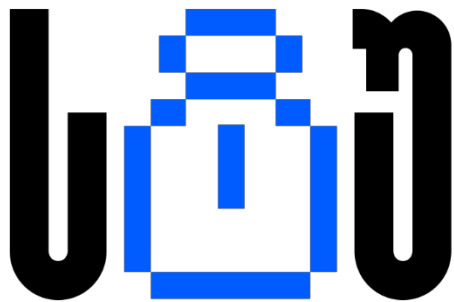




**GEORGIAN TECHNICAL
UNIVERSITY**

**FACULTY OF INFORMATICS AND
CONTROL SYSTEMS**

Faculty Regulations

Approved by Joint Resolution #01-05-17/05 of the Academic Council and the
Representative Council (Senate) of 30 June 2021

Consolidated version as of 24 March 2026

Chapter I

General Provisions

Article 1. Scope of the Regulations

On the basis of the Law of Georgia "On Higher Education" and the Charter of Georgian Technical University, these Regulations define the goals and objectives of the **Faculty of Informatics and Control Systems** (hereinafter the "Faculty") of Georgian Technical University (hereinafter the "University"), the main areas of the Faculty's educational and scientific research activities, the procedure for appointing and electing its governing bodies and personnel, their rights and duties, the principles of Faculty governance, and other matters related to the functioning of the Faculty.

Article 2. Status of the Faculty

1. The Faculty is a main educational unit of the University which, under conditions of academic freedom and institutional autonomy, develops and implements programs at all three cycles of academic higher education (Bachelor's, Master's, Doctoral) and vocational educational programs, and conducts scientific research, in the fields of informatics, instrument engineering, automation and control systems, telecommunications, biomedical engineering, engineering physics, medical physics and mathematics.
2. The Faculty has a seal bearing the name of the Faculty, as well as the corresponding letterheads and a stamp.
3. The full name of the Faculty is: ინფორმატიკისა და მართვის სისტემების ფაკულტეტი; in English – Faculty of Informatics and Control Systems.

Article 3. Authority of the Faculty

1. In its activities the Faculty is guided by the Constitution of Georgia, the international treaties and agreements of Georgia, the Law of Georgia "On Higher Education", other normative acts of Georgia, the University Charter and these Regulations.
2. The Faculty is independent in making decisions and taking actions within the competence defined by the legislation in force, the University Charter and these Regulations.

Chapter II

Goals, Objectives and Main Areas of Activity of the Faculty

Article 4. Goals and Objectives of the Faculty

1. The main goal of the Faculty is to train and retrain specialists who have competences that meet modern requirements and who are competitive on the international labor market;
2. The main objectives of the Faculty are:
 - a) to train and retrain persons with academic higher education oriented toward practical activity – Bachelors – and persons with vocational education – specialists;
 - b) to train persons with academic higher education oriented toward scientific research activity – Masters and Doctors.
3. The Faculty is obliged, in view of the level of development of the State of Georgia, to create optimal conditions for study and independent research, to ensure the opportunity to receive a future-oriented education that meets modern standards in the relevant fields of science, and to care continuously for the improvement of study conditions.

4. The Faculty cares continuously for the conduct of scientific research, for which appropriate financial resources must be provided in the approved budget of the relevant year.

Article 5. Main Areas of Activity of the Faculty

The main areas of activity of the Faculty are:

- a) implementation of Bachelor's, Master's and Doctoral academic programs in the relevant fields of science;
- b) implementation of vocational education programs;
- c) conduct of scientific research work;
- d) expert and consulting activities.

Chapter III Structure of the Faculty

Article 6. Structure of the Faculty

- 1. The Faculty comprises the governing bodies of the Faculty, educational units (academic department, college and others), scientific research units (scientific research institute, laboratory, program direction and others) and auxiliary structural units.
- 2. A Faculty Advisory Board and a Manager's Office also function at the Faculty.
- 3. A Board of Trustees may be established at the Faculty by a decision adopted by a simple majority of the votes of the members of the Faculty Council.
- 4. The composition of the Board of Trustees is approved by the Academic Council of the University upon submission by the Faculty Council.
- 5. The structure and the Regulations of the Faculty, as well as the regulations of the Faculty's structural units, are approved by the Representative Council (Senate) of the University upon submission by the Faculty Council.
- 6. Commissions (standing and temporary) and panels are established at the Faculty.
- 7. Student self-government operates at the Faculty.

Article 7. Governing Bodies of the Faculty (Governing Subjects)

- 1. The governing bodies (governing subjects) of the Faculty are: the Faculty Council, the Dean, and the Faculty Quality Assurance Service.
- 2. The elected governing subjects of the Faculty – the Dean and the Head of the Faculty Quality Assurance Service – are elected in accordance with the procedure established by the Regulations "On Conducting Elections of the Governing Bodies (Governing Subjects) of Georgian Technical University and of the Faculty" (hereinafter – the University Election Regulations).

