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**The Provision of the Faculty of Humanities and Social Sciences  
of the European University**

2020

# Content of the document

.....	2
Article 1.The Faculty Status	
Article 2. <b>Main goals and objectives of the faculty</b>	3
<b>Article 3.The Faculty Structure</b>	
Article 4. <b>The Faculty Council and its authority</b>	
Article 5. <b>Composition of the Faculty Council</b>	6
Article 6. <b>The rule of formation of the Faculty Council</b>	
Article 7. <b>The rule of conducting sessions and decision-making</b>	
Article 8. <b>The protocol of the Faculty Council session</b>	8
Article 9. <b>Termination of authority of a member of the Faculty Council</b>	
Article 10. <b>The Faculty dean</b>	9
Article 11. <b>Learning Process Manager of the Faculty</b>	11
Article 12. <b>Training Center (s) and Scientific-Research Institute (s)</b>	
<b>Scientific Research Institute of Law</b>	12
Article 15. <b>The Educational Program Committee</b>	
Article 16. <b>Head of educational program</b>	14
Article 17. <b>Final provisions</b>	15



### **Article 1. The Faculty Status**

1. Faculty of Law, Humanitarian and Social Sciences (hereinafter "Faculty") of the European University (hereinafter " the University") is a main educational unit of the university, which provides preparing students in the field of Law, Humanitarian and Social Sciences and granting them with the academic degree relevant to the implemented educational program, through the training programs and scientific researches carried out within academic freedom and institutional autonomy.

2. The faculty is accountable to the Rector of the University;

3. The Faculty operates in accordance with the applicable legislation of Georgia, the University Statute, the present provisions and other legal acts of the university;

4. The Faculty is not a legal entity;

5. Faculty has a stamp and a blank form

### **Article 2. The main goals and objectives of the Faculty:**

a) To ensure the possibility of obtaining modern standard compliant and accessible education in the field of law, humanities and social sciences;

b) To prepare highly qualified, competitive, future-oriented specialists in line with the growing demands of the local and international market;

c) To create appropriate conditions for teaching and scientific research activities for the Faculty staff and students, and to take care of their continuous development;

d) To facilitate the participation of the University students and academic staff in educational, scientific research projects;

e) To facilitate establishment and development of professional and practical skills for students' professional activities;



- f) To provide training, retraining and qualification enhancement courses considering the interests and abilities of students and other stakeholders.
- d) To aim for constant improvement and perfection of the educational programme;
- e) To ensure involvement of students in the faculty management process.

### **Article 3. The Faculty Structure**

1. Management bodies/managing entities of the Faculty are:
  - a) Faculty Board;
  - b) The Dean
2. Structural units/commissions at the Faculty
  - a) Training center (s) and scientific-research institute (s) ;
  - b) Committees of educational programs
3. The number of persons, employed at the Faculty is defined by the University staff list.

### **Article 4. The Faculty Council and its authority**

1. Council of the Faculty of Law, Humanities and Social Sciences (hereinafter - the "Faculty Council")  
is the governing body of the Faculty, which plans the academic activities of the faculty, supports the educational and scientific research process, awards appropriate qualifications to the graduates of educational programs, discusses the issue of designing, modifying and developing the educational programs of the faculty.
2. The Faculty Council carries out the following powers:
  - a) Awards relevant qualification to the graduates per the current legislation and the University internal legal acts;
  - b) Participates in the process of developing, modifying and improving educational programs;



- c) Discusses the issue of initiating a new educational program, provides a report on market research, program demand and resources required for program implementation, which the Dean submits to the Governing Council;
- d) Discuss the issue of making changes to the educational program, updating the program or approving a new program;
- e) Considers the nomination of the head of the educational program and the composition of the program committee and presents them to the Rector for approval;
- f) Make a decision on disbursement of the amount requested in advance as funding for research activities for affiliated academic staff under the Affiliation Agreement and submit it to the Rector;
- g) The Council is entitled to fund research activities of affiliate or other personnel that will be implemented on behalf of the European University. In case the amount is not considered in the faculty budget, the approval of the Rector is required;
- h) The Board is authorized to review a research project submitted by an affiliated or other person, which will be implemented on behalf of the European University. If the Board determines the compliance of the research project with the strategy and research priorities of the University, the Chairman of the Board / Dean shall apply to the Rector for approval of the Commission for the purpose of the Research-Scientific Project assessment and submit to the rector the list of members of the Commission. The assessment of the research project is carried out in accordance with the financing procedures of the research project;
- i) Submits the following candidates for the Governing Board to the Rector for approval: one affiliated academic personnel, one graduate, one student and one employer;
- j) Considers the need of announcing an academic competition at the Faculty and makes a decision on announcing the competition, on the basis of which the Chairman of the Council/ Dean applies to the Rector to issue a relevant legal act;
- k) Approves the themes, the supervisor and reviewers of the bachelor's / master's thesis / project of the students; Reviews the composition of the Appeals Commission, which is submitted to the Rector for approval by the Dean;
- l) Exercises other authorities granted by Georgian legislation and legal acts of the University.

