

Georgian Technical University

Faculty of the Civil Engineering

Statute

**Elaborated by the Faculty Board
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Statutes of the Faculty of the Civil Engineering
Chapter I

General Provisions

Article 1. Field of Statutes regulation

The present statutes „on higher education“, regulates objectives and tasks of the faculty -----
----- at the Georgian Technical University (hereinafter referred to as the “UNIVERSITY”),
Construction Faculty (hereinafter "Faculty"), it also determines basic fields of the education and
scientific – research activities of the faculty, appointment and election of the management
bodies and personnel, their rights, duties and liabilities, principles of faculty management and
the issues regarding the functioning of the faculty, based on charter of the Georgian Technical
University.

Article 2. Faculty Statutes

1. The faculty is the main education entity of the University, which shall develop and
implement all the three levels of higher academic education (bachelor, master, doctor's
degrees), professional education programs and scientific researches in engineering under
conditions of academic freedom and institutional autonomy.

2. The faculty possesses stamp with the name of the faculty on it as well as the letterhead paper
and the stamp on it.

3. The full name of the faculty is the Faculty of Civil Engineering in English; in
Russian - Факультет строительный

Article 3. Authorities of the faculty

1. While performing its activities, the faculty shall be guided with the constitution of Georgia,
the international treaties, agreements of Georgia and the Georgian Law “on higher education”,
other normative acts, charter of the University and the present statutes.

2. The faculty is independent in making the decision and performing corresponding actions, under the active legislation, charter of the university pursuant to the competence as stated in present statutes.

Chapter II.

Faculty Objectives, tasks and basic direction of the activity

Article 4. Objectives and tasks of the faculty

1. The main purpose of the faculty is to train competitive staff capable for international labour market, in compliance with the contemporary requirements

2. The main objective of the faculty:

a) Training professional personnel with higher academic degree of bachelor, focused on practical labour activity.

b) Training professional personnel with higher academic degree of masters and doctors focused on scientific – research activities.

3. The faculty shall be liable to create good conditions for studies and independent research, considering development level of the Georgian government, provide with an opportunity to obtain future focused education, complying

upgraded standards in corresponding fields of science and advance to improve the study conditions constantly.

4. The Faculty constantly cares about the implementation of scientific research, for which the approved budget of the relevant year provides appropriate financial resources;

5. The faculty cares and promotes international cooperation and strengthening of internationalization process, including attracting / mobility of foreign students and staff.

Also, cares within the framework of existing agreements between the university and universities of different countries, to facilitate participation in student exchange programs.

6. The Faculty is elaborating and / or developing a new program, in accordance with the close cooperation with employers and professional associations and their recommendations, based

on the planning, development, evaluation and development of the university educational program.

Article 5. Main directions of the faculty

Main directions of the faculty:

- a) Implementing academic education programs for Bachelor, master and doctor's degree;
- b) Implementing professional education programs;
- c) Holding scientific – research activities;
- d) Holding expert and consultation activities;

Chapter III.

Structure of the faculty

Article 6. Structure of the faculty

1. The faculty consists of management bodies: education (academic department, chair, college, etc.), scientific research (scientific-research institute, laboratory, program directions and others), and supplementary structure unites.
2. There are management and consultant positions within the faculty.
3. Based on simple majority of votes from the faculty council members, the faculty may found supervision council.
4. Members of supervision council shall be submitted by the faculty council and confirmed by the university academic council.
5. The structure and statues of the faculty, as well as the regulation of the structure units, shall be confirmed by the university representation council (Senate).

