East-West University Charter

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East-West University

Approved by the Order of the President № 01-11
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Preamble

Scope of the Regulation

a). This regulation defines the organization of the educational and research activities of East-West University LLC (hereinafter - University), as well as issues related to the university's management. It also determines the university's structure and the scope of competence of its structural units.

b). Issues related to the university's educational activities that are not defined in this regulation are regulated by other internal acts of the university and applicable legislation.

University Status

a). The university is a limited liability company established as a legal entity under private law and functions as a higher education institution. Its activities are based on the Constitution of Georgia, international legal acts, the Law of Georgia on Higher Education, other legislative and subordinate normative acts, this regulation, and the university's internal legal acts.

b). The full name of the university is East-West University LLC.

c). The university has a seal that includes its full name in Georgian and English and its identification code, as well as a title page, bank account, official website, and contact email.

d). The university has an independent balance sheet, settlement, and other accounts in banking institutions.

e). In compliance with applicable legal requirements, the university is authorized to implement academic higher education programs of the first and second cycles, as well as other higher education programs, for which it obtains the right under procedures established by law.

f). The language of instruction at the university is Georgian, with the possibility of other foreign languages in compliance with Georgian law and applicable regulations.

Mission, Vision, Goals and Values of the University

Mission

East-West University's mission is to provide higher education based on deep scientific knowledge and solid practical experience, fostering the expansion of individuals' knowledge, skills, values, and perspectives. The university strives to create a university environment aligned with the best international practices, promote intercultural dialogue, achieve high employment rates for graduates in local and international labor markets, and contribute to the development of a knowledge-based civil society.

Vision

The university aims to become an internationally recognized educational institution in terms of quality education, effective management, the development of scientific research, and community engagement. It will create an enabling environment for the personal and professional growth of students and

academic staff, contributing to the development of societal values and the realization of lifelong learning principles.

Goals

The university aims to create a modern educational environment that meets high international standards, addresses contemporary challenges, and establishes itself as a student-centered, quality educational and research institution.

Values

The values upheld by the university include:

- Academic freedom, integrity, and critical thinking
- Equality and fairness
- Cooperation and trust
- Responsibility, accountability, and transparency
- Development of innovative approaches in educational, research, and professional activities
- Strict adherence to professional ethical principles
- Upholding and fostering principles of social responsibility
- Respect for human rights and freedoms
- Intercultural dialogue and internationalization

Section I: General Provisions

Article 1.   Governing Principles and Values

East-West University ("the University") is committed to fostering an environment that upholds the highest standards of integrity, inclusivity, and academic excellence. The following principles and values guide the university's operations, decision-making processes, and interactions with stakeholders:

1. **Academic Freedom and Integrity**

   o The University champions the principle of academic freedom, allowing faculty, students, and staff to pursue knowledge and express ideas without fear of censorship or reprisal. All members of the University community are expected to adhere to the highest standards of academic integrity and ethical conduct.

2. **Excellence in Education and Research**

   o The University strives for excellence in all educational and research endeavors. The University is dedicated to providing high-quality academic programs, fostering innovative research, and promoting lifelong learning opportunities for students and the community.

3. **Inclusivity and Diversity**

   o The University values diversity in its student body, faculty, and staff, recognizing that a wide range of perspectives enriches the academic experience. The University is committed to creating an inclusive environment that respects and celebrates differences in race, ethnicity, gender, age, ability, sexual orientation, and socioeconomic status.

4. **Collaboration and Community Engagement**

   o The University promotes collaboration among academic disciplines, administrative units, and external partners to enhance the educational experience and address societal challenges. Community engagement is encouraged, fostering partnerships that benefit both the University and the broader community.

5. **Responsibility and Accountability**

   o All members of the University community are expected to act responsibly and be accountable for their actions. This includes stewardship of university resources, adherence to policies and procedures, and a commitment to transparency in governance.

6. **Innovation and Adaptability**

   o The University embraces innovation and is adaptable to change in a rapidly evolving educational landscape. The University encourages creative thinking and the implementation of new ideas to improve teaching, learning, and administrative practices.

7. **Student-Centered Approach**

o   The University prioritizes the needs and aspirations of its students, recognizing them as central to its mission. Support services and resources are designed to enhance the student experience and facilitate personal and academic success.

8. **Global Citizenship**

o   The University promotes global awareness and prepares students to engage responsibly in a diverse and interconnected world. The university encourages international collaboration and understanding through study abroad programs, partnerships, and research initiatives.

By adhering to these governing principles and values, The University aims to fulfill its mission of providing quality education, fostering research, and contributing positively to society.

Article 2.   Structure of the University

The University is organized to promote effective governance, facilitate academic excellence, and support the administrative functions necessary for the achievement of its mission. The university's structure is hierarchical and includes the following key components:

1. **The President**

o   The President serves as the chief executive officer of the university, responsible for the overall leadership and strategic direction of the institution. The president is elected by resolution of the Partners' Meeting.   The President oversees all university operations and represents the University in external relations.

2. **Vice-Presidents**

o   The President is supported by three Vice-Presidents, each responsible for specific functional areas:

- **Vice-President for Administration and Finance**: This role encompasses oversight of all administrative and financial functions, ensuring that resources are managed effectively to support the university's goals.
- **Vice-President for Medicine and Health Sciences**: This Vice-President manages the academic and operational aspects of the university's health sciences programs, promoting excellence in medical education and research.
- **Vice-President for Business and Technology**: This position focuses on advancing the university's initiatives in business education, technological innovation, and research development.

3. **Administrative and Academic Units**

o   Under the purview of the President are various administrative and academic units that facilitate the university's mission:

- **International Relations Office**: Responsible for fostering global partnerships and enhancing the university's international presence.

- **Quality Assurance Office**: ensures the continuous improvement of academic and administrative processes at the University by monitoring, evaluating, and enhancing quality standards in line with institutional and accreditation and authorization requirements.
- **Strategic Development Office**: Focuses on long-term planning and development initiatives to enhance the university's growth and sustainability.

4. **Schools**

   o The university comprises specialized schools that offer diverse academic programs:

     - **School of Medicine**: Comprises departments focused on medical education, clinical training, and health research.
       - **Administrative Structure**: Includes the Dean, Vice-Dean, Dean's Office, School Council, Clinics, Simulation Center and Teaching Labs.
     - **School of Business and Technology**: Focuses on business education, technological advancement, and research.
       - **Administrative Structure**: Includes the Dean, Vice-Dean, Dean's Office, School Council, Business Simulation Centre and Business Incubator.

5. **Supporting Offices**

   o Various offices report to the respective Vice-Presidents, handling essential functions such as: Human Resources Management and Document Processing, Finance, Legal Affairs, Student Admission, Student Support and Career Development, Marketing and Public Relations, Library, Examinations