#### **Article 5. Composition of the Faculty Board**

1. The Faculty Council consists of the Dean of the Faculty, affiliated staff of the Faculty and students.
2. The Faculty Council is chaired by the Dean, and in his absence, by the Acting Dean as defined by the Rector's Legal Act.

#### **Article 6. The rule of formation the Faculty Council**

1. The issue of students' election to the Faculty Council is regulated as follows:
  - a) The number of students on the Faculty Council is determined by at least one quarter of the total number of



affiliate staff on the Faculty Board (if there is an appropriate number of students at the Faculty);

b) The number of students specified in the subparagraph “a” of this Article is submitted to the Faculty Council by the Student Self-governance from the students of the respective Faculty.

2. The issue of affiliated staff election to the Faculty Council is regulated as follows: If there are twenty or less affiliate staff at the faculty, the Faculty Council shall include all affiliate staff of the faculty, and if their number exceeds twenty, then elections shall be held; In such a case, the number of council members shall be set at a minimum of twenty and 1 member for every 10 affiliate staff above twenty. *For example: If the faculty has 50 affiliate staff, the number of board members will be 20 members and for the remaining 30 staff - 3 members, a total of 23 members).*

3. The election day is determined by the order of the Rector and announced at least 15 days before the election. Any affiliated staff member of the Faculty can nominate his / her candidacy as a member of the Faculty Council within 5 calendar days after the announcement of the elections. Nominated candidates are selected by affiliate academic staff.

4. The elections are ensured by the Election Commission, the composition of which is approved by the Rector upon the recommendation of the Dean. The election commission may not include affiliate, academic, invited staff or a program head of the University. Elections are held by secret ballot. In order for the election to be considered valid, more than 50% of the affiliate staff must participate.

5. In order to receive the ballot paper (Annex № 1), the voter is obliged to submit an ID card to the Election Commission. The ballot paper registration card (Annex № 2) with the ballot paper number, remains with the voting procedure commission, and the second part is handed over to the voter.

6. The ballot paper contains a list of all affiliate personnel who have nominated their candidatures in accordance with paragraph 3 of this article.

7. The voter is obliged, after receiving the ballot paper, to mark secretly one, several, or all of the candidates placed on the ballot paper (including his/her candidacy).

8. Votes are counted and the results are published within 1 day after the elections. Within a specified number of board members, the candidates with better results become the Faculty Council members. In case of equal votes of the candidates, re-elections shall be held.

9. Re-elections will be held also if a certain number of the Council members could not be elected in the first round.

10. Re-elections (the second round) shall be held no later than 1 month after the announcement of the results of elections according to the rules established for the first round of elections.

11. The members elected in the first round are not re-nominated for re-elections.

12. The Council is staffed by candidates selected in the first and second rounds within a pre-determined number.

13. The Faculty Council recognizes its authority at the very first session.

14. In case of formation of the Faculty Council through elections, rotation / elections of the affiliated members of the Council are held once every two years or as needed, if the number of affiliated members of the Council has become less than 10 as a result of the termination of their authority.

15. In the event of termination of a student's authority on the Faculty Council, the Student Self-Governance will nominate a new candidate within the student quota.

16. The organizational support for the Faculty Council is ensured by the Secretary of the Council, who is elected by the Faculty Council from its members.



**Article 7. The rule of conducting sessions and decision-making**

1. The meeting of the Faculty Council is convened by the Dean of the Faculty, and in his absence - by the Acting Dean defined by the Rector's legal act. Acting, appointed by the Rector upon the recommendation of the Dean.
2. A session of the Faculty Council may also be convened by a decision of one-third of the members of the Faculty Council.
3. The Faculty Council sessions are held as needed, but at least once each semester;
4. The Chair of the Faculty Council is obliged to inform the members of the Faculty Council and the academic staff of the Faculty about the date, time, and agenda of the meeting by e-mail within a reasonable time before the session.
5. Non-affiliate academic staff of the Faculty (or affiliate academic staff who are not part of the Faculty Council) are entitled to attend the meeting of the Faculty Council and participate in the discussion of the issue with 1 deliberative vote.
6. The academic staff of the faculty (or affiliated academic staff who are not part of the Faculty Council) are also authorized to apply in writing to the Chair of the Faculty Council to discuss a matter of their choice with the Faculty Council.
7. The session of the Faculty Council is decisive if it is attended by a majority of the list of members of the Faculty Council;
8. Unless otherwise provided by this Statute, decisions of the Faculty Council shall be taken by open ballot by a majority of those present at the session, in special cases the issue of secret ballot shall be decided in advance by the Faculty Council.

