

**Appendix 1**

**International Black Sea University Governing Board**

**Resolution # 27, 29.12.2023**

**International Black Sea University Provision**

**Tbilisi**

**2023**

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## Chapter I. General Provisions

### Article 1. General Information About the University

1. LLC International Black Sea University (hereinafter referred to as "University") is a legal entity established as a limited liability university, which carries out its activities on the basis of the current legislation of Georgia, statutes and this provision. The University has its own logo, seal, and other legal attributes.
2. The full name of the university is: LLC International Black Sea University, abbreviated as 'IBSU'. The legal address of the university is: Samgori District, along the Kakheti Highway, next to the Radio Tower, Plot N 001/133. Tbilisi, Georgi
3. The location for conducting university activities is 13th km, #2 David Aghmashenebeli alley and Samgori District, , along the Kakheti Highway, next to the Radio Tower (Plot N 001/133), Tbilisi, Georgia

### Article 2. Scope of the Provision

1. The preceding provision regulates the status, goals, and objectives, structure, main directions of activity, and other issues related to the functioning of the university
2. All issues related to the university activities that are not regulated by preceding provision is governed in accordance with the legislation of Georgia and/or internal normative acts of the university.
3. The fulfillment of requirements determined by the university provision is mandatory for all personnel and students employed or enrolled in the university.

### Article 3. University Mission, Vision and Values

1. The mission of the university is to provide the high quality education, based on the best practices of research and teaching and learning, leading to the preparation of highly qualified, competitive, democratic individuals corresponding to the requirements of the local and international labor market.
2. The vision of the university is to create a high-quality, innovative, international, modern educational and research environment based on diversity and equality which will bring the university local and international recognition.
3. University values:

**Academic freedom** -entails creating an autonomous academic environment, conducting research freely, facilitating the dissemination of academic findings, and utilizing them in teaching and learning

**Inclusion**-respects the unique abilities and values of each person as an individual, creating an inclusive educational environment tailored to the diverse needs of individuals, where education is readily accessible and available to everyone without discrimination.

**Equality and diversity** - respects human rights and values, including ethnic, cultural, religious, and international differences, creates an equitable environment and processes; offering diverse options in educational programs in Georgian and English languages, and providing opportunities for learning foreign languages.

acknowledging and valuing ethnic, cultural, religious, and international diversity among them, establishing inclusive institutions and processes,

**Transparency** - focused on creating an effective leadership, team-based, fair and transparent environment for both students and employees, promotes the involvement of interested parties, their awareness and mutual respect, adheres to the norms of ethics and integrity.

**Innovation** is oriented towards incorporating local and international standards, focusing on educational and scientific innovations, implementing contemporary methods, embracing new approaches, and internationalization.

**Sustainable development** - ensures the consistent, stable, and effective functioning, and aims to achieve the objectives of sustainable improvement.

**Social responsibility** - respects democratic and ethical principles, contributes to the development of civil society and the country, taking into account social responsibility, community needs and lifelong learning.

4. For the purpose of continuous development, the university periodically revises its mission, ensuring the university's compliance with the ever-changing environment and requirements.

5. Motto of the university - Life-long Friendship for Peace through Education

#### **Article 4. Definition of Terms**

1. The terms used in the provision have the following meaning

a) Administration - Rector, Vice-Rector, Governing Board; University departments; University services; School Deans.

b) Administrative personnel - Rector, Vice-Rector, members of the Governing Board, Heads of University Departments and Services, Administrative Directors of Academic Programs and other individuals in the staff list.

c) Academic personnel – professors, associate and assistant professors, assistants.

d) visiting personnel- Lecturer who conducts academic/professional activities at the university during a specific semester

e) Scientific staff - chief scientific employee, senior scientific employee and scientific employee.

f) Affiliation - a written agreement between the university and an academic staff member, through which the individual holding an academic position specifies their affiliation solely with one university

g) Educational program (curriculum) - a structured compilation of courses/modules necessary for obtaining the highest educational qualification, encompassing program objectives, learning outcomes, courses/modules with corresponding credits, student assessment system, and organizational components of the educational process

h) Support staff - individuals necessary for the operational functioning of the university, who are not included in the administrative or academic personnel structure.

i) Internal normative acts- directives provisioned by the Governing Board of the university, issued on the basis of legislation and/or regulations, an order of the rector (in the case defined by the university act) which are mandatory to be followed by university staff and students and typically have a multiple character.

j) Individual act - a decision made by the Board of Founders, the resolution of Governing Body, the rector's directive, which establishes, changes, terminates, or approves the rights and obligations of an individual or individuals involved in a contractual relationship or duties.



k) Syllabus - a document outlining the structure of a specific course of a specific lecturer within an academic program, including grading system.

l) Student - an individual who has been admitted and enrolled in accordance with the legislation of Georgia regarding "Higher Education" and the internal regulations of the university, and who is studying for a bachelor's, master's, or doctoral degree program.

m) Staff list - a list employees defined annually or in accordance with the university's needs or for the period of work performance, which determines the classification of positions, the corresponding official rank

n) Provision - a normative document that defines the structure, competence and operational regulations of the university.

## **Chapter II. University structure, Management bodies (Governing entities)**

1. The university structure includes Governing Bodies, main structural units, services, and subordinate structural divisions.

### **2. Management bodies of the university are:**

a) Assembly of the Founders;

b) Rector;

c) Governing Board;

3. The main educational structural unit of the university is the School. The governing bodies of the school are:

a) Dean

b) School council;

c) School dissertation board

4. The main administrative units of the university are:

a) Department of International Relations;

b) Department of Marketing and Public Relations;

c) Department of Student and Alumni Affairs;

d) Department of Business Operations;

e) Financial Department

f) Procurement and Logistics Department.

5. The university services include:

s) Strategic Development Service;

- b) Human resources management and development service;
  - c) Archive
  - d) Student service and registration service;
  - e) Educational process monitoring service;
  - f) Information Technology Service;
  - g) Office of extracurricular activities of students;
  - h) Alumni Relations Service;
  - i) Career Planning and Development Service;
  - j) Research Development and Project Management Service;
  - k) Legal Service;
  - l) Financial Service;
  - m) Student Financial Aid Service.
  - n) accounting;
  - o) Procurement Service
  - p) Labor Safety Service
  - q) technical service
  - r) cleaning service.
  - s) quality assurance service;
  - t) Internal Quality Assurance Service.
6. University support units:
- a) Archive
  - b) IBSU Academy
  - c) Innovation and Entrepreneurship Center
  - d) Academic Writing Center
  - e) Publishing
  - f) Library
  - g) Medical Point

h) Ombudsman

**Article 6. Assembly of Founders and its Authorities**

1. The highest Governing Body of the university is the Board of Founders. The composition of the Board of Founders is determined in accordance with the Law on Entrepreneurs of Georgia..

2. The Board of Founders has decision-making authority on matters related to the university's development, financial provision policy, policy on educational and research activities, policy on material-technical base improvement, mobility policy, international cooperation policy, and other significant policy-determining issues.

3. The Board of Founders:

a) Approves the university's regulations;

b) Elects the university Rector according to the conditions of the following regulations:

b.a) When electing the rector of the university, the Board of Founders first considers a person who, according to the extract from the register of entrepreneurs and non-entrepreneurial (non-commercial) legal entities, is the director of LLC International University of the Black Sea;

b) University rector must hold a doctoral degree or have an academic qualification equivalent to it, must hold a professorial position within the university, and must have at least 5 (five) years of experience in managerial position (including research-pedagogical) in the higher education sphere, and must demonstrate proficiency in English language.

c) Following the recommendation of the rector, he/she discusses the selection of vice-rectors, candidates for deanships, and elected candidates are appointed and dismissed by the rector;

d) Upon the approval of the university's governing body, the rector confirms the university's 7-year strategic development plan and 3-year operational plans.

e) The systematically ensures financial stability of the university

f) In cases of necessity, changes, cancels the decisions made by the university governing bodies if those decisions conflict with the interests of partners and jeopardize the university operations.

4. In compliance with the requirements of the university, another meeting of the founders is convened as needed. The meeting is capable of resolution if the partner/partners holding at least 60% of the shares are present.

5. The right to convene the founders' meeting belongs to the university Rector or shareholders owning not less than 5% of the shares.

6. The decision shall be taken by a majority vote of 60% of the ownership partners.

7. The decision of the Founder's Assembly is signed by all parties who supported the decision. In case of legal necessity, the notary verifies the decision

#### **Article 7. Rector, his/her authorities**

1. Rector is the highest academic and administrative official of the university, who performs full administrative functions in the university.

2. The Rector represents the university in domestic and international relations, academic, scientific, business, and other fields

3. The term of office for the Rector is 6 years

4. Reappointment of the same person for the Rector position is possible consecutively several times

5. The Rector operates in accordance with the legislation of Georgia, decisions of the founding body, and the corresponding regulations. Within the scope of his competence, he conducts the leadership of the university and other authorities:"

a) Issues individual legal acts;

b) Participates in the management of the university along with the Board of Founders and the administration, defines the educational-scientific, business policies of the institution, and ensures the qualification enhancement of academic/administrative personnel."

c) Appoints and dismisses administrative and support staff, including heads of structural units, in accordance with the established regulations;

d) Establishes committees, working groups, and other units the approval of which does not require the consent of the university administration or the Board of Founders.

e) Makes decisions regarding the initiation of new programs or the cancellation of existing ones, conducts general control over academic educational programs;

f) Monitors the quality of the educational process.

g) Issues directives regarding granting/suspension/termination and reinstatement of student status at the university;

h) Negotiates agreements with university administrative/support personnel, academic/scientific/technical staff, and students;

i) Approves university budget, issues financial directives."

j) Signs the document confirming higher education - diploma and diploma supplements

k) Based on the submission of the relevant school, awards scholarships to outstanding students, determines tuition fees and the issue of studying abroad;

l) Conducts full coordination of international connections and relations of the university

m) Announces the competition for selecting academic/scientific personnel positions

n) Approves additional qualification requirements; for academic/scientific/visiting and administrative staff;

o) Based on the results of the competition, appoints and dismisses the selected candidate;

- p) Determines the salary rates of academic/scientific/guest staff and administrative/support staff;
- q) Determines the areas of supervision of vice-rectors, delegates authority;
- r) According to the established procedure, implements the use of incentive forms/disciplinary measures;
- s) Approves/makes changes to the educational programs on the recommendation of the dean of the school and in agreement with the quality assurance service, approves program coordinators/instructors.
- t) Upon submission of the school dean approves the school's master's/doctoral regulations, approves the composition of the Master's/Doctoral Council/Sectoral Qualification Commission/Master's Collegium.
- u) Upon submission of the school dean, appoints the school's council
- v) Assigns the title of honorary doctor/professor;
- w) In collaboration with relevant structural units, develops and approves various regulations the enforcement of which does not fall under the authority of the Governing Body
- x) Conducts other authorities

6. In the absence of the Rector, his authority is exercised by the Vice-Rector appointed by the rector.

7. The Rector ensures the introduction of the university mission to the academic/scientific administrative/visiting staff and students.

8. The rector is authorized, in necessary cases, to regulate all organizational and procedural matters that are not governed by legislation and legal acts of the university and do not belong to the competence of any structural unit. Such orders are mandatory for all relevant subjects for fulfillment."

9. The rector is accountable to the Founders' Board

#### **Article 8. Grounds for Terminating the Rector's Authority**

1. The grounds for dismissal from the position of the Rector are:

- a) Upon expiration of the term of office, except in the case where the Founder's Board selects the same person as the Rector;
- b) Personal statement;
- c) Decision of the Founder's Board;
- d) Other circumstances provided for by law.

#### **Article 9. Rector's Office**

- 1. With the aim of facilitating the organizational-informational issues related to the activities and authorities of Rector, the Rector's office is established, which is directly subordinate to the rector
- 2. The head of the Rector's Office is appointed and dismissed by the Rector.
- 3. The Rector's Office includes a Head, an Advisor to the Rector, a secretary, an assistant and an assistant responsible for international relations.

#### **Article 10. Advisor to the Rector**

1. With the aim of enhancing the management of educational, scientific-research, and administrative activities within the university, the Rector may appoint an Advisor (hereinafter referred to as the Advisor), who may be an education sector representative, public figure, graduate of the university and/or a foreign expert.

2. The Advisor operates in accordance with the legislation of Georgia, the experience existing in the field of education, and the regulations of the university.

3. The Advisor is authorized to review the rector's reports, the strategic development plan of the university and to provide the rector with proposals/recommendations.