The organizational structure (Figure 1) of East-West University is designed to facilitate collaboration across departments, promote efficient decision-making, and support a vibrant academic environment conducive to learning and innovation.
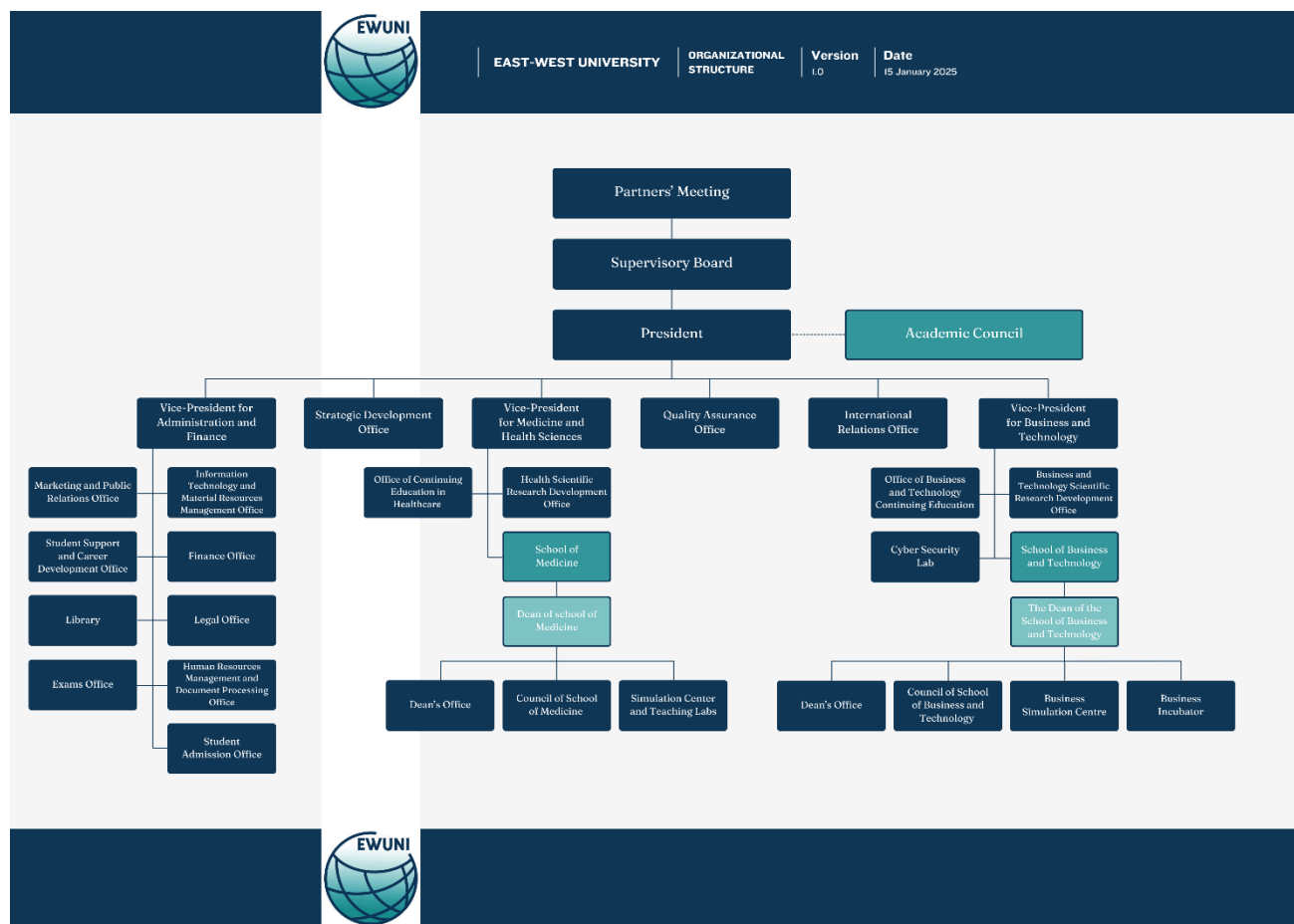
Figure 1 Organizational Structure East-West University

Section II: University Governance

Article 1.   Governing Bodies of the University

a) **Partners' Meeting;**
b) **Supervisory Board;**
c) **President;**
d) **Academic Council**

Article 2.   Partners' Meeting

The Partners' Meeting is the highest governing authority of the University. The Partners' Meeting shall be convened and held in accordance with the procedure established by the Law of Georgia on Entrepreneurs. The functions of the Partners' Meeting are defined by the University statute.

Article 3.   Supervisory Board

The Supervisory Board oversees the organization's strategic activities and ensures proper governance. It is responsible for approving key decisions, such as budgetary planning, financial reporting, property management, significant transactions, and changes in the scope of activities. Members of the Supervisory Board are appointed and dismissed by the Partners' Meeting in accordance with the university statute.

Comprehensive details regarding the structure, appointment, and functions of the Supervisory Board are defined by the University Statute which is duly registered with the National Agency of Public Registry (LEPL) in accordance with the applicable legal requirements.

Article 4.   The President

The President of the University serves as the chief executive officer and is responsible for the overall leadership, administration, and strategic direction of the university. The President plays a pivotal role in shaping the vision and mission of the institution and ensuring that it meets its academic and operational goals. The following outlines the key responsibilities and functions of the President:

1. **Leadership and Vision**

   o   The President articulates and promotes the University's mission and vision, setting strategic goals that align with its core values. This includes fostering a culture of academic excellence, innovation, and community engagement.

2. **Governance**

   o   As the principal authority, the President leads the University's governance structure, ensuring effective decision-making processes and collaboration among various stakeholders, including faculty, staff, students, and the Partners` Meeting.

3. **Administrative Oversight**

   o   The President oversees all administrative functions of the University, ensuring that resources are allocated effectively to support the academic and operational needs of the institution. This includes supervision of the Vice-Presidents and key administrative units.

4. **External Relations**

   o   The President represents the University to external stakeholders, including government agencies, industry partners, and the community. The President fosters relationships that enhance the University's reputation and support its strategic initiatives.

5. **Academic Excellence**

   o   The President promotes high standards of academic quality and integrity across all programs. This includes advocating for faculty development, supporting research initiatives, and ensuring that academic programs meet Accreditation and Authorization standards.

6. **Financial Management**

   o The President plays a crucial role in the financial health of the University, overseeing budget development, resource allocation, and fundraising efforts. The President collaborates with the Vice-President for Administration and Finance to ensure fiscal responsibility.

7. **Strategic Development**

   o The President leads the strategic planning process, identifying opportunities for growth and innovation. This includes the development of new academic programs, research initiatives, and community partnerships.

8. **Crisis Management**

   o The President is responsible for managing crises and responding to challenges that may arise within the University community. This includes ensuring the safety and well-being of students, faculty, and staff.

9. **Commitment to Diversity and Inclusion**

   o The President promotes a diverse and inclusive university environment, ensuring that policies and practices reflect the institution's commitment to equity and respect for all individuals.

10. **Evaluation and Accountability**

   o The President is accountable for the performance of the University, regularly assessing progress toward strategic goals and reporting outcomes to the Partners' Meeting and the University community.

By fulfilling these responsibilities, the President of East-West University plays a critical role in advancing the institution's mission and ensuring its success in a dynamic educational landscape. The President of the University is accountable to the Supervisory Board, which provides oversight and ensures alignment with the institution's mission, vision, and strategic objectives. The Supervisory Board evaluates the President's performance, approves major decisions, and ensures that the University operates in accordance with its policies, legal requirements, and overall governance framework.

Article 5.   Vice-President for Administration and Finance

The Vice-President for Administration and Finance is a critical leadership position at the University, responsible for overseeing the administrative functions and financial management of the institution. This role is essential for ensuring the efficient operation of the University and the effective allocation of resources to support its academic mission. The Vice-President reports directly to the President and collaborates closely with other university leaders to achieve strategic goals. The key responsibilities include:

1. **Financial Management**

- o **Budget Development and Oversight**: Leading the preparation of the University's annual budget, monitoring financial performance, and ensuring adherence to fiscal policies and regulations.

- o **Financial Reporting**: Overseeing financial reporting processes, ensuring transparency and accuracy in financial statements and disclosures.

- o **Resource Allocation**: Evaluating and recommending resource allocation to ensure financial sustainability and support institutional priorities.

2. **Administrative Leadership**

- o **Supervision of Administrative Offices**: Directing various administrative offices that support the university's operations, including:

  - ▪ **Information Technology and Material Resources Management Office**: Ensuring effective technology deployment and management of physical resources.

  - ▪ **Finance Office**: Overseeing all financial transactions, including accounts payable, receivable, and payroll.

  - ▪ **Legal Office**: Providing legal guidance and support on university policies and compliance matters.

  - ▪ **Human Resources Management and Document Processing Office**: Managing recruitment, employee relations, staff development, and compliance with labor laws.

  - ▪ **Student Admission Office**: Leading strategies for student recruitment and retention, managing admissions processes, and enhancing student services.