**Article 8. The protocol of the Faculty Council session**

1. The minutes of the Faculty Council session shall be drawn up and the decision shall be made, which shall be signed by the Chairman of the Council,

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- 1 Express own opinion regarding the issue to be discussed



in his absence - by the Acting Chairman of the Council and the Secretary of the Board.

2. The Faculty Council session minutes are kept by the Dean of the Faculty for not less than 3 years, and then transferred to the University Archives.

#### **Article 9. Termination of the Faculty Council member's authority**

##### **The basis for termination of the Faculty Council member's authority**

a) The term of office of the affiliate academic staff elected as a member of the Faculty Board shall be determined by the term of office of the affiliate academic staff, except for the case, stipulated in paragraph 14 of Article 6 of this Provision. In case of termination of affiliated status, the Faculty Council member automatically loses the membership of the Faculty Council;

b) In case of termination of status or transfer to another faculty by mobility, the Faculty Council member-student automatically loses the membership of the Faculty Council; in such a case, Students' Self-governance nominates a new candidate.

#### **Article 10. Dean of the Faculty**

1. The purpose of the activities of the Dean of the Faculty is to ensure the smooth running of the educational process at the Faculty and to supervise the scientific-research activities in the relevant directions. The Dean is accountable to the Rector of the University;

2. Functions of the Faculty Dean shall be:

a) Supervise the proper implementation of their responsibilities by the faculty staff, including the implementation of the action plan and the assignment of relevant tasks;

b) In accordance with the mission and strategy of the University, to develop a faculty action plan and submit quarterly and annual reports on its implementation to the Rector;

c) Coordinate the proper formation of the faculty budget and the implementation of further processes;

d) Effective administration of the educational process at the faculty and cooperation with the Educational Process Administration Service;





- e) Supervision of the Scientific-Research Institute (s) and Scientific-Research Activities of the Faculty;
  - f) To ensure the targeted use of funds allocated to the faculty, protection of the material-technical base and training resources and their reasonable application;
  - g) To preside the Faculty Council sessions;
  - h) To coordinate the designing process of schedules in close collaboration with the relevant educational program supervisor;
  - i) Based on the decision of the Faculty Council, nomination of the Program Manager and submission the composition of the Program Committees to the Rector;
  - j) To supervise program heads in the process of developing, updating and implementing educational programs;
  - k) To submit proposals to the relevant structural unit on capacity building and professional development of academic / invited staff;
  - l) To submit proposals to the relevant structural unit on encouraging the administrative, academic, invited staff of the Faculty;
  - m) Submit a list of candidates for scholarship to the Rector;
  - n) Within his/her competence to submit the composition of temporary and permanent commissions to the Rector for the approval;
  - o) To provide information on the academic calendar to the Educational Process Administration Service;
  - p) Submit information / documentation to the Educational Process Administration Service to prepare drafts of the Rector's orders on enrollment, suspension / termination / registration of student for the additional semester;
  - q) To determine the number and coefficients of vacancies to be announced for the Unified National/Common Master's Examinations, Mobility / Internal Mobility, together with the Program Heads and Quality Assurance Service and submit them to the Educational Process Administration Service;
- In agreement with the Head of the program, to determine the format of conducting internal university examinations for obtaining the status of a student of the Master's educational program and submit it to the Rector for approval; Also, coordinate the process of determining the number of applicants for the Teacher's Training Educational Program and submit it to the Rector;



- r) In agreement with the head of the program, to determine the format of conducting internal university examinations in order to obtain the status of a student of the master's educational program and submit it to the rector for approval;
- s) Submitting the documentation and information required for the compilation of the ranking document of the graduate students wishing to enroll in the master's educational program to the Educational Process Administration Service;
- t) To sign student attestation certificates, score- sheet, as well as certificates and recommendations determining the amount of tuition fees;
- t<sup>1</sup>) Submitting a report in accordance with the form developed for the Center for Support of Scientific-Research Activities on a quarterly basis, on the implementation of current scientific-research activities implemented within the Faculty, including the implementation of funded grant projects;
- u) Depending on the specificity of his/her work, to exercise other authorities according to the goals and objectives of the institution.