4. The Advisor is approved by the Rector in consultation with the Founding Board of the university. The Advisor cannot be the Rector of the university or another representative of the university administration.

#### **Article 11. Governing Board**

1. Governing Board (hereinafter - the Board) is created to ensure the coordination, effective management and monitoring of educational, scientific-research and administrative activities in the university, rational use of human and material resources, the fulfillment of the university's mission, goals and strategic development plan, and making decisions and/or developing recommendation(s) on these issues.

2. Head of the Board is the Rector.

3. In the absence of the Rector, one of the Vice-Rectors acts as the chairman of the Board

4. The Board includes: Rector, Vice-Rectors, Heads of Departments, Heads of Human resources management and development, monitoring of educational processes, Heads of the legal service and Deans of schools.

5. The secretary of the council is the head of the Rector's Office, who provides organizational and informational support for the activities of the council, prepares the reports of each meeting and signs resolutions.

6. The Council is empowered if more than half of the full membership is present at the meeting. The decision is made by the majority of votes. In the case of an equal vote, the chairman's vote shall be decisive

7. The decision made by the Board is formed by a resolution.

#### **Article 12. Authorities of Governing Board**

1. Governing Board:

a) Approves the mission of the university and ensures its implementation in cooperation with structural units;

b) Develops and submits the strategic development plan of the university to the Founders Board for approval, ensuring its implementation;

c) Approves the university's provision

d) Approves the internal regulations of the university upon submission of the Rector

e) Approves the structure of the university and the provisions of structural units;

f) Makes decisions regarding the establishment/abolition of schools and structural units.

- g) Approves the regulation on student status;
- h) Approves the procedure for awarding the title of honorary doctorate;
- i) Approves the Code of Ethics;
- j) Confirms the corresponding academic calendar for the year;
- k) Determines the rules for the recognition of credits obtained in other higher education institutions.
- l) Upon submission of the school board, approves coefficients for the Unified National Exams at the beginning of the academic year;
- m) Approves the number of students admitted to the school for each level of study and educational programs;
- n) It determines the regulations regarding the acquisition of education (ECTS credits) (including education received abroad), obtaining student status, suspension and termination, mobility, and other regulations related to the learning process.
- o) Approves the mechanisms for evaluating the learning outcomes of the program;
- p) Approves the regulations and procedures for internal university research and financing
- q) Approves the methodology for determining the number of academic, scientific, and administrative staff.
- r) Approves the guidelines for evaluating the work performed by administrative and support staff;
- s) Approves the classification of labor contracts to be signed by academic and visiting staff of the university
- t) Approves the rules for holding an academic/scientific/administrative position;
- u) Approves and discusses the labor safety regulations established by law;
- v) Establishes unified regulations for case management;
- w) Implements other authorized rights;

**Article 13. Preparation and conduct of board meetings**

1. The board meeting is convened by the chairman of the board, the meeting can be convened by sending an e-mail and/or a short text message.

2. An extra session of the Board may be convened at the written request of the Chairman of the Board or the majority of the members of the Board. A written request for convening an extra session is submitted to the Rector within two days prior to the meeting

3. Upon the completion of each academic year, the chairman of the Board convenes the council, which is attended by the individuals specified in Article 3.1 of this article, in order to review the results of the past academic year and plan for the upcoming academic year

3.1. In the composition of the governing body of the university, determined by paragraph 3 of the preceding section, shall be included: the Rector, Vice-rector for administration, Vice-rector for academic affairs, Vice-

rector for research, Vice-rector for quality assurance, deans of faculties, heads of academic programs, and student representatives of the university senate.

4. In accordance with the provisions specified in section 3.1 of the preceding article an extra session of the Board may be convened at the written request of the Chairman of the Board or the majority of the members of the Board. A written request for convening an extra session is submitted to the Rector within two days prior to the meeting

5. The head of the Rector's office, in agreement with the chairman of the board (Rector), establishes the agenda of the session. Board members are entitled to add an additional issue to the agenda for discussion one day before the meeting, if it is supported by the majority of those present.

6. The minutes of the session are drafted and signed by the chairman and the secretary of the meeting.

#### **Article 14. Grounds for Terminating the Membership Rights of Board members**

1. The grounds for terminating the membership rights of Board members are

a) Board member dismissal from the position specified in the Article 11.4.

b) Rector's decision regarding the composition of the governing board.

c) In other cases, determined by law

#### **Article 15. Advisory Board**

1. In order to enhance the development of educational, scientific-research, and administrative activities within the university, the Rector may establish a Board of Advisors, composed of representatives of the academic community, and graduates and/or foreign experts

2. The Advisor operates on public funds, without payment

3. Operates in accordance with Georgian legislation, the qualifications present in the field of education, and the regulations of the university.

4. The advisory Board is authorized to review the rector's reports, the strategic development plan of the university and to provide the rector with proposals/recommendations.

5. The advisory Board is approved by the Rector in consultation with the Founding Board of the university. The advisor cannot be the Rector of the university or another representative of the university administration.

#### **Article 16. Vice Rector**

With the aim of managing the administration of the university, the Rector has five Vice -Rectors:

a) Vice-Rector for Administration;

b) Vice-Rector for Finance;

c) Vice-Rector for Academic Affairs;



- d) Vice-Rector for Research;
- e) Vice-Rector for Quality Assurance;
- 2. Vice-Rectors are appointed and dismissed by the Rector.
- 3. The Vice-Rector is accountable to the Rector and the Board of Founders.

**Article 17. Vice-rector for Administration and his/her responsibilities and authorities**

1. Vice-rector for Administration:

- a) Guides and coordinates the Strategic Development Service, Human Resources Management and Development Service, Case management service, Student Services and Registry Service, Student and Alumni Development Department, Learning Process Monitoring Service, and Information Technology Service
- b) Ensures financial sustainability of the university;
- c) Directs and coordinates the process of developing strategic development and action plans of the university;
- d) Is involved in the development, refining and evaluation of financial policies and strategies;
- e) Participates in determining the optimal tuition fees and fees for other services.
- f) Directs the processes of development and implementation of the policy of providing information about the university's mission, goal, strategic development plan and current processes to the general public;
- g) Directs the measures of implementation of the university's academic policy and strategy by monitoring the educational process;
- h) Directs the development of the personnel policy and strategy of the university ensuring the recruitment of qualified personnel with the necessary professions, specialties, and qualifications to fulfill the university's objectives
- i) Directs the development and implementation of personnel assessment, training, and development programs in line with the university's goals and strategies, as well as oversees personnel promotions.
- j) Has the authority to participate in the competitive selection process for an academic position;
- k) Raise the issue of terminating the contract with students and academic staff, in case of non-fulfillment of their obligations or applying disciplinary measures;
- l) Submits to the rector the candidacies of the heads of subdivisions subordinate to him;
- m) In case of necessity, the right to participate in the school's work is granted.
- n) Is entitled to participate in the university's financial sustainability initiatives.
- o) Ensures the delivery of information about the university to the wider community
- p) Ensures optimal management of human resources;

- q) Supervises the organization of purchases in accordance with the rules established by the legislation of Georgia (negotiation with one person, price quotation, tender);
  - r) Periodically submits a report on the work carried out to the Governing Board;
  - s) Coordinates the implementation, enforcement and development of the rules of procedure case management service in the university;
  - t) Ensures the completion of the Rector's assignments.
  - u) Directs and coordinates the implementation of strategic and operational plans.
  - v) Directs and coordinates the process of informing students and graduates about the dynamics of the labor market and existing prospects in order to promote the career development
  - w) Directs and coordinates the organization of seminars related to the development of skills necessary for the employment and career development of students/graduates;
  - x) Directs and coordinates the planning/implementation of visits of representatives of leading and partner organizations to conduct master classes at the university;
  - y) Directs and coordinates the promotion of the implementation of projects at the university by various companies; implementation of internship, scholarship and other incentive projects;
  - z) Leads and coordinates deepening of cooperation with local and international leading companies.
  - Z<sup>1</sup>) Directs and coordinates the service of extracurricular activities of students;
  - Z<sup>2</sup>) Directs and coordinates the organization of external activities, such as: public lectures, excursions, sports championships, competitions, trainings, performances, concerts, creative clubs and others
  - Z<sup>3</sup>) Leads and coordinates Career Planning and Development Service, Alumni Relations Service, Student Extracurricular Activities Service, IBSU Academy and Center for Innovation and Entrepreneurship
2. The Vice-Rector for Administration must have a Master's degree or an academic degree equivalent to a master's degree in the field of administration and at least 5 (five) years of managerial experience in the field of higher education.

**Article 18. Vice-rector for Administration and his/her responsibilities and authorities**

The responsibilities of vice-rector for Administration are:

- a) Direction and coordination the Finance Department, Procurement and Logistics Department, Financial Service, Student Financial Services, Accounting, Procurement Service, Technical Service, Labor Safety Service, Cleaning Service, Medical Center and Legal Service
- b) Ensures of proper and efficient functioning of the university's Financial Department;
- c) Supervision of employees' performance and team development.
- d) Participation in defining the goals, objectives and strategy of the university;
- e) Efficient utilization of financial resources and optimization of expenses.

- f) Periodic reporting to the supervisor;
  - g) Investment planning and efficiency analysis;
  - h) periodical review of the report of structural subdivisions on the work performed;
  - i) Submitting proposals to the Rector of the university regarding the structure of the department/office, staff units, functions, incentives for staff, and the use of disciplinary measures in case of disciplinary misconduct.
  - j) Participation in the authorization/accreditation process within the competence;
  - k) Involvement in the process of developing, refining and implementing financial policy and strategy;
  - i) Involvement in the process of determining the optimal teaching fee and the cost of other services;
  - m) Engagement in financial policy and strategy development, planning, implementation, and improvement processes.
2. The Vice-Rector for Finance must have a Master's degree or an academic degree equivalent to a master's degree in the field of education and at least 5 (five) years of managerial experience in the field of higher education.

**Article 19. Vice-rector for Academic Affairs and his/her responsibilities and authorities**

1. Vice-rector for Academic Affairs

- a) Directs and coordinates the schools of business, medicine, education, humanities and social sciences, computer sciences and architecture, law and public administration, and the language center;
- b) Directs the operation of academic departments and, within the scope of competence, planning and implementation of the educational process;
- c) Participates in the process of implementing, refining and developing educational programs and monitors their implementation within the scope of competence;
- d) Within the scope of competence, participates in the process of competitive selection of academic, scientific, visiting and administrative personnel, promotes the attraction and retention of the best personnel in the university;
- e) In accordance with the requirements, participates in the functioning of the school boards' activities
- f) Periodically submits a report on the work carried out to the Governing Board;
- g) Coordinates academic educational programs to ensure efficient use of university resources to develop the university's academic programs and meet the educational needs of interested parties;
- h) Is authorized to submit an initiative regarding the change/termination of the employment contract with the academic staff, including in the direction of academic encouragement and promotion of professional advancement, in the presence of appropriate grounds, based on the Dean's submission, student survey, colleagues and quality assurance service assessments
- i) Submits to the rector the candidacies of the heads of the subordinate units;

- j) Supervises the organization of the educational process, the development of academic programs, and the alignment of syllabi for their implementation, as well as the relevance of learning formats and methods.
- k) Initiates educational activities, projects and events in order to develop and promote educational programs;
- m) Completes the tasks assigned by Rector.

2. The vice-rector for academic affairs must have a Doctor's degree or an academic degree equivalent to a Doctor's degree in the field of scientific-pedagogical and at least 5 (five) years of managerial experience in the field of higher education.

**Article 20. Vice rector for research and his/her rights and authorities**

1. The functions of the Vice-Rector for Research Field:

- a) Guides and coordinates the academic writing center, research initiation and project management services, publishing house, and the library.
- b) Directs and coordinates the development of scientific research policy at the university and promotion of its implementation;
- c) Submits to the rector the candidacies of the heads of subdivisions subordinate to him;
- d) Develops and submits proposals to the governing board for the system of encouragement and stimulation of lecturers and students according to the results achieved in the scientific-research field;
- e) Participates in the selection of university lecturers and students for participation in national and international scientific-research and scientific-practical programs;
- f) Plans and organizes the hosting of university, national, and international scientific conferences, symposiums, and competitions together with the schools.
- g) Collaborates with schools to develop appropriate conditions for students' scientific and research work;
- h) Facilitates integration of the academic and research component in educational programs;
- i) Periodically submits a report on the work conducted to the Governing Board;
- j) Initiates and assists in the development of strategic and action plans by schools and other structural units;
- k) Coordinates with the deans to facilitate the functioning of the research centers established within the schools.
- l) Ensures the preparation of draft agreements on scientific and research cooperation on behalf of the university;
- m) Develops indicators of the university and schools' action plans.
- n) Completes the tasks assigned by Rector.

