

ახალი უმაღლესი სწავლებელი
ნიუნი



NEW HIGHER EDUCATION INSTITUTE
NEWUNI

Regulations of the New Higher Education Institute – NEWUNI

Approved by: Rector's Order No. 19-a
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New Higher Education Institute – NEWUNI

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Chapter I. General Provisions

Article 1. Scope of the Regulations

1. These regulations serve as the fundamental legal document defining the management principles and rules, as well as the educational process implementation at the **LLC New Higher Education Institute - NEWUNI** (hereinafter referred to as "the Institution").
2. All educational activities and issues not covered by these regulations are additionally governed by the internal legal acts of the Institution and the legislation of Georgia.

Article 2. Status of the Institution

1. The Institution is a legal entity of private law established as a limited liability company, operating in accordance with the legislation of Georgia and these regulations.
2. The full name of the Institution is: LLC "New Higher Education Institute - NEWUNI." The abbreviated name is "NEWUNI." The Institution's address is: G. Tchkondideli 56, 0180, Tbilisi, Georgia.

Article 3. Vision, Mission, Objectives, and Values of the Institution

3.1. Vision:

NEWUNI is a higher education institution that meets European standards, focusing on the personal and professional development of students and staff, offering educational and social support services, and enjoying high trust and recognition at both local and international levels.

3.2. Mission:

To prepare competitive specialists with democratic values, civic awareness, and education that align with the demands of a knowledge-based civil society and the labor market. The institute aims to provide high-quality knowledge, foster research activities, and promote student-centered learning. It is dedicated to supporting students in realizing their personal and professional potential, developing their creative, research, and practical skills, and ensuring their success through diverse academic, professional, and financial support mechanisms.

3.3. Values:

- Fairness and equality;
- Integrity;
- Continuous development;
- Academic freedom;
- Teamwork;
- Transparency.

3.4. Objectives:

- Offer high-quality higher education programs meeting labor market needs;
- **Continuously improve academic programs and integrate modern teaching methods and technologies;**
- **Develop a student-centered learning environment and ensure equal opportunities;**
- **Promote integration into the European educational space and facilitate academic and student mobility;**

- Continuously improve the qualifications of academic staff;
- Contribute to social development and offer social support initiatives;
- Support graduate employment and opportunities for further education.

Chapter II. Organizational Structure and Management of the Institution

Article 4. Governing Bodies and Structural Units

1. The governing and structural units of the Institution include:
 - a) Academic Council;
 - b) Rector;
 - c) Vice-Rector;
 - d) Head of Administration;
 - e) Quality Assurance Office;
 - f) Faculties;
 - g) Study Process Management Office;
 - h) Human Resources Management Office;
 - i) Information Technology Office;
 - j) Public Relations Office;
 - k) International Relations Office;
 - l) Finance Office;
 - m) Infrastructure and Security Office;
 - n) Scientific-Research Center;
 - o) Student Support and Career Development Center;
 - p) Library;
 - q) Documentation Management Office.
2. The governing bodies of the Institution include **the Academic Council, Rector, Head of Administration, and Quality Assurance Office.**
3. The fundamental educational unit of the Institution is the Faculty, whose governing bodies include the Faculty Council and the Dean.
4. The Institution has established quality assurance mechanisms to regulate educational activities.
5. The Assembly of Partners appoints the Rector to manage the Institution's activities.
6. The highest administrative officer responsible for financial, material, and administrative resources is the Head of Administration.
7. The governing bodies of the Institution operate based on these regulations and other legal acts governing their activities. The Rector has the authority to establish or dissolve structural units.
8. The structure of the Institution is approved by the Rector. The governing bodies and their competencies are defined within the Institution's regulations.

Article 5. Principles of Institutional Management

The Institution ensures:

- a) Transparency and accessibility of decisions, management body reports, and legal acts for all stakeholders;
- b) Academic freedom for faculty and students;
- c) Participation of faculty and students in decision-making processes;
- d) Equal treatment, regardless of ethnicity, gender, social origin, property status, political or religious beliefs, or other characteristics;
- e) Fair, transparent, and public elections and competitions.

