



BOARD OF REPRESENTATIVES OF
AKAKI TSERETELI STATE UNIVERSITY

Approved:
By the Board of Representatives
Of LEPL - Akaki Tsereteli State University
28 February 2018
_____ № 150 _____ Resolution
_____ Head of ATSU Board of Representatives

**Regulations of Faculty of Technological Engineering
Legal Entity of Public Law (LEPL) -
Akaki Tsereteli State University**

Chapter I. General Provisions

Article 1. The Regulations of the Faculty of Technological Engineering (hereinafter referred to as – the “Regulations”) of the legal entity of public law (LEPL) - Akaki Tsereteli State University is designed in accordance with the “Law of Georgia on Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Regulations of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Regulations of the University”) and other legislative and statutory acts.

Article 2. The Regulations of the Faculty of Technological Engineering of the University (hereinafter - “The Faculty”) defines the main directions of the faculty activities, the goals and objectives of the academic and scientific fields, the status, functions and competence, the rule for electing the faculty council, the structure of the faculty, the management system, the rule for the activities of the Faculty Quality Assurance Service and regulates other connections related with the administrative activities of the faculty.

Article 3. The faculty implements educational programs and scientific researches under the conditions of academic freedom. The faculty provides students and the academic staff with the appropriate conditions for learning, teaching and scientific research, with the opportunities to receive the proper education that meets modern standards, and improve learning and scientific environment.

Article 4. The regulations of the faculty and its structure are designed by the Board of the Faculty on the proposal of the Dean of the faculty and approved by the representative body of the university – Board of Representatives of the University.

Article 5. These regulations or their part are made void or amended and/or supplemented by the Representative Board of the University on the suggestion of the Board of the Faculty.

Article 6. The faculty has its seal, which reflects the full name of the faculty.

Article 7. The full name of the faculty is the Faculty of Technological Engineering of the Legal Entity of Public Law (LEPL) – Akaki Tsereteli State University”.

Article 8. Questions, which are not organized by these regulations, are arranged in accordance with the Statute of the University by the decision of the governing bodies of the university.

**Chapter II. Faculty Status.
Main Directions of Activities.
Goals and Objectives, Functions and Competence**

Article 9. Faculty Status

1. Faculty is the main educational-structural, academic-scientific and administrative unit of the university created on the basis of the “Law on Higher Education”, which acts according to the “Law of Georgia on Higher Education”, the Statute of the University, and other corresponding juridical acts, which ensure students preparation in one or several specializations and granting them with the relevant qualification.
2. Decision on creating, reorganizing or terminating the faculty is made by the Academic Council of the University, which is approved by the Representative Board of the University.

Article 10. Main Directions of Faculty Activities

1. The main directions of the faculty activities are to implement higher and professional educational programmes, granting the relevant academic and professional qualification, leading scientific and creative activities, participating in the grant projects.
2. The faculty activities are implemented by means of academic programs and professional educational programs at the three steps of higher education in the following directions and fields: Industrial engineering and technology, food technology, chemical and biological engineering, environmental engineering and security and applied design.

Article 11. Faculty Goals

1. In the action field support enhancement of Georgian and foreign cultural values which are oriented on the essential democratic and human ideals for existence and development of civil society by
 - a) Implementing educational programs, which meet the modern standards and satisfy personal interests and opportunities, by giving professional and higher academic education, prepare highly qualified specialists; support individuals professional development;
 - b) Developing science, creating conditions for a scientific research, training and re-training of new scientific staff, realizing personal potential and developing creative skills, satisfy the needs of individuals to enhance their qualification and being re-trained;
2. Fostering students and academic personnel’s mobility.

Article 12. Faculty Functions, Objectives and Competence

1. Designing and implementing academic programmes of higher education (Bachelor’s, Master’s and Doctor’s degree educational programs) and professional educational programs;
2. Designing and implementing professional training and re-training short-term educational programs/courses; implementing fundamental and applied scientific researches;
3. Compiling course books and publishing the findings of scientific researches;
4. Organizing scientific work; supporting integration of higher education and science; fostering dissemination of the modern knowledge and technologies;
5. Ensuring academic freedom of learning, teaching and scientific research; designing a system to support scientific work and its implementation;

6. Implementing a management system and its perfection; assuring publicity and transparency of management; solving administrative problems; assuring participation of the faculty academic staff and students in decision making and in the monitoring process of their implementation;
7. Creating necessary conditions for students, academic staff and especially for disabled students for learning, teaching and scientific researches;
8. Assuring any kind of discrimination in the field of higher education is banned, among them according to academic, religious or ethnic affiliation and/or opinion, gender, social origin or other forms;
9. Other functions and objectives of the faculty should be based on and correspond to the acting legislation;
10. It is prohibited to create any structural units of political or religious organizations.

