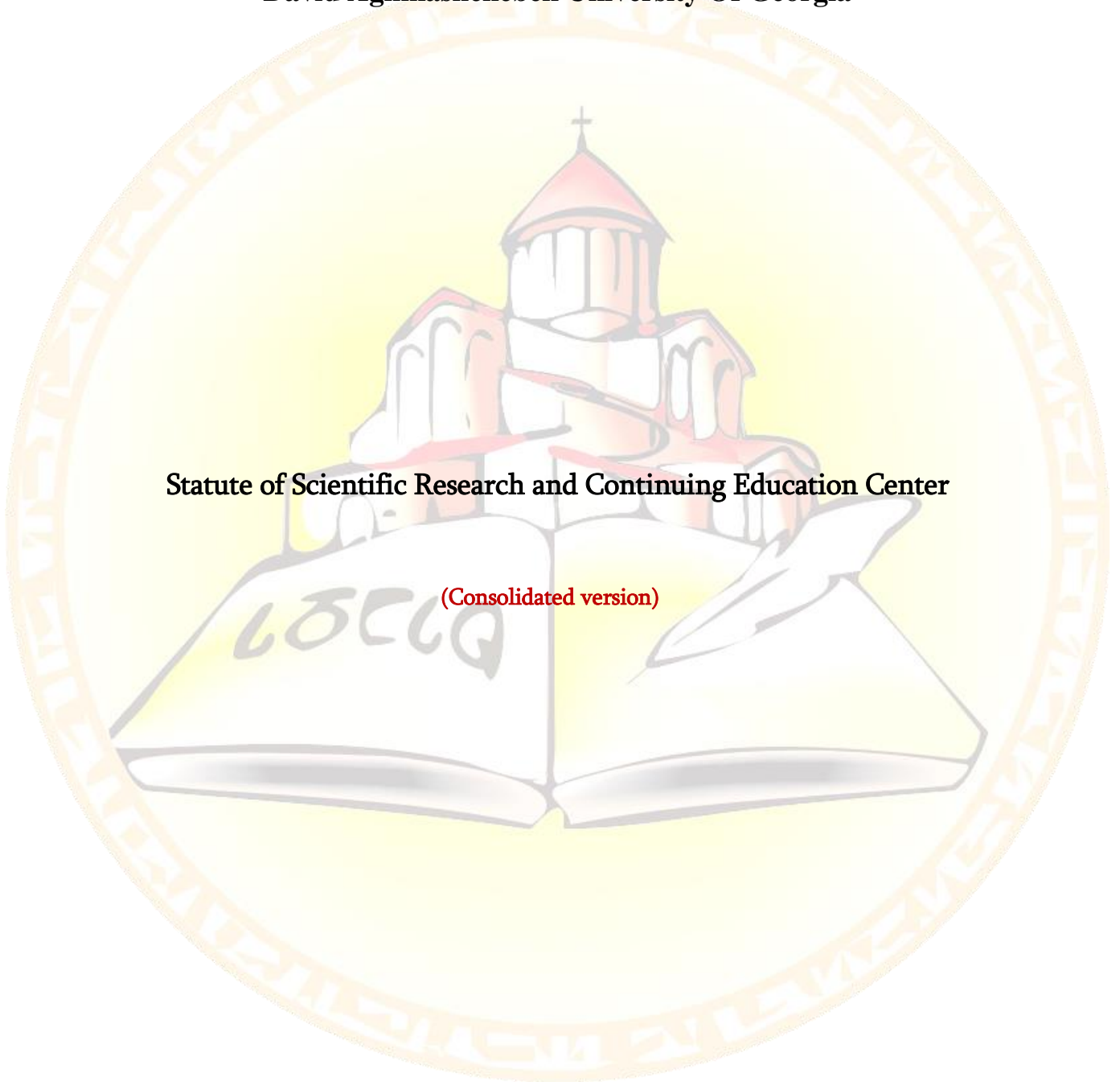


DAUG

**David Aghmashenebeli University Of Georgia**



**Statute of Scientific Research and Continuing Education Center**

**(Consolidated version)**

1. The Scientific Research and Continuing Education Center (hereinafter referred to as the "Center") of Davit Aghmashenebeli University of Georgia Ltd. (hereinafter referred to as the "University") is a structural unit of the University, which provides opportunities for conducting scientific research at the university, obtaining higher education, raising qualifications and continuous education, and meeting retraining needs.
2. The Center is guided by the legislation of Georgia, the legal acts of the University and the present statute in carrying out its activities.
3. The service is accountable to the Rector of the University.

## **Article 2. Goal and Functions of Scientific-Research and Continuing Education Center**

1. Goal of Scientific-Research and Continuing Education Center:
  - a) to ensure the development of partnerships for offering scientific-research projects and attractive educational programs at the local, regional and international levels;
  - b) to promote the implementation of lifelong learning principles;
  - c) share the knowledge accumulated in the institution with the society.
2. Functions of Scientific-Research and Continuing Education Center:
  - a) promotion and coordination of the development of scientific-research activities in the university;
  - b) maintaining relationship with the Ministry of Education and Science of Georgia, the National Science Foundation, other governmental and non-governmental institutions within the competence of the service;
  - c) cooperation with Georgian and foreign organizations, foundations, state and private structures, preparation, presentation and implementation of projects;
  - d) provision of consulting services for university staff in order to find scientific funds, prepare grant projects, create patents and protect copyrights;
  - e) promotion and coordination of scientific research activities with other Georgian and foreign universities, non-university scientific centers;
  - f) at the end of each academic year, carrying out an analysis of the university's scientific and research activities based on the self-assessment questionnaire of the academic staff;
  - g) providing international review of doctoral student articles if necessary;
  - h) introduction of continuous education system in the university;
  - i) promoting the development of scientific research at the university;
  - j) coordination of the planning and evaluation processes of the scientific-research component within the educational programmes of the university, organizational support for the implementation of scientific activities of the academic staff, control of the protection of academic integrity within the research;