Article 6. The Rector of the Institution

1. The Rector is the head of the Institution, appointed and dismissed by the Assembly of Partners.
2. Appointment to the position of Rector is based on the presentation of a candidate's vision and action plan.
3. The Rector serves as the Chairperson of the Academic Council and represents the Institution in both domestic and international relations, authorized to enter into agreements and transactions on behalf of the Institution. The Rector provides general leadership and issues legal acts within their authority.
4. The Rector operates within the scope of authority granted by these regulations.
5. The Rector's responsibilities include:
 - a) Allocating functions among the Institution's structural units and delegating authority as necessary;
 - b) Issuing legal acts (orders) related to the Institution's operations;
 - c) Coordinating international relations and partnerships;
 - d) Approving the Institution's budget;
 - e) Determining tuition fees;
 - f) Approving the regulations of all structural units;
 - g) Establishing criteria for academic competition and hiring;
 - h) Approving regulatory documents for educational activities;
 - i) Issuing legal acts regarding student status and implementing necessary changes;
 - j) Awarding scholarships to outstanding students;
 - k) Appointing and dismissing personnel as necessary, ensuring legal formalization of employment;
 - l) Issuing legal acts for matters not explicitly regulated by other structural units.
6. In the event of the Rector's leave or business trip, the Vice-Rector or Head of Administration assumes their responsibilities as determined by the Rector's order. If the Rector is unable to designate a replacement, the Head of Administration assumes their duties.
7. At the end of each academic year, the Rector, in collaboration with relevant responsible persons, reviews the outcomes of quality assurance measures and determines key areas for future activities.
8. The Rector presents an annual report on the Institution's activities before the Institution's governing bodies.

Article 7. The Academic Council

1. The Academic Council is an independent collegial structural unit of the Institution and the highest representative collegial body. It operates based on these regulations and the statute of the Academic Council.

2. The Academic Council consists of the Chairperson – the Rector – and the Council members, who are elected by the Faculty Council(s). Only Professors and Associate Professors of the Institution can be elected to the Academic Council for a four-year term. At least one representative from the research unit must be included. A person holding an administrative position at the Institution cannot be elected as a Council member.
3. The Academic Council is chaired by the Rector.
4. The Academic Council convenes once every 3 month or as needed. Meetings are convened at the initiative of the Rector or upon the request of the majority of the Academic Council members.
5. The Academic Council meeting is valid if more than half of the total members are present.
6. Decisions are made by a majority vote of the attending members, but not less than one-third of the total membership.
7. Minutes of each Academic Council meeting are recorded and signed by the Chairperson and the Secretary of the meeting.
8. Based on the minutes, the Academic Council issues resolutions signed by the Chairperson.
9. If a matter receives majority support but falls outside the Council's approval authority, it is referred to the Rector for issuance of the appropriate legal act (order).
10. A decision made at an Academic Council meeting takes effect on the day it is made unless otherwise specified in the meeting minutes.

Article 8. Powers of the Academic Council

1. Reviews and approves the Institution's strategic and action plans;
2. Facilitates cooperation with other higher education institutions and expands student and academic staff mobility;
3. Establishes rules for the recognition of education received during the study period (ECTS credits) and other regulations related to the educational process;
4. Reviews and approves higher education programs, as well as proposed modifications, upon the recommendation of the Faculty Council;
5. Reviews and submits for Rector's approval the regulations of all structural units of the Institution;
6. Reviews and submits for Rector's approval the Institution's internal regulations, Code of Ethics, Student Code of Ethics, safety policies, and other rules;
7. Reviews and submits for Rector's approval the regulations on the appointment and selection criteria for academic positions and invited lecturers;
8. Performs other functions granted to it by the Institution's regulations and its own statute.

Article 9. Rector's Advisor

1. The Advisor assists the Rector in developing the Institution's strategic directions and administrative-financial policy.
2. The Rector's Advisor may be an independent expert from the business sector, public organizations, a local or foreign expert in the field of education, or a publicly recognized figure.
3. When necessary, the Rector's Advisor participates in decision-making processes that may impact the Institution's development.
4. The Rector appoints and dismisses the Advisor based on the Institution's current needs.