Chapter III. Faculty Management Bodies

Article 13. The Status of the Faculty Management Body

1. The management body of the faculty is the governing subject defined by the “Law of Georgia on Higher Education”, which implements academic, scientific and administrative management of the faculty.
2. The management body of the faculty is guided by the “Law of Georgia on “Higher Education”, the University Statute, the regulations and administrative acts of the faculty management bodies, and other legislative acts.

Article 14. The Following are the Management Bodies of the Faculty:

- a) Faculty Board;
- b) Dean;
- c) Faculty Quality Assurance Service.

Article 15. Faculty Board

1. The Faculty Board is the representative body of the faculty, which consists of representatives elected from the academic staff of the faculty and from the student self-governance based on direct, free and equal elections by means of the ballot voting.
2. The authority of the Board of the Faculty is defined by the “Law of Georgia on Higher Education”, the Statute of the University and other relevant legislative and statutory acts, by these regulations and the decision made by the university governing bodies.
3. The rule for inviting and managing the Board of the Faculty, or decision-making is defined according to the University Statute and standing orders of the Faculty Board.
4. The standing orders of the Faculty Board are drawn up by the Faculty Board and submitted for approval to the Representative Board of the University.

Article 16. Authority and Responsibility of the Faculty Board

1. Goals and objectives of the Faculty Board derive from the “Law of Georgia on Higher Education” and the University Statute. The goals and objectives of the Faculty Board define its authority. The Faculty Board makes decisions within its authority. A form of the decisions made by the Faculty Board - the resolution of the Board of the Faculty.
2. The authority of the Faculty Board encompasses the following:
 - a) Define the budget of the faculty;

- b) Elect the Dean of the faculty;
 - c) Elect/approve the Deputy Dean of the faculty;
 - d) Approve the strategic plan for development of the faculty;
 - e) Approve educational and scientific-research programmes;
 - f) Work out the regulations and structure of the faculty;
 - g) Work out the regulations of the Dissertation Board of the Faculty;
 - h) Work out the rule for electing the head of the Dissertation Board of the Faculty;
 - i) Elect the head of the Faculty Quality Assurance Service;
 - j) Elect or approving the head of the faculty structural unit;
 - k) Develop standing orders of the faculty;
 - l) Solve other problems within the authority granted by the Georgian legislation and the governing bodies of the university.
3. The Faculty Board is authorized to present the issue of early termination of the authority of the Dean, in case he/she abuses the Georgian legislation, does not implement the entrusted responsibilities duly or/and performs improper activities for the dean on request of not less than 1/3 of the members of the Faculty Board. The decision on terminating the Dean's authority pre-term is made by ballot voting by the majority of the members. The Dean does not take part in the balloting, as defined by this article. Appellation of the decisions made on these issues does not suspend the validity of the disputing act.
4. In case of pre-term termination of the Dean's authority, the Board of the Faculty appoints an acting Deputy Dean.
5. The Faculty Board is responsible for the implementation of the entrusted objectives and functions.

Article 17. Status of the Faculty Board Member. Authority and Responsibilities

1. Members of the Faculty Board are individuals elected from the relevant academic-scientific structural units of the faculty governing bodies and students from student self-governance.
2. The Board of the Faculty acts according to the acting legislation, the University Statute, these Regulations and the Standing Orders of the Faculty Board.
3. The authority of the member of the Faculty Board will be exercised for a period of 4 years, except as provided by these Regulations.
4. The authority of the member of the Faculty Board is determined by the Law of Georgia on Higher Education, the University Statute, by these Regulations, the Standing Orders of the Faculty Board and other relevant administrative acts.
5. The member of the Faculty Board is responsible for performing its functions and tasks. The authority of the Faculty Board member is derived on the basis of a combination of these functions and tasks of the member of the Faculty Board.
6. Authority of the member of the Faculty Board is recognized at the Faculty Board meeting.
7. The grounds for the early termination of the member of the Faculty Board are:
 - a) Personal statement;
 - b) Releasing from the duty of academic position - in case of academic staff;
 - c) Termination of student's status - in case the student is the representative of self-governance;
 - d) In case of missing the Faculty Board meeting 4 times in a row without any acceptable reasons;
 - e) In any other case envisaged by the legislation and by these Regulations or by the Standing Orders of the Faculty Board.