  - ▪ **Student Support and Career Development Office**: Facilitating resources and support for student success and career readiness.

  - ▪ **Marketing and Public Relations Office**: Promoting the university's programs, enhancing its public image, and engaging with external stakeholders.

  - ▪ **Library**: Ensuring that the library provides adequate resources and support for academic research and learning.

  - ▪ **Exams Office**: Managing examination processes and maintaining academic integrity.

3. **Strategic Planning and Development**

- o **Strategic Initiatives**: Collaborating with the President and other Vice-Presidents to develop and implement strategic initiatives that enhance the University's operational efficiency and academic quality.

- o **Policy Development**: Leading the development of administrative policies and procedures to promote best practices and compliance with regulations.

4. **Risk Management and Compliance**

- o **Risk Assessment**: Identifying and assessing risks associated with financial operations and administrative functions, implementing strategies to mitigate these risks.

- o **Compliance Oversight**: Ensuring compliance with local regulations, as well as Accreditation and Authorization standards.

5. **Community and Stakeholder Engagement**

- o **Collaboration with External Partners**: Building relationships with community organizations, industry partners, and government agencies to support the University's goals and initiatives.

- o **Representation**: Representing the university at various forums, committees, and events related to administration and finance.

6. **Continuous Improvement**

- o **Assessment of Administrative Services**: Regularly evaluating administrative services and processes to identify areas for improvement and implement best practices.

- o **Professional Development**: Supporting the professional growth of staff within administrative units and fostering a culture of continuous improvement.

Through these responsibilities, the Vice-President for Administration and Finance plays a crucial role in ensuring that the University operates efficiently, maintains financial health, and effectively supports the academic mission of the institution.

Article 6.   Vice-President for Medicine and Health Sciences

The Vice-President for Medicine and Health Sciences is a pivotal leadership position responsible for overseeing the University's health-related academic programs, research initiatives, and community engagement in the healthcare field. This role is essential for maintaining high standards in medical education and fostering innovation in health sciences. The Vice-President reports directly to the President and works collaboratively with faculty, administrative leaders, and external partners. The key responsibilities include:

1. **Academic Leadership**
   - o **Oversight of the School of Medicine**: Leading the academic and operational functions of the School of Medicine, ensuring the delivery of high-quality medical education and training.
     - ▪ **Administrative Structure**:

- **Dean and Dean's Office**: Managing the administration of the School, including faculty recruitment, curriculum development, and academic policies.
- **School Council**: Collaborating with school on governance, policy-making, and strategic planning.
- **Clinics Simulation Center and Teaching Labs**: Overseeing the operation of the simulation center to provide realistic training experiences for medical students. Supporting research and educational activities through dedicated facilities for hands-on learning and experimentation.

2. **Curriculum Development and Quality Assurance**
   o **Program Development**: Ensuring quality of the design, implementation, and evaluation of academic programs in the School of Medicine to ensure they meet Accreditation and Authorization standards and align with best practices in medical education.
   o **Quality Assurance**: Overseeing assessment processes to evaluate student performance and program effectiveness, ensuring continuous improvement in educational outcomes.

3. **Research Development**
   o **Promotion of Health Research**: Fostering a robust research environment within the School of Medicine, encouraging faculty and students to engage in innovative health-related research initiatives.
   o **Collaboration with External Partners**: Building partnerships with healthcare organizations, research institutions, and industry stakeholders to advance research efforts and improve healthcare delivery.

4. **Continuing Education and Professional Development**
   o **Office of Continuing Education in Healthcare**: Overseeing the development and implementation of continuing education programs for healthcare professionals, ensuring they have access to the latest knowledge and skills.
   o **Professional Development**: Supporting faculty development initiatives to enhance teaching effectiveness and research capabilities.

5. **Community Engagement and Service**
   o **Outreach Programs**: Overseeing initiatives that promote community health and wellness, including partnerships with local healthcare providers and organizations.
   o **Student Involvement**: Encouraging student participation in community service and outreach programs to enhance their understanding of healthcare issues and needs.

6. **Administrative Leadership and Management**
   o **Supervision of Staff**: Overseeing the recruitment, training, and development of faculty and staff within the School of Medicine and health sciences programs.
   o **Budget Management**: Collaborating with the Vice-President for Administration and Finance to develop and manage the budget for the School of Medicine and associated programs.

7. **Commitment to Diversity and Inclusion**

      o **Diversity Initiatives**: Promoting diversity and inclusion within the School of Medicine, ensuring equitable access to educational opportunities for all students and fostering an inclusive learning environment.

8. **Regulatory Compliance**
   o **Accreditation and Authorization and Compliance**: Ensuring that all academic programs and practices comply with relevant Accreditation and Authorization standards and regulatory requirements in the healthcare field.

Through these responsibilities, the Vice-President for Medicine and Health Sciences plays a crucial role in advancing the University's mission to provide exemplary medical education, conduct impactful research, and contribute positively to the health of the community.

Article 7. Vice-President for Business and Technology

The Vice-President for Business and Technology is a vital leadership role at East-West University, responsible for overseeing the university's academic programs and initiatives related to business education, technological innovation, and research development. This position is crucial for ensuring that the university adapts to the evolving landscape of business and technology, preparing students for success in a competitive global environment. The Vice-President reports directly to the President and collaborates with faculty, administrative leaders, and industry partners. The key responsibilities include:

1. **Academic Leadership**
   o **Oversight of the School of Business and Technology**: Overseeing the academic and operational functions of the School, ensuring the delivery of high-quality education that meets the needs of students and industry.

       ▪ **Administrative Structure**:

          ▪ **Dean and Dean's Office**: Overseeing the administration of the School, including faculty recruitment, curriculum development, and academic policies.

          ▪ **School Council**: Collaborating with faculty on governance, policy-making, and strategic planning.

          ▪ **Business Simulation Centre**: Overseeing experiential learning opportunities that allow students to apply theoretical knowledge in practical business scenarios.

2. **Curriculum Development and Quality Assurance**
   o **Program Development**: Overseeing the design, implementation, and evaluation of academic programs in business and technology, ensuring they meet Accreditation and Authorization standards and align with industry best practices.
   o **Quality Assurance**: Implementing assessment processes to evaluate student performance and program effectiveness, ensuring continuous improvement in educational outcomes.

3. **Research and Innovation**
   o **Promotion of Research Initiatives**: Fostering a vibrant research environment within the School of Business and Technology, encouraging faculty and students to engage in innovative research that addresses current business challenges and technological advancements.

- o **Cyber Security Lab**: Overseeing the Cyber Security Lab to promote research and development in cybersecurity and information technology.
4. **Continuing Education and Professional Development**
   - o **Office of Continuing Education in Business and Technology**: Overseeing the development and implementation of continuing education programs for business professionals, ensuring they remain competitive and up-to-date with industry trends.
   - o **Professional Development**: Supporting faculty development initiatives to enhance teaching effectiveness and research capabilities.
5. **Community Engagement and Industry Partnerships**
   - o **Outreach Programs**: Leading initiatives that promote collaboration with local businesses and technology firms, enhancing the university's impact on the community and fostering student internship and job placement opportunities.
   - o **Collaboration with Industry**: Building partnerships with industry stakeholders to align academic programs with market demands and support research initiatives.
6. **Administrative Leadership and Management**
   - o **Supervision of Staff**: Overseeing the recruitment, training, and development of faculty and staff within the School of Business and Technology.
   - o **Budget Management**: Collaborating with the Vice-President for Administration and Finance to develop and manage the budget for the School and associated programs.
7. **Commitment to Diversity and Inclusion**
   - o **Diversity Initiatives**: Promoting diversity and inclusion within the School of Business and Technology, ensuring equitable access to educational opportunities for all students and fostering an inclusive learning environment.
8. **Regulatory Compliance**
   - o **Accreditation and Authorization and Compliance**: Ensuring that all academic programs and practices comply with relevant Accreditation and Authorization standards and regulatory requirements in business and technology education.

