Regulation of the Faculty of Business and Technology

Article 1. Scope of the Regulation of the faculty
1. This Regulation defines the mission, main tasks and the areas of competence of the **Faculty of Business and Technology** at Caucasus International University (hereinafter - the University), as well as the structure of the Faculty, the rules and the rights and obligations of the structural entities implementing educational and scientific activities. **(01-123, 19.10.2022)**
2. The faculty's Regulation is mandatory for all the structural units of the faculty, personnel and students.

Article 2. Mission of the faculty
1. The faculty mission is in line with the University Mission.
2. The faculty creates the teaching and scientific environment through implementation of the innovative methods, providing high quality teaching, studying regional and world experiences of business and continual growth and renewal of employee competencies.

Article 3. Tasks and objectives of the faculty
1. The objectives of the faculty are:
   a) Increasing the quality of synchronization of implemented programs in the European space;
   b) Introduction of modern technologies and methodologies to improve students' academic performance and learning outcomes;
   c) Enhancing practice-oriented skills;
   d) Promoting the formation of citizens with civil, legal and democratic values;
2. The main tasks of the faculty are:
   a) to ensure modern standards and equally accessible opportunities for students to higher education, prepare highly qualified and competitive specialists at the Bachelor's, Master's and PhD levels;
   b) to develop university traditions through the fundamental and applied scientific research and studies at the faculty;
   c) to introduce innovative approaches to scientific researches and integrate research results into the learning process;
   d) to concentrate the faculty intellectual potential on the processment of priority scientific problems, promote initiation of scientific research projects and prepare new scientific personnel;
   e) to implement joint educational programs and scientific-research projects with higher education institutions of Georgia and foreign countries;
   f) to create student-oriented academic environment;
   g) to care for professional development of students and professors;
   h) to protect academic freedom;
   i) to generate and deliver knowledge;
   j) to facilitate mobility of students and academic personnel;
   k) to develop teaching based on principles of production.
   l) to expand a network of international relations and social partners.
   m) maintaining close business relations with graduates. **(01-32, 27.03.2024)**
   n) Contributing to the development of society. **(01-86, 29.07.2024)**

Chapter I
Faculty Structure and Management
Article 4. Faculty structure and management bodies
1. Faculty management body is the faculty board headed by the Faculty Dean.

2. Faculty structure shall be defined by the Regulation of the Faculty and is composed of: the Faculty Administration (Dean, Deputy Dean, Head/Co-head of Educational Program, Coordinator, a specialist of Academic Process Management) and Faculty Academic-Research Centre. **(02-52, 21.04.2023) (01-86, 29.07.2024)**
3. The faculty includes teaching and research units, which are created in accordance with the programmatic needs and serve to support practical teaching and research activities. **(01-32, 27.03.2024)**
4. There is an Appeal Commission at the faculty.
5. The structural units of the faculty's educational and scientific activities are accountable to the Dean.
6. The faculty has a dissertation board, being responsible for granting corresponding qualification.

Article 5. Qualification Requirements for the Personnel

1. Qualification requirements for Dean:
   - Doctor's degree (elected to an academic position within the faculty); **(01-32, 27.03.2024)**
   - No less than 3-year work experience in an educational institution or in an administrative position;
   - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
   - Knowledge of MS Office;
   - A command of a foreign language (minimum level- B2);
   - A skill of organizational management;
   - A skill of business and proper relations with students and personnel;
   - A skill of effective communication and teamwork;
   - Leadership skills.

