

The Regulations of the Faculty of Humanities

of Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University

Chapter I. General Provisions

Article 1. The Regulations of the Faculty of Humanities (hereinafter referred to as the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter - the “University”) is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.

Article 2. The Regulations of the Faculty of Humanities of the University (hereinafter - “The Faculty”) define the main directions of the faculty activities, the goals and objectives of the academic and scientific fields, the status, functions and competence, the rule for electing the Faculty Board, the structure of the faculty, the management system, the rule for the activities of the Faculty Quality Assurance Service and regulates other relations connected with the administrative activities of the Faculty.

Article 3. . The Faculty implements educational programmes and scientific researches within the conditions of academic freedom. The faculty provides students and the academic staff with the appropriate conditions for learning, teaching and scientific research, with the opportunities to receive the proper education that meets modern standards, and improve learning and scientific environment

Article 4. The regulations and structure of the faculty are designed by the Faculty Board on the proposal of the Dean and approved by the University Academic Council.

Article 5. These regulations or parts of it are made void or amended and/or supplemented by the Representative Board of the University on the suggestion of the Board of the Faculty.

Article 6. The faculty has its seal, which reflects the full name of the faculty.

Article 7. The full name of the faculty is the "Faculty of Humanities of the Legal Entity of Public Law (LEPL) – Akaki Tsereteli State University”.

Article 8. Issues, which are not organized by these regulations, shall be arranged in accordance with the Statute of the University by the decision of the university governing bodies.

Chapter II. Faculty Status.

Main Directions of Activities.

Goals and Objectives, Functions and Competence

Article 9. Faculty Status

1. Faculty is the main educational-structural, academic-scientific and administrative unit of the university created on the basis of the “Law on Higher Education”, which acts according to the Law of Georgia on “Higher Education”, the Statute of the University, and other corresponding juridical acts, which ensure students preparation in one or several specializations and granting them with the relevant qualification.

2. Decision on creating, reorganizing or terminating the faculty is made by the Academic Council of the University, which is approved by the Representative Board of the University.

Article 10. Main Directions of Faculty Activities

1. The main directions of the faculty activities are to implement higher and educational programmes at the three levels of education and granting the relevant academic degree, leading scientific and creative activities.

2. The faculty activities are carried out in the following fields of education and science:

a) Philology (Georgian, English, German, French, Classical, Oriental, Russian);

b) History;

c) Archeology;

d) Arts;

e)Philosophy;

f) Psychology;

g) Culturology;

h) Inter-direction fields – Regional Studies.

3. Faculty Goals:

a) In the action field support enhancement of Georgian and foreign cultural values which are oriented on the essential democratic and human ideals for existence and development of civil society by:

a.a) Implementing educational programmes, which meet the modern standards and satisfy personal interests and opportunities, by giving professional and higher academic education prepare highly qualified specialists; support individuals professional development;

a.b) Developing science, create conditions for a scientific research; trainig and re-training of new scientific staff, realizing personal potential and developing creative skills; satisfy the needs of individuals to enhance their qualification and being re-trained;

b) Foster students and academic personnel's mobility.

4. Faculty Functions and Objectives:

a) Designing and implementing academic programmes of higher education (Bachelor's, Master's and Doctor's degree educational programmes);

b) Designing and implementing professional training and re-training short-term educational programmes/courses; implementing fundamental and applied scientific researches;

c) Compiling coursebooks and publishing the findings of scientific researches in the periodical scientific journal of the faculty; issuing a scientific-literary journal;

d) Organizing scientific work; supporting integration of higher education and science; fostering dissemination of the modern knowledge and technologies;

e) Ensuring academic freedom of learning, teaching and scientific research; designing a system to support scientific work and its implementation;

f) Implementing and improving the management system; assuring publicity and transparency of management; solving administrative problems; assuring participation of the faculty academic staff and students in decision making and in the monitoring process of their implementation;

g) Creating necessary conditions for students, academic staff and especially for the students with special needs for learning, teaching and scientific researches;

h) Assuring any kind of discrimination in the field of higher education is banned, among them according to academic, religious or ethnic affiliation and/or opinion, gender, social origin or other forms;

i) Other functions and objectives of the faculty shall be based on and correspond to the acting legislation;

j) It is prohibited to create any structural units of political or religious organizations.

Article 11. The Rule for Enrollment on the Master's and Doctor's Degree Programmes of the University

1. **Master's programme** is an educational program of the second cycle of the academic higher education, which covers the elements of scientific research and aims at training a post-bachelor level specialist or researcher; it also prepares a person to pursue professional activities according to the acquired qualification.

2. The right to enroll for a MA programme is enjoyed by a Bachelor or a person having equalized thereto-academic degree.

3. Goals of Studying on MA Programmes of the University:

- a) Preparing for scientific-research work and teaching activity at Institutions of Higher Education;
- b) Changing specialization;
- c) Enhancing qualification;

4. After graduating MA programme, the name of the qualification to be granted must include the term "Master" with reference to the specialization in the relevant direction, field/specialty or/and sub-field;

5. The Academic Council of the University shall define issues connected with acceptance on the university MA programmes.

6. Doctoral Studies - the third round programme of the academic higher education is the unity of academic and scientific-research components, which aims at preparing scientific staff.

