



Alte University Regulations

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Section I. General Provisions

Article 1. Scope of Regulations

1. Regulations of Alte University LLC (hereafter the University) is the primary normative document defining the process of implementation of educational and scientific-research activities in the University, rules and principles of management.
2. All matters associated with educational activities not covered under these Regulations shall be governed by Georgian legislation.

Article 2. Status of the University

1. Alte University is a legal entity of public law. Limited liability company with activities based upon Constitution of Georgia, international legal norms, law of Georgia on Higher Education, requirements of other legislative acts, internal regulations of the University, Articles of Association, these Regulations and other regulations of the University.
2. Full name of the University: **Alte University** Limited Liability Company. Abbreviation: **Alte LLC** ;
3. Legal address of the University: #2 University St., Tbilisi, 0177, Georgia.
4. University has an official stamp, bank accounts, official webpage - <https://www.alte.edu.ge> and other attributes of legal entity.

Article 3. Vision, Mission and Values

1. Vision of Alte University is to be one of the best educational institutions for quality education, scientific research and professional development both in the country and the region and become the center of gravity for Georgian as well as international students.

2. Mission of Alte University is to provide students with valuable knowledge and all necessary skills to create additional long-term value both for themselves and the society they belong to.

3. Values

Entrepreneurship – continuous aspiration for changes rather than adapting to reality, vision beyond existing borders.

Innovation – continuous search for different and creative / effective ideas.

Integrity – assume responsibility for our actions, conduct activities based on fairness, trust, sincerity and respect.

striving for perfection – be the best in our business in parallel with searching for development opportunities and new challenges.

Article 4. Goals of the University

1. The University acknowledges main goals set out in the Constitution of Georgia, international agreements, Law of Georgia on Higher Education and other normative acts applicable in the field of education, including:

- a) support introduction of Georgian and world cultural values;
- b) participate in the formation of new values and strive for their introduction;
- c) develop students as citizens with ideals of democracy and humanism; equip students with knowledge and skills to enable each student to be exceptional and create real added value both for themselves and for the society they live in.
- d) create student-oriented learning environment; utilize modern technologies and introduce newest teaching methods in the process of implementation of learning programs, organize learning and production practice which ensures provision of the students with adequate knowledge relevant to the selected profession and development of skills;
- e) be the partner of graduates at all stages and regularly offer development of important knowledge and skills.
- f) integrate the University in the educational and scientific-research environment of the world, implement exchange and/or mutual bachelor, master and doctoral programs (if authorized) with Georgian and international higher education institutions and implement of scientific-research programs;

- g) supply internal and external labor markets with competitive educated professionals through education and skills obtained in the University;
 - h) support continuous professional development of academic/invited/scientific personnel of the University.
2. Main activity of the University involves implementation of higher educational programs and assignment of relevant academic degrees.
 3. During following five years, the University aims to become one of the most known educational and research institution of the country and the region, through the quality of its education and service.
 4. For this purpose, the University performs complex activities set out in the University's strategic development plan.

Section II. Structure, Management Bodies (Management Subjects) and their Rights and Responsibilities.

Article 5. Management Bodies of the University

1. Following are the management bodies of the University

- Board of Directors;
- President;
- Vice-President;

Article 6. Structural Units of the University

1. School is the main educational structural unit of the University.

- 1.1 management bodies (management subjects) of the school:

- School Board;
- Dean;

2. Other structural units of the University:

- Financial Department
- Quality Control and Compliance Department
- Continuous Education and Training Programs Department
- Marketing and Public Relations Department
- Human Resources Management and Student Achievement Department
- IT Department
- Operations Department
- Business Development and International Relations Department
- Legal Department

3. President makes decisions on the creation or removal of structural units in the University (except for schools). Procedures for structural units are defined under these Regulations and/or regulations of relevant structural units, or unified regulations of structural units as approved by the Board of Directors.

Article 7. Management Principles

1. The University ensures:

- a) academic freedom of academic personnel and students;
- b) involvement of academic personnel and students in decision making;
- c) equal treatment without regard to ethnicity, sex, social origin, property, political, religious or other views;
- d) fairness, transparency and publicity of elections and contests.

