

Regulation of the Faculty of Law

Article 1. Scope of the Regulation of the faculty of law

1. This Regulation defines the main tasks and the areas of competence of the Faculty of Law of the Caucasus International University (hereinafter - the University), the structure of the Faculty, the rules and the rights and obligations of the structural entities implementing educational and scientific activities.
2. The faculty's Regulation is mandatory for all the structural units of the faculty, personnel and students.

Article 2. Mission of the faculty

The mission of the faculty of law is in line with the mission, purposes, strategy of the Caucasus International University and is provided in the following provision:

Through offering higher education standards meeting the modern standards to promote the development of a competent, publicly responsible lawyer on a qualified, labor and educational market; Create conditions for the realization of his personal resources and contribute to community development.

Article 3. Tasks and objectives of the faculty

1. The objectives of the faculty are:
 - a) Preparation of competitive and highly qualified specialists in bachelor's, master's and doctoral levels;
 - b) development of university traditions with fundamental and applied scientific studies and training;
 - c) introduction of innovative approaches to science studies in the field of law and integrate the results of scientific research into the learning process;
 - d) Preparation of new scientific personnel;
2. Tasks:
 - a) To provide and ensure accessibility of the education meeting the modern standards.
 - b) concentration of the faculty intellectual potential in the development of priority scientific problems and initiate and / or facilitate scientific research projects.
 - c) implementation of Joint Educational Programs and Scientific-Research Projects with Higher Education Institutions of Georgia and Foreign Countries;
 - d) Introduce innovative approaches to scientific researches and integrate research results into the learning process;
 - e) Creating student-oriented academic environment;
 - f) care for the professional development of a student and professor;
 - g) protection of academic freedom;
 - h) generate and transfer knowledge;
 - i) Facilitate mobility of students and academic personnel;
 - j) Promoting establishment of civil society and the introduction and development of general democratic values.

Chapter I

Law faculty structure and management

Article 4. Law faculty structure and management bodies

1. The 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: Faculty Administration (Dean, Deputy Dean, Head/Co-head of Educational Program, Coordinator, a specialist of academic process management) and Faculty Academic-Research Centre.
3. The faculty consists of an Academic-Research Centre where academic-research and scientific-research activities are carried out, with respective direction projects.

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 shall be responsible for the Dissertation Board which is responsible for granting relevant qualifications.

Article 5. Qualification Requirements for the Personnel

1. Qualification requirements for Dean:
 - PhD in Law 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 Degree in Law 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 successful communication with students and personnel;
 - A skill of effective communication and teamwork;
3. Qualification requirements for Programme Coordinator:
 - PhD in Law 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, 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;
4. Qualification requirements for a Coordinator:
 - Master in Law 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 communication with students and personnel;
- A skill of effective communication and teamwork;

Chapter II

Administration of the Faculty of Law

Article 6. Dean of the Faculty of Law

1. The Faculty of Law is headed by the Dean of the Faculty of Law, who is the Head of Administrative, Academic, Pedagogical and Scientific Activities of the faculty.
2. The Faculty Dean shall be appointed and dismissed by the Rector.
3. The Dean of the Faculty carries out the following powers:
 - a) Supervises the teaching, methodical, and scientific work on faculty of law;
 - b) Ensures efficient course of study process and scientific activity at faculty;
 - c) Guides the Faculty Board, defines the issues to be discussed at the Faculty Board;
 - d) creates the necessary conditions for professional development of professors and teachers, as well as students' individual and independent learning;
 - e) Controls the implementation of the orders and decrees of the university administration;
 - f) develops a strategic plan for the development of the Faculty, ensuring the implementation of strategic goals;
 - g) organizes the work of the faculty administration;
 - h) participates in the development of training programs;
 - i) Conducts control of student academic performance and ensures the implementation of the University / Faculty Quality Service Recommendations.
 - j) Considers the students' individual statements;
 - k) In exceptional cases participates in determining individual payment schedules for students;
 - l) facilitates student scientific work;
 - m) elaborates the staff policy on the faculty, methodology for planning the academic personnel according to the programs;
 - n) Provides the proper course of the study process at the faculty, participates in the negotiations with the educational clinical bases;
 - o) Cares about internationalization of programs and extension of partnership network;
 - p) Controls the documentation and case management process at faculty;
 - q) reveals and reacts to the facts of violation of discipline and the dishonest use of the official position;
 - r) Determines the directions of student scientific conferences;
 - s) controls the process of granting relevant qualifications to graduates;
 - t) Supervise the process of semester loading, distribution of hours, creation of training schedules.
 - u) Supervises the course of additional training (intensive courses, summer schools, exchange programs) on faculty;
 - v) is involved in general university processes, taking part in the elaboration / review of internal regulatory legislative documents.
 - w) submits to the Rector the projects for the penalty and incentives of academic staff;
 - x) draws up faculty budget.

