

**Provision of
“Caucasus International University” LLC
Chapter I
General Provisions**

Article 1. The Scope of Provision of “Caucasus International University” - LLC

The present provision regulates the educational and scientific-research activities implemented by “Caucasus International University” LLC (hereinafter shall be referred to as – University), as well as University administrative principles and rules.

Article 2. University Juridical Status and Legal Principles

1. The university is an authorized Higher Educational Institution.
2. The university operates as a Legal Entity of Private Law – Limited Liability Company;
3. Full name of the university is “Caucasus International University”- LLC.
4. University applies its own stamp, official letterhead blank and bank account;
5. The legal address of the university is #73 Chargalistr, Tbilisi, Georgia.
6. University operates in accordance with the Constitution of Georgia, current Legislation of Georgia, existing State Educational Standards, University Charter and the present provision due to its goals and objectives.

Article 3. University Mission, Goals and Strategic Development

1. University Mission:

Caucasus International University fosters a modern academic and research environment by introducing innovative methods, promoting internationalization, and offering a diverse university life. The university aims to nurture generations with democratic values who are competitive in both local and international labor markets and capable of addressing the challenges of sustainable development. (01-86, 29.07.2024)

2. University Vision

Caucasus International University is an educational-scientific institution that supports socio-economic progress and develops values of Georgian and world culture based on modern knowledge. (01-86, 29.07.2024)

3. University Strategic Development

1. University strategy ensures achievement of the institution objectives, derived from the university mission and priority of the activities. It is achievable and time bound. In addition, its implementation results are measurable.
2. In order university goals to be efficiently ensured strategic development and action plans shall be elaborated.
3. The strategic development plan is to be implemented within 7 years and includes every essential aspect for university functioning, for instance: institutional development, quality assurance, planning and implementing educational programmes, planning student contingent, pursuing activities related to research as well as art-creative activities, human and material resources, student services, infrastructure, etc.
4. The action plan is to be carried out within 3 years and the activities to be implemented are clearly defined, the terms of the activities, as well as implementation criteria and resources (material, financial, human) are highlighted.
5. University strategic development and action plans are approved with the decree issued by Chancellor in the year of its expiry till October 30.
6. Elaboration of university strategic development and action plans is a collaboration in which university personnel, students, employers and other stakeholders are involved. The collaboration is expressed in

surveys, a plan of developing certain fields presented in a written form, analyzing the problems of past years and applying other methods.

7. After each term University Chancellor reviews the implementation of activities within the framework of University Strategic Development and Action Plans with University structural units and in case the problems are detected, relevant measures are applied including: dividing tasks, appointing new heads, as well as applying any corresponding measures.

9. Taking the monitoring results of the implemented activities within the framework of Strategic Development and Action Plans, as well as new challenges and other objective conditions into consideration, amendments may be made in the plan by Chancellor's decree.

Article 4. University Property

1. University operates applying its own possessions and the property owned by someone having the right of usage on the basis of an agreement.

2. University possesses tangible and intangible property.

3. University tangible property includes movable and immovable items purchased for the university, received as gifts, manufactured or delivered in accordance with the law.

3. University intangible property represents products created (a title, a logo, an educational programme, a syllabus, an article, a magazine, a newspaper, a photo, a video, a web-page, a computer programme, research results, a presentation, etc.) within the framework of educational activities.

4. University intangible property represents the intellectual product, elaborated by a member of the staff or other individual for university interests, in case of not existing other agreements.

5. Every member of the personnel signs the agreement, confirming to keep confidential information available, entrepreneurial secrets, university property. He/she will use university possessions properly and legally and will not allow anybody to apply the property without the consent from university.

6. In case of encroaching university property, liability measures determined in Internal Regulation and Legislation of Georgia shall be applied.

7. The liability envisaged in the Paragraphs 5 and 6 of the present Article shall be applied within the period of employment and dismissal, meaning the term when the application of information and property by the third party shall cause harm for the University.

Chapter II University Administration

Article 5. Assembly of University Founders (Partners) and its Rights and Obligations:

1. The highest administrative body at university is Assembly of University Founders (Partners).

2. Assembly of Partners does not participate in the activities pursued by the university and controls the process via Chancellor elected by them.

3. Other rights of Assembly of Partners are regulated by Charter of "Caucasus International University" – LLC and Law of Georgia on Entrepreneurs.

