
2. The support staff includes coordinators and specialists provided for in the University's staffing schedule, as well as non-staff personnel invited on a contractual basis who possess the necessary competencies for the Faculty's operations.
3. The support staff is appointed and dismissed from their positions by the University Rector based on the nomination of the Faculty Dean.
4. The support staff ensures the organization of the educational process at the Faculty, the administration of educational programs (bachelor's, master's, or doctoral), student services, management of students' personal files, maintenance and updating of the student information database, informing academic and invited staff and students about issues related to the educational process, and handling other organizational matters of the Faculty.
5. The support staff:
 - a) Ensures the administration of the educational process, including the preparation of schedules for midterm and/or final/additional examinations organized by the Faculty;
 - b) Prepares information on the semester-based classroom workload of academic and invited staff and submits it to the relevant University service;
 - c) Where necessary, records the results of main and additional examinations conducted at the Faculty in the University's electronic database;
 - d) Maintains students' personal files;
 - e) Prepares certificates for Faculty students/graduates on matters within the Faculty's competence;
 - f) Prepares draft nominations and diploma supplements for graduates;
 - g) Receives midterm and final examination papers from the Faculty's academic/invited staff and submits them to the University's Examination Center;
 - h) Conducts the academic registration of students;
 - i) Ensures that the Faculty's academic/invited staff and students are informed about matters related to the educational process;
 - j) Records and updates students' personal information in the University's educational process management system;
 - k) Archives graduates' documentation in accordance with established procedures;

- l) Registers the Dean's individual legal acts and sends copies to the relevant and interested parties within the Faculty.
6. The rights and responsibilities of the support staff are defined by their job descriptions and employment contracts.
7. The performance evaluation of the Faculty's support staff is conducted based on the relevant University regulations.

Article 11. Faculty Dissertation Council

1. The Faculty Dissertation Council is the body responsible for awarding the academic degree of Doctor. The Faculty Dissertation Council consists of all affiliated Professors, Associate Professors, and Assistant Professors of the Faculty who hold a doctoral degree or an equivalent academic degree in the relevant field or direction.
2. By decision of the Faculty Dissertation Council, other individuals holding a doctoral degree or an equivalent academic degree in the relevant field or direction, from both Georgia and abroad, may be included as members of the Dissertation Council.
3. The powers and operational procedures of the Faculty Dissertation Council are determined by the "Regulation on the Dissertation Council and Doctoral Educational Programs," which is approved by the Faculty Council based on the nomination of the Faculty Dean

Article 12. Educational Program Committees

1. For the planning and development of new bachelor's, master's, or doctoral educational programs, as well as for the improvement of existing educational programs, Educational Program Committees are established at the Faculty in the following directions: Law, Public Administration, Psychology, and International Relations.
2. The Educational Program Committees are led by the Deputy Dean of the Faculty.
3. The powers and operational procedures of the Educational Program Committees are determined by the "Regulation on the Activities and Powers of the Educational Program Committees," which is approved by the Faculty Council based on the nomination of the Faculty Dean.

Chapter III

Faculty Academic/Invited Staff and Students

Article 13. Composition of the Faculty's Academic/Invited Staff

1. The Faculty's academic staff includes: Professor, Associate Professor, Assistant Professor, and Assistant.
2. Professors participate in and/or lead the educational process and scientific research.
3. An Assistant, under the supervision of a Professor, Associate Professor, or Assistant Professor, conducts seminar and research activities within the framework of the Faculty's ongoing educational process.
4. The procedures and conditions for occupying an academic position, the grounds for dismissal, the maximum academic workload, and the rights and responsibilities of academic staff are determined by the University's Statute, relevant legal acts, and the contract concluded between the academic staff and the University.
5. The Faculty is authorized to invite specialists with appropriate qualifications to participate in and/or lead the educational and/or scientific-research process without occupying an academic position.
6. The performance evaluation of the Faculty's academic/invited staff is conducted based on the relevant University regulations

Article 14. Faculty Student

1. A Faculty student is a person who has been enrolled and is studying in a bachelor's, master's, or doctoral educational program in accordance with the procedures established by the Law of Georgia on Higher Education and the University's Statute.
2. The rights and obligations of a student are determined by the Law of Georgia on Higher Education and the University's legal acts.
3. The suspension or termination of a student's status is carried out in accordance with the procedures established by the University's legal acts.
4. The prerequisites for admitting students to bachelor's, master's, and doctoral educational programs are determined by the respective educational program.

Chapter IV

Faculty Budget

Article 15. Faculty Budget

1. The Faculty's budget constitutes a component part of the University's budget.
2. In accordance with the procedures established by this Regulation and other legal acts of the University, the Faculty participates in the process of developing the University's budget..

Chapter V

Amendments and Additions to the Faculty Regulations

Article 16. Procedures for Adoption, Repeal, and Amendments or Additions to the Faculty Regulations

1. The Faculty Regulations are developed by the Faculty Council based on the nomination of the Dean and submitted to the University's Representative Council for approval.
2. The adoption, repeal, or amendment of the Faculty Regulations, as well as the addition of provisions, is carried out by the University's Representative Council in accordance with the procedures established by the University's legal acts.