

ახალი უმაღლესი სწავლებელი



NEW HIGHER EDUCATION INSTITUTE

It is approved

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**Statute
of New Higher Education Institute**

Chapter 1. General Provisions

Article 1. Area of Work of the Statute

1. Statute of Ltd New Higher Education Institute (Next- institute) is the basic legal act, that determines the rules and principles of management of the institute and of performing the process of the educational activities of the institution.
2. All the issues, related to the educational activities that are not determined in this statute, are regulated in accordance with the Georgian Legislation.

Article 2. Status of the Institute

1. The institute is the legal entity of private law that is established as a form of Ltd unit and that acts on the base of the Georgian Legislation and on the base of this statute.
2. Full name of the institute is: Ltd. "New Higher Education Institute." Shortened name of the institution is: "Newuni". Address of the institute is: 1. third massif, sixth quarter, 7a block of building, Tbilisi, Georgia. 2. G. Chkondideli 26, Tbilisi, Georgia.

Article 3. Vision, Mission, Values of the Institute:

3.1. Vision of the Institute is:

Vision of New Higher Education Institute is to be a student-oriented higher education institution that will be relevant to the European standards and that will have the trust and public acceptance not only on the local but also on the international levels

3.2. Mission of the Institute is:

New Higher Education Institute is a student's and personnel's personal and professional development-oriented educational institute with the following mission:

- a) Preparation of specialists who will have an education, skills, democratic values and civil self-awareness relevant to the requirements of the knowledge-based society;
- b) Encouraging the development of student-oriented learning processes, realization of their personal potential and development of their creative and practical skills;
- c) Proposal of higher educational programs that are relevant to the changeable society and the labor market and preparation of competitive specialists for their future employability;
- d) Encourage the mobility of students and academic personnel;
- e) Within a bachelor's program providing students with high-grade knowledge of the field and producing the base skills for conducting a research that provides the opportunity for continuing learning on the next level of education.

3.3. Values of the Institute are:

- a) Conscientiousness

- b) Aspiration toward uninterrupted development
- c) Academic freedom
- d) Transparency
- e) Justness and equality of rights.

Article 4. Goals of the Institute:

Goals of the Institute are:

1. Providing students with high-quality higher education that is relevant to the requirements of the labor market and the potential employers;
2. Preparation of well-qualified, competitive specialists;
3. Providing a student-oriented, modern learning environment; implementation of the newest methods of teaching and learning and the usage of modern technologies in the process of execution of the educational programs;
4. Execution, development and constant care about the improvement of the bachelor's academic higher educational programs;
5. Integration in the world educational sphere, organizing the exchange programs and multifaceted events with Georgian and foreign higher educational institutions and sharing each other's experience; involvement of foreign specialists in the learning process;
6. Encouraging the mobility of students and academic personnel;
7. Constant care about development of the academic personnel and carrying out relevant activities;
8. Providing relevant learning conditions and environment for vulnerable students and for the students with special need.

Chapter II. Management of the Institute

Article 5. Organs of Management and the Structural Units of the Institution

1. Organs of Management of the Institution are:
 - a) Academic council;
 - b) Rector;
 - c) Quality assurance job.

2. Structural units of the institute are:

Faculty/faculties, Department of Human Resources Management, Department of learning process management, library, department of information technologies, department of public relations, department of international relations, Financial department, department of

agricultural-technical resources, chancellery, protection and security service, department of sport and culture, center of continuous learning, Department of Human Resources Management, student and graduate employment promotion center, scientific-research center, club of graduates.

3. Management body of the faculty is the faculty council and the dean.
4. Management bodies and the structural units do their job on the base of this statute and in accordance with the provisions of the relevant organs and the structural units or on the base of the other acts that regulate their activities. They are established or cancelled by the rector of the institution.

Article 6. Principles of Management of the Institute

1. The institute provides:
 - a) Academic freedom of the students and the personnel;
 - b) Participation of the students and the personnel in the process of making decisions;
 - c) Equal treatment for everyone despite the person's ethnicity, sex, social origin, property conditions, political or religious views and etc.
 - d) Publicity, fairness and transparency of elections and competitions.