Article 10. Vice-Rector

1. The Vice-Rector is an administrative officer of the Institution who assists the Rector in developing the Institution's services and research potential.
2. The Vice-Rector is appointed and dismissed by the Rector, while the qualification requirements for this position are determined by the Institution. The Vice-Rector is accountable to the Rector and assumes the Rector's duties in cases specified in these regulations. The Vice-Rector presents an annual report to the Rector.
3. The Vice-Rector coordinates and supervises the activities of the structural units under their jurisdiction.
4. The primary functions of the Vice-Rector:
 - a) Supervises scientific-research activities within and outside the Institution;
 - b) Promotes and encourages the academic staff's scientific activities;
 - c) Develops internal evaluation rules for research activities in collaboration with the Quality Assurance Office and Research Center;
 - d) At the end of each academic year, jointly with the Research Center, reviews the academic staff's scientific reports;
 - e) Facilitates the development of the Institution's research internationalization policy;
 - f) Oversees activities aimed at improving student services and graduate relations, supporting the implementation of international best practices at the Institution;
 - g) Supervises initiatives to enhance continuous education programs and services, facilitating the involvement of foreign experts and specialists in professional development events;
 - h) Participates in the preparation of institutional authorization and program accreditation reports within their competence.

Article 11. Head of Administration

1. The Head of Administration is the highest administrative manager of a higher educational institution in the fields of financial, material, and administrative resources.
2. The Head of Administration represents the higher educational institution in financial and economic relations.
3. The Head of Administration is appointed and dismissed by the Rector, in agreement with an advisor.
4. In the absence of the Rector, based on the delegation of special authority and the regulations defined by this statute, the Head of Administration manages the institution and handles relations with third parties.
5. Responsibilities of the Head of Administration:
 - a) Manages the administration of the higher educational institution and ensures the efficient, organized, and proper functioning of the administrative units/structural subdivisions under its supervision.
 - b) Oversees financial and economic transactions in accordance with the budget.
 - c) Monitors procurement processes in accordance with the budget.
 - d) Supervises the management of the institution's movable and immovable property, as well as its financial resources/sources.
 - e) Ensures the organization of the budget preparation process for the institution's educational activities.
 - f) Prepares the budget draft together with the finance department and submits it to the Rector.

- g) Participates in the selection process of administrative personnel.
- h) Develops descriptions of rules and procedures within their area of competence.
- i) Controls the activities of the personnel under their supervision, ensuring work discipline and professional development.
- j) Prepares an annual report on completed work.
- k) Is responsible for the legality and efficiency of the financial and economic activities of the higher educational institution.
- l) Carries out other duties within their competence.

6. The Head of Administration submits an annual report on their activities to the Rector.

Article 12. Quality Assurance Office

1. The quality of the institution's educational and research activities, as well as the professional development of its personnel, is subject to systematic assessment and improvement. For this purpose, the Quality Assurance Office operates in accordance with this statute, the regulations of the Quality Assurance Office, and the institution's quality assurance policy and mechanisms.

2. The responsibilities of the Quality Assurance Office include:

- a) Facilitating the institution's integration into the European Higher Education Area and implementing the principles of the Bologna Process.
- b) Supporting the quality of teaching by introducing modern methods of learning, instruction, and assessment.
- c) Participating in the development of internal evaluation procedures for scientific and research activities and submitting them for approval to the Academic Council.
- d) Engaging in initiatives aimed at enhancing the qualifications of academic staff.
- e) Developing the institution's quality assurance policies, mechanisms, and relevant instruments.
- f) Systematically assessing the quality of ongoing educational and research processes, following the institution's quality assurance policies and mechanisms.
- g) Participating in the regulation of student mobility processes.
- h) Ensuring the preparation of self-evaluation reports and managing processes for institutional authorization and program accreditation.
- i) Performing other responsibilities within its competence.

3. The Head of the Quality Assurance Office is appointed and dismissed by the Rector, based on the candidates' vision and action plan presentations.

Article 13. Faculty (Faculties)

- 1. The faculty is the primary academic, scientific, and administrative unit of the institution. Within the framework of academic freedom, it ensures the preparation of students in the relevant field of study and grants the corresponding qualification.