2. Qualification requirements for Deputy Dean:
   - Master's degree or equivalent (chosen for an academic position); **(01-32, 27.03.2024)**
   - No less than 1-year work experience in an educational institution or in an administrative position;
   - Being aware of a structure of Educational Programmes, curriculum, syllabus and legislative regulations related to the programmes;
   - Knowledge of MS Office;
   - A command of a foreign language (minimum level- B2);
   - A skill of organizational management;
   - A skill of business and proper relations with students and personnel;
   - A skill of effective communication and teamwork;

3. Qualification requirements for Programme Coordinator:
   - PhD degree in the corresponding field/ specialty (in an exceptional case, the Programme Coordinator may be a professor elected on the academic position due to the practical feature);
   - No less than 3-year work experience in an academic or administrative position in an educational institution;
   - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
   - Knowledge of MS Office;
   - A command of a foreign language (minimum level- B2);
   - A skill of organizational management;
   - A skill of business and proper relations with students and personnel;
   - A skill of effective communication and teamwork;

3[1.] Removed **(02-52, 21.04.2023) (01-86, 29.07.2024)**

4. Qualification requirements for a Coordinator:
   - Bachelor's degree in the field/specialty or an equivalent degree; **(01-32, 27.03.2024)**
   - No less than 1-year work experience in an academic or administrative position in an educational institution;

- Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
- Knowledge of MS Office;
- A command of a foreign language (minimum level- B2);
- A skill of organizational management;
- A skill of business and proper relations with students and personnel;
- A skill of effective communication and teamwork;
- Programme Coordinator

5.Qualification requirements for a Specialist of Academic Process Management:
- Having higher education or being a senior student;
- Being aware of the regulations related to higher educational programmes and academic process;
- Knowledge of MS Office;
- A command of a foreign language (minimum level- B2);
- A skill of business and proper communication with students and personnel;
- A skill of effective communication and teamwork;

Chapter II
Faculty Administration

Article 6. Dean of Faculty

1. Dean of the faculty is the head of administrative, academic, pedagogical and scientific activities of the faculty.
2. Dean of the faculty is appointed and dismissed by the Rector of the University.
3. Dean of the Faculty shall carry out the following rights and obligations:
   a) guide the Faculty Board, define the issues to be discussed at the Faculty Board;
   b) ensure efficient course of study process and scientific work at the faculty;
   c) create the necessary conditions for the professional development of professors and lecturers, as well as the student's individual work and the conditions for independent learning;
   d) carry out control of fulfillment of orders and decrees of the university administration;
   e) supervise the process of semester workload planning, hours distribution;
   f) develop a strategic plan for the development of the faculty, ensure monitoring and preparing the report to be submitted to the faculty board;
   g) organizes the faculty's work / management;
   h) ensure the development of training programs based on the academic performance monitoring;
   i) participate in the planning of scientific research processs and monitor its performance;
   j) consider the student's individual statements;
   k) determine individual schedules for tuition fees for students in exceptional cases;
   l) carry out the selection policy with respect of scientific personnel;
   m) draw up the faculty budget project taking budgets of the programmes and other expenses into consideration;
   n) detect the facts of violation of discipline and dishonest use of the official status and react to them.

Article 7. Deputy Dean

1. Dean of the faculty has a deputy in an academic field, being appointed and dismissed by Rector based on the proposal of the Dean.
2. Deputy Dean of the Faculty is accountable to the Dean.
3. The main responsibilities of the Deputy Dean in the field of education are:
   a) Ensure efficient conduct of the academic process;

b) Management of specialties, modules, curriculum and study process, coordination of the work of the teaching programs;

c) monitoring of the schedule of academic process and academical staff workloads;

d) coordination / control of uploading of the syllabuses presented by lecturers in the academic base "Goni";

e) Creation of the examination schedule;

f) Coordination with the Examination Center;

g) Formation of academic groups;

h) Organize mobility process;

i) Exercise control of the proceedings and documentation on the faculty;

j) Organizing groups of intensive courses of training disciplines;

k) Perform the Dean's orders and fulfill the duties of the Dean in case of his/her absence.

Article 8. Head of Educational Program

1. An educational program is headed by the program manager, who is a person with a degree of doctorate in a specific direction and is selected for an academic position.

2. The Manager of the program is appointed and dismissed by Rector of the University based of the introduction by the Faculty Dean.

