



The document was approved by the order # P/2, dated March 11, 2020 by the President of the University.

Amendments made by the order #P/6, dated July 21, 2020, #P/14, dated October 21, 2020 and #P/24, dated December 30, 2020, #935, dated February 17, 2021 and #1136 dated February 22, 2021, #3537 dated May 18, 2021, #3585 dated May 20, 2021, # 15379 dated December 28, 2021, #117769 dated May 31, 2022, N138449 dated November 18, 2022 N13764 dated April 28, 2023, N 2670 dated January 23, 2024, N8677 dated March 7, 2024, N30946 dated August 8, 2024, N71944 dated December 27, 2024, N72321 dated December 30, 2024, N11623 dated February 26, 2025, N18833 dated March 27, 2025, N8024 dated January 30, 2026 by the President of European University

## Provision of European University LLC

2020



## Article 1. Field of regulation

1. This provision, based on the mission, vision, values and strategic directions of the University, determines the principles of management of European University and the authority of the structural units.
2. All issues related to educational activities, which are not provided for in this provision, shall be regulated by other legal acts of the University and in accordance with the current legislation of Georgia.

## Article 2. The status of a higher education institution

1. European University (hereinafter referred to as the "University") is a legal entity under private law. The main authority of the University is to carry out educational and scientific-research activities. The University is authorized to implement undergraduate, master's, single-cycle diploma medical doctor, single-cycle dentist, and 60-credit teacher training educational programs, as well as other programs for which it obtains the right to implement according to the procedures established by Georgian legislation.
2. The University conducts its activities in accordance with the Law of Georgia on "Higher Education," the current legislation of Georgia, the University's provision, this regulation, and other internal regulatory acts of the University.
3. The University operates within the whole territory of Georgia and beyond it.
4. The language of instruction is Georgian at the University. However, in accordance with the procedure established by Georgian legislation, an international agreement or with the consent of the Ministry of Education, Science and Youth of Georgia, a number of programs at the university are conducted in English.
5. The term of activity of the University is indefinite;
6. The name of the University is: European University LLC;
7. The legal address of the University is: 76 D. Guramishvili Ave. Tbilisi, Georgia.
8. The university carries out its educational activities in Tbilisi, d. Guramishvili Ave. No. 76, Sarajishvili st. in No. 17; Tbilisi, Didubi district, Jvania 15 and Jvania 17.
9. The official website of the University is: [www.eu.edu.ge](http://www.eu.edu.ge);
10. The University has a logo, seal and title page, approved by the Rector.
11. While carrying out its activities, the University is guided by the principles of political and religious neutrality, as well as mutual respect, and conducts educational activities by recognizing pluralism, multiculturalism, and the interests of minorities. Activities under the principle of indoctrination are not allowed at the university.



### Article 3. The Mission of European University

European University is a higher education institution based on European values, oriented on sustainable development, higher education institution with the following missions:

- Offering student-oriented, qualitative higher education;
- Preparing competitive personnel for the local and international employment market;
- Development of scientific-research and creative activities;
- Active participation in the formation of Society Knowledge and knowledge-based economy in Georgia and making their own contribution;
- Promoting the development of critical thinking, innovative and academic skills, self-realization of local and international students and academic personnel and creative activities;
- Ensuring academic freedom of students and academic personnel;
- Within social responsibility, taking care of the development of the society, providing education throughout life, promoting tolerance, mutual respect and intercultural dialogue.

### Article 4. Organizational arrangement of the University

1. University governing body / governing entity:

- A) Rector;
- B) Governing Board.

2. Governing body / official of the main educational unit (faculty) of the University:

- A) Dean of the Faculty;
- B) Faculty Board.

3. Organizational arrangement of the university:

- A) Rector;
- B) Governing Board;
- C) Vice-Rector for Learning Process Administration;
- D) Vice-Rector for International Relations;
- E) Vice-Rector for Development and Quality Assurance;
- E<sup>1</sup>. Vice-Rector for Procurement and Development of Material Recourses;
- F) Quality Assurance Service;
- G) Strategic Development Service;
- H) Library;
- I) Legal Service;
- J) Financial Service;
- K) Human Resources Management Service;
- L) International Relations Service;
- M) Public Relations and Marketing Service;
- N) Case management service;



## Provision of European University LTD

- O) Student and Alumni Service Center;
- P) Learning Process Administration Service;
- Q) Selection and Admission Service for Foreign Students;
- R) Examination center;
- S) Center Promotion for Scientific-Research Activities;
- T) Information Technology Service;
- U) Procurement and Material and Technical Support Service;
- V) Service Department;
- W) Training Center for Innovative Learning Methods;
- W<sup>1</sup>) *Removed by the order N 8024 of the President of the University of January 30, 2026;*
- X) The main educational units of the University:
  - X<sup>a</sup>) Faculty of Law, Humanities and Social Sciences;
  - X<sup>b</sup>) Faculty of Business and Technologies;
  - X<sup>c</sup>) Faculty of Medicine;
  - X<sup>d</sup>) Faculty of Veterinary Medicine;
  - X<sup>e</sup>) Faculty of Dentistry.

### Article 5. Principles of University Activity

1. The University provides:

- A) Publicity of decisions, legal acts and their availability to all interested persons, except for the restrictions provided by law;
- B) Participation of personnel, students, graduates and employers in the decision-making process;
- C) Equal treatment of students, regardless of a person's ethnic origin, gender, social origin, political or religious views, etc;
- D) Publicity of competitions, fairness and transparency of elections.