Article 7. Management bodies of the faculty (managing subjects)

1. Management bodies of the faculty are (managing subjects) council, dean, quality assurance service of the faculty:
2. The head of the elected management subjects - council, dean, quality assurance service are elected through the regulation determined under the statues of GTU and faculty management

bodies (managing subjects) “on holding elections” (hereinafter called the university regulation for holding elections)

Article 8. Board of the Faculty

1. Representative body of the faculty is the faculty board, consisting of all the members of academic personnel and student self-government representatives.
2. Quantity of student self-government representatives in the faculty board shall comprise 1/3 of total number of council members, approximating shall be to the benefit of students.
3. The faculty board shall be fully authorized to make decision, if attended by more than half of the council members as per the list.
4. The decision regarding the faculty board shall be made by the majority of votes present, while in case anticipated by the Georgian law “on higher education”, it will be made by the listed majority of council.
5. At the very first meeting the faculty board shall acknowledge the full authorities of its members.
6. Acknowledgement authorities of elected member in the faculty council by the student self-government shall be done at the next session of the faculty council.
7. In case of dean’s absence, the faculty council can hold the meeting in case of 1/3 of members present or at the presence of the deputy dean.

Article 9. Authorities of the Faculty Board

- a) Shall develop and present the faculty budget project to the head of the administration;
- b) Elects the faculty dean, on the basis of free and equal elections, ballot voting with listed members majority
- c) Develops the strategic plan of the faculty development, submitted by the dean and education and scientific – research programs, while later, submits it to the university academic council for further ratification.

- d) Shall develop the regulation of the faculty structure submitted by the dean and submit it to the university representation council (Senate) for further ratification.
- e) Develops statutes of dissertation council and submits it to the university academic council.
- f) Elects head of the quality assurance service of the faculty.
- g) Creates permanent ethic committee of the faculty and confirms the decisions made by the commission.
- h) Accurately arranges students cases registered at the faculty.
- i) Establishes temporary and permanent commissions including field committees of scholar experts;
- j) Shall be authorized to process application, regarding preliminary termination of dean's authority in case of demand from the 1/3 of faculty council members, based on violating Georgian legislation in force from the side of the dean, inappropriate behaviour and/or improper implementation of dean's responsibilities. The decision regarding preliminary termination of dean's authorities shall be made through ballot voting, or majority of listed members present. The dean shall not participate in voting stated in the provision, while the council shall be chaired by the oldest member of the council.
- k) In case of preliminary termination of dean's authorities through open voting, which shall be chaired by the oldest member of the council, the majority of votes from the present members shall elect the acting dean.
- l) Elects academic council of the university and the representation council (the senate) members from the academic personnel in terms of the quota determined for the faculty. The elections will be held according to the regulations as stated under the university statutes.
- m) Makes decisions about delegation on its functions for faculty session, except the authorities directly stated in the Georgian law " on higher education", paragraph 28.
- n) In case the faculty council submits the candidate for the position of the head of academic department, there is audition of action plan submitted by the submitted candidates for the position of the head of the academic department – faculty organization entity and recommends the candidate on the basis of majority of votes to academic council of the university;
- o) Implements all other authorities determined under the Georgian legislation, university regulation, legal acts of the University and council regulation of the faculty.

Article 10. Dean of faculty

1. The faculty board elects the dean of faculty for appointing him/her at the position.
2. The dean shall be elected for four years term. One and the same person can be elected at dean's position only two times constitutently.
3. The university regulation on holding elections shall determine the election process and registration of candidates submitted for dean's position of the faculty.
4. The university professor or the associate professor can be elected as the dean.
5. Dean of the faculty:
 - a) Shall provide with effective education – scientific activity of the faculty;
 - b) The faculty council shall submit the development plan of the faculty, education scientific research programs;
 - c) Shall develop structure and regulation of the faculty and submits it for further ratification to the faculty council.
 - d) Will be responsible in terms of his/her competence, to implement the decision made by the academic council, representative council (Senate), faculty council and session.
 - e) Issues individual legal acts in terms of his/her competence;
 - f) Chairs sessions of the faculty council;
 - g) Shall be responsible for purposeful spending of the faculty budget, according to the charter of university, as well as the Georgian Law „on higher education”;
 - h) Represents the faculty in the relation with third parties, in terms of the competence confirmed to him/her.
 - i) Signs agreements and memorandums in terms of competence conferred for and on behalf of the faculty.

j) Performs all other commissions conferred with law “on higher education”, university regulation and legal acts of the university.

