

The faculty of Architecture, Urban Planning and Design of Georgian Technical University Statute

Approved by the decision of the board of the faculty of architecture, urban and design of
Georgian Technical University
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CHAPTER I. GENERAL PROVISIONS

Article 1. Scope of regulation

Regulation of the Architecture, Urban and Design Faculty of Georgian Technical University (hereinafter "University") (hereinafter "Faculty") (hereinafter referred to as the "Regulation") "On Higher Education", the goals and objectives, the main directions of the faculty's educational and scientific-research activities, the rules for appointment and selection of management bodies and personnel, their rights and obligations, management principles of the faculty, and other issues related to the functioning of the Faculty are defined on the basis of Georgian legislation and the statute of Georgian Technical University.

Article 2. Status of the Faculty

1. Architecture, Urban Planning and Design Faculty is the basic educational unit, which develops and implements academic freedom and institutional autonomy of higher education at all three levels (BA, MA, PhD) and professional educational programs, scientific research activities in Urban Planning and Design direction.
2. The legal status of the faculty shall be determined by the legislation of Georgia, the Statute and Regulations of the University. The Faculty has the seal with the named of the faculty, logo, the relevant blank forms and the stamp as well.
3. The full name of the faculty in English is– Faculty of Architecture, Urban Planning and Design ; in Russian – Факультет Архитектуры, Урбанистики и Дизайна.
4. The address of the faculty is: Merab Kostava str. 77, I b. 0175, Tbilisi, Georgia.
The official website of the faculty-<http://gtu.ge/Arch/>

Article 3. Authority of the Faculty

1. The faculty is guided by the Constitution of Georgia, international treaties and agreements of Georgia, the Law of Georgia on Higher Education, other normative acts of Georgia, the Statute and Regulations of the University.
2. The Faculty is independent of the applicable legislation, in the implementation of the decisions and actions within the competence defined by the University Charter and the present Regulation.

Chapter II. Faculty mission, goals, tasks and main directions of activity

Article 4. The mission of the faculty

The mission of the faculty of architecture, urban and design is to prepare creative, practice oriented individuals, being highly competent, and competitive on local and international employment market, who will be ready to respond to the modern challenges of sustainable development of architecture.

Article 5. Objectives and goals of the faculty

1.The aim of the Faculty is to create adequate conditions for study and research, promote professional and moral development, meet the national and international requirements of education quality, promote continuation of educational programs, training processes and resources.

2.The main objectives of the Faculty are:

- a) To prepare highly qualified specialists with relevant skills and competence in order to comply with modern requirements of labor market requirements;
- b) To develop a free logically thinking personality, having citizenship awareness and adherent to democratic principles;
- c) To prepare bachelor students - with academic higher education oriented on practical activities;
- d) To Prepare Masters and Doctors with academic higher education oriented on scientific research activities.

3. The faculty is responsible for implementing research projects, that is why the appropriate financial resources are always envisaged by the budget.

4. The faculty facilitates the development of international cooperation and internationalization, including attraction / mobility of foreign students and staff.It also facilitates the participation in student exchange programs within the frames of existing agreements between universities of different countries.

5. The Faculty is developing a new program, in close cooperation with employers and vocational associations and considering their recommendations, based on the planning, development, evaluation and development of the university educational program.

Article 6. The main directions of the faculty activity

The main directions of the faculty activities are:

- a) carrying out professional, bachelor, master and doctoral programs for employer oriented pursuant to time and market requirements;
- b) Scientific-research activities and integration of science into the learning process;
- c) Cultural, sports and creative activities promoting students' multilateral development;
- d) Consulting activities.
- e) Training activities (for students, academic personnel and other personnel) adhering the continuing education principle, as well as the enhancement of knowledge and qualifications.

Chapter III The Faculty structure

Article 7. Faculty structure

1. The Faculty includes:
 - a) faculty management bodies (managing subjects);
 - b) Study units
 - c) scientific-research units (scientific-research institute, centers, laboratory, software direction and etc.);
 - d) auxiliary structural units.
2. Faculty has the Faculty Advisory board and the position of the Manager.
3. The Faculty Dissertation Board shall be established on the faculty by the decision of the Academic Council.
4. Commissions (permanent and temporary) and collegia are created at the faculty.
5. Student self-governance is in the faculty.
6. There is a central library branch in the faculty.
7. Faculty structure and regulation, as well as provisions of the structural units of the faculty are approved by the Representative Council (Senate) by the Faculty Council.