2. The norms restricting these principles shall not be determined by the legal acts of the University.

### Article 6. Rector

1. The Rector is a person with the highest management position at the University and enjoys the authority of the University leadership. The authority of the Rector is related to the educational activities of the European University Ltd. The Rector is appointed and dismissed by the President of the Institution.

2. The Rector of the University:

- A) Manages the University and represents it in relations with third parties.
- B) Responsible for the management of the University's strategic planning work, planning of strategic, action plans and performance monitoring processes
- C) Effectively manages the activities of the structural units / officials of the University and promotes



# Provision of European University LTD

the establishment of the principles of teamwork;



## Provision of European University LTD

D) Coordinates the process of developing the structure of the University and, based on the recommendation issued by the Governing Board, submits the structure and regulations to the President of the Society for approval; Submits the staff list of the University to the President of the Society for approval;

E) Approves the Code of Ethics and Disciplinary Liability, Internal regulations, Rules of Proceedings, the Rules of learning process regulation, the Provisions of the Basic Educational and Structural Units, the Forms of the Document - Diploma and Diploma Supplement and other Legal Acts, except for the ones that have to be approved by Governing Board.

F) Makes a decision on determining the amount of tuition fees, forms and terms of its payment, In agreement with the President of the Society,

G) Approves the rules for obtaining, suspending and terminating the status of a student, mobility, recognition of the education, regulatory norms of the educational process and issues legal acts related to the administration of the educational process;

H) Based on the decision of the Faculty Board, on awarding a qualification to the graduates, issues a legal act on the issuance of a diploma and diploma supplement;

I) Approves the terms and conditions for hiring academic, invited, scientific, administrative and other auxiliary personnel;

J) Makes the decision on announcing a competition for the positions of administrative, academic, scientific and invited personnel; Based on the submission of the Head of the Human Resources Management Service, appoints the candidates selected as a result of the competition for the relevant positions;

K) Based on the substantiated recommendations of the relevant commissions, appoints / dismisses the staff of the University, concludes and terminates employment contracts with them, makes a decision regarding sending the personnel on business trips, developing their qualifications, as well as regarding incentives and based on the decision of the Disciplinary Commission, issue an individual administrative-legal act on imposing disciplinary liability on staff;

L) Upon the recommendation of the Dean, makes a decision on the forms on incentives and scholarship, and based on the decision of the Disciplinary Commission issues an individual administrative-legal act on imposing disciplinary liability on the student;

M) Establishes permanent and temporary commissions / working groups;

N) Is authorized to conclude financial transactions on behalf of the University in agreement with the President of the Society;

O) Signs educational services agreements;

P) Makes the decision on obtaining / suspending / terminating / restoring the status of a student based on the submission of the authorized structural unit;



Q) On the basis of the recommendation issued by the Governing Board, submits the budget of the University to the President of the Society for approval; Is responsible for financial management of the university, proper budget formation and monitoring of further processes;

R) The Rector of the University, in order to exercise the authorities provided for by the legislation of Georgia and the Statute of the University, issues a legal act - an order, as well as, in case of necessity, issues a power of attorney;

S) Is the Head of the Governing Board of the university;

T) Exercises the authority defined by the legislation of Georgia, this Statute and other acts of the University, which is related to the management of the University.

***Article 7. Removed by the rector's No. 117769 order dated May 31, 2022***

### Article 8. Governing Board

1. The Board is the governing body of the University. Its functions are:

- A) Review and approve the document of the mission, vision and strategy of the University;
- B) Review and approve monitoring mechanisms of the University Strategic Planning Methodology, Strategy and Action Plans;
- C) Review and approve the 3-year action plan of the University;
- D) Approval, change and cancellation of the educational program(s); Consent to begin the process of developing a new educational program;
- E) Approval of quality assurance, budgetary, internationalization and human resource management policies;
- F) Discuss the issues of establishment, reorganization and liquidation of the structure, regulations, structural units of the University; establishment, reorganization and liquidation of the main educational unit (s) - faculty (s), reorganization and liquidation and provide the Rector with recommendations;
- G) Review Internal Regulations and Code of Ethics and disciplinary responsibility of the University and provide the Rector with a recommendation (s);
- H) Discuss the budget and its adjustment issues and provide the Rector with a recommendation (s);
- I) To listen the quarterly and annual report of the action plan. Also, to review the annual budget performance report;
- I<sup>1</sup>) Review the annual quality development report and make recommendations if necessary;
- J) Review complaints and make decisions on the issue (s) of funding for scientific research activities;



- J<sup>1</sup>) To review and approve the awarding of an honorary doctorate to a person;
- K) Within its competence, exercise other authority (s) in accordance with the goals and objectives of the institution.
2. The authority, working format and other conditions of the Board shall be governed by the Statute of the Governing Board of European University.

### Article 9. Vice-Rector for Learning Process Administration

1. The Vice Rector for Academic Affairs is an administrative officer of the University (executive manager) who leads the University's activities in the areas of the academic process and administration.
2. The functions of the Vice-Rector in the direction of administering the educational process are:
  - a) Effective management of the activities of structural units/officials under his/her authority and establishment of teamwork principles;
  - b) ensuring the proper performance of their official duties by the structural units/officials under its jurisdiction and monitoring the work performed by them, including the implementation of the action plan;
  - c) Coordination of the processes of proper budget formation and implementation of subsequent processes by the structural units under its jurisdiction;
  - d) Participation in the development of the university's strategic development plan and coordination of the process of developing an action plan by its subordinate structural units;
  - e) Within the scope of its authority, study best practices in the relevant field, both locally and internationally, identify/implement interesting findings in this regard, and supervise the implementation processes;
  - f) Overseeing student and graduate services and career development processes;
  - g) Supervising the smooth implementation of the educational process at the university in cooperation with relevant structural units;
  - h) Supervising the proper functioning of information technologies and compliance with standards in order to ensure the smooth operation of the university;
  - i) Supervising the smooth running of the examination process;
  - j) Supervision of the smooth running of case management processes and the archiving and storage of produced documentation;
  - k) Exercise other powers, based on the specifics of his/her work, in accordance with the goals and objectives of the institution.



