

Regulation of the Faculty of Social Sciences and Humanities

Article 1. Scope of the Regulation of the Faculty of Social Sciences and Humanities (01-120, 02.10.2023)

1. This Regulation defines the mission, main tasks and the areas of competence of the Faculty of Social Sciences and Humanities at Caucasus International University (hereinafter - the University), as well as the structure of the Faculty, the rules and the rights and obligations of the structural entities implementing educational and scientific activities.
2. The faculty's Regulation is mandatory for all the structural units of the faculty, personnel and students.

Article 2. Mission of the faculty

The mission of the Faculty of Social Sciences and Humanities is in line with the mission, purposes, strategy of Caucasus International University and is provided in the following provisions:

Through offering tuition meeting modern standards of higher education making students familiarize with theoretical knowledge and practical skills regarding applying modern technology legally and ethically while spreading information about the state politics and international processes and regularity in the society.

Article 3. Objectives and Tasks of the faculty

1. The objectives of the faculty are:
 - a) forming civil, legal and democratic society not only in Georgia, but beyond its borders;
 - b) social and political liberalization;
 - c) establishing technological and ethical journalism of high quality;
2. Tasks:
 - a) ensuring an opportunity of the higher education meeting modern standards and equally accessible for students, as well as preparing highly-qualified and competitive specialists on the three cycle of education: undergraduate, post-graduate and PhD studies.
 - b) developing university traditions through conducting basic and applied research at the faculty, as well as teaching;
 - c) introducing innovative approaches to scientific researches and integrate research results into the learning process;
 - d) concentrating the faculty intellectual potential on the development of priority scientific problems and facilitating to initiate scientific research projects and prepare new scientific personnel;
 - e) implementation of Joint Educational Programs and Scientific-Research Projects with Higher Education Institutions of Georgia and Foreign Countries;
 - f) Creating student-oriented academic environment;
 - g) care for the professional development of a student and professor;
 - h) protection of academic freedom;
 - i) generate and transfer knowledge;
 - j) Facilitate mobility of students and academic personnel;
 - k) Promoting establishment of civil society and the introduction and development of general democratic values.
 - l) expanding a network of international relations and social partners.

Chapter I

Faculty Structure and Management

Article 4. Faculty structure and management bodies

1. The faculty management body is the faculty board headed by the Faculty Dean.

2. Faculty structure shall be defined by the Regulation of the Faculty and is composed of: Faculty Administration (Dean, Head/Co-head of Educational Program, Coordinator, a Specialist of Academic Process Management). **(01-91, 02.10.2020)**
3. Removed **(01-67, 11.05.2021)**
4. There is an Appeal Commission at the Faculty.
5. The structural units of the faculty's educational and scientific activities are accountable to the Dean.
6. The faculty has field dissertation councils, which ensure the implementation of doctoral programs and the award of relevant qualifications in accordance with the dissertation council and doctoral regulations. **(01-67, 11.05.2021)**

Article 5. Qualification Requirements for the Personnel

1. Qualification requirements for Dean:
 - Doctor of Sciences degree in social sciences (exceptionally, a professor elected to the university academic position on practical grounds is possible);
 - No less than 3-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of successful communication with students and personnel;
 - A skill of effective communication and teamwork;
 - Leadership skills.
2. Removed **(01-91, 02.10.2020)**
3. Qualification requirements for Programme Coordinator:
 4. Doctor's degree in the relevant field (exceptionally, a professor elected to the university academic position on practical grounds is possible); **(01-120, 02.10.2023)**
 - No less than 3-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculum, syllabus and legislative regulations related to the programmes;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of successful communication with students and personnel;
 - A skill of effective communication and teamwork;
5. Qualification requirements for a Coordinator:
 - Master's or equal degree;
 - No less than 1-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of successful communication with students and personnel;
 - A skill of effective communication and teamwork;
6. Qualification requirements for a Specialist of Academic Process Management:
 - Having higher education or being a senior student;
 - Being aware of the regulations related to higher educational programmes and academic process;

- Knowledge of MS Office;
- A command of a foreign language (minimum level- B2);
- A skill of successful communication with students and personnel;
- A skill of effective communication and teamwork.