Article 8. Faculty Management bodies (Managing Subjects)

1. Faculty management bodies (managing subjects): Faculty Council, Dean, Faculty Quality Assurance Service.
2. The authority of the Faculty Board shall be determined by the University Charter and the Regulations of the Faculty Board.
3. The Faculty Dean and Faculty Quality Assurance Service shall be elected by the Regulation on "Registration of Elections of the Georgian Technical University and Faculty Management bodies " (hereinafter "University Regulations on Conducting Elections").

Article 9. The Faculty Board

1. The faculty board is the faculty representative body , which consists of all the members of the faculty academic staff and student self-government.
2. The number of student self-government representatives in the Faculty Board shall be 1/3 of the full board members.
3. Faculty Board :
 - a) defines and submits to the Head of Administration (Chancellor) the draft budget of the Faculty;
 - b) elect the Faculty Dean;
 - c) Develops and approves the Faculty Development Strategy Plan, Training and Scientific-Research Programs by the Dean's nomination and submits to the University Academic Board;
 - d) Develops the faculty structure, regulation and submission to the University Representative Council (Senate) by the Dean's nomination;
 - e) Develops the Dissertation Board's Statute and submits it to the University Academic Council for approval;
 - f) Elects the Head of the Faculty Quality Assurance Service;

- g) Approves the procedure of internal assessment of scientific research activities of the independent scientific-research unit of the faculty by the nomination of the Faculty Quality Assurance Service;
- h) creates the Faculty Ethics Commission and approves the decisions made by the Commission;
- i) Conducts faculty students' disciplinary proceedings ;
- j) Establishes the faculty's permanent and temporary commissions, including the field commission of study-scientific literature;
- k) Is entitled to examine the termination of the authority of the Dean at least 1/3 of the Faculty Council members on the grounds that the Dean has failed to fulfill the imposed duties, inadequately performing the duties imposed on the Dean and / or performing inadequately. Decision to terminate the authority of the Dean shall be accepted by a secret ballot, by a majority of the composition of the list. The Dean does not participate in the ballot envisaged by this paragraph and presides over the meeting by the senior member present at the council;
- l) In case of early termination of the authority of the Dean, the acting dean shall be appointed;
- m) Elects from the academic staff of the University Academic Council and the Representative Council (Senate) within the frames of predefined quota for the faculty .
- n) Decisions on the delegation of the Faculty of its functions, except for the powers defined by Article 28 of the Law of Georgia on Higher Education;
- o) Approves the Regulations of the Faculty Board.
- q) Implements by the legislation of Georgia, the charter of the university, by this regulation, the University's Legal Acts and other powers defined by the Regulations of the Faculty Board.

Article 10. Dean of the Faculty

1. The Faculty board shall elect the Faculty dean.
2. Dean will be elected for a term of four years. The same person can be elected on the position of the Dean only two times in a row.
3. The procedure for registration of candidates for the Dean of the Faculty and the procedure for conducting elections shall be determined by the university statute of holding the elections.
4. A professor or associate professor can be elected a Dean.
5. Dean of the faculty:
 - a) Ensures efficient conduct of the academic and scientific activities on the faculty;
 - B) Submit to the Faculty Board a strategic plan for the development of faculty, educational and scientific research programs;
 - c) Develops and submits to the Faculty Board the Faculty structure and regulation for the approval;
 - d) Is responsible for the fulfillment of the decisions of the Academic Council, the Representative Council (Senate) and the Board of the Faculty within its competence;
 - e) Issues individual-legal acts within its competence;
 - f) Chairs the Faculty Board sessions;

- g) In accordance with the Law of Georgia "On Higher Education" and the University Charter, it is responsible for the purposful utilization of the Faculty budget.
 - h) Presents the faculty in relations with third parties;
 - i) Signs contracts in the name of the faculty within the authority granted to him;
 - J) Exercises other powers envisaged by the Georgian legislation, the university statutes and administrative-legal acts of the management bodies of the faculty (management subjects).
6. The Dean of the faculty has a deputy who is appointed and dismissed by the Rector of the University on the basis of the Dean's nomination, for the terms of the Dean's authority.
7. The rights and duties of the deputy dean shall be determined by the decree of the dean unless otherwise provided by the applicable legislation or the university statutes.
8. The main competence of the deputy dean is to ensure the effective implementation of the study process, monitor the activity of the Faculty's study units, fulfill the tasks of the Dean.
9. The faculty's activities in the absence of a Dean are headed by the Deputy Dean, within the authority granted by the Dean.
10. Dean and Deputy Dean are the staff members of the Faculty Administration position.