### Article 10. Vice-Rector for International Relations

1. The Vice-Rector for International Relations is an administrative official of the University (Executive Manager) who directs the activities of the University in the field of International Relations.
2. The functions of the Vice-Rector for International Relations include:
  - A) Effective management of the activities of the structural units / officials under his/her subordination and establishment of the principles of teamwork;
  - B) Ensure proper performance of their duties by the structural units / officials subordinated to it and monitor the implementation of the work performed by them, including the action plan;
  - C) Coordination of the processes of proper formation of the budget and implementation of further processes by the structural units subordinated to it;
  - D) Participate in the development of the University's strategic development plan and coordinate the process of developing the action plan by its subordinate structural units;
  - E) Within his/her authority, study the best practices in the relevant field, both locally and internationally, identify / introduce interesting findings in it and supervise the implementation processes;
  - F) Development and deepening of the international relations of the University, supervision of the internationalization of the educational process and scientific-research activities and the promotion of the process of integration of the University into the international space;
  - G) Considering the strategic directions and priorities of the University, promoting the deepening of international relations in close cooperation with various organizations and natural persons;
  - H) Involvement in a marketing campaign to attract foreign students within his/her competence;
  - I) Supervising the selection and admission processes of foreign students in accordance with the strategy of the University and in coordination with the relevant structural units;
  - J) Facilitating the introduction of international standards in close cooperation with relevant structural units, considering the strategy of the University;
  - L) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

### Article 11. Vice – Rector for Quality Enhancement

1. The Vice-Rector for Quality Enhancement is an administrative official of the University (Executive Manager) who directs the process of developing a quality assurance system throughout the university, supervises the implementation of the developed mechanisms.
2. The functions of the Vice-Rector for Quality Enhancement include:
  - A) Carrying out coordination / monitoring of the self-appraisal process for authorization of university and educational programs with standards and requirements for authorization and accreditation.



- B) Effective management of the activities of the structural units / officials under his/her subordination and establishment of the principles of teamwork;
- C) Coordination of the processes of proper budget formation and implementation of further processes by the structural units subordinated to him/her;
- D) Participation in the development of the strategic development plan of the university and its Development of an action plan by subordinate structural units process coordination.
- E) Within his/her authority, study the best practices in the relevant field, both locally and internationally, identify / introduce interesting findings in it and supervise the implementation processes;
- F) Supervising the processes of scientific-research activities assessment and promotion;
- G) Leading the process of developing the system of productivity / efficiency assessment of scientific-research activities of academic personnel and monitoring the implementation of assessment mechanisms;
- H) Considering the strategy of the University, in close cooperation with the relevant structural units, promoting the introduction of modern international standards and learning methods and supervising the implementation process;
- H<sup>1</sup>) Submit an annual report on the quality development of the University to the Board of Governors on the basis of the reports submitted by the structural units under its jurisdiction.
- I) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

### Article 11<sup>1</sup>. Vice-Rector for Procurement and Development of Material Recourses

1. The Vice-Rector for Procurement and Material Resources Development is a university administrative official (executive manager) who leads the university's activities in the area of procurement and material resources development.
2. The functions of the Vice-Rector for Procurement and Material Resources Development are:
  - a) Effective management of the activities of structural units/officials under his/her authority and establishment of teamwork principles;
  - b) ensuring the proper performance of their official duties by the structural units/officials under its jurisdiction and monitoring the work performed by them, including the implementation of the action plan;
  - c) Coordination of the processes of proper budget formation and implementation of subsequent processes by the structural units under its jurisdiction;
  - d) Participation in the development of the university's strategic development plan and coordination of the process of developing an action plan by its subordinate structural units;
  - e) Supervision and control of the procurement process;
  - f) Coordination and management of the inventory process;
  - g) To ensure the smooth operation of the university, control the proper functioning of the necessary infrastructure, material and technical base, compliance with labor safety and order/safety norms, and supervise their compliance with standards;
  - h) Exercise other powers, based on the specifics of his/her work, in accordance with the goals and objectives of the institution.

### Article 11<sup>2</sup>. Vice-Rector for Strategic Communications and Student Services



## Provision of European University LTD

1. The Vice-Rector for Strategic Communications and Student Services is a university administrative official (executive manager) who leads the university's activities in the areas of strategic communications and student services.

2. The functions of the Vice-Rector for Strategic Communications and Student Services are:

- a) Effective management of the activities of subordinate structural units/officials and establishment of teamwork principles;
- b) Ensuring the proper performance of their official duties by subordinate structural units/officials and monitoring the work performed by them, including the implementation of the action plan;
- c) Coordination of the proper formation of the budget and the implementation of subsequent processes by subordinate structural units;
- d) Participation in the development of the university's strategic development plan and coordination of the process of developing an action plan by its subordinate structural units;
- e) Supervision of marketing activities in close cooperation with relevant structural units/faculties of the university;
- f) Relations with organizations, educational institutions, non-governmental and various public organizations and supervision of joint projects;
- g) Overseeing student and graduate services and career development processes;
- h) Exercise other powers, based on the specifics of his/her work, in accordance with the goals and objectives of the institution.