2. Existence of structural units of any political parties or unions is not allowed.

Article 8. Board of Directors

1. Board of Directors is the highest management body of the University comprised of the President, Vice President, Directors of all departments of the University and deans of all schools;
2. President of the University is the Chairman of the Board of Directors;
3. Professional associations, employers and other subjects may be invited to the Board of Directors at the decision of the President, with advisory votes.
4. Board of Directors shall be authorized to make decisions in the form of a resolution, application, representation, to be signed by the President – Chairman of the Board of Directors.

Article 9. Authorities of the Board of Directors

1. The Board of Directors:
 - a) approves strategic and action plans of the University; makes decisions on amendments as required;
 - b) approves the budget of the University;
 - c) approves annual report of the University;
 - d) approves/cancels educational programs proposed by the School Board;
 - e) sets coefficients for unified national and master exams, defines number of students to be accepted to educational program and approves relevant questionnaires;
 - f) makes decisions on creation/cancellation of main educational unit – the school, as well as on implementation of existing higher educational programs or cancellation of existing ones;
 - g) develops and approves governing rules applicable in the University;
 - h) approves the composition of the School Board as proposed by the school dean;
 - i) approves applicable forms;
 - j) reviews and approves scientific-research projects;
 - k) creates ethics committee and ensures its operation;
 - l) makes decisions on the assignment of the title of honorary doctor / professor;
 - m) exercises other authorities vested under applicable legislation and these Regulations.

Article 10. Organization of activities of Board of Directors, procedures for preparing and holding meetings

1. Board of Directors is chaired by the President of the University;
2. Meeting of the Board of Directors shall be convened as required, but at least once a year;
3. Meeting of the Board of Directors is authorized if attended by more than half of the members. Decisions of the Board of Directors are made through open voting, with simple majority of attendants. Chairman of the Board of Directors exercises the right of veto in connection with any matters to be reviewed by the Board of Directors and may block making of any decision at his/her discretion;
4. Organizational provision of activities of the Board of Directors is performed by the Board Secretary, who ensures organizational, documentary and informational service of the Board members. Assistant President performs duties of the Secretary. Information about the meeting and agenda shall be provided to the members of the Board of Directors prior to the meeting.
6. Meeting of the Board of Directors may be held through physical attendance and/or remotely, using electronic means (including e-mail). Holding the meeting shall not be mandatory if all members of the Board confirms approval of items on the agenda in written and/or electronically. Protocol shall be maintained for each meeting to be signed by the Chairman and/or the Secretary of the Board of Directors.

Article 11. Grounds for termination of authority of Board of Directors and Board Members

1. Authority of the Board of Directors may be terminated in the event of:
 - a) liquidation of the University;
 - b) cancellation of authorization;
2. Authority of the Board Member shall be terminated automatically in the event of occurrence of the following circumstances:
 - a) resignation from relevant position

b) termination of labor relations under Labor Code of Georgia;

Article 12. President of the University; Rights and Responsibilities

1. President is the top administrative official of the University appointed by founder(s) of the University for the term defined under relevant agreement.

2. President serves as the Chairman of the Board of Directors and represents the University in and outside the country and is authorized to execute transactions and agreements on behalf of the University.

3. President performs management of the University within his/her competence and following authorities:

- a) overall management of the University;
- b) defines educational, scientific, personnel, operational and financial policy;
- c) manages entire movable/immovable property;
- d) issues acts, including orders in connection with student status;
- e) approves roster of academic and administrative personnel of the University and defines salary ranges;
- f) appoints and removes administrative and support personnel;
- g) delegates his/her authority to heads of structural units of the University as required and issues powers of attorney;
- h) creates commissions, working and other groups;
- i) performs overall control over academic educational programs;
- j) performs overall quality control of the learning process;
- k) approves fees of educational programs;
- l) approves forms of higher education document – diploma and annex thereto;
- m) signs the document confirming higher education - diploma;
- n) approves student allowances for students with achievements on the basis of representation of relevant schools;
- o) declares contest for the selection of academic personnel;
- p) appoints winning contesters based on the results of contests for the selection of academic personnel;
- q) enters agreements with students;
- r) signs labor contracts with personnel;
- s) exercises other authorities;

In case of absence, the President's authorities shall be exercised by Vice President, and in case of absence of Vice President, person appointed by the President.

4. The President has an assistant and may have advisors in various fields.

5. Consultant(s) may be invited (on the basis of an agreement) at the decision of the President as physical or legal persons.

Article 13. Dismissal of the President

1. Grounds for the dismissal of the President:

- a) termination of relevant agreement signed with the President;
- b) other cases envisaged under the law.