Article 11. Faculty Quality Assurance Service

1. Quality Assurance Service is established to ensure the continuous evaluation of the quality of scientific-research activities and the academic personnel, which acts in accordance with the Law of Georgia on Higher Education, Georgian Legislation, University Charter and Regulations.
2. The head of the Faculty Quality Assurance Service is elected by the Faculty Board for 4 years. One and the same person may be appointed as the Head of Quality Assurance Service only twice in a row;
3. The procedure for election of the head of the Faculty Quality Assurance Service shall be determined by the university statute of holding the elections;
4. Faculty Quality Assurance Service:
 - a) Ensures high level of teaching quality through the use of modern methods of learning, teaching and assessment and by self-evaluation for authorization / accreditation process.
 - b) Systematically evaluates the course of study and scientific-research process at the faculty, quality of the qualification of academic personnel, invited specialists and teachers;
 - c) Strengthens closer communication and cooperates with the respective services of higher education institutions of the foreign countries, to improve the quality control transparent criteria and their realization methodology;
 - d) Develops the rule of internal evaluation of the faculty scientific research activities.
 - e) Monitors and evaluates teaching and scientific-research processes;
 - f) Facilitates self-assessment for authorization and accreditation process;
 - g) Regularly (once in the semester) informs the results of his work on the Faculty and advisory Board;

h) discuss curriculums and syllabus of training courses and provide recommendations for their improvement;

i) Exercises other powers granted by the university statutes and university legal acts.

5. Head of Quality Assurance Service:

a) Is the personnel of faculty administrative position;

b) Is the chairperson of the Faculty Commission for Evaluation of Educational Programs, performs the general management and control of the Commission's work.

c) Conducts the Faculty Quality Assurance Service in compliance with the University Charter, University Quality Assurance Service and Faculty;

d) Distributes duties between the Faculty Quality Assurance Service staff;

e) Manages the development and implementation of the work plans of the Faculty Quality Assurance Service;

f) Is the Faculty Quality Assurance Service with the management bodies, faculties and other services of the University, as well as within the competence granted by the Faculty to the third parties;

g) Exercises other powers within its competence in order to fulfill the functions and tasks imposed by the Georgian legislation and the university statutes.

Article 12. Faculty Advisory Board

1. The Faculty Council includes: Dean (Chairman), Deputy Head, Manager, Heads of Faculty Structural Units, Head of Faculty Quality Assurance Service, Representatives elected by Faculty Quota of the University Management bodies ;

2. Faculty Advisory Board:

a) In accordance with subparagraph "n" of paragraph 3 of Article 7 of the Regulation, the Faculty Board performs the delegated functions: social allowances, scientific assignments, awards, bonuses and other.

b) Takes decisions within its own powers, and also prepares the issues and develops relevant recommendations for submission to the Faculty Board (for review).

Article 13. Manager of the Faculty

The manager is an auxiliary position , whose powers are determined by the rector's individual administrative-legal acts and regulations;

Faculty manager is appointed and dismissed by the Rector;

manager:

a) Performs marketing and prognostic-analytical research of the labor market, on the basis of which the list of requests submitted to educational programs in compliance with the modern demands of the society;

b) Supervises the financial and material technical support of the faculty teaching and scientific-research activities;

- c) for the purpose of implementing the Faculty Development Strategic Plan, draws an annual plan of attracting financial and material resources and is responsible for its purposful and effective performance ;
- d) Together with the Dean and the advisory board shall determine the draft budget of the Faculty and submit to the Faculty Board for determination;
- e) Coordinates student practice, internships and their further employment process;
- f) Carries out other provisions defined by the Statute and the University's Legal Acts.

The manager is accountable to the Rector and the Faculty Board.

Article 14. Faculty Dissertation Board

1. The Faculty Dissertation Board is the body to be awarded to the Doctor's academic degree, which is created by the Academic Council.

2. The procedure for the selection of the Chairperson of the Dissertation Board and the Dissertation Board shall be determined by the Dissertation Board of the Faculty, which is approved by the Academic Council nominated by the Faculty Board.

3. The Dissertation Board is composed of all faculty professors and associate professors;

4. With the mediation of the dissertation board chairman , the members of the dissertation board may be the speacialists of the relevant fields from Georgia and foreign countries, according to the criteria and the regulations defined by the academic board.

5. With the mediation of the Chairperson of the Dissertation Council, a person with a Doctor's academic degree may be invited to the Dissertation Board, who is not a university employee and published at least one of the three works in the field of science relevant to a PhD program in the last 5 years.