Article 8. Faculty Council

- 1. The representative body of the Faculty is the Faculty Council, which is composed of all members of the academic personnel of the Faculty, all persons holding a scientific position in the independent scientific research unit of the Faculty, and representatives of the student self-government.
- 2. The number of representatives of the student self-government in the Faculty Council must be 1/3 of the full composition of the Council; rounding is carried out in favor of the students.
- 3. The Faculty Council is quorate if more than half of the members on its roll are present.

4. Decisions of the Faculty Council are adopted by a majority of the votes of those present, and, in the cases defined by the Law of Georgia "On Higher Education", by a majority of the members on the roll of the Council.
5. The Faculty Council recognizes the authority of its members at its very first meeting.
6. The authority of the representatives elected to the Faculty Council by the student self-government is recognized at the next meeting of the Faculty Council.
7. The rules governing the activities of the Faculty Council, the convening of its meetings and its decision-making are defined by the Rules of Procedure of the Faculty Council, which are approved by the Faculty Council.

Article 9. Authority of the Faculty Council

The Faculty Council:

- a) develops the draft budget of the Faculty and submits it to the Head of Administration;
- b) elects the Dean of the Faculty on the basis of free and equal elections, by secret ballot, by a majority of the members on the roll;
- c) upon submission by the Dean, develops the strategic development plan of the Faculty and the educational and scientific research programs and submits them to the Academic Council of the University for approval;
- d) upon submission by the Dean, develops the structure and the Regulations of the Faculty and submits them to the Representative Council (Senate) of the University for approval;
- e) repealed.
- f) elects the Head of the Faculty Quality Assurance Service;
- g) establishes the standing Ethics Commission of the Faculty and approves the decisions adopted by the Commission;
- h) conducts disciplinary proceedings against students of the Faculty;
- i) establishes standing and temporary commissions of the Faculty, including field commissions of scholarly experts;
- j) is authorized, on the grounds of a violation of Georgian legislation by the Dean, improper performance of the duties imposed on the Dean and/or the conduct of activities unbefitting a Dean, to consider the early termination of the Dean's authority at the request of at least 1/3 of the members of the council of the main educational unit. The decision on early termination of the Dean's authority is adopted by secret ballot, by a majority of the members on the roll. The Dean does not take part in the votes provided for by this subparagraph.
- k) in the event of early termination of the Dean's authority, appoints an Acting Dean by open ballot, by a majority of the votes of those present;
- l) elects from among the academic personnel the members of the Academic Council and of the Representative Council (Senate) of the University within the quota defined for the Faculty. The relevant elections are held in accordance with the procedure established by the University Election Regulations;
- m) adopts decisions on delegating its own functions to the Faculty Advisory Board, except for the powers directly defined by Article 28 of the Law of Georgia "On Higher Education";
- n) repealed.
- o) exercises other powers defined by Georgian legislation, the University Charter, these Regulations, the legal acts of the University and the Rules of Procedure of the Faculty Council.

(Resolution №01-06-02/24 of the Representative Council (Senate) of the University of 17 April 2024)

Article 10. Dean of the Faculty

1. The Dean of the Faculty is elected to office by the Faculty Council.
2. The Dean is elected for a term of four years. The same person may be elected to the office of Dean only twice in succession.
3. The procedure for registering candidates for the office of Dean of the Faculty and for holding the elections is defined by the University Election Regulations.
4. A professor or an associate professor of a faculty of the University may be elected Dean.
5. The Dean of the Faculty:
 - a) ensures the effective conduct of educational and scientific activities at the Faculty;
 - b) submits the development plan of the Faculty and the educational and scientific research programs to the Faculty Council for consideration;
 - c) develops the structure and the Regulations of the Faculty and submits them to the Faculty Council for approval;
 - d) is responsible, within his/her competence, for the implementation of the decisions of the Academic Council, the Representative Council (Senate), the Faculty Council and the Faculty Advisory Board;
 - e) issues individual legal acts within his/her competence;
 - f) chairs the meetings of the Faculty Council;
 - g) is responsible for the purposeful use of the Faculty budget in accordance with the Law of Georgia "On Higher Education" and the University Charter;
 - h) represents the Faculty in relations with third parties within the authority granted to him/her;
 - i) concludes contracts and memoranda on behalf of the Faculty within the authority granted to him/her;
 - j) exercises other authority granted by the Law of Georgia "On Higher Education", the University Charter and the legal acts of the University.
6. The Dean of the Faculty has two deputies – one for academic affairs and one for science and international relations – who are appointed to and dismissed from office by the Rector of the University on the basis of a submission by the Dean, for the term of the Dean's authority.
7. The rights and duties of the Deputy Deans are defined by an order of the Dean, unless otherwise established by the legislation in force or by the University Charter.
8. The main competence of the Deputy Dean for academic affairs is to ensure the effective conduct of the educational process, to monitor the activities of the educational units of the Faculty, and to carry out the Dean's assignments.
9. The Deputy Dean for science and international relations ensures the development of the Faculty's scientific research and organizes the implementation of research projects.
10. In the Dean's absence, the activities of the Faculty are directed by a Deputy Dean within the authority granted to him/her by the Dean.