#### **Article 11. Learning Process Manager of the Faculty**

The Learning Process Manager is accountable to the Dean of the Faculty. His/Her functions include:

- a) Receiving the documents of the entrants and concluding educational service agreements with them;
- b) Collecting information on enrollment of students, suspension / termination of the status of a student / registration for the additional semester and submitting to the Dean;
- c) Keeping personal files of students;
- d) Coordinating the process of making timetables, in close cooperation with the head of the relevant educational program;
- e) Monitoring the learning process, as well as control the timely appearing of the academic / invited personnel at lectures/seminars;
- f) Promoting the activities of the Credit Recognition Commission;
- g) Preparation of the information necessary for the issuance of a diploma, diploma supplement, certificate and submission to the Dean;
- h) Submitting the list of scholarship holders to the Dean;
- i) Informing students and academic / invited personnel about the issues related to the learning process;
- j) Counselling students within their competence, supporting them in planning the learning process and participating in the process of compiling an individual curriculum for them;
- k) Preparation of certificates and a grade sheet of a student confirming their studies and submitting to the Dean;
- l) Monitoring the timely reflection of interim assessments (except for mid-term and final / additional exams) by academic / invited personnel in the internal university database;
- m) Within his/her competence, preparing a response to the correspondence received;
- n) Providing students with information on changes in internal acts of the University, as well as on their rights and, if necessary, organizing consultative meetings;
- o) Close cooperation with the Learning Process Administration Service;
- p) Based on the specifics of their work, fulfilling the instructions of the Dean in accordance with the goals and objectives of the institution.





#### **Article 12. Training center (s) and Scientific-Research Institute (s)**

Relevant Training Center (s) and Scientific-research Institute (s) may be established at the Faculty in the directions of teaching and research.

#### **Article 13 Scientific Research Institute of Law**

1. The aim of the Scientific Research Institute of Law (hereinafter referred to as the "Research Institute") is to facilitate the development of educational programs at the faculty level, to develop research in the field of law and to involve qualified researchers in the university process. The Research Institute is headed by a Director.

2. Functions of the Research Institute are to:

- a) Organize scientific-research activities focused on modern knowledge and quality at the University;
- b) Search for scientific-research grants in the relevant direction;
- c) Facilitate and encourage the involvement of the University academic staff and students in the research;
- d) Cooperate with local, international, regional organizations, as well as with research institutes and universities in the field of scientific research;
- e) Promote research findings;
- f) Support the organization of international and local conferences, seminars, symposia;
- g) Prepare and organize edition of the periodical journal - "Law and world";
- h) Evaluate regularly the scientific-research potential within the Institute, identify the demanded in society research directions and determine research priorities, taking into account the mission and strategy of the University;
- i) Periodic submission of reports on scientific-research activities carried out within the Institute to the Center for Support of Scientific-Research Activities and other relevant structural units;
- i<sup>1</sup>) Submitting information to the Dean of the relevant faculty on a quarterly basis on the ongoing scientific research activities within the Institute, including the implementation of funded grant projects;
- j) Exercise other authorities in line with the goals and objectives of the Institution;

3. The functions of the director of the institute, scientific staff and other employees are defined in accordance with the employment contract, concluded with them and relevant job descriptions.

#### **Article 14. The Legal Aid Center**

1. The legal aid center is established at the Faculty, which has a supervisor. The Legal Aid Center provides the following types of legal services:

- a) preparation of a legal document (complaint, contract, etc.);
- B) Involvement in business negotiations at the request of interested persons;
- b) Representation of the interested person in administrative bodies and the court of first instance;
- c) Raise awareness of their rights in vulnerable and target groups.

2. Legal counseling on behalf of the Legal Aid Center is provided by law students under the supervision of the head of the center and the relevant lecturer.



**Article 15. Educational Program Committee**

1. To evaluate, modify, develop and make changes in the educational program, as well as to prepare the program for the scheduled re-accreditation, the Educational Program Standing Committee is established;
2. The Committee is presided by the Head of the relevant program;



3. The activities and powers of the committee are regulated by the Regulations of the Educational Programs Committee, which is approved by the Rector upon the recommendation of the Faculty Board.

**Article 16. Head of the educational program**

1. The educational program / programs are headed by the academic staff of the Faculty. Invited staff can act as co-supervisor of the educational program. His/her functions are defined by the concluded employment agreement.

