



EEU

STATUTE OF THE FACULTY OF EDUCATION SCIENCES

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Chapter I General Provision

Article 1. Status of the Faculty and Scope of Regulation

1. The Faculty of Health Sciences (hereinafter referred to as the “Faculty”) of the Eastern European University LLC (hereinafter referred to as the “University”) is the main 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 granting of appropriate qualifications to them.
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.
3. The official name of the Faculty in the Georgian language is - „შპს აღმოსავლეთ ევროპის უნივერსიტეტის განათლების მეცნიერებების ფაკულტეტი“, *and in English* - „Faculty of Education Sciences of East European University LLC“.
4. The Faculty shall have its own seal, official letterhead, contact email address, and a dedicated section within the University’s official website. The Dean shall sign the letterhead in accordance with the procedure prescribed by the legislation of Georgia, the internal regulations of the University, and this Statute.
5. The Faculty shall, in accordance with the established procedures, utilise the buildings and other property of the University as necessary for the fulfilment of the objectives defined under this Statute.
6. The Faculty shall be accountable to the Rector of the University.
7. Decisions regarding the establishment, reorganisation, or dissolution of the Faculty shall be adopted by the Representative Council of the University, upon the submission of the Rector.
8. The Faculty shall be 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

1. The objectives of the Faculty shall be to:

- a. ensure the provision of education that meets modern academic standards and remains accessible, thereby enabling students to acquire profound knowledge in their chosen field of study;
- b. prepare highly qualified and competitive specialists for the labour market at the levels of bachelor’s, master’s, and doctoral studies

2. Powers, Objectives and Functions of the Faculty

- a. creating a student-oriented academic environment and providing appropriate conditions for learning and independent research;
- b. continuously improving the quality and conditions of teaching and learning;

- c. implementing scientific and research projects and promoting the participation of students and academic staff of the Faculty in educational and research initiatives, as well as integrating research outcomes into the teaching process;
- d. supporting the professional development of students and academic staff;
- e. ensuring the protection of the principles of academic freedom and integrity;
- f. facilitating the mobility of students and academic staff of the Faculty;
- g. promoting the development of civil society and universal democratic values
- h. ensuring the engagement of students and academic staff in the governance of the Faculty;
- i. participating in the development and implementation of higher education academic programmes, involving relevant stakeholders in the process, and ensuring the continuous improvement of such programmes;
- j. carrying out other tasks and functions arising from the objectives of the University and the Faculty.

Chapter II

Faculty Structure and Management

Article 3. Faculty Structure

1. Faculty governing body/entity
 - a. Faculty Council;
 - b. Dean of the Faculty.
2. The Faculty shall establish a Dissertations Council and Academic Programmes Committees. For the purpose of conducting scientific research, teaching-research and/or research units (centre/institute) may also be included as structural subdivisions within the Faculty. Decisions regarding the establishment of teaching and research units within the Faculty, as well as the approval of their statutes, shall be made by the Faculty Council. The structure and operational procedures of teaching and research units incorporated into the Faculty shall be determined by the statutes of the respective units
3. For the effective administration of the educational process, the Faculty shall include: the Deputy Dean(s), coordinators, and specialists (hereinafter referred to as the Faculty Administration).
4. The Faculty Administration shall ensure the organisation and management of the educational process, the administration of academic programmes (bachelor's, master's, or doctoral), student services, the organisation of scientific research in the respective fields, as well as the resolution of other organisational matters within the Faculty.
5. The staff of the Faculty Administration shall be appointed and dismissed by the Rector of the University upon the recommendation of the Dean. Their functions and responsibilities shall be defined by job descriptions and the employment contracts concluded with them.

6. The Faculty shall be entitled, for the effective performance of its activities, to engage, on the basis of a contract, such individual(s) as may be required and possess the relevant expertise.

Article 4. Faculty Council and its formation

1. The Faculty Council is a representative body of the Faculty, the rules of formation of which are determined by this Regulation.
2. The Faculty Council shall consist of seven members. The Faculty Council shall comprise the Dean of the Faculty, four elected representatives of the Faculty's academic staff, and two student representatives. Except for the Dean, no member of the Faculty Council may simultaneously hold membership in both the Faculty Council and the Representative Council of the University.
3. A candidate for membership of the Faculty Council may be a Faculty Leading Professor, Professor, Associate Professor, Assistant Professor and Assistant Professor.
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.
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.
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.
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
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.
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.
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.
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.
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.
 13. Student members on the Faculty Council are elected from the list of candidates by the Student SelfGovernment on the basis of free and equal elections for a term of 2 years, by secret ballot. Selfgovernment is eligible if it is attended by more than half of the student self-governmentmembers.
 14. The grounds for terminating a member's authority are:
 - a. personal statement;
 - b. Leave / dismiss (administrative/Academic staff in case of members);
 - c. structural reorganization, which led to the units of the cancellation/change, which represents the members of the council;
 - d. termination of labour relations with the University;
 - e. suspension or termination of student status (in case of student member);
 - f. death or recognition by the court as deceased or as missing person;
 - g. Recognition by the Court as recipient of the support;
 - h. missing of the council meetings without good reason, which exceeds 50 % of the sessions held during the school year;
 - i. expiration of the term of office.
 15. Except in the case provided for in subparagraph (i) of paragraph 14 of Article 4, the termination of a member's powers on the Faculty Council shall be effected by an order of the Rector of the University.
 16. 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.
 17. 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 4.25 of this Regulation
 18. 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.
 19. The voting results of the Student Members' Elections on the Faculty Council are summarized in the appropriate protocol.
 20. 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.
 21. 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.

