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“Approved”

Rector of the Georgian Aviation University
D.T.Sc., Professor

_____ S. Tepnadze

_____ 2023


Statement _____

Georgian Aviation University



Statutes

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2. Revisions

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

Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date

2.1 Revision Records


Revision №	Reason for Revision	Page Numbers	Date	Entered by



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3. List of Active Pages

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4. 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.

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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5. General provisions

Article 1: The University Status

1. Georgian Aviation University Ltd. (hereinafter - the University) is a private law legal entity established in the form of a limited liability company acting on the basis of Georgian legislation, international legal norms, charter and these Statutes
2. The University has its own property, independent balance sheet, bank accounts, logo, abbreviation, flag, one main stamp and other details of the legal entity.
3. The logo, as well as the name of the University in Georgian and English, legal form, VAT number is engraved in the middle of the main stamp of the University. The University also uses additional stamps, namely:
 4. The Faculty of Flight Training;
 5. The Faculty of Business administration;
 6. The Faculty of Engineering;
 7. The International Aviation Training Center;
 8. Chancellery;
 9. Security service.
10. The Book, name of the university in the Georgian and English languages, name of the structural unit in the Georgian and English languages shall be engraved in the middle of the stamps (a-f) indicated in the Article 3. The University Chancellery shall additionally have stamps for incoming and outgoing letters.
11. Full name of the university: Georgian language - შპს "საქართველოს საავიაციო უნივერსიტეტი"; English language - Georgian Aviation University LLC. As for third parties, the university is known as "Georgian Aviation University", with the abbreviation "სსუ" and English abbreviation "GAU".
12. De jure and De facto address of the University is: 16 Ketevan Dedopali Avenue №16, Tbilisi, Georgia, 0144. University website: ssu.edu.ge and e-mail: mail@ssu.edu.ge.
13. The University carries out educational activities both in Georgian and foreign language according to the rules established by the legislation of Georgia.

Article 2: Regulatory sphere

1. The Statutes of the University (hereinafter - the statutes) is the main document that defines the process of education, research, management principles and rules of operation at the University.
2. All issues related to educational activities, not stipulated by the present statutes, shall be regulated in accordance with the legislation of Georgia.
3. Compliance with the normative acts of the University is mandatory for all employees and students.
4. All procedural issues not regulated by the present Statutes shall be regulated by the order of the Rector.

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Article 3. The definition of the terms


1. The terms used in the Statute have the following meanings:
 - 1.1. Administration - the governing body of the university, which carries out the organizational administration of the university;
 - 1.2. University personnel - academic, scientific, administrative and assisting personnel of the university;
 - 1.3. Academic staff - professors who participate in and/or conduct training and research, and assistants who conduct seminars and research work under the guidance of professors;
 - 1.4. Scientific staff - scientists and postgraduate students who are engaged in research activities;
 - 1.5. Invited staff - teachers as well as guest lecturers who are involved and/or lead the learning process and may participate in research activities;
 - 1.6. Academic program (Curriculum) - educational program for bachelors, masters or doctoral students;
 - 1.7. Vocational program - an educational program for obtaining the relevant qualification of the 3rd / 4th / 5th level, provided by the professional educational standard;
 - 1.8. Vocational Teacher – a person responsible for teaching a training module in a vocational program;
 - 1.9. Student - a person who studies on higher educational program;
 - 1.10. Vocational Student – a person who studies on vocational or short cycle educational program.

Article 4. The university Mission

1. The mission of the University is to provide the public with years of experience in aviation field and based on international standards of high education and training of aviation, avia engineering and business administration faculties. Train qualified graduates and to promote their personal qualities that will help them to become professionals. By developing a culture of research and discovery and creating new knowledge, we respond to the local and global challenges of aviation.
2. The Aviation University periodically reviews its mission to ensure that the university meets the ever-changing conditions and growing demands.

Article 5. The University: Aims


1. The main aims of the university are:
 - 1.1. To develop the best conditions for the development of interests and opportunities of students in the field of aviation, offering members of the community higher education and the appropriate level of professional education, training, preparation and retraining;
 - 1.2. To promote a value system based on democratic values in society;
 - 1.3. To train personnel who are competitive on the local and international labor market;
 - 1.4. To support realization of the student's personal potential, development of creative abilities through the implementation of quality higher and professional education programs;
 - 1.5. Science development;
 - 1.6. Attract and retain highly qualified local and foreign employees;
 - 1.7. Development of modern infrastructure for educational, methodological and research activities and creation of appropriate environment;

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- 1.8. Integration into European educational system.
2. To achieve the aims university:
 - 2.1. Implements educational programs for all three levels of higher education;
 - 2.2. Provides short-term professional training / retraining of educational programs / courses;
 - 2.3. Realizes the principle of lifelong learning;
 - 2.4. Conducts scientific research;
 - 2.5. Provides high quality teaching and research using effective quality assurance mechanisms;
 - 2.6. Provides academic freedom of teaching, learning and research;
 - 2.7. Supports transparent and public governance;
 - 2.8. Cares of appropriate learning environments and environments for students with disabilities;
 - 2.9. Collaborates with higher education institutions in Georgia and abroad and leading aviation organizations;
 - 2.10. Develops strategic development plan and takes care of implementation of strategic aims.

Article 6. The University Management: Principles


1. The university management provides:
 - 1.1. To conduct activities in accordance with the principles of fairness, transparency, transparency, and freedom of choice;
 - 1.2. Academic freedom of teaching staff and students;
 - 1.3. Involvement of the teaching staff, professional teachers and students in the improvement of the activity and decision-making process at the university and the educational process;
 - 1.4. Equality regardless of ethnicity, gender, social origin, political or religious beliefs and etc.
2. To ensure compliance with the principles set out in paragraph 1 of this article, the university has established an appropriate legal framework, including those on which it is unacceptable to establish restrictive norms of these principles.
3. The university shall not permit the existence of a structural and/or representative body of any political party and/or religious organization. Any agitation is also not allowed in the university environment.

