



Rule of Affiliation

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“Approved”

Rector of the Georgian Aviation University

D.t.sc., professor

_____ S. Tepnadze

_____ 2017


Statement _____

Georgian Aviation University




Rule of Affiliation

Master copy

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i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date
Annex	3,4,5,9,10	0	September 2017	Annex	3,4,5,9,10	1	April 2019


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2 Documentation control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.


2.1 Document distribution list

Organization	Format	Copy n:
Quality service	Hard copy	Master copy
Quality service	Electronic version	Electronic version
University web page	Electronic version	Electronic version

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3 Definitions

1. Accession - means a written agreement between an institution and an academic official, according to which each academic official determines his/her belonging to only one university, participates in the processes of development and knowledge exchange on behalf of that university and in that university:
 - Actively participates in educational, scientific and other activities in Sumy State University;
2. Affiliated teaching staff - a person holding an academic position, with a written agreement on joining the university;
3. Agreement on joining - a written agreement concluded between the university and the person holding an academic position and defining the rights and obligations of the parties in matters related to joining;
4. HEI - higher education institution;
5. GAU - Georgian Aviation University.

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4 General Provisions

Article 1: Field of regulation


1. This document sets rules and conditions towards membership of the teaching personnel at the Aviation University of Georgia and affiliation related rights and obligations;
2. The procedures established by this document are transparent and information about each of its stages is open, accessible, and easily understood by stakeholders.

Article 2: Cooperation Procedures and Conditions

1. If the person who succeeded competition for an academic position, at the same time is holding an academic position at another university, is obliged to sign an affiliation agreement before signing employment agreement (see Appendix 1);
2. Person who holds an academic position at the GAU, succeeds within announced competition for an academic position at another university, is obliged to sign the affiliation agreement with GAU (see Attachment 2);
3. Person who holds an academic position at GAU and has an academic/academic workload at another institution is required to provide academic load related information (including bachelor and master thesis supervision) before the beginning of each academic year
4. Violation of abovementioned regulations automatically leads to the termination of the employment agreement.

Article 3: Transitional provisions

1. Person holding an academic position at GAU, whose term of office does not expire before the beginning of the 2017/2018 academic year, must sign affiliation agreement with GAU until September 16, 2017 (see Annex). Person referred to in paragraph 1 of this Article shall be exempt from signing affiliation agreement if has fulfilled obligations set by Article 2, point 2(4) of the employment, based on what has signed affiliation agreement with another HEI. A person shall submit an authorized copy of this agreement before September 16, 2017.

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Annex. Affiliation Agreement

On one hand Georgian Aviation University (hereinafter referred to as the University) (identification number 206155328) represented by its Rector, Sergo Tepnadze, and on other hand, an individual mentioned in point 1.1 (hereinafter referred to as scientific personnel), hereinafter are referred as Parties, sign this Agreement and agree on following:

Affiliated academic personnel;

1.1. Name;

1.2 Personal number/passport number;

1.3. Date of birth;

1.4. Address;

1.5. Academic position;

1.6. Direction / field / subfield;

1.7. Terms of the agreement;

2. The subject of the agreement;

2.1 By signing current agreement, academic personnel determine their affiliation with the university, which implies that they:

2.1.1. Affiliate only to the Georgian Aviation University, LLC;

2.1.2. Participates in community development and knowledge exchange processes on behalf of the University;

2.1.3. Carries out basic educational, research/research activities and the results of its research are considered a university;

2.1.4. Takes an active part in decision-making processes related to educational, research and other important issues at the University;

2.1.5. Takes an active part in advising students and in academic/scientific leadership processes;

3. The workload of academic staff and the hourly distribution of workload are regulated by an individual semester/annual study plan and by the employment contract, which is an integral part of this agreement.

4. During the validity of current Agreement the University is obliged to:

4.1. Give preference to academic staff in the distribution of teaching components;

4.2. Provide funding for the research activities of associated academic personnel within the allocation of the associated budget for academic personnel;

5. During the term of this Agreement, affiliate faculty members are required to 4.1:

5.1. Comply with obligations set by current Agreement specified by paragraph 2.1;

5.2. The consent of the Rector of the university should be obtained before starting an academic activity at another university.

6. Grounds for termination of Affiliation Agreement:

6.1. Expiration of the agreement;

6.2. Personal statement;


6.3. Termination of the employment agreement with the teaching personnel;

6.4 Other grounds stipulated by the legislation and internal acts of the University;

7. The term of validity of the affiliation agreement may be extended according to point 1.1 of current agreement. In case of the re-election of a person, as stipulated in paragraph 1, to an academic position based on mutual consent of the parties in accordance with the established rule;

8. Additions and amendments in respect to current Agreement must be made in writing;

9. Current Agreement shall be an integral part of the employment agreement between the University and its affiliate professors;

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10. This Agreement has 2 (two) copies with equal legal force, each of which is transferred to the parties.

Signatures of the parties:

Employer:

Georgian Aviation University, LLC,
Rector Sergo Tepnadze

Employee:

Affiliated academic staff