Through these responsibilities, the Vice-President for Business and Technology plays a critical role in advancing the University's mission to provide exemplary business education, foster technological innovation, and contribute positively to the economic development of the community.

Article 8.   Academic Council

The Academic Council is a key governing body at the University, responsible for overseeing the academic affairs of the institution. The Council plays a crucial role in shaping the University's educational policies, ensuring academic integrity, and promoting high standards of teaching and learning. The Academic Council operates in collaboration with the President and works closely with faculty, administration, and other stakeholders to advance the university's academic mission. The key functions and responsibilities of the Academic Council include:

1. **Policy Development**
   - o **Academic Policies**: Formulating, reviewing, and recommending academic policies related to curriculum development, academic standards, assessment, and student academic progress.

  o   **Governance Framework**: Establishing guidelines and procedures for the governance of academic programs and initiatives.

2. **Curriculum Oversight**
   - o   **Program Approval**: Evaluating and approving new academic programs, courses, and changes to existing programs, ensuring they meet quality standards and align with institutional goals.
   - o   **Curriculum Review**: Regularly reviewing and assessing the curriculum to ensure it remains relevant, rigorous, and responsive to the changing needs of students and the job market.

3. **Academic Standards and Quality Assurance**
   - o   **Quality Assurance Processes**: Developing and implementing mechanisms for assessing and ensuring the quality of academic programs and student learning outcomes.
   - o   **Accreditation and Authorization Support**: Supporting efforts to maintain Accreditation and Authorization status and compliance with external regulatory bodies.

4. **Faculty Development and Evaluation**
   - o   **Faculty Standards**: Establishing criteria for faculty qualifications, hiring, and evaluation, ensuring that faculty members meet the highest standards of academic excellence.
   - o   **Professional Development**: Promoting faculty development initiatives to enhance teaching effectiveness, research capabilities, and professional growth.

5. **Student Academic Affairs**
   - o   **Academic Integrity**: Upholding academic integrity standards and addressing issues related to academic misconduct, ensuring fair and equitable treatment of students.
   - o   **Advisory Role**: Providing guidance on matters related to student academic affairs, including academic advising, support services, and resources for student success.
   - o

6. **Collaboration and Communication**
   - o   **Interdepartmental Collaboration**: Fostering collaboration among academic departments and schools to promote interdisciplinary learning and research.
   - o   **Stakeholder Engagement**: Engaging with faculty, administration, and students to gather input and feedback on academic matters, ensuring transparency and inclusivity in decision-making.

7. **Reporting and Accountability**
   - o   **Reporting to the President**: Regularly reporting on the status of academic affairs, policy recommendations, and the progress of academic initiatives to the President.
   - o   **Documentation**: Maintaining records of Council meetings, decisions, and actions taken, ensuring accountability and transparency.

Membership

The Academic Council comprises representatives from various academic departments and schools, including:

- **Deans of Schools**: The deans from each academic school within the university.
- **Academic Representatives from each School**: Elected two faculty affiliated members from each school to represent the faculty body.
- **Student Representative**: Selected student representative who provides input on academic matters and student concerns.
- **Administrative Representatives**: Key administrative leaders involved in academic affairs, such as the Vice-Presidents.

Election of the Head of the Academic Council and the Secretary of the Council

1. **Election of the Head of the Academic Council**

   o **Eligibility**: The Head of the Academic Council shall be elected from among the faculty members of the University who hold a senior academic rank and have demonstrated significant academic and leadership achievements.

   o **Nomination Process**: Candidates for the position of Head of the Academic Council may be nominated by members of the Academic Council. Nominations must be submitted in writing and include a brief statement outlining the candidate's qualifications and vision for the Council.

   o **Election Procedure**: The election shall be conducted during a scheduled meeting of the Academic Council. Voting shall be by ballot, and a majority vote of the members present is required for election. In the event of a tie, a second round of voting will be held.

   o **Term of Office**: The Head of the Academic Council shall serve a term of 3 years, with the possibility of re-election for one additional term. The Head shall be responsible for convening and presiding over meetings, setting agendas, and ensuring the effective governance of the Council.

2. **Election of the Secretary of the Academic Council**

   o **Eligibility**: The Secretary of the Academic Council shall be elected from among the members of the Academic Council. The individual must possess organizational and administrative skills to efficiently manage the duties of the role.

   o **Nomination Process**: Nominations for the Secretary shall be made by members of the Academic Council. Nominations must be supported by a brief statement describing the candidate's suitability for the position.

   o **Election Procedure**: The Secretary shall be elected by a majority vote of the Academic Council members present at a designated meeting. Voting shall be conducted by ballot.

   o **Duties of the Secretary**: The Secretary shall be responsible for recording the minutes of Academic Council meetings, maintaining official records and documents, and assisting the Head of the Academic Council in administrative matters.

   o **Term of Office**: The Secretary shall serve a term of 3 years, with the possibility of re-election for one additional term.

Functions of the Head and Secretary of the Academic Council

1. **Head of the Academic Council**

   o **Leadership and Facilitation**: The Head presides over Academic Council meetings, sets the agenda, and ensures that discussions are focused and productive.

- o **Strategic Oversight**: The Head provides strategic direction, ensuring that the Council's decisions align with the university's mission and academic goals.

2. **Secretary of the Academic Council**

   - o **Record-Keeping**: The Secretary is responsible for accurately recording minutes of meetings and maintaining official documentation of the Council's activities.

   - o **Administrative Support**: The Secretary assists the Head in organizing meetings, distributing materials, and ensuring smooth communication among Council members.

Terms of Service for Academic Council Members

Members of the Academic Council, including the Head and the Secretary, shall serve terms of 6 years, with the possibility of re-election or reappointment for one additional term. The duration and eligibility for re-election shall ensure continuity while encouraging periodic renewal of leadership within the Council.

Meetings

The Academic Council meets regularly, with the schedule determined at the beginning of each academic year. Additional meetings may be called as necessary to address urgent academic matters. A quorum of two-thirds (2/3) of the Council members must be present to hold a valid meeting and make decisions.

Early termination of Academic Council membership
   a) Personal resignation;
   b) Termination of employment with the University;
   c) Entry into legal force of a court conviction;
   d) In the case of an affiliated academic member, termination of the affiliation agreement with the university;
   e) In the case of a student member, termination or suspension of student status;
   f) Any other grounds prescribed by applicable law.

Section III: Administration and Finance

Article 1.   Information Technology and Material Resources Management Office

The Information Technology and Material Resources Management Office (IT & MRM Office) plays a crucial role in supporting the academic and administrative functions of the University through the effective management of technology and physical resources. This office is responsible for ensuring that the university's technological infrastructure and material resources are aligned with institutional goals and enhance the overall educational experience. The key responsibilities of the IT & MRM Office include:

1. **Information Technology Management**

   o **Technology Infrastructure**: Developing, maintaining, and upgrading the university's IT infrastructure, including hardware, software, networks, and telecommunications systems.

   o **Technical Support**: Providing technical support and assistance to faculty, staff, and students, ensuring the effective use of technology in teaching, learning, and administrative processes.

   o **Cybersecurity**: Implementing cybersecurity measures to protect the university's data and IT resources from unauthorized access, breaches, and cyber threats.

   o **Data Management**: Managing data storage, backup, and recovery processes, ensuring data integrity and compliance with relevant regulations.

2. **Academic Technology Integration**

   o **E-Learning Platforms**: Supporting the development and maintenance of e-learning platforms and tools that facilitate online and hybrid learning environments.

   o **Classroom Technology**: Overseeing the installation and maintenance of instructional technology in classrooms and lecture halls, enhancing the teaching and learning experience.

   o **Training and Development**: Providing training sessions and resources for faculty and staff to effectively use educational technologies and tools.

