

DAUG

David Aghmashenebeli University Of Georgia



Statute of the Legal Service

Article 1. General Provisions

1. The Legal Service (hereinafter - the "Service") of the Davit Agmashenebeli University of Georgia LLC (hereinafter - the "University") is a structural unit of the University.
2. In its activities, the service is guided by Georgian legislation, University charter and this statute.
3. Within the scope of its competence, the service is accountable to the rector of the university, fulfills the duties provided for by the law and assigned by the rector of the university on the basis of legislation.

Article 2. Function, task and authority of the service

1. The function of the service:

- a) development/participation in the development of the internal regulations of the university, the regulation of the educational process, the regulations of the structural units of the university (other acts regulating their activities);
- b) to participate in the development of projects of legal acts of the university within the scope of its competence;
- c) development/participation in the development of drafts of preparatory agreements and administrative acts in the university and the university's auxiliary structural units;
- d) bringing the agreements and administrative acts prepared in the university and the auxiliary structural units of the university into compliance with the legislation of Georgia;
- e) legal provision of activities of auxiliary structural units of the university;
- f) representing the university and protecting its interests in state, private institutions and courts;
- g) preparation of reports on drafts of legal acts developed and presented by the university and other bodies, organizations/institutions within its competence;
- h) reviewing/participating in the review of incoming statements and preparing/participating in the preparation of relevant answers within the scope of its competence;
- i) ensuring compliance of individual administrative-legal acts of the university with normative acts having superior legal force;
- j) performing other functions and tasks within the scope of its competence.

2. The task of the service is:

- a) taking into account the current legislative changes in the field of education of the country, bringing the university's documentation into compliance with the country's legislation;
- b) Providing and ensuring the access to public information.

3. While performing the assigned functions and tasks, the Service is authorized to:

- A) prepare the drafts of administrative acts within its competence, elaborate proposals on amendments and additions to administrative acts;
- B) Prepare conclusions within the scope of its competence with respect to the draft legislation developed and submitted by the University and other bodies, organizations and institutions;
- c) based on the granting of representative authority by the rector of the university, to represent the university in relations with state institutions, courts of all instances and third parties in accordance with the law.

Article 3. The structure of the service

1. The office is headed by a lawyer who is appointed and dismissed by the rector.
2. Depending on the needs of the university and the specificity of the issue, it is possible to invite a specialist in the relevant field.

Article 4. Functions of a lawyer

1. The lawyer is accountable to the rector and fulfills the duties assigned by him/her based on the law and this statute.
2. The lawyer:
 - A) Supervises and directs service activities;
 - b) represents the service in performing the functions assigned to it and is responsible for the performance of the functions assigned to the service;
 - c) gives legal form to drafts of legal acts developed by university employees and ensures compliance with the requirements of the applicable legislation.
 - d) within the scope of his/her competence, approves the agreements and administrative acts developed in the university and the auxiliary structural units of the university;
 - e) submits a report on the activities performed by the service annually, or at any time on the order of the rector of the university;
 - f) organizes the performance of the functions assigned to the service by this statute, for which he/she submits proposals to the university regarding the regulation and resolution of individual issues;
 - g) provides free legal consultations for university students and employees on issues related to educational and labor relations.
 - h) Within the scope of his/her competence, he/she exercises other powers defined by this statute, individual administrative-legal acts of the university and the legislation of Georgia.

Article 5. 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 6. Amendments and additions to the Statute

Amendments and additions to the statute are made by submitting the project of amendments and additions prepared by the head of the service and approval by the Academic Council.