

"Georgian International Academy of Sciences" Ltd,

Identification Number: 427727043

Charter

Preamble

Limited Liability Company Academy "**Georgian International Academy of Sciences**" (hereinafter - the Academy) is established in accordance with the Law of Georgia on entrepreneurs .

General objectives of the Academy are integration into the European educational and scientific space, introduction of the new educational programs and innovative technologies for knowledge development; implementation of the modern standard learning programs and scientific research. The Academy opens door for every student and professor at the Academy of regardless of their race, color, language, sex, religion, political or other opinion, national, ethnic or social origin, property and social status and place of residence .

Chapter I

General Provisions

Article 1: The Scope of the Academy Charter

The Charter governs the implementation process of the Academy's educational and research activities, management and financing principles and rules .

Article 2. The Academy Status

The Academy is a limited liability company. Its full title is "**Georgian International Academy of Sciences**", abbreviated as "**GIAS**".

The Academy Address: # E.Ninoshvili st, N55 0112 Tbilisi-Georgia,

The Academy carries out its activities in accordance with the Georgian Constitution, legislation, acts of the President and the executive branch and the present Charter .

Article 3. The Symbols of the Academy

The Academy has a seal, stamp and blanks with letterhead of the Academy name and logo .

Article 4. The Academy's mission, goals and objectives

Mission

Mission of the "**Georgian International Academy of Sciences**" is the international standard for educational policy, training of competitive human resources of high moral standards, highly qualified, with good scientific vision and knowledge of innovative technologies, having liberal values .

Mission-based Objectives of the Academy:

- To implement and develop higher education programs (one-cycle,bachelor,master and Ph.D);
- To prepare highly quality human resources, who will be competitive in the international labor market;
- To facilitate Academy's integration into the common area worldwide of education and science;
- To develop and implement joint educational programs and scientific and research projects Georgian and international universities;
- To ensure academic freedom of professors and lecturers;
- to establish student-friendly environment in the Academy for learning and research work ;

The Major Goals of the Academy:

- permanent improvement of educational programs and the development of innovative educational process;
- consideration given to the interests of potential employers;
- maximum support to students for becoming professionals;
- facilitation research and new knowledge introduction;
- development of international scientific cooperation ;
- facilitating student mobility;
- reinforcement of international research projects development and implementation;
- support to professors' professional development

Article 5. Official Language

All clerical work at the Academy is processed in English .

Chapter II

Academy Management

Article 6. The Academy Governing Bodies and Structure

1.1. The Academy governing bodies are the Partners' Meeting, the Academic Council, Rector, Deputy Rector, Head of Administration, Quality Assurance Service. The governing body of the core educational unit - the Faculty is the Faculty Council and the Dean of the Faculty.

1.2. The Academy comprises basic education (faculty /s), auxiliary (library) and other structural units.

1.3. The decision of founding or abolition of important Academy unites is made by the rector and is approved by the Academic Council. Academy units are prescribed by this Charter and the relevant structural unit provision shall be approved by the Academic Council of the Academy .

Article 7. Principles of Academy Management

The Academy ensures:

1.1 Publicity and accessibility to all interested individuals of the Academy decisions and orders by the Rector;

1.2 Academic freedom of academic staff and students;

1.3 Fairness and transparency of the elections, publicity of competition, transparency of the elective courses included into the educational programs .

Article 8. Academic Council:

1. Academic Council of the Academy (hereafter the Academic Council) is the highest representative body.

The Academic Council members are: Rector - Chairman of the Academic Council, and Board members, who are elected by the faculty / academic staff and the students government.

1. The Academic Council is empowered to adopt a resolution, to publish a statement, to make a presentation / nomination, which should be signed by the head of the council .

Article 9. Powers of the Academic Council

1.1. The Academic Council of the Academy

- a) develops and adopts the strategic development plans of the Academy;
- b) approves educational programs submitted by the Faculty;
- c) promotes European integration of higher education, learning plans and study programs, cooperation between higher education institutions, mobility and integrated teaching, scientific research programs;
- d) participates in the discussion of the amendments to the Academy Charter and the provisions of the structural units;
- e) develops and approves the institution's internal regulations and procedures related to the disciplinary issues;
- f) approves the rules for election of the academic staff and recruitment of the invited teachers;
- g) approves the coefficient for United National Exams, as well as the number of admissions at the Faculties, submitted by each Faculty;
- h) sets the internal mobility announcement dates;
- I) approves monitoring procedures of the educational and research activities submitted by the Quality Assurance Service;
- j) in order to resolve the issues related to the Academy Charter and other pressing issues, if necessary creates temporary commissions with the members, by majority vote. The Commission prepares proposals and presents them to the Academic Council for discussion.
- k) invites experts if necessary;
- l) approves with the rector of awarding honorary doctorate an international scientist or statesmen; m) reviews project of budget of the Academy;
- n) periodically reviews the reports by the head of administration and the structural units.