Article 6. University Structure

1. Dividing rights and responsibilities among structural units is defined by university structure in order aims and objectives faced by university to be fulfilled. University structure is approved by Chancellor.

2. University structure includes:

- a) Chancellor, the apparatus of Chancellor;
- b) Rector, the apparatus of Rector;
- c) Major Educational unit – Faculty;
- d) Library.

3. Structural units being the subject to Chancellor are united in the apparatus of Chancellor, providing university with financial, legal, infrastructure, technical and logistics support. It is focused on creating a proper environment for learning, teaching and pursuing scientific-research activity. The following structural units are included in the apparatus of Chancellor:

- a) Administrative Council (**#01-125, 12.11.2020**) (**01-120, 02.10.2023**)
- b) Chancellery;
- c) Human Resource Management Service;
- d) Financial Service;
- e) Legal Affairs Service;
- f) Public Relations Service;
- g) Service of Information Technology and Innovations;
- h) Monitoring Service;
- i) Multimedia Centre;
- j) Material Assurance Service;
- k) Security service; (**01-76, 01.07.2024**)
- L) Organizational Development Service. (**01-120, 02.10.2023**)

4. Structural units being the subject to Rector are united in the apparatus of Rector, serving to plan and implement academic and scientific activity at university, as well as ensure relevant environment for the activities pursued by faculties. The following structural units are included in the apparatus of Rector:

- a) Academic Council;
- b) Quality Assurance Service;
- c) Academic Process Management Service;
- d) Scientific Research Department;
- d¹) Service of Doctoral Studies (**#01-125, 12.11.2020**)
- e) International Relations Department;
- f) Lifelong Learning and Career Development Service; (**01-36, 24.03.2021**)
- g) Student Service Office;
- h) **Removed** (**01-36, 24.03.2021**)
- i) Service of Youth Affairs, Sports and Culture;
- j) Examination Centre;

5. Structural units of the major educational unit – Faculty include:

- a) Faculty council,
- b) Dissertation Council (in case PhD educational programme is available at the faculty)
- c) Study/Research laboratory.

6. The employees involved in the university activities are divided into high and middle managers, administrative, support and technical staff. Personnel are ranked according to the following principle:

- a) High level leaders - chancellor, rector, vice-chancellor and rector's deputies.
- b) Heads of the middle ring - deans of faculties and their deputies, heads of administrative structural units and their deputies;
- c) administrative staff - staff and non-staff employees (except for heads and their deputies) determined by the regulations of structural units, which are created to provide administrative support for educational and research activities/processes, as well as support for students;
- b) Support and technical staff - employees of the security service, employees of the material provision service (janitor, driver, person responsible for supply, technician, electrical technician and others), temporary service personnel based on the contract. (**01-21, 01.03.2024**)

Article 7. Chancellor

1. Chancellor is appointed and dismissed by Assembly of Partners (LLC).

2. Chancellor represents university locally as well as abroad. He/she is entitled to make deals and agreements on behalf of University. Chancellor acts in compliance with Legislation of Georgia, Charter of the LLC, present university provision and internal legal acts.
3. Chancellor is authorized to implement the following procedures:
- a) appointing and dismissing Rector, administrative, assisting and visiting personnel at university on the basis of the decree, as well as dividing duties and responsibilities among them;
 - b) solving organizational issues connected to academic, administrative, assisting and visiting personnel via issuing decrees;
 - c) approving University provision, Structure, Internal Regulation, Provisions of structural units, Regulations for academic-scientific activities, Evacuation and safety rules;
 - d) approving other internal legal acts at University;
 - e) applying disciplinary measures for administrative and assisting staff at university;
 - f) arranging encouraging events for administrative, academic and visiting staff with the purpose of increasing labor productivity;
 - g) determining the salary for administrative, academic and visiting personnel;
 - h) issuing Power of Attorney;
 - i) signing agreements;
 - j) approving university budget and monitoring its fulfillment;
 - k) determining social benefits via decree;
 - l) awarding students with academic and special scholarships, grants and other rewards with the purpose of motivating successful ones;
 - m) reviewing suggestions made by the structural units related to academic, scientific, sports, cultural and social projects and via taking the university missions and objectives into consideration making a decision on the implementation.
 - n) issuing orders in connection with various ongoing administrative matters at University;
 - o) approving a 7-year plan of University Strategic Development and a 3-year Action plan.
 - p) supervising the present provision to be fulfilled;
 - q) fulfilling other rights and responsibilities in accordance with present Legislation and Charter for LLC.
 - r) issuing legal acts to regulate the issues not envisaged in the rights of other structural units in compliance with the present provision.
4. In case of Chancellor's absence, his/her duties are fulfilled by the person determined with the decree issued by Chancellor. In case no decree is issued, the rights and responsibility of Chancellor is fulfilled by Rector. (#01-125, 12.11.2020)

