

The Regulations of the BSU Academic Board

Article 1. General Provisions

1. The Regulation of the Academic Council of Batumi Shota Rustaveli State University (hereinafter "University" / "BSU"), based on the Law of Georgia on Higher Education and the Charter of the University, defines the procedure and implementation rule of the Academic Board's authority.

2. The Academic Board carries out its activities in accordance with the Constitution of Georgia, the Law of Georgia on Higher Education, the University Charter and other Acts.

3. The academic council has a seal and a letter of inscription: "Legal Entity of Public Law - Batumi Shota Rustaveli State University Academic Council".

4. The locality of academic council (working room) is in Batumi, Ninoshvili str. # 35. Room located on the 2nd floor of the University building (1st building).

Article 2. Status and Composition of Academic Council

1. BSU Academic Council (later - Academic Council) is the highest representative body of the University. Members of which are elected by all members of the academic staff of faculties, scientific personnel of independent scientific research units of the University and representatives of the faculty board self-government, on the basis of direct, free and equal elections, with ballot voting.

2. The academic council consists of: Rector - Chairman of the Academic Board and Academic Board members.

3. In the academic council, each faculty of the university and independent scientific-research unit has one representative.

4. As a member of the academic council is elected professor of the relevant faculty board of the university or associate professor. A member of the Academic Board can be selected only twice in a row.

5. The members of the faculties elected in the academic council are subject to one-third renewal after the half of the basic education cycle is passed.

6. At the first session of the Academic Council, one third of the members of the Academic Board are identified by casting lots. Whose term of office is 2 years.

7. As a member of the university academic council, scientific personnel of independent scientific research unit of the university will be elected by the scientific personnel.

8. Unacceptable:

A) The same person be the representative of two or more independent scientific-research units at the University Academic Council;

B) Member of the Academic Board at the same time be a member of the Representative Council;

C) A member of the Academic Board, except for the Rector, to hold the administrative position of the University;

D) The same person be a representative of the University Academic Council as an independent scientific-research unit, as well as from a faculty of the University;

E) A member of the Academic Board hold an academic or administrative position of another higher educational institution.

9. The basis for early termination of the authority of a member of the Academic Board

is:

- A) Personal desire;
- B) Entry into force of the conviction sentence against him;
- C) Death;
- D) Recognition by the Court as a restraint. Or acknowledgment of receiving support, unless otherwise provided by the Court's decision;
- E) Exemption from the academic position of the faculty, from which he/she is elected in the academic council;
- F) Holding an academic or administrative position in another higher education institution.

9. In case of early termination of the authority of a member of the Academic Board, the member of the Academic Council shall become a member, who has collected the most votes in the relevant elections, after the one who has terminated the authority. In the absence of such, the elections shall be held for choosing the member for remaining term.

10. In case of termination of the authority of the Rector, the status of a member of the Academic Board is also terminated.

Article 3. Authority of the Academic Council

1. The Academic Council is authorized to adopt a resolution, application, submission signed by the chairperson of the rector-academic council.

2. The Academic Council in accordance with the Law of Georgia on Higher Education and the BSU Statute:

2.1. Develops and approves the strategic plan of university development;

2.2. By the presenting of the Faculties and/or university scientific and scientific research units approves the University's independent scientific-research programs;

2.3. By the presenting of The University Quality Assurance Service

2.3.1. Approves the Rule of Evaluation of Educational and Scientific-Research Work;

2.3.2. Review and approve the rules of internal assessment of scientific research activities of the University's independent scientific-research unit;

2.4. Determine and implement joint higher education programs with other higher educational institutions and / or higher education institution recognized in accordance with foreign legislation.