1.2. Academic Council membership is terminated:

- a) if taken academic or administrative position in other higher education institutions incompatible with the case;
- b) if recognized by the court as disabled or handicapped .

Article 10. Academic Council Work Rule

1. The academic council is headed by the Academy rector;
2. The Academic Council meets when necessary. The Chairman may convene an ad hoc session on his/her initiative or on the request of 1/3 of the members;
3. The Academic Council is authorized, if attended by 2/3 of the total members;
4. The Academic Council decision shall be considered approved if it gets the majority of the vote;
5. Except as provided in the Georgian legislation, the Academic Council ballots shall be open. The Academic Council has the right to require a secret ballot with 1/4 of the total composition. The voting will be secret if supported by a majority of the members present;
6. Each meeting of the Academic Council must keep the minutes (protocol). The protocol shall be signed by the chairman and the secretary of the Academic Council;
7. The Academic Council secretary provides the organizational support of the Academic Council; The secretary is elected by the majority members of the council from its members .

Article 11. The Rector of the Academy

1.1. Rector of the "**Georgian International Academy of Sciences**" Ltd, is the highest ranking academic officer, who is appointed and dismissed by the partners' meeting.

1.2. Rector:

a) represents the higher education institution within and outside the country in the academic and scientific fields, who is authorized to sign deals and agreements on behalf of the higher education institution. If the deal or agreement is related to financial and economic issues, it is also signed by the head of administration following the agreement with the partners.

b) issues an individual administrative-legal acts within his/her competence;

c) issues orders on appointment / dismissal of the Deputy Rector, Head of Administration, Dean, Deputy Dean, Head of Quality Assurance Service and academic staff, invited personnel and other persons; concludes and terminates employment contracts with them;

d) within his/her competence empowers the Academy employees and other persons with representative authority while communicating with the third parties, in order to protect the interests of the Academy;

e) periodically hears information by the heads of the Academy's administrative and other structural units, holds meetings where hears invited to attend Academy employees' information on the Academy's academic and scientific processes, the progress of the internal and external activities;

f) performs other duties assigned by legislation and the Charter .

Article 12. Deputy Rector :

Deputy Rector of the Academy coordinates the study and research activities of the Academy and exercises the powers, which is delegated by the Rector. During the absence of the Rector performs his/her duties .

Article 13. Head of the Academy Administration

Head of the Academy administration (Chancellor) is the highest administrative officer of the Academy who administers material resources and represents the higher educational institution in the financial and economic relations.

- a) heads of the higher education institution's administration;
 - b) is authorized to enter into the financial and economic agreements on behalf of the higher education institution in accordance with the institution's budget and with the partners' agreement;
- drafts the higher education institution's administration structure, and submits for approval to the meeting of partners.
- d) approves with the agreement of the partners meeting the uniform procedures for recruitment of support personnel, amount of remuneration and the terms.
 - e) heads the process of forming and approving the common draft budget of higher education institution;
 - f) Prepares an annual report of the performed work and submits it to the partners' meeting.
 - g) issues individual acts within his/her competence;
 - h) is responsible for the legitimacy and effectiveness of the higher education institution's financial and economic activities;
 - i) performs other functions as prescribed by the Charter.
 - j) Head of Administration is accountable to the partners meeting and the Rector .

Article 14. Quality Assurance Service

- 1.1. Quality Assurance Service is created to maintainance of the Academy's quality of academic and scientific work, as well as for the professional development of the staff;
- 1.2. Higher education institution establishes contacts and cooperates with foreign countries and their higher education institutions' relevant units for establishment quality control transparency criteria and its methodological development;
- 1.3. Higher education institution shall ensure high quality of learning, introduction of teaching and assessment methods (modules, ECTS systems, etc.) and preparation of self-evaluation for the authorization / accreditation procedures ;
- 1.4. Quality Assurance Service provides systematic assessment of the academic and research activities at the higher education institution, as well as quality of the personnel's' professional development, by means of the pre-defined procedures.
- 1.5. The Quality Assurance Service is obliged to submit to the Academic Council an annual report on the implemented work .

Chapter III .

Academy Faculty

Article 15. The Faculty

- 1. Faculty of the Academy is a major academic and administrative unit, which provides training of the students in one or several disciplines, and assigns them appropriate qualification.

2. The decision of creation, reorganization or disorganization of a Faculty is made by the Rector, with the agreement of the Academic Council;
3. Scientific and support structural units (departments, library and others) which may have importance for the Faculty can be incorporated into the Faculty. The decision of creation or disorganization of the existing units is made by the Rector, which may be initiated by the Dean or by the Rector and which shall be approved by the Academic Council; Activity procedures of the Faculty-wide units are defined by the regulations of the relevant faculty;
4. The governing bodies of the Faculty are: Faculty Council, Dean .