Article 8. Removed (#01-125, 12.11.2020)

Article 9. Partners' Meeting (#01-125, 12.11.2020)

1. Partners' meeting is the highest governing body of the University, which operates under the regulation of the University as an Entrepreneurial Entity.
2. Partners' meeting plays an important role in defining and developing the strategy, management and financial directions of the University.
3. Partners' meeting, in addition to managing the entrepreneurial entity, elaborates recommendations:
 - a) about the University Strategic and Action Plans;
 - b) about university-business sector partnership and fundraising opportunities;
 - c) discusses the possibilities of implementing planned and ongoing innovative programmes and projects in the field of education and science and the mechanisms of financial support.

Article 10. Administrative Council (#01-125, 12.11.2020) (01-120, 02.10.2023)

1. The Administrative Council is a collegial deliberative body, the purpose of which is to establish, implement and control the strategic directions of the university.
2. The functions of the Administrative Council include:
 - a) developing, approving, controlling the implementation of the strategic and action plan of the university and making corrections;
 - b) discussion of opportunities for cooperation and fund-raising between the university and the business sector;
 - c) consideration of the possibilities of implementation of planned and current innovative programs and projects in the educational and scientific direction and the mechanisms of financial provision;
 - d) discusses the current issues of the university, which derives from the strategic and action plans of the university and is related to the development of the university.
4. The Administrative Council includes:
 - a) Chancellor;
 - b) rector;
 - c) deputy rectors;
 - d) Chancellor's and Rector's advisers;
 - e) head of all structural units.
5. The Chancellor chairs the Administrative Council.
6. The Administrative Council meets at least once a year. The Administrative Council is convened by the Chancellor, taking into account the need.
7. The proposals/recommendations of the Administrative Council have an advisory nature.
8. The content of the session of the Administrative Council is reflected in the minutes drawn up by the representative of the chancellery and signed by the chairman and secretary of the council.

Article 11.Rector

1. Rector is appointed and dismissed by Chancellor.
2. Rector is responsible for the quality of educational-scientific activities implemented at University and constant academic development of University.
3. Rector is authorized to implement the following procedures:
 - a) issuing orders in connection with educational-scientific activities;
 - b) supervising educational-scientific activity to be conducted properly;
 - c) approving the documents confirming Higher Education – patterns for Diploma and Diploma Supplement;
 - d) signing Diploma – the document confirming Higher Education;
 - e) approving a general pattern for the curriculum (educational programme) and the syllabus (course of study) presented by Academic Council;
 - f) announcing a contest for electing academic personnel;
 - g) appointing the winner candidates in accordance with the results of the contest for electing academic personnel;
 - h) approving a general regulation for holding academic positions presented by Academic Council;
 - i) determining the dates for starting an academic year and its terms;
 - j) approving an evaluating pattern for educational programmes presented by Quality Assurance Service;
 - k) concluding agreements with students;
 - l) determining coefficients for Unified National Examinations and the number of entrants to be accepted according to the faculties;
 - m) determining the regulation for enrolment on the basis of Unified Post-Graduate examinations;
 - o) approving regulating documents for quality assurance presented by Quality Assurance Department;