- 7. The right to enrol for a PhD programme is enjoyed by a Master or a person having equalized thereto-academic degree.
- 8. Precondition for accepting on PhD programmes shall be defined by the Academic Council of the University.
- 9. The university ensures a PhD student with a scientific supervisor, creates conditions to conduct scientifically oriented research, which shall cover ascertained theoretical and/or experimental results, supports PhD students integration with the World Scientific Society.
- 10. After graduating the PhD programme and maintaining the dissertation, the PhD student shall be granted the academic degree, which must induce the term "Doctor" with reference to the relevant direction or/and field specialization.
- 11. The Academic Council of the University shall define issues connected with acceptance on the university PhD programmes.

Chapter 3. Faculty Management Bodies

Article 12. The Status of the Faculty Management Body

- 1. The management body of the faculty is the governing subject defined by the Law of Georgia on "Higher Education", which implements academic, scientific and administrative management of the faculty.
- 2. The management body of the faculty acts according to the Law of Georgia on "Higher Education", the University Statute, these regulations and administrative acts of the faculty management bodies and other legislative acts.
- 3. The following are the **Management Bodies of the Faculty**:
 - a) The Board of the Faculty;
 - b) The Dean;
 - c) The Faculty Quality Assurance Service.

Article 13. The Board of the Faculty

1. The Board of the Faculty is the representative body of the faculty, which consists of representatives elected from the academic staff of the faculty and from the student self-governance based on direct, free and equal elections by means of the ballot voting.
2. The authority of the Board of the Faculty is defined by the Law of Georgia on “Higher Education”, the Statute of the University and other relevant legislative and statutory acts, by these regulations and the decisions made by the university governing bodies.
3. The rule for inviting and managing the Board of the Faculty, or decision-making shall be defined according to the University Statute and the Standing Orders of the Faculty Board.
4. The Standing Orders of the Faculty Board shall be drawn up by the Faculty Board (see: annex #1).

Article 14. Authority and Responsibility of the Faculty Board

1. Goals and objectives of the Faculty Board derive from the Law of Georgia on “Higher Education” and the University Statute. The goals and objectives of the Faculty Board define its authority. The Faculty Board makes decisions within its authority. A form of the decisions made by the Faculty Board is the resolution of the Board of the Faculty.
2. The authority of the Faculty Board encompasses the following:
 - a) Define the budget of the faculty;
 - b) Elect the Dean of the faculty;
 - c) Elect/approve the Vice - Dean of the faculty;
 - d) Approve a strategic plan for development of the faculty;
 - e) Approve educational and scientific-research programmes;
 - f) Work out the regulations and structure of the faculty;
 - g) Work out the regulations of the Dissertation Board of the Faculty;
 - h) Work out the rule for electing the head of the Dissertation Board of the Faculty;
 - i) Electing the head of the Faculty Quality Assurance Service;
 - j) Electing or approving the head of the faculty structural unit;
 - k) Developing standing orders of the faculty;
 - l) Solving other problems within the authority granted by the Georgian legislation and the governing bodies of the university.
3. The Faculty Board is authorized to present the issue of early termination of the authority of the Dean, in case he/she abuses the Georgian legislation, does not implement the entrusted responsibilities duly or/and performs improper activities for the dean on request of not less than 1/3 of the members of the Faculty Board. The decision on terminating the Dean’s authority pre-term is made by ballot voting by the majority of the members. The Dean does not take part in the balloting, as

defined by this article. Appellation of the decisions made on these issues does not suspend the validity of the disputing act.

4. In case the Dean's authority is terminated pre-term, the Board of the Faculty appoints an acting Deputy Dean.

5. The Faculty Board is responsible for the implementation of the entrusted objectives and functions.

Article 15. Faculty Board Member Status. Authority and Responsibilities

1. Members of the Faculty Board are individuals elected from the relevant academic-scientific structural units of the faculty governing bodies and students from students' self-governance;

2. A member of the Board of the Faculty acts according to the acting legislation, the University Statute, these Regulations and the Standing Orders of the Faculty Board.

3. The authority of a member of the Faculty Board shall be exercised for a period of 4 years, except as provided by these Regulations.

4. The authority of a member of the Faculty Board is determined by the Law of Georgia on "Higher Education", the University Statute, by these Regulations, the Standing Orders of the Faculty Board and other relevant administrative acts.

5. A member of the Faculty Board is responsible for performing the entrusted functions and tasks. The unity of the functions and objectives of the the Faculty Board represents his/her authority.

6. The authority of the member of the Faculty Board shall be recognized at the Faculty Board meeting.

7. The grounds for early termination of the member of the Faculty Board are:

a) Personal statement;

b) Releasing from the duty of an academic position - in case of the academic staff;

c) Termination of student's status - in case the student is the representative of self-governance;

d) In case of missing the Faculty Board meeting 4 times in a row without any acceptable reasons;

e) In any other case envisaged by the legislation and by these Regulations or by the Standing Orders of the Faculty Board.

Article 16. The Dean of the Faculty (see: annex #2 for positional instructions)

1. Faculty activities are conducted by the Dean of the Faculty. The Faculty Dean is elected by the Faculty Board for a term of 4 years.

2. The same person can be elected twice in a row for the Dean's position. The Faculty Board publishes a statement about the registration of candidates for the Dean's position at least 1 month before the registration of candidates, according to the legislation of Georgia and the University Statutes, in accordance with the principles of transparency, equality and fair competition. Registration lasts no less than 2 and no more than 3 weeks. Elections are held at least 3 weeks and no later than 1 month from the date of registration of candidates.