### Article 12. Quality Assurance and Strategic Development Service

1. The goal of quality assurance service is university quality Development of a security system. The service is accountable and responsible in front of the vice-rector in the direction of quality development.

2. The functions of the Quality Assurance and Strategic Development Service are:

- A) Together with the relevant structural units/officials of the University development of effective and transparent mechanisms for performance evaluation;
- B) For the smooth and efficient operation of the university, quality Implementation of security mechanisms and promotion of implementation.
- C) In cooperation with the relevant structural units, authorization and Leading the self-assessment process for accreditation.
- D) Academic with the center for the promotion of scientific and research activities Evaluation of the productivity/efficiency of scientific research activities of personnel system development and participation in evaluation.
- E) In close cooperation with the relevant structural units, Effective evaluation system of academic activity of academic/guest staff development and implementation.



F) Authorization/accreditation of educational programs in accordance with requirements Assessment of renewal needs, collaboration with faculties for necessary changes for implementation purposes.

G) After the decision of the faculty council, in the educational program to make changes, update the program or establish a new program Assessment of compliance with standards and the appropriate conclusion to the governing board Preparation.

H) Promoting the introduction of quality culture in the university.

I) Development of recommendations based on the analysis of the results of the evaluation basis and for relevant structural units/officials Submission in response to recommendations by structural units Assessment of implemented responses, additional if necessary, share recommendations.

J) Based on the specifics of his work, the goals and objectives of the institution Accordingly, the exercise of other powers.

### Article 12<sup>1</sup> Strategic Development Service

1. The Strategic Development Service is a structural unit of the university. whose activity is aimed at sustainable strategic development of the university promotion. He is accountable and responsible to the rector.
2. Functions of Strategic Development Service are:
  - a) With the involvement of the relevant structural units, the strategy of the university and determination of the methodology for the development of action plans;
  - b) Development, updating and implementation of university strategy and action plans Coordination of development processes and relevant structural units and ensuring the involvement of the university community;
  - c) Monitoring the implementation of action and strategic plans of the university;
  - d) Proposals regarding issues of strategic development of the university Preparation and presentation to the governing board;
  - e) In close cooperation with the relevant structural units, labor and Studying the demand for educational programs in the education market, the results Preparation of an analytical conclusion based on this and for the dean of the relevant faculty present;
  - f) Raising awareness of the mission and strategy in the university community in order to implement appropriate measures;
  - g) Based on the specifics of his work, the goals and objectives of the institution Accordingly, the exercise of other powers.



Article 13. Removed by order 13764 of the President of the University of April 28, 2023

## Article 14. Learning Process Administration Service

1. Learning process administration service is accountable and responsible to the Vice-Rector for Learning Process Administration.
2. The functions of Learning process administration service are:
  - a) Facilitating the smooth implementation of the learning process at the University;
  - b) Administration of the mobility / internal mobility process;
  - c) Based on the information requested from the faculty and relevant services, prepare draft legal acts defining the status of students and submit them to the Rector;



- d) Based on the information provided by the Dean of the Faculty, compile the academic calendar and submit it to the Rector;
  - e) Maintaining the register of educational institutions and ensuring the accuracy of the information reflected in the internal university database;
  - f) Ensure the proper functioning of the internal university database and reflect it in the relevant information / documentation database;
  - g) Organizing the process of issuing a diploma / diploma supplement / certificate on the basis of the information requested from the Dean;
  - h) Within its competence, reviewing student complaints and preparing a response to the received correspondence;
  - i) Prepare the draft enrollment order on the basis of the information / documentation provided by the Dean and submit it to the Rector, organize the process of preparing the ranking document with the coefficients of the Master Exams and submit it to the Rector;
  - j) Initial registration of a student in the internal university database;
  - k) Based on the information provided by the Dean of the Faculty, coordinating the process of determining the number of vacancies and coefficients to be announced for the Unified National / Master's exams, mobility / internal mobility, and submitting them to the Rector; Also, coordinating the process of determining the number of applicants for the teacher training program and submitting it to the rector;
- L\_ Request information / documents from various structural units in order to effectively carry out the assigned functions;
- m) Exercising other authorities in accordance with the goals and objectives of the institution, based on the specifics of its work.

### Article 15. Library

1. The purpose of the library is to provide the personnel and students of the university with modern educational-scientific and methodical textbooks, as well as popularization of library resources. Library is accountable to the Rector of the University.
2. The functions of the library are:
  - A) Formation and organizing of library funds;
  - B) Systematic getting of educational, scientific, Georgian and foreign publications, envisaged by educational programs and in close cooperation with basic educational units of the university, ensuring their protection and accessibility;
  - C) Creation of database of library documents and their permanent updating;
  - D) Arranging of reading spaces and organizing various events for promoting the use of library resources;



- E) Coordination with different structural units of the University for improving library activities, cooperation with institutions of Georgia and other countries, including libraries and educational institutions, as well as funds acting in Georgia and other organizations;
- F) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 16. Legal Service