(Resolution №01-06-02/24 of the Representative Council (Senate) of the University of 17 April 2024)

Article 11. Faculty Quality Assurance Service

1. For the purpose of systematically evaluating the quality of educational and scientific research work at the Faculty, as well as of the professional development of the academic personnel, a Quality Assurance Service is established, which operates in accordance with the Law of Georgia "On Higher Education", Georgian legislation, the University Charter and these Regulations.

2. The Faculty Quality Assurance Service is authorized to cooperate with the relevant services of foreign countries and of their higher education institutions in order to establish transparent criteria for quality control and a methodology for ensuring them.
3. The Head of the Faculty Quality Assurance Service is elected by the Faculty Council for a term of four years. The requirements for the Head of the Faculty Quality Assurance Service are defined by the Faculty Council.
4. If the Head of the Faculty Quality Assurance Service is temporarily unable to exercise his/her authority, his/her duties are performed by his/her deputy (if any) or by an authorized person designated by him/her.
5. The main objective of the Faculty Quality Assurance Service is to help ensure a high level of teaching quality through the use of modern methods of learning, teaching and assessment (modules, the credit system, etc.) and to prepare the self-evaluation for the accreditation process.
6. The Faculty Quality Assurance Service:
 - a) systematically evaluates the course of the educational and scientific research process at the Faculty and the quality of the professional development of the academic personnel and teachers.
 - b) establishes close ties and cooperates with the relevant services of higher education institutions of foreign countries in order to improve transparent criteria for quality control and the methodology for implementing them.
 - c) in cooperation with the relevant service of the University, establishes transparent criteria for evaluating educational and scientific work at the Faculty;
 - d) monitors and evaluates the educational and scientific processes on the basis of these criteria;
 - e) ensures the self-evaluation of the Faculty for the authorization and accreditation process;
 - f) regularly (once a semester) reports the results of its work to the Faculty Advisory Board and the Faculty Council;
 - g) reviews the curricula of educational programs and the syllabi of modules and courses and gives recommendations for their improvement;
 - h) exercises other powers granted by the University Charter and the legal acts of the University.
7. The Faculty Quality Assurance Service evaluates the scientific research activity of the independent scientific research unit of the Faculty on the basis of the Rule for Internal Evaluation of the Scientific Research Activity of the Independent Scientific Research Unit of the Faculty, which is developed by the Faculty Quality Assurance Service and approved by the Faculty Council.
8. In the event of early termination of the authority of the Head of the Quality Assurance Service, the Faculty Council appoints an acting head and calls elections within 10 days of the termination of authority.

Article 12. Faculty Advisory Board

1. The Faculty Advisory Board comprises: the Dean (chair), the Deputy Dean, the Manager, the heads of the structural units of the Faculty, the Head of the Faculty Quality Assurance Service, and the representatives elected to the governing bodies of the University under the Faculty's quota.
2. The Faculty Advisory Board:
 - a) in accordance with subparagraph "m" of Article 9 of these Regulations, performs the functions delegated by the Faculty Council (namely: matters of financial aid, distribution of bonuses, financing of the publication of textbooks, and transfer of Faculty students to an individual educational program. It reviews monitoring data and the course of the educational process. It controls the progress of budget execution);

- b) in accordance with subparagraph "m" of Article 9 of these Regulations, performs any other function delegated by the Faculty Council;
- c) supports the governing subjects of the Faculty, acting as their adviser in the main areas of the Faculty's activity as well as in resolving operational tasks;
- d) adopts decisions within its own authority, and prepares matters and develops the corresponding recommendations for consideration by the Faculty Council.

Article 13. Faculty Manager

1. The Manager's position is an auxiliary position, the powers of which are defined by an individual administrative-legal act of the Rector and by these Regulations.
2. The Faculty Manager is appointed and dismissed by the Rector.
3. The Manager:
 - a) conducts marketing and forecasting analytical research of the labor market, on the basis of which he/she draws up the list of requirements for educational programs, taking into account the modern demands of society;
 - b) supervises the financial and material-technical provision of the Faculty's educational and scientific activities;
 - c) for the purpose of implementing the strategic development plan of the Faculty, draws up an annual plan for attracting financial and material resources and is responsible for the purposefulness and effectiveness of its implementation;
 - d) together with the Dean and the Faculty Advisory Board, draws up the draft budget of the Faculty and submits it to the Faculty Council for determination;
 - e) is responsible for the execution of the Faculty budget;
 - f) coordinates the process of students' industrial practice, internships and subsequent employment;
 - g) exercises other powers defined by these Regulations and the legal acts of the University.
4. The Manager is accountable to the Rector and to the Faculty Council.

Article 14. Board of Trustees

1. A Board of Trustees may be established at the Faculty by a decision adopted by a simple majority of the votes of the members of the Faculty Council.
2. The composition of the Board of Trustees is approved by the Academic Council of the University upon submission by the Faculty Council.
3. The mission of the Board of Trustees is:
 - a) to contribute to the development of the Faculty on the basis of knowledge of the educational and scientific fields, an understanding of the essence of academic and intellectual processes and of the specifics of problem situations, and decision-making that takes the latest information into account; to cooperate; to attract charitable contributions; and to help strengthen the Faculty with the latest achievements of science and technology;
 - b) to cooperate in raising the academic quality of the Faculty's educational and scientific programs and in keeping their functioning up to date.