Article 7. Academic Council

1. Academic council is the highest representative organ of the institution, that carries out the job on the base of this statute and on the base of the provision of the academic council.
2. Academic council concludes: chairman of the academic council – rector and the members of the academic council who will be elected by the faculty/faculties council; in the academic council there should be elected only professors or associated professors of the institute.

Article 8. Authorization of the Academic Council

1. Makes strategic plans of the institution and submits them to the rector of the institution for approval;
2. Encourages collaboration with other higher education institutions and also the process of mobility of students and of an academic staff;
3. Determines the rules of admission of the education (ECTS Credits) received in the learning process and the other rules related to the learning process;
4. Estimates the workload of the professors, forms of the workload and submits them to the rector of the institute for approval.
5. By submission of the faculty and by agreement with the quality assurance job, it discusses the higher educational programs and submits them to the rector for approval.
6. Creates the provisions of all structural units of the institute and submits them to the rector for approval.
7. Develops the internal regulation of the institute, code of ethics, code of students' ethic, rules of safety and the other rules and submits them to the rector for approval.

8. Estimates the rule of obtaining academic position;
9. Performs the other duties in accordance with the statute of the institute and the active legislation.

Article 9. Organizational Support of the Academic Council's activities and the Rule for Working

1. Organizational support of the activities of the academic council is carried out by the secretary of the academic council.
2. The chairman of the academic council is the rector of the institution.
3. Members of the academic council have a meeting once a month or when necessary. The meeting of the academic council is organized by the rector's initiative or by requirement of majority of members of the academic council.
4. Academic council is authorized to make a decision during the meeting if there are more than half of the members. Decision is made by the majority of the attendance on the base of the open voting.
5. Protocol is drawn up about each meeting of the academic council and it is signed by the chairman and the secretary of the academic council.

Article 10. The Rule of Electing of the Academic Council

1. Election for electing the academic council is taken place on the base of the principles of fairness, transparency and publicity.
2. Members of the academic council are elected by the faculty council on the base of the direct, free and equal election, on the base of the open voting. The election is accounted to take place if there are more than half of the members of the faculty council.
3. In the academic council there are elected at least 7 members. Minimal number of the members of the academic council are determined by the rector of the institute, by an individual-legal act.
4. As a member of the academic council there may be elected a person who is a full or associate Professor.
5. Term of office of an elected member of the academic council is 4 years.

Article 11. Rector of the Institute

1. Rector is the highest administrative official of the institute, who is appointed to the position and dismissed from the position by the director of the society.
2. Rector is a chairman of the academic council who represents the institute in the relationships inside and outside the country for what she is authorized to make deals and agreements with the name of the institution. Rector leads the general activities of the institute and passes individual-legal acts within the framework of her authority.

3. Rector acts in accordance with this statute, within the framework of her authority.

Article 12. Authority of the Rector of the Institute

1. Distributes the functions between the structural units of the institution, when necessary, delegates her authority to them.
2. Passes individual-legal acts.
3. Coordinates the institute's international connections and relations.
4. Approves higher educational programs.
5. Approves strategic plans of the institute's development.
6. Estimates the payment of tuition.
7. Approves the forms of the professors' workload.
8. Approves the provisions of all structural units of the institute.
9. Approves the internal regulation of the institute, code of ethics, code of ethics for students, security and the other rules.
10. Creates competition commissions for appointing the academic position.
11. Announces a competition for choosing the academic personnel.
12. Approves the criteria for taking place a competition for choosing a person on the academic position.
13. Passes individual-legal acts related to a student status.
14. Approves the budget of the institute.
15. Appoints scholarships for students with top marks.
16. Appoints people on the relevant positions or dismiss them from the job.
17. Performs the other authorities.

Article 13. Quality Assurance Job

1. Institute's educational and scientific research work also the quality of the personnel's professional development should be systematically evaluated. For this purpose, there is created the quality assurance job, which acts in accordance with this statute and according to the provision of the quality assurance job.
2. Quality assurance job of the institute:
 - a) Supports integrity of the institute into European sphere of higher education; it also supports the performance of the principles of bologna process.
 - b) Supports to be provided high level of quality of teaching by implementation of modern methods of teaching, learning and assessment.
 - c) Carries out the events that are necessary for development of the personnel's qualification.
 - d) Develops methods and instruments that are necessary for assessment of quality of the current learning and research processes in the institute.
 - e) Systematically evaluates the quality of the current learning and research processes and also the development of the personnel.