Chapter II Administration of the Faculty of Social and Human Sciences

Article 6. Dean of the Faculty of Social Sciences and Humanities

1. The Faculty of Social Sciences and Humanities is headed by the Dean of the Faculty of Social Sciences, who is the Head of Administrative, Academic, Pedagogical and Scientific Activities of the faculty.
2. The Faculty Dean shall be appointed and dismissed by the Rector.
3. The Dean is accountable to Rector and Academic Council.
4. The Dean of the Faculty carries out the following procedures:
 - a) Supervises the teaching, methodical, and scientific work at the Faculty of Social and Human Sciences;
 - b) Ensures efficient course of academic process and scientific activity at the faculty;
 - c) Guides the Faculty Board, defines the issues to be discussed at the Faculty Board;
 - d) Creates the necessary conditions for professional development of professors and lecturers;
 - e) Controls the implementation of the orders and decrees of the university administration;
 - f) Develops a strategic plan for the development of the Faculty, ensuring the implementation of strategic goals;
 - g) Organizes the work of the faculty administration;
 - h) Participates in the development of training programs;
 - i) Conducts control of student academic performance and ensures the implementation of recommendations suggested by the University / Faculty Quality Assurance Service;
 - j) Considers the students' individual statements;
 - k) In exceptional cases participates in determining individual payment schedules for students;
 - l) Facilitates student scientific work;
 - m) Elaborates the staff policy on the faculty, methodology for planning the academic personnel according to the programs;
 - n) Provides the proper course of the study process at the faculty, participates in the negotiations with the educational and internship bases;
 - o) Cares about internationalization of programs and extension of partnership network;
 - p) Controls the documentation and case management process at faculty;
 - q) Reveals and reacts to the facts of violation of discipline and the dishonest use of the official position;
 - r) Controls the process of granting relevant qualifications to graduates;
 - s) Supervise the process of semester loading, distribution of hours, creation of training schedules.
 - t) Supervises the course of additional training (intensive courses, summer schools, exchange programs) on faculty;
 - u) Is involved in general university processes, taking part in the elaboration / review of internal regulatory legislative documents.
 - v) Submits the projects for the penalty and incentives of academic staff to the Rector ;
 - w) Draws up faculty budget.

Article 7. Removed (01-91, 02.10.2020)

Article 8. Manager of Educational Program

1. The educational program is headed by the program manager, who is a specialist in the direction and selected for academic position.