1. The purpose of the legal service is to provide legal support for the university's activities Provision. The service is accountable and responsible to the rector.
2. The functions of the Legal Service are:
  - A) Legal support for issuing university documentation in accordance with the legislation of Georgia;
  - B) Giving legal formulation to the drafts of certain legal acts to be issued by the officials of the University and to ensure their compliance with the requirements of the current legislation;
  - C) Development of draft legal acts;
  - D) In certain cases, review the applications of natural persons and legal entities and participation in the process of responding to them;
  - E) Providing legal advice to university students and staff on issues related to the activities of the University;
  - F) Representation of the University in relations with the court and third parties in accordance with the rules established by law, on the basis of a power of attorney issued by the Rector/President;
  - G) Ensuring informing the relevant structural units about the changes made in the legislation;
  - H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 17. Human Recourse Management Service

1. The purpose of the Human Resources Management Service is to promote the attraction of highly qualified and motivated personnel, within its competence to ensure their professional development. The Service is accountable and responsible to the Rector.
2. The functions of the Human Resources Management Service are:
  - A) Development of a human resource management policy with the involvement of relevant structural units / officials;
  - B) Organizing and managing the process of attracting, selecting and hiring qualified human resources in considering the goals and objectives of the University;



- C) Production and keeping of personnel-related documentation, reflection of personnel information on electronic databases;
- D) Together with the relevant structural units, create and implement an effective assessment system for administrative personnel;
- E) Participation in the development of assessment system for the academic activities of academic / invited personnel for the purpose of their professional development;
- F) Organizing periodic assessments of administrative personnel with the involvement of relevant structural units;
- G) Together with the relevant structural units, support organizing of periodic assessments of academic / invited personnel;
- H) Based on the analysis of the results of the administrative personnel assessment, identifying the needs of their professional development;
- I) Based on the analysis of the results of the administrative / academic / invited personnel assessment, organizing the measures considered by the assessment system (raising of qualification, incentives, imposition of disciplinary sanctions, etc.);
- J) Involvement in the process of university structure analysis and, if necessary, preparation of a recommendation(s);
- K) Organizing activities for the development of teamwork and informal relations between employees, for the purpose of promoting the formation of organizational culture;
- L) Establishment, updating and promotion of non-material and material incentives for employees;
- M) Development and introduction of mechanisms for adaptation of new employees in the working environment;
- N) Submitting the candidates selected as a result of the competition to the Rector for appointing at the relevant position;
- O) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 18. International Relations Service

1. The purpose of the International Relations Service is to develop and deepen international relations in various fields of the University's activities, to internationalize the educational process and research activities, and to integrate the University into the international space. The Service is accountable and responsible to the Vice-Rector for International Relations.

2. The functions of the International Relations Service are:

- A) Ensuring membership in international organizations for the purposes of cooperation, sharing best practices and raising the awareness of the University;



- B) Ensuring the establishment of partnership relations with foreign universities;
- C) Promoting close cooperation of the University with the diplomatic corps accredited in Georgia and with foreign organizations, foundations, information centers;
- D) Ensuring the involvement of the University in various international projects;
- E) Receiving and hosting foreign delegations;
- F) Ensuring getting and dissemination of the information on international educational-scientific programs;
- G) Promoting international mobility of students and staff;
- H) Submission the list of members of the Commission, related to international mobility<sup>1</sup> to the Rector for approval. With the involvement of the faculties, participation in organizing competitions for the selection of candidates for exchange programs and providing the students and personnel who have been arrived and / or sent within the framework of the exchange programs with the necessary information;
- I) Participation in a marketing campaign to attract foreign students within its competence;
- J) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 19. Public Relations and Marketing Service

1. The purpose of the Public Relations and Marketing Service is to establish communication with the public and to promote the activities of the University. The Service is accountable and responsible to the Rector.

2. The functions of the Public Relations and Marketing Service are:

- A) Analysis of resources and opportunities at the University and study of the educational market with the involvement of relevant structural units;
- B) Implementation of marketing activities in order to attract students, in close cooperation with the relevant structural units / faculties of the University;
- C) Systematic study and detection of market threats;
- D) Relations with organizations, educational institutions, non-governmental and various public organizations and implementation joint projects;
- E) Popularization of the University activities, taking into account its interests and requirements;

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<sup>1</sup> To go abroad for a certain period of time for the purpose of teaching in case of academic personnel, raising the qualifications of administrative staff and - of studying in case of students;



- F) Planning and ensuring the implementation of various activities in order to raise the awareness of the University;
- G) Ensuring public awareness of projects, current events and news of the university;
- H) Assessment of the implemented projects and plan further measures in accordance with the results;
- I) ensuring the information-communication functions of the University website by working in coordination with other personnel / structural units;
- J) Ensuring the preparation of university advertising material;
- K) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 20. Case management service

1. The purpose of the case management service is the effective, uninterrupted and smooth implementation of the University case management. The Service is accountable and responsible to the Vice-Rector for Administration Academic Process.

2. The functions of the case management service are:

- A) Ensuring the proper functioning of the case management;
- B) Administration of an electronic document circulation program;
- C) Registration and redirection of documents submitted to the university and prepared on the spot;
- D) Ensuring sending the documents to the addressee and making records;
- E) Monitoring the deadlines and form of preparation of documents;
- F) Ensuring the storage, archiving and protection of completed documents;
- G) Issuance of certified copies of notices, orders and other documents from the archives;
- H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 21. Student and Alumni Service Center

1. The purpose of the Student and Alumni Service Center is to offer sports, cultural and various activities to students and graduates of the University, considering their interests and needs, to promote employment and care for career development, psychological and other support. The Center is accountable and responsible to the Vice-Rector for Academic Process Administration.

