Regulations
of the Faculty of Viticulture-Winemaking

Article 1. Scope of Regulations
1. These Regulations define the mission, main objectives, responsibilities and structure of the Faculty of Viticulture - Winemaking of the Caucasus International University (hereinafter referred to as the University), as well as rules of operation and obligations of its structural, educational and scientific units;
2. These Regulations are mandatory for all structural units, personnel and students of the Faculty.

Article 2. Mission of the Faculty
1. Mission of the Faculty corresponds to the mission of the Caucasus International University;
2. Mission of the Faculy is to create adequate environment for up-to-date, innovative, academic, scientific-research and personal development, ensure growth of competitive generations with high professional competences and multicultural valuses.

Article 3. Purpose and Objectives of the Faculty:
1. Purpose of the Faculty shall be to:
   a) Prepare multi-profile, nationally and internationally competitive viticulture-winemaking specialists, with complex academic education and professional skills to conduct scientific-practical activities;
   b) In accordance with the strategic development plan of the sector, educate Georgian traditional technologies of winemaking in "Kvevri" and develop scientific researches in this direction and for popularization of Georgian wine.

2. Faculty objectives:
   a) Provide opportunities foravailability of education on the basis of contemporary knowledge. Prepare competitive and highly qualified specialists at bachelor and magister degrees of the education;
   b) Develop university traditions in viticulture-winemaking, using fundamental and applied scientific researches and education;
   c) Introduce innovative approaches in the field of viticulture-winemaking and integrate scientific research results into the course of study;
   d) Focus the Faculty's intellectual potential on priority scientific problems; facilitate scientific-research projects;
   e) Facilitate professional development of academic personnel, prepare new academic / scientific personnel;
   f) Implement mutual educational programs and scientific-research programs with Georgian and International higher education institutions; attract foreign personnel and students;
   g)) Create student-oriented academic environment;
   h) Facilitate students' professional skills;
   i) Protect academic freedom;
   j) Enhance student and academic personnel mobility;
   k) Facilitate introduction and development of civil society and overall values of democracy.

Section I
Structure and Management

Article 4. Faculty Structure and Management Bodies
1. Faculty council is a management body of the Faculty, chaired by the Dean.

2. Structure of the Faculty is stipulated under Regulations of the Faculty and includes: Faculty Administration (Dean, Deputy Dean, Educational Program Manager, Coordinator, Academic Process Management Specialist) and an Academic-Research Centre.
3. Faculty Academic-Research Centre functions under the Faculty, where academic-scientific and scientific-research activities are conducted as well as projects relevant with the goals of the Faculty;
4. Academic and scientific structural units are subordinated to the Dean of the Faculty;
5. Appealing Commission functions under the Faculty.

Article 5. Qualification Requirements for the Personnel

1. Qualification requirements for Dean:
   - PhD in Agricultural Sciences or equal degree (holding an academic position at university);
   - 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 or equal degree in Agricultural Science;
   - 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 in 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 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;

4. Qualification requirements for a Coordinator:
   - Master's or equal degree;
   - No less than 1-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;

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 relations with students and personnel;
- A skill of effective communication and teamwork;

6.Qualification requirements for a research officer
- senior research officer– PhD or equal degree;
- research officer- Master or equal degree;
- a skill and competence for scientific, research and laboratory work;

Section II
Dean's Office

Article 6. Faculty Dean

1. Manages administrative, academic, pedagogical and scientific activities of the Faculty.
2. Faculty Dean is appointed and removed by the Rector.
3. Following shall be the responsibilities of the Faculty Dean:

a) lead learning, methodic and scientific work; provide effective course of study and scientific activity;

b) lead the Faculty Council; determine issues to be discussed at faculty Council;

c) Create adequate conditions for professional development of professors/teachers, as well as for individual and independent learning of students;

d) Control implementation of Administration Orders and Decrees;

e) Develop Strategic Faculty Development Plan; ensure implementation of strategic goals;

f) Organize activities of Faculty Administration;

g) Ensure completeness of curriculums on the basis of academic attendance monitoring results;

h) Control academic attendance of students and ensure fulfillment of recommendations of University/Faculty Quality Control Department;

i) Review individual student applications;

j) Determine (as exceptions) individual schedules of reimbursement of education expenses for the students;

k) Facilitate scientific activities of the students;

l) Develop faculty personnel policy, methodology for planning academic personnel in accordance with programs;

m) Ensure uninterrupted course of study at the faculty;

n) Ensure broadening of partnership network;

o) Be involved in overall University processes, participate in development/revision of internal regulatory legal documents;

p) Identify and response to discipline violations and abuse of power;

q) Elaborate strategy for scientific conferences for students and professors;

r) Control the process of granting relevant qualifications to graduates;

s) Manage planning and implementation of additional forms of learning (intensive courses, summer schools, exchange programs);

t) Submit academic personnel incentives and disciplinary actions to the Rector.