3. **Material Resources Management**

   o **Inventory Management**: Managing the inventory of physical resources, including furniture, equipment, and supplies necessary for the operation of the university.

   o **Procurement and Contracts**: Overseeing the procurement process for technology and material resources, ensuring compliance with university policies and effective vendor management.

   o **Resource Allocation**: Evaluating the needs of various departments and allocating resources efficiently to support academic and administrative functions.

4. **Strategic Planning and Development**

- o **Technology Planning**: Collaborating with university leadership to develop a strategic plan for technology that aligns with the university's mission and goals.

- o **Emerging Technologies**: Researching and evaluating emerging technologies and trends in higher education, making recommendations for adoption that enhance operational efficiency and educational quality.

5. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Working closely with other administrative offices and academic departments to identify technology needs and improve resource management processes.

- o **User Feedback**: Gathering feedback from faculty, staff, and students to assess the effectiveness of technology and resource management initiatives, implementing improvements based on their input.

6. **Compliance and Risk Management**

- o **Regulatory Compliance**: Ensuring compliance with applicable laws and regulations related to technology, data privacy, and resource management.

- o **Risk Assessment**: Conducting risk assessments related to IT infrastructure and material resources, developing strategies to mitigate identified risks.

7. **Reporting and Accountability**

- o **Performance Metrics**: Establishing performance metrics to evaluate the effectiveness of IT and material resource management initiatives and reporting findings to university leadership.

- o **Documentation**: Maintaining accurate records of technology and material resources, ensuring transparency and accountability in management practices.

Leadership

The IT & MRM Office is led by the Head of Information Technology and Material Resources Management, who reports to the Vice-President for Administration and Finance. The Head oversees a team of IT professionals and resource managers dedicated to supporting the university's mission through effective technology and resource management.

Article 2. Finance Office

The Finance Office is a critical component of the University's administrative structure, responsible for managing the financial resources of the institution. This office plays a key role in ensuring financial stability, accountability, and transparency in all financial operations. The Finance Office collaborates with various departments to support the university's mission and strategic goals through effective financial planning, management, and reporting. The key responsibilities of the Finance Office include:

1. **Financial Planning and Budgeting**

   o **Budget Development**: Leading the preparation of the university's annual budget in collaboration with university leadership and various departments, ensuring alignment with institutional priorities and strategic objectives.

   o **Budget Monitoring**: Continuously monitoring budget performance throughout the fiscal year, providing analysis and reports to university leadership on variances and financial trends.

2. **Financial Reporting**

   o **Financial Statements**: Preparing accurate and timely financial statements and reports in accordance with applicable accounting standards and regulations.

   o **Internal Reporting**: Providing financial reports to department heads and administrators to support decision-making and resource allocation.

3. **Accounts Management**

   o **Accounts Payable and Receivable**: Overseeing all accounts payable and accounts receivable functions, ensuring timely processing of invoices, payments, and collections.

   o **Payroll Administration**: Managing payroll functions, ensuring accurate and timely payment of salaries and benefits to faculty and staff.

4. **Financial Compliance and Controls**

   o **Regulatory Compliance**: Ensuring compliance with all financial regulations and guidelines, as well as the University policies.

   o **Internal Controls**: Developing and implementing internal control procedures to safeguard the University's financial assets and ensure accuracy in financial reporting.

5. **Financial Analysis and Advice**

   o **Financial Analysis**: Conducting financial analysis to support long-term planning and investment decisions, including feasibility studies and cost-benefit analyses.

   o **Advisory Role**: Providing financial advice and support to the University leadership and departments on budgetary matters, funding opportunities, and resource allocation.

6. **Fund Management**

   o **Investment Management**: Managing the university's investment portfolio and endowment funds in accordance with established policies and guidelines.

   o **Grant Management**: Overseeing the financial management of grants and contracts, ensuring compliance with funding agency requirements and proper reporting of expenditures.

7. **Financial Systems Management**

- o **Accounting Systems**: Maintaining and enhancing financial accounting systems to ensure accuracy, efficiency, and security in financial transactions.

- o **Training and Support**: Providing training and support to staff and faculty on financial systems and procedures to promote compliance and effective financial management.

8. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Working closely with other administrative offices, such as the Information Technology and Material Resources Management Office, to ensure integrated financial management practices.

- o **Stakeholder Engagement**: Engaging with faculty, staff, and external stakeholders to provide financial information and address inquiries related to financial matters.

Leadership

The Finance Office is led by the Head of Financial Office , who reports to the Vice-President for Administration and Finance. The CFO oversees a team of financial professionals dedicated to supporting the University's financial health and operational needs.

Article 3.   Legal Office

The Legal Office serves as a vital resource for the University, providing legal guidance and support to ensure compliance with laws and regulations while protecting the University's interests. This office plays a key role in managing legal risks, advising university leadership on legal matters, and facilitating the institution's operations in a legally sound manner. The Legal Office works collaboratively with various departments and stakeholders to uphold the university's mission and values. The key responsibilities of the Legal Office include:

1. **Legal Counsel**

- o **Advisory Services**: Providing legal advice and guidance to University leadership, faculty, and staff on a wide range of legal issues, including contracts, employment law, intellectual property, and compliance with local laws.

- o **Policy Development**: Assisting in the development and review of the University policies and procedures to ensure compliance with applicable laws and regulations.

2. **Contract Management**

- o **Contract Review**: Reviewing, drafting, and negotiating contracts and agreements on behalf of the university, including those related to faculty employment, student admissions, partnerships, and service agreements.

- o **Risk Assessment**: Evaluating potential risks associated with contracts and advising on mitigation strategies to protect the university's interests.

3. **Dispute Resolution**

- o **Conflict Resolution**: Assisting in the resolution of disputes involving the University, including mediation, arbitration, and other forms of alternative dispute resolution.

- o **Litigation Management**: Managing any litigation involving the University, including coordinating with outside counsel, preparing legal documents, and representing the university in legal proceedings as necessary.

4. **Compliance and Risk Management**

- o **Regulatory Compliance**: Ensuring that the university complies with all relevant laws, regulations, and Accreditation and Authorization standards.

- o **Training and Education**: Providing training to faculty and staff on legal compliance, policies, and best practices to promote a culture of compliance within the university.

5. **Intellectual Property Management**

- o **IP Protection**: Advising on the protection of the university's intellectual property, including copyrights, trademarks, and patents.

- o **Licensing and Commercialization**: Assisting in the licensing and commercialization of university-developed innovations and research.

6. **Policy and Procedure Development**

- o **Institutional Policies**: Assisting in the development and implementation of university policies and procedures that govern legal and ethical conduct.

- o **Monitoring Changes in Law**: Keeping abreast of changes in legislation and regulations that may impact the University and advising on necessary adjustments to policies and practices.

7. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Working closely with other administrative offices, such as the Finance Office and Human Resources, to provide integrated legal support and ensure compliance across university operations.

- o **Stakeholder Engagement**: Engaging with faculty, staff, students, and external stakeholders to address legal concerns and promote understanding of legal matters affecting the university.

8. **Documentation and Record Keeping**

- o **Legal Documentation**: Maintaining accurate records of legal documents, contracts, and correspondence related to the University's legal affairs.

- o **Reporting**: Preparing reports on legal issues and compliance matters for the University leadership and the Partners' Meeting as needed.

Leadership

The Legal Office is led by the Head, who reports to the Vice-President for Administration and Finance. The Head oversees a team of legal professionals dedicated to safeguarding the university's legal interests and supporting its mission.

Article 4.   Human Resources Management and Document Processing Office

The Human Resources Management and Document Processing Office is essential to the University's operations, responsible for managing both the University's human capital and all aspects of document intake, processing, and outtake. This office ensures that the university attracts, retains, and develops a skilled workforce, while managing the efficient flow of documents across the institution. It fosters a positive work environment and supports the institution's mission and values. The Office collaborates with faculty, staff, and administration to implement effective human resources policies and practices, while ensuring proper documentation processes. The key responsibilities of the Office include:

1. **Recruitment and Staffing**

     o **Talent Acquisition**: Developing and implementing recruitment strategies to attract qualified candidates for faculty, staff, and administrative positions.

     o **Onboarding**: Coordinating the onboarding process for new employees, ensuring a smooth transition into the university community and providing necessary orientation and training.