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6. Structure of the university, management bodies (governing bodies), structural divisions and their rights and obligations


Article 7. Management bodies and structural divisions of the University

1. The University consists of management bodies, main structural subdivisions, main administrative units, and additional structural units.
2. Management bodies of the University (management bodies):
 - 2.1. Governing Council;
 - 2.2. Rector;
 - 2.3. Vice-rector;
 - 2.4. Quality assurance service.
3. The main educational structural unit of the University is the Faculty. Management bodies of the faculty (management bodies):
 - 3.1. Council of the faculty;
 - 3.2. Dean.
4. Main administrative structural units/subjects of the university;
 - 4.1. Educational process management service;
 - 4.2. Financial service;
 - 4.3. Research Center;
 - 4.4. Administration;
 - 4.5. Lawyer;
5. Auxiliary structural divisions of the University are:
 - 5.1. Household service;
 - 5.2. Security service;
 - 5.3. Library;
 - 5.4. IATC - International Aviation Training Center;
 - 5.5. MTO - Maintenance Training Organization;
 - 5.6. FMC - Flight-Methodic Center;
 - 5.7. CAO - Combined Airworthiness Organization;
 - 5.8. Occupational Safety Service.
6. The rules of operation of a structural unit are determined by the current statutes;
7. Directions for supervision over structural units/divisions of the University among deputy rectors are determined by these Statutes

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Article 8. The Governing Council, its mandate

1. The Governing Council (hereinafter referred to as the Council) shall be established for the purpose of coordinating and supervising teaching and research, the rational use of human and material resources, the implementation of the University Mission and the Strategic Development Plan (hereinafter referred to as the Council).
2. Chairman of the Council is Rector.
3. The Council members are: Rector, Vice-Rector, deputy rector, head of quality assurance service, quality manager of vocational programs, international relations manager, faculty dean, head of administration, head of financial service, 3 members of student self-government in relevance with 3 faculties.
4. The Council has authority if more than half of the assembly is present at the meeting. The decision is taken by majority vote, but not less than one-third of the assembly.
5. Give the importance of the issue under discussion, the council may invite a representative from another structural unit of the university.
6. Council has a Secretary, who provides organizational and informational support.
7. Governing Council:
 - 7.1. Assures development and implementation of the mission, goals, and objectives of the University;
 - 7.2. Approves Statutes;
 - 7.3. Develops and approves strategic development plan and action plan of the university;
 - 7.4. Approves methodology of strategic planning;
 - 7.5. Approves methodology for planning the student contingent;
 - 7.6. Approves educational programs;
 - 7.7. Provides financial sustainability of the university;
 - 7.8. Approves academic calendar for each academic year;
 - 7.9. Approves student quotation for each academic year through faculty submission.
 - 7.10. Approves University budget;
 - 7.11. Approves the code of ethics;
 - 7.12. Approves inner regulation and other instructions;
 - 7.13. Approves unified rules for academic and research positions;
 - 7.14. Approves the regulations for the Dissertation Council;
 - 7.15. Defines the rules and conditions necessary to ensure internal and external mobility of students / vocational students
 - 7.16. Reviews reports prepared by the responsible structural units;
 - 7.17. Approves other documents to provide uninterrupted learning process.

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Article 9. Rector and Related Authority

1. The Rector is the General Director, responsible manager of the Georgian Aviation University, as well as the head of the university, which manages and represents the university in relation to third parties inside and outside the country.
2. Rector shall be a person with a doctorate or equivalent academic degree.
3. The Rector shall administer the University and act in accordance with the legislation of Georgia, the company's articles of association and these Statutes.
4. Rector:
 - 4.1. Issue individual legal acts, the implementation of which is mandatory for the University staff and students;
 - 4.2. Participates in determination of educational, research policy and its main directions along with members of the Governing Council. Provides professional development of academic and administrative staff;
 - 4.3. Conducts working meetings to provide effective management of university;
 - 4.4. Determines programs to be implemented in participation with faculties, participates in development of short-term and long-term plans of the university;
 - 4.5. Leads the process of elaboration and approval of the strategic development plan;
 - 4.6. Signs agreements of cooperation in the field of education, including labor and learning agreements;
 - 4.7. Awards title of The Honorary Doctor for outstanding contribution in development of the University;
 - 4.8. Independently takes personnel related decisions, except of when announced position is to be held through academic competition;
 - 4.9. Issues instructions, orders and assignments referring to incoming correspondence, including applications submitted to the University;
 - 4.10. Signs outgoing correspondence and along with faculty deans' signs diplomas/professional diplomas/certificates of students /professional students/attendees;
 - 4.11. Discusses issues of employee incentives/disciplinary responsibilities and takes appropriate decisions;
 - 4.12. Approves other legal acts, not mentioned in these statutes;
5. In case of the temporary absence of the Rector, his duties are performed by Vice-Rector, on which the Rector issues an order.
6. Temporary change of the Rector's workplace (business trip), as well as vacation, is subject to Rector's order.

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Article 10. Vice-Rector and Related Authority


1. In order to facilitate and supervise the coordinated work of the governing bodies within the university, the position of Vice-Rector is established.
2. The Vice-Rector is appointed and dismissed by the Rector.
3. The Vice-Rector is accountable to the Rector.
4. Vice-Rector:
 - 4.1. In case of the absence of Rector, represents the university at both local and international levels;
 - 4.2. In order to ensure the effective functioning of the university conducts work meetings;
 - 4.3. Is authorized to attend the permanent conference of Rectors in Georgia and represent the university;
 - 4.4. To ensure compliance with the standards and requirements of regulatory organizations, ensures the coordinated work of the university's structural units;
 - 4.5. Leads the process of developing, approving and implementing the strategic development plan;
 - 4.6. Oversees the effective functioning of the Quality Assurance Service;
 - 4.7. Participates in meetings held for the purpose of local and international cooperation;
 - 4.8. Oversees the implementation of the Rector's instructions, orders, and assignments in accordance with incoming correspondence, including applications;
 - 4.9. Implements other tasks assigned by the Rector.

Article 11. Deputy Rector

1. To facilitate the management of the university, the Rector has three deputies:
 - 1.1. Deputy in the field of education;
 - 1.2. Deputy in the field of flight training;
 - 1.3. Deputy in the field of science.
2. Deputy Rector is appointed and dismissed by the Rector.
3. Deputy Rector is accountable to the Rector.

Article 12. Deputy Rector in the area of education and Related Authority

1. Deputy-rector in the field of education:
 - 1.1. Supervises and coordinates activities of the Educational Process Management Service and the faculties;
 - 1.2. Coordinates process of student admission and mobility;
 - 1.3. Participates in faculty council meetings;
 - 1.4. Is authorized to initiate termination of labour agreement with academic personnel on appropriate basis, dean's report, results of student surveys and/or evaluation of the quality assurance service
 - 1.5. Controls organisation of educational process, determination of learning-teaching methodology and forms of evaluation;
 - 1.6. Controls organisation of the examination process;
 - 1.7. Participates in process of determining student quotations;
 - 1.8. Periodically submits report over implemented activities to the Governing Council

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1.9. Implements other tasks assigned by the Rector.