2. The Vice-Rector for Research Field must have a Doctor's degree or an academic degree equivalent to a Doctor's degree in the field of scientific-pedagogical and at least 5 (five) years of managerial experience in the field of higher education and be fluent at Georgian and English

**Article 21. Vice-Rector for Quality Assurance and his/her Rights and Authorities**

1. Vice rector for Quality Assurance:

- a) Leads and coordinates the Quality Assurance Service and the internal quality assurance service;
- b) Within the scope of competence, directs and coordinates the systematic quality assurance measures of educational and scientific-research work.
- c) Directs and coordinates compliance with Georgian legislation, authorization and accreditation standards of higher education institutions, standards developed by the European Association for Quality Assurance in Higher Education (ENQA).
- d) Leads and coordinates the integration of the university into the higher education area of internationalization and the implementation of the principles of the Bologna Process.
- e) Directs and coordinates the development and implementation of the quality assurance policy in the university;
- f) Leads and coordinates the introduction/development of quality culture in the university;
- g) Directs and coordinates educational programs, school and university authorization and national and international institutional and programmatic accreditation activities;
- h) Directs and coordinates the process of creation, evaluation and continuous development of educational programs together with relevant structural units;
- i) Directs and coordinates the adaptation of learning resources, teaching and assessment methods according to the different needs of students with appropriate structural units;
- j) Leads and coordinates the implementation and development of transparency and recognition tools at the university (European Credit Transfer and Accumulation System (ECTS), diploma supplement, mobility, etc.) together with the relevant structural units;
- k) Cooperates with relevant institutions of foreign countries and Georgia to share experience for perfecting transparent quality control criteria and their assurance methodology;
- l) Leads and coordinates the development of recommendations for professional development and evaluation of academic/visiting/scientific staff with relevant structural units.
- m) Directs and coordinates the process of development of university regulations/forms together with relevant structural units in order to ensure compliance with legal requirements within the scope of competence;
- n) Directs and coordinates processes related to the university's authorization and accreditation

- o) Organizes consultancy and informational meetings for academic and administrative staff members regarding the implementation of educational programs, as well as issues related to authorization and accreditation processes.
  - p) Directs and coordinates the process of obtaining international accreditation of universities and schools;
  - q) Represents the university in the field of quality in intra-university and external relations, guides and coordinates the quality assurance service and the internal quality assurance service.
2. The vice-rector for academic affairs must have a Doctor's/Master's degree or an academic degree equivalent to a Doctor's/Master's degree in the field of scientific-pedagogical and at least 5 (five) years of managerial experience in the field of higher education

### **Chapter III. Department**

#### **Article 22. University Department**

1. University Department (hereinafter referred to as the Department) is the central administrative structural unit of the University.
- 2 University includes the following departments:
  - a) Department of International Relations;
  - b) Marketing and Public Relations Department;
  - c) Case management Service;
  - d) Student and Alumni Development Department;
  - e) Financial Department;
  - f) Procurement and Logistics Department.
3. The department carries out its operational activities in accordance with the legislation of Georgia, relevant regulations, internal regulations, and in line with the legal activities conducted within the university.
4. The department operates independently from other structural units. It executes its duties within the scope of its competencies.
5. The department's structure and authority are defined by the given provision and the regulations of the department.
6. The department is accountable to the Rector, Vice Rector and Governing Board

#### **Article 23. Head of Department**

1. The head of the department is appointed and dismissed by the Rector according to the established procedure, on the basis of recommendation of the corresponding vice-rector.

2. The leader represents the department in internal and external university relations, plans and manages the department's activities, and is responsible for its effective functioning.

**Article 24. Department of International Relations**

1. In order to promote the university's integration into the international education sector and achieve international recognition, the department of international relations is established in the university

2. Department of International Relations is responsible for:

a) Development and establishment of internationalization policies and processes.

b) Initiating and enhancing partnerships and collaborations with leading foreign universities.

c) Promoting and deepening cooperation between university and international partners in the establishment and facilitation of cooperation and collaboration between staff members, organizations, funds, professional networks, and other stakeholders in the field of higher education .

d) Facilitating the inclusion/integration of universities or their specific school into international education networks and institution

e) Enhancing the mobility of students, academic, and administrative staff.

f) Collaborating with schools in the implementation of joint international educational programs;

g) Participation in international institutional development projects;

h) Facilitating the process of obtaining financing from local and international funds/organizations;

i) Implementation of activities related to attracting foreign students;

j) Participation in local and international exhibitions/fair;

k) Receiving and hosting delegations of partner and non-partner foreign higher educational/scientific institutions;

l) Organization of candidate selection contests for exchange and joint educational programs;

m) Supporting local, exchange students, as well as administrative, academic, and research personnel in the process of admission and mobility for substitute and joint international educational programs, at every necessary stage of competitions and mobility.

n) Providing support and information delivery (such as visa procedures, course catalogs, accommodation options, events, etc.) for local and foreign students who are enrolled in higher education institutions abroad.

o) Participation in planning and organizing international conferences, seminars and meetings as needed;

p) Providing information on the activities, initiatives and news of International Black Sea International website

q) Management of correspondence received in the course of departmental activities.

r) Providing informational support for students, administrative, academic, and research personnel, as well as foreign visitors

s) Seeking partners for the development of exchange and joint higher educational programs.

t) Participating in the preparation of relevant brochures, offers, various promotional materials within the framework of the university and department's programs for marketing purposes in cooperation with the marketing and public relations department

3. The rights and duties of the employees of the department are determined by the regulations of the Department of International Relations.

4. The Department of International Relations reports and is accountable to the Rector.

#### **Article 25. Marketing and Public Relations Department**

1. The Marketing and Public Relations Department provides:

a) The development of university marketing and public relations policies, effective forms of implementation, strategies, and utilization of opportunities;

b) Organizing events within the university to cater to the interests of various interested parties.

c) Ensuring the recognition of the university in the society

d) Management of the university website, corresponding social media pages, informational bulletins, and mobile applications;

e) The operational distribution of information among structural units within the university based on their competency

f) Preparation of printed and electronic advertising materials of the university;

g) Market analysis and assessment of competitors, development of marketing strategies;

h) managing and developing the university's brand(s), promoting the image to both external and internal audiences;

i) Developing a strategy for identifying and targeting potential users/customers.;

j) Participating in the authorization/accreditation process within the competence;

k) annually organizes such large-scale university events as the reception of freshmen and graduate students, graduation and graduation ceremonies;

l) Exercising other rights as determined by the provision.

2. The rights and duties of the employees of the department are determined by the regulations of the Marketing and Public Relations Department.

3. The Department of Marketing and Public Relations reports and is accountable to the Rector.



## **Article 26. Proceedings Department**

1. Case management service within the university is established with the aim of preparing personal files of university students/graduates as well as case management, document management, archival, and informational support services.

2. The functions of the Case management service provides:

- a) optimization of document circulation and unification of their forms in the university's structural units;
- b) development and implementation of the proceedings process in the university;
- c) providing the university with a unified system of electronic proceedings and perfecting the rule of electronic proceedings;
- d) registry of the acts received by the university's management bodies in accordance with the established rules;
- e) publishing the decisions of management bodies, which are intended for publicity;
- f) protection mechanisms of the internal nomenclature of proceedings;
- g) provision and systematization of document circulation, registration of incoming and outgoing correspondence, timely delivery to structural units of the university, employees and its deliverance to direct executors;
- h) organization of archival activities in accordance with the procedure;
- i) processing of incoming correspondences, applications/assignments, monitoring compliance with deadlines;
- j) ensuring the delivery of any information to the personnel, which is mandatory for the administration;
- k) submitting the annual report to the governing board and the rector;
- l) participation in the authorization/accreditation process within the competence;
- m) sending of documents by means of mail and/or courier;
- n) receiving students' applications, complaints and sending them to relevant structural units for consideration.

- o) exercising other powers defined by the department's.
- 3. The archive is a structural subdivision of the Case management service;
- 4. The rights and duties of the employees of the Case management service are determined by the regulations of the department.
- 5. the case management service reports and is accountable to the Vice-Rector for administration and is responsible to him.

#### Article 27. Department of Student and Alumni Development

1. Department of Student and Alumni Development :
  - a) Planning and implementing various activities aimed at fostering collaboration between university students and graduates through collaboration with relevant services.
  - b) Engages in continuous contact with graduates for the purpose of analyzing their employment and interest areas, and, based on the consideration of results, organizes activities aimed at their career development opportunities.
  - c) ensures the involvement of university graduates in the university's academic-educational processes;
  - d) It organizes activities aimed at the integration, socialization, and cultural and sports development of students of of different citizenships and nationalities
  - e) It provides students with extracurricular activities such as public lectures, excursions, sports championships, competitions, trainings, performances, concerts, creative clubs, and more.
  - f) Addresses the issues of sports facilities and inventory procurement, management, and maintenance.
  - g) Provides preparation/sending of teams and documentation for participation in the University, mobilization of teams of various sports and organization of their training.
  - h) Facilitates the planning and strengthening of relevant educational and practical projects and connections, both domestically and internationally
  - i) Conducts research into the needs and preferences of employers.
  - j) Informs university students about job opportunities, internships, and employment possibilities.
  - k) Organizes job forums;
  - l) within the scope of competence, participates in the internal university process of authorization/program accreditation;
  - m) Initiate funding of student initiatives.
2. The Department of Student and Alumni Engagement encompasses the following structural subdivisions:
  - a) Office of extracurricular activities of students;
  - b) Alumni relations service;
  - c) Career planning and development service;
  - d) IBSU Academy;
  - e) Innovation and entrepreneurship center;

3. The rights and responsibilities of the employees of the department are determined by the regulations of the department.

4. The Department of Student and Alumni Development is subordinate to the Vice Rector in the field of administration and is accountable to him.

#### **Article 28. Financial department**

1. The Finance Department is responsible for the implementation of the financial policy;

2. Financial department:

a) directs and coordinates the planning and management of the university's financial and accounting policy;

b) directs and coordinates effective and efficient management of the university's financial direction.

c) directs and coordinates the provision of annual external audit conclusions;

d) participates in defining the university's goals, objectives and strategy;

e) ensures the development of instructions and regulations in order to complete financial activities;

f) ensures enhanced internal control over specific stages of the university's operational activities.

g) Ensures the efficient utilization of financial resources and optimization of expenses.

h) directs and coordinates investment planning and efficiency analysis;

i) provides financial analysis of projects and providing consultations for management;

j) periodically listen to the report of the department's structural subdivisions and personnel on the work performed;

k) determines disputes regarding departmental structure, staff units, functions, personnel management decisions, disciplinary actions, and the use of disciplinary sanctions.

l) performs other functions and activities defined by the regulations of the department, the regulations of the university, the legal acts of the university and the legislation of Georgia within the competence of the department;

m) discusses relevant correspondence and makes decisions on matters within the department's competence based on the provisions of the established legislation.

n) submits a report on the annual activities of the department to the Governing Board;

o) directs and coordinates participation in the authorization/accreditation process within the competence;

p) Completes other functions and tasks assigned by the immediate supervisor to ensure AN uninterrupted operation of the department.

q) exercises other powers defined by the statute

r) Exercises other authorities defined by the provision.

3. the Financial Department as a structural subdivision includes:

- a) Financial Service;
- b) Student Financial Services Office;
- c) Financial Service;
- d) Student Financial Services Office;
- e) Accounting

4. The rights and responsibilities of the employees of the finance department are determined by the department's authorities.