  - k) Administration of upskilling and reskilling programmes;
  - l) organization of various seminars, trainings, educational and certificate courses for the purpose of professional development of university staff ;

- n) participation in grant competitions announced by foreign universities, scientific-research institutes and centers;
- o) development of annual, action and strategic plans of university research activities;
- p) organization of university research activities (conferences, seminars, workshops, etc.);
- q) development of reports on the scientific-research activity of the academic staff;
- r) administration of university scientific grants;
- s) protection of academic integrity within the university and implementation of measures to eliminate plagiarism;
- t) coordination of joint grant, scholarship and research projects with the public relations and internationalization service on behalf of the university;
- u) inviting foreign researchers to the university;
- v) development of institutional capabilities of the Continuing Education Center in close cooperation with structural units of the University;
- w) offering continuing education programs to the general public;
- x) finding the human resources necessary for the implementation of continuing education programs in the university and outside it and creating relevant bases - for the purpose of human resources development;
- y) In order to ensure the development of scientific and innovative capital, the involvement of academic staff, researchers and doctoral students in competitions and international grant projects announced by the Georgian Innovation and Technology Agency, Shota Rustaveli National Science Foundation;
- z) identification of priority fields of research and implementation of internal grant funding system;
- aa) cooperation with local, regional and international research institutes and centers and signing of memorandums;
- ab) Ensuring the participation of affiliated/academic/guest personnel in scientific forums, international conferences, symposiums and seminars, as well as in joint educational and scientific projects in order to integrate into international scientific circles;
- ac) cooperation with governmental, cultural-educational, scientific-research institutions of Georgia and abroad and signing of memorandums;
- ad) participation in international conferences, symposiums and seminars;
- ae) Organization of trainings and workshops for academic/visiting and administrative staff on modern teaching methods within the framework of university continuing education programmes.