Article 13. Deputy Rector in the Field of Flight Training and Related Authority

1. Deputy Rector in the field of flight training:
 - 1.1. Leads planning of training flights considered by flight practice;
 - 1.2. Controls safe acceptance and release of training aircraft and supports related services;
 - 1.3. Supervises implementation of regulations set by the Civil Aviation Agency of Georgia towards air transport within training process conducted at the Flight Training faculty;
 - 1.4. Supervises process of passing medical commission by flight instructors and students of the Flight Training Faculty;
 - 1.5. supervises technical condition of the fleet and equipment belonging to the University and the process of their correct operation and maintenance;
 - 1.6. Controls and participates in the process of increasing the level of theoretical and practical training of flight instructors;
 - 1.7. Periodically checks quality of practical training of student-pilots and makes decision on continuation or termination of the flight program for each of them;
 - 1.8. Along with flight instructors develops training-retraining and capacity building theoretical and practical training programs for pilots and aviation specialists recurrent and professional development, considering certification and licensing regulation;
 - 1.9. Participates in the development of flight training programs;
 - 1.10. Performs other tasks assigned by the Rector.
2. Deputy Rector in the field of flight training supervises activities of Flight Training Faculty, the Flight Methodic Center and International Aviation Training Center.

Article 14. Deputy Rector in the Field of Science and Related Authority


1. Deputy-rector in the field of science:
 - 1.1. Supervises and coordinates development of university's research policy and facilitates its implementation;
 - 1.2. Supervises and coordinates operation of scientific-research center;
 - 1.3. Develops and submits to the Rector proposals for stimulation of staff and students involved in research activities;
 - 1.4. Participates in the selection of teaching staff and students for participation in national and international research programs;
 - 1.5. Along with faculties plans and promotes university-based, national and international scientific conferences, contests and other events.
 - 1.6. Along with faculties, assures creation conditions appropriate for research activities;
 - 1.7. Promotes development of the research infrastructure;
 - 1.8. Facilitates implementing of the research component into an educational program;
 - 1.9. Prepares cooperation agreements and research projects concluded on behalf of the University;
 - 1.10. Develops indicators for research works;

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- 1.11. Takes care of improving the quality of research activities and plans related measures jointly with the Quality Assurance Service;
- 1.12. Periodically submits to the Governing Council a report over implemented activities;
- 1.13. Performs other tasks assigned by the Rector.

Article 15. Quality assurance service

1. The Quality Assurance Service is established to continuously evaluate the quality of teaching and research activities at the university, as well as the professional development of its staff.
2. The Quality Assurance Service is the governing body of the university, which within its competence issues orders, execution of which is obligatory for the university staff and students.
3. Quality assurance service:
 - 3.1. Plans and implements measures to improve quality of teaching and research activities;
 - 3.2. Provides quality assessment of professional development of university staff;
 - 3.3. Cooperates with foreign countries and relevant Georgian agencies to share transparent quality control criteria and their experience in ensuring them;
 - 3.4. Supports introduction of modern teaching, learning and evaluation methods;
 - 3.5. Develops self-assessment and other documents for authorization and accreditation processes;
 - 3.6. Develops methodological and methodological documents and assures their implementation in order to comply with academic and administrative quality assurance;
 - 3.7. Participates in the development of strategic development plan and action plan;
 - 3.8. Develops and implements mechanisms to monitor fulfillment of strategic plan and action plan;
 - 3.9. Assesses quality of implementation of strategic development and action plans;
 - 3.10. Supports integration of the University into the international higher education environment and implementation of the Bologna Process principles;
 - 3.11. Facilitates international accreditation for programs, faculties, and universities and guides the accreditation process;
 - 3.12. Develops mechanisms of evaluation University's facilities, academic and scientific staff, and educational programs;
 - 3.13. Participates in procedure of credit recognition during student mobility process and in determining the authenticity of submitted diplomas;
 - 3.14. Mediates reception of grants from local and international funds for quality assurance.
4. Quality and Safety Council is created under the Quality Assurance Service, which meets twice a year. The Quality and Safety Council meeting is a comprehensive, systematic and documented review of the quality system, incidents, and audit reports.
5. The Quality and Safety Council meeting is attended by The Rector / responsible manager, head of quality assurance service, SMS manager, aviation safety manager, deputy Rector for Flight Training, head of the flight methodical center, director of the airport, director of a maintenance organization, head of International Aviation Training Center.
6. The Quality Assurance Service has allocated following positions:
 - 6.1. Head of Quality Assurance Service;
 - 6.2. Senior specialist/quality assurance service specialist;

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- 6.3. Quality manager of professional programs;
- 6.4. An internal quality control specialist of aviation safety;
7. The Head of Quality Assurance Service reports directly to the Rector of the University.

Article 16. Aviation Safety

1. Position of Aviation Safety Manager (SMS) is established to assure performance of flight operations to meet set regulations, perform risk assessment and administer preventive measures
2. Aviation Safety Manager:
 - 2.1. Controls flight operations to be performed according to set regulations;
 - 2.2. Develops recommendations for relevant structural units to assure safety of flight operations
 - 2.3. Performs flight operation related risk assessment and implements preventative measures;
 - 2.4. Develops report to submit to the Quality and Safety Council;
 - 2.5. Develops updates to the SMS Manual, whenever necessary;
 - 2.6. Supervises staff of university, airport and aircompany to secure aviation security requirements;
3. Aviation Safety Manager reports to the Rector.