3. The University Statute may define minimum qualification requirements for a candidate of the Dean. It is unacceptable to impose restrictions due to race, colour, language, sex, religion, political and other opinions, nationality, ethnicity and social status, origin, property and rank status, residence, citizenship and occupied academic position.

4. The Dean of the Faculty:

- a) Ensures efficient implementation of the faculty scientific activities;
 - b) Submits to the Faculty Board the faculty development strategy plan, educational programs and research projects for study and approval;
 - c) Designs the faculty structure and regulations and submits them to the Faculty Board for approval;
 - d) Is liable to the Board of Representatives, the Academic Council and the Faculty Board within its competence;
 - e) Issues individual legal acts within his/her competence;
 - f) Chairs the sessions of the Faculty Board;
 - g) According to the law on "Higher Education" and the Statutes of the University, is responsible for the purposeful use of the Faculty budget;
 - g) Implements other authorities granted to him/her by decisions of the University Governing Bodies and the Georgian legislation;
5. In case of early termination of the Dean's authority, Faculty Board shall nominate the Acting Dean.
6. Procedural issues related to the election of the Faculty Dean and termination of the term of authority shall be determined by the applicable legislation, these Regulations and the Standing Orders of the Faculty Board.

Article 17. Vice-Dean/Vice-Deans (for positional instructions see: annex #2)

1. The Dean of the Faculty has two Vice- Deans. The Vice-Deans of the faculty shall be elected/approved by the Faculty Board upon the proposal of the Dean. The Vice-Dean can only be a person with a Doctor's academic degree. The Vice-Dean is an administrative officer.
2. The authority of the Vice-Dean shall be defined by these regulations.
3. During the absence of the Dean, his/her duties are performed by the Vice- Dean within the authority granted to him/her by the Dean or the Rector of the University.
4. The Vice-Dean ensures:
 - a) Effective management of the academic process at all levels and stages of training;
 - b) Monitoring the process of fulfilling the duties imposed on the academic personnel by the work contract;
 - c) Controlling the process of mid-term assessment and final examinations;
 - d) Monitoring the work of the secretariat;
 - e) Drafting the orders of the Dean and decisions of the Faculty Board;
 - f) Monitoring the students, academic personnel and teachers' database;
 - g) Coordinating the work of the academic personnel, teachers and students;
 - h) Preparing and holding scientific conferences of the academic personnel, teachers and students;
 - i) Executing the tasks and instructions defined by the legislative acts of the university and the faculty managing bodies;
5. The term of authority of the Vice-Dean shall be defined by the decision of the Faculty Board. The term of office of the Vice- Dean shall not exceed 4 years.
6. The issue of early termination of the term of the Vice-Dean shall be discussed by the Faculty Board in accordance with the rules established by the Standing Orders of the Board, on the initiative of the Academic Council of the University, the Dean and the Rector of the University.
7. In case of early termination of the authority of the Vice-Dean, the Dean shall appoint the Acting Dean. The temporary acting Dean shall be appointed for a period of no more than 1 month.

Article 18. Dissertation Board

1. **Dissertation Board** is the body created at the faculty which awards the academic degree of Doctor of Philosophy;
2. The rule for composition of the Dissertation Board and electing its chairperson shall be prescribed by the University Academic Council according to the regulations approved by the Faculty Board;
3. The Dissertation Board consists of all full and associate professors of the Faculty holding the academic degree of Doctor of Philosophy.
4. The Dissertation Board acts in accordance with the regulation submitted by the Faculty Board and approved by the Academic Council and grants the degree of Doctor in those branches of science which are defined by this regulation.

Article 19. Faculty Quality Assurance Service (for positional instructions see: annex #2)

1. Quality Assurance Service of the Faculty (the “Service” - hereinafter) is the body created to evaluate the quality of educational and research activities of the faculty, as well as the qualification of the employees on a regular basis;
2. The Service operates in accordance with the Regulations of the Faculty and the Statute of the University;
3. The Service functions and objective are as follows:
 - a) Evaluation of educational and scientific processes of the faculty on a regular basis and development of appropriate recommendations;
 - b) Conducting all necessary activities for the faculty staff development;
 - c) Collaboration with relevant units of Georgian and foreign educational institutions in order to work out a complete methodology for quality control and assurance;
 - d) Implementing internal activities that encourage university authorization and programme accreditation.
4. Faculty Quality Assurance Service:
 - a) Encourages high level quality teaching by using modern methods of teaching, learning and evaluation, encourages and facilitates self-assessment for successful authorization and accreditation processes;
 - b) Implements periodic assessment of educational programmes in accordance with the main criteria developed by the University Quality Assurance Service;
 - c) Modifies educational programme evaluation criteria based on the specificity of the faculty;
 - d) Participates in the processes of elaborating and approving new academic programmes, monitoring the process of the correct use of credit-transfer system, assuring qualification enhancement of the academic personnel (offering new methods of teaching);

- e) Participates in the process of modification of the main methods of students' assessment, as well as of the criteria elaborated by the University Quality Assurance Service for evaluating scientific-research activities, based on the specifics of the faculty and monitoring the proper use of evaluation;
- f) After completion of each semester of studies, meetings are held with the faculty academic personnel, teachers, with the purpose of planning and monitoring students' teaching process.
- g) Conducts communicative meetings with students and academic staff/teachers considering the analysis of the student's academic process assessment questionnaires;
- h) Evaluates students' involvement in scientific researches;
- i) Ensures optimization of academic plans/curricula and their compliance with the international standards;
- j) Reviews syllabuses of compulsory and elective disciplines and makes their academic assessment;
- h) Studies and reviews textbooks and determines their usefulness for teaching;
- i) Encourages high level quality teaching by using modern methods of learning, teaching and evaluation, encouraging and facilitating self-assessment for successful authorization and accreditation processes.