2. The program manager is appointed and dismissed by the Rector of the University.
3. Manager of Education Programme is a member of University Academic Council and Faculty Council.
4. The educational program manager guides the curriculum group, with which he/she develops the program, syllabuses, discusses and provides changes in the program and syllabus, coordinates the involvement of academic personnel engaged in the program in the development of the program.
5. The program manager is responsible for the compliance of the program and the syllabus with the university and accreditation requirements.
6. The program manager is obliged to provide students with complete information about the program.
7. The head of the program is accountable to the dean, and in the part of quality assurance of educational programs - to the quality assurance service. **(01-86, 29.07.2024)**
8. The functions of the program manager are:
 - a) supervise the development and implementation of an educational program, control the planning and implementation of the curriculum and syllabus in accordance with the course;
 - b) attract highly qualified lecturers to implement the program;
 - c) monitor the quality of delivering lectures/seminars and their compliance with the education program;
 - d) consult academic personnel with the purpose of enhancing tuition quality;
 - e) take constant care of modernizing the content of the program, as well as implementing modern teaching methods;
 - f) conduct events (trainings) for enhancing qualification of academic personnel;
 - g) take care of providing library with necessary material due to program needs;
 - h) participate in the process of attraction of entrants;
 - i) coordinate with the Dean in the planning of semester loading and distribution of hours;
 - j) Conducting surveys of students, academic and invited staff, graduates, and employers regarding educational programs and the learning process, in coordination with the Quality Assurance Service. **(01-86, 29.07.2024)**
 - k) Based on the analysis and recommendations from the Quality Assurance Service, and with the involvement of relevant academic staff and/or the curriculum development group, implementing necessary revisions to the program and syllabi and submitting them to the Faculty Council for approval. **(01-86, 29.07.2024)**
 - k¹) Preparing the program's self-evaluation report in collaboration with the Faculty Quality Assurance Coordinator, to be submitted to the Head of the University Quality Assurance Service. **(01-86, 29.07.2024)**
 - l) supervises the recognition of subjects, process of internal and external mobility of students;
 - m) provides student counseling on the planning process and improvement of study results;
 - n) based on the student's academic needs develops an individual study schedule for the student.
 - o) submits proposals for allocating material-technical means with the purpose of effective implementation of the educational programme, as well as for planning educational-research activities;
 - p) controls the achievement of the results provided by the student program and signs the decision to award the qualification;
 - q) participates in the process of attraction of entrants;
 - r) Student counseling on the planning process and improving learning outcomes;
 - s) draws up a budget project;
 - t) controls the procedure of uploading syllabi of academic courses in the electronic base;
8. Educational Program Manager is automatically a member of the Academic Board and is obliged to attend sessions in accordance with established procedures.
9. One person may guide several educational programs. Also, considering the volume of the program there might be more than one program manager.

Article 9. Coordinator

1. Coordinator is accountable to the Faculty Dean.
2. Coordinator is appointed and dismissed by the Chancellor.
3. Coordinator's rights and responsibilities:
 - a) Participates in organizing student scientific conferences;
 - b) Controls the planning, conducting and recording activities of the internship at the Faculty.
 - c) Coordinates the defence of the internship;
 - d) Ensures to create conditions for conducting experimental parts of the theses;
 - e) Coordinates of the procedure of defence of Master's papers;
 - f) Performs other tasks of the Dean concerning academic and organizational issues;
 - g) Organizes necessary procedures during a mobility process;
 - h) Provides organizational and technical assistance to academic, scientific and other events planned at the faculty;
 - i) Ensures coordination of the faculty with various structural units of the university;

Article 10. Study process management specialist of the faculty

1. Dean's Office's activities in the process of communicating with students are carried out by the faculty study process management specialist specialist.
2. The study process management specialist is appointed by the order of Chancellor of the University and is accountable to the Faculty Dean.
3. The rights and responsibilities of the faculty study process management specialist:
 - a) Providing information / communication with lecturers;
 - b) Obtaining information about the individual loading schedule from the lecturers before the beginning of the semester;
 - c) Telephone communication / information delivery;
 - d) Current control / correction of personal cases;
 - e) Technical support of mobility process;
 - f) Work with students' personal statements via the following e-mail address gancxadebebi.social@ciu.edu.ge:
 - Maintenance of electronic registry;
 - Control the processes and performance of the applications;
 - Establishment / control of financial benefits for students;
 - Accepting applications for intensive courses;
 - g) current case management works;
 - h) Provide information on the student status change for the student service center;
 - i) Control and management of faculty e-mail info.social@ciu.edu.ge
 - j) Information service for the students in social networks and educational electronic databases; Control of student status;
 - k) correction of the sorted personal cases;
 - l) Technical assistance to lecturers;
 - m) current case management works;
 - n) Assisting / consulting students during academic registration;
 - o) Putting the information on the subject recognition of students in "GONI";
 - p) Effective communication with students, identifying students' needs and informing the Dean;
 - q) technical support of mobility process
 - r) Providing papers from the examination center and ensuring transfer to teachers, monitoring delivery of examination papers at the Students' Services Center and monitoring timely registration of assessment in "Goni".