6. The faculty dean has deputy assistant, appointed and dismissed by the University rector as submitted by the dean for the same duration period as dean shall be authorized. The number of deputies of the dean shall be determined according to the staff list of the university.

7. The duties and liabilities of the dean shall be determined under the order of the dean, unless otherwise stated under the active legislation or the charter of the university.

8. In case of absence of the dean the dean’s responsibilities will be implemented by the deputy dean.

Article 11. Quality assurance service

1. For regular evaluation, raising qualification of academic personnel, education and scientific – research activities at the faculty, the quality assurance service shall be founded, acting in full compliance with Georgian law “on higher education”, legislation in force, university charter and this statutes.

2. The faculty board elects head of the quality assurance service for 4 years term. One and the same person can be elected constitutently for this position only two times.

3. The member of the quality assurance service can be the member of the faculty council, professor and/or the associate professor of the faculty.

4. Quality assurance service of the faculty:

a) Regularly evaluates proceeding of education and scientific – research process, academic personnel and raising qualification of tutors.

b) Establishes close relationship and cooperates with corresponding service agencies of foreign higher education institutions, for refining quality control transparent criteria and completion of practicing methodology.

c) Determines transparent criteria of evaluating education and scientific activities at the faculty through cooperation with corresponding departments of university.

c) Holds monitoring and evaluation of education and scientific processes at the aforementioned criteria;

- d) Performs self-evaluation, authorization and accreditation processes of the faculty;
- e) Regularly announces its work results to the faculty consulting department and the council (once per semester)
- f) Discusses curriculum of education programs, modules and syllabus of education courses, recommends tips for its final refinement.
- g) Performs all duties as conferred by the charter of university and legal acts.

5. In case of preliminary termination of the authorities for the head of quality assurance service department, the faculty council appoints acting person in charge of such authorities and appoints elections within 10 days since the termination of the term.

6. Career and Professional Development Group

-Career and Professional Development Group has a Head of the Group, who is appointed and dismissed by the University Rector, based on the proposal of the Dean.

Head of the group:

- coordinates and is responsible for the work of specialists;
- Implements Systematic monitoring of the learning process;
- Checks the organization and quality of student teaching;
- Together with the Head of Quality Service, it will ensure the implementation of modern assessment methods and faculty of recommendations developed within the Bologna Process;
- Conforms to the faculty information resources, material-technical base and supporting resources with authorization and accreditation standards and requirements of training courses;
- Prepare and analyze various statistical information about faculty education programs, personnel and students in accordance with established rules;
- Will work out the rules, assessment and transparency criteria for evaluation of teaching and scientific-research activities in cooperation with the University's relevant service;
- Participates in technical elaboration and academic expertise criteria and indicators of educational programs;
- Conduct monitoring together with the University Monitoring Service to the faculty training process.

-analyzes the results of the Student Survey of the Faculty and conducts relevant proposals;

Article 12. Consulting Department of the Faculty

1. The faculty consultation department consists of: the dean (chairman), its deputy, manager, head of faculty organization units, head of quality assurance service, representatives elected in university management units with quota of faculty.

2. Consulting Department of the Faculty:

a) Any other function, delegated by the faculty council pursuant to the sub-clause "N", paragraph 9; (In particular: financial assistance, distribution of bonuses, financing of manuals, faculty students' transition issues on individual educational programs. See the Monitoring Department's data and the educational process. Control of the budget implementation)

b) makes decisions in terms of his own authorities, processes issues and develops recommendations for submitting them to the faculty council (for further discussion);

Article 13. Manager of the faculty

1. manager is the supplementary position, whose competence shall be determined by the individual administrative-legal acts by the rector and the present statutes.