5. The finance department reports and is accountable to the Vice -Rector for finance

#### Article 29. Procurement and Logistics Department

1. In order to ensure the purchase of property necessary for the provision of material and technical activities of the university and the smooth and safe functioning of the processes of energy and heat supply, air conditioning and other technical means of the building, maintenance of material property and fire safety procurement and logistics department is established;

2. Procurement and Logistics Department:

- a) Ensures the necessary procurement of materials and technical equipment for the university's operational activities, overseeing relevant procurement processes.
- b) Ensures the necessary procurement of materials for the university and controls over it.
- c) provides international and local market research of the supplier, technical and quality inspection/analysis of products to be purchased, price analysis and optimization;
- d) ensures advance determination of product orders according to indicators of warehouse balances;
- e) Ensures continuous control over the terms of agreements, delivery deadlines, and payment terms with potential/existing suppliers.
- f) Ensures the accuracy of documentation provided by the supplier.
- g) ensures control over production/delivery deadlines from the request for procurement to the delivery to the warehouse.
- h) Ensures the return/replacement of damaged/faulty products
- i) ensures maintenance of the university building, smooth and proper operation of the building, cleaning, provision of construction and household waste removal and carrying out repair works within the scope of competence;
- j) protects university property within the scope of competence;

k) implements the expansion and development of the material and technical base of the university together with other subdivisions; receiving, distribution and control of fixed assets, commodity-material values at work, inventorying in accordance with established rules

l) Ensures the functioning of the university's cable, telephone, electricity, and heating-ventilation systems.

m) ensures compliance with the norms of safety, including labor safety and fire prevention requirements;

n) in case of emergencies, directs requests to the university administration and the police as necessary

o) participates in the authorization/accreditation process within the scope of competence;

p) Executes other rights specified by the statutes.

q) exercises other authorities defined by the provision.

3. The procurement and logistics department includes the following structural subdivisions:

a) Procurement Service

b) Labor Safety Service

c) Cleaning service

d) Medical point

e) Technical service

4. The rights and responsibilities of the employees of the department's subdivisions are determined by the department's authorities.

5. The Procurement and Logistics Department reports and is accountable to Vice Rector for finance

## **Chapter IV. Service**

### **Article 30. University Service**

1. University service (hereinafter referred to as 'Administration') is a structural subdivision of the university.

2. The following services are included in the university administration:

a) Strategic Development Service;

b) Human Resources Management and Development Service;

c) Archives;

d) Student Services and Registrar's Office;

e) Student Extracurricular Activities Service.

f) Alumni relations office

- g) Career Planning and Development Service;
- h) Research Development and Project Management Service;
- i) Financial Service;
- j) Students' Financial Aid Service;
- k) Accounting
- l) Procurement Service
- m) Technical Service;
- n) Occupational Health and Safety Service;
- o) Cleaning Service;
- p) Quality Assurance Service;
- q) Internal Quality Assurance Service.

3. The service conducts its activities in accordance with the legislation of Georgia, the statutes of the university, and the regulations of this service.

4. The service operates independently from other structural units in terms of its competencies within the organization. The structure and authorities of the service are defined by these regulations and the regulations of the institution.

5. The service is accountable to Rector, Vice Rector and the Governing Board in accordance with the established rules.

**Article 31. Head of service**

1. the service is headed by the Head of the service (hereinafter - the head). The head is appointed and dismissed by the rector on the recommendation of the Vice-Rector.

2. The head represents the service in intra-university and external relations, directs, plans and conducts the activities of the service and is responsible for its effective work.

**Article 32. Strategic Development Service**

1. in order to promote the development of strategic development policies of the university and strategic development plans of schools, a strategic development service is established;

2. The functions of the Strategic Development Service are:

- a) development of the planning methodology of the university strategy;
- b) leading the process of establishing the mission, vision and values of the university;
- c) Involvement in the analysis of external factors and the coordination of the process.
- d) development of strategic development plan(s) of the university and its units (schools);

- e) development of the action plan of the university;
- f) Development of the Performance Management System (PMS) implemented by the university and its structural units;
- g) Identification of key performance indicators;
- h) Development of a system for controlling and monitoring the implementation of strategic and operational plans;
- i) Implementation of control and monitoring of current strategic development and operational planning.
- j) Evaluation of the implementation of the university's strategic development and operational plans and the development of corresponding recommendations;
- k) provision of university management consulting on strategic development issues;
- l) regularly hold informative meetings with the strategic development working group, founders, administrative and academic staff and students;
- m) Coordination of institutional workforce development with international higher education institutions, conducting assessments for development, and facilitating necessary activities;
- n) exercises other authorities defined by the provision

3. the rights and responsibilities of the employees of the Strategic Development Service are determined by the regulations of the service.

4. The Strategic Development Office is subordinate to the Vice-Rector for administration and is accountable to him/her

### **Article 33. Human Resources Management and Development Service**

1. Human Resources Management and Development Service is established in order to manage personnel policy in the university

2. The functions of the Human Resources Management and Development Service are:

- a) Ensuring the recruitment of highly qualified personnel in the University's structural divisions.
- b) Creation of documents regarding HR procedures and regulations, and their regular updating.
- c) Implementation of effective human resources policies, utilizing appropriate technologies.
- d) In line with the university's goals and strategy, training and development programs for personnel are implemented and executed.
- e) Organization of Personnel Career Advancement.
- f) implementation of effective mechanisms for encouraging and motivating employees;
- g) Participation in the implementation of university's organizational strategies

- h) Managing conflicts, changes, and stress: interpersonal conflict resolution, team-building training and management, enhancing the quality of work performance.
- i) forecasting current and future requirements of the staff
- j) Studying and analyzing labor market trends;
- k) processing application forms and selection interview scheme;
- l) Preparation of professional tests in collaboration with specialists in the field and designing the final format of the test.
- m) Adapting the new employees to work environment:
- n) Introducing employees to the university's policies, regulations, and procedures and monitoring their compliance;
- o) Establishing/formalizing/registrating official documents (directives, letters, agreements) related to personnel management with the relevant authority.
- p) ensuring the confidentiality of official university documentation and personal personnel data;
- q) establishing business contacts with external suppliers;
- r) Planning activities related to fostering corporate culture awareness;
- s) valuating the work performed by personnel and assessing the results of their performance.
- t) Production of personnel files: in accordance with labor legislation and internal university regulations, compiling documents related to personnel recruitment, transfer, and dismissal; reviewing letters, announcements, and discussions concerning personnel work-related issues
- u) reation of an electronic database about personnel, aimed at promptly delivering essential information to users, and ensuring timely updates and additions to meet user information needs.
- v) Production of personal work-related documents and documents related to their protection for university employees.
- w) Production of personnel documentation; Preparation of materials for staff incentives and rewards;
- x) preparation of vacations, hospital sheets and other necessary documentation;
- y) preparation of vacation, sick list and other necessary documentation;
- z) arranging business trips of university employees within the country and abroad;
- z<sup>1</sup>) preparation of orders and instructions related to personnel management and arrangement of relevant bases;
- z<sup>2</sup>) daily control of personal accounting of employees, in case of delay or absenteeism, reflecting the data in the database and preparing a monthly report;
- z<sup>3</sup>) Preparation of information regarding employees' requests, work, and salary-related data (in collaboration with the accountancy if necessary);



z<sup>4</sup>) Development of an organizational inspection protocol, preparation of a package of recommendations related to personnel management issues.

Z<sup>5</sup>) development of job analysis and job descriptions; Drafting of regulations of departments/services and official instructions of structural units;

Z<sup>6</sup>) Attracting and recruiting of personnel, development and administration of job posting forms and administrative tasks.

Z<sup>7</sup>) career development, talent management, creation and implementation of motivation systems, and ensuring continuous improvement; fostering employee loyalty and enhancing employer branding.

z<sup>8</sup>) performing other tasks on the instructions of the rector and the vice-rector in the administrative field.

Z<sup>9</sup>) Completion of other tasks assigned by the Rector and Vice Rector for Administration

3. the rights and responsibilities of the employees of the Human Resources Management and Development Service are determined by the regulations of the service.

4. Human resources management and development service is subordinate to the Vice-Rector for administration and is accountable to him/her.

#### **Article 34. Student service and Registry office**

1. In order to create a database of university students, manage the mobility process, register students' academic performance, calculate semester and annual results, prepare personal files of students/graduates, a Student Service and Registry Service is established in the university.

2. Student Services and Registry Office

a) participates in the process of credit recognition while moving within the framework of student mobility;

b) Conducts control over student quotas and monitors the dynamics of student statuses, as well as prepares educational instructions related to changes in student quotas;

c) Provides statistical data collection about students;

d) Manages the interuniversity computer database.

e) Ensures the input of relevant information into the database of student records management system for educational management purposes;

f) Prepares questionnaires and conducts surveys for admission to bachelor's and master's programs through unified national exams/common master's exams and determining the admission quota

g) on the basis of the information provided by the schools, prepares the appropriate diplomas and supplement of the bachelor's, master's and doctor's degree, and also issues the prepared diplomas to the graduates by publishing them in the appropriate journal

h) manages students' personal files, prepares and issues mark sheets and other documentation;

3. the rights and responsibilities of the Student Service and Registry Service employees are determined by the regulations of the service.

4. Student Service and Registry Service is subordinate to the Vice-rector for administration and is accountable to him/her

#### **Article 35. Student Extracurricular Activities Service**

1. in order to ensure constant contact with university students and their participation in university activities, a department for Students' Extracurricular activities is established at the university.

2. Student extracurricular activities office:

- a) Establishes and ensures student engagement in university life;
- b) Organizes extracurricular activities for students, such as public lectures, excursions, sports championships, competitions, trainings, performances, concerts, creative clubs, and others;
- c) Facilitates international student integration through exchange programs.
- d) Facilitates the implementation of specialized projects by students;
- e) Coordinates student involvement in initiated clubs;
- f) Organizes events for both internal and external interested parties;
- g) participates in the authorization/accreditation process within the scope of competence;
- h) performs other authorities defined by the provision

3. The rights and responsibilities of the employees of the student extracurricular activities service are determined by the regulations of the service.

4. The Office of Students' Extracurricular Activities is subordinate to the Head of the Department of Student and Alumni Development and is accountable to him/her.

#### **Article 36. Alumni Relations Office**

1. In order to promote the career development of university graduates and their employment, the university has created Alumni Relations department

2. The functions of the Alumni Relations Service are:

- a) permanent communication with university graduates;
- b) based on lifelong learning principles, offering appropriate support to graduates and organizing various activities;
- c) in order to develop the network of graduates, planning relevant activities, including ensuring the involvement of graduates in active university life;
- d) development of university mentoring program to strengthen connections between students and alumni;
- e) in cooperation with relevant offices, organizing employment forums, workshops and information meetings tailored to the needs of alumni;
- f) at least once a year, organizing a gathering of alumni and planning relevant activities;
- g) creating and periodically updating the database of alumni;

h) creation of the alumni fund, development and management of the action plan.3. The rights and responsibilities of the Alumni Relations Service employees are determined by the regulations of the service.

4 The Alumni Relations Office is subordinate to the Head of the Student and Alumni Development Department and is accountable to him.

#### **Article 37. Career Planning and Development Service**

1. A career planning service is established in the university in order to promote internships for students, career planning and facilitate their future employment.

2. Functions of career planning and development service are:

a) promotion of career development of university students and alumni;

b) organization of thematic employment days corresponding to the university's academic profile;

c) organizing a large-scale student employment forum and alumni employment forum at least once a year;

d) distribution of vacancies corresponding to the interests of students and alumni through various communication channels;

e) development of the base of employers and periodic communication with them;

f) in order to further develop the educational programs of the university, research the labor market, examine the needs of employers and present relevant recommendations;

g) preparing students and graduates for labor market requirements and organizing relevant workshops, sessions and individual consultations;

h) expanding the partnership network and developing cooperation with the private and public sector in order to strengthen internships and training practice components;

3.The rights and responsibilities of the Career Planning and Development Service the employees are determined by the regulations of the Student and Graduate Development Department.

4 The Career Planning and Development Service is subordinate to the Head of the student and graduate development department and is accountable to him/her.

#### **Article 38. Educational Process Monitoring Service**

1. In order to promote the maintenance of the high quality of teaching in the university, to take appropriate measures and prepare proposals to eliminate the deficiencies identified as a result of the supervision and monitoring of the educational process, to create the most comfortable environment for the student, to conduct and monitor educational process perfectly, the Educational Process Monitoring Service is established in the university.

## 2. Educational Process Monitoring Service:

- a) monitors the smooth conduct of the educational process;
- b) Maintains open communication with students, addressing their necessary questions;
- c) provides assistance to students in the process of semester registration and contract signing and counseling within the scope of competence;
- d) Provides students with relevant information and updates regarding university regulations and delivers guidance on its implementation.
- e) monitors timely uploading of educational program syllabi to the electronic system during the educational process;
- f) Enters relevant data into the database and monitors the conduct and recovery of lecture hours conducted by lecturers.
- g) Conducts electronic attendance monitoring for student participation.
- h) Reviews student applications regarding the educational process.
- i) Assists students in obtaining necessary documents.
- j) monitors the timely entry of marks into the database by the lecturers;.
- k) organizes commission sessions within the school curriculum;
- l) plans and organizes the examination process;
- m) ensures the preparation of the schedule of intermediate and final exams;
- n) organizes the process of selection and distribution of observers for exams;
- o) attends and monitors mid term and final exams;
- p) Coordinates the distribution of special codes for the student exams and the delivery of anonymized exam papers to lecturers;
- q) decodes the anonymous exam papers corrected by the lecturer;
- r) Ensures the entry of evaluation data obtained by the student during mid-term and final exams into the database;
- s) Coordinates the creation and uploading of the final semester evaluation electronic transcript;
- t) coordinates the process of conducting midterm and final exams missed by students;
- u) within the competence, participates in the internal university process of authorization/program accreditation;
- v) exercises other authorities defined by the provision.

