

Approved by the Founder
On September 4, 2017

Charter
Of the Non-Entrepreneurial (Noncommercial) Legal Entity - Saint King Tamar
University of Georgian Patriarchate

Preamble

The Legal Entity of Public Law - Apostolic Autocephalous Orthodox Church of Georgia (legal address: 1, King Erekle II Square, Tbilisi, Georgia; identification number: 204395537), represented by the Catholicos-Patriarch of All Georgia Ilia II (civilian ID data: Irakli Shiolashvili, date of birth: 04.12.1933; citizen of Georgia, P/N01015004723), in accordance with the norms of ecclesiastical (canonical) law and normative acts of Georgia, decided to declare invalid the Charter of the Non-Entrepreneurial (Noncommercial) Legal Entity - Saint King Tamar University of Georgian Patriarchate (identification number: 204577582) registered with the Registry of the Entrepreneurs and Non-Entrepreneurial (Noncommercial) Legal Entities of the LEPL National Agency of Public Registry of the Ministry of Justice of Georgia (application registration number, preparation date: B15126381, 10/06/2 015 18:24:12); consequently, the mission of the University, goals and activities, organizational structure and legal capacity, as well as the scope of its authority to conduct its affairs, shall be determined in accordance with this Charter.

Chapter I. General Provisions

Article 1. Status and contact information

1. Non-Entrepreneurial (Noncommercial) Legal Entity - Saint King Tamar University of Georgian Patriarchate (hereinafter - the “University”) is a legal entity established for an indefinite period of time for non-entrepreneurial activities in accordance with the legislation of Georgia and is not based on the principle of membership. Its legal capacity is determined by the normative acts of Georgia.
2. The founder of the University is a Legal Entity of Public Law - the Apostolic Autocephalous Orthodox Church of Georgia (legal address: 1, King Erekle II Square, Tbilisi, Georgia; identification number: 204395537), represented by the Catholicos-Patriarch of All Georgia Ilia II (civilian data: Irakli Shiolashvili, date of birth: December 4, 1933; citizen of Georgia, P/N01015004723).
3. Contact details of the University:

A) Legal address: 68, Dimitri Uznadze Street, Tbilisi, Georgia

B) E-mail: sainttamariuni@gmail.com

Article 2. Mission, goals and scopes of activity

1. The mission of the University is to:

A) Preserve the most important achievements of the national educational traditions in the University educational-scientific space and ensure their integration with modern international technological achievements; use the heritage of Georgian and European scientific schools and involve in the education of future specialists - in ensuring high quality higher education in accordance with the requirements of the European dimension.

B) Promote the expansion of social services (medicine and healthcare, social work and social security, inclusive education, mental health care, education of nurses / sisters of charity, etc.) and develop readiness for these services in the country; take care of the involvement of the church, various representations of the society, organizations, social institutions in the social service; develop the ways to improve social policy based on scientific and educational grounds;

(C) Promote the preservation of cultural heritage in modern society and the development of interrelationships between different cultures, which will lay the foundation for raising public awareness of the significance of cultural heritage, conducting intercultural dialogue, reducing conflictogenity and supporting peaceful coexistence;

D) Create a social, institutional, ethical (moral) and intellectual (educational-scientific) basis in accordance with the requirements of the European dimensions of education in order to educate future generations.

2. The goals of the University are to:

A) Promote the establishment of values of Georgian and world culture, focus on the ideals of democracy and humanism, which are necessary for the existence and development of civil society;

B) Satisfy the needs of higher education, professional development and retraining corresponding to the interests and abilities of the individual;

C) Realize personal potential, develop creative skills, train persons with competence to meet modern requirements, ensure the competitiveness of persons with higher education in the domestic and foreign labor market; offer high quality higher education in accordance with the requirements of students and the general public;

D) Train and retrain new scientific staff to ensure the development of the State and the viability of the higher education system; create, ensure and develop conditions for scientific research;

E) Encourage the mobility of students and academic staff of higher education institutions.

3. The University shall ensure the creation of conditions that will facilitate the implementation of its mission and the achievement of its objectives.

4. The University is authorized to carry out any activity not prohibited by law, regardless of whether this activity is provided for in its founding documents.

5. Some activities, the list of which is determined by law, the University may carry out only on the basis of passing a special license / permit or authorization and / or accreditation of educational programme (s). The right to carry out these activities arises from the moment of obtaining a license / permit or authorization and / or accreditation of an educational programme (s) by the University.

Article 3. General instructions for organizing activities

1. The activities of the University are based on the requirements of the legislation of Georgia and this Charter.
2. The University is authorized to exercise without limitation the competencies defined by its Charter and the legislation on higher education institution, as well as other rights of a legal entity, in accordance with the established procedure.
3. The University Administration is obliged to submit to the founder at his/her request a report, information and / or audit report on educational, scientific-research, legal and financial activities.
4. The University provides an appropriate adapted environment for students with special educational needs. It determine under the established rule the individual conditions for them different from the standard conditions, so that they can receive a full-fledged education on equal terms with other students.
5. The University is obliged to ensure a fair assessment of the student's knowledge, for which it will develop appropriate procedures.
6. Regulations / norms necessary for the organizational functioning and case management of the University in addition to those established by this Charter shall be determined by the ordinance document of the Rector of the University.
7. Separation of competencies between the University and its main educational unit, as well as an independent scientific-research unit shall be determined by a normative act of Georgia.

Chapter II. Organizational structure and management

Article 4. Structure

1. The University shall ensure the implementation of the mission defined by this Charter and the achievement of its goals through its own organizational structure and the functions of structural units.
2. The organizational structure and rules of activity of the University are defined by this Charter.
3. Other structural units of the University and / or the rules of activity required for the organizational functioning and case management of the University in addition to the one established by this Charter shall be determined by the ordinance document of the Rector of the University.
4. The number of staff of the structural units of the University and their wages are determined by the ordinance document of the Rector of the University.

Article 5. Main educational unit

1. The main educational unit is the main educational-scientific and administrative unit of the University, which provides training of students in one or several specialties and assigns them appropriate qualifications. A main educational unit may exist in the form of a faculty, school, institute, or other main educational units provided by the organizational structure of the University in compliance with the established rule.

2. The main educational unit may include educational, scientific-research and auxiliary structural units.

3. The direction and organizational structure of the main educational unit(s) shall be determined by an ordinance document of the Rector of the University.