2. The rector is fully authorized to appoint and dismiss the manager of the faculty.

3. Manager:

a) Holds marketing and forecast analytical research of labour market, on the basis of which determines the requirements towards the list of education programs considering contemporary public demand

b) Provides with finance and material technical support and supervision of the education – scientific activity at the faculty

c) in order to implement strategic plan of the faculty development, the manager outlines annual plan for finance and material resources and is responsible for its purposeful and effective implementation;

d) Determines the budget project for the faculty with the dean and the consultation department and submits it to the faculty council.

d) Is responsible for the budget implementation of the faculty;

e) Coordinates enterprise practical training of students, their professional training and further employment process;

f) Implements all other liabilities determined by the university legal acts and the present statutes.

4. The manager shall be financially liable towards the rector and the faculty council.

5. Infrastructure Development and Technical Support Group

-Infrastructure development and technical support group has a Head of the Group, who is appointed and dismissed by the Rector of the University, based on the Dean's nomination.

Head of the group:

-coordinates and is responsible for the work of specialists;

- With the agreement of the Dean and the manager, determines the reconstruction of (rooms, auditors) plan to provide defective acts together with the university economic support staff and further coordination;

- Controls the process of the construction and repair works.

- Provides access to the goods (electricity, plumbing, equipment and inventory for stationery and cleaners) from the warehouse, transporting, warehouse, and then supplying it to employees and controlling their installation and exploitation.

- Provides the list of economic, electrical and sanitary goods, drawing up and submits to the manager;

- Provides the list of furniture for purchase and repair and submits to the manager.

- Provides delivery of business cards, report cards and applications of the manager's service to the administration.

- Provides the faculty inventory.
- Provides and monitors the installation of IT networks at the faculty.
- Is Material responsible for the property of the faculty;

Article 14. Faculty Board of Trustees

1. With the simple majority of votes of the members of the Faculty Council, the Board of Trustees may be created at the faculty.
2. The Board of Trustees is approved by the Faculty Council's Academic Board.
3. The mission of the Board of Trustees is:
 - a) Educational and scientific areas of knowledge, the academic and intellectual processes and the specificity of the problematic situations, Contributing to the development of faculty on the basis of adoption of the latest information on solutions, cooperation, attraction of charitable contributions, promotion of the strengthening of science and technologies with the latest achievements;
 - b) Cooperation with the Faculty of Study-Educational and scientific programs to enhance the academic quality and the actualization of the operation;

Chapter IV.

Dissertation board of the faculty

Article 15. – The purpose of dissertation board

Dissertation council of faculty is the authority, conferring doctor's academic degree

Article 16. Structure and consistence of dissertation council.

1. Dissertation board consists of all professors and associate professors with doctor's academic degree.

2. The regulation of the dissertation board determines elections of the chairman of the dissertation board and the professional activity of the board, which shall be ratified by the academic council as submitted by the faculty council.

3. The person with doctor's academic degree may be invited to dissertation council, through mediation of the chairman of dissertation council, which is not the university employee and has published no less than 3 works in the last 5 years in the field of any doctorate programs

4. At the Faculty, the Doctor's academic degree is awarded by the University Dissertation Board, which is established and the provision of which is approved by the Academic Council.

Chapter V.

Education Scientific- research units of the Faculty

Article 17. Education and scientific- research units of the faculty

1. in order to arrange coordination of the education process and scientific research activities, the faculty established education and scientific – research units

2. Education units of the faculty:

1. Technical Department of Engineering Mechanical and Construction №101;

2. Aguli Sokhadze's Civil and Industrial Construction Department №102;

3. Department of Civil and Industrial Construction Technologies and Building Materials №103;

4. Hydro-engineering department; №104;

5. Water supply, heat supply, sewage and building engineering equipment №105;

6. Construction Computer Design Department №106;

7. Construction Economics and Management Department №107;

8. Department of Construction Machines and Mechanical Equipment №108;

9. Inter-faculty Department (Railway Construction, Roads, Bridges and Tunnels);

a) Construction Training-Scientific Expert Laboratory;

b) Hydro-engineering study –scientific and Expert laboratory;

c) A. Gorgidze's Study-Scientific Laboratory of Mechanics;