Article 14. Vice President; Rights and Responsibilities

1. Vice President is the administrative official of the University appointed by the President of the University for the term defined under relevant agreement.

2. Vice President performs management of the University within the scope of his/her competence and following authorities:

- a) ensure performance of management activity of the University with regard to educational process development and quality assurance;

- b) ensure improvement of programs existing in the University, introduction of new educational programs and innovative technologies;
- c) ensure management of processes for accreditation of programs and authorization of the University.
- d) shall be authorized to give orders, instructions, to subordinated structural units, request documentation and reports;
- e) perform President's duties in case of the President's absence;
- f) fulfills other rights and responsibilities under these Regulations and rules applicable in the University.
- g) shall be accountable before the President.

Section III. Structural Units of the University

Article 15. Quality Control and Compliance Department

1. Quality Control and Compliance Department is a structural unit of the University acting in accordance with these Regulations and regulations (if any) of Quality Control and Compliance Department, on the basis of Georgian legislation, international acts governing European higher education area.
2. The Department supports integration of the University into unified European higher education area and implementation of Bologna process principles, continuous improvement of quality of teaching and learning and performs, for this purpose, activities necessary for stimulation of educational activity.
3. The Department exercises following authorities within its competence:
 - a) support provision of high level of teaching quality through introduction of modern methods for teaching, learning and evaluation;
 - b) develop and perform relevant measures for the perfection of educational programs, improving education quality, development of material-technical base;
 - c) perform monitoring of educational programs and develop recommendations for their improvement;
 - d) perform management and monitoring of the learning process;
 - e) support implementation of measures required for raising of qualification of academic personnel;
 - f) ensure authorization and accreditation processes; relates with State regulatory bodies, ensures awareness of personnel with legal acts, orders etc., ensure timely and quality submission of information requested by regulatory bodies;
 - g) exercise other authorities.
4. The Department reports to the Vice President of the University within its competence.

Article 16. Financial Department

1. Financial Department of the University is a structural unit of the University.
2. The Department performs activities on the basis of Georgian legislation, Articles of Association, these Regulations and other legal acts of the University.
3. The Department ensures, within competence provided under Regulations, budgeting of financial-economic activities, its control, maintaining accounting and reporting.
4. The Department reports to the President of the University within its competence.

Article 17. Public Relations and Marketing Department

1. Public Relations and Marketing Department is a structural unit of the University.
2. The Department performs its activities on the basis of Georgian legislation, these Regulations and other legal acts of the University.
3. The Department ensures, within the competence prescribed under regulations:
 - a) student recruiting (Georgian and foreign);
 - b) marketing activities based on the goals of the University;

- c) Public Relations;
- d) plan and conduct sociological and marketing surveys necessary for reaching goals and aims of the University;
- e) maintain care for raising the University's prestige.
- 4. The Department reports to the President of the University within its competence.

Article 18. International Relations Department

- 1. International Relations Department of the University is a structural unit of the University.
- 2. The Department conducts its activities on the basis of Georgian legislation, international acts governing European higher education area, these Regulations and other legal acts of the University.
- 3. The Department ensures, within the competence under the Department's regulations:
 - a) implementation of internationalization processes, maintaining connections with foreign universities and international organizations;
 - b) support integration of students and academic personnel in international educational area;
 - c) obtain grants from various international donor organizations.
- 4. The Department reports to the President of the University within its competence.

Article 19. Informational Technologies Department

- 1. Informational Technologies Department of the University is a structural unit of the University.
- 2. The Department conducts its activities on the basis of Georgian legislation, these Regulations and other legal acts of the University.
- 3. The Department ensures, for the purpose of supporting effective operation of the University, introduction of informational technologies and systems, digitalization of processes, proper functioning of existing computer hardware, software and technical support of services and departments of the University.
- 4. The Department reports to the President of the University within its competence.

Article 20. Human Resources Management and Student Achievements Department

- 1. Human Resources Management and Student Achievements Department is a structural unit of the University.
- 2. The Department conducts its activities on the basis of Georgian legislation, international acts governing European higher education area, Labor Code of Georgia, these Regulations and other legal acts of the University.
- 3. The Department ensures, within the competence under its regulations:
 - a) support establishment of corporate culture in the University;
 - b) management of the process of search and selection of personnel;
 - c) maintaining and controlling personnel documentation;
 - d) support students / graduates in professional orientation and self-determination, defining priorities and correct management of education and career; support students / graduates in employment;
 - e) care for the formation of student life; planning of activities for students in parallel with education.
- 4. The Department reports to the President of the University within its competence.