5. The Service is guided by the Head of the Service, who is elected by the Faculty Board, on the proposal of by the head of the University Quality Assurance Service.

6. The Head of the Service may be a Full or Associate Professor of the University.

7. The Service is entitled to:

- a) Elaborate activities relating to the implementation of the Service authority;
- b) Require all the necessary documentation and information in accordance with the scope of its competence.

8. The Service is responsible for fulfilling its functions and objectives.

9. The Head of the Service:

- a) Runs and manages the Service;
- b) Distributes functions among service personnel, gives them instructions and tasks;
- c) Controls the personnel of the Service in terms of performing their duties;
- d) Signs or vices the documents prepared in the Service;
- e) Examines administrative complaints within the scope of competence;
- f) Submits a report on the Service activities to the the University Quality Assurance Service, the Dean of the Faculty and the Faculty Board;
- g) Solicits distribution of material and technical means required for the Service functions;
- h) Is responsible for fulfilling the tasks and functions assigned to the Service;

- i) Facilitates staff development and qualification enhancement;
- j) Other functions.

10. Other positions in the Service are defined by the university staff schedule.

**Chapter 4. The Rule for Electing the Faculty Board.
Pre-election Agitation and Campaign.
Organization and Procedures of Faculty Board Elections**

Article 20. The Rule for Electing the Board of the Faculty

1. Electing the Faculty Board is the electoral process carried out according to the mandated rule of these regulations. It aims to elect the Board of the Faculty based on direct, free and equal elections by secret balloting.
2. The rule for electing the Board of the Faculty shall be regulated by the Statute of the University and these regulations – by means of direct, free and equal elections, by secret balloting – based on the main principles of the elections.
3. Representatives from the academic staff shall be elected on the Faculty Board from the faculty academic-scientific structural units.
4. Representatives from the faculty academic staff and student self-governance shall be elected on the Board of the Faculty.
5. The academic personnel shall elect representatives on the Faculty Board from the academic staff, and students' self-governing bodies of the faculty shall elect students as their representatives from the self-governance;
6. The academic staff shall elect representatives to the faculty Board from the faculty academic-scientific structural unit, proportionally to their number in the structural units. A structural unit should have at least 1 representative on the Board of the Faculty. The total number of the members of the council must not exceed 21 members (in case there are 21 members on the board, this ratio should be distributed in the following way: the Dean, 5 students, 15 academic personnel). Representatives from the structural units to the Faculty Board shall be elected in the following way:
 - a) From 5 members of the staff of a structural unit, 1 person shall be elected as a representative on the Board of the Faculty.
 - b) In case, the number of the members of the Faculty Board exceeds 21, according to the sub-paragraph "a", the number of the academic personnel to be elected on the board shall be defined by the rule ascertained by the order of the Rector.
 - c) After calculation according to the principle defined by the sub-paragraphs "a" and "b" of this paragraph, if they do not receive a whole number, the result shall be rounded up to the greater number, if one hundredth of it is 50 or more. In other cases, it shall be rounded up towards the lower number.
7. The number of representatives from the structural units to be elected on the Faculty Board is defined by the administrative act of the Rector.
8. Elections of the Faculty Board shall be appointed by the Rector of the University.
9. Representatives from the student self-governance on the Faculty Board must not be less than $\frac{1}{4}$ of the council membership. In case the number of the representatives from the student self-governance to be elected on the board is not a whole number, representatives from the student self-

- governance shall be a greater whole number than $\frac{1}{4}$. Representatives from the student self-governance on the Faculty Board shall be elected for a term of 4 years.
10. The Board of the Faculty shall be elected for a term of 4 years. Next and extraordinary elections shall be held.
 11. Next elections of the Faculty Board shall be held in every 4 years in accordance with the rule set by these regulations.
 12. Registration of the candidates for the Board shall begin after 3 calendar days from appointing the elections. The registration of the candidates shall take place during not less than 5 calendar days. Elections of the Faculty Board shall be held not later than 5 calendar days after finishing the registration.
 13. In the legal act issued by the Rector of the university on appointing the Faculty Board elections, there shall be indicated the date of the beginning the registration of the candidates, the deadline for receiving applications from the candidates, a list of documents to be submitted by the candidates, the date and place of holding elections.
 14. The University Election Commission shall assure registration of the candidates for the Faculty Board. Within the set rule, the University Election Commission may reject a candidate's application for registration, which is ascertained by the written decision of the commission.
 15. In case a candidate is denied the registration, there must be indicated the fault, which is the reason for the denial. The candidate is authorized to recover the fault during 1 calendar day. Denial to the registration may be appealed during one calendar day in the University Election Commission. The University Election Commission makes a decision on the appellation during 1 calendar day.
 16. A candidate from the relevant structural unit shall be considered elected, if he/she gains the best results; the number of the elected candidates from the academic staff and student self-governance is set by the administrative act of the Rector for the relevant structural unit.
 17. In case the authority of a member of the Faculty Board is terminated pre-term, during the left term of authority one of its members, who has obtained the majority of votes on the Faculty Board elections becomes the candidate. If there is not such candidate, then by-elections are held.
 18. In case the number of the academic staff in the appropriate structural unit of the faculty is reduced, and this reduction causes changes in the membership number of the council, then according to these regulations, the authority of a member of the council from the relevant structural unit, who has received the fewest number of votes in the election, shall be dismissed pre-term. If there is not such member, then by-elections shall be held. Similarly, if such reduction requires electing an additional member from the relevant structural unit, the member of the council shall become the candidate, who has received the majority of votes from the corresponding structural unit. If there is not such candidate, then by-elections are held. In case the number of the academic staff is increased in the relevant structural unit of the faculty, and this increase causes changes in the membership number of the Faculty Board, by-elections shall be held for only additional members of the council. Similarly, if such increase causes termination of the authority of a council member from the relevant structural unit pre-term, then according to these regulations, his/her authority is terminated before the term. In case the faculty is re-organized (unifying relevant structural units, dividing, attaching, separating, etc.), or a new structural unit is created or cancelled, by-elections shall be held for only those structural units, which were affected these changes.