2. The functions of the Student and Alumni Service Center are:



- A) Establishment of a healthy lifestyle at the university, promotion and development of sports and cultural environment; Promoting the presentation and realization of students' opportunities in different fields;
- B) Ensuring the participation of university students in the university sports and cultural events of Georgia;
- C) Promoting internships and future employment for university students;
- D) Maintaining and deepening the connection between the university and the graduates;
- E) Systematic research the employment of graduates, including the indicators of employment corresponding the qualification, and providing the relevant structural units with the results of the research;
- F) Within its competence, close cooperation with the civil, private and public sectors;
- G) Within its competence, promoting the active involvement of employers in the development of educational programs;
- H) Ensuring the organization of relevant training and workshops in order to promote the employment of students and graduates;
- I) Promoting the integration of students who are foreign citizens into the new environment;
- J) Providing psychological and other support based on the needs of students;
- K) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 22. Foreign Student Selection and Admissions Service

1. The purpose of the Foreign Students Selection and Admissions Service is to ensure the smooth and efficient implementation of foreign student selection and admission processes.

2. The Foreign Student Selection and Admissions Service is accountable and responsible to the Vice-Rector for International Relations. The functions of the service include:

- A) Development and implementation of the mechanisms for the selection of foreign students with the participation of the relevant structural units of the University;
- B) Within its competence, close cooperation with the Public Relations and Marketing Service;
- C) Organizing the process of student selection;
- D) Providing foreign students willing to study at the University with information; Providing consultation on documents that have to be submitted, selection procedures and other organizational issues, as well as support them with the procedures for visa, border and recognition of education received in a foreign country;
- E) Receiving relevant documents for keeping the personal history of foreign students willing to study at the University and determining their compliance with the requirements of the legislation; Providing Dean of the relevant faculty with the information / documentation about the student willing to be enrolled;



F) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 23. Financial Service

1. The purpose of the Financial Service is to effectively manage the financial resources of the University, to ensure accounting in accordance with the current legislation, to conduct a complex and operational analysis of the financial situation based on accounting reports. The Service is accountable and responsible to the Rector of the University.

2. The functions of the Financial Service are:

- A) Development and update the financial policy, procedures, norms, rules of the University;
- B) Based on the draft budgets submitted by the structural units (services / faculties) within their competence, compiling the draft unified budget of the University and submitting it to the Board of directors for consideration;
- C) Monitoring the implementation of the annual budget after the end of the academic year and submitting a report to the management board for consideration;
- D) Determination of the financial resources necessary for the implementation of the activities envisaged by the Action Plan;
- E) Calculation and analysis of financial risks;
- F) Removed by the order N935 of the President of the University of February 17, 2021;
- G) introduction of financial management and control system;
- H) Supervising the process of counting of inventories carried out by the relevant structural units in order to ensure the accuracy of the accounting-reporting data;
- I) Establish control over the use of cash;
- J) Participation in the development of the University Business Continuity Action Plan, identifying financial risks, taking appropriate preventive measures and, in case of risk, immediately implementation the activities determined by Business Continuity Action Plan;
- K) Providing accounting.
- L) Ensuring the issuance of remuneration to the University employees and payment to the budget in compliance with the requirements determined by the tax legislation;
- M) Payment, accounting, reporting of liabilities arising with legal entities and natural persons;
- N) Timely registration of liabilities and payments related to student tuition fees;
- O) Reflection of accounting operations in the accounting program in Oris;
- P) Inventory accounting of financial liabilities and reflection of the results of inventory accounting of property and tangible assets in the relevant accounting program;



- Q) Compiling declarations and statistical reports determined by the current legislation and submitting them for their intended purpose;
- R) Reviewing the correspondence received within its competence and preparing a response;
- S) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 24. Service Department

1. The Service Department combines several directions:

- A) Safety of labor;
- B) Maintaining order and safety;
- C) In the sanitary and hygienic direction;
- D) Medical services;

2. The service is accountable and responsible to the Vice-Rector for the development of procurement and material resources. The functions of the service are:

- A) Development of other documents in accordance with the labor safety policy and the current legislation of Georgia and care for their implementation and protection;
- B) University inspection / audit in terms of occupational safety; Identification of threats and risks, making appropriate recommendations, and monitoring their fulfillment;
- C) Ensuring the conduct of training courses in the field of occupational safety and health protection;
- D) In case of necessity, making recommendations and conducting consultations on labor safety issues to various structural units;
- E) observance of public order and fire rules at the University in accordance with the current legislation of Georgia;
- F) Conduct medical activities in accordance with the interests of the patient;
- G) Determination of the resources necessary for medical care;
- H) Control of epidemiological security at the University;
- H<sup>1</sup>) Compliance with sanitary and hygienic standards;
- I) Care for the improvement of the quality and efficiency of the University medical services;
- J) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

3. In order to maintain order and security at the university, and to provide sanitary and hygienic services, agreements have been signed between the personnel (security and safety specialist, cleaner) and the university in accordance with the current legislation of Georgia. Rights and responsibilities of security and safety specialists are defined in accordance with the agreements concluded with them. Supervision of contractual obligations by specialists is supervised by the head of the service department.