4. The functions and competencies of the main educational unit are:

A) through the implementation of the second and third levels of academic higher education or academic higher education programme (s) of all three levels, ensure the training of students in one or several specialties and award these persons with corresponding qualifications;

B) Carry out scientific research in accordance with the established rules;

C) Develop the main directions of educational, scientific-research and creative activities, establish relevant programmes and plans;

D) Develop the rules for employment academic staff, as well as the rules for employment scientific staff (if any);

E) Determine the coefficients for the Unified National Examination at the beginning of the academic year;

F) Make a decision on assigning or not assigning a coefficient for the Unified Post-graduate Examinations in accordance with the established rules; in case of assigning a coefficient, determine the coefficients for a separate part of the Unified Post-graduate Examinations test, as well as assign coefficients to the examination (s) defined by it;

G) Conduct examination(s) for Master's degree candidates;

H) Elect governing bodies and officials in accordance with the established procedure;

I) establish a mechanism for ensuring the quality of teaching and research;

J) Resolve the issues related to the ownership and use of the finances attracted by it and the property in its possession in accordance with the established procedure;

K) Develop rules for conducting examination(s) defined by the University for Master's degree candidates;

L) In order to implement the Master's educational programme, to determine the list of speciality (s) within the educational programme directions.

M) Cooperate with other structural units of the University within the scope of competence and exercise other rights and responsibilities.

5. Bachelor's Programme of the main educational unit of the University is an educational programme of the first level of academic higher education, which provides the teaching of the

basics of the relevant specialty, necessary for a person to work with the acquired qualification and further study for a Master's degree.

6. The purpose of a Bachelor's Programme, in addition to professional training at a higher than complete general education, is to deepen the knowledge of theoretical aspects of academic disciplines in order to ensure the training of persons through research programmes for continuing studies for a Master's academic degree and for working within the limits determined by the legislation of Georgia. The tasks of the Bachelor's Programme are to create a student-centered learning environment, to develop educational programmes tailored to the existing requirements, and to prepare the student for professional activities.

7. A person with a document certifying complete general education issued in Georgia or a document equivalent to it has the right to study at the Bachelor's Programme.

8. The rules of admission, study and awarding of the relevant academic degree of the Bachelor's Programme of main educational unit of the University shall be determined by the normative acts of Georgia, this Charter, the Bachelor's Programme and the ordinance document of the Rector of the University.

9. The Master's Programme of the main educational unit of the University is an educational programme of the second level of academic higher education, which contains elements of scientific research and aims to train a specialist and / or researcher at the postgraduate level, as well as prepares a person to work with qualifications.

10. The purposes of a Master's Programme are to prepare for scientific-research work and pedagogical activity in a higher education institution, change of the speciality and in addition to professional training at a higher than the first level education, to deepen the knowledge of theoretical aspects of academic disciplines in order to ensure the training of persons through research programmes for continuing studies for a Doctoral Programme. The objectives of the Master's Programme are to create a student-centered learning environment, to integrate it into the European educational space, to develop academic programmes tailored to the requirements of the employer, and to prepare the student for professional activities.

11. A person with at least a Bachelor's academic degree or its equivalent may continue studies for a Master's Programme

12. The rules of admission, study and awarding the relevant academic degree to the Master's Programme of the main educational unit of the University shall be determined by the normative acts of Georgia, this Charter, the Master's Programme and the ordinance document of the Rector of the University.

13. The Doctoral Programme of the main educational unit of the University is a third level educational programme of academic higher education, a combination of teaching and research components, which aims to train scientific staff and ends with the award of an academic degree of Doctor.

14. The University shall provide a doctoral student of the main educational unit with a supervisor, shall ensure for him/her appropriate conditions for carrying out works focused on a scientific research, which shall include substantiated results of theory and experiments, and

shall also facilitate the integration of a doctoral student into the international scientific community.

15. A person with at least a Master's degree or an equivalent academic degree may continue studies for a Doctoral Programme.

16. The procedure for admission, study and awarding of the relevant academic degree in the Doctoral Programme of the main educational unit of the University shall be determined by the normative acts of Georgia, this Charter, the Doctoral Programme and the ordinance document of the Rector of the University. Upon completion of the Doctoral Programme of the main educational unit of the University and after presenting a dissertation, the doctoral student shall be granted the relevant academic degree by the Dissertation Council in accordance with the rules established.

17. A Dissertation Council may exist in a main educational unit or the University. The procedure for the establishment, membership and election of the Dissertation Council, as well as the procedure for defending the dissertation shall be determined by the normative acts of Georgia, this Charter and the ordinance document of the Rector of the University.

19. The main educational unit is also authorized to implement one-level higher or higher and / or professional educational programmes developed on the basis of the relevant standard.

20. The form of training in the educational programmes of the main educational unit of the University is in-person training.

21. After completing each level of study, on the basis of an appropriate legal act awarding the qualification / academic degree, upon the submission of the Dean of the University's main educational unit, the Rector of the University issues a legal act and the University issues for a graduate the relevant diploma with a standard appendix.

22. A person who has not or cannot completed the relevant educational programme of the main educational unit of the University shall be issued a relevant certificate.

23. The implementation of the educational programme (s) of the main educational unit of the University is ensured by the study directions / courses available in the main educational unit, which are not independent structural units.

24. The procedures for planning, elaboration, approval, development and cancellation of the educational programme of the main educational unit of the University shall be determined by the normative act (s) of Georgia and the ordinance document (s) of the Rector of the University.

25. The procedure for calculating the credits of the educational programme of the main educational unit of the University, the volume of the student's educational workload and the evaluation of the student's activities shall be determined by the normative act (s) of Georgia and the relevant educational programme.

26. The period of one academic year / semester / academic week at the University is determined by the normative act (s) of Georgia and the ordinance document of the Rector of the University.

Article 6. Independent Scientific-Research Unit

1. An Independent Scientific-Research Unit is an independent structural unit of the University, which carries out scientific-research activities and has governing bodies.
2. The organizational structure of an independent research unit (s) may include main and auxiliary structural units. Its direction, scientific and non-scientific structural units, management and activity rules are defined by this Charter and the ordinance document of the Rector of the University (Statute of Independent Scientific-Research Unit).
3. The governing bodies of an Independent Scientific-Research Unit are the Scientific Council and the Director.
4. The scopes of autonomy, the rule of management and activities of an Independent Scientific-Research Unit shall be determined by the legislation of Georgia, this charter and the ordinance document of the Rector of the University (the Statute of the Independent Scientific-Research Unit).
5. The head of the scientific structural unit of an Independent Scientific-Research Unit is elected by the Scientific Council on the basis of an open competition and approved by the Director.
6. A person who meets the requirements for a chief researcher or a senior researcher fellow of an independent research unit may be elected as the head of the scientific structural unit of an independent scientific research unit. If a person does not hold the position of chief researcher or senior research fellow, in case of being elected as the head of a scientific structural unit, he / she is also considered to have been elected to the appropriate scientific position.
7. The procedure for electing / appointing the head of a non-scientific structural unit of an Independent Scientific-Research Unit shall be determined in accordance with the established rules.
8. The rights and responsibilities of an Independent Scientific-Research Unit are to:
 - A) Carry out fundamental and applied scientific-research activities;
 - B) Carry out consulting and expert activities in accordance with the established rules;
 - C) Organize scientific conferences and other scientific events;
 - D) Cooperate with other scientific-research institutions within the scope of its competence;
 - E) Participate in international scientific events;
 - F) Participate in the preparation and implementation of higher education programmes in accordance with the established rules, as well as in the fulfillment of bachelor's and master's theses and dissertations by students; also involve students in research grant projects, local and international scientific conferences and research events;
 - G) Cooperate with other structural units of the University and discharge other rights and responsibilities within the scope of competence in accordance with the established rules.
9. The chief scientists of the Independent Scientific-Research Unit form its Scientific Council, which:
 - A) Discusses and decides on the issues of scientific management and development of an Independent Scientific-Research Unit;

B) In case of implementation of a higher education programme, participates in the process of monitoring the implementation of the research component;

C) Perform other functions within the scope of competence in accordance with the established rules.