- p) appointing and dismissing head of Quality Assurance Service, as well as Coordinators, Faculty Dean, Deputy Dean and Educational Programme Supervisors.
 - q) dismissing academic personnel in accordance with the present provision;
 - r) applying disciplinary measures towards students and academic staff;
 - s) issuing an order for students' enrollment in University;
 - t) approving membership of the commission for contest announced for holding academic positions with issuing a decree;
 - u) approving the dates and commission membership for the defence of research components of undergraduate, post-graduate and PhD studies;
 - v) reviewing students' statements related to academic process;
 - w) determining sanctions for students and academic personnel in relation with plagiarism;
 - x) being responsible for elaborating university development strategy and determining the directions for development plans; **(#01-125, 12.11.2020)**
 - y) being responsible for controlling the fulfillment of plans for action and strategic development; **(#01-125, 12.11.2020)**
 - z) reviewing and summarizing reports of structural units (interim/annual) about fulfillment of action plan; **(#01-125, 12.11.2020)**
 - z¹) preparing interim (3-year) report of strategic development plan fulfillment and summarizing final report and elaborating recommendations; **(#01-125, 12.11.2020)**
 - z²) reviewing, summarizing and elaborating recommendations on annual plans and reports of the structural units and Dean's Offices included in the Apparatus of Rector in terms of achieving goals under the framework of development and action plans; **(#01-125, 12.11.2020)**
 - z³) reviewing and corresponding university development projects and programs in the academic and scientific field. Reviewing reports in terms of fulfillment, elaborating recommendations and endorsing; **(#01-125, 12.11.2020)**
 - z⁴) participating in the process of strategic project planning and elaborating with international partners, foundations and donor organizations in compliance with university development plans; **(#01-125, 12.11.2020)**
 - z⁵) participating in the process of selecting/choosing academic and administrative personnel;
 - z⁶) being entitled to attend the sessions of Academic Council and Advisory Board as a status of attendant; **(#01-125, 12.11.2020)**
 - z⁷) Signing of memorandums of cooperation with international and local universities/organizations implementing training/research/practice. **(01-20, 28.02.2025)**
4. In case of Rector's leave(holiday) or business trip (official mission), acting Rector is appointed with a decree issued by Chancellor. In other cases of Rector's absence, the obligations are fulfilled by Deputy Rector.

Article 12. Vice Rector (01-21, 01.03.2024)

1. With the purpose of better management of university strategic directions, Rector has tree Vice Rectors:
 - a) Vice Rector in the field of international relations;
 - b) Vice Rector in the field of sports and youth affairs;
 - c) Vice Rector for academic affairs. **(01-21, 01.03.2024)**
2. Deputy Rector is appointed and dismissed by Chancellor;
3. Deputy Rector determines university policy with the purpose of development corresponding field, plans and implements activities, coordinates the work pursued by corresponding structural units.
4. Deputy Rector is accountable to Rector and Chancellor.

Article 13. Academic Council

1. Academic council is a structure determining major policy of university academic and scientific field.
2. Academic council is a representative body, including supervisor of every educational programme.
3. Academic Council is a constant-operational body and its members are changed in compliance with the changes of programme supervisors
4. Rector is a chairperson of Academic Council.
5. In case of Rector's absence, a chairperson of the meeting is selected by the majority of members before the session. Any member of academic council is eligible to name a candidacy of the chairperson.
6. The minutes of the session of the Academic Council are drawn up by Rector's Assistant, the secretary of the session. **(01-86, 29.07.2024)**
7. The organizational support of the activity pursued by Academic Council is ensured by Rector's Assistant and Department of Legal Affairs.

Article 14. Duties and Responsibilities of Academic Council

1. Academic council aims at facilitating integration of university higher education into European field, elaborating curricula and educational programmes, promoting cooperation among institutions of higher education, as well as mobility and integrated learning, creating and developing scientific and research programmes;
2. Academic council:
 - a) Participates in elaborating university mission and development plan;
 - b) Reviews a development policy of the university and recommends Rector on fulfilling and changing university mission and strategic development plan;
 - c) reviews and approves educational programmes on the basis of conclusions made by Quality Assurance Department.
 - d) facilitates development and internationalization of university educational programmes and research projects;
 - e) discusses the issues facing the university, derived from academic and research activities.