Article 16. The Faculty Council

1. Faculty Council is a representative body, composed of the Faculty's academic staff and representatives of the student self-government. Numbers of the council members is determined by the faculty provision;
2. The number of the Faculty Council member students shall not be less than $\frac{1}{4}$ of the Council.
3. Dean of the faculty is a member of the Faculty Council .

Article 17. Authorization of the Faculty Council.

The Faculty Council:

1. with the Dean's initiation develops a strategic plan for development of the Faculty, as well as educational and research programs and passes it for approval to the Academy's Academic Council;
2. with the initiative of the Faculty Dean, develops the Faculty regulations and submits it to the Academic Council for approval;
3. awards academic degree to a student ;
4. exercises powers granted by this Charter and by the Georgian legislation .

Article 18. The Faculty Dean

1. The Faculty Dean is appointed and dismissed by the Rector;
2. The Dean of the Faculty administers activities of the Faculty.He/she:

a) provides academic and scientific activities effectively;

b) submits the Faculty development plan, educational and scientific-research programs to the Academic Council for review;

c) develops and submits for approval to the Academic Council the Faculty structure and provision;

d) within his/her competence, is responsible for implementation of the decisions of the Academic Council and the Rector;

e) performs activities within the scope of his/her power granted to him/her by this Charter and by the Georgian legislation;

f) is obliged to submit annual report to the Academic Council on the work done .

Article 19. Academy Library

1. The library of the Academy is a learning-scientific unit, which conducts its activities in accordance with this Charter and its provision;
2. The library is a Information Learning and Research Center, which provides services to students, professors and teaching staff;

3. The library conducts scientific and bibliographic activities;
4. The library provides acquisition of periodical publications, maintains its accounting, storage and use;
5. The Library Director operates the library works, who is appointed and dismissed by the Rector .

Chapter IV

The election procedure of the governing bodies of the Academy

Article 20. Rules of the academic council elections

1. The Academic Council members are elected by the academic staff of the Faculty via direct, free and equal elections, by open ballot. Elections are considered held, if more than half individuals with voting rights participated.
2. The Academic Council is composed of 5 members ;
3. Each of the basic educational unit has an equal number of representatives at the Academic Council. Successful candidates shall have received the highest number of votes compared to the competitors.
4. Professors, associate professors and assistant professors may be elected as members of the Academic Council.
5. The Academic Council membership tenure shall be limited to 2 years;
6. The Academic Council members are approved by the rector .

Chapter V

Academy Personnel

Article 21. The Academy Personnel

The Academy employs academic, administrative personnel and support staff ;

Article 22. The Academic Personnel of the Academy

1. The academic personnel of the Academy consist of professors and assistants;
2. Professors includes professors, associate professors and assistant professors;
3. Professors participate and / or lead the study process and scientific research. Their work load limit is determined by the meeting of Partners;
4. Assistan conducts seminars and carries out research within the framework of the teaching process and is led by the professors, associate professors, assistant professors .

Article 23. Academic Position Recruitment Rules

1. Academic position may be filled through open competition, which must comply with the principles of transparency, equality and fair competition;
2. Rules and conditions of the competition is published according to the rules under the legislation of Georgia, at least 1 month earlier of opening application submissions. The submission deadline shall be set within 1 week after announcement of submissions, the competition is held no later than one week after the deadline of submissions .

Article 24. Terms and Conditions for Academic Recruitment

1. For the position of a Professor can be recruited an individual, who holds a Doctoral (or equivalent) degree and who has at least 6 years of teaching and research experience;

2. For the position of an Associate Professor position can be recruited an individual, who holds a doctorate (or equivalent) degree and has at least 3 years of experience in teaching and research ;
3. For the position of an Assistant professor can be recruited an individual, who holds a doctorate (or equivalent) academic degree;
4. Assistant's position may be awarded to a PhD student;
5. In accordance with the Georgian Law on 'Higher Education' the terms of the recruitment for the academic post (Article 35, paragraph 5), an MA or the Master equivalent degree holder can be recruited for the academic position. In this case, the qualification should be confirmed with the professional experience, special training, and / or publications. A candidate is considered qualified if he/she has the necessary competence for reaching the teaching outcomes of the program .

Article 25. Rights of the Academic Personnel

Academic Personnel are entitled to:

1. Participate in the Academy administration;
2. Carry out teaching, research, creative activity and publication of scientific works without interference;
3. Independently determine content of the Educational programs (syllabus), teaching methods and training facilities within the educational program framework;
4. Implement any other activities granted by the Legislation .

Article 26. Responsibilities of Academic Personnel

Academic Personnel shall:

1. abide by the the Academy Charter;
2. abide by the internal regulations;
3. fulfill the obligations under the employment contract etc .