u) draws up the faculty budget project taking budgets of the programmes and other expenses into consideration;

Article 7. Coordinator

1. Coordinator is appointed for the implementation of academic, field and production practices of program courses of educational stage;
2. Functions of the Coordinator shall include:
   a) Participate in the arrangement of students' scientific conferences;
   b) Control planning, implementation and reporting of field and production practices;
   c) Coordinate practice report upholds;
   d) Facilitate implementation of research/experimental portions of MA thesis;
   e) coordinate process of upholding master thesis;
   f) Fulfill other instructions of the Dean related to academic and organizational matters;
   g) Participate, together with the Dean and Program Managers, in the control of half-year loads and distribution of academic hours;
   h) Organize mobility process;
   i) Coordinate arrangement of academic, scientific and other types of activities;
   j) Maintain communication with exam center and monitoring service on the course of study;
   k) Performs Dean's functions in case of Dean's absence;
   l) Reports to the Dean.

Article 8. Academic Process Management Specialist

1. Academic Process Management Specialist performs Dean's Office's activities in the process of relations with students.
2. Academic Process Management Specialist is appointed by the Order of Chancellor; the Specialist reports to the Dean of the Faculty.
3. Academic Process Management Specialist mainly performs following activities:
   a) Provide information to / communicate with lectors;
   b) Obtain information from lectors before the start of semester on desired individual schedule;
   c) Phone communication / provision of information;
   d) Control / correction of personal files;
   e) Technical assistance to the mobility process;
   f) Work on student personal applications:
   - maintain electronic register;
   - control application processing and implementation;
   - record / control financial concessions for students;
   - accept applications for intensive courses;
   g) perform ongoing clerical work;
   h) inform student service centers about changes in student status;
   i) control and manage faculty email info.agro@ciu.edu.ge ;
   j) provide information for students in social networks and educational electronic data bases; control students status;
   k) correct faulty personal files;
   l) provide technical assistance to lecturers;
   m) perform ongoing clerical work;
   n) assist/consult students in the course of academic registration;
   o) file subject acknowledgments;
   p) conduct effective communication with students; identify student needs and inform the Dean;

q) deliver thesises from the exam center to lecturers; monitor timely delivery of thesises to the student service center and recording of assessments;

r) perform other instructions of the Dean and Deputy Dean in connection with organizational matters in the course of study;

4. Number of Specialists shall be determined on the basis of the number of ongoing programs at the faculty within the volumes in credits and the number of students.

5. Duties shall be assigned among Academic Process Management Specialists by the Dean. Activities of Specialists shall be coordinated by Deputy dean.

Article 9. Educational Program Manager

1. Educational Program Manager shall be specialized in specific subject and elected on academic position;

2. Educational Program Manager is appointed and dismissed by the Order of the Rector.

3. Educational Program Manager leads the curriculum group, elaborates the program, syllabus, considers and makes changes to the program and syllabus, coordinates involvement of academic personnel into the process of program evaluation;

4. Program Manager is responsible for the conformity of program and syllabus with university and accreditation sectoral requirements (if any);

5. 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)**

6. Program Manager shall provide complete information to the sudents about the program;

7. Functions of the Program Manager includes:

   a) manage elaboration/implementation of educational program, control planning and implementation of course of study in accordance with curriculum and syllabuses;

   b) attract highly qualified lecturers for program implementation, participate in selection of academic personnel;

   c) participate in enlistment of university entrants;

   d) participate, in coordination with the Dean, in planning of semestral loads and assignment of academic hours;

   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) 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)**

   f¹)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)**

   g) lead subject acknowledgements and student internal and external mobility process;

   h) provide students with consultations in connection with course of study planning and improvement of academic results;

   i) elaborate individual academic schedules on the basis of evaluation of student's academic requirements;

   j) for the purpose of effective implementation of the program, submit proposals for the allocation of material / technical assets and planning of educational-research activities; participate in program budgeting;

   k) control achievement of program objectives and sign qualification assignment decisions;

   l) draw up a project for programme budget and submit to Dean;

   m) take care of filling library book stock in compliance with the necessities of the programme;

n) participate in the process of attracting university entrants.

8. Educational Program Manager is the member of Academic Council and shall attend meetings of the Council per established procedures;

Several educational programs in the clustermay be managed by single person. Besides, based on the scope of program, more than one managers may be assigned to single program.

