

Approved on: -----
The Academic Council of Shota Meskhia
State Teaching University of Zugdidi

Regulations of the Academic Council of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The Academic Council is the supreme representative body of the Teaching University, the members of which are elected by all members of academic personnel of the main educational unit and representatives of students' self-governance – members of the council of the main educational unit according to the rule approved by Teaching University through direct, free and equal elections, by secret ballot.
2. The Academic Council is elected for a four-year term.
3. Each faculty has three representatives in the Academic Council.
4. A member of the Academic Council can be a full or associate professor. A member of the Academic Council can be elected only for two successive terms.
5. The following shall be the grounds for early termination of the term of office of the member of the Academic Council:
 - a) The termination of his/her labor relationships with the Teaching University;
 - b) The decision of the court that he/she has limited or no legal capacity, except for the case, when the court has decided otherwise;
 - c) Enforced judgment of conviction;
 - d) An appointment to an academic or administrative position of another higher education institution;
 - e) Any other case determined by the law.
6. One-third of the Academic Council membership shall be subject to renewal, upon the expiry of the normative halftime of the basic educational level (two years).

Article 2. Authority of the Academic Council of the Teaching University

1. In accordance with the law and the Statue of the Teaching University, in order to accomplish the goals determined by the Regulations, the Academic Council shall:
 - a) Draft and approve the strategic development plan of the Teaching University;
 - b) Approve study programmes, upon the recommendations of the faculty;

- c) Promote integration into the European Space of Higher Education, development of study plans and programmes, cooperation between the higher education institutions, mobility and integrated teaching;
- d) Elect the chairperson of the Academic Council – the Rector by secret ballot through the majority of its members on the nominal list, according to the principle of free and equal elections;
- e) Propose a candidacy for the position of the Head of Administration, selected on the basis of competition by a majority of its members on the list to the Representative Council;
- f) Submit a well-substantiated proposal to the Representatives Council concerning the early termination of the powers of the Head of Administration by the majority votes of its members on the list;
- g) Propose a new candidacy for the position of the Head of Administration to the Representative Council within a period of one month following the termination of the term of office of the Head of Administration;
- h) Participate in the discussion of the Statute of the Teaching University, regulations of the structural units, budget and annual report of the Head of Administration, held within the Representative Council;
- i) Approve the coefficients for the Unified National Examinations at the beginning of a new academic year, upon the submission by the council of the faculty, as well as the number of students to be enrolled in each faculty;
- j) In cases envisaged by the law of Georgia – approve the Master’s examination coefficients for Master’s examination in accordance with the procedure, envisaged by Order of the Minister of Education and Science of Georgia, as well as the number of students to be enrolled in each faculty, upon the submission by the council of the faculty;
- k) Set minimal competence threshold for the examination upon the submission by the faculty, envisaged by the list of international examinations, approved by the Order of the Minister of Education and Science of Georgia, in the case of overcoming of which a person will be entitled to participate in the examination/ examinations set by the Teaching University;
- l) Define the procedure of recognition of credits, awarded by other educational institutions;
- m) Define the procedure of elections of the Rector, the Head of Administration, the head of the Quality Assurance Office, the Dean of the faculty, the Academic Council and the Representative Council and submit for approval to the Representative Council;
- n) Propose a candidacy for the position of the head of the higher education institution’s Quality Assurance Office to the Representative Council for approval;

- o) Draft and propose to the Representative Council for approval the rules of recruitment, remuneration terms and amounts for the academic personnel;
- p) Submit annual reports to the Representative Council;
- q) Elect the head/heads of the Teaching University's library/libraries;
- r) Approve the evaluation procedures for teaching process, upon the submission by the Quality Assurance Office of the Teaching University;
- s) In order to solve the urgent issues envisaged by the statute of the Teaching university, as well as the other issues, create a Temporary Commission. The Commission shall prepare an issue and submit it to the Representative Council.
- t) Invite an expert, if necessary;
- u) Draft and propose to the Representative Council for approval the rules of recruitment, remuneration terms and amounts for the teachers;
- v) Recall from leave the Rector, the Head of Administration and the Head of the Quality Assurance Office in case of urgent office issue.
- w) Exercise other powers delegated thereon by the Statute of the Teaching University and the law of Georgia.

