

Approved by the Academic Council of Tbilisi Humanities Teaching University on May 27,
2019, Decision No. 12
Modified by the Academic Council of Tbilisi Humanities Teaching University on October 10,
2024, Decision No. 11.

Regulation of the Research and Development Center of LLC Tbilisi Humanities Teaching University

Article 1. General Provisions

1. The Research and Development Center of LLC Tbilisi Humanities Teaching University (hereinafter referred to as the "University") is a structural unit of the University, which assists in the management of scientific-research activities and the improvement of the quality of this work within the University.
2. The Center operates in accordance with the legislation of Georgia, the University's legal acts, and this regulation.
3. The Center is accountable to the University's Rector and Vice-Rector.

Article 2. Objectives and Functions of the Research and Development Center

1. The objectives of the Research and Development Center are:
 - a) To ensure support for scientific-research activities and their development;
 - b) To foster the development of partnerships in scientific-research work at local, regional, and international levels;
 - c) To improve the quality of research activities by using assessment and analysis systems;
 - d) To promote the integration of education, research, and the economy;
 - e) To support the integration of research results into the educational activities of the institution.
2. The functions of the Research and Development Center are:
 - a) To support and coordinate scientific-research activities within the University;
 - b) To provide consulting services to University staff for the purpose of finding scientific funds, preparing grant projects, creating patents, and protecting copyrights;
 - c) To organize various seminars, training, educational, and certification courses to develop the scientific-research activities of University staff;
 - d) To assess and analyze the scientific-research activities of the University;
 - e) To coordinate joint grant, scholarship, and research projects on behalf of the University in collaboration with the International Relations Service;
 - f) To coordinate the planning and evaluation processes of scientific-research components within the University's educational programs, including the introduction of academic integrity protections and anti-plagiarism measures;
 - g) To administer University scientific grants;
 - h) To organize University research activities (conferences, seminars, workshops, etc.);
 - i) To collaborate with Georgian and foreign universities, scientific centers, organizations, foundations, and public and private institutions in the field of scientific-research

activities;

j) To support the participation of affiliated/academic/visiting staff in scientific forums, international conferences, symposia, and seminars.

Article 3. Center Structure

1. The positions designated for the University's Research and Development Center are: Center Director, Senior Specialist, and Specialist.
2. The Center's Director and staff are appointed and dismissed by the Rector based on a decree, through a competition or direct contracting.
3. The Center is managed by the Director.
4. In the absence of the Director (due to leave, travel, illness), the Senior Specialist assumes the Director's duties based on the Rector's decree.

Article 4. Responsibilities of the Center Director

The Director of the Center has the following responsibilities:

1. To lead and manage the Center's activities;
2. To define the priorities of the Center's activities and be responsible for their implementation;
3. To oversee the proper execution of duties by the Center's staff;
4. To sign documents prepared within the Center;
5. To organize the implementation of functions assigned to the Center by this regulation and present proposals to the Rector to address and resolve specific issues;
6. To participate in the development of the University's strategic development plans, action plans, scientific development strategy, and evaluation criteria for scientific-research activities;
7. To ensure the involvement of academic and invited staff in discussing current scientific topics, providing expert and consulting services, and conducting research for various institutions;
8. To prepare recommendations for the Rector regarding the proposed allocation of funds for scientific research from the University's budget;
9. To exercise other powers and tasks assigned by the Rector based on the University's goals and objectives;
10. To fulfill the responsibilities of the Director of the Research and Development Center as defined by the University's scientific development strategy and research evaluation criteria.

Article 5. Responsibilities of the Senior Specialist of the Center

The Senior Specialist of the Center has the following responsibilities:

1. To participate in the evaluation and analysis of the academic staff's scientific-research activities;
2. To assist in the provision of consulting services to University staff in the areas of finding scientific funds, preparing grant projects, creating patents, and protecting copyrights;
3. To participate in the administration of University scientific grants within the scope of their competence;

4. To contribute to the implementation of anti-plagiarism measures within the University;
5. To coordinate preparatory work for signing memoranda of cooperation with Georgian and foreign universities, scientific centers, organizations, foundations, and public and private institutions;
6. To coordinate the relations between the University and the "Horizon Europe" National Office.

Article 6. Responsibilities of the Specialist of the Center

The Specialist of the Center has the following responsibilities:

1. To participate in the organization of University research activities (conferences, seminars, workshops, etc.);
2. To assist in organizing various seminars, training sessions, educational, and certification courses for the development of the University staff's scientific-research activities;
3. To collect data on University research activities;
4. To create an informational database for the evaluation and analysis of scientific-research activities;
5. To carry out preparatory work for signing memoranda of cooperation with Georgian and foreign universities, scientific centers, organizations, foundations, and public and private institutions;
6. To perform other supporting tasks related to the activities of the Center.

Article 7. Final Provisions

1. This regulation enters into force after being approved by the Academic Council.
2. Upon the entry into force of this regulation, the previous regulation/act governing the Research and Development Center within the University is annulled.
3. The staff of the Research and Development Center is required to familiarize themselves with this regulation and comply with its requirements. The administration is obliged to provide them with the opportunity to become acquainted with the regulation at any time.
4. The initiator for any amendments or additions to this regulation may be the Rector, the Head of the Quality Assurance Service, the Director of the Center, or the Head of the Legal Service.
5. The approval of this regulation and the introduction of amendments or additions will be carried out by the Academic Council based on a proposal from the Research and Development Center.
6. The invalidation of any article/section of this regulation will not affect the validity of other articles/sections.
7. Any issue not addressed by this regulation or other governing documents/regulations of the University will be regulated by the legislation of Georgia.
8. This regulation will lose its validity upon the approval of a new regulation for the Research and Development Center.
9. The reorganization or liquidation of the Center will be carried out by making appropriate amendments to the University's regulation, in accordance with Georgian legislation.