22. 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.
23. 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.
24. A member of student self-government may not run in the election as a candidate for the Faculty Council membership.
25. 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

1. Faculty Council:

- a. Upon the recommendation of the Dean, reviews and submits for approval the structure, regulations, amendments and additions to the Faculty Council of the University;
- b. Upon the recommendation of the Dean, reviews and determines the draft budget of the Faculty and submits it to the university's department of finance and material resources management;
- c. Approves the regulations of the Academic Programs Development Committee of the Faculty;
- d. 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.
- e. 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;
- f. Considers the issue of cancellation of the educational program and submits its decision to the Council of Representatives for a final decision.
- g. Upon the recommendation of the Dean, reviews and submits for approval the scientific-research programs of the University Representative Council;
- h. On the recommendation of the Dean, approves the Regulations of the Faculty's Dissertation Council and Doctoral Educational Programmes, and introduces amendments and additions thereto;
- i. Approves the procedure for the planning, implementation, and evaluation of the scientific-research component of the Faculty's Master's Educational Programmes, and introduces amendments and additions thereto;

- j. Determines the maximum number of students to be admitted to the Faculty's educational programmes and, in coordination with the Department of Academic Process Administration, establishes the coefficients applicable to the Unified National Examinations and the Common Master's Examination, and submits them to the University Representative Council for approval.
- k. Makes decisions regarding the format of the examination established by the University for candidates seeking admission to Master's and teacher training programs.
- l. Supports the implementation of teaching and research quality assurance mechanisms;
- m. Makes a decision on awarding a qualification to a person upon completion of academic higher education levels - Bachelor's and Master's degree;
- n. Shall make decisions regarding the completion of the teacher training educational program by the enrolled individuals.
- o. Nominates candidates for the Honorary Doctorate and other awards on behalf of the University;
- p. 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;
- q. Reviews the results of the academic staff attestation and takes the relevant decision as defined by the "Procedure for the Conduct of Academic Staff Attestation at East European University.
- r. On the recommendation of the Dean, reviews and submits to the Rector the annual report on the Faculty's educational and scientific-research activities;
- s. Upon the recommendation of the Dean, reviews the need for the election of new academic staff and/or visiting staff, verifies compliance with the threshold indicators established by the Staff Planning Methodology, and submits to the Rector of the University a proposal regarding the announcement of an academic competition and/or the selection of visiting staff.
- t. 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

- 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.
- 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.
- 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.
- 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.

5. The Faculty Council approves the agenda by open ballot at the beginning of the session.
6. The Faculty Council may be convened by the Chair of the Faculty Council, the Dean, or at the written request of at least 4 members of the Faculty Council submitted to the Chair with proper justification;
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.
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.
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.
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

1. The Dean manages the Faculty and represents it in relationships with third parties;
2. The Dean of the Faculty is accountable to the Rector of the University;
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;
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

1. The Dean of Faculty :

- a. Provides quality administration of the faculty;
- b. Ensures the effective performance of educational and scientific activities at the Faculty;
- c. Submits the educational and scientific-research programs of the Faculty, and the annual report to the Faculty Council for review;
- d. submits scientific-research programmes/projects for consideration to the Faculty Council;
- e. develops and submits for consideration to the Faculty Council the Faculty's structure and statute, as well as the draft Faculty budget;
- f. submits for approval to the Faculty Council the composition of the Faculty Academic Programmes Development Committees and their Regulations

