

Excerpts

(from the **Statutes of BSU**, Regulations of structural units, **Election regulations of BSU regarding the rules for the election of Management Bodies/Administrative Officials** of the University, faculties and scientific-research units)

1. University Management Bodies:
 - 1.1. Academic Council;
 - 1.2. Representative Council;
 - 1.3. Rector;
 - 1.4. Head of Administration;
 - 1.5. Head of Quality Assurance Service of BSU;
2. Management bodies of the faculty-main educational unit of the university:
 - 2.1. Faculty Council;
 - 2.2. Dean of the Faculty;
 - 2.3. Head of Quality Assurance Service of the Faculty;;
3. Management Bodies of the Independent Scientific-Research Unit (hereinafter - the Institute):
 - 3.1. Scientific Council of the Institute;
 - 3.2. Director of the Institute

According to Article 7 of the BSU charter, **Management Bodies of the University** (governing entities) are: Academic Council, Representative Council, Rector, Head of Administration and Quality Assurance Service.

According to Article 18 of the Statute of BSU, **the Management Bodies of the Faculty are** (the governing entities are): the Faculty Council, the Dean, the Quality Assurance Service of the Faculty.

"According to paragraph 2 of Article 242 of the Statute of BSU, **"2. The Management Bodies of the independent scientific-research unit of the university** are the Scientific Council of the independent scientific-research unit of the university and the Director of the independent scientific-research unit of the university."

According to Article 25 of the Statute of BSU:

„ Article 25. Regulation of announcing and holding elections in the university

1. The announcement and holding of elections for university and faculty management bodies, for the director of an independent scientific-research unit and the head of the library are regulated by this statute and the **"University Election Regulations"** approved by the Academic Council of the University.

2. The "University Election Regulations" define the rights and duties of forming electoral lists, making ballot papers, ballot boxes, organization/procedures of elections, summarizing election voting results, voiding ballots and forming summary protocols, obtaining observer status and rights and duties, drawing up violation protocols, announcing election results and regulation of appeals.

3. Elections of the Academic Council and the Representative Council of the university are announced by the order of the Rector of the university.

4. The election of the Rector of the university, the Head of the Administration, the Head of the Quality Assurance Service and the Director of the Independent Scientific and Research unit is announced by the resolution of the Academic Council.

5. Legal acts on the announcement of elections are published publicly, on the university's website, as well as on information Councils located in visible places of the university, faculties and institutes.

Note: The regulation of the election of university, faculties and institute Management Bodies is determined by the **BSU statutes, faculty and institute regulations and BSU election regulations** developed and approved in accordance with the "Higher Education" Law of Georgia. The mentioned regulations are posted on the website of BSU, in the field "**Legal Reference**" - <https://bsu.edu.ge/sub-26/page/2-307/index.html>

1. Regulation of election of university management bodies

- 1.1. Academic Council;
- 1.2. Representative Council;
- 1.3. Rector;
- 1.4. Head of Administration;
- 1.5. Head of Quality Assurance Service of BSU

1.1. Articles 8, 35-36 of the BSU Statute define the procedure for electing the **BSU Academic Council**, according to which:

The Academic Council is the highest representative body of the University, whose members are elected for a period of 4 years on the basis of direct, free and equal elections, by secret ballot, by all members of the academic staff of the faculties, all members of the scientific staff of the independent scientific-research units of the University, and student self-government representatives who are members of the Faculty Council.

The Academic Council consists of the Rector - the Chairman of the Academic Council and members of the Academic Council - 1 representative from each faculty of the university (professor or associate professor) and 1 representative from an Independent Scientific-Research unit (representative of scientific staff).

As of 2024, the Academic Council of BSU has a total of 11 members, the rector, representatives of academic and scientific personnel representing 7 faculties and 3 institutes

1.2. Articles 10, 31-32 of the BSU Statute define the procedure for electing the **BSU Representative Council**, according to which:

The Representative Council is a representative body of the university, whose members are elected for a term of 4 years on the basis of direct, free and equal elections, by secret ballot, on the basis of representation from the main units of the institution - faculties, by students and academic staff separately, in proportion to their number in the faculty. Students make up one-third of the full membership of the Representative Council. The assistant participates in the elections as a student. To determine the number of students, rounding is done in favor of students. The number of faculty representatives in the Representative Council is determined by the order of the rector, in proportion to the number of students and academic staff at the faculties.

The Representative Council includes the head of the university library elected by the majority of the full composition of the Academic Council, as well as representatives of the scientific staff elected by the scientific staff from each independent scientific-research unit of the university.

The Representative Council of the university elects a speaker from among its members for the term of office of the Council, who presides over the meetings of the Representative Council and organizes its work.

The minimum number of members of the Representative Council cannot be less than twice the number of members of the Academic Council.

As of 2024, the Representative Council of BSU has a total of 24 members, representatives of the faculty and 3 institutes, representatives of the Academic and Scientific staff, students and the Director of the library.

- 1.3. Articles 13, 37-38 of the Statute of BSU define the procedure for electing the **Rector of BSU**, according to which:

The Rector is the highest academic official of the university who chairs the Academic Council of the university. Rector represents the university inside and outside the country in academic and scientific fields.

The head of the university - the Rector is elected by the Academic Council by the majority of the members, by secret ballot, for a term of 4 years. A candidate for the position of Rector of the university can be a person who has a doctor's degree or an academic degree equivalent to it. According to the resolution of the Academic Council on the announcement of the Rector's election, the terms of the start and end of the registration of the candidates, the criteria defined for holding the position of the rector, the documentation to be presented, the dates of the review of the action plan presented by the candidate and the dates of the elections are defined.