Article 18. Dean of the Faculty

1. Faculty activities are conducted by the Faculty Dean. The Faculty Dean is elected by the Faculty Board for a term of 4 years.
2. The same person can be elected twice in a row for the Dean's position. The Faculty Board publishes a statement about the registration of candidates for the Dean's position at least 1 month before the registration of candidates, according to the legislation of Georgia and the University Statutes, in accordance with the principles of transparency, equality and fair competition. Registration lasts no less than 2 and no more than 3 weeks. Elections are held at least 3 weeks and no later than 1 month from the date of registration of candidates.
3. The University Statute may define minimum qualification requirements for a candidate of the Dean. It is unacceptable to impose restrictions due to race, colour, language, sex, religion, political and other opinions, nationality, ethnicity and social status, origin, property and rank status, residence, citizenship and occupied academic position.
4. The Dean of the Faculty:
 - 4.1. Facilitates the faculty activities in accordance with the University Statute, the applicable legislation, decisions of the governing bodies of the university, orders of the University Rector and Head of the Faculty Administration;
 - 4.2. Submits to the Faculty Board the faculty development strategy plan, educational programs and research projects /
 - 4.3. Designs and submits faculty structure and regulations to the Faculty Board for approval;
 - 4.4; Within the scope of his/her competence, it is responsible for the implementation of decisions made by the Board of Representatives, the Academic Council and the Faculty Council;
 - 4.5. Issues individual legal acts within his/her competence;;
 - 4.6. Chairs the Faculty Board sessions;
 - 4.7. In accordance with the 'Law on Higher Education' and the University Charter, is responsible for the targeted use of the Faculty budget.;
 - 4.8. Implements other authority granted to him/her by decisions of the University Governing Bodies and Georgian legislation.;
5. In case of early termination of the authority of the Dean, the Acting Dean is nominated by the Faculty Board.
6. The procedural issues related to the selection of the Faculty Dean and termination of the term of authority shall be determined by the applicable legislation, these Regulations and Standing Orders of the Faculty Board.

Article 19. Deputy Dean

1. Dean of the faculty has a deputy. The Deputy Dean of the faculty is approved by the Faculty Board upon the proposal of the Dean. Deputy Dean can only be a person with a Doctor's academic degree. Deputy Dean is an administrative officer.
2. The authority of the Deputy Dean is determined by these Regulations.
3. In the absence of the Dean, his/her duties are fulfilled by the Deputy Dean, within the authority granted to him/her by the Dean or the Rector of the University.
4. Deputy Dean provides:
 - 4.1. Effective teaching and testing process at all levels and stages;
 - 4.2. Monitoring of mid-term and final examination processes.
 - 4.3. Monitoring of the disciplinary obligations undertaken by the Faculty staff according to the employment contracts;
 - 4.4. Monitoring of the activities of the Dean Secretaries / Secretariat;

- 4.5.; Preparation of the Decree Orders and Faculty Board Decisions;
 - 4.6. Control of student, academic personnel and teacher database;
 - 4.7.Coordination of the scientific research work of academic staff, teachers and student;
 - 4.8.Preparation and organization of scientific conferences and other activities for academic personnel, teachers and students
 - 4.9.Ensures fulfillment of the obligations defined by administrative acts of the university and faculty authorities and implementing other powers conferred to him
5. The term of office of the Deputy Dean is determined by the decision of the Faculty Board. The term of office of the Deputy Dean shall not exceed 4 years.
 6. The issue of early termination of the term of the Deputy Dean shall be discussed by the Faculty Board in accordance with the rules set by the Standing Orders of the Board, on the initiative of the Academic Council of the University, the Dean, and the University Rector.
 7. In case of early termination of the authority of the Deputy Dean, the Acting Dean is appointed by the Dean. The temporary acting dean may be appointed for a period of no more than 1 month.

Article 20. Dissertation Council

1. **The Dissertation Council** is the body created at the faculty, which awards the academic degree of Doctor of Philosophy;
2. The rule of composition of the Dissertation Council and election of its chairperson, as well as its authorities and norms for activities, shall be prescribed by relevant regulations of the Agrarian Faculty Dissertation Board, which is approved by the University Academic Council upon submission of the Faculty Board;
3. The Dissertation Council consists of all full and associate professors of the Faculty holding the academic degree of Doctor of Philosophy. Besides, upon the decision of the Dissertation Council, any other person holding the academic degree of Doctor of Philosophy can also be invited to become a member of the Dissertation Council;
4. The Dissertation Council acts in accordance with the regulation submitted by the Faculty Council and approved by the Academic Council and grants the degree of Doctor in those branches of science, which are defined by the same regulation.

Article 21. Faculty Quality Assurance Service

1. The Quality Assurance Service of the Faculty (the “Service” hereinafter) is the body created to evaluate the quality of educational and research activities of the faculty, as well as the qualification of the employees on a regular basis;
2. The Service operates in accordance with the Regulations of the Faculty and the Statute of the University;
3. The Service functions and objective are as follows:
 - a) Evaluation of educational and scientific processes of the faculty on a regular basis and development of appropriate recommendations;
 - b) Conducting of all necessary activities for the faculty staff development;
 - c) Collaboration with relevant units of Georgian and foreign educational institutions in order to work out a complete methodology for quality control and assurance;
 - d) Implementing internal activities that encourage university authorization and program accreditation.
4. Faculty Quality Assurance Service:

- a) Encourages high level quality teaching by using modern methods of teaching, learning and evaluation, encourages and facilitates self-assessment for successful authorization and accreditation processes;
- b) Implements periodic assessment of educational programmes in accordance with the main criteria developed by the University Quality Assurance Service;
- c) Modifies educational programme evaluation criteria based on the specificity of the faculty;
- d) Participates in the processes of elaborating and approving new academic programmes, monitoring the process of the correct use of credit-transfer system, assuring qualification enhancement of the academic personnel (offering new methods of teaching);
- e) Participates in the process of modification of the main methods of students' assessment, as well as of the criteria elaborated by the University Quality Assurance Service for evaluating scientific-research activities, based on the specifics of the faculty and monitoring the proper use of evaluation;
- f) After completion of each semester of studies, meetings are held with the faculty academic personnel, teachers, with the purpose of planning and monitoring students' teaching process.
- g) Conducts communicative meetings with students and academic staff/teachers considering the analysis of the student's academic process assessment questionnaires;
- h) Evaluates students' involvement in scientific researches;
- i) Ensures optimization of academic plans/curricula and their compliance with the international standards;
- j) Reviews syllabuses of compulsory and elective disciplines and makes their academic assessment;
- k) Studies and reviews textbooks and determines their usefulness for teaching;
- l) Encourages high level quality teaching by using modern methods of learning, teaching and evaluation, encouraging and facilitating self-assessment for successful authorization and accreditation processes.

5. The Service is guided by the Head of the Service, who is elected by the Faculty Board, on the proposal of by the head of the University Quality Assurance Service.

6. Head of the Service may be a Full or Associate Professor of the University.

7. The Service is entitled to:

- a) Elaborate activities relating to the implementation of the Service authority;
- b) Require all the necessary documentation and information in accordance with the scope of its competence.

8. The Service is responsible for fulfilling its functions and objectives.

9. Head of the Service:

- a) Runs and manages the Service;
- b) Distributes functions among service personnel, gives them instructions and tasks;
- c) Controls the personnel of the Service in terms of performing their duties;
- d) Signs or vices the documents prepared in the Service;
- e) Examines administrative complaints within the scope of competence;
- f) Submits a report on the Service activities to the the University Quality Assurance Service, the Dean of the Faculty and the Faculty Board;
- g) Solicits distribution of material and technical means required for the Service functions;
- h) Is responsible for fulfilling the tasks and functions assigned to the Service;
- i) Facilitates staff development and qualification raising;
- j) Other functions.

10. According to the university staff schedule, the Service may define positions of curriculum specialist, credit-coordinator and specialist.

Chapter IV. The Rule for Electing the Council of the Faculty. Pre-election Campaign. Organizing the Faculty Elections and Procedures

Article 22. The Rule for Electing The Council of the Faculty

1. Elections of the Council of the Faculty is the electoral process, which is defined by the rule of these regulations. It aims to elect to the Council of the Faculty on the basis of direct, free and equal elections by secret balloting.

2. The rule for electing the Council of the Faculty is regulated by the Statute of the University and these regulations – by means of direct, free and equal elections, by secret balloting – based on the main principles of the elections.

3. Representatives of the academic staff in the Council of the Faculty are elected from the faculty academic-scientific structural units.

4. Representatives from the faculty academic staff and student self-governance shall be elected in the Council of the Faculty.

5. Representatives from the academic staff shall be elected by the academic personnel, and representatives from the student self-governance – by the self-governing body of the faculty.

6. Representatives from the academic staff shall be elected from the faculty academic-scientific structural units by the academic personnel proportionally to their number in the structural units. A structural unit should have at least 1 representative in the Council of the Faculty. The total number of the members of the council must not exceed 21 members (in case there are 21 members in the council, this ratio should be distributed in the following way: the Dean, 5 students, 15 academic personnel). Representatives from the structural units to the Faculty Council shall be elected in the following way:

a) From 5 members of the staff of a structural unit, 1 person can be elected as a representative in the council.

b) In case, the number of the members of the Faculty Council exceeds 21, according to the sub-paragraph “a”, the number of the academic personnel to be elected in the council shall be defined by the following formula:

$$N = X * 15 / Y$$

where

b.a) “N” represents the number of the representatives from the academic personnel to be elected in the council;

b.b.) “X” - the number of the academic personnel in the structural unit;

b.c.) “Y” – the number of the academic personnel of the faculty;

b.d.) “15” – the maximum number of the personnel in the Council of the Faculty;

c) After calculation according to the principle defined by the sub-paragraphs “a” and “b” of this paragraph, if they do not receive a whole number, the result shall be rounded up to the greater number, if one hundredth of it is 50 or more. In other cases, it shall be rounded up towards the lower number.

7. The number of representatives from the structural units to be elected in the Council of the Faculty is defined by the administrative act of the Rector.

8. The elections of the Faculty Council are appointed by the Rector of the University.

9. Representatives from the student self-governance in the Council of the Faculty must not be less than ¼ of the council membership. In case the number of the representatives from the student self-governance to be elected in the council is not a whole number, representatives from the student self-governance in the council shall be a greater whole number than ¼.

Representatives from the student self-governance in the Faculty Council are elected for a term of 4 years.