2. **Employee Relations**

     o **Conflict Resolution**: Addressing employee grievances and disputes, facilitating resolution processes, and promoting a culture of open communication and collaboration.

     o **Performance Management**: Implementing performance management systems that encourage regular feedback, goal setting, and professional development for employees.

3. **Training and Development**

     o **Professional Development Programs**: Designing and delivering training programs to enhance the skills and competencies of faculty and staff, supporting their career growth and development.

     o **Leadership Development**: Identifying and nurturing potential leaders within the University, providing them with the resources and training necessary for advancement.

4. **Compensation and Benefits Administration**

     o **Salary Administration**: Managing compensation structures and ensuring equitable salary practices in alignment with industry standards and institutional goals.

     o **Benefits Management**: Overseeing employee benefits programs, including health insurance, retirement plans, and leave policies, and ensuring compliance with relevant regulations.

5. **Compliance and Policy Development**

   o **Employment Law Compliance**: Ensuring that the University adheres to all relevant employment laws and regulations, including equal employment opportunity, labor relations, and workplace safety.

   o **Policy Implementation**: Developing, implementing, and communicating human resources policies and procedures that align with the university's mission and values.

6. **Document Processing**

   o **Case Handling**: Managing cases related to employee performance issues, disciplinary actions, and workplace accommodations, ensuring fair and consistent application of university policies.

   o **Investigation and Reporting**: Conducting investigations related to employee grievances, harassment claims, and other workplace concerns, and preparing reports with findings and recommendations.

7. **Workforce Planning and Analysis**

   o **Workforce Planning**: Analyzing workforce trends, assessing staffing needs, and developing strategies to meet the university's human resource requirements effectively.

   o **Data Management**: Maintaining accurate records and data related to human resources activities, employee performance, and workforce demographics.

8. **Document Management**

   o **Document Intake and Outtake**: Overseeing all aspects of document intake, processing, storage, and distribution across the university. This includes handling HR-related documentation such as recruitment files, employee records, training materials, and compliance documents.

   o **Archiving and Retrieval**: Ensuring proper archiving of sensitive and historical documents while enabling easy retrieval of information when needed.

   o **Document Security and Confidentiality**: Implementing measures to protect confidential and sensitive documents, adhering to data protection policies and legal requirements.

   o **Documentation Flow Management**: Managing the flow of official documents between departments and ensuring timely delivery, filing, and follow-up of essential documents related to both human resources and university operations.

9. **Collaboration and Communication**

   o **Interdepartmental Collaboration**: Working closely with other administrative offices, such as the Finance Office and Legal Office, to ensure integrated human resources management and compliance with policies.

- o **Stakeholder Engagement**: Engaging with faculty, staff, and university leadership to gather feedback and address human resources concerns, fostering a positive organizational culture.

Leadership

The Human Resources Management and Document Processing Office is led by the Head, who reports to the Vice-President for Administration and Finance. The Head oversees a team of human resources and document management professionals dedicated to supporting the university's workforce, enhancing employee engagement, and maintaining the university's documentation systems.

Article 5.   Student Admission Office

The Student Admission Office is a vital component of the University, responsible for managing the recruitment and admission processes for prospective students. This office plays a crucial role in promoting the university's programs, attracting diverse applicants, and ensuring a smooth transition for students from application to enrollment. The Student Admission Office works collaboratively with various stakeholders to uphold the university's mission of providing quality education and fostering student success. The key responsibilities of the Student Admission Office include:

1. **Application Management**

   - o **Application Processing**: Managing the application process for prospective students, ensuring that applications are received, reviewed, and processed in a timely manner.

   - o **Eligibility Assessment**: Evaluating applicant qualifications and ensuring compliance with admission requirements, including academic credentials, standardized test scores, and other necessary documentation.

2. **Admissions Counseling**

   - o **Advising Prospective Students**: Providing guidance to prospective students and their families regarding admission requirements, application procedures, and available programs.

   - o **Personalized Support**: Offering personalized support to applicants, answering questions and addressing concerns to facilitate a positive admissions experience.

3. **Decision Making and Notification**

   - o **Communication of Decisions**: Notifying applicants of admission decisions and providing information about next steps, including enrollment procedures and financial aid opportunities.

4. **Enrollment Management**

- o **Retention Strategies**: Collaborating with other offices to develop and implement strategies aimed at increasing student retention and success, ensuring a smooth transition from admission to enrollment.

- o **Enrollment Data Management**: Maintaining accurate records of admissions data, enrollment statistics, and applicant demographics for reporting and analysis.

5. **Financial Aid Coordination**

- o **Financial Aid Guidance**: Assisting prospective students with understanding financial aid options, including scholarships, grants, and loans available to support their education.

- o **Collaboration with Financial Office**: Working closely with the Financial Office to ensure that admitted students are aware of and have access to financial assistance resources.

6. **Compliance and Policy Development**

- o **Admission Policies**: Developing and implementing admission policies and procedures that align with institutional goals and comply with relevant regulations.

- o **Data Protection and Privacy**: Ensuring compliance with data protection laws and safeguarding the confidentiality of applicant information.

7. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Collaborating with academic departments, faculty, and other administrative offices to align recruitment and admissions efforts with the university's strategic objectives.

- o **Stakeholder Engagement**: Engaging with current students, alumni, and faculty to promote the university's programs and foster a welcoming environment for prospective students.

Leadership

The Student Admission Office is led by the Head of Admissions, who reports to the Vice-President for Administration and Finance. The Head oversees a team of admissions professionals dedicated to promoting the university and facilitating the admissions process for prospective students.

Article 6.   Student Support and Career Development Office

The Student Support and Career Development Office (SSCD Office) is a crucial component of the University, dedicated to enhancing the overall student experience and promoting student success through comprehensive support services and career development initiatives. This office collaborates with students, faculty, and external partners to provide resources that foster academic achievement, personal growth, and professional readiness. The key responsibilities of the SSCD Office include:

1. **Student Support Services**

- o **Academic Advising**: Providing academic advising to students to assist them in course selection, program planning, and navigating academic policies and procedures.

- o **Counseling Services**: Offering confidential counseling and support services for students facing personal, emotional, or academic challenges, including mental health resources and crisis intervention.

2. **Career Development Services**

- o **Career Counseling**: Providing individualized career counseling to help students identify career interests, explore potential career paths, and develop professional goals.

- o **Resume and Interview Preparation**: Assisting students with resume writing, interview preparation, and job search strategies to enhance their employability.

3. **Internship and Job Placement**

- o **Job Opportunities**: Connecting students with internship and job opportunities through partnerships with local businesses, organizations, and alumni networks.

- o **Career Fairs and Networking Events**: Organizing career fairs, workshops, and networking events to facilitate connections between students and potential employers.

4. **Skill Development Workshops**

- o **Professional Skills Training**: Offering workshops and seminars on essential professional skills, including communication, teamwork, leadership, and critical thinking.

- o **Job Readiness Programs**: Implementing job readiness programs that prepare students for the workforce, including soft skills development and industry-specific training.

5. **Academic Success Initiatives**

- o **Tutoring and Study Support**: Providing tutoring services and study support resources to help students succeed academically and enhance their learning experiences.

- o **Workshops on Study Skills**: Conducting workshops on effective study skills, time management, and test-taking strategies to promote academic excellence.

6. **Community Engagement and Outreach**

- o **Student Organizations**: Supporting the development and management of student organizations and extracurricular activities that enhance student engagement and leadership skills.

- o **Community Service Programs**: Facilitating community service and volunteer opportunities that promote civic engagement and social responsibility among students.