Article 17. Education Process Management Service

1. Service has been established to plan and manage educational process, register students, create student database, manage the contingent (student status) and mobility process, register and summarize academic performance, organize the examination process, prepare and award diplomas to graduates.
2. Education Management Service:
 - 2.1. Administers processes of admissions related to Unified National Exams / General Master's Exams / Doctoral studies and vocation program admission, admission without passing Unified National Exams / Unified Master's Exams, external mobility, internal mobility between the faculties/educational programs of the university and participates in the process of credit recognition, moving within the mobility of students;
 - 2.2. Controls the student contingent, monitors student's status dynamics;
 - 2.3. Registers student related statistics, manages university related computer database, submits student related information to the database of the National Center for Quality Enhancement of Education, prepares the information both for internal use and for submission to the relevant authorities;
 - 2.4. Participates in development of questionnaires and determination of admission contingent through Unified National Exams / General Master's Exams in Bachelor's and Master's programs;
 - 2.5. Manages students grading database, registers student final and annual academic grades, calculates annual and semestrial GPA and calculates rankings;
 - 2.6. Participates within processes of academic exchange and recognition of credits acquired abroad, along with the manager of international relations and faculty deans;
 - 2.7. Prepares letters containing information over student's status and academic performance and distributes within partner institutions and relevant authorities;
 - 2.8. Supervises workload of academic and visiting staff;
 - 2.9. Develops study schedule and distributes classroom fund;

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- 2.10. Develops draft order for visiting staff considering their hourly workload;
- 2.11. Supervises student's academic registration process and distributes groups;
- 2.12. Develops academic calendar for each academic year and submits o the Governing Board for approval;
- 2.13. Administers organization of the examination process in accordance with the conditions stipulated in the academic calendar;
- 2.14. Participates in the process of authorization and accreditation within his/her competence.

Article 18. Financial Service

1. financial service is established to administer financial and economic activities, budgeting, secure financial stability and manage procurements.
2. Financial service:
 - 2.1. Implements financial policy of the university;
 - 2.2. Secures financial sustainability and further development of teaching, research, human resources, and other facilities of the university
 - 2.3. develops university's budget according to following sources of income:
 - 2.3.1. Tuition fees (income paid by the student or received from other paid trainings);
 - 2.3.2. Tuition fees covered by the state scholarship;
 - 2.3.3. Research grants provided by the State through a competitive selection process;
 - 2.3.4. Private grant, income from donor organizations;
 - 2.3.5. Income received from other activities, including economic, allowed by the legislation of Georgia;
 - 2.4. Controls timely and full payment of user tuition fees (students, attendee, etc.);
 - 2.5. Administers salary related funds;
 - 2.6. Participates in tenders, administers procurement activities in relevance with set regulations;
 - 2.7. Secures implementation of accounting activities in relevance with established international standards;
 - 2.8. Secures legal, transparent, economical and efficient application of financial resources;
 - 2.9. Employs authorized auditor/auditing firm to perform financial audit;
 - 2.10. Manages cooperation with banks and financial institutions;
 - 2.11. Participates in determining the optimal tuition fees and evaluation of other services;
 - 2.12. Conducts financial analysis and financial planning of the university;
 - 2.13. Participates in authorization and accreditation processes within its competence;
 - 2.14. Develops financial reports of previous month, at the beginning of each month, compares with budget, analyses, and develops ways of improvement;
3. Financial service is led by the head of the service.

Article 19. Scientific-Research Center

1. Scientific-research center is established to organize aviation related research activities;
2. Objectives of the scientific-research center are:

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- 2.1. Development of methodological topics related to prospective, priority areas of research and implementation of research activities based on them;
- 2.2. Establishment of business relations with leading research, educational and other relevant institutions, firms, scientists, specialists from Georgia and abroad;
- 2.3. Organization of interdisciplinary expert scientific services and consultations;
- 2.4. Participation in training of highly qualified doctoral and master level students scoping civil aviation and aircraft design;
- 2.5. Participation in scientific and practical conferences, symposiums, congresses, seminars, etc;
- 2.6. Development and popularization of the University's scientific potential in the field of aviation;
- 2.7. Search for local and international grants to support scientific activities;
- 2.8. Promoting realization and implementation of research results;
- 2.9. Control of the quality of scientific research and academic activities in collaboration with the Quality Assurance Service and the Human Resources Manager.
3. Research Center has a head appointed by the Rector of the University. Members of the Center are appointed and dismissed by Rector of the University based on recommendation of Deputy Rector in the field of science.

Article 20. Lawyer

1. Position of a lawyer is created at the University to solve legal issues and check the legal nature of normative documents.
2. The functions of the lawyer are:
 - 2.1. Enhancement of educational process related legal documents and development of new;
 - 2.2. Provision of legal expertise of documents to be sent to the Ministry of Education and Science of Georgia and its legal entities, including a self-assessment report;
 - 2.3. Assurance of effective management of the University, including the creation of new structural units, more effective redistribution of functions, increased cooperation, exchange of international practices, etc.
 - 2.4. Development of any legal document or contract related to the university.

Article 21. Administration


1. University sets administration to assure administrative and organizational support of university related activities.
2. Administration of the university:
 - 2.1. Develops and implements personnel management policy at the university;
 - 2.2. Takes care of rational application and upgrade of university base facilities and IT resources;
 - 2.3. Secures personnel rights and controls their effective performance of their duties;
 - 2.4. Provides safe working conditions;
 - 2.5. Participates in the process of development and realization of strategic plan and action plan of the university, under own competence;
 - 2.6. Secures uninterrupted operation of the university, under own competence;

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- 2.7. Controls implementation of internal regulations and reacts accordingly;
- 2.8. Supervises operation of the office and supporting staff;
- 2.9. Assesses, continuously, university's resources, processes data and provides information to the Rector;
- 2.10. Appeals to the Rector with relevant proposals/recommendations;
- 2.11. Participates in the processes of university authorization and accreditation of educational programs, under own competence;
- 2.12. Submits to the Rector a report over performed activities;
- 2.13. Administers university's staff management data base;
- 2.14. Organizes processes of staff migration, dismissal, disciplinary responsibility, incentive, vacation and business trips;
- 2.15. Implements and whenever needed updates evaluation systems of staff motivation and reporting;
- 2.16. Develops and submits to the Rector concerning capacity building proposals and recommendations;
- 2.17. Organizes a competition for taking vacant positions at the university and internship related activities;
- 2.18. Facilitates the coordinated cooperation between structural units of the University;
- 2.19. Participates in the budget planning process;
- 2.20. Implements public relations strategy in accordance with the established plan;
- 2.21. Provides access to stakeholder oriented public information required by legislation;
- 2.22. Sustains of facilities and IT infrastructure for educational, research and administrative purposes;
- 2.23. Performs other tasks defined by normative acts of the University.
3. Administration is led by the Head of Administration, who is accountable to the Rector.
4. Head of Administration supervises following:
 - 4.1. Human resource management;
 - 4.2. Proceedings management;
 - 4.3. International relations;
 - 4.4. Public relations;
 - 4.5. Employment and career development;
 - 4.6. Occupational safety and health service;
 - 4.7. IT management;
 - 4.8. Household activities;
 - 4.9. Security Service;
 - 4.10. Library.