2. The decision to establish or dissolve a faculty is made by the Rector.
3. The governing bodies and administrative entities of the faculty are:
 - a) Faculty Council
 - b) Dean of the Faculty
1. The Faculty Council is the representative body of the faculty. Its core composition consists of academic staff and students and is approved by the Rector's decree.
2. Academic staff members automatically become part of the Faculty Council when elected to an academic position. If their academic position expires or they are dismissed, their Faculty Council membership is automatically terminated.
3. Student representatives in the Faculty Council are nominated by the Student Self-Government. Each study program must have at least one representative in the Faculty Council.
4. If a student's status is suspended or terminated, their Faculty Council membership is automatically revoked.
5. Other participants, such as employers, alumni, and other invited guests, may attend Faculty Council meetings at the invitation of the Faculty Dean.
6. The Faculty Dean presides over the Faculty Council and is responsible for ensuring the implementation of its decisions.
7. The Faculty Council must convene at least once per month. An extraordinary meeting may be called at the request of the Dean, Rector, or one-third of the Council members.
8. The Faculty Council meeting is considered quorate if at least half of its members are present. Decisions are made by a majority vote of attending members and are documented in a meeting protocol, signed by the Chair of the Council Meeting and the Council Secretary. An attendance sheet is attached to the protocol as an annex.

Article 14. Faculty Council

1. The Faculty Council is the representative body of the faculty. Its core composition consists of academic staff and students and is approved by the Rector's decree.
2. Academic staff members automatically become part of the Faculty Council when elected to an academic position. If their academic position expires or they are dismissed, their Faculty Council membership is automatically terminated.
3. Student representatives in the Faculty Council are nominated by the Student Self-Government. Each study program must have at least one representative in the Faculty Council.
4. If a student's status is suspended or terminated, their Faculty Council membership is automatically revoked.
5. Other participants, such as employers, alumni, and other invited guests, may attend Faculty Council meetings at the invitation of the Faculty Dean.
6. The Faculty Dean presides over the Faculty Council and is responsible for ensuring the implementation of its decisions.
7. The Faculty Council must convene at least once per month. An extraordinary meeting may be called at the request of the Dean, Rector, or one-third of the Council members.
8. The Faculty Council meeting is considered quorate if at least half of its members are present. Decisions are made by a majority vote of attending members and are documented in a meeting protocol, signed by the Chair of the Council Meeting and the Council Secretary. An attendance sheet is attached to the protocol as an annex.

Article 15. Faculty Council Authority

1. The **Faculty Council** has the following responsibilities:
 - a) Defines the faculty's main objectives, current tasks, and operational priorities.
 - b) Elects the Faculty Dean through free and equal elections by secret ballot with a majority of total members.
 - c) Develops proposals regarding the faculty's necessary expenses and submits them to the Rector.
 - d) Grants the appropriate academic degree to graduates.
 - e) Works alongside the Quality Assurance Service **to** coordinate and implement quality assurance processes and promote a culture of quality within the faculty.
 - f) Establishes faculty commissions as needed.
 - g) Reviews and submits educational programs to the Academic Council for approval.
 - h) Discusses matters related to faculty and invited staff qualifications, improving the learning process, and adopting modern teaching methodologies.
 - i) At the end of each semester, reviews a report from the Dean on the faculty's performance and upcoming initiatives.
 - j) Reviews documents that ensure the effective organization of the academic process.
 - k) Develops the faculty's regulations and submits them to the Academic Council for approval.

Article 16. Dean of the Faculty

1. The faculty is managed by the dean, who is elected by the faculty council for a term of four (4) years.
2. The faculty consists of the faculty administration, whose members are appointed and dismissed by the university rector in agreement with the faculty dean. Their functions are additionally defined by employment contracts and job descriptions. Faculty employees are accountable to the faculty dean. The faculty may establish sub-structural units whose activities are integrated into the educational process and contribute to the faculty's development.
3. The faculty dean is the head of the faculty, who oversees the work of the faculty council and represents the faculty's interests in relation to other structural units of the institution and third parties.
4. The dean's responsibilities include:
 - a) Developing and submitting the faculty's internal structure and the rights and responsibilities of personnel to the rector;
 - b) Presenting the faculty's action plan and budget proposal necessary for achieving relevant goals and objectives to the faculty council;
 - c) Leading faculty council meetings and ensuring their effective operation;
 - d) Presenting a report to the faculty council at the beginning of the academic year and at the end of each semester on faculty activities and planned future developments;
 - e) Submitting the list of students eligible for academic degrees/qualifications to the faculty council;
 - f) Ensuring the recruitment of qualified human resources for the faculty in collaboration with the human resources management office;