- s) performs other tasks of the Faculty Dean, related to the organizational issues of the teaching process at the faculty.
- 4. The duties between the training process management specialists are distributed by the dean, and their activities are coordinated by the coordinator.
- 5. The number of specialists is determined according to the number and volume (in credits) of ongoing educational programs at the faculty.

Chapter III

Faculty Board

Article 11. Faculty Board and its composition

1. The Faculty Board is a consultative collegial body within the faculty, which defines the main directions of the faculty activities.
2. The Board shall consist of:
 - a) Dean of the faculty;
 - b) Deputy Dean;
 - c) academic personnel elected at the faculty (professor, associate professor, assistant professor, assistant);
 - d) Coordinator of Quality Assurance Service at the Faculty;
 - e) Representative of student self-government at the faculty. 2 students participate in the Faculty Board.
3. Invited lecturers may be involved in the activities of the Board on the basis of the invitation of the Dean.
4. The Faculty Board elects the Board Secretary from its composition who is responsible for the protocol maintenance.

Article 12. Authority of the Faculty Board

1. Faculty Board:
 - a) develops the main directions of faculty training and scientific research activities;
 - b) reviews the plan and direction of the faculty scientific-research activities;
 - c) submits information/report on the implemented scientific activities at the faculty to Scientific Research Department at the end of the year;
 - d) reviews an application of getting funding for scientific project/publication/textbook submitted by Scientific Research Department for recommendation; recommends funding of scientific activities;
 - e) compiles a list of experts in compliance with scientific directions and presents Scientific Research Department;
 - f) discusses the issues related to academic process and elaborates corresponding regulation mechanisms;
 - g) defines need for staff change for the faculty, the academic vacancies to be announced and applies Rector with a suggestion to announce a contest;
 - h) reviews the budget project for ongoing programmes at the faculty and that of faculty and presents University Administrative Bodies for approval;
 - i) discusses the changes planned to be made in the new, modified and current educational programs at the faculty. The Board's conclusion and recommendation shall be presented to the Head of Quality Assurance Service;
 - j) discusses and approves the subject of bachelor's and master's papers and defines the heads within the scope of competence;
 - k) presents the proposals and recommendations regarding university action plan;
 - l) discusses strategic and action plans of the faculty and receives an oral report on implementation by Dean;
 - m) The Board discusses various current issues faced by the Faculty;
 - n) Performs appropriate response in case of plagiarism detection.

Article 13. Procedures of Activities Implemented by Faculty Council

1. The council pursues its activities in compliance with the present regulation and other internal legal acts at university.
2. The council meets at the Council Session with the purpose of fulfilling its functions. The date of the session is determined by a chairperson of the Council.
3. Council session is held twice a year before the term starts and in case of necessity, it is held with the invitation of Faculty Dean and requirement of 1/3 of the members.
4. Faculty dean is a chairperson of Council's sessions.
5. An agenda for council's session is prepared by a chairperson of the council. The members of the council are entitled to provide the issues to be taken into consideration in the agenda in the written form.
6. The members of the council are informed about the date of the session and agenda via e-mail or other means of communication 3 days before the council's session.
7. The council is entitled to make a resolution in case the session is attended by more than a half of the members. The resolution shall be made in case it is supported by a majority of the attendees.
8. A minute is recorded at every session of the council, signed by a chairperson of the session and a council secretary.

Chapter IV

Article 14. Appeal Commission

1. The Appeal Commission is created at the faculty, which examines the complaints of students and lecturers related to the educational process.
2. A statement is addressed to an appeal commission and submitted to Chancellery.
3. The Commission is headed by the Coordinator of the Faculty Quality Assurance Service, who invites the relevant program manager and in case of necessity, a lecturer of the discipline or/and representative of university administration.
4. The decision of the Commission shall be reflected in the protocols and resolution of the Appeals Commission.
5. The Commission is obliged to submit a decision to the student within 5 days after the entry of the application.
6. The decision of the Appeals Commission can be appealed in court as a general rule.