19. The University Election Commission, with the help of the relevant Faculty Election Commission, ensures organization of the Faculty Board elections. The Election Commission of the University is authorized to make decisions on organizational and procedural issues of the elections, if there is not ascertained something else by these regulations. The issues connected with the elections, which are not arranged by these regulations, shall be regulated by the administrative act of the Rector of the university.
20. On the issue of holding by-elections, the Dean of the faculty shall apply to the Election Commission;
21. During 2 days after receiving the application of the Dean, the University Election Commission, in accordance with the Rector, makes a decision on holding by-elections of the Faculty Council and publishes this information.
22. In order to gain the right for taking part in the elections, a candidate must be registered in the Election Commission of the University, as set by the rule of these regulations.
23. The news on announcing the elections of the Faculty Board should contain information about receiving applications of the candidates and the dates of their registration, the date and place of holding elections.
24. In order to register, a candidate shall personally apply to the Election Commission of the University. A person is authorized to participate in the Faculty Council Elections as a candidate from the structural unit, where he/she is mainly employed. The term for receiving applications of candidates, willing to become members of the Faculty Council must not exceed 5 days.
25. Immediately after finishing the registration, the University Election Commission makes a unified list of all candidates. Based on the unified list, the University Election Commission makes a decision on printing the ballot-papers.
26. A ballot-paper must contain information about the personal data of the candidates – their name, surname and status.
27. Elections shall be considered held, if at least 1/3 of all persons with the right to vote took part in the elections (according to the relevant structural units).
28. If candidates who took part in the elections received the equal number of votes, second round of elections shall be held. In the second round of elections, two or more candidates with the same number of votes have the right for participation. The second round of elections shall be held during 3 calendar days from holding the primary elections.
29. The second round of elections shall be considered held, if at least 1/3 of all voters took part in it, and the winner of the second round elections shall be considered the candidate, who receives the majority of votes.
30. If none of the candidates took part in the elections, re-elections shall be held according to the rule set by these regulations.

Article 21. Pre-election Agitation and Campaign

1. A candidate to be elected in the Council of the Faculty is authorized to hold pre-election campaign. While carrying out pre-election campaign, all candidates enjoy equal rights.
2. The candidates to be elected and electors have the right to conduct pre-election agitation to support the candidates.
3. On the polling day pre-election agitation and campaign is prohibited.
4. The following people shall not allowed to take part in the pre-election agitation and campaign of the Faculty Board elections:

- a) Members of the electoral commission;
 - b) People on the administrative positions (except the case, when the administrative officer is registered as a candidate) and support personnel (except the case, when the person holds an academic position simultaneously).
5. Pre-election agitation and campaign can be implemented by different activities (congregations and meetings with the voters, public debates and discussions), publishing and dissemination of printed agitation materials, pre-election proclamations, announcements, by preparing and spreading papers and photos, as well as by any means allowed by the legislation. It is banned to hinder their dissemination;
6. Pre-election campaign and agitation must not impede the academic process at the university. It is prohibited to hold electoral agitation and campaign at the lectures, as well as any other activity that is incompatible with the candidate's status (bribery in direct or indirect way, or granting any good or privilege, or giving such promise and others), affects the discipline at the university;
7. The administrative staff of the university has no right to deny using university rooms and halls for holding electoral campaign and agitation without any proof. All candidates should enjoy equal rights to utilize the university area. Denial of this demand may be appealed in the University Election Commission during one day-period, the Commission shall make a decision within 1-day term.

Article 22. Electoral Register

1. The electoral register is made by the University Election Commission according to the appropriate structural units of the faculty, and in accordance with the University Human Resources Management Service.
2. The electoral register of the academic staff is made according to structural units.
3. The electoral register involves all professors, associate professors, assistant professors and assistants of the represented structural unit.
4. If a member of the academic staff is employed in more than one structural unit, he/she shall be included in the electoral register of the structural unit, where he/she has more hourly workload. If the hourly workload of a member of the academic personnel is equal, he makes a decision himself on which structural unit's electoral register he prefers to be enlisted.
5. The faculty electoral register must include the following data:
 - a) Name and surname of the voter;
 - b) Personal number according to the identity card/passport - for the academic personnel.
6. It is inadmissible to include the data of the same person in the electoral register of several structural units.