3. The rights and duties of the employees of the Educational Process Monitoring Service are determined by the regulations of the service.

4. The Study Process Monitoring Service is subordinate and accountable to the Vice-Rector for administration

#### **Article 39. Information Technology Service**

1. in order to ensure the educational process, scientific-research activities, software and technical support of the university management, introduction and updating of new information technologies, smooth and safe operation of the computer base, local and global networks, examination center activities, an information technology service is established in the university.

2. Information Technology Service:

a) Manages the development, implementation, and comprehensive support policy of the university's computer database, both locally and globally;

b) Develops and implements software packages as necessary, ensuring ongoing service and support following subsequent changes;

c) implements programtechnical support of the educational and scientific process at the university;

d) is responsible for conducting control and examination processes and protecting confidentiality;

e) Ensures the security of informational systems and services;

f) exercises other authorities defined by the provision.

3. The rights and responsibilities of the employees of the Information Technology Service are determined by the regulations of the service.

4. The Information Technology Service is subordinate to the Vice-Rector for administration and is accountable to him/her

#### **Article 40. Research promotion and project management service**

1. In order to find, plan and implement local and international scientific projects, a Research Promotion and Project Management Service is established in the university.

2. Research Promotion and Project Management Service provides

a) Organizing seminars, workshops, and collaborations with university ranking specialists, academic staff, visiting lecturers, Master's and Doctoral students to enhance the quality of academic activities;

b) Providing support for students in obtaining exam qualifications, facilitating interdisciplinary interactive communication, problem-solving, and decision-making processes;

c) Facilitating the initiation of research activities (both fundamental and applied) within the university

d) Assisting academic staff and students in research activities, facilitating the development of necessary skills and access to resources in the project development process;

- e) Disseminating the results of university-based research locally, regionally, and internationally;
- f) Collaborating locally and internationally with partner universities on institutional and research/grant projects' development and implementation;
- g) Fostering the internationalization of the university's research potential through research collaborations.
- h) Managing the university's research and project policy;
- i) Internal coordination of research financing, implementation, and effective management;
- j) Actively engaging service personnel locally and internationally in seeking funding for project financing, including local and international funds, agencies, and centers.
- k) involvement of the service in establishing contacts with partner universities and institutions, in the administration process, in writing and implementing project proposals;
- l) Collaboration with university schools, research centers, academic and research personnel, as well as relevant administrative and operational units within the university;
- m) taking into account the strategic and action plans of the university; developing, implementing and monitoring results of the university's research and project management policy document;
- n) development of projects with local or international, public or private organizations in order to attract necessary financing or resources for projects;
- o) annual evaluation of the research activities of the academic staff of the university (monitoring of the research activities to be performed by the affiliated academic staff under the agreement);
- p) conducting/supporting university and school conferences; raising awareness of the university conference in the scientific or professional circles of the relevant field;
- q) promoting the involvement of university academic and scientific staff, as well as master's and doctoral students in scientific/grant projects; development/implementation of grant projects; Finding sources of funding for projects, active cooperation of the department with local and international funds, agencies and centers
- r) Creating, managing, and monitoring a unified database of research outcomes for academic staff, master's, and doctoral students involved in research activities.
- s) Internal university finance management including managing funded projects and monitoring their implementation;
- t) Publishing university research journals/books, their indexing in international databases, and maintaining their continuous growth.
- u) planning and implementation of activities developing skills necessary for research activities and writing projects
- v) ensuring the availability of scientific and research papers in the university library;

w) selecting relevant literature together with schools, the library and the financial department, according to the needs of current projects;

x) establishing institutional cooperation with research units of international higher educational institutions in order to facilitate the implementation of joint research activities;

y) management of internal university processes related to external and internal funding of research.

3. The rights and responsibilities of the employees of the research promotion and project management service are determined by the regulations of the service.

4. The research promotion and project management service is subordinate to the Vice-Rector for research and is accountable to him/her

#### **Article 41. Financial Service**

1. The Financial Service is responsible for the implementation of the financial policy;

2. Financial Service:

a) directs and coordinates the planning and management of the university's financial and accounting policy;

b) directs and coordinates effective and efficient management of the university's financial direction.

c) directs and coordinates the activities of subordinate employees and facilitates team development;

d) directs and coordinates the provision of annual external audit conclusions;

e) participates in defining the university's goals, objectives and strategy;

f) ensures the development of instructions and regulations in order to complete financial activities;

g) ensures enhanced internal control over specific stages of the university's operational activities.

h) Ensures the efficient utilization of financial resources and optimization of expenses.

i) submits periodic reporting to the immediate supervisor;

j) directs and coordinates investment planning and efficiency analysis;

k) provides financial analysis of projects and providing consultations for management

l) periodically listen to the report of the department's structural subdivisions and personnel on the work performed;

m) Determines disputes regarding departmental structure, staff units, functions, personnel management decisions, disciplinary actions, and the use of disciplinary sanctions with Vice Rector for Finance.

n) performs other functions and activities defined by the regulations of the department, the regulations of the university, the legal acts of the university and the legislation of Georgia within the competence of the department;

- o) Discusses relevant correspondence and makes decisions on matters within the department's competence based on the provisions of the established legislation
  - p) Submits a report on the annual activities to the head of the financial department
  - q) directs and coordinates participation in the authorization/accreditation process within the competence;
  - r) Completes other functions and tasks assigned by the immediate supervisor to ensure AN uninterrupted operation of the service.
3. The rights and responsibilities of the employees of the Financial service are determined by the Financial Department regulations.
4. The financial service reports and is accountable to the Head of Financial Department.

**Article 42. Student Financial Services Office**

1. The students' financial services department is responsible for accounting of student payments, drawing up schedules, checking the correctness of the amounts shown in the database, communicating with students;
2. The student financial services office provides:
- a) Organizes the accounting of tuition fees from students, scheduling, verification of the accuracy of payments recorded in the database, and communication with students;
  - b) Monitors students' handling of deferred requests, providing information to the relevant service;
  - c) accounting of acceptable state grants, comparison with actual ones, communication with controlling bodies in this direction;
  - d) Conducts research/discussion on all financial matters related to student payments and addresses relevant structural units' questions/confirmations.
3. The rights and responsibilities of the Student Financial Services Department are determined by the regulations of the Financial Department.
4. The Student Financial Services Department is subordinate to the Head of the Financial Department and is accountable to him/her.

**Article 43. Accounting**

1. In order to ensure the accounting activities of the university, an accounting department is established.
2. Accounting provides:
- s) Production of cash account
  - b) conducting financial accounting in the accounting program;
  - c) submission of declarations and settlement with the budget;
  - d) Execution and documentation of banking operations;
  - e) Chronological recording, storage, and archiving of financial transactions documentation (invoices, financial statements, etc.) in a secure location within the university;;
  - f) Coordinated collaboration with the relevant structural units of the university in the process of registration and inventory processes;
  - g) verification and reconciliation of services rendered by lecturers



- h) Managing the salary fund and reconciliation;
  - i) Reconciliation with contractors and third-party entities;
  - j) Financial reporting and reconciliation for grant projects;
  - k) Documentation of trainings and reconciliation with stakeholders;
  - l) Collaboration with external audit firms for annual audited financial statements preparation;
  - m) correspondence with service providers regarding competency-related issues and responding accordingly.
3. The rights and responsibilities of Accounting employees are determined by the regulations of the Financial Department.
4. Accounting is subordinate to the Head of the Financial Department and is accountable to him/her

**Article 44. Procurement Service**

1. In order to organize purchases in the university, a Procurement Service is established.
2. The procurement service provides:
- a) conducting procedures for the purchase of goods/services/works for the needs of the university;
  - b) planning of purchases, formation of information bases and its software management, preparation of reports related to purchase
  - c) during the implementation of direct purchase, on the basis of the consideration of received offers, participation in the selection of the supplier and implementation of the final purchase;
  - d) preparing the tender announcement, ensuring its publication, studying and analyzing the offers and documentation received from the bidders, participating in the process of evaluating them and identifying the winning supplier
  - e) Collaboration with external auditing firms for the annual audited financial statements preparation for procurement activities;
  - f) Conducting periodic reviews and searches of the market for the procurement of goods/services/works, with the aim of determining regular prices and/or identifying potential suppliers.
  - g) Conducting correspondence regarding issues related to the competence of the service department and responding accordingly;
  - h) Fulfilling other tasks assigned by the department head
3. The rights and responsibilities of the employees of the Procurement Service are determined by the regulations of the Procurement and Logistics Department.
4. The Procurement Service is subordinate to the Head of the Procurement and Logistics Department and is accountable to him/her

#### **Article 45. Technical Service**

1. A technical service is established in order to dispose/provide material and technical resources on the territory of the university.

2. The technical service provides:

a) reception/distribution, storage and control of the main means, material values in the university; ensuring the conditions necessary for the storage of fixed assets;

b) Ensures the functioning of the university's cable, telephone, electricity, and heating-ventilation systems.

c) maintenance of university property, conducting preventive works (lighting, heating/cooling/ventilation, water supply, elevator and others) within the scope of competence;

d) Fulfillment of service-related tasks assigned by the university Rector, Vice rector for administrative, Vice rector for finance, and heads of procurement and logistics departments

3. Rights and responsibilities of Technical Service employees are defined by the Procurement and Logistics Department.

4. The Technical Service reports to the Vice Rector for Finance and is accountable to him/her.

#### **Article 46. Labor Safety Service**

1. To ensure the safety of university employees, students, and other individuals the Labor Safety Service is established in the university.

2. The Labor Safety Service provides:

a) protection of the university building and material and technical means within the scope of competence;

b) implementation of the rights and duties stipulated by the Organic Law "On Labor Safety";

c) supervision of compliance with fire safety requirements;

d) Providing assistance to individuals with special needs

e) Conducting planned and unplanned activities for surveillance and security purposes on the university campus premises.

3. The rights and responsibilities of the Labor Safety Service are determined by the regulations of the Procurement and Logistics Department.

4. The Labor Safety Service is subordinate to the Head of the Procurement and Logistics Department and is accountable to him/her.

#### **Article 47. Cleaning service**

1. In order to ensure the maintenance of the university building, proper and proper operation of the building, cleaning, removal of construction and household waste, a cleaning service is established in the university.

2. The cleaning service provides:

- a) Fully comply with the hygiene standards in the university's entire premises, including indoor and outdoor areas, study and recreational areas, and sports facilities.
  - b) systematic and timely removal-utilization of all kinds of waste (waste paper, household waste, etc.) from the territory of the university;
  - c) control of the quality of work and implementation of duties of cleaning staff.
  - d) Supervision of work schedules and changes for cleaning staff.
  - e) Maintenance and seasonal operation of green spaces located on the university's exterior and interior perimeter.
  - f) in order to conduct work, which goes beyond the scope of the daily activities and competence of the cleaning service, based on the agreement with the relevant superiors, inviting and receiving the services of special assistants;
  - g) The completion of tasks assigned by the department head in the exercise of their rights and responsibilities.
3. the rights and responsibilities of the employees of the cleaning service are determined by the regulations of the procurement and logistics department.
4. The cleaning service is subordinate to the head of the procurement and logistics department and is accountable to him.

#### Article 48. Legal service

1. In order to develop the legal expertise of the university's professional activity, a legal service is established
2. Legal service:
    - a) participates in the development of legal policy and strategy of the university in collaboration with other structural units of the university
    - b) Ensures the development of the university's legal service and conducts analysis and assessment of legal risks related to the university's professional activity
    - c) Drafts of relevant normative documents are prepared in the legal department/amendments to existing documents are initiated;
    - d) Legal documents, memorandums, or other types of documents are prepared in the legal department, representing International Black Sea University; drafting official letters for submission under the university's name
    - e) obtains information about the changes made in the legislation and submits it to the relevant structural units;
    - f) he relevant employee of the legal service exercises representative authority in court/arbitration;
    - g) Provides any kind of legal protection for Black Sea International University.
    - h) participates in the authorization/accreditation process within the scope of competence;
    - i) exercises other authorities defined by the provision.