Article 7. Deputy Dean

1. Faculty dean has a deputy dean, being appointed (on the basis of Dean's introduction) and dismissed by Rector.
2. Deputy dean is accountable to Dean:
3. Major duties of Deputy Dean include:
 - a) managing and organizing academic process;
 - b) supervising formation of academic groups;
 - c) controlling, determining and making compliance students' academic status and condition;
 - d) carrying out the operations related to subject recognition and internal and external mobility with the heads of the programmes;
 - e) assisting heads of the programmes technically to divide/control workload of academic personnel;
 - f) monitoring students' academic performance;
 - g) organizing students' scientific and scientific-practical work;
 - h) organizing students' academic internship, monitoring/controlling;
 - i) being involved in scientific-research activity of the faculty;
 - j) organizing communication with Examination Centre, Monitoring Service on the issues related to academic process;
 - k) fulfilling the duties assigned by Dean and in case of Dean's absence, fulfilling Dean's duties.

Article 8. Manager of Educational Program

1. The educational program is headed by the program manager, who is a specialist in the direction and selected for academic position.
2. The program manager is appointed and dismissed by the Rector of the University.
3. The educational program manager guides the 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.
4. The program manager is responsible for the compliance of the program and the syllabus with the university and accreditation requirements.
5. The program manager is obliged to provide students with complete information about the program.
6. 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)**.
7. The functions of the program manager are:
 - a) Supervise the development and implementation of an educational program, control the planning and implementation of the curriculum and syllabus in accordance with the course;
 - b) attract highly qualified teachers to implement the program.
 - c) participate in the process of attraction of entrants;
 - d) coordinate with the Dean in the planning of semester loading and distribution of 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) Supervises the recognition of subjects, process of internal and external mobility of students;
 - h) Provides student counseling on the planning process and improvement of study results;
 - i) based on the student's academic needs develops an individual study schedule for the student.
 - j) submits proposals for allocating material-technical means with the purpose of effective implementation of the educational programme, as well as for planning educational-research activities;
 - k) controls the achievement of the results provided by the student program and signs the decision to award the qualification;
 - l) Student counseling on the planning process and improving learning outcomes;
 - m) draws up a budget project;
 - n) controls the procedure of uploading syllabi of academic courses in the electronic base;
 - o) takes care of filling library book stock in compliance with the necessities of the programme;
 - p) participates in the process of attracting university entrants
8. Educational Program Manager is automatically a member of the Academic Board and is obliged to attend sessions in accordance with established procedures.
9. One person may guide several educational programs. Also, considering the volume of the program there might be more than one program manager.

Article 9. Coordinator

1. Coordinator is accountable to the Faculty Dean.
2. Coordinator is appointed and dismissed by the Chancellor.
3. Coordinator's rights and responsibilities:
 - a) Participates in organizing student scientific conferences;
 - b) Controls the planning, conducting and recording activities of the study practice of the Faculty.
 - c) coordinates the observance of the practice;
 - d) Promotion of experimental parts of master papers;
 - e) Coordination of the process of defence of master's papers
 - f) performs other tasks of the Dean concerning training and organizational issues;
 - g) Planning semester loads and distribution / control of hours together with the Dean and Program Managers;
 - h) organizes mobility process;
 - i) Organizes and participates in the training and scientific activities and other events planned at the faculty;
 - j) communication to the Monitoring Service and the Examination Center about the issues related to the educational process;
 - k) coordinates with various structural units of the university;
 - l) performs the duties of the Dean in case of his/her absence;

Article 10. Study process management specialist of the faculty

1. Dean's Office's activities in the process of communicating with students are carried out by the faculty study process management specialist.
2. The study process management specialist is appointed by the order of Chancellor of the University and is accountable to the Faculty Dean.
3. The rights and responsibilities of the faculty study process management specialist:
 - a) providing information / communication with lecturers;
 - b) Obtaining information about the individual loading schedule from the lecturers before the beginning of the semester;
 - c) telephone communication / information delivery;

- d) current control / correction of personal cases;
 - e) technical support of mobility process;
 - f) Work with students' personal statements:
- Maintenance of electronic registry;
- Control the processes and performance of the applications;
 - Establishment / control of financial benefits for students;
 - Accepting applications for intensive courses;
- g) current case management works;
 - h) Provide information on the student status change for the student service center;
 - i) Control and management of faculty e-mail info.law@ciu.edu.ge
 - j) Information service for the students in social networks and educational electronic databases; Control of student status;
 - k) correction of the sorted personal cases;
 - l) Technical assistance to teachers;
 - m) current case management works;
 - n) Assisting / consulting students during academic registration;
 - o) Putting the information on the subject recognition of students in “GONI”;
 - p) Effective communication with students, identifying students' needs and informing the Dean;
 - q) technical support of mobility process
 - r) Providing papers from the examination center and ensuring transfer to teachers, monitoring delivery of examination papers at the Students' Services Center and monitoring timely registration of assessment in “Goni”.
 - s) performs other tasks of the Faculty Dean, related to the organizational issues of the teaching process at the faculty.
5. The duties between the training process management specialists are distributed by the dean, and their activities are coordinated by the coordinator.
6. The number of specialists is determined according to the number and volume (in credits) of ongoing educational programs at the faculty and the number of students.