- g) Submitting a written proposal to the human resources office regarding the announcement of a competition;
 - h) Coordinating the distribution of academic/invited personnel workload and ensuring its proper execution;
 - i) Supervising the effective performance of subordinate employees and ensuring the proper fulfillment of contractual obligations;
 - j) Preparing and submitting recommendations to the rector regarding faculty personnel appointments, dismissals, promotions, and incentives;
 - k) Informing faculty employees (administrative, academic, and invited staff) about decisions related to ongoing educational processes;
 - l) Supporting the effective implementation of educational and research activities within the faculty;
 - m) Facilitating the professional and personal development of students within the scope of their competence;
 - n) Submitting a summary report to the rector and faculty council at the end of each semester based on the reports of subordinate personnel.
5. The faculty dean is responsible for the accuracy of the documents prepared by the faculty and submitted to the rector for signature.
6. The faculty dean is subordinate to and accountable to the rector. Within their competence, they are responsible for the implementation of decisions made by the academic council and the faculty council.

Article 17. Human Resources Management Office

1. The Human Resources Management Office is a structural unit of the institution, aimed at ensuring the recruitment of professional and experienced personnel, facilitating their integration and socialization within the institution, supporting their development, evaluating their performance, and establishing motivation policies. These efforts contribute to the successful achievement of the institution's strategic goals and objectives. The office implements a human resources management policy based on modern approaches, ensuring the optimal utilization of employees' potential, the protection of their labor rights, and the fulfillment of their obligations. Within its competence, the office ensures compliance with labor relations regulations and other legislative and subordinate acts applicable to the institution.
2. The office operates in close cooperation with other structural units. Its structure, accountability, tasks, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 18. Academic Process Management Office

1. The Academic Process Management Office is a structural unit of the institution responsible for the coordinated and efficient management of the academic process.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 19. Information Technology Office

1. The Information Technology Office is a structural unit of the institution responsible for equipping the institution with information technologies and ensuring their proper functioning.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 20. Public Relations Office

1. The Public Relations Office is a structural unit of the institution responsible for processing and disseminating information about ongoing and planned events to internal and external stakeholders, planning and implementing the institution's image and PR strategies, reviewing student initiatives, and organizing relevant events.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 21. International Relations Service

1. The International Relations Service represents a structural unit of the institution, the purpose of which is to promote the process of internationalization by strengthening the institution's role in the international educational space. From the strategic perspective of the service, its priority goals include cooperation with international institutions, increasing participation in exchange projects for staff and students, and enhancing the institution's role in international networks.
2. The service operates in close coordination with other structural units. The structure, accountability, and functions of the service are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 22. Financial Office

1. The Financial Office is a structural unit of the institution responsible for the efficient planning and management of financial resources.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 23. Infrastructure Maintenance and Security Office

1. The Infrastructure Maintenance and Security Office is a structural unit of the institution responsible for the registration, inventory, and maintenance of the institution's buildings, land, and material assets. Additionally, it ensures the protection of these assets as well as the safety of staff and students.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the office follows the present statute and its own regulations.

Article 24. Records Management Office

1. The Records Management Office is a structural unit of the institution responsible for document flow, the registration of incoming and outgoing documentation, document processing, and the maintenance of the institution's archives.
2. The office operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its own regulations. In its activities, the office follows the present statute and its own regulations.

Article 25. Student Support and Career Development Center

1. The Student Support and Career Development Center is a structural unit of the institution responsible for facilitating students' career development and maintaining relations with graduates. Additionally, it provides professional training and qualification enhancement for institutional staff and third parties.
2. The center operates in close cooperation with other structural units. Its structure, accountability, and functions are defined by its regulations. In its activities, the center follows the present statute and its own regulations.