Article 15. Regulation for the Procedures implemented by Academic Council

1. Academic Council is assembled in case of necessity.
2. A meeting of Academic Council is convened by a chairperson, informing the agenda to the members 2 days before (via e-mail or in a written form). Members of academic council are entitled to add issues to be discussed in the agenda. Rector's assistant is to be notified about the above-mentioned issue at least one day in advance before the session.
3. A meeting for Academic Council can be convened on the basis of requirement by 1/3 of the members, informing the other members about the agenda 3 days earlier.
4. Due to the urgent requirements, Academic Council can be assembled by Rector or Chancellor based on a different regulation of the Paragraphs 2 and 3 of the present article.
5. Academic Council's assembly is authorized in case it is attended by more than half of the total membership.
6. A chairperson of academic council presents an agenda at the beginning of the session and conducts voting with the purpose of approving an agenda.
7. A speaker may be invited to the session due to the content of the issue under the framework of the agenda.
8. The issues under the framework of an agenda are reviewed separately and each member is entitled to express his/her opinion. Upon completion of discussion the issue, a chairperson conducts voting over the relevantly modified issue.

9. The resolution is deemed to be taken, in case it is supported by a majority of present council members, but no less than one-third of the full membership.
10. A programme supervisor does not participate in the ballot while reviewing the issue related to approving a new educational programme or making changes in the existing programmes.
11. A process of academic council session shall be reflected in the minute. A final version of minute of the meeting is sent to every present member within five days after the session and they are entitled to express their remarks and opinions regarding the minute within 3 days.
12. A minute is signed by a chairperson of academic council and secretary of session.
13. A decree is issued by academic council on the basis of the minute of a meeting, which is to be signed by a chairperson of academic council.

Chapter III

Apparatus of Chancellor

Article 16. Chancellery

1. Chancellery ensures uninterrupted circulation of electronic and printed correspondence within university. In addition, it ensures describing, keeping and transferring the material into electronic mode, which is to be archived in university structures.
2. The duties and obligations of Chancellery, staff units and personnel qualification requirements are determined in "Provision for Chancellery, "Records Management Guidelines" and "Regulation for Archives Production" approved with a decree issued by Chancellor.

Article 17. Human Resource Management Service

1. Human Resource Management Service ensures selection, acceptance and professional development of administrative, academic and assisting personnel at university.
2. Duties and obligations, staff units and personnel qualification requirements for Human Resource Management Service are determined in "Provision for Human Resource Management Service" and "Policy of Human Resource Management and Corresponding Regulations", approved with a decree issued by Chancellor.

Article 18. Financial Service

1. Financial service ensures budgeting of priorities for university development, planning short and long-term budget, salary(wage) settlement, controlling the procedure of paying fees by students and other activities related to university financial accountancy.
2. Duties and obligations, staff units and personnel qualification requirements for Financial Service are determined in "Provision for Financial Service" and "Regulation for Financial Issue Management", approved with a decree issued by Chancellor.

Article 19. Legal Affairs Service

1. Legal affairs service ensures legal service for university structures, personnel and students, making university legal acts compliance with the normative acts having predominant legal force, establishing legal system at university, its further development and improvement, as well as issuing and making public information available, other activities pursued by university, representing university and protecting its rights in state, private institutions and courts.
2. Duties and obligations, staff units and personnel qualification requirements for Legal Affairs Service are determined in "Provision for Legal Affairs Service", approved with a decree issued by Chancellor.

Article 20. Public Relations Service

1. Public Relations Service ensures processing and spreading information about the events implemented and planned at university to internal and external stakeholders, as well as planning and implementing university image and PR directions, reviewing students' initiatives and planning and implementing relevant events.
2. Duties and obligations, staff units and personnel qualification requirements for Public Relations Service are determined in "Provision for Public Relations Service", approved with a decree issued by Chancellor.

Article 21. Digital Services Development Office (01-141, 01.11.2021)

1. Digital Services Development Office ensures efficiency of implementing, updating-modernizing, uninterrupted working and using of information technology at university, implementing and developing electronic system in academic process, developing and continuity of computer and internet systems. (01-141, 01.11.2021)
2. Duties and obligations, staff units and personnel qualification requirements for Service of Information Technology and Innovations are determined in "Digital Services Development Office" approved with a decree issued by Chancellor. (01-141, 01.11.2021)

Article 22. Monitoring Service

1. Monitoring service ensures proper and conscientious fulfillment of duties and obligations by administrative, academic and assisting personnel at university as well as preparing corresponding reports. In addition, it facilitates an effective management of lecture halls necessary for academic process.
2. Duties and obligations, staff units and personnel qualification requirements for Monitoring Service are determined in "Provision for Monitoring Service", approved with a decree issued by Chancellor.