Article 22. Human Resource Management


1. Position of HR manager is created to administer staff policy of the university.
2. HR manager:
 - 2.1. Participates in development of staff management policy, based on which implements staff management principles into university operations;
 - 2.2. Supervises implementation of internal regulations;
 - 2.3. Implements and secures labor legislation standards into the university operations;

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- 2.4. Provides transparency of HR management system;
- 2.5. Systemizes staff related data (academic, guest, administrative, auxiliary);
- 2.6. Inputs educational program implementation related staff's data into registers of National Center for Education Quality Enhancement and information system of education management;
- 2.7. Analyzes, periodically, HR sustainability, flow, internal migration and reports relevantly to the University management;
- 2.8. Organizes and implements necessary activities to attract staff to vacant positions;
- 2.9. Provides organizational support for the competitions and the work of the competition commission;
- 2.10. Keeps personal files of staff and ensures their security;
- 2.11. Organizes employment contracts to enter legal force;
- 2.12. Develops staffing for structural entities of the University;
- 2.13. Provides staff with relevant job instructions and authorities of structural entities for familiarization;
- 2.14. Studies staff opinion, analyses results and provides information to the University management;
- 2.15. Issues necessary documents and reference letters required by staff members;
- 2.16. Creates relevant work environment;
- 2.17. Plans activities to integrate new personnel into university's environment;
- 2.18. Plans and organizes capacity building activities together with the Quality Assurance Service;
- 2.19. Fulfills assignments of the Head of Administration and other senior personnel in accordance with the University Statutes and regulations

Article 23. Proceeding Management


1. Position of a Proceedings manager is created within administration to administer unified proceedings management at the university;
2. Proceedings Manager:
 - 2.1. Administers unified proceedings management;
 - 2.2. Develops, implements and produces unified forms of university documents;
 - 2.3. Stores/archives documents, orders;
 - 2.4. Develops nomenclature system for university files;
 - 2.5. Implements necessary procedures for receiving the Rector's orders, their registration, registration, and transfer to the relevant structural units;
 - 2.6. Ensures processing of incoming and outgoing correspondence and timely delivery to recipients;
 - 2.7. Organizes process of handling incoming applications and complaints;
 - 2.8. Monitors processing time of documents;
 - 2.9. Produces and issues diplomas vocational/bachelor/master/doctoral based on information submitted by the faculties
 - 2.10. Assesses correctness of outbound documentation;
 - 2.11. Organizes operation of university's archive;
 - 2.12. Controls correctness of files prepared by the structural unites for archiving;
 - 2.13. Cooperates with structural subdivisions over proceeding management topics and studies their opinion;

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2.14. Carries out other types of activities that serve for regulation and improvement of case management and document flow in Aviation University.

Article 24. International Relations

1. International Relation's manager carries out international relations to ensure internationalization of the University, to establish close ties with foreign higher education institutions, international associations and networks, international donor organizations, foundations, and diplomatic missions, to promote the integration of the University into the international educational space and to obtain international recognition.
2. Manager of international relations:
 - 2.1. Develops a strategy for the internationalization of the University and coordinates the implementation of the activities envisaged in this strategy;
 - 2.2. Establishes partnerships with universities in other countries and organizations working in the field of aviation;
 - 2.3. Takes care of the membership of the University and/or its individual faculties in educational associations, networks and authorized organizations working in the field of aviation;
 - 2.4. Provides close cooperation with foreign organizations, professional networks, associations, foundations, diplomatic missions, donor organizations, and information centers;
 - 2.5. Facilitates the involvement of students, teachers and administrative staff in international exchange (mobility) projects;
 - 2.6. Assists faculties to develop joint programs, find international partners, conclude cooperation agreements and develop joint projects;
 - 2.7. Conducts competitions related to mobile projects and selection of candidates;
 - 2.8. Provides appropriate advices and assistance to students, professors and administrative staff involved in exchange programs;
 - 2.9. Plans and implements activities necessary to attract foreign students and staff;
 - 2.10. Plans and collects data on international visits;
 - 2.11. Receives representatives of various delegations, higher education institutions and organizes related activities.
 - 2.12. Ensures that foreign applicants/students prepare the necessary documentation for admission/transfer to a university and submit it to the relevant authorities;
 - 2.13. Identifies the means to finance institutional and research activities and find funding sources;
 - 2.14. Informs, in coordination with the rector, the university staff about different local and international grant programs; Advises over participation within grant competitions, writing and administration of the grant project;
 - 2.15. Facilitates effective management of financed projects, coordination between donor and university;
 - 2.16. Participates in the authorization and accreditation processes within its competence;
 - 2.17. Applies authority defined in the statutes and other internal normative documents of the University.


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Article 25. Public Relations

1. Position of the PR Manager is established within an administration to implement public relations strategy of the University;
2. PR Manager:
 - 2.1. Develops and implements an action plan in accordance with the University's strategy;
 - 2.2. Develops a public relations plan and implements public relations in order to promote University;
 - 2.3. Provides information to the public about the university and its planned or implemented activities;
 - 2.4. Provides access to public information in accordance with the law;
 - 2.5. Links contacts with mass media representatives, to share information about the university 's activities;
 - 2.6. Provides information dissemination through social networks;
 - 2.7. Provides timely placement of information on the Aviation University website;
 - 2.8. Facilitates interuniversity communication between students;
 - 2.9. Organizes and facilitates Rector's interviewing, open seminars, trainings and other events under own competence;
 - 2.10. Provides preparation and distribution of information materials reflecting the university activities;
 - 2.11. Carries out other tasks of the Rector and the Head of Administration.

Article 26 Career Development and Employment Manager

1. The position of Career development and employment manager is created to support employment and career development of students.
2. Career development and employment manager:
 - 2.1. Establishes effective communication with university partners for the purpose of employment of students;
 - 2.2. Assists students in development of work-related skills;
 - 2.3. Advises on employment and career development;
 - 2.4. Gathers, information over local and international labor market and modern labor trends, analyzes and implement results within own field of activities;
 - 2.5. Provides students with information over open vacancies, internships, job descriptions and provides assistance in finding such information;
 - 2.6. Collecting data on graduates and establishing a unified database and communication with them;
 - 2.7. Examines graduates needs to facilitate their career development;
 - 2.8. Informs graduates about important events and activities organized by the University;
 - 2.9. Conducts graduate satisfaction surveys and share survey results between relevant departments;
 - 2.10. Organizes various training and seminars for students to develop skills necessary for employment (e.g., CV writing, preparation for interviews, etc.);
 - 2.11. Organizes student meetings with potential employers;
 - 2.12. Organizes student meetings with successful graduates.