Article 26. Research Center

1. The Research Center is a structural unit of the institution aimed at: Facilitating the development of research skills among students; Supporting the implementation of practical, scientific research activities, and grant projects for the relevant structural units of the institution; Supporting the participation of the institution, its structural units, and academic staff in grant and other research projects; Managing internal processes related to external and internal funding; Managing and evaluating the institution's internal activities aimed at supporting scientific research.
2. To achieve these goals, the center collaborates with the institution's faculties, academic staff, and relevant administrative structural units;
 - The Research Center participates in the development of the internal assessment procedures for scientific research activities in collaboration with the Quality Assurance Office and the Deputy Rector;
 - The Research Center, together with the Human Resources Management Office, evaluates the scientific research activities of the staff in accordance with the institution's existing regulations;
 - The structure, accountability, and functions of the center are defined by its regulations. In its activities, the center follows the present statute and its own regulations.

Chapter III. Institution's Staff

Article 27. Institution's Staff

1. The personnel of the institution includes academic, invited, administrative, and support staff.
2. The institution ensures the development of transparent and objective procedures for staff recruitment (selection/appointment), which guarantees the attraction and employment of qualified personnel for academic, invited, administrative, and support positions.
3. Mechanisms for staff incentives and disciplinary responsibility are defined by the institution's internal regulations, human resource management policy, and code of ethics.

Article 28. Academic Staff of the Institution

1. The academic staff of the institution consists of professors, associate professors, assistant professors, and assistants.
2. Professors participate in and/or lead the teaching process and scientific research. Assistants conduct seminar and research work under the supervision of a professor, associate professor, or assistant professor within the educational unit where the learning process takes place.

Article 29. Procedure for Holding an Academic Position

1. An academic position can only be obtained through an open competition, which must comply with the principles of transparency, equality, and fair competition.
2. The date and conditions of the competition must be published in accordance with Georgian legislation and this statute at least one month before the application deadline.
3. The rules for conducting the competition are determined by the Academic Council and approved by the Rector of the institution.
4. The procedure for selecting and appointing academic staff is defined by the institution's regulations on the selection of academic staff.

Article 30. Conditions for Election to an Academic Position

1. **For the position of Professor:**
 - a) A person holding a doctoral or an equivalent academic degree, with no less than six years of scientific and pedagogical experience, may be elected for a term of five years.
 - b) A person meeting the requirements specified in subparagraph (a) and possessing exceptional professional and/or scientific achievements (e.g., publications in leading national and international journals, participation in national and international research projects, etc.) may be elected for an indefinite term.
2. **For the position of Associate Professor:**
A person holding a doctoral or an equivalent academic degree, with no less than three years of scientific and pedagogical experience, may be elected.
3. **For the position of Assistant Professor:**
A person holding a doctoral or an equivalent academic degree may be elected for a term of three or four years, as determined by this statute.
4. **For the position of Assistant:**
A doctoral student may be elected for a term of three or four years, as determined by this statute.
5. It is possible for professionally qualified personnel to occupy academic positions specified in paragraphs 1, 2, 3, and 4 of this article. In such cases, a person's qualification may be confirmed through professional experience, specialized training, and/or publications. A person is considered

to have the necessary qualifications if they possess the competence required to achieve the learning outcomes defined by the program.

Article 31. Professor's Certification

1. According to Article 35, Paragraph 1 of the Law of Georgia on Higher Education, a professor holding an academic position indefinitely is subject to certification every five years, as determined by the higher education institution's statute.
2. The purpose of certification is to assess whether the professor, based on their academic and scientific activities, professional skills, and service performance during the reporting period, meets the requirements of their position and whether continued collaboration is necessary or advisable.
3. For the purpose of conducting certification, upon the recommendation of the Human Resources Management Office, the Academic Council establishes a certification commission and submits it to the Rector. If any changes occur, the Rector consults with the members of the Academic Council, and upon their approval, issues an official order.
4. The deadlines for conducting certification, the decision-making process of the commission, and the list of required documents (such as an application addressed to the Rector, evidence of scientific and pedagogical activities, etc.) are determined by the Rector's order.
5. The certification commission submits its conclusion for each professor to the Academic Council, which makes a decision regarding the issuance of a legal act on whether to continue or terminate the professor's employment.
6. The general rules and conditions for conducting certification are determined by the "Regulation on the Certification of Professors Elected Indefinitely at the New Higher Education Institution – NewUni."

