

The Regulations of the Representative Board of

LEPL – Akaki Tsereteli State University

№164

On Approving the Regulations of the Legal Assurance Service

of LEPL – Akaki Tsereteli State University

Kutaisi

February 28, 2018

According to paragraph 'c', article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State University” dated by the year 2013, #132/N, the Representative Board of Akaka Tsereteli State University enacts:

1. The Regulations of the Legal Service of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be located on the university web-site and the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.

3. The Regulation shall be in force immediately after its announcement.

Speaker of the Board of Representatives:

Prof. Sulkhan Kuprashvili

**The Regulations of the Legal Service
of Legal Entity of Public Law – Akaki Tsereteli State
University**

Article 1. Chapter I. General Provisions

- 1.1 The Regulations of the Legal Service (hereinafter referred to as the “Regulations”) of Legal Entity of Public Law (LEPL) - Akaki Tsereteli State 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.
- 1.2. The presented regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and management system of the Legal Service (hereinafter – the “Service”), and regulate other relations connected with the Service activities.
- 1.3. The regulations have been elaborated by the Administrative Body of the university and approved by the representative unit of the university management – the University Board of Representatives.
University;
- 1.4. The functions and objectives defined by these regulations represent the main directions of the Service activities.

**Article 2. Status of the Service,
Main Directions of Activities, Liabilities and Accountability**

- 2.1 The Service is a support structural unit of the university.
- 2.2. The Service acts according to the Law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.
- 2.3. The Service is responsible for implementing the assumed objectives and functions and is liable to the Rector of the university.
- 2.4. The Service is financed from the university budget.

Article 3. Structure and Governance of the Service

- 3.1 . The structure of the Service is designed by the university administration and approved by the Representative Board of the university;
- 3.2 .The Service is generally led by the Rector of the university, and directly it is managed by the Head of the Service;
- 3.3 The Service includes the following positions: Head of the Service, Specialist;
- 3.4 .The internal positional structure of the Service is attached to the regulations;
- 3.5 . The Service is guided by the Head of the Service, who is appointed and dismissed from the position by the Rector of the University;
- 3.6 .The Head of the Service is accountable to the Rector of the university;

Article 4. Goals of the Service

- 4.1.The goal of the Legal Service is to ensure lawmaking activities while implementing the goals of the university, main directions of the activities and priorities.

Article 5. Functions and Responsibilities of the Service

- 5.1 According to the decisions of the university managing bodies, drafting legal acts to implement the goals of the university, main directions of the activities and priorities;
- 5.2 Support implementation of the authority of the university managing bodies within the competence;
- 5.3 Carry out lawmaking activity within the competence;
- 5.4 Expertise of the legal draft-projects made by the university educational and support structural units, and if necessary, preparing conclusions on the projects conformity with the legislation;
- 5.5 Representing the university in arbitration and courts;
- 5.6 By the Rector's order, preparing recommendations and proposals within the competence;
- 5.7 Carrying out particular orders and instructions of the Rector.

Article 6. Authority and Responsibility of the Service

- 6.1. According to the functions and objectives of the Service, the unity of the Service authorities and of its employees represents the competence of the Service;
- 6.2. While implementing the entrusted functions and objectives, the Service is authorized to:
 - a) Take measures to implement the service functions and objectives;

- b) Within the competence, control and demand from the university educational and support structural units obedience to the rules set by the legislation, the Statute of the university and other acts of the university;
- c) Request information about the issues connected with the Service activities from the university educational and support structural units;
- d) Check the status of lawmaking process in educational structural units of the university and if necessary, submit the results of the inspection to the Rector, Vice-rector of the university;
- e) Monitor the lawmaking process at the university;
- f) Within the competence, work out administrative (legal) acts.

6.3. The Service is Responsible for:

- a) Implementation of the functions and objectives defined by these regulations;
- b) Ensuring the legal service at the university;
- c) Executing the instructions and objectives of the university governing bodies;
- d) Maintaining the entrusted property.

Article 7. The Service Personnel

- 7.1. The procedure of the personnel recruitment shall be determined by the Labor Law and the Uniform Rules for employing the support personnel approved by the University Representative Board.
- 7.2. Work relations of the personnel shall be determined by the written labor contract.
- 7.3. The job description of the personnel and the instructions related to their activities are attached to the regulation.

Article 8. Final Provisions

- 8.1 These regulations or their part can be made void or invalid, amended and/or supplemented by the Representative Board of the University.
- 8.2. Issues related to the activities of the Service, which are not arranged by this regulation, are governed by the University Statutes

Positional Structure of the Legal Service