Chapter IV. Repealed

(Resolution №01-06-02/24 of the Representative Council (Senate) of the University of 17 April 2024)

Chapter V

Educational and Scientific Research Units of the Faculty

Article 16. Educational and Scientific Research Units of the Faculty

1. For the purpose of the coordinated conduct of the educational process and scientific research, educational and scientific research units are established at the Faculty.
2. The educational units of the Faculty are:
 - a) 801 - Academic Department of Software Engineering;
 - b) 802 - Academic Department of Computer Engineering;
 - c) 803 - Academic Department of Information Technologies;
 - d) 804 - Academic Department of Information Systems;
 - e) 805 - Academic Department of Artificial Intelligence;
 - f) repealed. (In force from the first semester of the 2025/2026 academic year)
 - g) 807 - Academic Department of Control Systems and Automation;
 - h) 808 - Academic Department of Microprocessor and Measurement Systems;
 - i) 809 - Academic Department of Interdisciplinary Informatics;
 - j) 810 - Academic Department of Engineering Physics;
 - k) 811 - Academic Department of Mathematics;
 - l) 812 - Academic Department of Biomedical Engineering;
 - m) 813 - Academic Department of Digital Telecommunication Technologies.
3. The scientific research units of the Faculty are:
 - a) Educational-Scientific and Expert Laboratory of Informatics and Control Systems;
 - b) Educational-Scientific and Expert Laboratory of Engineering Physics.
 - c) Educational-Scientific and Expert Laboratory of Digital Telecommunication Technologies;
 - d) University-wide Virtual Modeling Center;
 - e) repealed.
 - f) Innovation Center for Young Scientists and Students "Ertad";
 - g) UNESCO Center;
 - h) repealed.
 - i) SMART|Lab: Medical Imaging Training Laboratory (SMART| Medical Imaging Training Lab).
4. The independent scientific research unit of the Faculty is the Scientific-Technological Center of Sensor Electronics and Materials Science.
5. Self-financed educational/scientific/expert centers function at the Faculty:
 - a) Medical Equipment Quality Control Laboratory;
 - b) Programmable Logic Control Center;
 - c) Scientific Research and Diagnostic Center "Expert";
 - d) IT Consulting Scientific Research Center;
 - e) Scientific-Educational Center for Metrological, Certification and Standardization Support "Standard";
 - f) Republican Center for Structural Research;
 - g) Educational-Scientific Center for Forensic-Technical Examination;

h) Telemedicine Center.

(Resolution №01-06-02/24 of the Representative Council (Senate) of the University of 17 April 2024)

(Resolution №01-06-02/43 of the Representative Council (Senate) of the University of 26 July 2024)

(Resolution №01-06-02/57 of the Representative Council (Senate) of the University of 05 November 2024)

(Resolution №01-06-02/28 of the Representative Council (Senate) of the University of 06 June 2025)

(Resolution №01-06-02/11 of the Representative Council (Senate) of the University of 24 March 2026)

Article 17. Academic Department and Its Status

1. An academic department (hereinafter the "Department") is a main educational structural unit of the Faculty which ensures educational, methodological and scientific research activity within the framework of educational program(s) and/or their components.
2. The decision to establish or abolish a Department is adopted by the Academic Council of the University.
3. With due justification, for the best purposes of a multidisciplinary educational program, an inter-faculty Department may be established within more than one faculty.
4. A Department unites, as a rule, at least five holders of academic positions, with the mandatory participation of at least one professor.
5. A Department is staffed with academic, invited, teaching and/or auxiliary personnel.
6. In its activities a Department is guided by the University Charter, these Regulations and the relevant legal acts.

Article 18. Field of Activity, Main Objectives and Functions of the Department

1. The Department:

- a) ensures the conduct of the educational process (lectures, seminars, laboratories, practical classes, etc.) in the courses of the educational program(s) (academic higher and/or vocational) assigned to the Department, in accordance with the syllabi and the timetable;
- b) in accordance with its competence, participates in the creation of new educational program(s)/courses, in the modification of existing program(s) and in the introduction of new educational programs; promotes the cooperation of the head(s) of the program(s) and other implementing personnel with students, employers, alumni, professional associations and other interested persons, as well as the sustainability and internationalization of the program;
- c) provides methodological support for the educational components (preparation, review, peer review and recommendation of textbooks and other teaching and methodological material(s));
- d) forms and administers the academic workload of the Department;
- e) initiates before the Dean of the Faculty the invitation of persons with appropriate qualifications for the purpose of involving them in the educational process;
- f) before the start of the semester, summarizes information on the Department's staff concerning their readiness to carry out without hindrance the educational, methodological and scientific research work to be performed during the semester, and at the end of the semester reviews the report on the work performed;
- g) at the end of the academic year, submits to the Faculty Quality Assurance Service reports reflecting the scientific and other activities of the program heads/syllabus authors and of the Department's personnel;
- h) ensures the effective use of existing teaching methods, the introduction of new teaching methods and technologies, the improvement of the educational process and the raising of the quality of teaching;
- i) ensures the involvement of students in scientific research work;