7. **Diversity and Inclusion Initiatives**

- o **Inclusive Support Services**: Ensuring that support services are accessible and inclusive for all students, regardless of their backgrounds or needs.

- o **Cultural Competency Training**: Providing training and resources to promote cultural competency and understanding within the university community.

8. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Working closely with other university offices, such as the Academic Units, Financial Office, and Student Affairs, to provide integrated support services for students.

- o **Feedback Mechanisms**: Implementing mechanisms for gathering feedback from students on support services and career development initiatives, using this information to improve offerings.

Leadership

The Student Support and Career Development Office is led by the Head of Student Support and Career Development, who reports to the Vice-President for Administration and Finance. The Head oversees a team of support and career development professionals dedicated to enhancing student success and fostering a supportive campus environment.

Article 7.   Marketing and Public Relations Office

The Marketing and Public Relations Office (MPRO) at the University plays a pivotal role in promoting the University's brand, enhancing its public image, and effectively communicating with internal and external stakeholders. This office is dedicated to raising awareness of the University's programs, achievements, and values, and it fosters positive relationships with the community, media, and prospective students. The key responsibilities of the MPRO include:

1. **Brand Management**

- o **Brand Development**: Developing and maintaining the university's brand identity and positioning, ensuring consistency in messaging and visual representation across all platforms.

- o **Brand Guidelines**: Creating and enforcing brand guidelines for university communications, marketing materials, and promotional efforts.

2. **Strategic Marketing**

- o **Marketing Campaigns**: Designing and implementing strategic marketing campaigns to promote academic programs, events, and initiatives, targeting prospective students and the wider community.

- o **Market Research**: Conducting market research to identify trends, assess the competitive landscape, and understand the needs and preferences of target audiences.

3. **Public Relations and Media Relations**

- o **Media Outreach**: Building and maintaining relationships with local, regional, and national media outlets to secure positive coverage of the University and its initiatives.

- o **Press Releases and Statements**: Writing and distributing press releases, media advisories, and statements to communicate important news and announcements about the University.

4. **Internal Communications**

- o **Faculty and Staff Engagement**: Developing internal communication strategies to keep faculty, staff, and students informed about university news, events, and initiatives.

- o **Newsletters and Publications**: Producing newsletters, bulletins, and other publications that highlight university achievements, faculty research, and student success stories.

5. **Digital Marketing and Social Media**

- o **Website Management**: Overseeing the University's website, ensuring that content is up-to-date, user-friendly, and aligned with branding and marketing goals.

- o **Social Media Strategy**: Developing and implementing a social media strategy to engage with current and prospective students, alumni, and the community, promoting University activities and achievements.

6. **Event Promotion and Coordination**

- o **Event Marketing**: Promoting the University events, including open houses, orientation sessions, and public lectures, through various marketing channels.

- o **Event Support**: Providing marketing support for the university events, including creating promotional materials, coordinating logistics, and managing event communication.

7. **Crisis Communication**

- o **Crisis Management**: Developing and implementing crisis communication plans to address emergencies or negative publicity, ensuring timely and effective communication with stakeholders.

- o **Reputation Management**: Monitoring public perception of the university and addressing issues that may impact its reputation.

8. **Collaboration and Stakeholder Engagement**

- o **Interdepartmental Collaboration**: Collaborating with other university offices, such as Admissions, Academic Affairs, and Student Affairs, to support their marketing and communication needs.

- o **Community Relations**: Building and maintaining relationships with community organizations, alumni, and other stakeholders to promote partnerships and enhance the university's community presence.

Leadership

The Marketing and Public Relations Office is led by the Head of Marketing and Public Relations, who reports to the Vice-President for Administration and Finance. The Head oversees a team of marketing and communications professionals dedicated to promoting the university's mission and enhancing its public image.

Article 8.   Library

The Library at the University is a central resource for academic research, learning, and information literacy. It serves as a hub for students, faculty, and staff, providing access to a wide range of information resources, services, and technologies that support the university's educational mission. The Library is committed to fostering a learning environment that promotes academic success and intellectual growth. The key responsibilities of the Library include:

1. **Collection Development**

   o **Resource Acquisition**: Acquiring a diverse range of print and digital resources, including books, journals, databases, and multimedia materials, to support the academic programs and research needs of the university community.

   o **Curriculum Support**: Collaborating with faculty to identify and acquire resources that align with the curriculum and enhance student learning.

2. **Information Literacy and Research Support**

   o **Instructional Services**: Providing information literacy instruction and workshops to help students develop research skills, evaluate information sources, and utilize library resources effectively.

   o **Research Assistance**: Offering one-on-one research consultations and support for students and faculty in navigating library resources and conducting scholarly research.

3. **Access to Resources**

   o **Library Catalog and Databases**: Maintaining a comprehensive online catalog and access to electronic databases, enabling users to easily locate and access information resources.

   o **Interlibrary Loan Services**: Facilitating access to materials not available in the library through interlibrary loan services, allowing users to borrow resources from other libraries.

4. **Technological Support**

   o **Computing Resources**: Providing access to computers, printers, and other technology resources to support academic work and research.

   o **Digital Resources**: Offering access to a range of digital resources, including e-books, online journals, and multimedia content, enhancing the accessibility of information.

5. **Study Spaces and Facilities**

- o **Study Areas**: Providing a variety of study spaces, including quiet study areas, group study rooms, and collaborative workspaces, to accommodate different learning styles and preferences.

  - o **Facilities Management**: Ensuring the library facilities are well-maintained, accessible, and conducive to learning and research.

6. **Community Engagement and Programming**

   - o **Cultural Programs**: Organizing events, exhibitions, and programming that promote cultural awareness, literacy, and lifelong learning within the University community.

   - o **Student Engagement**: Encouraging student involvement in library initiatives, including library committees, volunteer opportunities, and events.

7. **Collaboration and Partnerships**

   - o **Academic Collaborations**: Collaborating with faculty and academic departments to integrate library resources into the curriculum and support teaching and learning.

   - o **External Partnerships**: Establishing partnerships with local libraries, organizations, and educational institutions to enhance resource sharing and community engagement.

8. **Administration and Leadership**

   - o **Library Management**: Overseeing the administration of library operations, including budgeting, personnel management, and strategic planning to align library services with the University goals.

   - o **Continuous Improvement**: Engaging in ongoing assessment and evaluation of library services and resources to ensure they meet the evolving needs of the university community.

9. Plagiarism and Academic Integrity

   - o **Understanding Plagiarism:** The library is committed to fostering a culture of academic integrity. Plagiarism, which includes presenting someone else's work or ideas as one's own without proper citation, is a serious violation of academic standards. The library provides resources and workshops on proper citation practices and how to avoid plagiarism.

Leadership

The Library is led by the Librarian, who reports to the Vice-President for Administration and Finance. The University Librarian oversees a team of library professionals dedicated to providing exceptional library services and resources to the University community.

Article 9.   Exams Office

The Exams Office at the University is responsible for overseeing all aspects of the examination process, ensuring the integrity, security, and fairness of assessments administered to students. This office plays a vital role in

coordinating examination schedules, implementing policies related to assessments, and providing support to faculty and students throughout the examination process. The key responsibilities of the Exams Office include:

1. **Examination Planning and Coordination**

   o **Exam Scheduling**: Developing and managing the examination timetable, coordinating with academic departments to ensure that exams are scheduled effectively and efficiently.

   o **Room Allocation**: Organizing and allocating suitable venues for examinations, ensuring that facilities meet the necessary requirements for various assessment formats.

2. **Examination Administration**

   o **Exam Procedures**: Establishing and enforcing examination policies and procedures to maintain academic integrity and ensure compliance with university regulations.

   o **Invigilator Management**: Recruiting, training, and managing exam invigilators to monitor the examination process and uphold standards of conduct during assessments.

3. **Communication with Faculty and Students**

   o **Faculty Support**: Providing guidance and support to faculty regarding exam procedures, grading standards, and academic policies related to assessments.

   o **Student Information**: Communicating essential information to students about exam schedules, locations, and regulations, ensuring they are adequately prepared for assessments.