Article 21. Department of Continuous Education and Training Programs

- 1. Department of Continuous Education and Training Programs of the University is a structural unit of the University.
- 2. The Department conducts its activities on the basis of Georgian legislation, international acts governing European higher education area, these Regulations and other legal acts of the University.
- 3. The Department ensures introduction of continuous education. For this purpose, the department performs:
 - a) market research in connection with the requirements of training programs;
 - b) program development, calculation of profitability;

c) support Human Resources Management and Student Achievements Department in searching for lecturer(s), and supports Marketing Department in recruiting students.

4. The Department reports to Vice President of the University within its competence.

Article 22. Operations Department

1. Operations Department of the University is a structural unit of the University.

2. The Department conducts its activities on the basis of Georgian legislation, Law of Georgia on Entrepreneurs, these Regulations and other legal acts of the University.

3. The Department ensures the following, within the competence under Department regulations:

- a) organize procurement process in accordance with approved rules;
- b) supervision and arrangement of operational matters;
- c) protection of order and material property on the territory of the University, safety of students, administrative and academic personnel;
- d) proper functioning of the chancellery, management of accounting forms, including student diplomas and annexes;
- e) supervision of the University library. Provision of all personnel and students with book fund on modern written and electronic media.

4. The Department reports to the President of the University within its competence.

Article 23. Legal Department

1. Legal Department is a structural unit of the University.

2. The Department conducts its activities on the basis of Georgian legislation, Law of Georgia on Higher Education, Law of Georgia on Entrepreneurs, Labor Code of Georgia, these Regulations and other legal acts of the University.

3. The Department ensures the following, within the competence under Department regulations:

- a) develop / analyze / confirm University documents / internal regulatory acts and conformance with applicable legislation;
- b) monitor amendments to legislation and internal regulations of the University;
- c) develop / analyze / confirm agreements / any type of arrangements to be executed by the University;
- d) periodic reporting before relevant authorized person(s);
- e) legal consultations for University management bodies, structural units and their representatives;
- f) fulfil other tasks assigned by University management bodies.

4. The Department reports to the President of the University within its competence.

Section IV. University Schools

Article 24. Schools

1. School is the main educational-scientific and administrative unit of the University, which ensures preparation of students in one or more specialties and giving relevant qualification. The school is managed by the School Dean; The dean reports to the University Vice President within his/her competence.

2. School Regulations govern the activity of the School.

3. 4 Schools operate within the University:

- a) Law School;
- b) School of Business;
- c) School of humanitarian and social sciences;
- d) International Medical School.

4. Board of Directors decide on the creation or liquidation of schools;

5. Schools may include educational, scientific and supporting structural units, as well as centers and other units created together with other organizations.

Article 25. School Board

1. School Board is a representative body performing school management.
2. Dean chairs the School Board who ensures management of daily activities of the school and resolution of current matters / goals.
3. School Board includes academic, invited and scientific personnel selected through rules defined under these Regulations, and student self government representatives, number of which shall not be less than 1/4 of the Board members.
4. Maximum number of School Board members is defined under School Regulations being 5 or 7 members, including the dean, considering the number of school personnel.

Section V. University Personnel

Article 26. University Personnel

1. Academic, scientific, administrative and support positions exist in the University.

Article 27. Academic Personnel

1. Academic personnel includes professors, associated professors, assistant professors and assistants.

Article 28. Occupying academic positions

1. Academic positions may be occupied only through open contests which shall comply with principles of transparency, equality and fair competition.
2. Rules for conducting contests are defined and approved by the Board of Directors.
3. Contest for occupying academic position is announced by the Dean and agrees with Human Resources Management and Student Achievements Department, who forms a commission for this purpose.
4. Date and conditions for the contest are published per rules set out in Georgian legislation and relevant governing acts.

Article 29. Conditions for occupying academic positions

1. An individual may be selected for academic position pursuant to Article 35 of the Law of Georgia on Article 35 of the law of Georgia on higher education.
2. Pursuant to paragraph 5, Article 35 of the law of Georgia on higher education, a person without academic degree may be selected for academic position through professional qualification.

Article 30. Grounds for dismissal of academic personnel.