Article 15. Study Units of the Faculty

1. Study units are created on the faculty to coordinate the learning process.

2. The study unit is a faculty structural unit.

3. The provisions of study units are approved by the Representative Council (Senate) by the Faculty Board.

4. Faculty study units are:

a) Department of Architecture and UrbanisticsNº 601

b) Department of Interior and DesignNº 602

c) Department of Fundamentals of Architecture and Theory Nº 603

d) Department of Fine ArtsNº 604

5. The study unit is guided by the University Charter, the Faculty Statute, its own Statute.

6.Study Unit (Academic Department):

a) provides educational and scientific research activities within the framework of educational program / programs;

b) Provides teaching in accordance with syllabus and schedule in the subjects defined by educational programs;

- c) Creates and / or participates in the creation of new educational programs and modifying existing programs;
- d) Implements the methodological provision of the teaching process (preparation of textbooks and other training-methodical materials), introduction of new educational programs;
- e) Distributes and administers academic loading;
- f) Initiates before the Dean the invitation of qualified specialists (invited professor and / or invited teachers) to participate in the study process, in case of vacant academic loading;
- g) Enhances learning quality, introduction of new teaching methods and technologies through effective use of existing methods of teaching, completing study process;
- h) Organizes the scientific research work of the organization;
- i) Assists MA and PhD students with supervisors and topics .
- j) Enhances the qualification of teaching -pedagogic staff;
- l) Establishes creative ties in accordance with the profile of the study unit and cooperates with other structural units and scientific-research organizations of other higher education institutions;
- l) Conducts and coordinates scientific research, conducts scientific-methodological seminars on the basis of the faculty scientific-research unit - laboratory and conducts expert conclusions on scientific research and projects;
- m) Reviews the master's qualification and doctoral dissertation papers;
- n) Cooperates with enterprises and organizations in accordance with their own profile and facilitates the employment of graduates;
- o) Conducts registration of student assessment statements and submits to the dean.

7. The academic unit is headed by the person ,whose appointment is in accordance with the procedure stipulated by the Statute of the Academic Department.

8. The Head of Study Unit is accountable to the Rector, Faculty Board, Advisory board and the Dean.

Article 16. Scientific-Research Units of the Faculty

1. Scientific-research units are created at the faculty to coordinate scientific research activities.
2. Scientific-research unit is a faculty structural unit.
3. The provisions of scientific-research units are approved by the Representative Council (Senate) by the Faculty Council.
4. Scientific research units are:
 - a) "Architectural Physics and Multimedia Design Lab":
 - b) "The methodological and scientific / research center for studying urban ecological problems.
 - c) Continuous Education and Architects Professional Development Center;
 - d) Educational Research and Design Center for Facilitating Architectural Education;

5. Scientific-research unit in its activities is guided by the University Charter, by this Regulation, with its own Statute.

Article 17. Faculty Auxiliary Structural Units

1. Auxiliary structural units of the faculty are created to ensure the faculty's activities.
2. Auxiliary structural units carry out the decisions taken by the University Administration and Managing Authorities, Faculty Council, Advisory Board and the Dean, develop proposals for development of the relevant sphere and submit to the Faculty Dean.
3. The Dean's office is a subsidiary structural unit.

The Dean's office provides the full and effective conduct of the educational and scientific processes at faculty.

5. The Dean's office is composed of the following supportive staff:

- a) curator of educational programs;
- b) Chief Specialist;
- c) Senior specialist;
- d) Specialist
- e) Archivist.

5. The Dean, in agreement with the Head of Administration, shall submit the Staff Declaration to the University Representative Council for approval;

6. The functions of auxiliary staff are defined in position instructions.

7. Supportive staff are accountable to the Dean; The curator of educational programs is accountable to the Dean and the head of Quality Assurance Service.

Article 18. Student Self-Government

1. Student self-government is created on the basis of universal, equal, direct election by secret ballot on the faculty, which is unified student self-government in accordance in the university with the Law of Georgia on Higher Education.

2. The Faculty Administration does not have the right to interfere with the student self-government activities.

Article 19. Faculty Commissions and Collegia

Commissions (permanent and temporary) are established under the rule established by the university legal acts at faculty, including:

- a) Faculty Ethics Commission, created by the Faculty Board. The rule of activity of the Faculty Ethics Commission is determined by the Code of Ethics of the University;
- b) The field of study-scientific literature, created by the Faculty Board. The procedure for the subject of the academic-scientific literature is defined by the Regulation and Publishing Board of the University of Educational and Scientific Literature;

- c) the assessment and approval commission of scientific research projects, which is created by the Dean;
- d) The qualification granting of the Bachelor's Degree Program Graduates (Qualification) Commission.
- e) MA Examination Commissions. The commissions are created by the nomination of the Faculty Dean by the Rector's Order;
- f) Doctorate Dissertation Collegia, created by the Decree of the Dissertation Board by the order of Rector.
- g) Faculty Certification Commission, created by the Rector of the University;
- h) Educational Program Evaluation Faculty Commission, which is created by the University Rector's Order.
- i) In tdrawing and painting commissions acting by the regulations approved by the Faculty Board.