- j) provides Bachelor's, Master's and Doctoral students with appropriate study and/or research topics and supervisors;
 - k) promotes the professional development of personnel, develops plans for this purpose and monitors their implementation; also shares the local and international experience and best practice of teachers;
 - l) in accordance with its profile, establishes working contacts and cooperates with the educational and scientific structural units of partner higher education institutions and with other relevant organizations;
 - m) effectively coordinates the conduct of scientific research, holds scientific-methodological seminars, and, within its competence, under private commission, issues specialist opinions on behalf of the University both on scientific research works and on projects;
 - n) organizes the peer review of Master's qualification theses and Doctoral dissertations;
 - o) registers student assessment sheets and hands them over to the Dean's Office;
 - p) within its competence, coordinates the activities of the self-financed educational/scientific/expert centers existing at the Faculty and ensures the submission of report(s) to the Academic Council;
 - q) within its competence, exercises other powers necessary for the proper functioning of the Department that are compatible with the legal acts in force at the University.
2. The Department carries out its activities in accordance with the strategic development and action plans of the University, as well as the strategic development plan of the Faculty (seven-year) and the action plans of the Department (three-year and one-year).
3. The Department must have:
- a) plans reflecting educational, scientific research and methodological work, the professional development of personnel and other development-oriented areas;
 - b) teaching and methodological documentation;
 - c) minutes of its meetings;
 - d) other documentation defined by the legal acts of the University and the Faculty.
4. After the expiry of the period of active storage, documentation is transferred to the archive of the University/Faculty in accordance with the established procedure.
5. The number of staff positions and the ranking of the Department are defined in accordance with the structure and the staff list approved by the Representative Council (Senate) of the University.
6. The employees of the Department are appointed to and dismissed from office by the Rector of the University.
7. The rights and duties of the Department's personnel are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 19. Management of the Academic Department

- 1. The Department is headed by the Head of the Department, who is a professor or an associate professor of the same Department.
- 2. The Head of the Department is appointed for a term of 4 years.
- 3. The Head of the Department, as well as an Acting Head, may not be a person holding an administrative position at the University or the head of another structural unit.
- 4. The Head of the Department, as well as an Acting Head, is appointed to and dismissed from office by the Rector on the basis of a submission by the Dean and the consent of the Vice-Rector.
- 5. The Head of the Department is accountable, by direct subordination, to the Rector and, by immediate subordination, to the Dean and the Council of the Faculty.

6. The Head of the Department convenes and conducts the meetings of the Department. A meeting is quorate if at least 3/4 of the members of the Department are present. Decisions are adopted by a majority of the members on the roll. Matters whose content concerns the interests of another department are considered at a joint meeting of the departments. In individual cases, depending on the specifics of the matter, a representative/representatives of another department, of any structural unit of the Faculty/University and/or of another institution may be invited to the meeting with the right of an advisory vote. This is recorded in the minutes.
7. The Head of the Department submits, in accordance with the established procedure, proposals on the hiring of employees to the Department (except for positions to be filled by competition), their dismissal and incentives, as well as on the initiation of proceedings concerning disciplinary action.
8. The Head of the Department bears personal responsibility for the activities of the Department. He/she reports annually to the Council(s) of the Faculty(ies).
9. Heading the Department is regarded as work held concurrently. His/her salary rate as Head of the Department is defined by the staff schedule.
10. The grounds for dismissal of the Head of the Department are:
 - a) a personal application;
 - b) expiry of the four-year term;
 - c) dismissal from the academic position;
 - d) a negative evaluation of the annual report;
 - e) another case defined by legislation.
11. The Head of the Department or an Acting Head is appointed no later than one month after the vacancy arises.

Article 20. Scientific Research Unit (Scientific Research Institute, Laboratory, Program Direction, Center and Others)

1. A scientific research unit (scientific research institute, laboratory, program direction, center and others) is a structural unit within the Faculty.
2. A scientific research unit conducts its activities under the corresponding regulations.
3. The head of a scientific research unit is appointed to and dismissed from office by the Rector of the University upon submission by the Dean of the Faculty.
4. The goal of a scientific research unit is:
 - a) in accordance with the strategic plan of the University, to promote the formation of applied research, analytical and expert competences among students and scientists, the raising of the prestige of a scientific career, the establishment of ties with foreign universities and scientific centers and the development of existing ties;
 - b) to promote the conduct of applied research oriented toward knowledge, quality and results, the integration of the scientific research and educational processes, and students' planning of their own future;
 - c) to identify problems and provide the corresponding research space;
 - d) to take part in the implementation of research results.
5. The head of a scientific research unit:
 - a) is responsible for the performance of the functions and objectives of the scientific research unit;
 - b) defines the research directions and invites researchers to conduct applied research;
 - c) distributes duties among the employees of the scientific research unit and gives them instructions and assignments;