10. The Council of the Faculty shall be elected for a term of 4 years. Next and extraordinary elections shall be held.

11. Next elections of the faculty Council shall be held in every 4 years in accordance with the rule set by these regulations.

12. Registration of the candidates in the council begins after 3 calendar days from appointing the elections. The registration of the candidates shall take place during not less than 5 calendar days. The elections of the Faculty Council are held not later than 5 calendar days after finishing the registration.

13. The act of the Rector of the university on appointing the Faculty Council elections, there shall be indicated the date of the beginning the registration of the candidates, the deadline for receiving applications from the candidates, a list of documents to be submitted by the candidates, the date and place of holding elections.

14. Registration of the candidates in the Faculty Council is assured by the University Election Commission. Within the set rule, the University Election Commission may reject a candidate's application for registration, which is ascertained by the written decision of the commission.

15. In case a candidate is denied the registration, there must be indicated the fault, which is the reason for the denial. The candidate is authorized to recover the fault during 1 calendar day. Denial to the registration may be appealed during 1 calendar day in the University Election Commission. The University Election Commission makes a decision on the appeal during 1 calendar day.

16. A candidate from the relevant structural unit may be considered elected, if he/she gains the best results; the number of the elected candidates from the academic staff and student self-governance is set by the administrative act of the Rector for the relevant structural unit.

17. In case the authority of a member of the Faculty Council is terminated pre-term, during the left term of authority one of its members, who has obtained the majority of votes in the Faculty Council elections becomes the candidate. If there is not such candidate, then by-elections are held.

18. In case the number of the academic staff in the appropriate structural unit of the faculty is reduced, and if this reduction causes changes in the membership number of the council, then according to these regulations, the authority of a member of the council from the relevant structural unit, who has received the fewest number of votes in the election, shall be dismissed pre-term. If there is not such member, then by-elections shall be held. Similarly, if such reduction requires electing an additional member from the relevant structural unit, the member of the council shall become the candidate, who has received the majority of votes from the corresponding structural unit. If there is not any, then by-elections shall be held. In case the number of the academic staff is increased in the relevant structural unit of the faculty, and this increase causes changes in the membership number of the Faculty Council, by-elections shall be held for only additional members of the council. Similarly, if such increase causes termination of the authority of a council member from the relevant structural unit pre-term, then according to these regulations, his/her authority is terminated before the term. In case the faculty is re-organized (unifying relevant structural units, dividing, attaching, separating, etc.), or a new structural unit is created or cancelled, by-elections shall be held for only those structural units, which were affected by these changes.

19. Organization of the elections of the Faculty Council is ensured by the University Election Commission, with the help of the relevant Faculty Election Commission. The Election Commission of the University is authorized to make decisions on organizational and procedural issues of the elections, if there is not ascertained something else by these regulations. The issues connected with the elections, which are not arranged by these regulations, are regulated by the administrative act of the Rector of the university.

20. On the issue of holding by-elections, the Dean of the faculty shall apply to the election commission;
21. During 2 days after receiving the application of the Dean, the University Election Commission, in accordance with the Rector, makes a decision on holding by-elections of the Faculty Council and publishes this information.
22. In order to gain the right for taking part in the elections, a candidate must be registered in the Election Commission of the University, as set by the rule of these regulations.
23. The news on announcing the elections of the Faculty Council, should contain information about receiving applications of the candidates and the dates of their registration, the date and place of holding elections.
24. In order to register, a candidate shall personally apply to the Election Commission of the University. A person is authorized to participate in the Faculty Council Elections as a candidate from the structural unit, where he/she is mainly employed. The term for receiving applications of candidates, willing to become members of the faculty Council, must not exceed 5 days.
25. Immediately after finishing the registration, the University Election Commission makes a unified list of all candidates. On the basis of the unified list, the University Election Commission makes a decision on printing the ballot-papers.
26. A ballot-paper must contain information about the personal data of the candidates – their name, surname and status.
27. Elections shall be considered held, if at least 1/3 of all persons with the right to vote took part in the elections (according to the relevant structural units).
28. If candidates who took part in the elections received the equal number of votes, second round of elections shall be held. In the second round of elections, two or more candidates with the same number of votes have the right for participation. The second round of elections shall be held during 3 calendar days from holding the primary elections.
29. The second round of elections shall be considered held, if at least 1/3 of all voters took part in it, and the winner of the second round elections shall be considered the candidate, who receives the majority of votes.
30. If none of the candidates took part in the elections, re-elections shall be held according to the rule set by these regulations.