Article 23. Ballot Paper

1. Voting takes place by the appropriate marking on the ballot paper and putting it in the ballot box.
2. Ballot papers are printed by the university, which is ensured by the University Election Commission.
3. On the ballot paper there is indicated:
 - a) The name of the relevant faculty of the university with the denomination of the structural unit;
 - b) Indication about which management body elections is the ballot paper designed for;
 - c) List of the nominated candidates.
4. It is inadmissible to give more than one ballot paper to a person.
5. A ballot paper is given to a person only in the case of presenting the identity card.

Article 24. Ballot Box

1. In order to hold elections, the Commission assures the Faculty Election Commissions with ballot boxes. Each election commission is delivered a ballot box.
2. On the ballot box there is clearly indicated which management body is this box intended for.
3. The ballot box is checked before the voting begins, so that the members of the election commission and poll-watchers to be sure that the box is empty. Then the ballot box shall be sealed with the observance of the members of the commission and poll-watchers and together with the ballot-paper of the first voter, they shall put the controlling sheet, which is one of the means of checking the authenticity of the election results.
4. The control sheet is drawn up in 2 copies and there is indicated the requisites of the relevant faculty and of the first voters, signatures of all members of the commission. One copy of the controlling sheet is left in the election commission.
5. If the ballot box is damaged during the electoral process, the election commission is authorized to judge about cancelling the results of the elections, if it considers that this may affect the results of the elections.
6. If there is no control sheet in the ballot box after its opening, or the data on the control sheet in the ballot box does not coincide with the data on the control sheet in the election commission, the results of the elections are declared void.

Article 25. Organizing Elections

1. Elections shall be held on the day appointed by the Rector;
2. The expenditures connected with the organization and holding of elections shall be covered by the university. The university does not refund the expenditures of the candidates;
3. The university shall ensure a room for the election commission;
4. The election commission of the university and of the faculty begin work at 9 a.m. Voting begins at 10 a.m.
5. Members of the faculty election commission distribute their functions by means of sortition before 10 a.m. After the sortition there must be assigned:
 - a) Registrars;
 - b) Signatories to the election bulletins;
 - c) Regulators of the flow of voters.
6. The Head of the faculty Election Commission shall not take part in the elections.

Article 26. Procedure of Elections

1. On the polling day, a voter receives a ballot-paper from the registrar of the election commission, which is confirmed by the signature alongside with his/her surname in the list of voters. After that, the voter goes to a member of the signatory commission, who signs up in the appropriate table of the ballot-paper. Then, the voter enters a specially arranged polling booth, and after circling one of his favourite candidates, drops the ballot-paper in the polling box and leaves the room of the election commission. It is impossible to let more than 5 voters in the polling room altogether.
2. The voter can vote personally. It is prohibited to vote instead of another person in any form.
3. The voter can vote for only that representative of the structural unit, where the voter is employed.
4. Any separate place, where the secrecy of balloting is ensured, may be considered as a polling-booth.

Article 27. Summarizing Election Results

1. Balloting finishes at 14.00 p.m. on the polling day.
2. After finishing balloting, members of the election commission count the quantity of votes in the list of voters who took part in the elections; this is attested in the relevant conclusive protocol, which depicts the total number of votes of all candidates who took part in the elections.
3. Elections shall be considered held, if there appeared at least 1/3 of all voters who were on the list (according to structural units).
4. After counting the number of voters who appeared at the elections, ballot-box shall be opened and members of the commission shall count ballot-papers. Ballot-papers shall be counted according to the structural units.
5. The ballot-papers taken out from the ballot-box and circled shall be arranged separately according to the candidates who participated in the elections. Void ballot papers shall be put apart.
6. A ballot paper shall be void if:
 - a) There is no signature of a member of the signatory commission on the ballot-paper;
 - b) If none of the candidates are circled;
 - c) If there is circled more than one candidate;
 - d) If it is impossible to clarify which of the candidates is voted by the voter;
 - e) There is not indicated the name of the faculty, where the elections are held;
7. Immediately after counting the votes, the conclusive protocol shall be completed, where they shall enter the following data:
 - a) Number of voters according to the lists;
 - b) Number of voters who appeared at the elections according to the signatures of the voters in the election lists;
 - c) Total number of the ballot-papers in the ballot-box;
 - d) Number of void ballot-papers;
 - e) Number of votes received by each candidate;
 - f) Signatures of all members of the commission.

Article 28. Poll-watcher

1. For the purpose of observing the process of voting at the elections, individuals and legal entities are authorized to refer to the election commission of the university to obtain the status of a poll-watcher, not later than 1 day before the elections.
2. A legal entity implements shall implements status of a poll-watcher by means of its representatives, whose identities are indicated in the application presented for obtaining the status of an observer;
3. A person shall not allowed to be an observer, if he/she is:
 - a) A candidate to be elected;
 - b) A member of the administrative staff;
 - c) A voter of the faculty, where he/she asks for participation as a poll-watcher.
4. A poll-watcher is authorized to attend the work of election commissions on the polling day and in the process of discussing appellations;
5. A poll-watcher is authorized to:
 - a) Refer to the head of the election commission in case of detecting an abuse and demand its prevention; also, in case the head of the election commission rejects this demand, draw up a protocol on the abuse;
 - b) Submit an appellation to the election commission of the university.
6. A poll-watcher is obliged not to hinder the process of the elections.