3. The head of the program is accountable to the dean, and in the part of quality assurance of educational programs - to the quality assurance service (01-86, 29.07.2024)

4. The Program Manager is responsible for compliance of the program with the university and accreditation requirements.

5. The Manager of Bachelor's, Master's, Doctor's Degree is responsible for the quality of the presented program.

6. The head of the educational program guides a curriculum group, with which he/she develops the program, syllabuses, discusses and provides changes in the program and syllabus, coordinates the involvement of academic personnel engaged in the program in the development of the program.

7. The head of the educational program sets out the project on modification of the program and submits it to the Faculty Board.

8. Program Manager is responsible for providing students with comprehensive information about higher education programs.

9. The Program manager prepares proposals for the Dean about organizational issues of the Program implementation.

10. It is permissible that one person may lead more than one educational program in a cluster and a program may have more than one manager of the program, depending on the volume of the program.

11. Functions of the program manager:

a) Educational program management, control of curricula and syllabus;

b) Attracts highly qualified teachers for the implementation of the program and participate in the process of choosing academic personnel together with the Dean;

c) Leadership - organizing, monitoring, and supervising student training practices;

d) Planning semester loading and distribution of hours through coordination with the faculty dean;

e) Conducting surveys of students, academic and invited staff, graduates, and employers regarding educational programs and the learning process, in coordination with the Quality Assurance Service. (01-86, 29.07.2024)

f) removed (01-86, 29.07.2024)

g) removed (01-86, 29.07.2024)

H) Based on the analysis and recommendations from the Quality Assurance Service, and with the involvement of relevant academic staff and/or the curriculum development group, implementing

necessary revisions to the program and syllabi and submitting them to the Faculty Council for approval. **(01-86, 29.07.2024)**

I) Preparing the program's self-evaluation report in collaboration with the Faculty Quality Assurance Coordinator, to be submitted to the Head of the University Quality Assurance Service. **(01-86, 29.07.2024)**

j) Supervises student credits recognition, internal and external mobility process;

k) Student counseling on the planning the study process and improving learning outcomes;

l) Drawing individual loads on the basis of the applications of the students;

m) Elaboration of student semester academic loading forms;

n) Submitting proposals allocation of material-technical means and planning of educational-research activities for effectively implementing the program, draws the program budget;

o) Controls over the achievement of the results provided by the student program and confirm by signature the decision to award the qualification;

p) Presents educational program during the Accreditation Visits and Accreditation Board.

q) Takes care of filling library book stock in compliance with the necessities of the programme;

r) Participates in the process of attracting university entrants.

12. An Educational Program Manager is automatically a member of the Faculty Academic Board and is obliged to attend the Board sessions in accordance with the established procedures.

Article 8¹. Removed (02-52, 21.04.2023) (01-86, 29.07.2024)

Article 9. Faculty coordinator

1. The coordinator performs all administrative activities within his/her functions, which are needed for effectively implementation of the appropriate learning process through coordination with the program manager.

2. Coordinator is accountable to the Faculty Dean;

3. Coordinator is a link between the academic personnel and the administration of all applicable programs within the framework of the Faculty;

4. Coordinator is the academic consultant of the students on the determination of the semester in case of the compliance of the student's academic performance with the academic performance program and lagging behind;

5. The coordinator:

   a) shall provide students with adequate consultations regarding academic performance of the student, compliance of academic performance with the programme and determining a term in case of academic lag,

   b) shall provide students enrolled within the framework of mobility, students with restored status and students with academic lag with consultations during an academic registration;

   c) shall coordinate conferences and scientific events;

   d) shall participate in preparing reports with the supervision of Dean and Deputy Dean;

   e) shall coordinate the projects implemented by the research laboratory;

   f) shall organize contests for start-up projects and a concluding event;

   g) shall facilitate and organize students' initiatives.