- d) supervises the proper performance of official duties by the students and personnel involved in the activities of the scientific research unit and controls their compliance with the internal regulations of the University;
- e) signs the documents prepared by the scientific research unit;
- f) submits a report on the activities carried out by the scientific research unit twice per calendar year, as well as at any time on the instruction of the Rector of the University and the Dean of the Faculty;
- g) submits proposals to the management of the University and the Faculty for the purpose of regulating and resolving individual matters;
- h) in agreement with the Faculty, submits proposals to the Rector of the University on the internal structure, staffing and organization of work of the scientific research unit and on incentives for, or the imposition of disciplinary liability on, the employees of the scientific research unit;
- i) petitions for the allocation of the funds, equipment and inventory necessary for performing the functions and objectives facing the scientific research unit;
- j) periodically hears the reports of the personnel of the scientific research unit on the work they have carried out;
- k) directs the development of the short-term and long-term work plans of the scientific research unit and their implementation;
- l) exercises other powers defined by these Regulations, the legal acts of the University and legislation in order to achieve the goals of the scientific research unit.

6. A scientific research laboratory of the Faculty (hereinafter the "Laboratory") comprises the material and technical facilities existing at the Faculty, where educational laboratory, scientific, innovation, design, experimental-design, expert, diagnostic and consulting activities are carried out in one or several related scientific fields.

7. The Laboratory promotes the development of the material and technical base belonging to the Faculty that is involved in scientific and research activity, its effective use, the raising of the professional level of personnel, the involvement of students in scientific research activity, the functioning of technology parks, as well as the activities of scientific centers.

8. The functions of the head of the Laboratory are:

- a) to promote the care and maintenance, preservation in working condition and subsequent improvement and renewal of the material and technical base (instruments, equipment, etc.) existing at the Faculty and intended for the educational and scientific research activities of the University;
- b) together with the relevant academic department, to coordinate and promote the unhindered conduct of the scientific research activities of students and personnel at the material and technical facilities of the Faculty;
- c) to coordinate the performance of functions and duties by the personnel of the Laboratory and to give a qualified evaluation of their work;
- d) to ensure that the laboratory work provided for by the academic timetable is conducted at the appropriate level;
- e) to promote the professional improvement of the personnel of the Laboratory.

9. The personnel of the Laboratory comprise the auxiliary personnel defined by the staff list.

10. The functions of the personnel of the Laboratory are:

- a) to conduct the laboratory work provided for by the academic timetable;
- b) to prepare and organize the readiness of workplaces in the teaching laboratories for the conduct of the educational and scientific process;

- c) to apply in good time to the Head of the Laboratory for the repair of laboratory equipment, as well as for the purchase of new instruments, chemical reagents and other materials;
 - d) to observe industrial sanitary norms, safety rules and fire prevention measures and, if necessary, to be able to apply them in practice;
 - e) to possess the skills of working with laboratory equipment and to care systematically for raising their qualifications;
 - f) to carry out other measures necessary to support the educational and scientific process in the Laboratory.
11. The number of staff positions and the ranking of a scientific research unit are defined in accordance with the structure and the staff list approved by the Representative Council (Senate) of the University.
 12. The employees of a scientific research unit are appointed to and dismissed from office by the Rector of the University.
 13. The rights and duties of the personnel of a scientific research unit are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 21. Independent Scientific Research Unit of the Faculty

1. The independent scientific research unit of the Faculty is the Scientific-Technological Center of Sensor Electronics and Materials Science.
2. The structure and governing bodies of the Center and the procedure for electing, and the powers of, the Director and the scientific personnel of the Center are defined by the Law of Georgia "On Higher Education", the University Charter and the regulations of the Center, which are approved by the Faculty Council.

Chapter VI

Auxiliary Structural Units of the Faculty

Article 22. Auxiliary Structural Units of the Faculty

1. The auxiliary structural units of the Faculty, within their competence, implement the decisions adopted by the administration and governing bodies of the University, the Faculty Council, the Faculty Advisory Board and the Dean, develop proposals for the development of the relevant field and submit them to the Dean of the Faculty for consideration.
2. The auxiliary structural unit of the Faculty is the Educational Process Management Division.
3. The Faculty has the positions of Student Services Administrator, Archivist and Librarian.
4. The Educational Process Management Division ensures the complete and prompt conduct of the educational process at the Faculty.
5. The functions of the Division are:
 - a) to carry out the procedures required in connection with the educational process in accordance with the regulatory legal acts of the University;
 - b) to prepare the administrative (financial) and academic (study) contracts of the students of the Faculty;
 - c) to maintain the personal files of the students of the Faculty;
 - d) to provide students with appropriate consultation in connection with the educational process;
 - e) to prepare drafts of the relevant legal acts in connection with student status and with the educational process;
 - g) to carry out the measures provided for by legislation in connection with the creation, issuance and storage of the documents of the Faculty archive;

h) to carry out other activities necessary for the unhindered conduct of the educational process.