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Article 27. Occupational Safety and Health Service

1. Occupational Health and Safety Service is established to monitor, evaluate risks and take preventive measures to comply with occupational health and safety standards.
2. Occupational Health and Safety Service:
 - 2.1. Provides a system of protection against negative aspects of work, health and functional capabilities of the employee and other persons at the workplace;
 - 2.2. Creates conditions for healthy and safe work and includes legal, socio-economic, organizational and technical, sanitary and hygienic, medical and preventive, rehabilitation and others. Events.

Article 28. Information Technology Management


1. Position of IT manager is created under administration to provide software and technical support for the educational and administrative process at the university, as well as for research activities, introduction, and renewal of new information technologies,;
2. Information technology manager:
 - 2.1. Provides uninterrupted operation of IT infrastructure at the university;
 - 2.2. Develops and manages information technology management policy;
 - 2.3. Searches for computer equipment and devices, computer programs, and necessary inventory, ensures their uninterrupted operation and takes care of improvements;
 - 2.4. Conforms to the University regulations and legal requirements related to own authority;
 - 2.5. Performs other tasks of the Head of Administration.

Article 29. Household Service

1. Household service is established under the administration to ensure material and technical activities at the university,
2. Household service:
 - 2.1. Provides accounting of the University base facilities and their maintenance;
 - 2.2. Provides observance of fire safety norms and carries out monitoring;
 - 2.3. Provides observance of sanitary-hygienic safety norms and carries out monitoring;
 - 2.4. Provides procurement and maintenance of educational, scientific, economic, household and automobile technical equipment;
 - 2.5. Provides uninterrupted operation of telephone networks;
 - 2.6. Provides technical maintenance of the vehicles;
 - 2.7. Exercises other authorities determined by the University statutes and internal normative acts.

Article 30. Security Service

1. Security Service is established to ensure the safety of students and staff on and around the University campuses and to protect the material assets of the University.
2. Security service:
 - 2.1. Provides protection of University's material resources;
 - 2.2. Provides security of students and staff on campus;

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- 2.3. Provides access to main and emergency exits from the university;
- 2.4. Switches off electric lighting at the end of the working day (except for on-duty lighting);
- 2.5. Notifies, immediately, administration, police and fire department in case of window locks, damaged seals or fire;
- 2.6. Exercise other authorities related to the safety of university staff and students.

Article 31. Library


1. Library is established to provide educational process and research activities with relevant information;
2. The work of the library is managed and supervised by the head of the library, appointed by the rector.
3. the library:
 - 3.1. Develops proposals for updating book collection and periodicals, information, audio, video and digital media;
 - 3.2. Cooperates with local and foreign libraries and international library network to exchange educational and scientific databases and information sources;
 - 3.3. Cooperates with local and foreign publishing houses to purchase educational and scientific literature;
 - 3.4. Supports a library inventory journal;
 - 3.5. Produces electronic versions of the library's catalog, readers' journal;
 - 3.6. Exercises other authorities determined by the library's statute and internal regulations.

Article 32. IATC - International Aviation Training Centre

1. The International Aviation Training Centre (Training Centre) is established at the University for purpose of training, retraining, advanced training, and certification of aviation specialists.
2. Training Centre is guided by the standards established by the Civil Aviation Agency of Georgia.
3. Training Centre:
 - 3.1. Develops and implements professional training courses/programs for aviation specialists.
 - 3.2. Provides training of trainers in duly certified training centers;
 - 3.3. The training center is headed by the head of the training center, who is appointed and dismissed by the rector.

Article 33. FMC - Flight Methodic Center

1. Flight-methodic center is established for purpose of planning and safe operation of training flights;
2. Flight methodic Centre ensures execution of training flights in accordance with safety standards, rules established by the Civil Aviation Agency of Georgia.
3. The Flight-Methodic Centre:
 - 3.1. Provides compliance with flight safety standards;
 - 3.2. Controls validity of medical certificates issued to flight instructor pilots and students of the Flight Training Department;
 - 3.3. Controls level of theoretical and practical training of flight students;

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- 3.4. Participates in process of increasing the level of theoretical and practical training of instructor pilots and monitors the results achieved;
- 3.5. Checks, periodically, quality of practical training of pilots and takes a decision on continuation or termination of the flight program;
- 3.6. Organize, along with flight instructors, theoretical and practical training programs for retraining and professional development, taking into account the current rules of certification and licensing.
4. The flight-methodic center is headed by the head, who is appointed and dismissed by the Rector.

Article 34. CAO – Combined Airworthiness Organization

1. Maintenance Organization is established to ensure airworthiness of aircraft belonging to the University;
2. Maintenance Organization executes own activities in accordance with the rules established by the Civil Aviation Agency of Georgia.
3. Maintenance Organization carries out the technical maintenance of the aircrafts and is responsible for their proper functioning and safe operation;
4. Maintenance Organization is headed by a manager, who is appointed and dismissed by the Rector.

Article 35. MTO - Maintenance Training Organization

1. Maintenance Training Organization is established for the practical training of technicians.
2. Maintenance Training Organization is trained in its activities by the rules established by the Civil Aviation Agency.
3. Maintenance Training Organization:
 - 3.1. Ensures compliance with safety standards during practical training on an aircraft;
 - 3.2. Participates in the process capacity building of specialists and instructors of aircraft maintenance and monitors results achieved;
 - 3.3. Checks, periodically, quality of maintenance training on an aircraft and makes decision to continue or terminate the relevant program.
4. Maintenance Training Organization is headed by a director, who is appointed and dismissed by the Rector.

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7. Faculty

Article 36. Faculty


1. Faculty, main educational unit of the university, is established at the university, to administer educational process and research work, train students in one or more specialties and assign them the appropriate academic degree or qualification;
2. Faculty participates in the development/enhancement of the mission, goals, and objectives of the university.
3. University has following faculties:
 - 3.1. Flight Training Faculty;
 - 3.2. Engineering Faculty;
 - 3.3. Business Administration Faculty.
4. Faculty may include a training center, a research center, a laboratory, and other organizational units.
5. The structure, authority, and rules of a faculty are defined in these Statutes.

Article 37. Governing bodies of a faculty.

1. Governing bodies of the faculty are (governing bodies);
 - 1.1. Faculty Council;
 - 1.2. Dean.
2. In order to carry out and evaluate the scientific activity of the Master's and Doctorate programs of the faculty, it is possible to establish a Bachelor's and Master's Defense Commission and a Dissertation Commission, the rules of which are defined by the corresponding regulations. The Dissertation Council develops a regulation on the Dissertation Council, which is approved by the rector.