Article 10. Faculty specialist

1. The faculty specialist is conducting Dean's Office activities in the process of communicating with students.

2. The teaching process management specialist is appointed by the order of the Chancellor of the University.

3. The specialist is accountable to the Faculty Dean, Program Manager and Coordinator.
4. Faculty Specialist mainly performs the following activities:
   a) supply, issue information, communication with teachers, students;
   b) the current production / addition and protection of personal affairs;
   c) technical support of mobility process;
   d) Work with students' personal applications:
      - Maintenance of of electronic registry;
      - Control the processes and performance of the applications;
      - Establishment / control of financial benefits for students;
   e) control of the issuing and return of the equipment belonging to the faculty;
   f) the current clerical work activities;
   g) Providing information about the change of student status to the university student service center;
   h) control and management of faculty e-mail;
   i) Information services for students in social networks and educational electronic databases;
   j) correction of personal cases;
   k) technical support for the exams to be carried out on the relevant material base outside the examination center;
   l) Academic registration process and technical assistance;
   m) Reflecting of the subject regocnitions of the students in the database.
5. The number of specialists is determined according to the number and volume (in credits) of ongoing educational programs and the number of students.
6. The duties among the faculty specialists are distributed by the Dean.

Chapter III
Faculty Board

Article 11. Faculty Board and its composition
1. The Faculty Board is a consultative collegial body within the faculty, which defines the main directions of the faculty activities.
2. The Board shall consist of:
   a) Dean of the faculty;
   b) Deputy Dean;
   c) academic personnel selected at the faculty (professor, associate professor, assistant professor, assistant);
   d) Coordinator of Quality Assurance Service at the Faculty;
   e) Representative of student self-governance at the faculty. 2 students participate in Faculty Board. One of the students is necessary to be a foreign citizen.
3. Lecturers invited to the faculty may be involved in the Faculty Board activities on the basis of the invitation of the Dean of the faculty.
4. The Faculty Board elects the Secretary of the Board from its composition responsible for the protocol proceedings.

Article 12. Authority of the Faculty Board
1. Faculty Board:
   a) develops the main directions of the faculty training and scientific research activities;
   b) reviews the plan and direction of the faculty scientific-research activities;
   c) submits information/report on the implemented scientific activities at the faculty to Scientific Research Department at the end of the year;

d) reviews an application of getting funding for scientific project/publication/textbook submitted by Scientific Research Department for recommendation;

e) compiles a list of experts in compliance with scientific directions and presents Scientific Research Department;

f) discusses the issues related to academic process and elaborates corresponding regulation mechanisms;

g) defines need for staff change for the faculty, the academic vacancies to be announced and applies Rector with a suggestion to announce a contest;

h) reviews the budget project for ongoing programmes at the faculty and that of faculty and presents University Administrative Bodies for approval;

i) considers the changes to be implemented in the new, modified, current educational programs and syllabuses at the faculty. The Council's conclusion and recommendation shall be presented to the Head of Quality Assurance Service;

j) reviews and approves the subject of bachelor's papers and defines the heads within the scope of competence;

k) presents the proposals and recommendations regarding university action plan;

l) discusses strategic and action plans of the faculty and receives an oral report on implementation by Dean;

m) discusses the various current issues faced by the Faculty;

n) in case of idendification of a plagiarism takes responding measures.

Article 13. Procedures of Activities Implemented by Faculty Council

1. The council pursues its activities in compliance with the present regulation and other internal legal acts at university.
2. The council meets at the Council Session with the purpose of fulfilling its functions. The date of the session is determined by a chairperson of the Council.
3. Council session is held twice a year before the term starts and it case of necessity, it is held with the invitation of Faculty Dean and requirement of 1/3 of the members.
4. Faculty dean is a chairperson of Council's sessions.
5. An agenda for council's session is prepared by a chairperson of the council. The members of the council are entitled to provide the issues to be taken into consideration in the agenda in the written form.
6. The members of the council are informed about the date of the session and agenda via e-mail or other means of communication 3 days before the council's session.
7. The council is entitled to make a resolution in case the session is attended by more than a half of the members. The resolution shall be made in case it is supported by a majority of the attendees.
8. A minute is recorded at every session of the council, signed by a chairperson of the session and a council secretary.