1. grounds for dismissal of academic personnel are as follows:
 - a) personal statement for resignation;
 - b) expiration of the term for selection on the position.
 - c) violation of conditions set out in the Regulations, Code of Ethics, or labor contract
 - d) other cases under applicable legislation.

Article 31. Invited personnel

1. For the purposes of program implementation, person with relevant qualification and/or experience may be invited to the University to implement learning course.

Article 32. Labor relations of academic / invited / scientific personnel

1. Upon selection through the contest, academic personnel is appointed by the order of the President for the following term: professor – 5 years; associated professor – assistant professor – 3 years; assistant – 3 years.
2. Upon selection through the contest, scientific personnel is appointed by the order of the President for the following term: chief scientific personnel – 3 years; senior scientific personnel – 3 years; scientific personnel – 3 years.

3. Labor contract is signed with academic / scientific / invited personnel in accordance with Georgian legislation.

Article 33. Rights and Responsibilities of academic/scientific/invited personnel

1. Personnel rights and responsibilities:

- a) conduct teaching and research activities independently;
- b) define the content of learning courses (syllabus), teaching methods and means independently, within educational program;
- c) exercise other rights under applicable legislation;
- d) adhere to requirements provided under the Regulations, Code of Ethics and internal regulations;
- e) fulfill obligations under labor contract.

Section VI. Student

Article 34. Enrolment

1. Student is an individual enrolled and learning in the University in accordance with Georgian legislation to pass bachelor / master / doctoral programs (in case of eligibility to implementation of a doctoral program). Individual who will take programs offered by the Department of Continuous Education and Trainings will also be considered as student.

Article 35. Student Rights and Responsibilities

1. Students of academic stage of the University shall have the right to:

- a) receive quality education;
- b) participate in scientific research;
- c) use material-technical, library, informational and other resources under equal conditions, in accordance with regulations of the University and structural units.;
- d) select representative and be selected in student self government and representative units of schools;
- e) establish and/or join student organizations based on his/her interests;
- f) express his/her opinion freely and reasonably refuse to share those ideas offered in the course of learning process;
- g) in accordance with Georgian legislation and Regulations of the University, obtain student allowance, financial or material support and other allowances from the State, University and other sources;
- h) select educational program;
- i) participate in the development of individual educational program;
- j) periodically evaluate the performance of academic and administrative personnel;
- k) request fair evaluation of knowledge and appeal unacceptable examination results;
- l) exercise other rights under Georgian legislation.

Article 36. Student Obligations

- 1. Students shall learn, in accordance with the program developed by the University, all selected mandatory;
- 2. follow the Regulations, internal rules and code of ethics.

Article 37. Disciplinary Responsibility

1. Disciplinary responsibilities of students are defined under the code of ethics.

Article 38. Student Self Government

- 1. Student self government is established in the University selected from school representatives which will elaborate regulations of student self government.
- 2. Student self government:
 - a) approves regulations of the student self government;
 - b) ensures student involvement in the management of the University;

- c) assign representative to the school board;
 - d) exercise other rights under applicable legislation and self government regulations.
2. Administration of the University shall not have the right to interfere with activities of the student self government.

Section VII. Stages of Education

Article 39. Stages of Higher Academic Education

1. Higher academic education may be received in the University on first and second stages, as well as on the third stage upon procedure established under applicable legislation.
2. Stages of higher academic education:
 - a) first stage (baccalaureate) – educational program with at least 240 credits;
 - b) second stage (masters studies) – educational program with at least 120 credits;
 - c) medical / dental education program is a single stage higher education program concluded with assignment of academic degree of certified medic/dentist. Academic degree assigned as a result of 360 credit certified medic or 300 credit certified dentist programs is equivalent to the master’s academic degree.
 - d) third stage – doctoral degree – educational program with at least 180 credits (University implements doctoral program in case of obtaining permit in accordance with applicable legislation).

Section VIII. Academic Degree

Article 40. Assignment of Academic Degree

1. Academic degree is assigned by the University in case of passing the mandatory component of the program and the number of credits which is enough for the completion of the given stage of education.
2. Upon completion of each stage of academic education, the University issues the document certifying higher education – diploma, with relevant annex as set out under applicable legislation.

Section IX. Amendments and Supplements to Regulations

Section 41. Authority to approve, amend and annul University Regulations

1. Regulations of the University are approved, annulled, amended or supplemented by the Board of Directors.