Article 38. Faculty Authorities

1. Faculty:
 - 1.1. Carries out activities to academic year/semester;
 - 1.2. Develops proposals for the creation, development, and improvement of educational programs;
 - 1.3. Ensures participation of academic staff into the development process of curricula/training courses/modules with
 - 1.4. Ensures participation of students / professional students and teachers in conferences, under own competence;
 - 1.5. administers training and consulting activities within the framework of relevant educational programs;
 - 1.6. Ensures an implementation of the normative acts of university, under own competence;
 - 1.7. Prepares a draft order to change the status of a student and submits it to the Rector in accordance with the relevant procedure;
 - 1.8. Fills and secures student's personal files for a certain period of time, prepares and issues notes and other documents;
 - 1.9. Provides registration of students/professional students' participation within educational process;

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- 1.10. Provides reflection of registration data of students for courses/modules in the database of educational process management;
- 1.11. Provides monitoring of students/professional students attendance at lectures-seminars and their academic attendance;
- 1.12. Warns students/professional students about timely fulfillment of financial obligations, indicated in the contract, based on information received from the administration;
- 1.13. Prepares diploma supplements for vocational, bachelor's, master's and doctoral degrees.
2. The establishment, reorganization, and dissolution of a faculty are determined by the order of the Rector.

Article 39. The Faculty Council


1. The Faculty Council (hereinafter referred to as "the Council") is established to implement teaching and scientific-research policies within the faculty. The Council is the representative body that governs a faculty. Head of the Council is the Dean of a Faculty.
2. Faculty Council is assembled with dean, supervisor of educational program, academic and visiting staff (according to the established conditions), student representatives. The Rector, the Deputy Rector, the Head of Quality Assurance Service, the Head of the Research Centre can attend the meetings of the Council with the right of the advisory vote. Other persons might also be invited to the meeting.
3. The Council has a secretary, without the right to vote, who keeps minutes of the meeting.
4. Faculty Council:
 - 4.1. Discusses academic and administrative topics existing at the Faculty;
 - 4.2. Discusses implementation of educational programs run at faculty and planned changes, in accordance regulations set by University;
 - 4.3. Makes decisions on awarding of scholarships, academic degree/qualification / professional qualification, based on academic performance.
 - 4.4. Carries out other activities stipulated by the legislation of Georgia, the Charter of the University and rules in force at the University;
 - 4.5. Determines maximum number of students within each educational program, in accordance with the methodology defined by the University.
5. The Faculty Council exercises its powers at the meeting of the Council of the Faculty.
6. The decision adopted by the Faculty Council is reflected in the minutes of the Council meeting, which is signed by the President and the Secretary of the Council.

Article 40. Dean

1. Dean, administrative head of a faculty, heads Faculty Council meetings and administers faculty activities;
2. Dean of a faculty is appointed and dismissed by the rector of a university.
3. Dean:
 - 3.1. Represents the Faculty Council within and outside the university;
 - 3.2. Coordinates ongoing academic and methodical activities within the faculty and high-level academic processes;

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- 3.3. Formulates recommendations to improve the effectiveness of the teaching and research activities within the faculty;
- 3.4. Supervises implementation of the duties relied upon staff of the faculty;
- 3.5. Proposes to the Rector on the use of incentive forms for faculty members;
- 3.6. Implements other duties;

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8. University's Personnel

Article 41. Academic Personnel

1. Academic personnel of the university consist of Professors and assistants;
2. Professors, Associate professors, and Assistant Professors belong to rank of Professor;
3. Professors participate in and/or conduct the teaching and research process.
4. Associate professors conduct seminars and research work as part of the ongoing academic process at the faculty.
5. Maximum workload for professors is determined by the order of the rector.
6. Academic positions at the university are occupied through open contest in accordance with the principles of transparency, equality and fair contest.
7. The conditions for holding an open contest and election to an academic position are determined by a unified rule for academic and scientific position occupation, which is approved by the Governing Board.
8. Contest is announced by the Rector, and for this purpose sets a commission.
9. Academic personnel have a right to:
 - 9.1. Participate in the management process of the university;
 - 9.2. Implement teaching, research, creative activities and publish scientific works without interference;
 - 9.3. Independently determine the content of the educational program (s), methods, and means of teaching within the educational program.
10. Academic personnel have duty to:
 - 10.1. Comply with the regulations of the university;
 - 10.2. Secure the code of ethics and internal regulations;
 - 10.3. Perform duties set by employment contract;
 - 10.4. Submit a report over implemented activities after the end of the scientific leave;
 - 10.5. Exercise other powers determined by the present Charter and legislation.
11. University shall ensure freedom of scientific research and scientific research of the faculty and create appropriate conditions for its activities.
12. Remuneration of the faculty and other issues related to labor relations shall be determined by the labor agreement concluded with them.

Article 42. Conditions of Election and Holding an Academic Position

1. According to Article 35 of the Law of Georgia on Higher Education, an academic position at the University is possible to be occupied both based on an academic and professional bass.
2. Person with doctoral or equivalent academic degree, having at least 6 years of experience in scientific and pedagogical work, special professional and/or scientific performance, and has published scientific works and/or publications for the last 10 years may be elected to the post of professor. Person will be elected to the post of professor for life.
3. Person with doctoral or equivalent academic degree, having at least 3 years of scientific and pedagogical work experience, exceptionally professional and/or scientific performance, and who has published scientific articles and/or publications within the last 10 years may be elected to the post of associate professor. The person will be elected to the position of Associate Professor for life.

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4. Person with doctoral or equivalent academic degree, having at least 2 years of work experience in the relevant field may be elected to the position of assistant professor. Person will be elected to the position of associate professor for 4 years.
5. Academic position of position of an Assistant may be occupied by a Doctoral student. Person will be elected as an assistant for 4 years.
6. Academic position may be occupied by a person selected according to professional experience. In this case, person must have a master's degree or an equivalent academic degree and his/her qualification must be confirmed by professional experience, specialized training, and/or published publications.
7. Academic position may be held by a citizen of Georgia or a foreign country in accordance with the legislation and this Regulation.
8. According to the requirements of the Georgian legislation, University is authorized to establish and determine additional conditions and procedures for each competition.
9. Professor and Associate Professor shall be certified once in 5 years, the rules of which shall be approved by the Governing Board.