Chapter IV

Article 14. Appeal Commission

1. The Appeal Commission is created at the faculty, which examines the complaints of students and lecturers related to the educational process.
2. A statement is addressed to an appeal commission and submitted to Chancellery.
3. The Commission is headed by the Coordinator of the Faculty Quality Assurance Service, who invites the relevant program manager and in case of necessity, a lecturer of the discipline or/and representative of university administration.
4. The decision of the Commission shall be reflected in the protocols and resolution of the Appeals Commission.
5. The Commission is obliged to submit a decision to the student within 5 days after the entry of the application.

6. The decision of the Appeals Commission can be appealed in court as a general rule.

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Chapter V
Faculty Dissertation Board
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Article 15. Status of the Faculty Dissertation Board
1. The Faculty Dissertation Board is the authority granting the Doctor's academic degree, which is established to implement PhD Educational Programme in Business Administration.

Article 16. Composition of the Dissertation Board
1. The Faculty Dissertation Board shall consist of the academic staff of the faculty with PhD degrees. By decision of the Dissertation Board, the Dissertation Board may invite persons with the Doctor's academic degree.
2. The Faculty Dissertation Board has a chairman and a secretary who are elected from the Dissertation Board.
3. The Dissertation Board operates and grants the doctorate academic degree in the field of science in accordance with the "Dissertation Board and Doctorate Regulation".
4. The procedure for electing the chairman and secretary of the Faculty Dissertation Board and their functions shall be determined by the Dissertation Board Statute.

Article 17. Functions of the Dissertation Board
1. Functions of the Dissertation Board are:
   a) adoption of the decision on approval of the doctorate's dissertation topic and appointment of the supervisor;
   b) Approval of the Preliminary Commission;
   c) Appointment of evaluators of the dissertation work and determination of the date of defence of the dissertation;
   d) Approval of the Doctoral Work Defense Commission;
   e) Assignment of the Doctor's academic degree based on the conclusion of the Dissertation Commission.

Article 18. The rule of activity of the Dissertation Board
1. The procedure for the composition of the Dissertation Board, the procedure of electing the Chairperson of the Board and the activity shall be determined by the Dissertation Board and Doctorate Regulations.

Article 19. Facilitate Doctoral Programs Research
Faculty facilitates the PhD scientific research processes at the PhD programs through the Head of the Academic-Scientific Department and Coordinator.

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Chapter VI
Faculty training and research units
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Article 20. Study-Research Structural Units
1. The purpose of the Study-Research Structural Unit is to strengthen the practical component in the educational program and create a training science environment based on practice.
2. Target spaces are created to enhance the academic and scientific aspects of higher education programs / clusters performed at the faculty.
3. The requirement for the establishment of a study-research structural unit and material-technical provision shall be determined by the Faculty Board and mediated to the Chancellor.

4. A Study-Research Structural Unit may have a head of the particular direction, who is appointed by the Chancellor.

Article 21. Removed (01-32, 27.03.2024)

Chapter VII
Quality Control at the Faculty

Article 22. Quality Assurance Mechanisms at the Faculty of Business

1. Quality assurance at the faculty is carried out by University Quality Assurance Service via a coordinator of quality assurance at the Faculty of Business and Technology. **(01-123, 19.10.2022)**
2. A coordinator of quality assurance of the faculty is accountable to the Head of University Quality Assurance Service and Faculty Council.
3. The regulation for the activities and functions of a coordinator of faculty quality assurance are provided in the Regulation for Quality Assurance Service and Quality Assurance Standards of University in a detailed way.
4. Apart from the rights and responsibilities envisaged in the Regulation for the Service and Standards, a coordinator of quality assurance at the Faculty of Business participates in the activities pursued by Faculty Council and Appeal Board.