Article 18. Academic department and its status

1. academic department (hereinafter referred to as the department)

Represents the education – scientific unit of the faculty, providing with education – methodological and scientific- research activity in terms of education program(s)

2. Is guided with charter of the university, faculty statutes and legal acts of the university and faculty management bodies (managing subjects) in its professional activity;

Article 19. Field of department activities, main assignments and functions

1. Department:

a) Holds sessions according to syllabus in certain subjects and the pre-determined schedule of the education programs as stated for the department.

b) Contributes to or participates in developing of new education programs and modification of existing ones;

b) Provides with methodological support of education process, introduction of new education programs (preparing study material and other education – methodological material).

c) forms academic staff of the department and implements its administering

d) Initiates invitation of persons with respective qualification towards the dean () in order to involve them into the vacant academic load (invited professor and/or invited tutor).

E) Raises education quality through effective application of existing education methods, introducing new methods and technologies, completion of education profess;

f) Organizes scientific - research works of students.

g) supervises master's and doctor's degree students and provides them with subjects for study material;

h) Supports training of teachers and education staff and their qualification raise;

- i) Establishes creative relations according to the department profile and cooperates with scientific-research structure units and scientific-research organizations of other higher education institutions;
 - j) holds and coordinates scientific researches, scientific – methodologic seminars, holds scientific – methodological seminars, submits expert conclusions on scientific-research – research activities and project, held on the basis of supplementary teaching – scientific unity laboratory of the faculty;
 - k) Reviews dissertation works for doctor’s degree and qualification works for master’s degree;
 - l) cooperates with enterprises and organizations, providing with employment of graduates according to the profile;
 - m) coordinates working activity of scientific centres of respective profile, functioning on self-financing at the faculty;
 - n) Registers statement of marks of students and delivers it to the dean’s office.
2. The department is managed by the head, whose appointment/election at the position and dismissal shall be made according to the legal acts and regulations set at the university.

3. The head of the department Units shall be financially liable towards the rector and the faculty council/counselling department.

Article 20. Scientific-research unit (scientific-research institute , laboratory, program direction, centre, etc.)

1. Scientific – research Unit (scientific-research institute, laboratory, program direction, centre, etc.) are the constituent units of the faculty and basically consists of academic personnel.

2. The staff of Scientific – research Unit shall be liable to hold education, scientific and methodological works, train professionals etc.

3. scientific – research unit holds its working activities according to the respective regulation;

4. the head of unit is appointed and dismissed from the position held by the university rector, presented by the dean of the faculty.

Chapter VI.

Faculty Supplementary Structure units

Article 21. Faculty Supplementary Structure units

1. Faculty Supplementary Structure units implement the decisions made by the university administration, management bodies, faculty council, counselling department and the dean, in terms of its competence; discuss development projects and submit them for further discussion to the den.

2. Supplementary structure units of the faculty are the following:

a) Dean's Office

b) Scientific – research laboratory;

c) Computer centre.

3. Dean's Office provides with effective management of education process of the faculty and works on permanent refinement of study process. It consists of the following supplementary personnel: curator of education programs, chief specialist, specialist and registrar, whose functions are set as follows:

a) The curator of education programs provides with the following:

a. a.) Coordinator of bachelor's master's, doctors and professional education programs, comparison and exception of their interference.

a. b.) students' involvement into the scientific – research work activities;

a.c.) Organizing and holding scientific conferences;

a.d) coordination of academic schedule of professors – tutors

b) Master's and PhD programs development group:

- The Group of Master's and PhD programs has a Head of the Group, who is appointed and dismissed by the University Rector, based on the proposal of the Dean.