2. The Academic Council shall be entitled to discuss the issue of early termination of the term of office of the Rector upon the request of at least 1/3 of the members of the Academic Council in the case of violation of the law of Georgia by the Rector, inadequate fulfillment of Rector's obligations or/and conduct of any activity, which is inappropriate for the status of a Rector. A decision on early termination of the term of office of the Rector shall be made through secret balloting by the majority of the members on the list. The Rector shall not participate in balloting held under this Article. Appealing of the decisions made with regard to the above issues, shall not result in the suspension of the disputed act.

3. The Academic Council shall be convened under the initiative of the Rector or at least 1/3 of the members of the Academic Council.

4. In the case of early termination of the term of office, the Rector's membership in the Academic Council will also be terminated.

5. Academic council issues resolutions within its authority.

6. The elections of the Academic Council are announced by the Rector.

Article 3. Procedure for holding sessions of the Academic Council

1. The first session of the newly elected Academic Council is presided over by the oldest member of the session;
2. At the first session of the newly elected Academic Council, the chairperson of the Teaching University's election commission introduces the election results to the Council and handles the documents (election protocols, materials about the election, correctness of its arrangement, received complaints, applications, revealed facts about the violation of the electoral legislation and other information about the elections) that confirm the authorities of the Council members.
3. The chairperson of the session introduces the information and the documents provided by the Election Commission to the session participants.
4. Information about the confirmation of the authority of each member of the Council, whose election was deemed legal by the Election Commission of the Teaching University and confirmed by the majority of the members of the full list of the members of session, is provided in the agenda.
5. If the number of persons, whose authorities were confirmed by the Academic Council, is less than half of the full list, the session is canceled. The next session of the newly elected Academic Council is convened by the chairperson of the Teaching University's election commission, within 10 days after the election of more than half members of the Academic Council.
6. The secretary of the Academic Council shall be elected from the members by a majority of votes via the open ballot.
7. Each member of the Academic Council has only one vote. The reason for absence from the session is presented to the chairperson in writing. The members of the Council shall attend the meeting without special invitation. During the work of the Academic Council, its member has the right to participate in a discussion of all the issues within the competence of the Academic Council, according to the rules set. The member has the right to express his/her own opinion, ask questions and exercise other powers granted by applicable legislation and the present Regulations.
8. The Academic Council which is represented by the absolute majority of its members shall be entitled to set up commissions and work groups of its members to work on particular issues. The commissions and

work groups might be composed of experts, public persons, employees of the university and other interested persons invited by the Academic Council.

9. The session shall be valid if it is attended by more than half of the members of the Academic Council. Before the opening of the meeting and before decision-making, the members shall undergo registration at the Secretary of the Academic Council (the registration data are attached to the minutes of the meeting and represent an integral part of them).

10. The Academic Council is authorized to make a decision if the session is attended by at least 2/3 of the members on the list. The decision of the Academic Council shall be considered adopted if it is backed by the majority of its members unless otherwise provided by the applicable legislation.

11. The session of the Academic Council might be closed.

8. The Secretary of the Academic Council, upon the agreement with the Chairperson of the Academic Council, makes agenda of the session no less than three days prior to the session (except the agenda of an extraordinary session) and indicates the spokesperson.

12. The Representative Council shall be entitled to make decisions on procedural issues of the agenda via open balloting or with other forms of balloting, by majority votes.

13. The Academic Council sessions are formalized by minutes of a meeting and the Secretary of the Academic Council ensures its regularity. All the materials that are related to the issues on the agenda are attached to the minutes. The authenticities of the minutes are confirmed by the signatures of the Chairperson and the Secretary. The seal of the Teaching University is affixed to the last page of the minutes.

14. The Academic Council is entitled to make decisions in the form of a resolution on all the issues within its competence.

Article 4. The Rules of Making Amendments and Additions to the Regulations

1. The amendments and the additions to the present Regulations can be made with the decision of the Academic Council.

2. The Regulations of the Academic Council of Shota Meskhia State Teaching University of Zugdidi shall enter into force upon its approval.