10. The activities of the Scientific Council of an Independent Scientific-Research Unit shall be managed by a chairperson elected by a majority of its members from the list.

11. Powers of the Chairman of the Scientific Council of the Independent Scientific-Research Unit, the term of office, the procedure for election and termination of authority shall be determined by an ordinance of the Rector of the University (Statute of the Independent Scientific-Research Unit).

12. The activities of an Independent Scientific-Research Unit are managed by its Director.

13. The candidacy of the Director of an Independent Scientific-Research Unit shall be selected by the Scientific Council on the basis of an open competition for a term determined by the established rule and shall be submitted to the Rector of the University for approval. In case of a justified refusal of the University Rector to approve the candidacy, the Academic Council will nominate the same candidate or select another candidate. In case of repeated refusal of the Rector of the University to approve the candidacy, the Acting Director of the Independent Scientific-Research Unit of the University shall be appointed by the Rector of the University. The Scientific Council is obliged to select a new candidate for the Director of the Independent Scientific-Research Unit no later than 6 months. The Acting Director of the Independent Scientific-Research Unit is appointed until the candidacy of the Director of the Independent Scientific-Research Unit is approved by the Rector of the University.

14. The position of the Director of an Independent Scientific-Research Unit may be held by a person, who meets the requirements set for the chief researcher of the mentioned Unit. If a person does not hold the position of Chief Scientific Officer, in case of holding the position of the Director of an Independent Scientific-Research Unit, he / she is also considered to have been elected to the position of Chief Scientific Officer.

15. The procedure for selecting the candidate for the position of the Director of an Independent Scientific-Research Unit and the powers of the Director shall be determined by the ordinance document of the Rector of the University (the Statute of the Independent Scientific-Research Unit).

Article 7. Quality Assurance Service

1. The Quality Assurance Service is an organizational structural unit of the University and its goals and objectives are to:

A) Develop a culture of quality education, promote the formation of internal quality mechanisms and take care of their further improvement;

B) Promote and ensure the introduction of modern teaching and assessment methods;

C) Facilitate the continuous evaluation of the quality of activities, services and resources and promotion of development;

D) Promote international cooperation and integration of the University in the European educational space.

2. The main functions and competencies of the University Quality Assurance Service are:

- A) Development of internal quality assurance mechanisms for the University;
- B) Development of management effectiveness monitoring mechanisms and evaluation system;
- C) Evaluate the effectiveness of internal quality assurance mechanisms and develop procedures for applying the results;
- D) Develop the policies for planning, development, implementation and development of educational programmes;
- E) Develop a student contingent planning mechanism that will enable each student to receive a quality education;
- F) Participate in the development of individual curricula;
- G) Organize and coordinate the development of instructions and rules related to the educational process, scientific research, authorization of higher education institutions;
- H) Develop criteria and indicators for technical monitoring and academic expertise of educational programmes; organize systematic technical monitoring based on them and develop recommendations on measures to be taken for further improvement of educational programmes;
- I) Organize the process of determining the conformity of educational programmes with educational standards and periodic academic (including international) expertise in cooperation with Georgian and foreign experts;
- J) In order to further improve the teaching and research activities, organizational work and material-technical base of the University, to develop a questionnaire (s) for the assessment of the current situation by the students and staff of the University, to organize their systematic survey and processing or survey results and submit the recommendations to the Administration based on the relevant analysis;
- K) Discuss issues related to the recognition of student credits and develop relevant recommendations / conclusions;
- L) Student counseling services to improve the planning of the educational process and academic achievement;
- M) Acting as an Institutional Coordinator of ECTS Credits, participating in the process of monitoring the Diploma Appendices of the University graduates;
- N) Organizing conferences, trainings, seminars, consulting and information meetings for the staff of the University on topical issues related to the "Principles of the Bologna Process", curriculum development, authorization of higher education institutions;
- O) Determining the compliance of the material-technical base of the University with the existing standards and submitting relevant recommendations;
- P) Organizing and coordinating the implementation of the University Quality Mechanism (s) for monitoring the quality of teaching indicators, their continuous improvement, effective use of academic and material potential and promoting its development, examination of

shortcomings in the educational process, detection and elimination of shortcomings, which includes the inspection of educational programme and separate training courses; competence of academic and pedagogical staff; learning environment; students' academic performance and graduate employment. Based on the results of the quality assessment, the University's Administration makes appropriate decisions to improve the curriculum (s), further develop the activities and maintain a high quality. The teaching quality assessment cycle consists of the following stages: plan-implement-test-develop. The following forms of quality assurance testing are used to determine / improve compliance with the University's Charter mission:

P.a) Evaluation of the lecturer's activity in the following complex ways:

- Lecturer self-evaluation;
- Evaluation of the lecturer by the university staff;
- Student survey;

P.b) Survey of students in the following areas:

- Assessment of the learning environment;
- Evaluation of the educational programme and training course (s);
- Evaluation of the lecturer (s);

P.c) Analysis of students' academic performance;

P.d) Registration of graduates' employment;

P.e) Survey of the employed graduate and his / her employer;

P.f) Report of the Quality Assurance Service on the compliance of the educational programme with the established standards.

Q) Monitoring of educational programmes and the academic workload of relevant staff in order to determine their compatibility;

R) Production of statistics on elective subjects;

S) Analysis of students' semester assessments;

T) Organizing activities necessary for the integration and adaptation of foreign students and students with disabilities in the educational process;

U) Monitoring the recording of the results of students' mid-term and final assessments;

V) Optimization of the curriculum of the main educational unit (s) and bringing it in line with the applicable standards. Review of training courses (syllabi) of compulsory and elective disciplines and evaluate their academic value;

W) Reviewing textbooks and determining them for teaching at the main educational unit (s) of the University;

X) Proper preparation of the application for authorization of the University;

Y) Organizing the proper preparation of the application for programme accreditation of the University;

Z) Organize proper preparation of the annual self-assessment report of the University;

Z.a) Cooperate with other structural units of the University within the scope of its competence and discharge other rights and responsibilities.

Article 8. Legal Support Service

1. The Legal Support Service is an organizational structural unit of the University and its goals and objectives are: legal support for the organizational functioning and activities of the University, as well as the protection of its rights and legitimate interests in the prescribed manner.