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 elected 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 the Faculty Board.
3. Invited lecturers may be involved in the activities of the Board on the basis of the invitation of the Dean.
4. The Faculty Board elects the Board Secretary from its composition who is responsible for the protocol maintenance.

Article 12. Authority of the Faculty Board

1. Faculty Board:
 - a) develops the main directions of 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) discusses the new, modified, current educational programs and syllabuses planned at the faculty. The Board's conclusion and recommendation shall be presented to the Head of Quality Assurance Service;
- j) discusses and approves the subject of bachelor's and master'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) The Board discusses various current issues faced by the Faculty;
- n) Performs appropriate response in case of plagiarism detection.

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 in 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 III¹

Student Advisory Board

Article 13¹. Membership of the Student Advisory Board

1. The Student Advisory Board is a faculty-based advisory collegial body that determines the main directions of university student activities within the faculty.
2. The Board includes:
 - a) Dean of the Faculty;
 - b) Deputy Dean;
 - c) Heads of Bachelor's, Master's and Doctoral programs;

d) Bachelor's, Master's and Doctoral program students, who are selected annually by the dean and deputy dean of the faculty on the basis of high academic performance and interview. The number of selected students should not exceed 15.

Article 13². Authority of the Student Advisory Board

1. Student Advisory Board

- a) plans various student activities, projects, events, public lectures, trainings, etc;
- b) discusses various topical issues in accordance with the needs of the faculty;
- c) represents a kind of connecting link between students and faculty administration.

Article 13³. Procedures for the implementation of activities of the Student Advisory Board

1. The board conducts its activities in accordance with this regulation and other internal legal acts of the university.
2. In order to perform its functions, the Board meets at the Board meeting, the date of which is determined by the Chairman of the Board.
3. Board meetings are chaired by the dean of the faculty.

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.

Chapter V

Faculty Dissertation Board

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 at the faculty for the implementation of the Doctoral Program in Law.

Article 16. Composition of the Dissertation Board

1. The Faculty Dissertation Board consists of all affiliated and academic personnel of the Faculty awarded with Doctoral degrees. By the decision of the Dissertation Board, the Dissertation Board may invite other persons with a Doctor's academic degree.
2. The Dissertation Board operates and grants the Doctor's academic degree in the field of science in accordance with the "Dissertation Board and Doctorate Regulation".
3. The Faculty Dissertation Board has Chairman and Secretary who are elected from the composition of the Dissertation Board.
4. The procedure for electing the chairman and secretary of the Faculty Dissertation Board and their functions shall be determined by the Dissertation Board's Regulation.

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) appointment of dissertation paper assessors and determination of the date of the defence of the dissertation;
- c) Approval of the doctoral paper defense commission
- d) Awarding Doctor's Academic Degree on the Conclusion of the Dissertation Commission;

Article 18. The rule of activity of the Dissertation Board

The procedure for composing the Dissertation Board, the Chairman of the Board and the activity shall be determined by the Regulation of the Dissertation Board and the Doctorate Program.

Chapter VI

Academic and Research Units at the Faculty

Article 19. Study-Research Scientific Structural Units

1. The purpose of the Study-Research Structural Unit is to support the strengthening of the practical component in the educational program and creation of a study-research environment based on practice.
2. In order to enhance the learning and research direction of the faculty education programs, there are specific spheres of practical implementation, cabinets of skills development, discussion and simulated process centers.
3. The requirement for establishing a study-scientific structural unit and material equipment maintenance is determined by the Faculty Board which mediates to the Chancellor.
4. The study and scientific structural unit may be guided by the head of a specific direction, who is appointed by the Chancellor.

Article 20. Academic-Research Centre at the Faculty

1. Academic-research centre provides coordination of study-research activities at the Faculty.
2. The Faculty academic-research centre is coordinated by Deputy Dean.
3. The academic-research centre may also have a coordinator who is appointed and dismissed by the Chancellor on the basis of introduction by the Dean.
4. The functions of academic-research centre are as follows:
 - a) carrying out educational-research projects at the faculty;
 - b) Establishment of project departments and organization of seminars, thematic conferences, discussions;
 - d) Discussing startup projects and promoting their implementation;
 - e) Preparing and publishing scientific works in agreement with the Scientific Research Department, planning and implementation of conferences and scientific activities;
 - f) activating practical and research component of teaching and establishing partnerships with state and private structures for this purpose.
5. Planning and implementation of the projects within the framework of the Faculty academic-research centre shall be supervised by University Scientific Research Department, taking into account the university mission.
6. The Faculty Council shall review the issue of registration and creation of a specific project, research center in the Faculty academic-research centre and submits it to the University Scientific Research Department for approval.

Chapter VII

Quality Control at the Faculty

Article 21. Quality Assurance Mechanisms at the Faculty of Business and Social Sciences

1. Quality assurance at the faculty is carried out by University Quality Assurance Service via a coordinator of quality assurance at the Faculty of Law.
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 Law participates in the activities pursued by Faculty Council and Appeal Board.