Head of the group:

- Coordinate and responsible for the work of specialists;

- Together with Dean and curator of the educational programs conducts training, methodological, scientific methodology at the faculty, Master's, Doctoral and Professional education programs and the guidance of educative activities;

- Conduct a permanent connection with the university scientific library in order to ensure the learning process with appropriate learning and teaching methodical literature;
- check the learning organization of students with individual schedule;
- Together with the relevant service of GTU participates in the elaboration of a learning lecture table;
- Provides faculty Educational - scientific activities effective process;
- Provides documentation for the organization of the educational process
- Provides students' mobility;

b) Functions of the chief specialist:

b.a.) Preparing projects for orders with corresponding contents;

b.c.) Composing respective statistic data;

b.c) preparing projects for orders on graduation for students and copies of diploma

b.d.) Composing summarizing documents for groups after the graduation of theoretical course;

b.e.) Records of qualification commission protocols

c) Functions of chief specialists:

c.a.) Composing appendix to diploma

c.b.) Composing study plan according to courses and programs for an academic year;

c.c.) students' registration; signing agreement, division of students' groups;

c.d.) Creating student's passport

c.e.) Creating student card

c.f) managing personal case of student;

c.g) introducing order on students' consistence into the computer database, study passport, migration journal;

c.h.) Introducing a respective extract from order into the personal case, in case of changing the group, transferring the personal case to the stated group.

d) Functions of specialist

d.a.) collecting complete information from student's persona case and introducing it into the electronic database;

d.b.) preparing project for reference letters, their registration and issue (for 26, T-2, etc., registering them)

d.c.) Formation of electronic rolls;

e) Functions of the registrar:

e.a.) Managing archive documents;

e.b.) Issuing documents from archive and those, connected with them.

e.c.) Binding personal cases and delivering them to the central archive;

e.d.) Preparing appendix to the diploma based on the documentation preserved in the archive, in case of demand;

4. Education – scientific laboratory of the faculty (hereinafter referred to as the laboratory) includes material technical base, where the following scientific activities are held: education laboratory, scientific, innovation, project, testing – construction, expert, diagnostic and consultation.

5. the laboratory supports the development of material technical base belonging to the faculty, involved in education and scientific research activities, its effective appliance, raise of professional level of the staff, involving students into the scientific-research activities, functioning techno parks and scientific centres;

6. the laboratory is headed by the head, who is appointed/elected by the legal acts from the university according to established regulations.

7. The head of laboratory shall be financially liable towards the rector and the faculty council.

8. Functions of the head of laboratory:

a) take care of material technical base designated for teaching and scientific – research activities of the university at the faculty (equipment, facilities, etc.) , keep them in good order and functioning position, support its permanent renovation and refinement;

b) coordinate and support smooth teaching and scientific-research processes together with the corresponding academic department on material – technical base of the faculty.

c) coordinate functioning and implementation of duties by chief and regular labour assistants, evaluate their activities in a qualified way.

d) provide with holding laboratory works anticipated under the study schedule, on proper level;

e) professional advance of chief and regular labour assistant.

9. The staff of laboratory is chief and regular labour assistant subjected to the head of laboratory at the faculty.

10. Functions of the chief labour assistant:

a) participate in education – methodological activities together with the leading professors of the subject;

b) regularly raise qualification and support professional advance of labour assistant;

c) hold labour working activities on corresponding level according to the pre-determined schedule of study course set by the labour assistant;

d) submit application to the head of laboratory in time on purchasing chemical reagents, new equipment, repair of facilities and equipment;

11. Functions of the labour assistant:

a) holding labour working activities according to curriculum;

b) look for qualification raise regularly;

c) Prepare and organize employment at study laboratories for study and scientific processes.

d) observe enterprise sanitary norms , measures of safety technique , follow fire prevention activities and in case of necessity apply theme in practice;

e) master skills of working with laboratory technique

12. Computer Centre of the Faculty (hereinafter referred to as the centre):

a) register computer technology at the faculty and ensure its proper functioning

b) switch computers of the faculty to the university internet network connection;

c) cooperate with scientific – research units of the faculty and provide the staff with computer technologies and internet access;

d) in order to advance in computer literacy, organizes computer training courses for students and faculty staff;

13. The centre disposes computer auditory, where labour working activities can be held according to

simulation study process.