2. The functions and competencies of the Legal Support Service are:

- A) Submit proposals and recommendations to the Administration regarding the management and activities of the University in accordance with the applicable legislation;
- B) Develop draft legal acts of the University and improve its normative base;
- C) Revise legal acts prepared (submitted) by the structural units of the University;
- D) On the basis of the submitted materials and / or complaint (s), make legal assessment of actions / inactions taken by the relevant persons and preparation of relevant reports;
- E) Provide relevant legal advice and recommendations to the University staff and students, as well as to protect their rights and legitimate interests at the University;
- F) Prepare legal reports on issues and / or disputes related to the activities of the University;
- G) Prepare draft contracts / agreements / memoranda of the University;
- H) Revise drafts of agreements, contracts and / or memoranda submitted by third parties;
- I) Study and analyze legislative practice and experience in order to legally improve the statutory activities of the University;
- J) Participate in innovative projects and promote the introduction of new projects;
- K) if necessary, provide trainings related to legislative innovations for the organizational structural units of the University;
- L) In case of a legal dispute, represent the University before public / private institutions / organizations and / or individuals in a prescribed manner;
- M) Protect the lawful interests of the University in accordance with the established procedure and prepare the draft procedural act (s) necessary for this purpose;
- N) Cooperate with other structural units of the University within the scope of its competence and discharge other rights and responsibilities.

Article 9. Financial and Material Resources Service

1. The Financial and Material Resources Service is an organizational structural unit of the University and its goals and objectives are:

- A) Development / updating of the University financial policy and rules;
- B) Complex and operational analysis of the financial situation on the basis of accounting reports;
- C) Creation of normal conditions for students and staff to study, work and conduct research, based on the effective management of the financial and material resources of the University;
- D) Receipt of material values of the University, determination of the optimal mode of ownership and use and maintenance thereof in accordance with the rules established by law;
- E) Development of measures to improve the material and technical base of the University.

2. The functions and competencies of the University Financial and Material Resources Service are:

- A) Development of the draft budget of the University;
- B) Development of proposals that define the general principles of drafting, reviewing, approving and monitoring the implementation of the University budget;
- C) Systematic supervision of the implementation of budget indicators;
- D) Coordination of financial activities;
- E) Development of support mechanisms for socially vulnerable students, including financial support;
- F) Development of relevant projects and / or proposals related to the rational spending of material resources and submission to the University Administration;
- G) Ensuring the organization of accounting and reporting in accordance with the applicable legislation;
- H) Participation in the inventory of non-financial and financial assets (liabilities) and other receivables (accounts payable) and recording the results of the inventory;
- I) Control over the intended use of the University's funds and material values;
- J) Ensuring timely and uninterrupted movement of funds;
- K) Timely accrual and issuance of staff salaries and other payables;
- L) Ensuring control over the payment of utility bills;
- M) Accounting of stocks and flows according to the sources of financing defined by the legislation;
- N) Complete and timely accounting of settlements with legal entities and individuals as a result of an economic event;
- O) Preparation and submission of necessary documents related to taxpayer (tax) liabilities, staff salaries and other financial issues in relations with state bodies, banking institutions, as well as individuals and other legal entities;
- P) Ensuring the storage of accounting documents in the prescribed manner;
- Q) Drawing up an annual calendar plan for construction and reconstruction works;
- R) Organized management of construction-repair and / or operation works, implementation of constant supervision and control over the contractors;
- S) Coordinating the optimal functioning of the University infrastructure and equipment, utility systems for the proper and purposeful purpose, maintenance and cleaning of buildings, material value (s) and plants;
- T) Supply / equipping structural units / personnel with relevant material values, materials, organizational stock and stationeries;
- U) Keeping records of received and issued material values / goods, ensuring systematic supervision over property and warehousing and coordinating the movement of University property as needed;

- V) Preparation of relevant proposals and documents on depreciated, inoperable property and spent materials / inventory on the balance sheet of the University and submit them to the administration;
- W) Preparation of a draft annual procurement plan in accordance with the sources of funding and conduction of procurement procedures;
- X) Ensuring the preparatory work for the procurement, the integrity of the procurement facilities and the establishment of monetary thresholds;
- Y) Selection of suppliers in compliance with the legislation and organization of the preparation of draft contracts for the relevant procurement / services; ensuring the supervision over the fulfillment of the contract conditions by suppliers and acceptance of the procurement object;
- Z) Cooperation with other structural units of the University and discharge other rights and responsibilities within the scope of competence in accordance with the established rules.

Article 10. Library

1. Library is an organizational structural unit of the University and its goals and objectives are: proper informational provision for the management of the educational process at the University on academic level, training of highly qualified specialists and scientific-research work.
2. The main functions and competencies of the University Library are:
 - A) Providing the teaching-scientific and educational process of the University with library resources;
 - B) Rational formation of library funds, their registration, organized protection, scientific processing and production of reference equipment in accordance with the standards and methodological guidelines applied in the library field;
 - C) Ensuring free access to library funds through traditional and modern reference equipment and open shelves;
 - D) Library and information-bibliographic services for the University students and staff in accordance with the rules of using the library; using the interlibrary loan (ILL) forms and international book exchange opportunities in this regard;
 - E) Systematization of library documents in accordance with the classification system applicable in Georgia; maximum opening of fund contents using traditional and computer technologies;
 - F) Creation of the necessary conditions for the protection of library documents, developing recommendations and proposals in this direction for the University Administration; systematic organization of the process of secondary selection of library documents, writing off the library documents outdated in terms of content and other aspects;
 - G) Systematic updating of library document funds, taking into account the University profile;
 - H) Systematic study and analysis of the provision of student textbooks and publications necessary for the educational process; developing recommendations with the participation of specialists in individual disciplines;

- I) Organizing information-bibliographic service, using traditional forms and modern technologies. Analytical processing of relevant periodical and continuous publications of the University profile, organization of bibliographic databases, use of electronic catalogs of libraries owning large foundations;
 - J) Organizing and protecting the funds of scientific-research papers performed at the University and production of reference equipment;
 - K) Production of an electronic catalog using accepted standards and library programs. Coordinating work in this direction with universal-scientific libraries;
 - L) Providing teaching and scientific-research structural units of the University with profiled library documents. Their centralized accounting, accessibility and production of reference equipment;
 - M) Promotion of library-bibliographic knowledge among University students. Informing readers about the use of library documents and the library's capabilities;
 - N) Conducting mass library and information events, presenting newly published materials, organizing bibliographic reviews and reader conferences, mass and selective dissemination of information;
 - O) Analysis of information-bibliographic services and development of relevant recommendations for the University Administration and submission of proposals;
 - P) Cooperation with other structural units of the University and discharging other rights and responsibilities within the scope of competence in accordance with the established rules.
3. The library is available to students and staff at least 6 days a week, 60 hours.
4. The students and staff of the University joined to the library have the right to use it. Joining takes place once and the user remains a member for the entire period of the relevant status. Membership in the University library is confirmed by filling out an application form. It is free to join and use the library fund.
5. Following rules for using the library fund apply in the University library:
- A) Books that are available at the library in only one copy, are not issued from the library. The user may use such books only in the reading hall of the library or to make a copy of the places necessary for him/her or the whole book in the library;
 - B) User can take from the library the books available in the form of several copies in the library fund;
 - C) The book is issued from the library for a period of 5 days and upon the expiration of this period the reader is obliged to return the book to the library. If the reader still needs the book, he/she can take it again (for the same period of 5 days) unless another application has been submitted for the book;
 - D) If the book is not returned to the library by the user at the appropriate time, the user is obliged to inform the University library about the reason for not returning the book in time. In case of unreasonable reason, the user is obliged to return the book within 2 days. In case of violation of this term, the person may subject to a disciplinary liability in accordance with the established rules;