7. Election commissions are obliged not to hinder the poll-watcher.

Article 29. The Protocol on Abuse

On the polling day, in case of detecting a violation of the rule set by these regulations, a candidate, a poll-watcher, a member of the election commission or a voter is authorized to draft a protocol on abuse, where they shall indicate:

- a) The name, surname, address of the person who drafts a protocol;
- b) The status of the person who drafts the protocol (a candidate, a voter, an observer, a member of the election commission);
- c) The content of the abuse;
- d) The time of attesting the abuse;
- e) The signature of the head of the election commission, or a note about denying his/her signature;
- f) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
- g) The demand of the person who drafts the protocol;
- h) The signature of the person who drafts a protocol.

Article 30. Announcing Results of the Election

The results of the election shall be announced on the polling day. The election commission of the faculty is responsible to post the act on the results of the elections in the place available for everyone.

Article 31. Appealing Against the Results of the Elections

1. If there is not ascertained any other issue by these regulations, during 24 hours after announcing the results of the elections, a candidate, an observer, a member of the election commission of the faculty or a voter from the structural unit of the relevant faculty is authorized to appeal against violation of the rule according to the regulations of the election commission of the university. After expiration of this term, appellations shall not be received.
2. An appellation must include the following requisites:
 - a) The name, surname, address of the person appealing;
 - b) The status of the person appealing (a candidate, a voter, a pol-watcher, a member of the election commission of the faculty);
 - c) The content of the abuse;
 - d) The time of attesting the abuse;
 - e) The signature of the head of the election commission, or a note about denying his/her signature;
 - f) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
 - g) The demand of the person who appeals;
 - h) The signature of the person who makes an appellation.
3. The appellation must be attached to the copy of the protocol on abuse, in case there is one.
4. The election commission of the university is obliged to discuss the appellations during 1 calendar day after receiving them and make the appropriate decision.
5. The decision on declaring the elections void, shall be made by the election commission of the university, if it considers that the detected abuse has had an essential impact on the results of the elections.

Article 32. Publishing Final Results. Recognition of the Faculty Board Authority

1. Final results of the elections shall be published by the Election Commission of the University by posting them in the open place available for everyone. Results of the elections shall be published on the university web-site, in the printing body of the university and posted on the University Information Board.
2. Final results of the elections become valid from the very moment of their publishing.
3. The first session of the Faculty Board shall be invited by the Rector of the university within not later than 3 days from publishing the final results of the elections.
4. The Board of the Faculty shall be empowered with its authority from the first day of meeting. The Council of the Faculty shall be considered authorized, if more than half of its members attend it. The majority of the attendees shall make decision.
5. The authority of the Board of the Faculty shall be terminated by the first meeting of the newly elected council.

Chapter V. Faculty Structure. Academic, Academic-Scientific, Scientific-Research and Support Structural Units of the Faculty

Article 33. Faculty Structure

1. The faculty structure includes academic, academic-scientific, scientific-research and support structural units of the faculty established in accordance with the Law of Georgia on “Higher Education” and the University Statute.
2. The structure of the faculty shall be designed by the Faculty Board and approved by the University Academic Council.

The Structure of the Faculty of Humanities

1. The Managing Bodies of the Faculty are as follows:

- a) The Board of the Faculty;
- b) The Dean of the Faculty;
- c) Quality Assurance Service of the Faculty.

2. Academic-scientific Structural units of the faculty:

- a) Department of Georgian Philology;
- b) Department of English Philology;
- c) Department of German Philology;
- d) Department of Classical and Roman Philology;
- e) Department of Oriental Philology;
- f) Department of Slavic Philology;
- g) Department of History-Archeology;
- h) Department of Philosophy-Psychology.

3. Scientific-research structural unit of the faculty:

- a) Scientific-Research Center of Kartvelology.

4. Academic structural unit of the faculty:

- a) Language Center.

5. Support structural units of the faculty:

- a) Secretariat of the faculty;
- b) The Library.

Article 34. Academic, Academic-Scientific, Scientific-Research and

Support Structural Units of the Faculty

1. The rule for the activities of the faculty academic, academic-scientific, scientific-research and support structural units is determined by the University Statute and these Regulations.
2. The faculty includes:
 - a) Academic-scientific structural unit – Department/Center;
 - b) Academic structural unit – Training Center;
 - c) Scientific-research structural unit – Scientific Research Center of Kartvelology;
 - d) Support structural unit – Faculty Secretariat; Library.

Article 35. Academic-Scientific Structural Units of the Faculty

1. Academic-scientific structural units of the faculty:

- a) Department of Georgian Philology;
- b) Department of English Philology;
- c) Department of German Philology;
- d) Department of Classical and Roman Philology;
- e) Department of Oriental Philology;
- f) Department of Slavic Philology;
- g) Department of History-Archeology;
- h) Department of Philosophy-Psychology.

2. The academic structural unit of the faculty is the Language Center.

3. The scientific-research structural unit is The Scientific Research Center of Kartvelology.

4. The academic, academic-scientific and scientific-research structural units of the Faculty carry out their activities in accordance with the Law of Georgia on “Higher Education”, the University Statute, these Regulations and the Regulations of the Structural Unit approved by the University Academic Council. The faculty may include a scientific-research structural unit whose regulations shall be approved by the University Academic Council.