3. The rights and responsibilities of employees of the legal service are determined by the regulations of the service.
4. The legal service is subordinate to the vice-rector for finance and is accountable to him/her

**Article 49. Quality assurance service**

1. A quality assurance service is established In order to ensure compliance with university authorization standards, and local and international accreditation standards of educational programs, and to implement appropriate measures.
2. The quality assurance service cooperates with relevant institutions of foreign countries and Georgia to share experience for the improvement of transparent quality control criteria and their assurance methodology;
3. Quality assurance service:
  - a) Ensures compliance with the legislation of Georgia, the standards established by the highest education authorities, and the standards developed by the European Association for Quality Assurance in Higher Education (ENQA);
  - b) initiates the integration of the university into the international education space and the implementation of the principles of the Bologna Process;
  - c) Coordinates the preparation process of self-assessment, syllabi, curriculum forms, and other documents for authorization and program accreditation.
  - d) Develops criteria for evaluating material and technical resources of the university, academic/scientific/guest staff and educational programs;
  - e) conducts activities to obtain international educational accreditation of educational programs, schools and universities;
  - f) directs the process of creation, evaluation and continuous development of educational programs;
  - g) periodically monitors the implementation of educational programs and develops recommendations for their improvement;
  - h) promotes the advancement of students and the recognition of previous education;
  - i) takes care of the implementation and development of transparency and recognition tools at the university (European Credit Transfer and Accumulation System (ECTS), diploma supplement, mobility, etc.);
  - j) Organizes consulting and informational sessions for academic and administrative staff of the university regarding the implementation of educational programs, as well as their relevance to the processes of authorization and accreditation, on current issues.
  - k) monitors the process of development of university regulations/forms in order to ensure compliance with legal requirements;
  - l) contributes to obtaining international educational accreditation of the university/educational program and schools) Ensures the process of meeting the criteria of international accreditation standards by the university/educational program.

- n) periodically submits a report on the work carried out to the vice-rector in the field of quality,
- o) exercises other powers defined by the statute.

4. The rights and responsibilities of employees of the quality assurance service are determined by the regulations of the service.

5. The quality assurance service is subordinate to the vice-rector for quality and is accountable to him.

#### **Article 50. Internal quality assurance service**

In order to systematically assess the quality of educational and scientific-research work, as well as the professional development of its personnel, an internal quality assurance service is established;

2. Internal quality assurance service:

a) Conducts comprehensive evaluations of the quality of teaching and scientific-research work."

b) implements quality assurance policies and oversees their implementation at the university; c) Ensures integration of quality culture within the university;

d) Conducts comprehensive evaluations of the quality of teaching and scientific-research work.

e) facilitates professional development of academic/scientific/technical staff and ensures the integration of best practices in teaching-learning methodologies and evaluation methods;

f) Develops material-technical resources for the needs of the university's educational programs, evaluates academic/scientific/technical staff using appropriate methods and criteria.

g) develops methods and criteria for evaluating the availability of material and technical resources, academic/scientific/guest personnel for the needs of the educational programs of the university;

h) controls the regulation of the workload of academic/scientific/guest staff in accordance with applicable standards;

i) Collaborates with the Human Resources Management and Development Services to conduct necessary evaluations for the advancement of academic personnel qualifications.

j) develops recommendations for the further improvement of teaching-methodical and scientific-research work and, if necessary, submits them to the vice-rector in the field of quality, for consideration;

k) participates in the process of credit recognition for student mobility and status reinstatement.

l) Takes into account the needs and expectations of students and other interested parties when making decisions

m) Cultivates a culture of decision-making based on data obtained from research conducted within the university.

n) Focuses on student-centered approaches in the university's operations and activities.

- o) ensures the involvement of all interested parties (academic staff, students, graduates, employers, etc.) and consideration of their interests when developing learning outcomes of educational programs;
  - p) Adapts teaching resources, methods, and evaluation techniques to meet the diverse needs of students.
  - q) Coordinates the process of individualized learning plan development for students.
  - r) Implements recommendations concerning the professional development and evaluation of university personnel.
  - s) participates in the process of developing and selecting criteria for evaluating the activities of academic/scientific/guest staff;
  - t) Prepares/initiates correspondence related to the functions and tasks of the service.
  - u) conducts the processing, analysis and development of appropriate recommendations of the results obtained as a result of semester surveys of students;j) enters/updates information about educational programs in the electronic database of the university
  - v) Conducts analysis of student academic performance and provides recommendations.
3. The rights and responsibilities of Internal Quality Assurance Service employees are determined by the regulations of the service.
  4. Internal Quality Assurance Service is subordinate to the Vice-rector for Quality and is accountable to him/her.

## **Chapter V. Supportive structural units of the university**

### **Article 51. Archive**

1. Archives Department conducts:
  - a) Determines the organization of archival work according to the established regulations;
  - b) Ensures internal archival production of documentation according to the established nomenclature.
  - c) Issues the requested documentation from the archive;
  - d) After the expiration of the determined deadline, ensures the transfer of documentation to the relevant authority for further storage or destruction according to the established procedure
  - e) reviews disputes related to archival work within the scope of competence;
  - f) Participation in the authorization/accreditation process within the competence
  - g) exercises other powers granted to him by legal acts
2. The rights and responsibilities of archive employees are determined by the case management service provision .
3. The archive is subordinated to the Head of the case management service and is accountable to them.

## **Article 52. IBSU Academy**

1. The establishment and organization of short-term and long-term training and certification courses for individuals and corporate clients aiming to enhance their knowledge, recognition, and authority in achieving the goals of the university is facilitated by the IBSU Academy, which operates in conjunction with the university.

2. IBSU Academy functions include:

- a) Conducting an analysis of the training/certification courses needed;
- b) Preparation of training/certification courses, and offering to potential users
- c) Organization and implementation of training/certification courses on various themes and specialties.
- d) Conducting discussions and attracting trainers
- e) Participation in tender projects
- f) Preparation and processing of relevant questionnaires to identify customer satisfaction.

1. The objectives and other issues related to the functioning of the IBSU Academy are determined by the authorities of the academy

2. The IBSU Academy is subordinate and accountable to the Head of the Student and Alumni Development Department

## **Article 53. Innovation and entrepreneurship center**

1. In pursuit of fostering innovative and entrepreneurial opportunities within the university environment, to support student and graduate initiatives the Center for Innovation and Entrepreneurship is established with the following functions:

- a) Facilitating entrepreneurial initiatives and innovative ventures among students and graduates;
- b) Supporting the establishment and development of startups and business ideas by students and graduates.
- c) Offering workshops, trainings, and other activities aimed at business strategy, planning, startup development, and fundraising to interested parties
- d) Facilitating connections between students and graduates and the startup ecosystem.
- e) Provide support to university students and graduates in fundraising, engaging with investors, and participating in competitions;
- f) Develop and offer mentorship services to students and graduates.
- g) Establish partnerships with private and public organizations to provide students and graduates access to relevant knowledge and resources
- h) Assist in commercializing university research and innovations, including involvement in patent acquisition processes when necessary.

- i) conduct competitions, hackathons and creathons to foster innovative thinking among students and graduates
  - J) Enhance awareness of intellectual property awareness among students, graduates and staff;
2. The he rights and responsibilities of the employees of Innovation and Entrepreneurship Center are determined by the regulations of the Center.
  3. Innovation and Entrepreneurship Center is subordinate and accountable to the Head of the Department of Student and Alumni Development

**Article 54. Language Center**

1. A Language Center is established in pursuit of teaching of foreign languages in accordance with the curriculum of the university in the direction of all relevant educational programs;
2. Functions of the Language Center are as follows:
  - a) Coordination of foreign language program implementation and subsequent improvement;
  - b) ensuring the implementation of modern foreign language teaching standards in the university;
  - c) ensuring the development and implementation of examination program based on foreign language proficiency levels.
  - d) Collaborating with organizations recognized for their expertise at international level;
  - e) oordination of the language learning process within the educational program.
  - f) Facilitating language testing coordination at all proficiency levels.
  - g) participation in the authorization/accreditation process within the competence;
  - h) Executing other rights and responsibilities as designated by authority.
2. The rights and duties of Language Center employees are determined by he regulations of the Center.
3. The Language Center reports and is accountable to the Vice -Rector of Academic Affairs

**Article 55. Academic Writing Center**

1. An academic writing center is established in the university to develop/improve students' skills of academic writing.
- 2.The Academic Writing Center is responsible for:
  - a) To enhance students' academic writing proficiency and encourage their scientific-research interests by introducing various additional services and consulting activities;
  - b) Through internal mechanisms for quality assurance, continuous assessment and control over the improvement of the quality of educational programs, ensuring standardization of academic writing syllabi, promotion and monitoring



- c) Raising awareness about academic integrity culture, organizing events and workshops to prevent plagiarism, and enhancing the effectiveness of the plagiarism detection program "StrikePlagiarism."
- d) Collaborating with the university's schools, research centers, academic and research personnel, as well as relevant administrative and support units, to achieve the defined objectives in this article.
- e) Developing modern approaches to enhance academic writing competencies in scientific-research direction
- f) Coordinating academic writing instruction and communicating with lecturers about modern approaches;
- g) Organizing and conducting workshops for students on enhancing academic writing competencies
- h) Conducting trainings and raising awareness about the use of the plagiarism detection program for academic and visiting staff and scientific supervisors;
- i) Providing additional services (based on specific program needs) for the improvement/enhancement of academic writing skills for students.
- j) Coordination with university schools for uploading, reviewing, and monitoring processes in the plagiarism detection program for bachelor's, master's, and doctoral theses, and promoting the initiative within the university's framework.
- k) Issuing recommendations during the violation of academic writing principles;
- l) Implementing a unified academic style;
- m) Taking care of the continuous development of the academic integrity component and organizing and conducting various initiatives for the purpose of plagiarism prevention and awareness raising for the university community.

3. The rights and duties of the employees of the Academic Writing Center are determined by the regulations of the Center.

4. The academic writing center is subordinate and accountable to the Vice-Rector for the Research

#### **Article 56. Publishing House**

1. In order to introduce innovations in the field of research and publish university academic journals and books, a publishing house is established in the university.

2. The publishing house ensures:

- a) Management, coordination, control and reporting of publishing activities to responsible parties for academic, administrative, and evaluative tasks.
- b) Collaborating with printing houses for the effective implementation of the publishing process of educational/scientific literature.
- c) To request the materials to be issued from the authors and structural units of the university and the necessary documentation related to it ((such as unit resolution, application for honors, references, plagiarism report, directive from the Rector, etc.).

d) To obtain ISBN and ISSN numbers for publications distributed within the framework of the respective memorandum and delivery of already published literature (2 copies of each) to the Department of ISBN and ISSN International Standard Numbers of the National Library

e) Allocation of literature based on the need for publication;

f) Providing authors with literature in predetermined quantities;

g) Delivery of literature to the university library in the required quantity;

h) Collaborating with bookstores as needed in terms of commercialization.

3. The rights and duties of the employees of the publishing house are determined by the regulations of the publishing house.

4. The publishing house is subordinate and accountable to the Vice-Rector for the research

#### **Article 57. Library**

1. With the aim of ensuring the provision of resources for the educational process, scientific research, and scientific-pedagogical activities, a library is established at the university.

2. The operation of the library is managed and supervised by the library director, who is appointed by the rector based on the submissions of the vice-rector in the research field;

3. The purpose of the library is

a) to facilitate the efficient implementation of teaching and research activities at the university and constantly strive for its development

b) to provide university staff and students with a modern book fund, electronic or digital resources, including international electronic databases.

c) Ensure the implementation of a unified concept for the library and define its approaches.

d) to Ensure the creation/update of necessary books, scientific-research works, and electronic databases in the learning process.

e) to ensure membership of readers in the library;

f) to conduct relevant activities for the improvement and utilization of library resources effectively.

4. The rights and duties of library employees are determined by the library regulations.

5. The library is subordinate and accountable to the Vice Rector for research .

#### **Article 58. Medical Point**

1. In order to provide timely, urgent and high-quality delivery of medical services and conduct medical activities, a medical center is established in the university.