2. Functions of the Program Head are as follows:

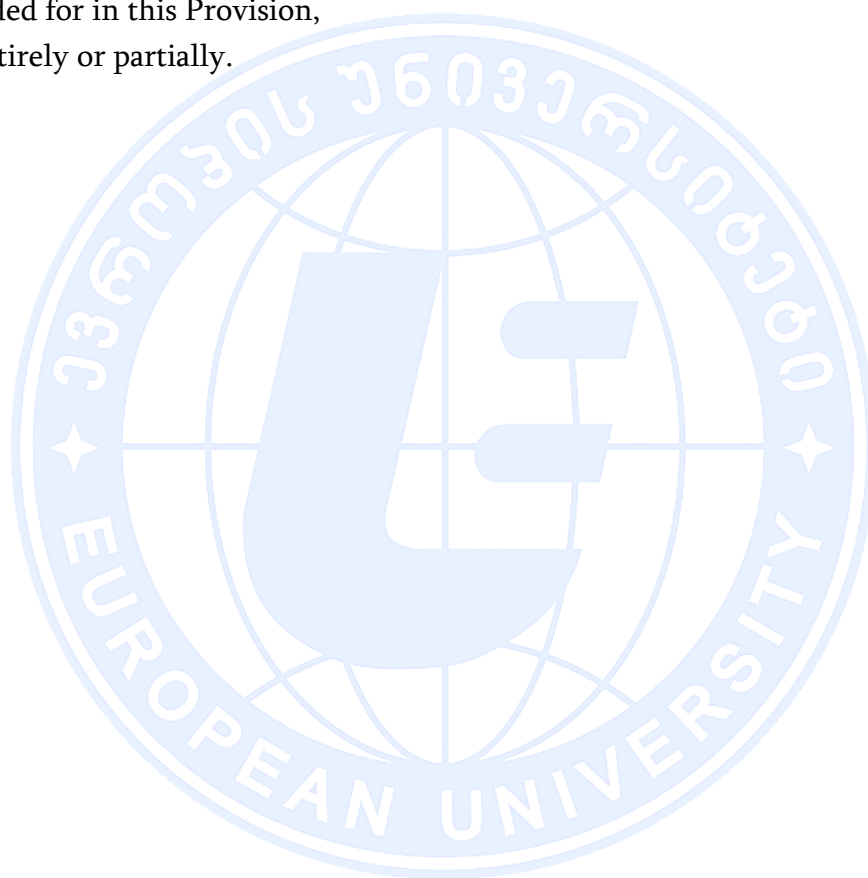
- a) Taking into account the legislative changes and the relevance of the program, to guide the process of elaboration, development and making changes in the program;
- b) To ensure the management of the Educational Program Committee;
- c) To coordinate activities of the Educational Program Committee members;
- d) to ensure continuous improvement of the program in coordination with the staff implementing the educational program;
- e) To ensure the attraction of academic and invited staff to the educational program;
- f) Review the existing syllabuses, if necessary, improve or modify the content as well as technical details;
- g) To coordinate the review of training materials and readers and, in coordination with relevant persons, bring them in line with their standards;
- h) To ensure, if necessary, revision of the current evaluation system;
- i) In order to provide internships in a relevant program, to find internship facilities and facilitate the conclusion of memoranda / agreements with them;
- j) to work closely with appropriate officials to ensure a methodological basis for teaching, both at the documentary and program level, and to integrate existing methodology into learning courses;
- k) Work closely with appropriate officials to ensure the procurement of relevant textbooks for the learning outcomes of the educational program, and provide information to the Head of the Library;



- l) In close cooperation with relevant structural units, take care to popularize the relevant educational program.
- m) Depending on the specificity of his/her work, to exercise other authorities in compliance with the goals and objectives of the Institution.

**Article 17. Final provision**

Upon the entry into the force of this Provision, the legal acts of the University, which otherwise regulate the relations provided for in this Provision, shall be considered void entirely or partially.





The European University

Elections of affiliate staff to the Faculty Council. 202 -----

Ballot Paper N [REDACTED]

Voting card

N	Name of a candidate	Surname of a candidate
1.		
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
4.	<input type="checkbox"/>	
5.	<input type="checkbox"/>	
6.	<input type="checkbox"/>	
7.	<input type="checkbox"/>	
8.	<input type="checkbox"/>	
9.	<input type="checkbox"/>	
10.	<input type="checkbox"/>	





*Appendix N2*

LTD "European University"

Nº	Name	Surname	ID N	Voter Signature	Signature of registrar