- f) Takes part in the process of regulation of students' mobility.
 - g) Supports preparation of self-assessment for authorization and accreditation processes.
 - h) Carries out the other authorities.
3. The head of the quality assurance job is appointed to the job and is dismissed from the job by the rector of the institute.

chapter III. Faculty/ Faculties of the institution

Article 14. Faculty/ Faculties

1. Structural unit of the institute is a faculty;
2. Decision about creation or cancellation of a faculty is made by the rector.

Article 15. Faculty Council

1. Faculty council is a representative body that governs the faculty.
2. Faculty council consists of all the members of the academic personnel of the faculty and representatives of students.

Article 16. Authority of the Faculty Council

Faculty council:

1. Determines the main goals of the faculty activities, current objectives and the priorities of activities.
2. Develops the statements related to the necessary expenses and submits them to the rector of the institute.
3. Develops educational programs and submits them to the academic council of the institution.
4. Develops the provision of the faculty and submits it to the academic council of the institute.
5. Chooses a secretary of the faculty council on the base of the open voting.
6. Listens to the dean's account about the performed work.
7. Awards relevant qualification to an relevant person after finishing the program.
8. Carries out the other authorities.

Article 17. Dean of a Faculty

1. Administrative leader of a faculty is a dean, who is a chairman on the meetings of the faculty councils and who leads the current activities of the faculty.
2. Dean of a faculty is appointed to the job and is dismissed from the job by the rector of the institute.

Article 18. Authority of a Faculty Dean

Dean of a faculty:

1. Within the framework of granted authority, he/she determines the main directions of the current activities of the faculty;
2. Represents the faculty council inside and outside the institute;
3. Coordinates learning-methodical and scientific work that is being performed on the faculty;
4. Develops recommendations for the purpose of improvement the effectiveness of the current learning activities;
5. Within the framework of his competences, he/she is accountable to the academic council and to the rector of the institute and also to the fulfilment of the faculty council's decisions;
6. Supervise and oversees the fulfilment of authorities of the employed people on the faculty, fulfilment of the duties under the agreement;
7. Carries out the other authorities.

Chapter IV. Personnel of the Institute

Article 19. Personnel of the Institute

1. In the institution there are academic, administrative and auxiliary positions;
2. Mechanisms of encouragement of the personnel and of disciplinary responsibilities are determined by the internal regulation of the institute and by the code of ethics.

Article 20. Academic Personnel of the Institute

1. Academic personnel of the institute consist of professors and assistances.
2. Composition of professors includes a professor, associate professor and an assistant professor.
3. Professors take part in the learning processes, in the scientific researches and/or perform them.
4. Assistant, with the help of a professor, an associate professor or an assistant professor carries out the research work and gives the seminars within the framework of the current learning process in the main educational unit.

Article 21. Rule of Obtaining an Academic Position

1. Obtaining an academic position is possible only on the base of an open competition that should be relevant to the fair, transparent and equal competition's principles;
2. The date and the conditions of taking place the competition are published by Georgian legislation and by the rule that is estimated according to this statute, at least one month earlier before receiving the documentations.
3. The rule of taking place the competition is determined by the academic council and it is approved by the rector of the institute.

Article 22. Terms of Choosing a Person on the Academic Position

1. On a professor's position there may be chosen a doctor or a person with its equivalent academic degree who has experience in scientific-pedagogic work for 6 years, who has special professional or/and scientific achievements and who satisfies the requirements determined by this statute. The person will be chosen on this position for unlimited time-period. The professors have to pass certification in every 5 years according to the rule determined in this statute.
2. On a position of an associated professor there may be chosen a person who has a doctor's or its equivalent academic degree and who has experience for minimum 3 years in scientific-pedagogic work.
3. According to the rule of this statute, on a position of an assistant-professor there may be chosen a person with doctor's or its equivalent academic degree for 3 or 4 years.
4. According to the rule of this statute, on a position of an assistant there may be chosen a doctoral student for 3 or 4 years.
5. It is possible for the people with an appropriate professional qualification to take an academic position that is determined in the first, second, third and fourth paragraphs of this article. In this case, a person's qualification may be confirmed with the professional qualification, with the special training, or/and with the publications. A person with an appropriate qualification is someone who has a necessary competence for earning the learning outcomes that is determined by the program.