Article 23. Multimedia Centre

1. Multimedia centre carries out preparation and dissemination of internal and external orders, documentaries and other types of media products.
2. Duties and obligations, staff units and personnel qualification requirements for Multimedia Centre are determined in "Provision for Multimedia Centre", approved with a decree issued by Chancellor.

Article 24. Material Assurance Service

1. Material Assurance Service ensures taking care and developing infrastructure, ongoing repair works, proper functioning of heating and conditioning systems, non-interruption of power and communication, providing university structural units with industrial objects and stationery, providing technical assistance to the current activities and planned events planned by the structural units.
2. Duties and obligations, staff units and personnel qualification requirements for Material Assurance Service are determined in "Provision for Material Assurance Service" approved with a decree issued by Chancellor.

Article 25. Security Service (01-76, 01.07.2024)

1. The security service ensures the protection of order in the territory of the university, the safety of university property, personnel and students, control of safety norms and, if necessary, appropriate response (fire safety, evacuation actions).
2. Duties and obligations, staff units and personnel qualification requirements for Security Service are determined in "Provision for Security Service" and "Regulation for Emergency Situation Management at University", approved with a decree issued by Chancellor.

Chapter III¹
Quality Assurance (01-86, 29.07.2024)

Article 26. Quality Assurance Service

1. Quality Assurance Service ensures compliance of the educational programmes implemented by university with western standards via monitoring academic and scientific work, updating methods and resources and enhancing qualification for academic personnel.
2. Duties and obligations, staff units and personnel qualification requirements for Quality Assurance Service are determined in “Provision for Quality Assurance Service” and “University Quality Assurance Standards”, approved with a decree issued by Chancellor.

Chapter IV
Apparatus of Rector

Article 27. Academic Process Management Service

1. Academic Process Management Service ensures centralized management of academic process and coordination of the activities pursued by Dean’s Offices, preparation of correspondence and documents related to academic process, not included in the competence of the faculty.
2. Duties and obligations, staff units and personnel qualification requirements for Academic Process Management Service are determined in “Provision for Academic Process Management Service”, approved with a decree issued by Chancellor.

Article 28. Scientific Research Department

1. Scientific Research Department ensures development of scientific research at university, organization of implementing joint scientific projects with international scientific organizations, engagement of young researchers in scientific activities, facilitation of development of cooperation at local and international level for academic and scientific staff. (#01-125, 12.11.2020)
2. Duties and obligations, staff units and personnel qualification requirements for Scientific Research Department are determined in “Provision for Scientific Research Department”, approved with a decree issued by Chancellor.

28¹ Service of Doctoral Studies (#01-125, 12.11.2020)

1. Service of Doctoral Studies provides control over the technical issues of the work performed by the students of the University Doctoral Programmes, coordinated cooperation with the dissertation councils, as well as informing the doctoral students about the scientific grant competitions.
2. The functions, activities, work schedule and qualification requirements of the staff are defined by the "Regulations of Service of Doctoral Studies", which is approved by an order issued by the Chancellor of the University.

Article 29. International Relations Department

1. International Relations Department ensures forming close cooperation and partnership with universities and other international organizations operating abroad, integrating students and professors/lecturers in international educational field, making university and/or specific faculty join in international organizations, networks and unions, attracting/recruiting foreign students, seeking international grant projects and making university engaged in it, planning and organizing business trips for Chancellor/ Rector and administration members.

2. Duties and obligations, staff units and personnel qualification requirements for International Relations Department are determined in “Provision for International Relations Department”, approved with a decree issued by Chancellor.

Article 30. Lifelong Learning and Career Development Service (01-36, 24.03.2021)

1. The Lifelong Learning and Career Development Service provides the implementation of continuing education and the provision of career support services to students and graduates.
2. Duties and obligations, staff units and personnel qualification requirements for Lifelong Learning and Career Development Service are determined in “Provision for Lifelong Learning and Career Development Service”, approved with a decree issued by Chancellor.

Article 31. Student Service Office

1. Student Service Office ensures accepting students’ statements and redirecting them to addressees applying a single-window principle. The department prepares and issues references (notifications), as well as informs students on ongoing issues. It issues Diplomas and Diploma supplements and organizes the process of accepting university entrants being foreign citizens, etc.
2. Duties and obligations, staff units and personnel qualification requirements for Student Service Office are determined in “Provision for Student Service Office”, approved with a decree issued by Chancellor.