E) In case of loss or damage of the book, the person who has taken the book is obliged to compensate the damage to the University Library within a reasonable period of time by delivering the same type of book free of charge or by paying the relevant fee to the University through non-cash payment;

F) University library staff may, for rational reasons, request an early return of a book or other library document from the user. In this case, the reader is obliged to return the book / other library document immediately;

G) Smoking, noise or talking, use of mobile phones, theft of a book or other library document, damage or misplacement in order to hide it and / or prevent its use for other users are strictly prohibited in the library;

H) Users of the University Library who are observed to return a book or other library document late or misuse it and / or violate any other rules for using the Library, may be restricted in the right to use the Library.

Article 11. Service Development and Communication Service

1. Service Development and Communication Service is an organizational structural unit of the University and its goals and objectives are:

A) Organizing and promoting continuous development of the University;

B) Ensuring international cooperation and internationalization;

C) Ensuring publicity of educational-scientific processes, planned or implemented events and access to public information.

2. The functions and competencies of the University Services Development and Communication Service are:

A) Operational situational analysis of the ongoing processes at the University, identification of continuous development priorities and determination of strategic planning methodology;

B) Organizing strategic development and action plans with the involvement of University staff and other stakeholders;

C) Monitoring of implementation of strategic development and action plans and, if necessary, organizing appropriate response to the evaluation results;

D) Planning and organizing various activities such as social, cultural, economic, environmental and other programs and events in order to contribute to the development of the society and knowledge sharing by the University, participation of the University academic and scientific staff in discussing important topics for the society, expert and consulting services, conducting research for various institutions, and promoting lifelong learning;

E) Organizing and coordinating relations with state structures, educational / scientific institutions, mass media, non-governmental and other organizations within the scope of its competence;

F) Finding projects that facilitate the training of competitive specialists and relevant activities of the University and ensuring the organization of the University's involvement in it;

- G) Organizing an "Open Door" for those interested in the educational programs of the University, developing and distributing relevant reference materials;
- H) Finding, processing and disseminating information related to the learning process;
- I) Facilitating the development of services available to foreign students and students with disabilities and holding orientation meetings; participating in the activities to integrate them into the learning process;
- J) Ensuring the development of a network of student-centered employers and actively working with them to regulate the employment process;
- K) Provision of students' career support services, which will provide them with appropriate advice and support regarding employment and career development;
- L) Informing students and promoting their involvement and support in various University, local and international projects and events;
- M) Developing mechanisms for international cooperation and internationalization, including the attraction of foreign students and staff, and analyzing the evaluation of their effectiveness;
- N) Taking care of advertising the opportunities of the University;
- O) Planning and organizing visits relevant to the activities of the University staff;
- P) Organizing a competition for the selection of candidates for exchange programs;
- Q) Organizing the reception and hosting of delegations of partner higher education institutions and scientific institutions, other honorary guests;
- R) Organizing and coordinating relations with state, educational and scientific-research institutions, mass media, non-governmental and other public organizations;
- S) Organizing international conferences, workshops and similar events. Identifying / analyzing contributing and hindering factors before planning events;
- T) Ensuring access to public information about the activities of the University;
- U) Preparation of press releases, information materials, organization of regular and extraordinary briefings, press conferences and interviews, monitoring of TV stories and press;
- V) Cooperating with other structural units of the University within the scope of competence and discharging other rights and responsibilities.

Article 12. Case Management and Information Support Service

1. The Case Management and Information Support Service is an organizational structural unit of the University and its goals and objectives are:

- A) Organization, documentation and ensuring the archiving of documents in accordance with state norms applicable at the University;
- B) Creation of consolidated and integrated information-communication infrastructure necessary for the effective functioning and development of the University, ensuring its reliable and efficient operation and development;
- C) Promoting the organization of human resources;
- D) Facilitating the continuous functioning of the University and ensuring its information security;

- E) Informational and analytical support of the University within its competence;
- F) Integration of the University information systems in the information-communication space of the country;
- G) Introduction and development of information systems and new services.

2. The functions and competencies of the University Case Management and Information Support Service are:

- A) Organizing and ensuring a proper unified case management system;
- B) Accounting and registration of the ordinance documents of the Rector of the University, minutes of meetings of collegial structural units, briefings and conferences; incoming and outgoing correspondence, contracts, agreements and / or memoranda of the University in accordance with the established procedures;
- C) Organization of timely review of incoming documents and submission to the addressee, regulation of their performance progress, execution and fulfillment control in accordance with the established procedure, implementation of accounting-reference works on the results and organization of delivery of documents to be sent to the addressee (s);
- D) Proper archiving of completed works;
- E) Development of personnel management policies and procedures;
- F) Producing, arranging and storing personnel files;
- G) Producing, arranging and storing students' University personal files;
- H) Proper organization and ensuring the issuance of educational document (s);
- I) Processing the necessary information on issues within its competence and preparing drafts of relevant documents;
- J) Developing the necessary nomenclature of University cases, organizing the formation / execution of cases for storage and archiving;
- K) Collecting, systematizing useful information for the University and providing it to the interested structural units in a processed form;
- L) Development and implementation of information systems security standards;
- M) Ensuring the reliability of information protection using modern software and technical means;
- N) Systematic administration and access to the University information-communication infrastructure and data stores;
- O) Provision with operating information systems and the relevant technical means;
- P) Ensuring proper work of the information and communication means of the University, their access to the global network (Internet) and configuration of relevant software, as well as providing local computer network services;
- Q) Testing new software products taking into account the specifics of the University and introducing these software products, making changes in software products, considering new requirements, examining and determining information processing methods and algorithms, developing technical products and assignments based on them;

- R) Ensuring the administering of the University web resources and the operation of the website in Georgian and English languages, as well as facilitating the posting of relevant information;
- S) Creation, implementation, development, administration and service of specialized software;
- T) Advising the structural units / staff of the University when purchasing computer and other digital equipment, providing the technical characteristics of the equipment to be procured and checking the compliance of the purchased / supplied equipment with the documentation;
- U) Upon request, editing the relevant presentation material and setting up in pages and laminating materials already existing in hardcopy version, creating the University staff certificates, vehicles passes and other administrative documents;
- V) Introduction of electronic services and electronic management systems and ensuring its continuous development;
- W) Ensuring the business continuity of the University with the existing information technology infrastructure and processes;
- X) Maintaining the register of educational institutions in accordance with the applicable legislation;
- Y) Cooperation with other structural units of the University and discharging other rights and responsibilities within the scope of competence in accordance with the established rules.