Chapter IV. Faculty staff

Article 20. faculty staff

1. The faculty has academic staff, administrative positions, supportive personnel, and teachers' staff.
2. The cases of official incompatibility of administrative officials, academic, teachers and support personnel are determined by the legislation of Georgia, university statutes and university administrative-legal acts.

Article 21. Academic staff

1. Faculty academic staff consists of professors and assistants.
2. Professors' staff include Professors, Associate Professors and Assistant Professors who are involved in and / or conduct research and scientific activities
3. Assistant Professor, Associate Professor, or Assistant Professor, is conducting seminars and research work in the faculty of within the frames of the study process.
4. The procedure for the appointment of academic position, the rule of electing of academic personnel and their rights and obligations are established by the legislation of Georgia, university statutes and university administrative-legal acts.

Article 22. Administrative officials

1. The officials of the administrative position are Dean, Deputy Dean, Head of Faculty Quality Assurance Service.
2. The procedure for electing or / and appointment on administrative positions, at the same time, the procedure for dismissal from administrative position shall be determined by the legislation of Georgia, university statutes and university administrative-legal acts.

Article 23. Auxiliary Staff

1. Auxiliary personnel are included in the list of personnel required for the faculty activities, as well as the freelance staff invited on the basis of the contract.
2. The faculty is entitled to mediate before the rector without holding academic or teacher's position to invite the specialist of the relevant competence (invited professor/invited teacher, with the purpose of conducting teaching or scientific activities.
3. The grounds for early release of support staff are established by the legislation of Georgia, university statutes and university administrative-legal acts.

Article 24. Teachers' staff

Teachers ' staff include a senior teacher and teachers. Teachers' staff are authorized to conduct practical and laboratory work without taking up an academic position.

Chapter V. Student

Article 25. Faculty student

1. Faculty student is a student enrolled to the Faculty, according to Georgian legislation, university statutes and other legal acts of the university, who studies at bachelor , master's and doctoral programs.
2. Prerequisites for admission to student's educational programs are defined by educational programs.
3. The status of a student is terminated upon the completion of the respective educational program, as well as in the case of the university statute and ethics code and disciplinary liability norms.

Article 26. The rights and responsibilities of the student

1. The rights and responsibilities of the student shall be determined by the legislation of Georgia, the charter of the university, other legal acts of the university and the agreement between the university and the student.
2. The personal information disclosed by the student in the presence of the academic staff, as well as the information about his own opinions, beliefs and political beliefs, which has been known to the latter during the course of the study process, is confidential unless there is a student's permission or the legal interest of the administration to protect others safety.

Chapter VI. Faculty budget

Article 27. Faculty Income

1. The budget of the faculty is the revenue attracted by the faculty from undergraduate, postgraduate and doctoral programs, as well as any other income attracted by the faculty and is not prohibited by the laws of Georgia, university statutes and other legal acts of the university.
2. The Faculty has the right to decide on the issues related with the ownership and benefits and the management of the finances attracted by the faculty according to the regulations established by the Georgian legislation, the Charter of the University.

Article 28. Faculty Budget

1. The draft budget of the Faculty is determined by the manager, who will submit to the Faculty Board for consideration.
2. The Faculty Budget draft determined by the Faculty Board shall be submitted to the university budget manager (Chancellor) with the purpose of reflecting it in the university unified budget.
3. The Head of the University Administration (Chancellor) shall incorporate the budget of the Faculty in the Unified Budget and submit to the Senate with the consent of the Academic Council if the Faculty Budget Distribution does not contradict the legislation of Georgia and the legal acts regulating the university activities;
4. The Faculty budget, as part of the university budget, is approved by the Representative Council (Senate). The Representative Council (Senate) does not have the right to amend the Faculty budget without agreement with the faculty.

Chapter VII. Transitional and Final Provisions

Article 29. Reorganization and liquidation of the faculty

The reorganization and liquidation of the faculty is carried out in compliance with the University Charter, in accordance with the rules established by the Georgian legislation.

Article 30. The rule for making changes and additions to the provision

Changes and additions to the provision shall be similar to the rule of elaboration and approval of the Faculty Regulations.

Article 31. Enactment of the Regulation

The provision shall be enacted upon approval by the Representative Council (Senate).

Architecture, Urban and Design Faculty Structure

