

Approved

By the decision No. 3 of the Academic Council of Tbilisi Humanitarian Teaching University
(THU) on March 4, 2022

Modified by the decision No. 2 of the Academic Council of THU on February 25, 2025

Modified by the decision No. 5 of the Academic Council of THU on March 25, 2025

Modified by the decision No. 14 of the Academic Council of THU on September 3, 2025

Regulation of the Faculty of Law, Business, Humanities, and Social Sciences of Tbilisi Humanitarian Teaching University

Article 1. Status

1. This regulation defines the status, mission, structure, and functions of the Faculty of Law, Business, Humanities, and Social Sciences of Tbilisi Humanitarian Teaching University (hereinafter referred to as "THU").
2. The Faculty of Law, Business, Humanities, and Social Sciences (hereinafter referred to as the "Faculty") is one of the main academic structural units of THU, operating under academic freedom, offering academic bachelor's programs in Law, Business Administration (in Georgian), Psychology, and the Georgian Language Preparation Program.
3. The Faculty is obligated to create the best conditions for students to study, ensuring the opportunity for obtaining education in accordance with industry standards, forward-looking programs, and continually improving learning conditions. Upon successful completion of the educational program, graduates will be awarded an academic degree and provided with a diploma certifying the awarding of the academic degree. Graduates of the Georgian language preparation program will receive a certificate.
4. The legal status of the Faculty is defined by THU regulations, this regulation, and the legislation of Georgia.
5. The activities of the Faculty are carried out based on current legislation, the university's statute, regulations, and this regulation, which is approved by the Academic Council based on the recommendation of the Faculty Council.
6. The Faculty is not a legal entity, does not have its own chancellery, blank forms, or a seal; the university's chancellery will ensure administrative processes, including correspondence.

Article 2. Mission

The Faculty's mission is to contribute to the upbringing of a new generation focused on universal human values by offering high-quality, scientifically-based, and job-market-adapted bachelor's and master's academic programs in Law, Psychology, Business Administration, and other humanities disciplines that meet both local and international standards. The Faculty aims to prepare competitive specialists who, through their knowledge, skills, and responsibilities, will contribute to the public welfare and the democratic, sustainable development of society.

Article 3. Goals and Functions

1. In accordance with current legislation and this regulation, the Faculty:
 - a) Develops the main directions of the Faculty's educational and scientific-research activities, determines the corresponding educational programs and plans;
 - b) Participates in the development of procedures for the admission of academic staff to

- the university;
 - c) Selects representatives for university governing bodies according to university regulations;
 - d) Participates in the development of the university's educational and scientific policies.
2. The Faculty's functions are:
- a) Preparing highly qualified specialists in relevant fields;
 - b) Implementing educational programs using modern teaching methods and developing relevant skills;
 - c) Coordinating activities in the Faculty of Law, Business, Humanities, and Social Sciences;
 - d) Establishing local and international contacts with universities worldwide;
 - e) Developing textbooks, methodological recommendations, syllabi, and study plans;
 - f) Supporting the practical work of professors and lecturers.

Article 4. Management Bodies

The Faculty is managed through the following bodies:

- a) Faculty Council;
- b) Dean;
- c) Deputy Dean.

Article 5. Faculty Council

1. The Faculty's representative body is the Faculty Council. The Faculty Council consists of academic staff elected from the Faculty (professors, associate professors, assistant professors, and assistants). The Council is chaired by the Faculty's Dean. The Council also includes 2 students nominated by the student self-government.
2. The appointment and renewal of academic staff in the Faculty Council are carried out automatically upon the election of the academic staff to their academic positions, based on the Faculty Council's minutes.
3. By the Faculty Council's decision, senior teachers may be invited to join the Faculty Council for the duration of their employment contract.
4. The Faculty Council exercises the rights granted to it by the legislation of Georgia and the university's regulations:
 - a) Determines the Faculty's financial and budgetary requirements and presents them to the Academic Council;
 - b) Elects the Dean by secret ballot based on free and equal elections, by a majority of the members of the Faculty Council;
 - c) Develops and submits to the Academic Council for approval educational programs implemented in the Faculty upon the Dean's proposal;
 - d) Approves the Faculty's strategic action plan for development;
 - e) Develops and presents the Faculty's regulations to the Academic Council for approval, and approves the regulations for the legal clinic;
 - f) Can discuss the issue of early termination of the Dean's powers upon the request of at least one-third of the Faculty Council members, if the Dean violates Georgian law, does not fulfill the duties properly, or engages in improper activities. The decision to terminate the Dean's powers early is made by secret ballot, with a majority of the members. The Dean does not participate in this vote; if the Dean's powers are terminated early, an acting Dean will be appointed.
 - g) In cooperation with the university's quality assurance service, ensures the coordination of quality assurance processes at the Faculty;

- h) Appoints Professorial positions;
 - i) Confers academic degrees/qualifications to graduates;
 - j) Ensures the assessment of academic staff in accordance with THU regulations.
 - k) Executes other functions granted by THU and Faculty regulations.
5. A Faculty Council meeting is valid if attended by more than half of the members.