At the request of at least 1/3 of the members of the Academic Council, can be considered the issue of early termination of the Rector's authority on the basis of the rector's violation of Georgian Legislation, improper performance of duties assigned to the Rector and/or performance of activities unsuitable for the Rector.

- 1.4. Articles 15, 40-41 of the BSU statute define the procedure for electing the **Head of the BSU Administration (Chancellor)**, according to which:

The Head of Administration (Chancellor) is the highest administrative manager of the university in the field of financial, material and administrative resources management and represents the university in financial and economic relations.

Elections for the Head of the Administration are announced by the Academic Council, which determines the terms of registration of candidates, the criteria for holding the position of the head of the administration, the list of documents to be submitted, the date of the candidate's action plan review and the date of the election. The candidate of the Head of the Administration selected by the Academic Council by secret ballot, with the majority of the list

composition, is submitted for approval to the Representative Council, which approves (elects) by secret ballot, with the majority of the list composition, for a term of 4 years.

In addition to the general basis for early dismissal of an administrative official, the basis for early termination of the authority of the Head of Administration are: a) repeated refusal of the Representative Council to approve the annual report and budget; b) motivated decision of the Representative Council; c) Basis for terminating the labor contract stipulated by the Organic Law of Georgia "Labor Code of Georgia". The requirements of the law of Georgia "On the fight against corruption" apply to the Head of the Administration.

1.5. Articles 16 and 42 of the BSU Statute define the procedure for selecting the **Head of Quality Assurance of BSU**, according to which:

A Quality Assurance Service has been created in order to provide a systematic assessment of the quality of educational and scientific-research work, as well as the professional development of the staff..

The head of the Quality Assurance Service of the university can be a professor or an associate professor of the same university, who is selected by the majority of the members of the Academic Council, by secret ballot, based on the elections announced and conducted by the Academic Council. The Academic Council is authorized to determine additional requirements for the Head of the Quality Assurance Service of the university. The candidate of the Head of the Quality Assurance Service of the university is approved by the Representative Council, with a list of members and by secret ballot, for a period of 4 (four) years.

1. Management Bodies of the main educational unit of the university - faculty:
 - 2.1.Faculty Council;
 - 2.2.Dean of the Faculty;
 - 2.3.Head of Quality Assurance Service of the Faculty;;

2.1. Article 19 of the BSU Statute defines the procedure **for electing the Faculty Council of BSU**, according to which:

The faculty council consists of all members of the academic staff of the faculty and student self-government representatives of the faculty, the number of which cannot be less than $\frac{1}{4}$ of the composition of the council. If the number of members of the student self-government of the faculty exceeds this number, then the election commission of the relevant faculty ensures the holding of elections of members of the student self-government in the faculty council.

2.2. Articles 22 and 43¹ of the BSU Statute define the procedure for electing the **Dean of the Faculty** of BSU, according to which:

The Dean of the faculty is the highest administrative official of the faculty who leads the faculty, directs the activities of the faculty council and represents the faculty in relations with third parties. A professor or an associate professor of the same faculty will be elected to the position of dean, by secret ballot, by the majority of the faculty, for a term of 4 years. The faculty council announces the election of the dean (determines the terms of candidate registration, the criteria for holding the position, the list of documents to be presented, the terms of the candidate's action plan review and elections). In case of early termination of the dean's authority, the faculty council appoints an acting dean.

2.3. Articles 21 and 43 of the BSU statute define the procedure for selecting the **head of the quality assurance department of the BSU faculty**, according to which:

A member of the faculty council, a professor, an associate professor or an assistant professor, will be elected by the faculty council for the administrative position of the Head of the Quality Assurance Service of the faculty for a term of 4 years, by the majority of the faculty members and by secret ballot. One or more candidates for the head of the quality assurance service of the faculty will be presented to the faculty council by the head of the quality assurance service of the university.

2. Management Bodies of the independent scientific-research unit (hereinafter - the institute)::
 - 3.1. Scientific Council of the Institute;
 - 3.2. Director of the Institute;

3.1. Article 24³ of the BSU Statute defines the procedure for electing the Scientific Council of the BSU Scientific Research Institute, according to which:

The main Scientific Workers of the institute form the Scientific Council of this institute, whose activities are led by the Chairman are elected for a 5-year term by the majority of the members of the Council.

3.2. Article 24⁴ of the BSU Statute defines the procedure for electing the director of the BSU Scientific Research Institute, according to which:

The activity of the institute is led by the administrative official of the university - the director, whose candidacy will be selected by the scientific council of the institute on the basis of an open competition and approved by the Academic Council for a period of 5 years. The position of director can be occupied by a person who meets the requirements established for the chief scientific employee of this institute and whose age does not exceed 65 years. If the person has not held the position of the chief scientific employee of this institute, in case of holding the position of the director, is also considered to be elected to the position of the chief scientific employee.

The head of the scientific structural unit (department) of the institute is selected by the Scientific Council based on an open competition and approved by the director.

The authorities of the Director, the Scientific Council, the chairman of the Scientific Council, the procedure for choosing and terminating the authorities, as well as the scientific and non-scientific structural units included in the structure of the institute, the procedure for their leadership and activity, are determined by the regulations of this institute approved by the Representative Council.