6. The Head of the Division, within his/her competence:

- a) sets the objectives of the Division, organizes and manages its activities, supervises the performance of its tasks, and controls priorities and deadlines;
- b) on the basis of the functions and competences of the Division, is responsible for the preparation and/or coordination of the preparation of drafts of the relevant legal acts;
- c) endorses, and is responsible for, the functions, procedures, reports, conclusions and various types of acts performed by the Division;
- d) prepares and submits initiatives within the competence of the Division;
- e) is responsible for the evaluation, incentives, development and motivation of the employees subordinate to him/her and for initiating disciplinary measures;
- f) on the Dean's instruction, performs other functions related to the activities of the Division.

7. The functions of the Student Services Administrator are:

- a) to explain to students the rights and obligations defined by the legislation in force and the regulatory legal acts of the University in connection with the educational process and, if necessary, to carry out the appropriate measures;
- b) to carry out appropriate measures to promote the involvement of students in local and international educational and scientific projects;
- c) to develop programs tailored to students' needs for their personal and professional development and to carry out the corresponding activities (training, master class, public lecture, workshop and others);
- d) to maintain relations with partner organizations and companies for the purpose of involving students in the student internship program and of their employment;
- e) to inform students about the educational and other activities under way at the University;
- f) to carry out other functions defined by the legal acts of the University and the Faculty.

8. The Archivist ensures that the measures provided for by legislation in connection with the creation, issuance and storage of the documents of the Faculty archive are carried out.

9. The function of the Librarian is to provide the appropriate service in order to supply the students and personnel of the Faculty with the library resources available at the Faculty.

10. The structure and powers of an auxiliary structural unit are defined by the corresponding regulations, which are approved by the Representative Council (Senate) of the University upon submission by the Faculty Council.

11. The head of an auxiliary structural unit is appointed to and dismissed from office by the Rector of the University.

12. In its activities an auxiliary structural unit is guided by the University Charter, these Regulations, its own regulations and the legal acts of the University.

Article 23. Commissions and Panels of the Faculty

1. The following are established at the Faculty in accordance with the procedure laid down by the legal acts of the University:

- a) the Ethics Commission of the Faculty;
- b) the Field Commission for Educational and Scientific Literature;

- c) the Commission for Awarding Qualifications to Graduates of Bachelor's and Vocational Educational Programs (Qualification Commission);
- d) Master's examination commissions;
- e) dissertation defense panels.

2. The procedure for the activities of the Ethics Commission of the Faculty is defined by the University's Code of Ethics and Norms of Disciplinary Liability.

3. The procedure and criteria for the activities of the Faculty's Field Commission for Educational and Scientific Literature are defined by the Regulations of the Editorial and Publishing Council for Educational and Scientific Literature of the University.

4. The Commission for Awarding Qualifications to Graduates of Bachelor's and Vocational Educational Programs (Qualification Commission) is established by a Faculty order, the Master's examination commissions by an order of the Rector upon submission by the Dean of the Faculty, and the dissertation defense panels by an order of the Rector on the basis of a decision of the University Dissertation Council. The procedure for their activities is defined by the relevant legal acts of the University.

(Resolution №01-06-02/24 of the Representative Council (Senate) of the University of 17 April 2024)

Chapter VII

Personnel of the Faculty

Article 24. Personnel

1. There are academic, scientific, administrative and auxiliary positions at the Faculty.
2. The rights and duties of the personnel of the Faculty are defined by these Regulations, job descriptions, the internal legal acts of the University and the legislation of Georgia in force.

Article 25. Academic Personnel

1. The academic personnel of the Faculty consist of professors and assistants, who are elected to their positions in accordance with the procedure established by legislation.
2. The professorial staff comprises the professor, the associate professor and the assistant professor, who participate in and/or lead the educational process and scientific research.
3. An assistant carries out seminar and research work within the educational process under way at the Faculty under the supervision of a professor, an associate professor or an assistant professor.
4. The rights and obligations of the academic personnel are established by Georgian legislation and the University Charter.

Article 26. Holding an Academic Position

1. An academic position may be held only through an open competition, which must comply with the principles of transparency, equality and fair competition.
2. The conditions for election to an academic position are defined by Georgian legislation and the University Charter.
3. The procedure for hiring academic personnel, the amount and conditions of remuneration, as well as the maximum workload of academic personnel, are approved by the Representative Council (Senate) upon submission by the Academic Council.

Article 27. Scientific Personnel

1. The scientific personnel of the independent scientific research unit of the Faculty consist of scientists and postdoctoral researchers.
2. Scientists are persons holding the following scientific positions: chief research fellow, senior research fellow and research fellow.
3. A postdoctoral researcher is a person who is elected, on the basis of a competition, at the Faculty or in the independent scientific research unit to carry out a specific scientific research project, in accordance with the procedure and for the term defined by the Academic Council. A person may be elected as a postdoctoral researcher only once.