Article 23. Pre-election Agitation and Campaign

1. A candidate to be elected in the Council of the Faculty is authorized to hold pre-election campaign. While carrying out pre-election campaign, all candidates enjoy equal rights.
2. The candidates to be elected and electors have the right to hold pre-election agitation to support the candidates.
3. On the polling day pre-election agitation and campaign is prohibited.
4. In the Faculty Council elections the following people can not take part in the pre-election agitation and campaign:
 - a) Members of the electoral commission;
 - b) People on the administrative positions (except the case, when the administrative officer is registered as a candidate) and support personnel (except the case, when the person holds an academic position simultaneously).
5. Pre-election agitation and campaign may be implemented by different activities (congregations and meetings with the voters, public debates and discussions), publishing and dissemination of printed agitation materials, pre-election proclamations, announcements, by preparing and spreading papers and photos, as well as by any means allowed by the legislation. Hindering their dissemination is banned.
6. Pre-election campaign and agitation must not hinder the academic process at the university. It is prohibited to hold electoral agitation and campaign at the lectures, as well as any other activity, which is incompatible with the candidate's status (bribery in direct or indirect way, or

granting any good or privilege, or giving such promise and others), affects the discipline at the university or damages the university property.

7. The administrative staff of the university has no right to deny using university rooms and halls for holding electoral campaign and agitation without any proof. All candidates shall have ability to enjoy equal rights to utilize the university area. Denial of this demand may be appealed in the University Election Commission during one day-period, the Commission shall make a decision within 1-day term.

Article 24. Electoral Register

1. The electoral register is made by the University Election Commission according to the appropriate structural units of the faculty, and in accordance with the University Human Resources Management Service.

2. The electoral register of the academic staff is made according to structural units.

3. The electoral register involves all professors, associate professors and assistant professors of the represented structural unit.

4. If a member of the academic staff is employed in more than one structural unit, he/she shall be included in the electoral register of the structural unit, where he/she has more hourly workload. If the hourly workload of a member of the academic personnel is equal, he makes a decision himself on which structural unit's electoral register he prefers to be enlisted.

5. The faculty electoral register must include the following data:

a) Name and surname of the voter;

b) Personal number according to the identity card/passport - for the academic personnel.

6. It is inadmissible to include the data of the same person in the electoral register of several structural units.

Article 25. Ballot Paper

1. Voting takes place by the appropriate marking on the ballot paper and putting it in the ballot box.

2. Ballot papers are printed by the university, which is ensured by the University Election Commission.

3. On the ballot paper there is indicated:

a) The name of the relevant faculty of the university with the denomination of the structural unit;

b) Indication about which management body elections is the ballot paper designed for;

c) List of the nominated candidates.

4. It is inadmissible to give more than one ballot paper to a person.

5. A ballot paper is given to a person only in the case of presenting the identity card.

Article 26. Ballot Box

1. In order to hold elections, the Commission assures the Faculty Election Commissions with ballot boxes. Each election commission is delivered a ballot box.

2. On the ballot box there is clearly indicated which management body is this box intended for.

3. The ballot box is checked before the voting begins, so that the members of the election commission and poll-watchers to be sure that the box is empty. Then he ballot box shall be sealed with the observance of the members of the commission and poll-watchers and together with the ballot-paper of the first voter, they shall put the controlling sheet, which is one of the means of checking the authenticity of the election results.

4. The control sheet is drawn up in 2 copies and there is indicated the requisites of the

- relevant faculty and of the first voters, signatures of all members of the commission. One copy of the controlling sheet is left in the election commission.
5. If the ballot box is damaged during the electoral process, the election commission is authorized to judge about cancelling the results of the elections, if it considers that this may affect the results of the elections.
 6. If there is no control sheet in the ballot box after its opening, or the data on the control sheet in the ballot box does not coincide with the data on the control sheet in the election commission, the results of the elections are declared void.

Article 27. Organizing Elections

1. Elections shall be held on the day appointed by the Rector;
2. The expenditures connected with the organization and holding of elections shall be covered by the university. The university does not refund the expenditures of the candidates;
3. The university shall ensure a room for the election commission;
4. The election commission of the university and of the faculty begin work at 9 a.m. Voting begins at 10 a.m.
5. Members of the faculty election commission distribute their functions by means of sortition before 10 a.m. After the sortition there must be assigned:
 - a) Registrars;
 - b) Signatories of the election bulletins;
 - c) Regulators of the flow of voters.
6. The Head of the faculty Election Commission shall not take part in the elections.

Article 28. Procedure of Elections

1. On the polling day, a voter receives a ballot-paper from the registrar of the election commission, which is confirmed by the signature alongside with his/her surname in the list of voters. After that, the voter goes to a member of the signatory commission, who signs up in the appropriate table of the ballot-paper. Then, the voter enters a specially arranged polling booth, and after circling one of his favourite candidates, drops the ballot-paper in the polling box and leaves the room of the election commission. It is impossible to let more than 5 voters in the polling room altogether.
2. The voter can vote personally. It is prohibited to vote instead of another person in any form.
3. The voter can vote for only that representative of the structural unit, where the voter is employed.
4. Any separate place, where the secrecy of balloting is ensured, may be considered as a polling-booth.