14. The centre is managed by the head, who is responsible for smooth functioning of the centre. Appointment/election of the head of the centre is done on the basis of legal acts issued by the university.

article 22. commissions and colleagues of the faculty;

1. The following is established at the faculty according to legal acts of the university:

a) the ethic commission of the faculty

b) field commission of editorial – publishing scholar experts;

c) qualification commission of graduates with bachelor', specialises with diploma and professional education programs;

d) examination commissions of master's degree

e) dissertation board of colleagues for doctor's degree;

2. The regulation of the activities of the ethic commission at the faculty is determined by the code of ethics of the university and the norms of disciplinary responsibility;

3. The activities and criteria of field commission of editorial – publishing scholars experts committee is regulated and determined by the statutes of editorial – publishing council of university education and scientific literature

4. The qualification commission of conferring the bachelor's degree, qualification of specialist with diploma and that of a graduate of professional education, is established on the basis of faculty order; while examination commissions of master's degree are appointed as presented by the dean on the basis of rectors, while dissertation board of colleagues are established based on the decision by the dissertation council, on the order by the rector. The regulation of their activities is determined by the corresponding legal acts.

5. Faculty Quality Commission

Chapter VII.

Personnel of the Faculty

Article 23. Personal

The faculty consist of academic, administrative and supplementary positions.

Article 24. Academic Personnel

1. Academic personnel of the faculty constitutes professors and assistants, who are elected according to stated regulation.
2. Professors are staffed with professors, assistant – professors, associate professors, participating in study process and managing them, along with scientific researches;
3. Assistant, under the supervision of the associate professor, or the assistant-professor holds seminar and research activities at the faculty in terms of education process;
4. the rights and responsibilities of academic personnel have been stated in compliance with the charter of the university and the Georgian law.

Article 25. Appointment on academic position.

1. appointment on academic position can be held through open competition, which should correspond to the principles of transparency, equality and equitable competition.
2. The conditions of electing a person on academic position are determined under the charter of the university and the Georgian legislation in force.
3. admitting academic personnel to the place of employment, the volume of remuneration and the work conditions, the work schedule of academic personnel is confirmed by the representation council (senate) as presented by the academic council.

Article 26. Administrative positions and other personnel

1. The administrative position at the faculty is the following: dean of faculty, deputy dean and the head of quality assurance service department.
2. The person of 65 years old can be appointed or elected at the administrative position of the faculty at the recommendation of the academic council of university;

3. The teaching personnel consists of teacher and the head teacher. The teacher is authorized to proceed practical and laboratory works without holding academic position

4. The professional with corresponding qualification can be invited to the faculty (according to the Georgian law “on higher education” without holding an academic, or teacher’s position) in order to participate in education and/or scientific-research process, and proceed this process accordingly.

5. The supplementary personnel constitutes of all other personnel necessary for the faculty activities, anticipated by the staff list of the university and the chapter 6 of these statutes.

6. the basis for preliminary dismissal of supplementary personnel and administrative staff, is determined by the charter of the university and the Georgian legislation in force.

Chapter VIII.

Student

Article 27. Obtaining student status.

The student of the faculty is the person, registered on the faculty according to the Georgian legislation in force , charter of the university and respective legal acts.

Article 28. Student’s rights

1. The student has a right:

a) To receive high quality education;

b) Participate in scientific researches;

c) Use material – technical, library, information and other facilities of the university on equal conditions as stated with internal regulation and statutes.

d) Receive complete about the university activity including finance and economy activity;

e) Elect the representative and be elected as the representative at the students’ self-government, faculty and university management representation bodies, according to the law on higher education and charter of the University;