2.5. The University Scientific Board of Independent Scientific-Research Unit approves the Director of the independent scientific research unit of the university;

2.6. By the presenting of an independent research-scientific unit reviews and submits to the Representative Council the decree of the University's independent scientific-research unit and additional conditions for holding scientific position of the university independent scientific research unit;

2.7. Reviews and submits to the Representative Council for the approval of the personnel hiring rules in the University's independent scientific-research unit scientific personnel service;

2.8. By the presenting of the faculty reviews and approves the University's Independent Research and Research Unit in participating in the Bachelor's and Master's papers and dissertations, as well as student's involvement in scientific grant projects, local and international scientific conferences and scientific-research activities.

2.9. Approves the university flags, the coat of arms and the hymns.

2.10. Facilitates the integration of higher education into the European space, creation of cooperation, mobility and integrated teaching, scientific research programs between higher education institutions;

2.11. Publishes a statement about the registration of candidates for the position of the Rector, establishes the issues related to the election procedure and evaluates the action plan presented by each candidate of the Rector before the elections. On the basis of free and equal elections, by the secret ballot, the chairperson of the academic council-Rector is elected by a majority of the composition;

2.12. By a majority of the members of the Representative Council, nominates the candidate selected based on the competition of the head of the administration;

2.13. By a majority of the members of the Representative Council, submits the motivated proposal for early termination of the authority of the head of the administration;

2.14. Presents a new candidate for the head of the administration, within a month after termination of the authority of the head of the administration;

2.15. Participates in the review of Annual Report of the University Charter, Structural Units, Budget and Administration in the Representative Council;

2.16. At the beginning of the academic year, approve the coefficients for the unified national exams and the number of students admitted to faculties by the presenting of the faculty councils;

2.17. In the case envisaged by the legislation of Georgia, in accordance with the order established by the Minister of Education and Science of Georgia, approves the master's exam coefficients and the number of students admitted to basic educational units by the presenting of the Councils of Education Units (Faculties);

2.18. Establishes the minimum competence level by the recommendation of the Councils of the Educational Institutions (Faculties) in the examination envisaged by the International Examinations approved by the Ministry of Education and Science of Georgia;

2.19. Establishes the rule of recognition of credits obtained in another educational institution;

2.20. Approves the Dissertation Board's Statute by the presenting of the Faculty Board;

2.21. Presents to the Representative Council for the approval of the Head of the University Quality Assurance Service;

2.22. The academic council, on the motivated proposal of the majority of the list, addresses the Representative Council on the termination of the term of office of the Quality Assurance Service;

2.23. Establishes the Uniform Rules for Hiring Academic Personnel and the reimbursement and conditions of remuneration and submits to the Representative Council for approval;

2.24. Defines the marginal amount of pedagogical and student groups of academic (invited) personnel and submits them to the Representative Council for approval;

2.25. On the basis of the Faculty presenting, decides awarding the title of honorary Doctor;

2.26. Elects Head/s of University Library /Head/s of Libraries;

2.27. By the decision made by a majority of the composition of the list, dismisses the Head / Heads of the University Library / libraries;

2.28. From its composition elects the secretary of the Academic Council whose

functions are determined by this Regulation;

2.29. By a majority of the composition, the decision on reorganization, liquidation or faculty of the Faculty / Faculties is made and is submitted to the Representative Council for approval;

2.30. Periodically listens reports of the activities of University structural units and officials;

2.31. By the presenting of the faculty councils determines the staff list of academic personnel of faculties;

2.32. 2/3 (two thirds) of the composition of the list makes decision:

2.32.1. On the possibility of choosing a person who has reached 65 years on an academic position;

2.32.2. On granting BSU Emeritus title

2.33. Approve the Rules of the Academic Board by a majority of the list;

2.34. Makes a decision on the creation and abolition of educational units, independent scientific research units and submit to the Representative Council for approval;

2.35. Elaborates the rules of attestation of university professors and scientific personnel (procedural issues and the procedure of the work of the competition-certification commission) and send them to the Representative Council for approval.

2.36. Makes a decision on establishing entrepreneurial (commercial) and non-profit (non-commercial) legal entity by the University. Submits the decision to the Representative Council for approval.