Article 22. Professors' Attestation

1. A professor has to pass a test in every 5 years. Attestation is taken place by the commission/commissions that are conducted by the rector's order.
2. Attestation is taken place with two steps –Assessment of performed academic work and an interview. Assessment of the academic work, performed by a professor, occurs on the base of the legal act, determined by the institution, which involves the terms of activities.
3. On the base of the results of the attestation, special commission makes a conclusion about each of the professors and represents it to the academic council, on the base of the results the commission gives a recommendation about remaining or leaving of professor's position.
4. Rules and conditions of conducting the attestation are estimated by the rector with agreement of faculty/faculties and then these issues are submitted to the academic council for discussion.
5. The rules and the conditions for conducting an attestation is approved by the rector with submission of the academic council.

Article 23. Rule of Taking Place a Competition for Obtaining an Academic Position

1. For obtaining an academic position, the rule of taking place a competition is determined by the legal act, where there are represented all the issues related to the competition;

2. Elections of the academic personnel is appointed by the rector who passes a corresponding individual administrative- legal act about it; The order about appointment of the elections and the information materials, for the purpose of publicity and availability, should be located on the institute's information display stand and on the institute's webpage 1 year earlier before submission the documentations of the competitors. In the information there is noted the date of starting a registration, dates of receiving the applications, conditions of the competition, list of necessary documentations, date of election and etc.
3. Advertisement about competition must be located on the web page of the institute, it should be published in the printed press and before deadline it should be located on the visible places of the institute for the purpose of publicity and availability for interested people. In the advertisement there is noted the date of starting the registration of competitors, deadline, list of required documents and the date of publishing the results of the competition. Advertisement about the competition may include:
 - a) Name of the position
 - b) Required documentations
 - c) Required qualification of a competitor
 - d) Other additional information
 - e) Contact information;
4. Competition about obtaining the academic position includes two steps:
 - a) Selection of competitors' documentations
 - b) Interview; after that the results will be come out.

Article 24. Ground for Dismissal of the Academic/Invited Personnel from the Job

Ground for dismissal of the academic/invited personnel is:

- a) Private application;
- b) Expiration of the term of office.
- c) Breaking the conditions determined by the statute of the institute, by the code of ethics or by the labor agreement.
- d) Other cases determined by the legislation.

Article 25. Academic/Invited Personnel's Labor Relations

Labor agreement with the academic/invited personnel is formed according to the active legislation.

Article 26. Rights of the Academic/Invited Personnel

Academic/invited personnel have a right:

1. To take part in the process of governance;
2. To carry out teaching, to conduct a research and to publish scientific papers independently;
3. To estimate the content of syllabuses of programs of learning courses, teaching methods and materials;
4. To carry out the other rights determined in the legislation.

Article 27. Obligation of Academic/Invited Personnel

Academic/Invited personnel are obliged to:

1. follow the requirements of the statute of the institute;
2. follow the requirements of the internal regulations of the institution and the code of ethics;
3. carry out his/her duties determined by the labor agreement.

Article 28. Administrative Positions and the Other Personnel of the Institute

1. Administrative positions of the institute are: Rector, Head of Administration, Dean of the Faculty, Deputy of the Dean, Head of the Quality Assurance Job, Deputy of the Head of the Quality Assurance Job, head of training process management service, Deputy of the Head of the job of governance of the learning process, Supervisor of the scientific-research center, head of the job of sport and culture, head of the job of finances, head of the job of informational technologies, head of the chancellery, head of public relations job, , head of international relations job.