2. The medical point ensures:

- a) Ensuring the health and well-being of students and personnel, adhering to nationally established medical standards and ethical norms, along with compliance with relevant legal regulations.
  - b) conducting medical activities focusing solely on the interests of the patient
  - c) A written reflection of the information concerning medical assistance provided and making appropriate entries in the medical documentation as determined by the relevant legislation of Georgia
  - d) establishment of a prevention of diseases, study of their spread and seeking appropriate recommendations for establishing a safe environment for individuals' health.
  - e) Ensuring control over epidemiological and sanitary-hygienic norms at the university
  - f) Providing high-quality, safe, and free medical services for students and staff at the university.
  - g) For the department's prioritized needs, it is essential to periodically procure medications, medical supplies, or other medical consumables, ensuring the uninterrupted functioning of the health cabinet, which is crucial for healthcare provision.
  - h) ensuring the confidentiality of patient health information, according to the legislation in Georgia,
3. The rights and duties of the employees of the Medical Point are determined by the regulation center.
  4. The Medical Point is subordinate and accountable to the Head of the Procurement and Logistics Department

#### **Article 59. Ombudsman**

1. Regarding the legislation of Georgia in the field of higher education, regarding the protection of students' rights and their obligations, for the purpose of consulting and assistance regarding the status and mobility of students, consulting administrative, supplementary, academic, scientific and visiting personnel, familiarizing them with the rights/duties, and providing other types of assistance within the scope of their authority the university appoints an ombudsman.
2. Ombudsmen assist not only students but also administrative, support, academic, scientific, and visiting staff.
3. The rights and responsibilities of the ombudsman are defined by the regulations of ombudsman's office.
4. The ombudsman is appointed and dismissed by the rector of the university.
5. The ombudsman presents an annual report to the rector regarding the work performed

### **Chapter VI. School**

#### **Article 60. University School**

1. In order to conduct the educational process and scientific-research work, to train students in the relevant specialties and to grant them the appropriate academic degree, a school is established in the university according to the established procedure, which is the main educational unit of the university;
2. The school participates in the development and implementation of the mission, goals and objectives of the university;

3. The school has established its own strategic development plan, which must be in accordance with the strategic development plan of the university;

4. University Schools are:

a) Business School of International Black Sea University

b) International Black Sea University School of Medicine;

c) School of Education, Humanities and Social Sciences of International Black Sea University

d) International Black Sea University School of Computer Sciences and Architecture;

e) Black Sea International University School of Law and State Governance;

5. As a rule, the school may include research center, laboratory, clinic, studio and other structural units

6. The structure, authorities and activity regulations of the school are determined by the school's regulations;

7. The School is subordinate and accountable to the Vice-Rector for Academic Affairs

**Article 61. School management bodies**

1. The school management bodies (managing entities) are:

a) Dean;

b) Administrative director of educational programs;

c) Academic head of the educational program;

d) School board;

e) Dissertation Board of the school;

f) Research center

g) Manager of administrative affairs

h) Academic staff;

2. In order to conduct and evaluate the scientific activities of the school's master and doctoral programs, a master's board/commission/council and a doctoral (dissertation) board can be established, the rules of creation and activity of which are determined by the relevant regulations.

**Article 62. Dean**

1. The full administrative head of the School is the Dean, who hosts the meetings of the School Board and directs the ongoing activities of the School;

2. The Dean of the School is appointed and dismissed by the Rector based on the nomination of the Vice-Rector for Academic Affairs.

3. Dean:

- a) the school head, vested with delegated authority, determines and implements the main directions of the current school activities without undue interference.
- b) represents the school inside and outside the university;
- c) submits the structure and regulations of the school to the school board for consideration;
- d) submits the school's strategic development plan, educational and scientific-research programs to the school board for consideration;
- e) coordinates the teaching-methodical activity in the school and conducts the educational process at a high level
- f) Implements recommendations aimed at increasing the effectiveness of educational and research activities within the school.
- g) supervises the performance of duties by school employees;
- h) provides overall guidance to the activities of the school staff;
- i) submits to the rector for approval/appointment the composition of the collegial bodies of the school and the candidacies of officials provided for in the staff list;
- j) submit proposals for material incentives for school employees and academic staff;
- k) exercises other authorities defined by the provision.

**Article 63. school board**

1. With the aim of implementing the policies of teaching and scientific-research work in the school, the School Board (hereinafter referred to as the Board) is established. The Board is headed by the Dean of the school.
2. The school board includes: dean, administrative director of the educational program, head of the program, academic staff (in accordance with the defined conditions), head of the research center (if any), student. The rector and vice-rector can attend the meetings of the council with the right of deliberative vote, other persons can be invited to the meeting;
3. School Board:
  - a) Defines the school's operational objectives, current challenges, and operational priorities.
  - b) Examines the structure and regulations of the school and submits it to the governing board for approval;
  - c) Reviews relevant academic programs, such as bachelor's, master's, and doctoral programs, as well as educational courses.
  - d) Appoints academic quality and determines the allocated number of students for the program. f) Implements other rights vested in accordance with the regulations
  - e) assigns an academic degree;
  - f) exercises other authorities defined by the provision.

## **Chapter VII. University Personnel, Academic, Scientific, and visiting Staff**

### **Article 64. University personnel**

1. The university employs academic, scientific, administrative, and support staff.
2. The university ensures the observance of the principle of academic freedom for academic, scientific, invited staff, which means ensuring the independence of the learning process, non-interference in teaching, research, discussions and publications.
3. The university ensures the protection of the rights of its academic, scientific, administrative, and support staff in accordance with the legislation of Georgia.

### **Article 65. University Academic Personnel**

1. The university's academic staff consists of professors, associate professors, assistant professors and assistants.
2. A professor is a person with an academic position of the university who leads the educational process and directs the scientific research work of students;
3. An associate professor is an academic staff member of the university who participates in the educational process and directs the educational and scientific-research work of students;
4. Assistant professor - is the academic staff of the university, who participates in the educational and scientific-research process according to his competence;
5. An assistant is a person with an academic position of the university, who participates in the educational and scientific-research process according to his competence;
6. The maximum amount and forms of workload of academic staff are determined by relevant internal normative acts;

### **Article 66. Rules for holding an academic position**

1. The consolidation of academic positions may be conducted through an open competition process, which must adhere to principles of transparency, fairness, and the principles of judicial competition.
2. The rules for conducting competitions shall be determined and approved by the governing body.
3. The announcement of competitions for academic positions is made by the Rector, who establishes a commission for this purpose.

### **Article 67. Conditions for holding an academic position**

1. 1. A person may be elected to an academic position in accordance with Article 35 of the Law of Georgia "On Higher Education";
2. In accordance with Article 35, Clauses 4 and 5 of the Law of Georgia "On Higher Education", a person may be elected to an academic position on a professional basis.
3. The conditions for holding an academic position are also determined in accordance with the "Rule for appointing persons involved in the educational and scientific process",

**Article 68. Grounds for dismissal of academic personnel;**

1. The grounds for dismissal of academic staff are:

- a) personal statement;
- b) Expiration of the selection period;
- c) Violation of internal regulations;
- d) other cases determined by the labor contract and legislation.

**Article 69. Visiting Personnel**

1. In order to implement the program, a person with appropriate qualifications and/or practical experience may be invited to conduct educational or scientific activities and/or practical/laboratory work at the university in a specific semester

**Article 70. Conditions for Selection of Academic Staff**

1. A person with a doctorate or an equivalent academic degree, who has at least 6 years of scientific-pedagogical experience, an appropriate level of knowledge of the language corresponding to the program/study course, and meets other requirements established by this regulation, is elected as a professor for a period of 6 years.

2. A person with a doctorate or an equivalent academic degree, who has at least 3 years of scientific-pedagogical work experience, an appropriate level of knowledge of the language corresponding to the program/study course, and meets the requirements established by this regulation, is elected as an associate professor for a period of 3 years.

3. A person with a doctorate or an equivalent academic degree, who has an appropriate level of knowledge of the language corresponding to the program/study course and meets other requirements established by this regulation, is selected as an assistant professor for a period of 3 years.

4. the following will be elected as an assistant for a period of 3 years:

a) PhD student;

b) A person with a Master's degree, who has at least 3 years of work experience in the given field. Among them, at least 1 year of scientific-pedagogical work experience in the field.

5. A qualified person can be chosen for the position of professor, associate professor, assistant professor and assistant. In this case, the qualification of the individual will be approved based on professional experience, special training, and/or publications. A person who has completed the program with the necessary competency demonstrated by the results of the study will be considered qualified.

6. The criteria and minimum requirements for selection based on academic and professional merit are determined by the university's internal normative document: the Regulations on the Conduct of Academic, Scientific, Administrative, and Support Staff Competitions.

### **Article 71. Affiliated academic staff**

1. The dean of the school applies to the rector of the university regarding the affiliation agreement of the academic staff with the university.
2. The types of research, academic, consulting/administrative activities of the affiliated academic staff, their share in relation to the total workload and the minimum university workload of the full/part-time academic staff are determined by the relevant agreement signed with him

### **Article 72. Rights and responsibilities of academic personnel**

1. Academic staff has the right to:

- a) to participate in the management of the university - to choose and be elected in the management bodies;
- b) to participate in the development and refinement of the curriculum;
- c) to participate in the improvement and development of the codes of conduct and activities of the academic staff, administration, support staff and students;
- d) participate in the selection of academic staff as a member of the competition commission;
- e) to freely express opinion;
- f) Request and receive necessary organizational and material-technical support from the university for the execution of duties at a high professional level;
- g) protect professional dignity;
- h) request the administration to take appropriate measures to protect his personal and property security;
- i) in accordance with the established rules, to use the services of the university library and other structural units;
- j) Pursue qualification enhancement supported by the university, as per the university's administratively determined qualification enhancement system;
- k) Receive public information about ongoing processes within the university.

2. Academic/visiting staff are obliged to:

- a) fulfill duties in accordance with the position, qualification, specialization, and internal regulations of the university.
- b) to use the entire working time for work, in the absence of a good reason, not to be late and not to miss the lecture;
- c) Systematically enhance their professional knowledge, constantly engage in the improvement of pedagogical methods and teaching.
- d) Contribute to the personal development of students as a desired member of the academic community.;



- e) Ensure students' interest and involvement in the educational course, providing engaging and informative lectures.
- f) During the semester, in the absence of a valid reason, the staff member should not suspend their work obligations. However, if there is a legitimate reason for absence, they should promptly inform the dean of the school and, with the dean's approval, ensure that lectures are covered by another academic staff member until their return.
- g) To use electronic communication with the employer and students determined by the university.
- h) To upload the syllabus of the course (Georgian and, if necessary, English version) electronically to the database and make it available to students 2 (two) weeks before the start of studies.
- i) the employee should inform about the absence from work at least two weeks in advance.
- j) Adhere to the agreed-upon schedule at the time agreed with the dean's office of the relevant school;
- k) Implement electronic registration for student attending the lectures.
- l) evaluations of the midterm/final exam should be submitted to the educational process monitoring service no later than 1 (one) week after the implementation, and the evaluations of other activities determined by the syllabus of the training course (quizzes, presentations, etc.) should be entered into the database within 7 (seven) calendar days after the implementation of the relevant activity;
- m) within the framework of the lecture course, to ensure the presentation of additional options of the exam material that are essentially different from each other, the presentation of a test/examination task that is essentially different from the control/test writing, the intermediate/final exam task on the recovery/supplementary exam or the passing of the FX assessment (within the passed material).
- n) in order to better prepare students for midterm and final exams, provide them with additional consultations in the amount of at least 5 hours per group per semester;
- o) The university's property should be carefully protected, and strict adherence to regulations for the use of technical equipment, safeguarding of material assets, and guidelines for documentation storage should be ensured.
- p) without the special permission of the administration, not to allow the release of confidential, academic, economic, commercial, scientific-technical, technological and other information of the university, which was delivered during the performance of his work obligations or accidentally fell into his hands;
- q) Without the permission of the university administration and/or the author, beyond the scope of official authority, not to use/distribute (in any way) by an employee of the Black Sea International University, or the result of intellectual creative activity created at the university - educational program, different types of educational materials created for the program, syllabus and other material or an intangible resource that was given to him in the performance of his work obligation;
- r) to show courtesy and tact towards students and colleagues; to respect the work of a colleague, to be moderately distanced from students; To be considerate of the student's problems, to help him within the limits of his abilities and competence, to set aside time and space for consultations with students in connection with the study of the study course, conducting research work or executing the project;

- s) to engage in scientific-research work; to participate in the implementation of university projects;
- t) Ensure that every effort is made to identify reasons and issues that impede the normal progression of the educational process and promptly communicate them to the administration;
- u) Participate in meetings designated by the administration and contribute to discussions on relevant topics;
- v) Adhere to hygiene and respectability standards;
- w) Adhere to the terms and conditions outlined in the agreements formed with them, as well as other regulations and norms existing in the university, which are communicated to the staff via email.