Article 43. Scientific Personnel

1. Scientific Personnel of the university may consist of researchers and postgraduate students.
2. Scientists are chief scientist, senior scientist, and researcher.
3. Postdoctoral is a person, selected for the implementation of a specific research project on the basis of competition in the main educational unit or in the research unit in accordance with the rules and deadlines established by the University. Person may be selected as a postdoctoral candidate only once.
4. Scientific position may be occupied only based on open contest, displaying principles of transparency, equality, and fair competition.
5. Conditions for holding an open contest and election to a scientific position shall be determined by a unified rule of academic and scientific position occupation, which shall be approved by the Governing Board.
6. Contest is announced by the Rector, and for this purpose sets a commission.
7. Rights and duties of researchers are determined by the Georgian legislation and the statutes of the University's Research Centre.

Article 44. Conditions of Nomination and Occupation of a Scientific Position

1. A scientific position may be occupied at the University in accordance with Article 372 of the Law of Georgia on Higher Education.
2. Person holding doctorate or equivalent academic degree and has at least 6 years of experience in scientific research and special scientific performance may be elected to the position of Chief Scientific Officer. A person will be elected to the post of Chief Scientific Officer for life.
3. Person holding doctorate or equivalent academic degree may be elected as a senior researcher for a period of 4 years.
4. Person holding master's degree or equivalent academic degree may be elected as a researcher for a period of 4 years.
5. Person holding doctorate or equivalent academic degree may be elected as a postgraduate student.

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6. In accordance with the requirements of Georgian legislation, University is authorized to establish and define additional conditions and procedures for each competition.
7. The Chief Scientist is certified once in 5 years, the rules of which are approved by the Council of Directors.

Article 45. Invited personnel


1. To ensure implementation of the program, a person with relevant qualifications and/or practical experience may be invited to take a university course and/or practical/laboratory work.
2. Vocational education level teacher shall be selected in accordance with the legislation of Georgia, in accordance with the criteria defined by the Law on vocation education, as well as in accordance with the rules and conditions defined by a separate legal act of the Rector.
3. Work relations between the university and the invited staff shall be regulated by the agreement.

Article 46. Administrative staff

1. The administrative staff shall exercise their rights and duties at the university, directly or through the relevant departments and staff of the university management system.
2. In order to occupy vacant position, a person must meet the criteria required that are specified in the job description and/or determined by the order of the rector.

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9. Student

Article 47. Student's Status

1. Student/vocational student of the university is a person, has been admitted according to law of Georgia "about higher education" or the Law of Georgia on Professional Education, other normative acts and regulations, and is studying at higher, professional, or short-term educational programs;
2. Acquisition, suspension, termination, and restoration of student status at the University are determined in accordance with the rules established by the University on the basis of Georgian legislation.
3. Academic/teaching relations between the student and the University are regulated by the agreement signed with the student, internal regulation of the University, and current legislation.

Article 48. Rights and Duties of the Student


1. Student shall have the powers granted to him/her by the Law of Georgia on Higher Education and the Law on Professional Education.
2. Student / professional student/listener has the right to:
 - 2.1. Receive a quality education;
 - 2.2. Participate in research activities;
 - 2.3. Participate in consulting and practical activities;
 - 2.4. Use material and technical, library, information and other means of the University on equal terms in accordance with the rules established by regulations and internal regulations of the University;
 - 2.5. Elect and/or be elected within representative bodies of student self-government, based on general, direct and equal elections by secret ballot;
 - 2.6. Freely create and/or join student organizations in accordance with their interests;
 - 2.7. Freely express their own opinion;
 - 2.8. Use the right of mobility, from the second year of study, in accordance with the rules established by the legislation of Georgia and transfer the allocated state funding to another institution;
 - 2.9. Participate in the development of the individual curriculum;
 - 2.10. Receive Academic performance report from the dean of the corresponding faculty within one week after the request;
 - 2.11. Appeal marks received;
 - 2.12. During the disciplinary proceedings:
 - 2.12.1. Receive formulated decision in written, related to initiation of the disciplinary proceedings against;
 - 2.12.2. Attend the discussion of the disciplinary proceedings and use the right to defense;
 - 2.12.3. Participate in the examination of evidence obtained;
 - 2.12.4. Request of disciplinary proceeding to be discussed open for a public;
 - 2.12.5. Use other powers granted by legislative and by-laws of Georgia.
3. Student shall be obliged to:
 - 3.1. Comply with the internal regulations, statutes, orders of the Rector of the University and conditions of agreements concluded with the University;
 - 3.2. Exercise rights and obligations imposed by the agreement in person and not transfer them to other persons;

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- 3.3. Ensure proper processing and protection of property, equipment, and materials belonging to the University, not to endanger the rights and health of others; nevertheless, the University reserves the right to claim compensation for damage caused to the University by a student;
- 3.4. Not engage in conduct that is condemned by the University, such as plagiarism, unauthorized cooperation, copying, multiple submission of the same work, falsification, use of mobile phones in the course of study, etc.
- 3.5. Return books and materials from the library after each semester;
- 3.6. Inform the University's Educational Process Management Service about alternation of living address and any other personal information;
- 3.7. Meet the academic requirements established in the framework of the corresponding educational program;
- 3.8. Submit to the rules determined by the syllabus, presented by the lecturer at the beginning of the study course;
- 3.9. Attend lectures, timely perform activities determined by the syllabus;
- 3.10. Pay tuition fees within the terms established by the contract signed;
- 3.11. Comply with the Code of Ethics;
4. Aspects related to disciplinary responsibility of the student are determined in accordance with the rules established by the Code of Ethics and internal regulations.

Article 49. Student Self-Government


1. Student Self-Government (hereinafter referred to as Student Self-Government) of the University is a student representative, consisting of 15 members elected through hidden ballots for 2 years, based on universal, equal and direct suffrage
2. Student self-government, within the limits of its authority:
 - 2.1. Protects and represents rights and legitimate interests of university students;
 - 2.2. Provides realization of rights and legitimate interests of university students;
 - 2.3. Plans, organizes, implements meetings oriented to leisure, academic activities, debates, discussions, training, intellectual games, educational and scientific, cultural, sports and entertainment events;
 - 2.4. Cooperates with other universities, governmental and non-governmental, governmental and international organizations and associations.
 - 2.5. Term of each member of the student government is 2 years.
 - 2.6. University's administration has no right to interfere with the activity of the student government.
 - 2.7. Authorities of the student government and the work-related topics are determined by the Statutes approved by the head of the government.

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