

DAUG



LLC Davit Aghmashenebeli University of Georgia

Approved:

Quality Assurance Office

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Faculty of Business and Social Sciences

Statute

(Consolidated version)

The Statute of the Faculty of Business and Social Sciences at LLC Davit

Aghmashenebeli University of Georgia

Article 1. Status of Faculty of Business and Social Sciences

- 1.1 Faculty of Business and Social Sciences (hereinafter - the faculty) of LLC David Aghmashenebeli University of Georgia (hereinafter: DAUG): is an educational structural unit of DAUG, which, through educational programmes and scientific research carried out under the conditions of academic freedom and institutional autonomy, ensures the preparation of students in the field of economics and business and the awarding of bachelor's, master's and doctorate academic degrees to them.
- 1.2 The Faculty carries out its activities based on the principles of academic autonomy and is accountable to the founders of DAUG, the Rector and the Academic Council.
- 1.3 The Faculty operates on the basis of the Constitution of Georgia, international treaties, agreements, declarations and conventions regulating the European higher education area, as well as the Law of Georgia "On Higher Education", the provisions of DAUG and this statute.
- 1.4 The Faculty is not a legal entity;
- 1.5 Faculty has its own seal.
- 1.6 Faculty location: City of Tbilisi, Chavchavadze avenue 25

Article 2. The main goals of the faculty

2.1 The main goals of the faculty are:

- a) creating appropriate conditions for students and faculty academic staff for learning, teaching and scientific research; Ensuring the opportunity to receive future-oriented education in accordance with modern standards in the field of economy and business, constantly taking care of improving the conditions for educational and scientific work;
- b) realization of the intellectual potential of a person, development of creative skills and preparation of competent and competitive personnel for the internal and external labor market, as well as offering higher economic and business education of modern standards corresponding to the demands of the general public to interested persons;
- c) meeting the needs of obtaining higher economic and business education, raising qualifications and retraining to match the interests and capabilities of the person as much as possible;
- d) in order to increase the competitiveness of the state and the DAUG itself, training and upskilling of new, highly qualified scientific-academic personnel in the field of economy and business, creating conditions for independent scientific research;
- e) Encouraging the mobility of students and academic staff of DAUG.

Article 3. Objectives of the faculty

3.1 The objectives of the faculty are:

- a) training of highly qualified, competitive personnel;
- b) basing education on independent studies and providing students with qualifications that will be effectively used both in Georgia and abroad;

- c) integration in the European education space and expansion of mobility;
- d) dissemination of modern views of economic science among students and development of professional skills, which is necessary to continue studying in a prestigious higher educational institution of any developed country;

Article 4. Priorities of the faculty

4.1 The main priorities of the faculty's activities are:

- a) Training of specialists with qualified economic education, formation of independent thinking ability. Acquisition of practical skills for strategic management of economic, political and financial processes, training of highly qualified personnel who should be able not only to systematically analyze economic processes in society, but also to apply the strategic interests of the state in practice.
- b) realization of the intellectual potential of a person, development of creative skills and preparation of competent and competitive personnel for the internal and external labor market, as well as offering higher economic and business education of modern standards corresponding to the demands of the general public to interested persons;
- c) Meeting the needs of receiving higher economic education, raising qualifications and upskilling in accordance with the interests and capabilities of the person as much as possible.

Article 5. The Faculty management bodies and structure:

5.1. Management bodies (managing entities) of the Faculty are: Faculty Council and the Dean.

5.2 Faculty, in addition to management bodies, consists of educational-scientific and teaching structural units.

Article 6. The Faculty Council

6.1 Council of the Faculty of Business and Social Sciences of DAUG (hereinafter: "Faculty Council") is the representative body of the main educational and structural unit of DAUG, the Faculty of Business and Social Sciences, which manages the faculty.

Article 7. Composition of the Faculty Council

7.1 The faculty council consists of all members of the faculty's academic staff and representatives elected by the student self-government body of the Faculty of Business and Social Sciences, whose number is one quarter of the faculty's academic staff. If the number of academic staff is not a multiple of 4, when determining the number of student self-government representatives in the faculty council, rounding will be done in favor of students.

7.2 A person employed in the academic position of the Faculty of Business and Social Sciences of DAUG is considered a member of the faculty's academic staff.

7.3 The procedure for electing student self-government representatives in the faculty council is determined by the Student Self-Government Regulations of DAUG.