Article 13. Culture and Sports Service

1. Culture and Sports Service is an organizational structural unit of the University and its goals and objectives are to ensure the coordination of activities related to the Culture and Sports of the University.
2. The functions and competencies of the University Culture and Sports Service are:
 - A) Organizing multidisciplinary cultural-creative and educational-artistic activities;
 - B) Popularization of creative activity and elaboration of the University unified policy of cultural development;
 - C) Taking care of the involvement of the students and staff of the University in the creative activities, taking into account their talents and desires;
 - D) Establishing creative contacts in accordance with modern requirements in order to promote the harmonious development of students and their attraction in the art space;
 - E) Taking care of the preservation, strengthening and popularization of Georgian folklore;
 - F) Promoting the development of University sports, popularizing sports, organizing sports events, Universiades to establish a healthy lifestyle among University staff and students;
 - G) Identifying talented students in sports events, promoting them to participate in Universiades on behalf of the University worldwide and in the country;
 - H) Preparation of recreational and sports events, arrangement of sports bases and inventory;
 - I) Finding sponsors for highly qualified athletes and promoting them;
 - J) Cooperating with other structural units of the University and discharge other rights and responsibilities within the scope of competence in accordance with the established rules.

Article 14. Rector

1. The authority of the University management and representation is awarded to the Rector of the University. Rector is the higher administrative and academic official of the University.
2. The Rector of the University is appointed and dismissed by the Catholicos-Patriarch of All Georgia.
3. The competence of the Rector of the University is:
 - A) Represent the University individually. His/her representative authority in relations with third parties is not limited;
 - B) Manage the implementation of the statutory mission, goals and activities of the University;
 - C) Manage the material resources owned by the University;
 - D) Conclude contracts, agreements and memoranda on behalf of the University;
 - E) Sign financial and other necessary documents related to the organizational functioning of the University;
 - F) Determine and approve: other structural units of the University, organizational structure and rules of activity in addition to the one established by this Charter; job competence / labor activity of the University staff; University staff list and wages, as well as other regulations / norms necessary for the organizational functioning of the University and case management in addition to the one established by this Charter;
 - G) Employ and dismiss staff at the University in accordance with the established procedure. Determine the amount of remuneration of invited specialists (staff);
 - H) Issue a permit for publication of scientific-research, philosophical, publicist, artistic works and periodicals by the University;
 - I) Issue powers of attorney if necessary;
 - J) Carry out academic / pedagogical and creative activities;
 - K) Approve the internal regulations of the University; fundamentals and rules of ethics and disciplinary responsibility; strategic development plan; educational and scientific research programs / plans; learning process planning scheme; rules for evaluating quality assurance policies, mechanisms and procedures, teaching and research;
 - L) Review complaints related to the activities of the University and take measures on the issue as defined by the normative acts of Georgia; if necessary, the position of the Georgian Orthodox Church should be taken into account;
 - M) At the request of the Catholicos-Patriarch of All Georgia, to submit a full report on various areas of the University's activity;
 - N) Discharge other rights and responsibilities within the scope of its competence.
4. In order to regulate the issues within its competence, the Rector of the University shall issue various legal acts in accordance with the established procedure.

Chapter III. University staff and students, labor protection and safety conditions / mechanisms

Article 15. Staff

There are academic, scientific, administrative and support positions at the University, as well as other positions provided by the University staff list.

Article 16. Academic Staff

1. The academic staff of the University consists of professors and assistants.
2. Professors include Professor, Associate Professor and Assistant Professor.
3. Professors participate in and/or manage the educational process and scientific research.
4. Under the supervision of Professors, Associate Professors and Assistant Professors assistants conduct seminars and carry out research activities within the scope of the study process at a main educational unit (s).
5. The workload threshold for academic personnel shall be determined by the ordinance document of the Rector of the University.

Article 17. Procedures for holding academic positions

1. An academic position may be held only on an open competition basis, which shall comply with the principles of transparency, equality and fair competition.
2. The date and requirements for conducting competitions shall be published as provided for by the legislation of Georgia and the ordinance of the Rector of the University, within not more than one month prior to the submission of applications.
3. Procedures for a competition shall be determined ordinance of the Rector of the University.

Article 18. Conditions for the election and appointment to academic positions

1. The conditions for election and appointment to academic positions at the University shall be determined in accordance with the legislation.
2. In case of a requirements set forth in a normative act of Georgia, the academic staff of the University, once within a specified period of time, shall be subject to attestation in accordance with the rules established by the ordinance document of the Rector of the University.
3. The ordinance document of the Rector of the University may determine the possibility to hold academic positions at the University by a qualified staff with professional capacity. In this case, the qualification of the person can be confirmed by professional experience, special training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification.

Article 19. Labor Relations with Academic Staff

Labor agreements with the academic staff is concluded / terminated in accordance with the rules established by the legislation of Georgia.

Article 20. Competence of academic staff

1. Academic staff has the right to:

- A) Participate in the management of the higher education institution as provided for by the established rules;
- B) Carry out teaching, research, creative activities and publication of scientific papers without interference;
- C) Within the framework of the educational programme, independently determine the content of the course programs (syllabi), teaching methods and means;
- D) Exercise other powers granted to them by the legislation of Georgia.

2. Academic staff is obliged to:

- A) Comply with the requirements of the University Charter and internal regulations;
- B) Comply with the Code of Ethics and the norms of disciplinary responsibility;
- C) Perform the duties under the employment contract;
- D) Submit a report on the work done after the end of the scientific-creative leave.

3. The University ensures the freedom of scientific teaching and research of the academic staff and creates appropriate conditions for their activities.

Article 21. Scientific staff

1. The scientific staff of an independent scientific-research unit may consist of scholars and postdoctoral fellows.

2. Scholars are persons holding the following scientific positions: a chief research fellow, senior research fellow and a research fellow

3. A postdoctoral fellow is a person elected by the Scientific Council of an independent scientific research unit on a competition basis at a major educational unit or an independent scientific research unit for the implementation of a specific scientific-research project, according to the established procedure. A person may be elected to the position of a postdoctoral fellow only once

Article 22. Procedure for holding a scientific position

1. A scientific position may be held only on the basis of an open competition, which must be conducted in accordance with the principles of transparency, equality and fair competition.

2. The conditions for election and appointment to scientific positions at the University shall be determined by the legislation of Georgia and the ordinance document of the Rector of the University.

3. The procedure for employment of scientific staff of the independent scientific-research unit of the University and the additional conditions for holding the scientific position of the independent scientific-research unit of the University shall be developed and approved by the University in accordance with the established rules.

4. The rules for employment of the scientific staff of the independent scientific-research unit of the main educational unit and the additional conditions for holding the scientific position of the independent scientific-research unit of the main educational unit shall be developed and approved by the University in accordance with the established procedure.
5. A person who has an academic degree of a Doctor may be elected as a postdoctoral fellow.
6. The date of the competition for the scientific position and additional conditions shall be published in accordance with the legislation of Georgia and the ordinance document of the Rector of the University, 1 month before the receipt of the relevant documents.