Chapter V

Faculty Dissertation Board

Article 15. Status of the Faculty Dissertation Board

1. The Faculty Dissertation Board is the Authority granting the Doctor's Academic Degree, which is established at the faculty for the implementation of the Doctoral Educational Program. **(01-67, 11.05.2021)**
2. Depending on the doctoral programs, it is possible to establish two or more field dissertation councils at the faculty. **(01-67, 11.05.2021)**

Article 16. Composition of the Dissertation Board

1. The Faculty Dissertation Board consists of all affiliated and academic personnel of the Faculty awarded with Doctoral degrees. By the decision of the Dissertation Board, the Dissertation Board may invite other persons with a Doctor's academic degree.
2. The Dissertation Board operates and grants the Doctor's academic degree in the field of science in accordance with the "Dissertation Board and Doctorate Regulation".

3. The Faculty Dissertation Board has Chairman and Secretary who are elected from the composition of the Dissertation Board.
4. The procedure for electing the chairman and secretary of the Faculty Dissertation Board and their functions shall be determined by the Dissertation Board's Regulation.
5. In case of establishment of a field dissertation council, it unites the academic staff of the relevant direction / field / specialty. The same person can be a member of two or more dissertation boards, if his / her competence corresponds to the respective direction / field / specialty. **(01-67, 11.05.2021)**
6. If there are two or more sectoral dissertation councils, the doctoral qualification is awarded by the faculty's dissertation council, which acts on the basis of the decision of the sectoral dissertation council. The chairperson of the Faculty Dissertation Board may be the chairperson of the sectoral Dissertation Board or another member of the Board who is elected by established procedures. **(01-86, 29.07.2024)**

Article 17. Functions of the Dissertation Board

1. Functions of the Dissertation Board are:
 - a) adoption of the decision on approval of the doctorate's dissertation topic and appointment of the supervisor;
 - b) appointment of dissertation paper assessors and determination of the date of the defence of the dissertation;
 - c) Approval of the doctoral paper defense commission
 - d) Awarding Doctor's Academic Degree on the Conclusion of the Dissertation Commission;

Article 18. The rule of activity of the Dissertation Board

The procedure for composing the Dissertation Board, the Chairman of the Board and the activity shall be determined by the Regulation of the Dissertation Board and the Doctorate Program.

Chapter VI

Faculty study and research units

Article 19. Study-Research Scientific Structural Units

1. The purpose of the Study-Research Structural Unit is to support the strengthening of the practical component in the educational program and creation of a study-research environment based on practice.
2. In order to enhance the academic and research direction of the ongoing education programs at the faculty, there are specific spheres of practical implementation, cabinets of skills development, discussion and simulated process centers.
3. The requirement for establishing a study-scientific structural unit and material equipment maintenance is determined by the Faculty Board which mediates to the Chancellor.
4. The study and scientific structural unit may be guided by the head of a specific direction, who is appointed by the Chancellor.

Article 20. Removed (01-67, 11.05.2021)

Chapter VII

Quality Control at the Faculty

Article 21. Quality Assurance Mechanisms at the Faculty of Social Sciences

1. Quality assurance at the faculty is carried out by University Quality Assurance Service via a coordinator of quality assurance at the Faculty of Social Sciences.
2. A coordinator of quality assurance of the faculty is accountable to the Head of University Quality Assurance Service and the Faculty Council.

3. The regulation for the activities and functions of a coordinator of faculty quality assurance are provided in the Regulation for Quality Assurance Service and Quality Assurance Standards of University in a detailed way.
4. Apart from the rights and responsibilities envisaged in the Regulation for the Service and Standards, a coordinator of quality assurance at the Faculty of Social Sciences participates in the activities pursued by Faculty Council and Appeal Board.