Article 8. Authority of the Faculty Council

8.1 Faculty Council:

- a) determines the main goals, current tasks and activity priorities of the Faculty of Business and Social Sciences;
- b) develops proposals regarding the necessary expenses of the faculty and submits them to the rector of DAUG.
- c) upon presentation by the dean, develops and submits for approval to the Academic Council of DAUG the strategic plan for the development of the faculty, educational and scientific-research programmes;
- d) upon presentation by the dean, develops the structure and regulations of the faculty and submits it to the Academic Council of DAUG for approval;

- e) upon presentation by the dean, develops the regulations of the faculty, the faculty council, the dissertation council and the doctoral studies and submits them to the academic council for approval;
- f) elects the secretary of the faculty council by open vote;
- g) hears the dean's report on the performed activities no later than one month after the beginning of the new academic year or, as needed, at any time, at the request of at least 1/2 of the list of members of the Faculty Council;
- h) presents a well-known public figure or a recognized scientist to the Academic Council for awarding the title of honorary doctor of DAUG.

8.2 The faculty council exercises other powers granted to it by the legislation of Georgia and the regulations of DAUG.

Article 9. Secretary of the Faculty Council

9.1 Organizational support of the activities of the Faculty Council and proceedings are carried out by the Secretary of the Faculty Council, who is elected from among the academic staff of the Faculty, on the nomination of the Dean, by open vote, at the first meeting of the Faculty Council.

9.2. Secretary of the Faculty Council:

- a) ensures the registration and storage of letters and documents received in the name of the Faculty Council;
- b) prepares drafts of letters and topics to be discussed at the Council; c) prepares the sessions of the faculty council;
- d) ensures reproduction of documents; e) maintains the archive of the Faculty Council.

Article 10. Termination of authority of the Faculty Council member

10.1 The authority of a faculty council member shall be terminated:

- a) upon dismissal from the academic position of DAUG or termination of a student status; b) in case of being declared incapacitated, missing or dead by the court; c) upon the entry into force of the conviction of the court against him/her;

10.2 In the case of termination of the authority of the student self-government representative in the faculty council, the member of the faculty council becomes the student who has collected the most votes in the elections after the terminated member. In the absence of such, the student self-government shall elect a new representative no later than one month after the termination of the authority.

Article 11. Suspension of authority of the Faculty Council member

11.1 The authority of a faculty council member shall be suspended:

- a) in case of illness or leave for more than one month, if he/she is deprived of the opportunity to participate in the sessions of the faculty council;
- b) while on a study or scientific mission for more than one month or in the presence of other circumstances that make it impossible for him/her to participate in the meetings of the Council.

11.2 The decision to suspend the authority of a member of the Faculty Council is made by the Faculty Council.

Article 12. The rule of conducting sessions and decision-making

12.1 The session of the faculty council is convened by the dean of the faculty, and in his/her absence - by the deputy dean.

12.2 The session of the faculty council can be convened by the decision of one third of the members of the faculty council.

12.3. The Faculty Council sessions are held as needed, but at least once each semester;

12.4 Faculty council sessions are chaired by the dean of the faculty, and in his/her absence by the deputy dean.

12.5 Members of the Faculty Council attend the sessions of the Faculty Council.

Faculty's support staff have the right to attend Faculty Council sessions with deliberative voting rights.

If other interested persons wish to attend the session of the faculty council, the faculty council makes a decision on their admission.

12.6 The session of the faculty council is capable of decision if the majority of the list of members of the faculty council participates in it.

12.7 If no other rule is established by the present regulation, the decisions of the Faculty Council shall be made by open voting, by the majority of those present at the session.

12.8 In case of suspension of the authority of a member of the faculty council, the number of votes provided for in clauses 12.8 and 12.9 of this article is calculated by subtracting the number of suspended members from the list composition of the faculty council.

12.9 Voting at the Faculty Council session is open, except in special cases. The issue of holding a secret vote is decided in advance by the dean.

Article 13. The minutes of the Faculty Council session

13.1 The minutes of the meeting of the members of the faculty council and the fact of holding a session, as well as making a decision, are drawn up, which are signed by the dean of the faculty (in his/her absence - by the deputy) and the secretary.

13.2 The minutes of the faculty council meetings are kept by the dean of the faculty for at least 3 years, after which they are transferred to the DAUG archive.

Article 14. Dean of the Faculty

14.1 The administrative head of the Faculty of Business and Social Sciences of DAUG is the Dean of the Faculty of Business and Social Sciences (hereinafter: "dean of the faculty"), who presides over the sessions of the Faculty Council and directs the ongoing activities of the Faculty.