Article 23. Labor Relations with Scientific Staff

1. Labor agreements with the scientific staff is concluded / terminated in accordance with the rules established by the legislation of Georgia
2. The academic staff of the University is authorized to hold the position of the scientific staff of the University in conjunction with its office in accordance with the established rules.
3. The scientific staff of the University is authorized to hold the position of the academic staff of the University in conjunction with its office in accordance with the established rules.

Article 24. Legal capacity of a scholar

1. The rights of a scholar are determined by the legislation and the rules established by this Charter.
2. A scholar has the right to:
 - A) Carry out scientific research without external interference and publish the results of the research without limitation, unless their limitation is provided for in the labor contract or they contain a state secret;
 - B) Independently determine the content of scientific research, research methods and means;
 - C) Participate in the implementation of educational and research components of educational programs;
 - D) Participate in grant funding competitions along with the implementation of scientific-research activities, as well as benefit from individual grant / grant funding and receive additional funding;
 - E) Exercise other powers granted to him / her by the normative acts of Georgia.
3. The scholar is obliged to:
 - A) Comply with the requirements defined by the legislation of Georgia, this Charter and the internal regulations of the University;
 - B) Fulfill the obligations under the employment contract;
 - C) Submit an annual report on the work performed in accordance with the rules established by the legislation of Georgia.
4. University / main educational unit and independent scientific-research unit shall ensure the freedom of scientific research of the scientific staff.

Article 25. Academic ranks

1. The University has the right to award the title of Honorary Doctor or Emeritus to a scholar or public figure for special merit.
2. The rules and conditions for awarding the titles of Honorary Doctor and Emeritus shall be determined by an ordinance document of the Rector of the University. The established rule may determine the possibility of remuneration for a person with the rank of Emeritus.
3. A person with the title of Emeritus may not simultaneously hold an academic position at the University.

Article 26. Administrative and other staff

1. The administrative staff of the University is the staff authorized to manage and / or represent it in accordance with the established rules.
2. Under this Charter, governing authority means making decisions on behalf of the University within the scope of authority, which directly or indirectly serves the implementation of the mission, goals and / or activities of the University; representative authority means to represent the University in relations with third parties.
3. Auxiliary and other staff includes other persons necessary for the activities of the University provided for in the staff list.
4. Teacher (pedagogical) staff may include teacher and senior teacher.
5. The University is authorized to invite a specialist with appropriate qualifications (pedagogical staff) to participate in the teaching and / or scientific-research process and / or to lead this process without holding an academic or teaching position.
6. The University may consider the option of giving remuneration from its budget (out of the income earned from economic activities of the higher education institution, except for the income from study fees established for accredited higher education programmes) to former academic or scientific personnel on account of their special merits before the University. The procedures and conditions for allocating remuneration shall be determined by the ordinance document of the Rector of the University.

Article 27. Labor relations with administrative and other staff

The labor agreements with administrative and other staff is concluded / terminated in accordance with the rules established by the legislation of Georgia.

Article 28. Legal capacity of administrative and other staff

The rights and responsibilities of administrative and other staff shall be determined in accordance with the normative acts of Georgia and this Charter.

Article 29. Rules governing student status

1. The granting of the status of the University student is carried out in accordance with the normative acts of Georgia and the rules established by this Charter.

2. The conditions for enrollment and study of students in the Bachelor's and Master's programmes of the main educational unit of the University shall be determined by the legislation of Georgia, this Charter and the relevant educational programme approved in accordance with the relevant rules.
3. The student is enrolled in the Doctoral Programme of the main educational unit of the University according to the results of the preliminary interview and the results obtained by him/her in speciality and foreign language exams. Additional requirements may be set by the University for the doctoral candidate. The examination programs, the form and date of the entrance exams for the Doctoral Programme of the main educational unit of the University, as well as other additional requirements for the doctoral candidate are determined and approved by the Rector of the University, upon the submission of the main educational unit.
4. Prerequisite for enrollment in the relevant educational program of the main educational unit of the University is to obtain the right to continue education in accordance with the established procedure and to pass the initial administrative registration for the relevant academic year in accordance with the ordinance document of the Rector of the University.
5. Students can be enrolled in the program of the main educational unit of the University only after submitting a document certifying the relevant education recognized by law, as well as a document of military registration by a person subject to military registration in accordance with the law and upon concluding a relevant agreement with the University. Based on the individual legal act of the Rector of the University
6. The relationship between the University and the student is regulated by normative acts of Georgia, this Charter, individual legal regulations of the University and the agreement.
7. A person with the status of the University student enjoys all the rights established by the Constitution of Georgia and other normative acts. The University ensures the protection of students' rights and legitimate interests.
8. The university student is obliged to strictly follow the student's obligations.
9. The student is obliged to register for the semester before the beginning of the relevant academic semester in accordance with the Decree of the Rector of the University.
10. In case of admission to the study process without passing the semester registration, the student has no right to request a delayed passage of the semester registration and recognition of the services (interim / final evaluations) received.
11. Without termination of student status, the University student may have his / her student status suspended, which implies a temporary exemption from the exercise of rights and responsibilities between the University and the student.
12. The grounds for suspension of university student status are: personal statement (without stating the reason); studying in a foreign country, in a higher education institution, except of studying within the framework of an exchange educational program; pregnancy, childbirth, child care or deteriorating health; financial indebtedness; military service and / or failure to register for a semester.

13. A person who has suspended student status is not considered within the total number of students at the University. In order to record the number of students, the University is obliged to register the suspension of student status in the relevant register. Restoration of suspended student status and continuation of studies in the relevant educational programme is allowed only in the prescribed manner.

14. 5 years after the suspension of the student status, the person has the student status terminated, except for the case provided by the legislation of Georgia. The grounds for termination of the University student status may also be: a personal statement of the student (without giving a reason); any objective circumstances that may be related to the inability to achieve the learning outcomes provided by the relevant educational programme (s); failure to fulfill the student's obligation(s) or to take action incompatible with the student's status.

Article 30. Conditions / mechanisms of labor protection and safety

1. Labor protection means a broad system of technical, sanitary-hygienic and legal measures aimed at ensuring healthy and safe working conditions.

2. The University Administration is obliged to:

A) Provide its staff with the safest working environment for life and health;

B) Provide its staff within a reasonable time with complete, objective and comprehensible information on all factors that affect the life and health of the employee or the safety of the natural environment;

C) Introduce a safety prevention system at work and provide timely the employee with information on occupational safety risks and measures to prevent them, as well as the rules for dealing with hazardous equipment;

D) If necessary, provide the employee with personal protective equipment;

E) Replace the hazardous device with a safe or less dangerous one in time with technological progress;

F) Take all other reasonable measures for the safety of the staff and the protection of their health, as well as for the timely localization and liquidation of the consequences of an industrial accident, for the detection and evacuation of first aid;

G) Fully reimburse the employee for work-related injury caused by deteriorating health and necessary medical expenses;

H) Ensure the protection of a pregnant woman from work that endangers her or the fetus' well-being, physical and mental health.