### **Article 3. Structure and management of the service**

1. ოსტიონს დეფინედ ფორ ტჰე ჩენტერ ფორ შტიენტიფიკ დესეარტჰ ანდ ჩონტინუინგ დუცატიონ ოფ ტჰე ნივერსიტყ არე: Head of the center and ჩჰიეფ Specialist .
2. თჰე ჰეად ოფ ტჰე ცენტერ ანდ ტჰე ცჰიეფ სპეციალისტ არე აპპოინტედ ანდ დისმიხედ ბყ ტჰე რეცტორ ოფ ტჰე უნივერსიტყ.

3. ჩენტერ ის ჰეადედ ბე ტჰე ჰეად ოფ ტჰე ცენტერ.

4. ეად ოფ ტჰე ცენტერ:

a) leads and დირეცტს ტჰე center it scientific-research activity ;

ბ) დეტერმინეს ტჰე პრიორიტეს ოფ ტჰე ცენტერ ს აცტივიტეს ანდ ის რესპონსიბლე ფორ ტჰეირ იმპლემენტაციონ;

ც) სუპერვიზეს ტჰე პროპერ პერფორმანცე ოფ ოფიციალ დუტიეს ბე ტჰე ცჰიეფ სპეციალისტ;

დ) სიგნს დოცუმენტს პრეპარედ ატ წორკ;

ე) ორგანიზეს ტჰე პერფორმანცე ოფ ტჰე ფუნციონს ასსიგნედ ტო ტჰე ცენტერ ბე ტჰის სტატუტე, ფორ წჰიციჰ ჰე/სჰე სუბმიტს პროპოსალს ტო ტჰე რეცტორ ოფ ტჰე უნივერსიტე ინ ორდერ ტო არრანგე ანდ სოლვე ინდივიდუალ ისსუეს;

ფ) პარტიციპატეს ინ ტჰე დეველოპმენტ ოფ აცტიონ ანდ სტრატეგიც დეველოპმენტ პლანს ოფ ტჰე უნივერსიტე;

გ) implements various social, cultural, economic, environmental and other programs in order to contribute to the development of society and sharing of knowledge;

დ) ensures the participation and involvement of the academic and scientific staff of the university in the discussion of current scientific topics in the relevant field, in the expert and consulting services, ensures conducting research for various institutions and conducting activities promoting lifelong learning;

ე) prepares recommendations for the rector of the university about the estimated distribution of the funds allocated for financing scientific researches in the university budget;

ვ) based on the goals and objectives of the university, performs other powers and separate tasks assigned by the rector.

5. უნციონს ოფ ტჰე ცჰიეფ სპეციალისტ:

ა) პროვიდეს ასსისტანცე ტო ტჰე ჰეად ინ ტჰე იმპლემენტაციონ ოფ აცტივიტეს პროვიდედ ფორ ბე ტჰე ტასკს ანდ ფუნციონს ოფ ტჰე ცენტერ.

ბ) promotes the introduction of continuous education system in the university;

ც) participates in the coordination of the planning-evaluation processes of the scientific-research component within the educational programmes of the university;

დ) participates in the development of reports on the scientific-research activity of the academic staff;

ე) participate in the administration of university scientific grants;

ფ) participate in the implementation of measures to eliminate plagiarism within the university;

გ) participate in organizing the invitation of foreign researchers to the university;

დ) participate in the development of institutional capabilities of the Continuing Education Center;

ე) participate in the administration of continuing education programmes for the general public;

ვ) Creation of appropriate bases of human resources necessary for the implementation of continuous education programmes in the university and outside it.

#### **Article 4. Reorganization and Liquidation of the Service**

Reorganization and liquidation of the service is carried out based on the decision of the academic council of the university by an individual administrative-legal act of the rector.

**Article 5. The procedure for adopting, revoking, making amendments and additions to the statute**

1. The Center of Scientific Research and Continuing Education of the University develops the statute and submits it to the Academic Council for approval.
2. Amendments and additions to the statute are made by the draft of amendments and additions prepared by the head of the service, which is approved by the Academic Council.