Article 32. Rights and Responsibilities of Academic Personnel

Academic personnel have the right to:

- a) Participate in the governance of the institution in accordance with its legal acts;
- b) Conduct teaching, research, creative activities, and publish scientific works without interference;
- c) Independently determine the content of course programs (syllabi), teaching methods, and tools within the framework of an educational program, in accordance with the regulations of the institution;
- d) Exercise other powers granted to them by Georgian legislation and the institution's legal acts.

Academic personnel are obliged to:

- a) Comply with the requirements of the institution's legal acts;
- b) Adhere to the Code of Ethics and disciplinary responsibility norms;
- c) Fulfill the obligations stipulated in their employment contract;
- d) Undergo professional certification in accordance with the procedures and regulations established by the institution;
- e) Adhere to the institution's Code of Ethics and the rules for detecting, preventing, and responding to plagiarism, explain their significance to students, and complete the required procedures before publishing a research paper.

3. The institution ensures the academic freedom of teaching and research for academic personnel and creates appropriate conditions for their activities.

Article 33. Legal Relations with Academic Personnel

Legal relations with academic personnel, as well as their rights and responsibilities, are regulated based on the employment contract concluded with them.

The workload and content of academic personnel's duties are determined by the institution's legal acts and the employment contract.

Article 34. Invited Specialist

1. The institution is authorized to invite a qualified specialist to participate in and/or conduct the educational and/or scientific-research process without holding an academic position (invited specialist).

2. A person holding a doctoral or an equivalent academic degree who meets the set requirements may be selected as an invited specialist. In exceptional cases, a person with a master's or an equivalent academic degree, who has documented professional experience and the necessary competencies to achieve the learning outcomes outlined in the program, may also be selected as an invited specialist.

3. The procedure for inviting an invited specialist to the institution is determined by the Human Resources Management Policy document.

4. The employment contract with the invited specialist is concluded by the institution's rector.

5. The invited specialist has the right to:

- a) Participate in the institution's educational process in accordance with the institution's legal acts;
- b) Conduct theoretical, practical, and research-based teaching without interference;
- c) Independently determine the content, teaching methods, and means of educational programs within the framework of the educational program, in compliance with legislation and internal legal acts of the institution;
- d) Exercise the rights provided by applicable legislation, this statute, and other internal legal acts.

6. The invited specialist is obliged to:

- a) Comply with the requirements of this statute and the institution's legal acts;
- b) Fulfill the obligations stipulated in the contract;
- c) Adhere to the institution's code of ethics and the existing rules for detecting, preventing, and responding to plagiarism, as well as undergo the required procedures before publishing research work;
- d) Participate in raising students' awareness of academic integrity, explain the principles of academic integrity to them, and encourage them to uphold these standards.

Article 35. Administrative Positions and Other Personnel

1. The administrative positions of the institution include the rector, head of administration, faculty dean, head of the quality assurance office, and the heads and staff of structural units established by the institution's structure.

2. The support personnel of the institution include individuals hired under a contract who are essential for the operation of the institution and are listed in the staff schedule.

3. The higher education institution has the right to invite a qualified specialist to participate in and/or conduct the educational or scientific-research process without holding an academic or invited specialist position as defined by this law.

Chapter IV. Student

Article 36. Obtaining Student Status

1. A student of the institution is a person who is enrolled and studying at Higher Education Institution in accordance with the Law of Georgia on Higher Education, the institution's statute, and the rules regulating the educational process to complete an educational program. This also includes individuals enrolled in a higher education institution recognized under the legislation of a foreign country, who, within the framework of a joint higher education program, complete part of their academic and/or research component at a higher education institution in Georgia.
2. The procedures for obtaining, suspending, and terminating student status, mobility, awarding qualifications, and recognizing obtained education are defined by the institution's Rules for Regulating the Educational Process, developed in compliance with the legislation.