### Article 25. Examination center

1. The purpose of the examination center is to ensure the smooth running of the examination process. Ensuring objectivity, reliability and transparency of the process of assessing student learning outcomes through the creation and implementation of a unified examination system at the university. The Center is accountable and responsible to the Vice-Rector for the administration of the educational process.
2. The functions of the examination center are:
  - a) To seek and study best practices at the local and international levels regarding the examination process and to develop, implement and administer uniform examination standards taking them into account;
  - b) Organization of the examination process at the university;
  - c) Protecting the confidentiality of exam questions;
  - d) Ensuring the continuous development of the examination process;
  - e) Organization of appeal processes;
  - f) Continuous and consistent monitoring of the examination process, data collection and analysis, and taking into account the results of the analysis, ensuring continuous process improvement and system efficiency;
  - g) Through the organization of relevant trainings or workshops, constant communication with lecturers and students regarding the use of the examination module in order to ensure their awareness;
  - h) Preparation of a guidance document to inform students, teachers, and relevant structural units of the university about the use of the examination module and, in general, the specifics of the administration of the examination process and to continuously update this guidance document in accordance with changes initiated to improve the examination process;
  - i) Exercise other powers, based on the specifics of his/her work, in accordance with the goals and tasks of the institution.

### Article 26. Information Technology Department

1. The purpose of the Information Technology Department is to promote the smooth running of university activities through the proper functioning of information technology. The Service is accountable and responsible to the Vice-Rector for Academic Process Administration.
2. The functions of the Information Technology Department are:
  - A) Ensuring the proper operation/function of the information technology and communication of the University;
  - B) Participation in the development of the Business Continuity Action Plan within its competence;
  - C) Constant care for the update and improvement of the network and information technologies (computer technology, software, the internet) in accordance with the business processes of the University;



- D) Ensuring timely supply of structural units with the necessary technological inventory;
- E) Distribution and control of technological resources at the University;
- F) Permanent and stable accessibility of information technology infrastructure for students and staff;
- G) Adequate and effective management of information technology risks. Ensuring data protection (including personal data protection) within its competence;
- H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

### Article 27. Procurement and Material-Technical Support Service

The Procurement and Material and Technical Support Service is accountable and responsible to the Vice-Rector for the development of procurement and material resources. The functions of the service are:

- A) Planning the procurement process;
- B) Studying the situation on the market / analyzing prices and conducting negotiations with suppliers;
- C) Preparation of a draft agreement on procurement with the participation of the Legal Service and monitoring the fulfillment of the terms of this agreement;
- D) Identifying needs and submitting proposals for the improvement of infrastructure;
- E) Procurement, storage, distribution, inventory and management of material and technical resources necessary to ensure the proper functioning of the University;
- F) Ensuring construction-installation, improvement, recreation, repair and other works;
- G) Ensuring proper operation of the electrical system, plumbing, elevators;
- H) In case of fire or other emergency, organizing the evacuation of those being on the territory of the University and providing assistance in accordance with the established rules;
- I) Ensuring timely removal of construction waste;
- J) Providing the University with means of transport and carrying out activities related to their proper exploitation;
- K) Permanent monitoring of the operational condition of the University buildings, taking appropriate measures to eliminate the deficiencies found as a result of the inspection;
- L) Supervising the construction process of new buildings and delivery of the completed facilities;
- M) In case of necessity, coordination of conducting expertise in order to assess the construction, repair and reconstruction works;
- N) Ensuring timely supply of the necessary inventory and goods to the structural units;
- O) Ensuring the effective management of the storage facilities of the University and the maintenance of the warehouse infrastructure;
- P) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.



### Article 28. Scientific – Research Support Center

1. The goal of the Center for supporting Scientific - Research Activities is to facilitate the scientific-research activities of the staff and students and assess Scientific – Research activities of the University. The Center is accountable and responsible to the Vice-Rector for Quality Enhancement.

2. Functions of the Center for Supporting Scientific - Research activities are:

- A) Support scientific and research activities of the university personnel and students;
- B) Coordination of scientific-research activities of the personnel and students throughout the university;
- C) Search for grant projects and promote involvement of personnel and students in grant projects;
- D) Advising staff and students on individual grant projects;



E) Facilitate the involvement of students and personnel in local and international scientific conferences and scientific-research activities;

F) Arrange meetings, thematic training and panel discussions in order to promote scientific-research activities;

G) Develop international and scientific - research activities in close cooperation with relevant structural units;

H) along with the quality assurance department of the academic staff Scientific-research activity productivity/efficiency assessment system Develop and implement evaluation, identify areas for improvement and for the corresponding structural units, faculties and research Submitting reports and proposals to institutions.

H<sup>1</sup>) Analyzing the scientific and practical values of the project and presenting it to the vice-rector in the direction of quality development according to the report provided quarterly by the deans of the faculties on the progress of the grant projects funded within the faculty.

I) Exercise other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## Article 29. Training Center for Innovative Learning Methods

1. The purpose of the Training Center for Innovative Learning Methods is to promote the introduction of modern / innovative learning methods leading in the world, both within and beyond educational programs of the university. The Center is accountable and responsible to the Vice-Rector for quality Enhancement.

2. The functions of the Training Center for Innovative Learning Methods are:

A) Searching for and promoting modern learning methods, taking into consideration the specifics of various educational programs;

B) In cooperation with foreign partners, development of training modules in the field of modern learning methods and to prepare trainers;

C) Organizing systematic training courses for both the university and other interested parties in modern learning methods in the field of various educational programs;

D) Promoting the process of modern learning methods introduction in educational programs;

E) Searching for / creating and promoting implementation of information technologies, software and / or infrastructural resources necessary for modern learning;

F) Promoting and supporting the development of innovative ideas in the field of learning;

G) Organizing training courses related to learning methods for academic and invited personnel, based on the appeals of the relevant structural units;

H) Exercising other authorities in accordance with the goals and objectives of the institution, based on its working specifics.