2.36. Present annual report to the Representative Council;

2.37. Implements the university statutes, internal regulations and other authorities granted by the Georgian legislation.

3. The Academic Council is entitled to consider the termination of the authority of the Rector at the request of at least 1/3 of the Academic Council members on the grounds of the rector's violation of the Georgian legislation, inadequate fulfillment of the duties imposed by the Rector and / or the rector's inadequate activities. The decision on termination of the authority of the Rector shall be accepted by a secret ballot, by a majority of the composition. The Rector does not participate in the ballot envisaged by this paragraph. Complaint against decisions made on these issues does not result in suspension of the controversial act.

4. If the decision taken in paragraph 2 of this article is related to financial/economic issues, it is necessary to have financial and legal justification for the relevant structural units of the University administration.

Article 4. The rule of work of the Academic Council

1. The Academic Council usually gathers once a month or as necessary. The meeting shall be convened by the initiator of the Rector or by 1/3 of the Academic Council members.

2. Academic Council Meeting is authorized if it is attended by more than half of the total composition. The sessions are presided by the Rector - In case of absence of the Rector of the Academic Board, the meeting of the Council may be chaired by the Chairman of the Board of the elected members.

3. Before the beginning of the academic council meeting, the member of the Academic Board confirms the declaration by the signature on the relevant form (registration in the Secretariat), which will be attached to the minutes of the meeting. The member of the Academic Board is also obliged to notify the Chief of the Academic Council Secretariat about

the reason for not being present and not later than the next meeting to present relevant documentation (certificate and / or other evidence, if any).

4. The Head of the Secretariat shall submit to the academic council the information (documentation) provided for in paragraph 3 of this article upon the beginning of the session of the Academic Council.

5. The academic council member is authorized to participate in the session and participate in voting through electronic communication, while being on a scientific-creative vacation (out of the city) or business trip. It is necessary to provide direct visual contact with a member of the academic council and identify its sound.

6. At the Academic Board meeting or / at the scheduled meeting 3 times in a row and 6 times in a year the absence is considered as a gross disciplinary mistake committed by a member of the Academic Board and unethical action.

7. The application on the issue which must be reviewed at the academic council meeting together with the draft resolution, shall be submitted to the Secretariat of the Academic Council no later than one week before the meeting. The Head of the Academic Council Secretariat shall submit the draft agenda (along with the draft resolutions) to the academic council members, who may, within two days, add additional issues to the agenda. The final project of the Academic Council Meeting three days prior is published on the BSU official website and information boards of structural units (chancellery, faculties and independent research units). The chairperson of the Academic Board will present the agenda as soon as the session begins, which is approved by the majority vote of the present members.

8. Academic Board Meeting is public. On the meeting may be invited to participate those who are connected to the agenda of the session. Except the cases envisaged by the legislation, the voting at the Academic Council session is open. (Consent is confirmed by signing). It is prohibited to leave the session hall by a member of the Academic Board during voting.

9. By decision of 2/3 of the members present at the Academic Council meeting, the Academic Board meeting or some of its part (in case of any discussion) may be closed or held a secret ballot.

10. Council meeting is in progress no more than three hours. The proceedings can be extended by a decision of 2/3 of the Council members.

11. The time of speech (presentation of the project) of the speaker should not exceed 15 minutes, and the board member's opinion - 5 minutes.

A member of the council may express the opinion on the same issue only twice. This time can be changed by the decision of the Chairman of the Board. Chairperson of the Academic Board may suspend the proceedings for a certain period of time or stop at all if the issues of the agenda is no longer relevant or is exhausted.

12. The decision shall be deemed to be adopted if the majority of the members of the meeting will vote, but no less than 1/3 of the total composition. The chairman's vote is divisive when dividing the votes. A member of the Academic Board does not have the right to refrain from voting.