Article 29. Summarizing Election Results

1. Balloting finishes at 14.00 p.m. on the polling day.
2. After finishing balloting, members of the election commission count the quantity of votes in the list of voters who took part in the elections; this is attested in the relevant conclusive protocol, which depicts the total number of votes of all candidates who took part in the elections.
3. Elections shall be considered held, if there appeared at least 1/3 of all voters who were on the list (according to structural units).
4. After counting the number of voters who appeared at the elections, ballot-box shall be opened and members of the commission shall count ballot-papers. Ballot-papers shall be counted according to the structural units.
5. The ballot-papers taken out from the ballot-box and circled shall be arranged separately

according to the candidates who participated in the elections. Void ballot papers shall be put aside.

6. A ballot paper shall be void if:

- a) There is no signature of a member of the signatory commission on the ballot-paper;
- b) If none of the candidates are circled;
- c) If there is circled more than one candidate;
- d) If it is impossible to clarify which of the candidates is voted by the voter;
- e) There is not indicated the name of the faculty, where the elections are held;

7. Immediately after counting the votes, the conclusive protocol shall be completed, where they shall enter the following data:

- a) Number of voters according to the lists;
- b) Number of voters who appeared at the elections according to the signatures of the voters in the election lists;
- c) Total number of the ballot-papers in the ballot-box;
- d) Number of void ballot-papers;
- e) Number of votes received by each candidate;
- f) Signatures of all members of the commission.

Article 30. Poll-watcher

1. For the purpose of observing the process of voting at the elections, individuals and legal entities are authorized to refer to the election commission of the university to obtain the status of a poll-watcher, not later than 1 day before the elections.

2. A legal entity implements shall implements status of a poll-watcher by means of its representatives, whose identities are indicated in the application presented for obtaining the status of an observer;

3. A person shall not allowed to be an observer, if he/she is:

- a) A candidate to be elected;
- b) A member of the administrative staff;
- c) A voter of the faculty, where he/she asks for participation as a poll-watcher.

4. A poll-watcher is authorized to attend the work of election commissions on the polling day and in the process of discussing appellations;

5. A poll-watcher is authorized to:

a) Refer to the head of the election commission in case of detecting an abuse and demand its prevention; also, in case the head of the election commission rejects this demand, draw up a protocol on the abuse;

b) Submit an appellation to the election commission of the university.

6. A poll-watcher is obliged not to hinder the process of the elections.

7. Election commissions are obliged not to hinder the poll-watcher.

Article 31. The Protocol on Breaches

On the polling day, in case of detecting a violation of the rule set by these regulations, a candidate, a poll-watcher, a member of the election commission or a voter is authorized to draft a protocol on abuse, where they shall indicate:

- a) The name, surname, address of the person who drafts a protocol;
- b) The status of the person who drafts the protocol (a candidate, a voter, an observer, a member of the election commission);
- c) The content of the abuse;
- d) The time of attesting the abuse;
- e) The signature of the head of the election commission, or a note about denying his/her signature;

- f) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
- g) The demand of the person who drafts the protocol;
- h) The signature of the person who drafts a protocol.

Article 32. Announcing Results of the Elections

The results of the elections are announced on the polling day. The election commission of the faculty is responsible to post the act on the results of the elections in the place available for everyone.

Article 33. Appealing Against the Results of the Elections

1. If there is not ascertained any other issue by these regulations, during 24 hours after announcing the results of the elections, a candidate, an observer, a member of the election commission of the faculty or a voter from the structural unit of the relevant faculty is authorized to appeal against violation of the rule according to the regulations of the election commission of the university. After expiration of this term, appellations shall not be received.

2. An appellation must include the following requisites:

- a) The name, surname, address of the person appealing;
- b) The status of the person appealing (a candidate, a voter, a poll-watcher, a member of the election commission of the faculty);
- c) The content of the abuse;
 - i) The time of attesting the abuse;
 - j) The signature of the head of the election commission, or a note about denying his/her signature;
- k) Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
- l) The demand of the person who appeals;
- m) The signature of the person who makes an appellation.

3. The appellation must be attached to the copy of the protocol on abuse, in case there is one.

4. The election commission of the university is obliged to discuss the appellations during 1 calendar day after receiving them and make the appropriate decision.

5. The decision on declaring the elections void, shall be made by the election commission of the university, if it considers that the detected abuse has had an essential impact on the results of the elections.

Article 34. Publishing Results. Recognition of the Faculty Council Authority

1. Final results of the elections shall be published by the Election Commission of the University by posting them in the open place available for everyone. Results of the elections shall be published on the university web-site, in the printing body of the university and posted on the University Information Board.
2. Final results of the elections become valid from the very moment of their publishing.
3. The first session of the Faculty Council shall be invited by the Rector of the university within not later than 3 days from publishing the final results of the elections.
4. The Council of the Faculty shall be empowered with its authority from the first day of meeting. The Council of the Faculty shall be considered authorized, if more than half of its members attend it. The majority of the attendees shall make decision.
5. The authority of the Council of the Faculty is terminated by the first meeting of the newly elected council.