2. Auxiliary personnel include the other people who are necessary for doing the institute's affairs and who are regarded as the staff

3. without granting the academic position determined in this statute, the institute has a right to invite a specialist with an appropriate qualification for the purpose of participation in the teaching/scientific process or/and for the purpose of leading this process.

Chapter 5. A Student

Article 29. Rights of Students

1. Students of the institute have a right to:
 - a) Get a good education.
 - b) Take part in the scientific researches.
 - c) To use the library, material-technical, informational or the other materials according to the rules determined in the internal regulation of the institute and in the statutes of structural units.
 - d) Elect or to be elected in the student government and in the representative organs of a faculty on the base of public, direct and equal election, in accordance with the rule determined by the legislation;
 - e) Establish or/and join student organizations freely, according to his/her interests;

- f) express his/her opinion freely during the learning process;
- g) receive a scholarship, financial or material assistance or the other different kind of benefits from the government, from the institute or from the other sources, in accordance with the Georgian Legislation and the statute of the institute;
- h) Choose an educational program;
- i) take part in the process of conducting an educational program;
- j) evaluate the academic personnel's work, periodically;
- k) require the fair assessment of knowledge and appeal against unwanted exam results;
- l) use the right of inner and outer mobility in accordance with the rule determined by the legislation;
- m) perform the other rights granted to him/her by the Georgian Legislation.

2. To provide the students with special needs with necessary conditions for getting a good education the institute has some benefits that may be expressed by making a special material-technical base, by individual services, by estimating the financial assistance and by the other benefits.

Article 30. Obligations of Students

A student is obliged to learn all the learning courses that he/she has chosen and that are compulsory according to the program determined by the institute; to follow the agreement between him/her and the institution, to follow the internal regulations of the institute, codes of ethics of students and the other legal acts.

Article 31. Disciplinary Responsibilities of Students

Issues related to the disciplinary responsibilities of students are determined by the Georgian law "about higher education", by the internal regulation of the institute and by the code of ethics of students.

Article 32. Student Government

1. In the institution there is created student government elected by the students.
2. Student government:
 - a) Makes and approves the statute of the student government;
 - b) Provides the students' participation in the process of governance of the institute;
 - c) Chooses a representative in a faculty council;
 - d) Ensures the dependence of students' rights;

- e) makes some statements for improvement the quality of learning and the system of governance of the higher educational institution and represent them to the faculty council;
 - f) Does the other authorities determined by the legislation and by the statute of student government.
3. Administration of the higher educational institution does not have a right to interrupt in the work of student government.

Article 33.Suspension of a Student's Status

1. Causes of suspension of a student's status are:
 - a) pregnancy, childbirth, childcare or problems related to the health;
 - b) learning in a foreign country, in a higher educational institution, except learning within an exchange educational program;
 - c) Financial debts;
 - d) personal application (without indicating the reasons);
 - e) Violation the code of students' ethics.
2. Duration of suspension of a student's status is maximum 5 years.
3. In case of suspension of a student's status, he/she continues learning on the base of a new agreement, from the term of suspension of a student's status.

Article 34.Termination of a Student's Status

1. Foundation of termination of a student's status is:
 - a) expiration of 5-year time period from suspension of student's status, if it is not determined according to the legislation;
 - b) private application;
 - c) completion of the educational program;
 - d) when a student does not follow the requirements of the educational program for obtaining the academic degree in the estimated time periods;
 - e) when a student cannot obtain the learning outcomes determined by the educational program;
 - f) death;
2. Other legal acts related to the suspension and termination of a student's status is regulated according to the active legislation;

Chapter VI

Academic Degree

Article 35. Awarding of an Academic Degree

1. Faculty council of the institution awards a student with an academic degree when a student overcomes compulsory components of a program and when he/she has obtained the number of credits that is required for completion of the bachelor's level.
2. After completion of the bachelor's level the institute gives a student a diploma and the supplement.

Chapter VII

Adding Changes and the Additions in the Statute

Article 36. Authority of Making, Changing and Cancellation of the Statute of the Institution

Making, changing and cancellation of the statute of the institution occurs by the academic council of the institute; the council has the authority to make a decision if there are more than half number of members of the council; academic council's decision is approved by the rector's individual legal act.