3 Academic/visiting staff are prohibited from:

- a) university student tutoring;
- b) receiving an expensive (more than 50 GEL) gift from his student or his parents;
- c) using the official position of his student's parents, relatives or other close relatives to achieve personal goals;
- d) evaluating a student based on appearance, national, social, or religious characteristics;
- e) Manipulation of grades with the motive of gaining the favor of students and over-stimulating them during academic evaluations;
- f) to reveal one student's mark (score) to another student, if he does not have the permission of the given student;
- g) summoning students and detaining the audience without agreement with the administration;
- h) pushing towards actions harmful to the university;
- i) using university resources for personal, commercial, political or religious purposes;
- j) Violent action or threats against other members of the university community;
- k) Discrimination against other members of the university community because of their political opinion, religion, origin, nationality, family, social, and/or health condition.
- l) Committing an act that violates the principles of academic integrity.

#### **Article 73. Scientific Personnel of university**

1 The scientific staff of the university may consist of scientists and postdoctoral fellows;

2. A scientific position can be held only on the basis of an open competition, which must be conducted in accordance with the principles of transparency, equality and fair competition;

#### **Article 74. Composition and Selection Criteria of Academic personnel**

1. The scientific staff of the university may consist of scientists and postdoctoral fellows

2. scientists are staff members holding the following scientific positions: chief scientific worker, senior scientific worker and scientific worker.

3. Holding the position of chief scientific employee::

3.1 The position of chief scientific employee can be elected for a period of 6 (six) years, with a doctoral/or equivalent academic degree with at least 6 years of scientific-research experience.

4. The position of senior researcher can be held by an individual with a doctoral/ or equivalent degree and can be elected for a period of 4 (four) years

5. The position of researcher can be held by an individual with a master's/or equivalent degree and can be elected for a period of 4 (three) years.

6. A postdoctoral fellow is a person who is selected on the basis of a competition to implement a specific scientific-research project in the main educational unit or in an independent scientific-research unit based on a fixed-term employment contract in the manner determined by the Academic Council. A person can be selected as a postdoctoral fellow only once.

7. A person who has an academic degree of doctor can be chosen as a postdoctoral fellow.

#### Chapter VIII. Administrative and Support Staff

##### **Article 75. Administrative Staff**

1. The administrative staff exercises their rights and duties in the university directly or through the appropriate subdivisions and supporting staff of the university management system;

2. The procedure for hiring administrative and support staff is determined by the university.

##### **Article 76. General Rights and Responsibilities of Administrative Personnel**

1. Administration is authorized.

a) Manage the professional activities of subordinates in their competence independently and make decisions within the limits of their competence;

b) Determine the necessary number of employees needed to perform certain work, as well as to demand from the employee the fulfillment of work obligations provided for in the labor contract;

c) Participate in the motivation system development for the successful performance of work;

d) Request from employees the fulfillment of the norms, regulations, instructions, and requirements established by the university.

2. The administration is obliged to:

a) During the formation of labor agreements, attention shall be paid to the requests outlined in the legislation of Georgia, the Labor Code of Georgia.

b) To establish appropriate terms so that all university employees participate in the organization's entry and development

- c) Create universal regulations to ensure that university employees meet international standards.
- d) Ensure the advancement of qualifications for employees. Before the formation of labor agreements, new employees should be informed about the internal regulations of the university, its mission, university policies, principles of service, labor discipline, etc.
- e) Create a form of work organization that allows all employees of the university to work according to their specialization and qualifications, have all the necessary conditions for work, ensuring that all tasks necessary for work are clearly defined, especially in terms of daily work progress
- f) to ensure the systematic improvement of the qualifications of university employees;
- g) Receive and discuss the suggestions made by employees regarding the improvement of the university's development, entry, work regulations, labor standards, and other innovative ideas.
- h) Ensure the proper (correct) understanding of existing rules, regulations, and changes in labor norms.
- i) Ensure timely payment of wages to employees.
- j) To ensure the opportunity to use the deserved vacation vacations to the employees of the university;
- k) signing of a relevant contract with the insurance university for the health insurance of the employees.
- l)to carry out appropriate measures to maintain jobs;
- m) to ensure protection of labor and production discipline, to constantly carry out organizational, economic and educational work aimed at the rational use of labor resources, reducing the loss of working time, forming and reinforcing a stable labor collective;
- n) to ensure timely acceptance/carrying out of appropriate measures and measures for those who violate the discipline;
- o) Ensure maximum safety of life and health for employees in the workplace.
- p) to ensure proper operation of heating, lighting, ventilation;
- q) Ensure technical maintenance of work premises.
- r) Provide employees with information in an appropriate format about labor safety, fire safety, and professional risks.
- s) Carefully consider and positively respond to the requests and suggestions of employees.
- t) promote creation of a working and entrepreneurial environment within the team, to support and develop the initiative and activity of the employees in every way, to consider the critical comments and suggestions of the employees in a timely manner and to inform them about the measures taken;
- u) Ensure the organization and implementation of cultural and social events.

**Article 77. Rights and responsibilities of support personnel**

1. Personnel are authorized:

- a) to request organizational and material-technical support in order to conduct activities at a highly professional level,
- b) To preserve one's professional dignity;
- c) to use the library, information fund, as well as social-household and other structural subdivisions of the university in accordance with the established rules;
- d) to improve qualification with the material support of the university, according to the forms and schedules determined by the university administration;
- e) to take advantage of the benefits intended for employees of the university;
- f) To choose methods and opportunities for the implementation of work, which serve the achievement of university goals with high quality and in accordance with international standards;
- g) To utilize other rights, which are determined by legislation, the statutes of the university, internal regulations, university governing bodies, employment contracts, and are defined by the university's regulated activities, and do not contradict the disciplinary principles established by the university and its organizational culture.

2. Administrative/support staff are obliged to:

- a) To fulfill work responsibilities diligently according to the instructions of the position, specialization, qualification, orders, and directives of superiors; to ensure that work is carried out in compliance with the contractual obligations. Use the entire working time for work purposes, focusing on the activities that contribute to fulfilling their own work responsibilities, which are not imposed on other employees to carry out their own work responsibilities;
- b) Timely inform the head of the structural unit or administration about the possible failure to fulfill work tasks;
- c) Continuously improve professional skills;
- d) to follow university regulation, labor and civil discipline. to support the administration, heads of structural subdivisions in improving the moral-psychological climate
- e) make every effort to eliminate the occurrence of reasons and conditions that impede or prevent the performance of work and promptly inform the head of the structural unit or administration about structural deficiencies that hinder or prevent the performance of work
- f) Protect university property, take measures to prevent excessive costs;
- g) strictly observe the rules for using technical equipment; bear responsibility for the damage to them through negligence or indifference; follow the established rules for keeping material values and documentation;
- h) Adhere to technical and fire safety, sanitary norms, observe individual safety rules
- i) without the special permission of the management, not to allow the release of confidential, economic, commercial, scientific-technical, technological and other information of the university, which was delivered during the performance of his work obligations or accidentally fell into the hands of a specific employee;

j) Have a workplace and a desk, technical equipment in order, to observe labor discipline.

## Chapter IX. Student

### Article 78. student status

1. A university student is an individual who, according to the legislation of Georgia on "Higher Education", is enrolled and studies at the university according to the regulations and requirements determined by normative acts and decisions.
2. obtaining, suspending, terminating and restoring the status of a student of the university is carried out in accordance with the rules established by the university, in compliance with the requirements of the legislation of Georgia;
3. Study/teaching relations between the student and the university are regulated by the agreement signed with the student, the regulation on the status of the student and other internal normative acts.

### Article 79. Students' Rights and Responsibilities

1. student has the right:
  - a) Receive quality education;
  - b) independently conduct scientific research and teaching (academic freedom);
  - c) participate in scientific research activities;
  - d) participate in consulting and practical activities;
  - e) to use material-technical, library, information and other means of the university;
  - f) to freely establish and/or join student organizations in accordance with his interests;
  - h) to openly express one's opinion;
  - i) in accordance with the law of Georgia, from the second year of education exercise the right of mobility and transfer the state funding allocated to him to another institution
  - j) within one week from the request to receive a mark sheet from the university's administration department;
  - k) when considering the issue of disciplinary responsibility:
    - l.a) to receive notification/information in written form (electronically) about the initiation of disciplinary proceedings against him
    - l.b) attend the discussion of the issue of disciplinary responsibility and state the position;
    - l.c) to receive in writing (electronically) the appropriate order on the measure of disciplinary responsibility/the ratio of measures.
2. The student is obliged to:

- a) to follow the following regulations: " International Black Sea University" regulations; Also, other internal acts of the school/university and conditions determined by the agreement signed with the university;
  - b) to perform the rights and duties assigned by the contract personally and not to transfer them to other persons;
  - c) to ensure proper handling and protection of property, equipment and materials belonging to the university, not to endanger the rights and health of others; In addition, the University reserves the right to demand compensation from the student for the damage caused to the University;
  - d) not to engage in any action that contradicts the internal normative documents of the university and is incompatible with the student's status.
  - e) the lecturer should verify the information within 5 (five) working days after entering the academic activity evaluation in the database by the Educational Process Monitoring Service, and in case of missing or incorrectly recorded evaluation, appeal to the Educational Process Monitoring Service within the next one week;
  - f) to return the books and materials taken out from the library after the end of each semester;
  - g) to notify the university's affairs department about changes in the address and any other personal information given in the ID card;
  - h) Fulfill the requirements of the university's approved educational program (curriculum).
  - i) follow the rules and requirements specified in the syllabus presented by the lecturer;
  - j) Attend lectures and exams according to the established rules and deadlines at the university.
  - k) pay the tuition fee within the deadlines specified in the signed agreement
  - l) Students are required to adhere to ethical and behavioral norms.
3. Issues related to the student's disciplinary responsibility are determined based on the normative documentation of the university.

### **Chapter X. Levels of higher education**

#### Article 80. Levels of academic higher education

1. Academic higher education can be obtained at the university at the bachelor's level, the single-level educational program of a qualified doctor, the educational program of teacher training, master's degree and doctoral degree;
2. The levels of academic higher education are:
  - a) First Level (Bachelor's Degree): Academic program comprising not less than 240 credits/180 credits in certain cases provided by law
  - b) single-level educational program of a qualified physician, which includes at least 360 credits;
  - c) Teacher Training Program comprising not less than 60 credits;

d) Second Level (Master's Degree): Academic program comprising not less than 120 credits/60 credits in certain cases provided by law;

e) Third Level (Doctoral Degree): Academic program with a duration of not less than 3 years and its educational component comprising not less than 60 credits.

#### **Article 81. Granting an academic degree**

1. The school's academic board/academic council assigns academic quality to the student based on the fulfillment of program requirements, provision of necessary components, and accumulation of determined credits.

2. Upon completion of the corresponding academic level, the university, according to the regulations set forth, issues the highest educational certification document - diploma and its supplement.

#### **Article XI. private file**

#### **Article 82. Personal file of academic/scientific, visiting, administrative/support staff and students**

1. Upon hiring, both academic/scientific and administrative/support staff must fill out their "personal file" in the university's electronic system, upload requested documents and indicate personal data, the protection of which is carried out in accordance with the requirements established by the Law of Georgia "On Personal Data Protection".

2. The university's electronic system (base) includes:

A) personal data and contact information of the employee;

b) information on education and relevant supporting documents;

c) work experience;

d) research activities;

e) electronic contracts (in the case of academic and visiting staff

3. The following should be kept in the student's personal file:

a) extract from the enrollment order;

b) a copy of the identity card;

c) a copy of the military letter (for boys);

d) original or notarized copy of the document confirming the education of the previous level;

e) photograph;

f) personal data form;

g) agreements;



h) Additional documentation about the student's educational activity (application, document showing participation in the exchange program, order on disciplinary measures, etc.).

## **Chapter XII. Ensuring Protection of the University Building**

### **83. Security ensurance of university building**

University campus security includes monitoring access to their premises, which is governed by the terms and conditions of service agreements.

## **Chapter XIII. Final Provisions**

### **Article 84. The authority to adopt, change and cancel the university regulations**

1. This provision comes into force upon its acquisition
2. The adoption, termination, as well as making changes and additions to it, are managed by the governing board, with the majority decision prevailin