# Provision of European University LTD

*Article 29<sup>1</sup> - Removed by Presidential Order N 8024 of January 30, 2026*



*Article 30. Removed by Presidential Order P/24 of December 30, 2020*

*Article 31. Removed by the order N 13764 of April 28, 2023.*

**Article 32. University Basic Education Unit of University (Faculty).**

1. The Faculty is the main educational-scientific and administrative unit of the University, which provides preparing students in one or several specialties and gives them the appropriate qualifications.
2. The faculties of the University are:
  - A) Faculty of Law, Humanities and Social Sciences;
  - B) Faculty of Business and Technologies;
  - C) Faculty of Medicine;
  - D) Faculty of Veterinary Medicine;
  - E) Faculty of Dentistry.
3. Research institutes have been established at the faculties in order to promote the development of specific fields of scientific-research activities of the University.
4. The activities of the faculty and scientific-research institutes, the formation of the faculty council, the authority and the rights and responsibilities of the employees of the faculty shall be determined by the regulations of the relevant faculty.



### Article 33. Academic personnel

1. The academic personnel of the University consist of professors and an assistant.
2. The composition of professors includes:
  - A) Professor;
  - B) Associate Professor;
  - C) Assistant Professor.
3. Academic personnel might be affiliated. Affiliation involves a written agreement between the university and a person holding academic position, under which a person, holding an academic position, determines their affiliations only with European University. They participate in community development and knowledge sharing on behalf of the university.
4. The authority and other activities of the academic affiliate personnel are regulated in accordance with the rule and terms of affiliation of the Academic personnel of European University.
5. Academic position may be held only through open competition, which shall be in accordance with the principles of transparency, equality and fair competition. The procedure for holding an academic position at the university and holding an academic competition is approved by the Rector.
6. Academic personnel have the right to:
  - A) Participate in the management of the institution through the representative body (Faculty Council) of Academic personnel;
  - B) Carry out teaching and scientific research activities without interference;
  - C) Within the framework of the educational program, independently determine the content of syllabuses of the course, methods and means of teaching;
  - D) Exercise other authorities granted to them by law.
7. Academic personnel is required to:
  - A) To comply with the applicable legislation, this regulation and others applicable in the institution Requirements of legal acts;
  - B) Perform the duties under the employment contract;
  - C) In accordance with the educational program, to fully teach students and promote the development of university education;
  - D) Other powers and obligations of academic staff determined in accordance with the agreement signed with them.



### Article 34. University Student Status

1. A student of the University is a person who has been enrolled and is studying at the European University in accordance with the rules established by the legislation and the internal legal acts of the University.

2. The rules for obtaining, suspending, terminating of student status and mobility shall be determined by the rules regulating learning process of the University.

### Article 35. Student rights and duties

1. A student has the right to:

- A) Get quality education;
- B) Use the material-technical, library, information and other facilities of the University on equal terms;
- C) Get the information about the activities of the University in accordance with the rules established by the legislation of Georgia;
- D) Request a fair assessment of knowledge;
- E) Freely express his / her opinion and reasoned refusal for sharing the ideas offered during the learning process;
- F) To present reasoned proposals, fair, objective and critical Notes to the head of quality assurance service, educational program, on the progress of the educational process and other relevant issues, which contribute to will help to improve the learning process.
- G) Choose an educational program;
- H) Participate in the development of an individual educational program;
- I) Periodically assess the working process of the university personnel and learning process;
- J) Freely establish and / or join in student organizations / self-governments in accordance with their interests;
- K) Enjoy the right to mobility / internal mobility in accordance with the legislation and the rules established in the institution;
- L) Participate in various events held by the University;
- M) Request the University to take appropriate measures to ensure their safety;
- N) Exercise other authorities granted to him / her by the legislation of Georgia and use the service / privileges defined for him / her by the legal acts of the University.

2. The student is obliged to:

- A) Study all compulsory courses according to the program established by the University;
- B) Comply with the regulations of the University, the internal regulations and the requirements of other legal acts in force at the University.



3. The University shall create the necessary conditions for students with special educational needs for their full education, which may be reflected in the creation of a special material and technical base for them, in the promotion of movement in the building or in the establishment of other benefits.

4. Issues related to the status of the student and organizing / managing the educational process shall be determined by the rules regulating educational process of the University and the regulations of the faculty.

5. Issues related to student disciplinary liability are determined by the Code of Ethics and Disciplinary Liability of the University.

### Article 36. Student self-government

1. Students have the right to form Student self-government through equal and independent elections.

2. The purpose of the Student Self-Government is to involve students in the planning, implementing and assessing activities, to promote student initiatives by providing direct forms of communication between the University, personnel and students.

### Article 37. Document testifying Education Diploma / Certificate

1. The academic degree is awarded on the basis of passing the compulsory components of the educational program and the amount of accumulated credits, which through the relevant educational program is sufficient for the completion of the given level of learning.

2. The Board of the main educational unit - Faculty of the University ensures awarding of academic degree.

3. Upon completion of the relevant level of higher education, the University shall issue a document certifying the relevant qualification - a diploma with a diploma supplement, in accordance with the rules established by law.

4. A person who has not or has not been able to complete the given educational level, upon request, shall be given a proper certificate.

5. After completing the educational courses provided by the teacher training educational programs, a certificate will be issued.

### Article 38. Final provisions

1. After entry of this Regulation into force, the legal acts of the University, which otherwise regulate the relations provided for in this Regulation, shall be considered completely or partially invalid.

2. Amendments to this Regulation shall be made in accordance with the law.