Article 6. Dean

1. The Faculty is led by the Dean, who represents the Faculty in its relations with the university and third parties.
2. The Faculty Council elects the Dean for a term of four years. The Faculty Council will announce the registration of candidates one month before the registration starts. The candidates must submit their CVs and a concept for the Faculty's development. Elections will be held transparently, based on equality and fair competition.
3. The Dean is elected by the Faculty Council by a majority of the members. If no candidate receives enough votes, a second round will be held between the top two candidates. If votes are tied, a re-election will take place within three days. If the second round does not result in the election of the Dean, a new election date will be set. A person may be elected to the position of Dean for consecutive terms without limitation.
4. The Dean must have a doctoral degree or an equivalent scientific qualification and must be an academic staff member (excluding assistant professors), continuously holding an academic position (professor or associate professor).
5. The Dean's duties include:
 - a) Ensuring the effective running of the educational process at the Faculty;
 - b) Submitting the Faculty's development plan, educational programs, and regulations for discussion to the Faculty Council;
 - c) Ensuring the execution of decisions made by the Academic Council, the Faculty Council, and the Dean's own decisions;
 - d) Issuing written resolutions and official instructions within the scope of his/her competence;
 - e) Chairing the Faculty Council meetings;
 - f) Coordinating the work of professorial positions and other faculty structural units (laboratories, clinics, cabinets);
 - g) In cooperation with the university's quality assurance service, ensuring regular assessments of the quality of the educational process at the Faculty;
 - h) Executing other functions as granted by the university and Faculty regulations.
6. If the Dean's powers are terminated early, the Rector will appoint an Acting Dean until the new Dean is elected.
7. To improve the efficiency of the Dean's work, there may be one or more deputies.

Article 7. Deputy Dean

1. The Deputy Dean is appointed by the Rector upon the Dean's recommendation.
2. The Deputy Dean's role is to support the educational activities within the Faculty. The Deputy Dean's functions include:
 - a) Participating in Faculty management under the Dean's instructions;
 - b) Supporting the effective running of the educational process;
 - c) Consulting students about the educational process;
 - d) Participating in the creation of study schedules;
 - e) Executing the Dean's specific tasks and instructions.

Article 8. Quality Assurance

The university's quality assurance service, in cooperation with the Faculty Council and the Dean, ensures the systematic evaluation of the educational process quality at the Faculty.

Article 9. Educational Process

1. The Dean and the Educational Process Manager coordinate and ensure the smooth running of the educational process at the Faculty.
2. The Educational Process Manager is a support staff member responsible for ensuring the smooth operation of the educational process and reporting to both the Dean and the Quality Assurance Service.
3. The Educational Process Manager works under the Dean's supervision and supports the management of the educational process.
4. The main functions of the Educational Process Manager are:
 - a) Developing documents related to the planning of the study timetable and teaching process;
 - b) Keeping records and monitoring all educational activities at the Faculty;
 - c) Organizing the educational process;
 - d) Developing initiatives to improve students' learning quality and effectiveness.

Article 10. Legal Clinic

1. The Legal Clinic ensures the acquisition of the professional practice component within the framework of the undergraduate law program implemented at the Faculty of Law, Business, Humanities, and Social Sciences.
2. The Legal Clinic, according to its regulations, ensures the implementation of the practical course based on the academic law undergraduate program and corresponding syllabus. This course is aimed at developing the necessary professional skills and competencies in faculty students for practical work.
3. The Faculty Council or the Dean determines the curators and pedagogues for clinical teaching.

Article 11. Faculty Academic Personnel

1. The academic personnel of the faculty consists of professors, associate professors, assistant professors, and assistants as defined by the staff list.
2. The appointment to academic positions may only occur through an open competition, which must adhere to the principles of transparency, equality, and fair competition.
3. The procedure for the admission of academic personnel, the amount of remuneration, and the conditions are determined by the university regulations.
4. Academic personnel have the right to:
 - a) Participate in university governance, including elections to governing bodies;
 - b) Independently carry out teaching, research, and publish scientific works;
 - c) Exercise other rights and powers granted to them by law and university regulations.
5. Academic personnel are obliged to:
 - a) Comply with the university's internal rules, ethics, and disciplinary responsibility norms;
 - b) Fulfill the duties stipulated by their labor contracts;
 - c) Submit a report on their work after professional development;

- d) Comply with the requirements set by the university's regulations, rules, and applicable laws.
- 6. Grounds for the dismissal of academic personnel are determined by the university's regulations.
- 7. Upon the Dean's decision, and with the faculty's approval, non-staff personnel (senior teachers and teachers) may be invited to teach courses offered by the faculty. The terms of their engagement are defined by the university's regulations. The semester workload of invited personnel is determined by the Dean based on their qualifications, work experience, and involvement in the program.

Article 12. Rights and Obligations of Students

- 1. For the purposes of this regulation, a "student" refers to a person who has been enrolled in the Faculty of Law, Business, Humanities, and Social Sciences based on the procedure defined by the Law on Higher Education of Georgia and the university's regulations.
- 2. The status, rights, and obligations of the student are defined by:
 - a) Georgian legislation;
 - b) University regulations;
 - c) University internal rules;
 - d) The educational services contract signed with the university.

Article 13. Final Provisions

- 1. The faculty's regulations are developed by the Faculty Council of the Faculty of Law, Business, Humanities, and Social Sciences and approved by the Academic Council of the university.
- 2. The adoption, annulment, amendments, and additions to the faculty's regulations are carried out according to the procedure outlined in paragraph 1 of this article.