Article 37. Student Rights

1. A student has the right to:
 - a) Receive quality education;
 - b) Participate in scientific research;
 - c) Under equal conditions, use the institution's material-technical, library, informational, and other resources as defined by this statute, internal regulations, rules regulating the educational process, and other provisions;
 - d) Be elected to the student self-government through universal, direct, and equal elections, elect a representative through a secret ballot, and be elected to student self-government, as well as to the governing bodies of the higher education institution and its primary educational unit in accordance with the institution's statute;
 - e) Freely establish or join student organizations according to their interests;
 - f) Freely express their opinions during the educational process;
 - g) Transfer to another higher education institution starting from the second year of study, in accordance with Georgian legislation and the statute of the receiving institution. The rules for transferring state funding are determined by the Ministry of Education and Science of Georgia;
 - h) Receive scholarships, financial or material assistance, and other benefits from the state, the institution, or other sources in accordance with Georgian legislation and the institution's statute;
 - i) Choose an educational program;
 - j) Participate in the development of educational programs;
 - k) Periodically evaluate the performance of the institution's program-implementing staff;
 - l) Demand a fair assessment of their knowledge and appeal unsatisfactory exam results following established procedures;
 - m) Exercise the right to internal and external mobility as provided by law;
 - n) Exercise the rights granted by Georgian legislation.
2. The institution provides special conditions and benefits for students with disabilities to ensure their full access to education. This may include creating special material-technical infrastructure, providing individual services, financial assistance, or other forms of support.

3. Disciplinary actions against a student must be proportionate to the disciplinary violation and can only be carried out through fair procedures. The institution has developed a Student Code of Ethics, which defines behavioral restrictions and forms of responsibility, compliance with which is mandatory for all students.

Article 38. Student Obligations

A student is obligated to:

- a) Study all the courses from the program established by the institution, which they have chosen and are mandatory for study;
- b) Abide by the contract with the institution, the institution's statute, internal regulations, the student code of ethics, and the institution's internal rules;
- c) Contribute to the welfare and success of the institution.

Article 39. Student Self-Governance

In the institution, a student self-governance is formed based on universal, equal, direct elections with secret ballots, according to the main educational units. The student self-governance elected in educational units collectively forms the self-governance of the higher education institution:

- a) Develops and approves the student self-governance regulations;
- b) Ensures student participation in the management of the institution;
- c) Elects representatives to the council of the main educational unit/faculty;
- d) Supports the protection of students' rights;
- e) Develops proposals to improve the management system of the higher education institution and the quality of education, which are submitted to the relevant body/faculty council;
- f) Exercises other powers outlined in the self-governance regulations.

2. The administration of the higher education institution is not authorized to interfere in the activities of student self-governance.

Chapter V. Transitional Provisions

Article 40. Working Procedure in Case of Force Majeure

1. A situation created by irresistible forces, which manifests directly or indirectly (flood, fire, earthquake, epidemic, military conflicts, coup d'état, terrorist act, civil unrest, strike, boycott, order, or other administrative or governmental restriction), and affects the performance of the institution's personnel in fulfilling their duties in the local/educational environment, will lead to the continuation of work and educational processes in a remote mode, using electronic forms or other means of communication (communication technologies and internet networks).
2. Meetings/work of the institution's collegial bodies will be held through audio-visual electronic platforms, and after each session, a protocol will be formed, which will be electronically signed by the authorized person(s).
3. Signing of individual legal acts issued by the institution or any other document(s) (that require the signature of authorized person(s)) will be done electronically.

Article 41.

The sub-point "b" of Article 15 and the first paragraph of Article 16 of this statute will be implemented from August 1, 2025.

Chapter VI. Amendments and Additions to the Regulations**Article 42. Authority to Adopt, Amend, and Repeal Regulations**

The adoption, repeal, and amendment of the Institution's regulations are carried out by the Academic Council. A meeting is authorized to make decisions if more than half of the total members of the Academic Council are present. The decision is approved by a legal act (order) issued by the Rector.

Article 43. Final Provisions

1. These regulations come into force immediately upon signing.
2. If any provision of these regulations is declared invalid, it does not affect the validity of the remaining provisions.