Article 32. Organizational Development Service (01-36, 24.03.2021) (01-120, 02.10.2023)

1. The Organizational Development Service provides support for strategic planning, continuous development, professional development of academic and administrative staff, internationalization and inclusion, development of innovative teaching methods.
2. The functions, activities, staffing schedule and personnel qualification requirements of the Organizational Development Service are determined by the "Regulations of the Organizational Development Service", which is approved by the order of the Chancellor of the University.

Article 33. Service of Youth Affairs, Sports and Culture

1. Service of Youth Affairs, Sports and Culture ensures development of student life via implementing various projects and students’ engagement, creating, developing and facilitating sports clubs, forming and developing cultural clubs, arranging sports, cultural and youth events, discussing students’ initiatives and forming as a project, registering various student clubs and facilitating their activities.
2. Duties and obligations, staff units and personnel qualification requirements for Service of Youth Affairs, Sports and Culture are determined in “Provision for Service of Youth Affairs, Sports and Culture”, approved with a decree issued by Chancellor.

Article 34. Examination Centre

1. Examination centre ensures creating common space in terms of organizing mid-term, final and additional written examinations. The centre also organizes written examinations for accepting candidates at Post-graduate and PhD Programmes and conducts other examinations planned at university.
2. Duties and obligations, staff units and personnel qualification requirements for Examination Centre are determined in “Provision for Examination Centre” and “Instructions for Conducting Examinations” approved with a decree issued by Chancellor.

Article 34¹. Vocational Education Center

1. Vocational education center ensures the development and implementation of professional educational programs, professional training programs and professional retraining programs, short cycle programs.

2. The functions, activities, staffing schedule and qualification requirements of the Vocational education center are determined by the regulations of the "Vocational Education Center", which are approved by the order of the chancellor of the university.

Article 35. Library

3. Library provides university personnel and students with modern bookfund (electronic books and books on CD are available) envisaged in syllabi and essential for conducting scientific research.
4. Duties and obligations, staff units and personnel qualification requirements for Library are determined in "Provision for Library" and "Regulation for Library Usage", approved with a decree issued by Chancellor.

Chapter V Academic Process Management

Article 36. Faculties at University

1. Faculty represents a major educational structural unit at university.
2. University offers 5 faculties:
 - a) Faculty of Law;
 - b) Faculty of Business and Technology (01-123, 19.10.2022)
 - c) Faculty of Social Sciences and Humanities (01-120, 02.10.2023)
 - d) Faculty of Medicine;
 - e) Faculty of Viticulture-Winemaking
3. Teaching and scientific activities are conducted in a coordinated way under the framework of the faculty, thus it ensures creating the best conditions for learning and teaching, as well as facilitates receiving education focused on the future, relevant to modern standards in the corresponding field of educational programme.
4. Faculty structure includes:
 - a) Faculty Dean;
 - b) Deputy Dean;
 - c) Collegial body existing at the faculty – Faculty Council;
 - d) Research laboratory;
 - e) Educational Programme Supervisor;
 - f) Coordinator;
 - g) A specialist of Academic Process Management;
5. Duties and obligations, staff schedule and personnel qualification requirements for Faculties are determined in "Provision for Faculty", approved with a decree issued by Chancellor.
6. Regulation for membership, duties and obligations for Faculty Council is determined in "Provision for Faculty Council", approved with a decree issued by Chancellor.

Article 37. Academic and Visiting Personnel at University

1. University academic personnel include Professors (Professor, Associate Professor and Assistant Professor) and assistants.
2. Academic personnel are affiliated to university, involving an agreement in which an individual holding an academic position at university determines his/her affiliation only for Caucasus International University and participates in the process of developing society and sharing knowledge on behalf of the university.
3. The person holding an academic position, being affiliated to university, apart from the duties envisaged for academic personnel:

- a) implements major educational, research/scientific activities and the research results are considered as achievements of Caucasus International University;
 - b) actively participates in decision-making process related to university educational, research and other important issues;
 - c) is actively engaged in consulting students and providing them academic/scientific supervision.
4. An affiliation agreement is concluded with academic personnel after appointing on academic positions or the obligation of affiliation is initially indicated in announcement of competition for academic positions.
 5. Academic position may be held only via open contest, being relevant to the principle of transparency, equaility and fairness.
 6. Rule for conducting a contest, terms for a contest and other issues related to electing academic personnel are regulated with “Regulation for Holding Academic Positions”, approved by Rector.
 7. Academic personnel are elected for a term of 4 years.
 8. Academic personnel independently determine the content, teaching methods and means under the framework of educational programme.
 9. Personnel are dismissed from academic positions on the basis of following points:
 - a) personal statements;
 - b) violating an agreement on affiliation;
 - c) disciplinary proceedings defined in Internal Regulation;
 - d) death;
 10. Visiting lecturers include the personnel hired on the basis of contract, whose work is paid in accordance with the number of hours conducted. Visiting lecturers are obliged to deliver lectures, seminars, practical trainings without holding academic positions.
 11. Terms for electing visiting lecturers are defined in “Regulation for Personnel Management Policy and Efficiency”

Chapter VI

Students

Article 38. Students’ Rights

1. According to Law of Georgia on Higher Education and present provision a student is entitled to:
 - a) receive high-quality education;
 - b) participate in scientific research and work-related practice within the framework of an educational program and offered conditions;
 - c) use material-technical, library-related, informative and other means on the principle of equality in accordance with the regulation determined in University Provision, Internal Regulation, Code of Ethics and other provisions;
 - d) receive information about the activity pursued by University in compliance with the regulation determined by Legislation of Georgia;
 - e) choose a representative on the basis of a general and direct election, providing equal opportunities for everybody and applying a method of secret ballot, as well as be elected in Student Self-Governance;
 - f) establish and join student organizations freely, according to his/her interests;
 - g) freely express his/her vision and reasonably refuse to share the ideas suggested during the academic process;
 - h) use the right of mobility and enrol in other institution of higher education from the second year of learning and transfer the allocated state grant in the corresponding institution in accordance with the regulation determined by Legislation of Georgia and University Provision;

- i) get a scholarship, financial or material assistance and other kind of benefits from the state or other sources in compliance with Legislation of Georgia and University Provision;
 - j) select an educational programme, as well as separate optional components envisaged in educational programmes;
 - k) participate in elaborating an individual educational programme;
 - l) evaluate the university and activity pursued by academic personnel within the framework of Educational Programme Assessment;
 - m) take advantage of benefits for tuition fees determined by University;
 - n) apply other rights granted him/her in compliance with Legislation of Georgia.
2. The university is obliged to create equal educational conditions for every student. For this reason the infrastructure is to be adapted for the students with special needs.
 3. The university ensures to make every statement/piece of information announced by the administration available for every student (in Georgian and English).
 4. The university is obliged to make foreign students integrate in the society, make them familiar with all the details necessary for living in Georgia, organize educational and cognitive tours, ensure religious and ethnical freedom, facilitate cultural events, etc.
 5. Students set up Students' Unions/Clubs with the purpose of effecietly expressing their interests. The regulation for the establishment and activities is determined in "Rule for Creation of Students' Club and its Activities", approved with a decree issued by Chancellor.

Article 39. Student Self-Governance

1. Student Self-Governance, representing a voluntary union of students, is established at University for better realization of the authority granted to the students in accordance with the present provision and Legislation of Georgia.
2. Student Self-Governance pursues the avtivities in compliance with its provision, approved by the member of the Self-Governance.
3. Student Self-Governance is granted absolute freedom from university for defining directions and pursuing any activities.
4. Nobody is eligible to interfere in the activity pursued by Student Self-Governance, in case the interference does not intend to make it relevant to the requirements of Legislation.

Article 40. Students' Obligations

1. A student is obliged to
 - a)respect university dignity, administrative and academic personnel, other students' rights and freedom.
 - b) fulfill the duties envisaged in University Provision, Code of Ethics, and other internal legal acts;
 - c) pay the tuition fee fully and timely.
2. Other codes of conduct for the students are determined by University Code of Ethics.
3. A student is obliged to use an electronic system of University Academic Process Management and University E-mail as main means of communication.

Chapter VII Final Provisions

Article 41. Final Provisions

1. Amendments in the present provision may be made on the basis of Chancellor's decree.
2. In case of approving a new provision, the present one becomes invalid.

3. The present provision has predominant legal force compared with other norms determined with acts approved by Chancellor and Rector, in case they regulate legal relations envisaged with the present provision in a different way.