14.2 The dean of the faculty, in agreement with the faculty council, is appointed by the rector of DAUG.

14.3 A person with an academic degree of doctorate or equivalent can be appointed as the dean.

Article 15. Authority of Dean of the Faculty

15.1. Dean of the Faculty:

a) independently determines the main directions of the current activity of the faculty within the scope of the powers granted by this statute and is accountable to the faculty and the academic council;

b) represents the faculty and faculty council before the Academic Council and the Rector of DAUG, other higher educational institutions, public organizations and enterprises, as well as local and higher authorities;

c) chairs the sessions of the faculty council;

d) submits the structure and regulations of the faculty to the faculty council for consideration; e) submits the faculty's strategic development

plan, educational and scientific-research programs for consideration to the faculty council;

f) submits the statutes of the Faculty Council and Dissertation Council and doctoral studies to the faculty council;

g) coordinates the current teaching-methodical and scientific-research works in the faculty;

h) develops recommendations in order to increase the effectiveness of the current educational and research activities in the faculty;

i) ensures effective management of educational and scientific activities in the faculty;

j) within the scope of his/her competence, he/she is responsible for the implementation of the decisions of the Academic Council of DAUG, the Rector, as well as the Faculty and Dissertation Councils;

k) manages relations with partner universities, international and local scientific and research institutions;

l) determines the faculty's communication policy;

m) manages and implements relations with the mass media, is responsible for the faculty's image, internal and external communications;

n) organizes and conducts presentation events;

o) carries out the selection of employees (supporting staff) in the faculty and submits it to the rector for review and appointment;

- p) considers and responds to the statements, claims and complaints received by the faculty council;
 - q) carries out the admission of persons who have applied to the faculty;
 - r) monitors and supervises the exercise of powers by the employees of the faculty, the fulfillment of the obligations assumed by the contract and the observance of the bylaws of DAUG.
 - s) directs the activities of the faculty's support staff;
 - t) listens to the reports of structural units of the faculty and/or individual employees about the work performed and evaluates them;
 - u) within the scope of his/her competence, addresses the rector with a proposal regarding the incentives for employees and the assignment of responsibility;
 - v) is responsible for the targeted use of the funds allocated to the faculty.
- 15.2 Carries out other powers and activities assigned to him/her by the legislation of Georgia, the statutes and internal rules of the DAUG, which directly or indirectly serve the goals of the faculty.

Article 16. Termination of authority of the dean of the faculty

16.1 The authority of the dean of the faculty shall be terminated:

- a) on the basis of a personal application;
- b) in case of inability to exercise authority for more than 3 months;
- c) in case of being recognized as incapacitated, missing or dead by the court.

16.2 The faculty council is authorized to apply to the rector for termination of the dean's authority in case of violation of Georgian legislation by the dean, improper performance of the duties assigned to the dean and/or carrying out inappropriate activities.

Article 17. The Deputy Dean of the Faculty

17.1 The deputy dean of the faculty is appointed by the rector of DAUG, upon the proposal of the dean.

17.2 The deputy dean acts within the powers granted by the dean.

17.3 The deputy, in the absence of the dean, leads the sessions of the faculty council.

Article 18. Dissertation Council of the Faculty

18.1 The Dissertation Council of the Faculty (hereinafter: "Dissertation Council") is the body awarding the academic degree of Doctor of Economics.

18.2 The procedure for staffing the Dissertation Council of the Faculty, electing its chairman and its activities is determined based on the submission of the Faculty Council, by the regulations approved by the Academic Council of DAUG.

18.3 The Dissertation Council of the Faculty consists of all professors and associate professors of the Faculty with the academic degree of Doctor. According to the decision of the Dissertation Council, a person with a doctorate in economics and/or business administration or an equivalent scientific degree can be included in the composition of the council.

18.4 DAUG is authorized to sign an agreement with another higher educational and scientific-research institution for the implementation of joint doctoral educational programmes.

Article 19. BA level

19.1 Bachelor's level of Business and Social Sciences Faculty of DAUG (hereinafter "BA level") is a first-level educational programme of academic higher education, which aims to prepare a specialist with a bachelor's academic degree in business administration who is competitive in the domestic and international educational and labor market, who has extensive knowledge of the field of business, who will have sectoral and transferable skills that are necessary for working in economics and business and for continuing studies in the master's degree.

19.2 The purpose of studying at the bachelor's level, along with professional training at a higher level than general education, is relatively deep assimilation of the theoretical aspects of the

academic courses, which prepares a person for further study and work in the master's degree level, taking into account the limitations established by the legislation of Georgia.

19.3 BA level studies take place within the framework of the undergraduate educational programme approved by the Academic Council of DAUG and lead to the awarding of the academic degree of Bachelor of Business Administration.

Article 20. The rule of enrollment in the BA level

20.1 The holder of a certificate of complete general education or a document confirming education equivalent to it or a person equivalent to it has the right to study at the bachelor's level.

20.2 Enrollment in the bachelor's programme is carried via passing the unified national exams, internal/external mobility and without passing the unified national exams in accordance with the rules established by the legislation of Georgia and on the basis of passing the initial administrative registration in DAUG.