13. The Academic Council shall, within the limits of the authority defined by the legislation and the present Rules of Procedure, adopt a resolution, which shall be signed by the Rector - Chairperson of the Academic Board (Chairman of the Meeting) and attached to the proceeding.

14. The resolution adopted at the Academic Board meeting is published on the official website of BSU and in the official print-out of the newspaper "Batumi University" - in the cases defined by the relevant decree of the Academic Council.

15. The Head of the Academic Council Secretariat (in case of his/her absence - Council Secretary) establishes the protocol on each session of the Academic Council. The course of the meeting is also recorded on the audio recording (the recording and also the record is ensured by the academic council secretariat).

16. In the minutes of the academic council meeting shall be indicated:

- A) Date, time and place of the session;
- B) Identity of the chairman, members and invited persons of the meeting;
- C) The agenda;
- D) The content of the text of the speakers (short);
- E) Results of voting;
- F) decision made.

17. The minutes of the meeting is accompanied by written materials presented by speakers (rapporteurs).

18. The proceeding shall be signed by the Chairman of the Academic Board (Chairman of the Meeting) and the Head of the Secretariat of the Council (Secretary of the Session). On the last page of the protocol the seal of the Academic Council will be laid.

19. The Academic Board issues a submission:

A) The issue envisaged by Article 5 paragraph 3 of the BSU Statute (Presentation of the BSU Library Regulations in the Representative Council);

B) On the issue envisaged by subparagraph "e" of paragraph 3 of Article 10 of the BSU statute (Presentation of the Head of Administration to the Representative Council);

C) The issue envisaged by subparagraph "j" of Article 10 of the BSU Statute (Presentation of the candidate of the Quality Assurance Service to the Representative Council);

D) Issues of the subparagraph "m" of Article 10, paragraph 3 of the BSU statute (The rules for acceptance of the Uniform Rules for Employment, the amount and conditions of remuneration, the rules of acceptance of the scientific personnel of the independent scientific-research units of the university, the amount and conditions of remuneration and the additional terms for the holding of scientific position);

E) In case of unethical action at the Academic Board meeting by an academic council member and / or invited person, as well as the rapporteur;

F) By this regulation, in the BSU charter and in other cases envisaged by the Georgian legislation.

Article 5. Secretariat of the Academic Council

1. The Academic Council's Secretariat provides organizational, documentary and information services.

2. Head of the Academic Board Secretariat:

A) In agreement with the chairperson of the Academic Council, present the draft date of the meeting and the members of the BSU Academic Board together with the accompanying projects and other material in accordance with Article 4 of the Rules of Procedure;

B) Organizes the agenda of the meeting and the accepted resolutions publishing on the BSU official website, as well as the BSU official print out of the newspaper "Batumi University";

C) Provide registration of information on the presence of Academic Council members (In case of announcement - confirming with signatures, in case of absence - a good reason);

D) Conducts the protocol of the Academic Board meeting and ensures the recording of the audio recording;

E) Is obliged to submit the acts of the Academic Council timely (within no later than 3 business days after the meeting) to the relevant structural units and individuals of the BSU;

F) Provides the proceeding of the Academic Council (service correspondence, keeping records of the minutes / resolutions / submissions / statements) of the meeting and retaining the audio recordings as prescribed by the legislation;

G) Is responsible for the use and storage of the academic council seal;

H) Ensures information publishing (legal acts), as reactive and proactive (public information), within the competence of the Academic Council in collaboration with the BSU's relevant structural units;

I) Collects and maintains contact data of members of the Academic Council, as well as statistical registration of the absence data on their meeting and provides information at the Academic Council at the next meeting not later than the case set out in this Rules of Procedure.

3. The Secretariat of the Academic Council no later than one month after the end of the calendar year, shall submit the materials of the Academic Council proceedings (in accordance with the nomenclature) to the BSU Chancellery (archive).

Article 6. Rule of Changes and Additions to the Regulation

Changes and additions to the Academic Board regulations are carried out by the Academic Council resolution.