3. In accordance with the rules established by the legislation of Georgia, the protection of the University property, the safety of students and staff, public order and fire safety, as well as all kinds of assistance to persons with disabilities for their smooth and comfortable movement on the territory of the University (continuously, around the clock) shall be ensured by a safety and security personnel / contractor legal entity.

4. An evacuation plan and fire-fighting equipment must be displayed in a visible place in the University building.

5. University safety and security personnel / contractor legal entity is entitled to request compliance with the University Charter and / or internal regulations.
6. University safety and security personnel / contractor legal entity cooperates with law enforcement agencies in the fight against and prevention of offenses in accordance with the rules established by the legislation of Georgia.
7. The public order and security mechanisms are implemented by the safety and security personnel / contractor legal entity of the University on the basis of coordinated and agreed cooperation with the University Administration and structural units.
8. Safety and security personnel / contractor legal entity is obliged to constantly monitor the internal and external territory of the University and in case of violation of order / safety conditions to take adequate measures immediately (communicate law enforcement / ambulance / emergency situations management agencies / staff, assist those in the building to leave the building safely in compliance with the relevant rules, take appropriate emergency / primary measures / actions within the adequate force / ability, etc.).
9. In case of fire or other emergency situation at the University, the following evacuation procedures must be carried out:
 - A) In case of fire, the safety and security personnel / contractor legal entity of the University / fire-rescue service must be notified immediately;
 - B) In case of fire, everyone is obliged to leave the building;
 - C) It is mandatory to familiarize with the evacuation route (see evacuation plan);
 - D) Those leaving the building must be gathered in the yard adjacent to the building in order to quickly determine the number of people remaining in the building in order to take the necessary measures to assist them in a timely manner;
 - E) The evacuation process starts with those who do not need the help of others to go outside, which excludes the injury of people with disabilities during the evacuation. University safety and security personnel / contractor legal entity and/or fire and rescue service ensure their evacuation;
 - F) When leaving rooms and auditoriums, windows and doors should be closed as soon as possible to prevent the spread of fire;
 - G) Personal belongings can be taken with only if time allows to do so;
 - H) During the evacuation, calm and stability should be maintained so that everyone can hear the instructions of the persons who lead the evacuation process;
 - I) If particular exits are blocked, placement should be in a relatively safe place. Attempts should be made to contact others and report location, and then wait for rescuers;
 - J) After the evacuation, it is forbidden to return to the building until the relevant permit is issued;
 - K) If possible, it is immediately obligatory to contact the Emergency Management Center (number 112) and send notifications about emergency assistance.
10. In order to ensure timely / urgent and quality delivery of first aid for students / staff, the University is equipped with all relevant equipment, medicines and medical supplies.

11. In case of need of students / staff, first aid is provided at the University by the relevant competent personnel, who call the ambulance brigade if necessary.
12. Students / staff should contact the University medical staff or the safety and security staff / contractors if medical assistance is required.
13. In case of an accident, it is necessary for any person to perform the following actions:
 - A) Call the relevant staff of the University in a timely manner;
 - B) Not to move a victim until the competent person arrives, except for the case when it is dangerous to stay on the spot;
 - C) Provide assistance as far as possible if necessary;
 - D) If necessary, contact the Emergency Management Center (number 112) and send emergency notifications.
14. Personnel have the right to refuse to perform work, assignment or instruction that is contrary to the law or due to non-compliance with the terms of labor safety conditions poses an obvious and substantial threat to his/her or a third person's life, health, property or the safety of the natural environment.
15. The employee is obliged to:
 - A) Immediately inform the University Administration about the circumstances due to which he/she refuses to fulfill the obligation (s) under the employment contract;
 - B) Comply with the requirements for the use of equipment and mechanisms owned by the University;
 - C) Use the means of individual protection provided to him/her;
 - D) Follow the labor protection instructions, which establish the rules of work performance and behavior in the University building.
16. The list of hard, harmful and dangerous jobs, labor safety rules, including the cases and rules of mandatory periodic medical examination of an employee at the expense of the University, shall be determined by the legislation of Georgia.
17. A person may be held liable for violation of labor protection rules / safety conditions established by the legislation of Georgia.

Chapter IV. University finance and property, final provisions

Article 31. Monetary resources and property of the University

1. The sources of funding for the University may be: funds issued by the Apostolic Autocephalous Orthodox Church of Georgia (Georgian Patriarchate); training and / or scientific-research grants issued by the state; revenues permitted by normative acts of Georgia, including the revenue from ancillary economic activities, as well as income received in the form of donations and / or bequests.
2. In accordance with the statutory goals and activities, for the implementation of certain organizational-legal measures, for the social protection of students and staff, the University is authorized to establish funds and determine the conditions of their management in accordance with the established procedure.

3. The property of the University consists of any property transferred to it by the Apostolic Autocephalous Orthodox Church of Georgia, the state, legal entities and individuals, as well as any property purchased with its own funds not prohibited by law.

Article 32. Rules for amendments and additions to the University Charter

Amendments and / or additions to the University Charter shall be made in accordance with the rules established by the normative acts of Georgia.

Article 33. Reorganization / Liquidation of the University

1. The division (division, separation), merger (joining, accession) and liquidation of the University shall be carried out in accordance with the legislation of Georgia.
2. The decision on reorganization and / or liquidation of the University is made solely by the founder of the University.
3. The decision certified in accordance with the established procedure for initiating the liquidation process of the University shall be registered with the relevant state registering agency. The liquidation process is considered to have started from the moment of registration of the mentioned decision.
4. In the process of liquidation, the current cases should be completed, claims should be determined, the remaining property should be expressed in money, creditors should be satisfied and the remaining property should be redistributed to the authorized persons.
5. The person (s) authorized to receive the property remaining as a result of the liquidation shall be determined in accordance with the decision on the liquidation of the University.
6. Upon liquidation of the University, the property may be alienated if the alienation contributes to the achievement of the mission and goals set forth in this Charter or the alienation serves charitable purposes and / or the property is transferred to another non-profit (noncommercial legal entity (s)).
7. It is prohibited to distribute the property remaining as a result of the liquidation of the University between its founder and the administrative staff (authorized to manage and / or represent) of the University.
8. If the decision on liquidation of the University does not determine the person (s) authorized to receive the property remaining after its liquidation, the court shall transfer the property remaining after the liquidation of the University to one or more non-entrepreneurial (non-profit) legal entities that have the same or similar purposes as the University. If such legal entity (s) do not exist or it is impossible to identify them, a decision may be made to transfer the property to the State. The court may distribute such property 6 months after the registration of the commencement of the liquidation process.
9. The liquidation of the University is carried out by its founder or a liquidator (s) appointed on the grounds and in accordance with the rules established by the legislation of Georgia.