Article 36. Goals and Objectives of the Faculty Academic-Scientific, Scientific-Research and Academic Structural Units

The goals and objectives of the faculty academic-scientific, scientific-research and academic structural units are as follows:

- a) Facilitating efficient implementation of educational activities;
- b) Drawing up educational programmes;
- c) Designing a strategic plan for development.

Article 37. The Management of the Faculty Academic, Academic-Scientific and Scientific-Research Structural Units

1. The academic-scientific structural unit of the faculty is guided by:
 - a) The Head of the Department – in case of a department of the faculty
 - b) The Head of the Center – in case of a center of the faculty;
2. The academic structural unit of the faculty is led by:
 - a) The Head of the training center – in case of a training center of the faculty;
3. The scientific-research structural unit of the faculty is managed by:
 - a) The Head of the scientific-research center – in case of a scientific-research center of the faculty.
4. The head of the faculty academic-scientific and scientific-research structural unit may be a full or associate professor of the same structural unit. The head of the faculty academic structural unit may be a person with the academic degree of PhD.
5. The heads of the faculty academic-scientific, scientific-research and academic structural units shall be approved or elected by the Faculty Board on the proposal of the Dean.
6. The Faculty Board approves the heads of academic-scientific, scientific-research and academic structural units if only one candidate is nominated by the Dean of the Faculty;
7. The Faculty Board elects the heads of the academic-scientific, scientific-research and academic structural units if the Dean of the Faculty nominates two or more candidates;
8. The rule for making decision on approval/election of the heads of academic-scientific, scientific-research and academic structural units of the Faculty shall be determined by the Standing Orders of the faculty;
9. The term of office of the heads of the academic-scientific, scientific-research and academic structural units of the Faculty expires upon the expiration of the term of office of the Faculty Dean. In case of early termination of the term of the heads of academic-scientific, scientific-research and academic structural units of the Faculty, the Rector of the university shall appoint a temporary Acting Head before the appointment of the new one.
10. The heads of the academic-scientific, scientific-research and academic structural units of the Faculty shall be dismissed from fulfilling the duties imposed them by the Rector of the university.
11. **The Head of the Department** (for positional instructions see: annex #2):
 - a) Coordinates academic-scientific activities of the department directions;

- b) Provides elaborating and implementing educational programmes and curricula;
- c) Establishes business ties with state and private sectors for the purpose of employment of the graduates and studying the labour market requirements;
- d) Ensures carrying out the training practice at the appropriate level;
- e) Cares about improvement of the material-technical and training base;
- f) Supervises designing and implementation of scientific-research plans and scientific projects;
- g) Assigns tutors to the groups of trainees and leads their activities;
- h) Organizes students, MA and PhD students' participation in conferences, symposiums and seminars;
- i) In collaboration with the members of the department defines priorities in scientific researches;
- j) Carries out particular assignments of the Faculty Board and the Dean;

12. The Head of the scientific-research center:

- a) Coordinates scientific-research activities of the department directions;
- b) Supervises designing and implementation of the work-plan and scientific-research projects of the scientific-research center;
- c) Carries out particular assignments of the Faculty Board and the Dean.

13. The Head of the Training Center (for positional instructions see: annex #2):

- a) Coordinates activities of the training center directions;
- b) Provides elaboration and implementation of syllabuses;
- c) Cares about improvement of the material-technical and training base of the center;
- d) Carries out particular assignments of the Faculty Board and the Dean.

14. Collaborators in the Language Center to be employed on contract or on hourly payment shall be selected according to the rule of LEPL –Akaki Tsereteli State University for holding a competition to occupy the position of a teacher approved by the Resolution #123 of the Representative Board of Akaki Tsereteli State University, dated August 3, 2017.

Article 38. Secretariat of the Faculty (for positional instructions see: annex #2)

1. The Faculty Secretariat is headed by the Faculty Dean.
2. The Faculty Secretariat is managed by the Head of the Secretariat who is appointed and dismissed from the post by the Rector of the University on the proposal of the Dean.
3. The staff of the Secretariat is appointed and dismissed from the post by the Rector of the University on the proposal of the Dean.
4. The Faculty Secretariat assures:
 - a) Formation of students' personal files;
 - b) Producing statistics;

- c) Entering student data in the electronic base and systematic renewal of the base in this direction;
- d) Organizing information on students' registers, study cards and mobility;
- e) Providing students with certificates and other kinds of information (about the academic achievement, etc.);
- f) Issuing/receiving/organizing examination registers;
- g) Authenticating information about the data of the alumni in order to prepare an order on granting the qualification and complete the annex;
- h) Controlling students' academic and financial liabilities during the examination periods;
- i) Systematic accounting of the students' personal files and submitting archival materials to the archive;
- j) Performing other instructions and assignments.

Article 39. Support Structural unit of the Faculty

1. The faculty support structural unit operates according to the Regulations on Support Structural Units approved by the University Academic Council.
2. The Head of the faculty structural unit is appointed and dismissed from the post by the Rector of the university.

Article 40. Support Staff (for positional instruction see: annex #2)

1. The authority, competence and the rule for activities of the support staff of the Faculty shall be determined by the relevant instructions and work descriptions that are approved by the Administrative Act of the University Rector.
2. Support staff of the Faculty is appointed and dismissed from the post by the Rector of the University.

Positional Structure of the Faculty Structural Units