Article 27. Grounds for Dismissal of Academic Personnel

The grounds for dismissal of the Academic Personnel:

1. personal statement;
2. contract term expiration;
3. violation of the terms of the employment contract;
4. gross or systematic violations of the internal regulations;
5. Retirement;
6. Other cases under the legislation .

Article 28. Administrative positions and other staff

1. Academy administrative staff is composed of the Rector, Deputy Rector, Head of Administration, Head of Quality Assurance Service, Dean of the Faculty;
2. The support staff includes the individuals necessary for the Academy activities;
3. The Academy is entitled to employ an educator, however without recruitment for academic positions, a qualified person;
4. The invited teacher is entitled to conduct seminars, practical and laboratory activities, without holding academic position .

Article 29. Grounds for Premature Termination of Employment of Administrative Personnel Grounds for Premature Termination of Employment of Administrative Personnel are the following: 1.1. personal statement;

court guilt entered into force;

court judgement of incapacity or limited capacity; death; other cases envisaged in the Georgian legislation.

Chapter VI

The Student

Article 30. The Academy Student

The Academy student is a person who is admitted to the Academy under the Georgian law on "Higher Education" and is enrolled in the study at the Academy .

Article 31. Students Rights

Academy students have the right to:

1. get a quality education;
2. use the material-technical resource, library and information services and other facilities under the Academy established Regulations and on equal terms;
3. participate in scientific research;
4. obtain comprehensive information about the Academy's activities, including financial and economic activities as stipulated in the Georgian legislation.
5. elect a representative and be elected in the students self-government;
6. choose the educational program;
7. get a scholarship, financial or other benefits from the State, the Academy or other sources in accordance with the Georgian Legislation and the Academy Charter ;
8. request fair grading / assessment and appeal against unfavorable exam results;
9. exercise other rights granted by the Georgian legislation;
10. Academy students self-government is part of the Students' representative body incorporated into the Academy. The students self-government body participates in the management of the Academy, contributes to the development of cultural life and communicates the students interests to the administration. The students self-government body carries out various activities /measures, within its competence, in order to protect students' rights and raise awareness among them of their rights .

Article 32. Students' Obligations

A student shall:

1. study those subjects which he /she chose with his/her own desire, according to the program established by the Academy, study of which is mandatory;
2. abide by the Charter and the regulations of the Academy .

Article 33. Disciplinary Responsibility of a Student

The disciplinary procedures of a Student are determined with the Georgian law on 'Higher Education', and the Academy Regulations ;

Article 34. Suspension / Termination of the Student's Status / Mobility

Student status, suspension and termination, the mobility rules of are determined by the Academy Procedures of Implementation of Educational Programs .

Chapter VII

The Academy Property and Financing

Article 35. The Academy Property and Financing

1. All property, necessary for the achieving its goals and operating of the Ltd. "**Georgian International Academy of Sciences**", is provided by the founder;
2. The founder is authorized to fully or partially pass on the owned stake to other person or legal entity;
3. According to its activities, the society independently possesses, uses and disposes their property. The society is entitled to enter arrangements/transactions, to acquire property and personal non-property rights, assume obligations, act as a plaintiff and a defendant in court, has the right to carry out any action regarding its property, which is not against the Georgian law;
4. The society has an independent balance, it operates on the principle of self-financing and self-remuneration;
5. The society has a transaction desposit and other accounts in banks in Georgia and other states, as well as a seal, letterhead and other attributes of a legal entity .

Chapter VIII

Amendments to the Academy Charter

Article 36. Rules of Amendments to the Academy Charter

The Academy Charter is approved and amended by the partners' meeting of "**Georgian International Academy of Sciences** "

Chapter IX

Accounting, Reporting, Auditing

Article 37. The Accounting, Reporting, Auditing

The accounting and auditing procedures at the Academy follow the relevant regulating law in the area .

Chapter X

Reorganization and Liquidation

Article 38. Reorganization and Liquidation of the Academy

1. The founder of the society has the right to the reorganization and liquidation of the Academy, as a legal entity of private law;
2. In case of reorganization (legal entity) by the founder, the property and its legal successors are its legal successors .

Chapter XI

Transitional Provisions

Article 39. Transitional of Provisions of the Academy

Prior to recognition legal powers of the Academy Academic Council and the Faculty Council:

A) The Academy Rector fully exercises Academic Council powers under the Academy Charter (Article 9), while the Dean exercises authority of the Faculty Council (Article 17)

Chapter XII

Article 42. The Meeting of Partners:

1. Appoints the Rector;
2. Approves the structure of the Academy;
3. Determines the salary rates and payment conditions of the administrative, academic, support staff and invited personnel;
4. Determines the tuition fees and payment terms;
5. Determines the work load limit of the academic and invited personnel .