- f) Establish and/or join student organizations according to his/her interests freely;
 - g) Express hi/her opinion freely and refuse realizing the ideas suggested during study process based on reasonable argumentation.
 - h) From the second year of studies, move to a different higher education institution and transfer the state grant designated to him/her to that institute, in compliance with active Georgian legislation and the educator regulation, stated thereof.
 - i) Receive scholarship, financial and material aid and other kinds of benefits.
 - j) Select education programs;
 - k) participate regularly in evaluation process of academic personnel;
 - l) Transfer to individual education programs according to regulations of legal acts;
 - m) Participate in the development of individual education study program;
 - n) take an academic leave in case of necessity;
 - o) Receive different benefits for the students with restricted capacities (handicaps) to create necessary conditions for obtaining quality education
 - p) Implement all other authorities anticipated under the university charter and active Georgian legislation.
2. The student of doctor's degree can be elected for the position of an assistant. In university management bodies he/she participates as the student.
 3. The personal information expressed by the student at the presence of the academic personnel including political and religious confession, which has become acknowledged during the study process is confidential, except the cases when student gives permission or it becomes legal interest of administration to protect others' safety.
 4. This is impermissible from the side of administration to use his own authority and material technical base so that it may create danger of censor or lead to the restriction of freedom of expression.
 5. Students' behaviour and disciplinary management regulation towards them is determined with university code of ethics and norms of discipline responsibility.

6. The student is authorized to appeal the decision at the court, made to him by the university.
7. The student's status is terminated at the end of education program, as well as in all other cases stated by the charter of University, code of ethics, norms of disciplinary responsibility.

Article 29. Student's Liabilities:

Student liability:

- a) study all the subjects stated by the university according to established program, which was selected by him/her including complimentary subjects.
- b) Observe the charter of university, internal regulation, code of ethics and other legal acts.
- c) implement duties and liabilities undertaken under the contract, if applicable.
- d) take good care of the university material - technical base.

Article 30. Students' Self-government

1. Students' self-government is established on the basis of direct elections through ballot voting and equal, direct, general elections at the faculty, which shall become the part of students self-government of the university according to the Georgian law "on higher education".
2. The students' self-government of the University is the students' supreme representation authority, which is the unity of students' self-government elected according to faculties pursuant to the Georgian law "on higher education".
3. students self-government runs its activities according to aforementioned law, charter of the university and its regulations.
4. The faculty administration has no right to interfere with student self-government activities

Chapter IX .
Budget of the Faculty

Article 31. Revenues of the faculty.

1. The budget of the faculty is comprised with the revenues obtained from professional, bachelor's, master's and doctor's programs, as well as any other income, obtained by the faculty not prohibited by the Georgian legislation and/or the charter of the Georgian Technical University or any other statutes and other regulation documents.

2. The faculty has a right to solve issues regarding the funds of the faculty, their disposal, possession and disposal of the property according to Georgian legislation, charter, and the regulation of these statutes.

Article 32. Budget of the faculty

1. The project of the next year of the faculty is stated by the manager, which shall be submitted to the faculty council for further discussion.

2. The project of the faculty budget stated by the faculty council shall be transmitted to the head of administration of the university (chancellor) in order to reflect it into the entire budget of project.

3. The head of the university administration (chancellor) involves the faculty budget into the entire budget and submits it to representation council (Senate) upon the approval of academic council for further confirmation, unless the distribution of the faculty budget does not contradict to the legislation of Georgia and the university activity regulation legal acts.

4. The faculty budget, as the part of the entire university budget is confirmed by the representation council (the Senate). The representation council (the Senate) has no right to introduce amendment into the faculty budget without preliminary agreement made with the faculty.

Chapter X.

Transitional and final provisions

Article 33. Reorganization and liquidation of the faculty

Reorganization and liquidation of the faculty complies the charter of the university according to the regulation imposed under the legislation.

Article 34. Amendment and supplements to the faculty statutes shall be done similarly to the regulation of the development and confirmation of the faculty statutes.

Article 35. Transitional provisions

1. The persons having entered education programs for specialists conferred with diploma of professionals (professional higher education), the faculty implements high professional education program in damping mode and as a result of studying the consequent program, it provides with issuing the diploma for qualified specialists.