Article 21. Master's level

21.1 The master's degree level of the Faculty of Business and Social Sciences of DAUG (hereinafter "master's level") is the educational programme of the second level of academic higher education, which is built with a practical profile, includes elements of scientific research and an academic component. The master's level aims to prepare a specialist at the post-bachelor level, to develop skills necessary for the implementation of practical activities and to promote the development of skills necessary for independent scientific research.

21.2 Master's level studies take place within the framework of master's educational programmes approved by the Academic Council of DAUG and end with the awarding of the academic degree of Master of Business Administration.

Article 22. The rule of enrollment in master's degree programme

22.1 A person with at least a bachelor's degree or equivalent academic degree has the right to study at the master's degree programme.

22.2 Enrollment in the master's programme is carried out on the basis of common master's/international exams, internal/external mobility or without passing common master's exams in accordance with the rules established by the legislation of Georgia. Additional conditions for admission to the master's programme at DAUG are: Internal university exams in specialty and foreign language (B2 level).

22.3 The topics of the exams to be taken in specialization in the master's degree will be posted on the DAUG website no later than one month before the exam.

Article 23. Doctoral Studies

23.1 Doctoral studies of the Faculty of Business and Social Sciences of DAUG (hereinafter "doctoral studies") is the third level of academic higher education, which aims to train scientific staff in the field of economics and ends with the awarding of the academic degree of Doctor of Economics.

23.2 Doctoral studies are conducted within the framework of the Doctoral Programme in Economics approved by the Academic Council of DAUG.

23.3 A person with a master's degree in economics or business administration or a person with an equivalent academic degree has the right to study at the doctoral programme of the Faculty of Economics and Business.

23.4. A student of another higher education institution's economics doctoral programme can obtain the right to study at the doctoral level on the basis of external mobility.

23.4 In accordance with Article 50 of the Law of Georgia "On Higher Education", the right to study for a doctoral programme can be granted to a graduate of a foreign higher educational institution.

23.5 A doctoral candidate who wants to study in a Georgian language programme and whose native language is not Georgian, is required to know the Georgian language at an appropriate level, which is determined by presenting a certificate or passing an exam in the Georgian language.

Article 24. Rule of admission to Doctoral studies

- 24.1 A person shall be enrolled in the doctoral programme based on a competitive selection conducted according to a pre-selected dissertation topic or research doctoral topics within the framework of doctoral programmes.
- 24.2 Doctoral programmes and research topics will be posted on the DAUG website at least one month before the competition.
- 24.3 The doctoral candidate must submit an application in the name of the Rector of DAUG.
(Annex 1)
The following documentation shall be attached to the application:
- a) information on education and employment (“ CV”);
 - b) Notarized copy of the diploma confirming the appropriate academic degree;
 - C) A copy of the ID or passport;
 - d) petition of the head of the doctoral programme (for the participant in the competition of doctoral research topics) or the probable head of the dissertation topic with proper justification;
 - e) The applicant's written confirmation that he/she is not enrolled in a doctoral programme at another higher educational institution (Appendix 2).
- 24.4. The relevance, novelty and importance of the selected topic should be substantiated in the petition of the prospective supervisor of the dissertation topic.
- 24.5 The prerequisite for enrollment in doctoral studies is the victory in the selection competition for doctoral candidates, which consists of two stages: At the first stage, the doctoral candidate shall pass the exam in a foreign language at the B2 level (if necessary, in the Georgian language as well) with the commission created by the order of the rector of DAUG (in case of absence of the relevant certificate); In the second stage, the candidate for admission to the doctoral programme shall give an interview/pass the exam with the sectoral commission created by the order of the rector of DAUG based on the submission of the dean of the Faculty of Business and Social Sciences from the members of the Dissertation Council;
- 24.6. The doctoral candidate presents in writing his/her own vision (concept) on solutions to the problems seen in the pre-selected dissertation topic, methods to be used in the research process and expected outcomes.
- 24.7 A person will be enrolled in doctoral studies and a supervisor (co-supervisor) will be appointed, if the majority of the members present at the commission session support him/her in the exam(s) in the open vote.
- 24.8 In case of successfully passing the interview/passing the exam(s), upon the submission of the Dissertation Council, the person will be enrolled in the doctoral programme by the order of the rector of DAUG.
- 24.9. Within one month after enrollment, a contract is signed between the university and the doctoral student, in which the rights and obligations of the parties are defined.

Article 25. Development and entry into force of faculty statute

- 25.1 Faculty statute shall be developed by the Council of the Faculty of Business and Social Sciences on the proposal of the Dean and approved by the Academic Council of DAUG.
- 25.2 The Statute of the Faculty enters into force upon approval by the Academic Council of DAUG which is confirmed by the Rector's signature.
- 25.3 From the date of entry into force of this statute of the faculty, any amendments-additions to it shall enter into force upon the proposal of the dean of the faculty after the approval of the draft of amendments-additions developed by the faculty council by the academic council and signed by the rector.