- g. within its competence, is responsible for ensuring the implementation of decisions of the University governing bodies;
 - h. is responsible for the targeted use of the Faculty budget;
 - i. Nominates the candidates for Deputy Rector and the Faculty staff for the appointment by the Rector of the University;
 - j. In coordination with the Programme Director(s), prepares an analysis document on the necessity of electing academic staff and/or inviting personnel at the Faculty and submits it to the Faculty Council for consideration.
 - k. initiates measures aimed at increasing the effectiveness of the Faculty's activities and submits them to the leadership/the Faculty Council;
 - l. submits proposals to the relevant structural unit regarding the professional development, qualification improvement, or encouragement of academic/visiting, administrative, and support staff;
 - m. approves the topics of students' bachelor's/master's theses and the supervisors of such theses;
 - n. approves the individual study plan of the student;
 - o. 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;
 - p. coordinates the process of forming the academic schedules at the Faculty;
 - q. allocates functions among Faculty staff and monitors the proper performance of the assigned duties;
 - r. ensures control over the preparation of the workload scheme for academic and visiting staff at the beginning of each semester;
 - s. monitors the processing of students' academic performance data at the Faculty;
 - t. participates in processes related to the development of the Faculty's academic staff and students;
 - u. within its competence, issues legal acts regarding the administration of the Faculty and the educational process;
 - v. within its competence, signs notifications concerning student status, the awarding of qualifications/program completion, and/or academic achievements
2. Executes other authorities assigned to him / her by this Statute, the Statute of the University and the legislation of Georgia

Article 9. Dissertations Council

1. The Faculty Dissertations Council shall be the body responsible for awarding the academic degree of Doctor. The Council shall consist of all affiliated Leading Professors, Professors, Associate Professors, and Assistant Professors of the Faculty who hold a doctoral degree or an equivalent academic qualification in the relevant field/discipline.
2. By decision of the Faculty Dissertations Council, other individuals holding a doctoral degree or an equivalent academic qualification in the relevant field/discipline may be included as members of the Council, both from Georgia and abroad.

3. The powers and procedures of the Faculty Dissertations Council shall be determined by the “Regulations on the Dissertations Council and Doctoral Academic Programmes,” which shall be approved by the Faculty Council upon the recommendation of the Dean of the Faculty.

Article 10. Academic Programmes Development Committee

1. In order to create and develop new and current educational programs, a permanent academic program development committee is established at the faculty.
2. The committee is chaired by the Dean or Deputy Dean of the Faculty.
3. The powers and procedures of the Faculty Academic Programmes Development Committee shall be determined by the “Regulations on the Activities and Powers of the Academic Programmes Development Committee,” which shall be approved by the Faculty Council upon the recommendation of the Dean of the Faculty.

Article 11. Rules for creation and abolition of structural units

1. 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

academic and invited staff, and students of the Faculty

Article 12. Composition of Academic and Visiting Personnel of the Faculty

1. The academic staff of the Faculty shall include: Leading Professor, Professor, Associate Professor, Assistant Professor, and Assistant.
2. Leading Professor administers studies and supervises the scientific and research work. At the same time, a Leading Professor participates in such processes and activities.
3. Professors shall participate in, and/or conduct, the educational process and scientific research.
4. An Assistant shall perform seminar and research work under the supervision of a Leading Professor, Professor, Associate Professor, or Assistant Professor within the framework of the ongoing educational process at the Faculty.
5. The procedure and conditions for occupying academic positions, grounds for dismissal, the maximum academic workload, as well as the rights and obligations of the academic staff, shall be determined by the Statute of the University and the applicable legal acts.

6. The Faculty shall be entitled to engage specialists with the relevant qualifications in the educational and/or scientific-research process, and/or to conduct such processes, without the need for occupying an academic position.
7. The performance of the Faculty's academic and visiting personnel shall be evaluated in accordance with the relevant regulations of the University.

Article 13. Students of the Faculty, participant enrolled in the Teacher Education Programme

1. A faculty student shall mean any person enrolled in a teacher training educational program, who has been admitted in accordance with the procedures prescribed by the Law of Georgia on Higher Education and the Statute of the University, and who pursues studies within a Bachelor's, Master's, Doctoral, or teacher training educational program.
2. The rights and obligations of a student, including those enrolled in a teacher training educational program, shall be governed by the Law of Georgia on Higher Education and the regulatory acts of the University.
3. The suspension or termination of a student's status shall be effected in accordance with the procedures established by the regulatory acts of the University.
4. The admission prerequisites for candidates entering Bachelor's, Master's, Doctoral programs, or teacher training educational programs shall be determined by the respective educational program.

Chapter IV **Faculty budget**

Article 14. Faculty Budget

1. The faculty budget is an integral part of the university budget.
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 V **Final Provisions**

Article 15. Procedure for Adoption, Amendment and Repeal of the Faculty Statute

1. The Faculty Statute shall be considered by the Faculty Council upon the recommendation of the Dean and submitted to the Representative Council of the University for approval.

2. The approval, repeal, amendment, or addition to the Faculty Statute shall be carried out by the Representative Council in accordance with the procedure established by the Statute of the University, the Statute of the Representative Council, and other applicable legal acts