Article 28. Procedure for Holding a Scientific Position

1. A scientific position may be held only on the basis of an open competition, which must be conducted in accordance with the principles of transparency, equality and fair competition.
2. The conditions for election to a scientific position are defined by Georgian legislation and the University Charter.
3. The procedure for hiring the scientific personnel of the independent scientific research unit of the Faculty and the additional conditions for holding a scientific position in the independent scientific research unit of the Faculty are developed by the Scientific Council of the independent scientific research unit of the Faculty and submitted to the Faculty Council for approval.
4. A person who holds the academic degree of Doctor may be elected as a postdoctoral researcher in accordance with the procedure defined by the Academic Council.

Article 29. Administrative Positions and Other Personnel

1. The administrative positions of the Faculty are: the Dean of the Faculty, the Deputy Dean and the Head of the Faculty Quality Assurance Service.
2. A person who has reached the age of 65 may be elected or appointed to an administrative position of the Faculty on the recommendation of the Academic Council of the University.
3. The teaching personnel comprise the teacher and the senior teacher. A teacher is authorized to lead seminar, practical and laboratory work without holding an academic position.
4. A specialist with appropriate qualifications may be invited to the Faculty, without holding an academic or teaching position provided for by the Law of Georgia "On Higher Education", for the purpose of participating in and/or leading the educational and/or scientific research process.
5. The auxiliary personnel comprise the other personnel necessary for the activities of the Faculty that are provided for by Chapter 6 of these Regulations and the staff list of the University.
6. The grounds for early dismissal of a holder of an administrative position and of the auxiliary personnel of the Faculty are established by Georgian legislation and the University Charter.

Chapter VIII

The Student

Article 30. Student of the Faculty

1. A student of the Faculty is a person enrolled at the Faculty in accordance with Georgian legislation, the University Charter and other legal acts of the University, who studies in Bachelor's, Master's and Doctoral educational programs.
2. The prerequisites for admission of a student to educational programs are defined by the educational programs.
3. Student status is terminated upon completion of the relevant educational program, as well as in the cases provided for by the University Charter and by the Code of Ethics and Norms of Disciplinary Liability.

Article 31. Rights and Duties of the Student

1. The rights and duties of a student are defined by Georgian legislation, the University Charter, the internal regulations, the Code of Ethics, other legal acts of the University and the contract concluded between the University and the student.
2. Personal information expressed by a student in the presence of academic personnel, as well as information about the student's own views, beliefs and political convictions that became known to the latter in the course of the educational process, and also information about disciplinary measures taken against the student, is confidential, except where there is the student's permission or a legitimate interest of the administration in protecting the safety of others and rights protected by law. Information about a student's academic performance and about disciplinary measures taken against him/her must be kept separately. In storing information about a student, the administration of the Faculty is obliged to be guided by the procedure established by the General Administrative Code of Georgia.

Article 32. Student Self-Government

1. Student self-government is established at the Faculty on the basis of universal, equal and direct elections by secret ballot; in accordance with the Law of Georgia "On Higher Education", it is united in the student self-government of the University.
2. The student self-government of the University is the highest representative body of the students of the University and, in accordance with the Law of Georgia "On Higher Education", constitutes the totality of the student self-governments elected by faculty.
3. The student self-government conducts its activities in accordance with the above-mentioned Law, the University Charter and its own regulations.
4. The administration of the Faculty has no right to interfere in the activities of the student self-government.

Chapter IX

Budget of the Faculty

Article 33. Revenues of the Faculty

1. The revenues of the Faculty budget consist of the revenues attracted by the Faculty from vocational, Bachelor's, Master's and Doctoral programs, as well as any other revenue that is attracted by the Faculty and is not prohibited by Georgian legislation, the Charter of GTU and other regulatory documents.

2. The Faculty has the right, in accordance with the procedure established by Georgian legislation, the University Charter and these Regulations, to decide matters related to the disposal of the funds attracted by the Faculty and to the possession and use of the property in its possession.

Article 34. Budget of the Faculty

1. The draft budget of the Faculty for the following year is drawn up by the Manager in agreement with the Dean and is submitted by the Manager to the Faculty Council for consideration.
2. The draft budget of the Faculty determined by the Faculty Council is handed over to the Head of Administration (Chancellor) of the University for inclusion in the draft unified budget of the University.
3. The Head of Administration (Chancellor) of the University includes the Faculty budget in the unified budget and, with the consent of the Academic Council, submits it to the Representative Council (Senate) for approval, provided that the allocation of the Faculty budget does not contradict Georgian legislation and the legal acts regulating the activities of the University.
4. The budget of the Faculty, as part of the unified budget of the University, is approved by the Representative Council (Senate). The Representative Council (Senate) has no right to amend the Faculty budget without the agreement of the Faculty.

Chapter X Transitional and Final Provisions

Article 35. Reorganization and Liquidation of the Faculty

The Faculty is reorganized and liquidated in accordance with the University Charter, under the procedure established by legislation.

Article 36. Procedure for Introducing Amendments and Additions to the Faculty Regulations

Amendments and additions to the Faculty Regulations are introduced in the same manner as the Faculty Regulations are developed and approved.

Article 37. Entry into Force of the Regulations

The Regulations enter into force in accordance with the decision adopted by the Representative Council (Senate) on their approval.