Section III
Faculty Council

Article 10. Members of the Faculty Council

1. The Council represents consulting collegial body within the faculty, defining primary directions of the faculty activities.
2. Members of the Council:
   a) Faculty Dean;
   b) Academic personnel elected at the faculty (professor, associated professor, assistant-professor, assistant).
   c) A coordinator of Quality Assurance Service at the Faculty;
   d) Representative of the student self-administration. 2 students participate in faculty council.
3. Invited lectors may be involved in the activities of the Faculty Council at Dean's invitation;
4. Faculty Council elects the secretary of the Council from its members to be responsible for the protocols;

Article 11. Responsibilities of the Faculty Council

1. Main responsibilities of the Faculty Council are as follows:
   a) elaborate main directions of educational and scientific-research activities of the Faculty;
   b) Review the plan and direction of the faculty scientific-research activities;
   c) Submit information/report on the implemented scientific activities at the faculty to Scientific Research Department at the end of the year;
   d) Review an application of getting funding for scientific project/publication/textbook submitted by Scientific Research Department for recommendation;
   e) Compile a list of experts in compliance with scientific directions and presents Scientific Research Department;
   f) Discuss the issues related to academic process and elaborates corresponding regulation mechanisms;
   g. Define 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) review new, modified, current educational programs and changes to be made to the syllabus. Council's decisions and recommendations shall be submitted to the head of Quality Assurance Service;
   j) review and approve subjects of the bachelor theses and define managers under its competence;
   k) present the proposals and recommendations regarding university action plan;
   l) Discuss strategic and action plans of the faculty and receives an oral report on implementation by Dean;
   m) consider various ongoing issues at the Faculty;
   n) provide adequate responses to plagiarism;

Article 12. 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.

Article 13.   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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Section IV
Academic and Research Units of the Faculty

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Article 14. Academic-Scientific Structural Units
1. In order to reinforce academic and scientific directions of educational programs / clusters, areas for implementation of directional practices, skill-rooms and discussion centers shall be created.
2. Decision on the creation of educational-scientific structural units and requirement of material / technical support shall be made by Faculty Council and submitted to the Chancellor for approval;
3. Specific directional manager may be appointed in educational-scientific structural unit by the Chancellor;
4. Objectives of such educational-scientific structural unit are to support strengthening of practical component in educational program and creation of practice-oriented academic-scientific environment.

Article 15. Academic-Research Centre at the Faculty
1. Academic-Research Centre of the Faculty ensures coordinated implementation of academic, scientific-research activities at the Faculty;
2. Academic-Research Centre is managed by the Dean.
3. Academic Research Centre may also have senior and junior research officers appointed and dismissed by the Chancellor upon Dean's submission;
4. Functions of the academic-research centre are as follows:

a) implementing scientific-research programs at the faculty;

b) creating project directional offices, arranging seminars, subject conferrences and discussions;

c) establishing research centers based on the progress of research programs;

d) reviewing start-up programs and supporting implementation;

e) preparing and publishing scientific works agreed with the Department of Research Studies, planning and conducting conferences and scientific activities;

f) enhancing practical component of the course of study and establishing partner relations with state and private organizations for this purpose;

5. Projects to be planned and implemented within Academic-Research Centre of the Faculty are supervised (cosnidering Univerisy mission) by the Department of Scientific researches.

6. Registration/creation of specific project / research center within the Academic-Research Centre is reviewed by the Faculty Council and submitted to the Department of Scientific Research, together with relevant draft Regulations;

Article 16. Senior Research Officer

1. Senior research officer represents personnel of the Faculty Research Laboratory;

2. Senior research officer may act as a head of the laboratory;

3. Senior research officer carries out scientific-research activities determined by the faculty, in some case he/she supervises them:

4. Senior research officer coordinates the activities pursued by junior research officers;

5. Senior research officer is obliged:

a) to search, make familiarize with and systematize literature sources in international electronic bases due to the scientific-research problems at the faculty;

b) to search indexed, peer-reviewed scientific publications of the corresponding field and consult the personnel engaged in the scientific-research activities of the faculty with regard to preparing-submitting publications with relevant format;

c) to elaborate scientific-research methodology;

d) to plan/organize/participate in scientific-research projects;

e) to plan/organize/participate in scientific conferences (including conferences for students);

f) implementing activities as an expert;

6. Senior research officer submits a report of the fulfilled activities to Dean and the Faculty Council.

Article 17. Research Officer

1. Research officer represents academic/support personnel of the Faculty Research Laboratory;

2. Performance of the research personnel is coordinated by the Head of Laboratory;

3. Research personnel shall:

a)obtain and supervise lab equipment, computer hardware and special manuals in academic and scientific process;

b) Ensure fulfillment of regulations established in the laboratory;

c) Follow safety rules in the course of activities;

d) Participate in Faculty's academic and scientific research activities;

e) Ensure uninterrupted conduct of relevant laboratiry classes as per academic schedule, identify material / technical requirements and inform the Dean;

f) Consult / assist students in performing research activities;

g) Participate in preparation of scientific conferences and consult students.

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Chapter V
Quality Control at the Faculty

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Article 18. Quality Assurance Mechanisms at the Faculty of Viticulture-Winemaking

1. Quality assurance at the faculty is carried out by University Quality Assurance Service via a coordinator of quality assurance at the Faculty of Viticulture-Winemaking.
2. A coordinator of quality assurance of the faculty is accountable to the Head of University Quality Assurance Service and the 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 Viticulture-Winemaking participates in the activities pursued by Faculty Council and Appeal Board.