

## **Regulation of the Legal Service of Tbilisi Humanitarian Teaching University**

### **Article 1. General Provisions**

1. This regulation of the Legal Service of Tbilisi Humanitarian Teaching University (hereinafter referred to as the "University") defines the main functions of the Service, the duties, responsibilities of its personnel, and other related matters.
2. In its activities, the Service is guided by Georgian legislation, the University's internal normative documents, and this regulation.
3. The Service is a structural unit of the University.

### **Article 2. Structure of the Service**

1. The Legal Service is headed by the Head of the Service.
2. The Service has a specialist.
3. In the absence of the Head of the Service (vacation, business trip, illness), the duties of the Head are carried out by the specialist of the Service, based on the Rector's order.
4. The personnel of the Service are appointed and dismissed by the Rector of the University based on the Rector's order, either through a competition or direct contract.

### **Article 3. Functions and Responsibilities of the Service**

1. The functions of the Legal Service are as follows:
  - a) Legal support of the University's activities;
  - b) Protection of the University's legal interests;
  - c) Ensuring the implementation of the University's objectives and the legal support of its smooth operation through legal mechanisms;
  - d) Legal support for the activities of the University's structural units and management bodies;
  - e) Preparing and evaluating legal conclusions on drafts of internal administrative acts developed by the University's structural units and management bodies;
  - f) Participation in or preparation of drafting internal administrative acts;
  - g) Studying, discussing, and ensuring that decisions made in the University regarding disciplinary responsibility align with Georgian legislation;
  - h) Ensuring the compliance of internal acts and decisions made within the University with the current Georgian legislation, and the legal regulation of ongoing processes at the University;
  - i) Legal expertise of contracts, memoranda, agreements, etc.;
  - j) Reviewing statements, complaints, and claims from University staff, students, other individuals, and legal entities, as well as examining incoming and outgoing correspondence, orders, and decrees issued by the University that require legal revision; participation in the review of citizens' and legal entities' applications within its competence.
  - k) Carrying out other activities related to the legal aspects of the University's operations.
2. The Service has the right to:
  - a) Request necessary information or documentation from other structural units of the University in order to ensure the implementation of the Service's functions;
  - b) Invite other specialists to address legal issues that require special expertise.

#### **Article 4. Functions of the Head of the Service**

The functions of the head of the Service are:

1. To lead and manage the activities of the Service;
2. To be responsible for the execution of the functions and tasks assigned to the Service;
3. To allocate tasks among the Service staff and give them appropriate instructions and assignments;
4. To monitor the performance of functions by the Service staff;
5. To periodically receive reports from the Service staff on the work they have completed;
6. To review documents prepared within the Service, within their area of competence;
7. To ensure that the University's signed contracts and issued individual-legal acts comply with current legislation;
8. To ensure that the University's legal acts are in line with national legislation, considering ongoing national legislative changes in the higher education field;
9. To protect the interests of the University both in court and in dealings with other third parties;
10. To be responsible for the legal aspect of the University's operations;
11. To issue legal opinions on behalf of the Service within their area of competence;
12. To advocate for the qualification improvement and retraining of the Service's staff;
13. To inform the University's structural units about legislative changes and monitor the implementation of these changes in the University;
14. To perform other tasks related to the activities of the Legal Service, as defined by the goals and objectives of the Service.

#### **Article 5. Functions of the Specialist of the Service**

The functions of the specialist of the Service are:

1. To prepare draft contracts and legal acts within the University's activities and individual structural units, and to perform their legal expertise within the scope of their competence;
2. To familiarize themselves with the documentation received by the Service, participate in discussions of the documents, and prepare appropriate legally substantiated conclusions;
3. To inform the University's structural units about legislative changes and participate in the implementation of these changes in the University;
4. To provide free legal consultations to University staff and students on educational and labor relations;
5. To perform other tasks related to the activities of the Legal Service.

#### **Article 6. Final Provisions**

1. This regulation enters into force after its approval by the Academic Council.
2. Upon the entry into force of this regulation, the previous regulation/normative act governing the Legal Service of the University will be annulled.
3. The staff of the Legal Service is obliged to familiarize themselves with this regulation and comply with its requirements. The administration must provide them with the opportunity to review the regulation at any time.
4. The initiators of amendments or additions to this regulation may be the Rector, the head of the administration, or the head of the Legal Service.
5. The approval of this regulation, as well as the introduction of amendments or additions, is carried out through a resolution of the Academic Council, upon the proposal of the Legal Service.

6. The invalidity of any article/paragraph of this regulation does not extend to other articles/paragraphs of this regulation.
7. Any issue not addressed by this regulation and other normative acts/regulations of the University is regulated by the legislation of Georgia.
8. This regulation will lose its effect in the event that a new regulation for the Legal Service is approved.
9. The reorganization or liquidation of the Service is carried out by introducing the relevant amendments to the University's regulation, in accordance with the legislation of Georgia.