Chapter V. Faculty Structure. Scientific-Research and Support Structural Units of the Faculty

Article 35. Faculty Structure

1. The faculty structure includes academic-scientific and support personnel structural units of the faculty established in accordance with the “Law of Georgia on Higher Education” and the University Statute.

2. Faculty structure shall be designed by the Faculty Board and approved by the University Representative Council on the proposal of the Dean of the faculty.

Article 36. Scientific-Research and Support Structural Units of the Faculty

1. The rule for the activity of the faculty scientific-research and support structural units is determined by the University Statute and this Regulations.

2. The faculty is composed of:

a) Scientific–research structural unit - a department;

c) Support structural units -

- Secretariat of the Faculty;
- Laboratory;
- Computer Class.

Article 37. Scientific-Research Structural Units of the Faculty

1. Scientific-Research Structural Units of the Faculty are the following:

a) Department of Chemical and Environmental Technologies;;

b) Department of "Food Technologies";;

c) Department of Design and Technology;

2. The scientific-research structural unit of the Faculty carries out its activities in accordance with the “Law of Georgia on Higher Education”, the University Statute, these Regulation and the Regulations of the Structural Unit approved by the University Representative Council. The faculty may include a scientific-research structural unit whose regulations shall be approved by the University Representative Council.

Article 38. Goals and Objectives of the Scientific-Research Structural Unit:

a) Facilitating efficient implementation of academic and research activities;

b) Drawing up educational programmes;

c) Designing a strategic plan for development.

Article 39. Management of Scientific-Research Structural Unit of the Faculty

1. Scientific-Research structural unit is guided by the Head of the Department - in case of Faculty Department;

2. Head of the Faculty Scientific-Research Structural Unit (Department) may be a professor or associate professor of this structural unit;

3. Head of the Department is approved or elected by the Faculty Council after being nominated by the Faculty Dean;

4. The Faculty Council approves the head of the Scientific-Research Structural Unit if only one candidate is nominated by the Dean of the Faculty;

5. The Faculty Council elects the head of the Scientific-Research Structural Unit if two or more candidates are nominated by the Dean of the Faculty;

6. The rule for making decision on approval/election of the head of the Scientific-Research Structural Unit of the Faculty is determined by the faculty regulations;

7. The term of office of the head of the department expires upon the expiration of the term of office of the Faculty Dean. In case of early termination of the term of the head of the Scientific-Research Structural Unit of the Faculty, the Rector of the university shall appoint a temporary Acting Head before the appointment of the new one.

8. The head of the Scientific-Research Structural Unit of the Faculty is dismissed from fulfilling the duties imposed on him by the Rector of the university.

9. Head of the Department:

1. Coordinates training-scientific activities in the department directions;;
2. Provides organizational support to educational programmes, syllabi and the process of their implementation;
3. Within its competence, establishes business ties with appropriate state and private structures to study the rates of the graduates' employment and labor market requirements
4. Ensures conducting of training practice at appropriate level;;
5. Cares about the improvement of infrastructure, material-technical and training base of the activity;
6. Supervises the scientific-research work plan, drafting and implementation of scientific projects;;
7. Strengthens and supports the training groups with curators / tutors and supervises their activities;);
8. At the Department level, organizes participation of undergraduate, graduate and doctoral students in the scientific conferences and seminars;
 9. Together with the members of the Department, determines the research priorities of the Department;
 10. Carries out other assignments given by the Faculty Board and Dean;

3. Secretariat of the Faculty

- The Faculty Secretariat is headed by the Faculty Dean.
- The staff of the Faculty Secretariat is appointed and dismissed by the Rector of the University on the proposal of the Dean.

Secretary of the Faculty:

- Provides registration of students;
- Makes personal files of students;
- Uploads data on students in the electronic database and systematic renews the base in this regard;
- Organizes registration of agreement with students;
- Keeps information about tables/schedules, lists, statements and student mobility;
- Provides information and reports to students (on academic issues and achievements and others);
- Is responsible for receiving / processing / issuing examination statements;;
- Is responsible for the statistical processing of academic data;
- Controls/monitors academic and financial debts of students;.
- Verifies students' data to fill the diplomas;

- Fills the diploma supplement;
- Creates personal file folders and sends them to the archive;
- Other tasks.

Article 4: Faculty Support Structural Units

- 1. Activity of the Faculty Support Structural Unit is carried out in accordance with the Regulations of the Support Structural Unit approved by the University Representative Council.
- 2. Head of the Faculty Support Structural Unit is appointed and dismissed by the Rector of the University.

Article 41. Support Staff

1. The competence and responsibilities of the support staff of the Faculty shall be determined by the relevant instructions and work descriptions that are approved by the Administrative Act of the University Rector (Annexes of Description of the Positions);
2. Support staff of the Faculty is appointed and dismissed by the Rector of the University.

**Akaki Tsereteli State University
Structure of the Faculty of Technological Engineering**