4. **Assessment Materials Management**

   o **Exam Preparation**: Collaborating with faculty to prepare examination materials, including question papers, answer sheets, and any required resources.

   o **Security Measures**: Implementing security measures to protect the confidentiality of exam materials and prevent academic dishonesty.

5. **Exam Accommodations**

   o **Special Accommodations**: Coordinating accommodations for students with disabilities or special needs, ensuring equitable access to examinations in compliance with university policies and legal requirements.

   o **Alternative Assessments**: Providing support for alternative assessment methods in collaboration with program director as needed to meet diverse student needs.

6. **Grading and Results Processing**

   o **Grade Submission**: Facilitating the collection and processing of exam results and ensuring timely submission of grades to the appropriate school coordinator or portal.

- o **Result Communication**: Communicating exam results to students and addressing any inquiries or concerns related to grading and assessments.

7. **Data Management and Reporting**

   - o **Exam Records**: Maintaining accurate records of examinations, including attendance, results, and any incidents that occur during the exam process.

   - o **Reporting**: Preparing reports on examination performance, trends, and statistics to inform academic planning and policy decisions.

8. **Collaboration and Continuous Improvement**

   - o **Interdepartmental Collaboration**: Collaborating with academic departments, the Quality Assurance Office, and other relevant offices to enhance the examination process and ensure alignment with academic standards.

   - o **Feedback Mechanisms**: Implementing mechanisms to gather feedback from faculty and students regarding the examination process, using this information to make continuous improvements.

Leadership

The Exams Office is led by the Chief Examination Officer, who reports to the Vice-President for Administration and Finance. The Chief Examination Officer oversees a team of administrative professionals dedicated to ensuring the smooth and efficient administration of examinations at the University.

Section IV: Medicine and Health Sciences

Article 1.   School of Medicine

The School of Medicine Policy comprehensively outlines all processes related to its academic and administrative operations. This includes detailed descriptions of the functions, responsibilities, and roles of its staff members, including the Vice-Dean. The policy serves as a guiding framework for the effective management of the School, ensuring clarity in governance, alignment with institutional goals, and compliance with national and international standards.

1.   Dean of School of Medicine

The Dean of the School of Medicine at the University serves as the chief academic and administrative officer of the medical school, providing leadership and direction for all aspects of the school's operations. The Dean is responsible for promoting academic excellence, fostering a positive learning environment, and ensuring the school meets its educational and research objectives. The key responsibilities of the Dean of the School of Medicine include:

1. **Academic Leadership**

- o **Curriculum Development**: Leading the development, implementation, and evaluation of the medical curriculum to ensure it meets educational standards and aligns with the university's mission.

- o **Faculty Development**: Supporting faculty recruitment, development, and retention to build a diverse and accomplished faculty team dedicated to teaching, research, and service.

2. **Strategic Planning**

- o **Vision and Goals**: Establishing a clear vision for the School of Medicine and setting strategic goals that enhance its academic, research, and community engagement initiatives.

- o **Resource Allocation**: Overseeing the effective allocation of resources, including budgeting and funding for educational programs, research projects, and facilities.

3. **Research and Innovation**

- o **Research Support**: Promoting and supporting research initiatives within the School of Medicine, facilitating collaboration among faculty, students, and external partners.

- o **Funding Opportunities**: Identifying and pursuing funding opportunities to support research and educational initiatives, including grants, partnerships, and donations.

4. **Community Engagement**

- o **Public Health Initiatives**: Engaging with the local community and healthcare organizations to address public health needs and promote health education and wellness according third mission of the University.

- o **Clinical Partnerships**: Establishing and maintaining partnerships with clinical affiliates, hospitals, and healthcare providers to enhance training opportunities and resources for medical students.

5. **Student Support and Advocacy**

- o **Student Development**: Promoting a supportive and inclusive environment for students, fostering their academic success, professional development, and well-being.

- o **Advising and Mentorship**: Providing guidance and mentorship to students, addressing their academic and personal concerns, and advocating for their needs within the university.

6. **Accreditation and Authorization and Compliance**

- o **Accreditation and Authorization Standards**: Ensuring that the School of Medicine complies with Accreditation and Authorization standards and guidelines set forth by relevant regulatory bodies and professional organizations.

- o **Quality Assurance**: Implementing quality assurance processes to evaluate and enhance the effectiveness of educational programs and services.

7. **Administrative Oversight**

- o **Operational Management**: Overseeing the daily operations of the School of Medicine, including managing faculty and staff, coordinating academic programs, and ensuring effective communication within the school.

- o **Policy Development**: Developing and enforcing policies and procedures that govern the academic and administrative functions of the School of Medicine.

8. **Collaboration and Communication**

- o **Interdepartmental Collaboration**: Collaborating with other university leaders, departments, and offices to align the School of Medicine's goals with the broader mission of the University.

- o **External Relations**: Representing the School of Medicine in external relations, including interactions with government agencies, healthcare organizations, alumni, and the community.

Leadership

The Dean of the School of Medicine is selected by the President of the University and reports directly to the Vice-President for Medicine and Health Sciences. The Dean is authorized to sign the diploma. The Dean serves on the university's academic council and provides leadership for all aspects of the school's operations. The Dean is supported by an administrative team, including the vice dean, who assists in managing academic programs, faculty affairs, and student services within the School of Medicine.

2. Council of School of Medicine

The Council of School of Medicine is a pivotal governance body within the School of Medicine at the University, tasked with promoting academic excellence, enhancing the quality of medical education, and ensuring effective communication among faculty, students, and administration. The Council plays a critical role in decision-making processes related to curriculum development, policy formulation, and overall strategic direction of the school. The key functions and responsibilities of the Council of School of Medicine include:

1. **Curriculum Oversight**

- o **Curriculum Review and Development**: Reviewing and recommending changes to the medical curriculum to ensure it meets educational standards, incorporates best practices, and responds to advancements in medical knowledge and healthcare.

- o **Assessment and Evaluation**: Establishing assessment criteria and evaluating the effectiveness of educational programs, including student learning outcomes and faculty performance.

2. **Policy Formulation**

- o **Academic Policies**: Developing, reviewing, and recommending academic policies related to admissions, grading, progression, and graduation requirements for medical students.

o **Faculty Policies**: Formulating policies regarding faculty appointments, promotions, tenure, and professional development opportunities.

3. **Quality Assurance**

o **Program Evaluation**: Conducting regular evaluations of academic programs and initiatives within the School of Medicine, ensuring alignment with Accreditation and Authorization standards and institutional goals.

o **Continuous Improvement**: Promoting a culture of continuous improvement by encouraging feedback from students, faculty, and stakeholders to enhance educational quality and student experiences.

4. **Student Engagement and Representation**

o **Student Advocacy**: Representing the interests and concerns of medical students within the governance structure of the School of Medicine and the broader the University community.

o **Committee Participation**: Facilitating student participation in committees and working groups related to curriculum, policy, and program development, ensuring their voices are heard in decision-making processes.

5. **Research and Scholarly Activity**

o **Research Promotion**: Encouraging faculty and student involvement in research initiatives, supporting collaborative research projects, and fostering a culture of inquiry and scholarship.

o **Grant Opportunities**: Identifying and promoting opportunities for funding research and educational initiatives within the School of Medicine.

6. **Community Outreach and Engagement**

o **Community Health Initiatives**: Supporting initiatives that engage the School of Medicine with local communities and healthcare organizations, addressing public health needs and promoting health education.

o **Partnership Development**: Facilitating partnerships with clinical affiliates, hospitals, and public health organizations to enhance training opportunities for medical students.

7. **Interprofessional Collaboration**

o **Collaborative Programs**: Promoting interprofessional education and collaboration with other health professions programs within the university to enhance the training of future healthcare providers.

o **Cross-Disciplinary Initiatives**: Supporting cross-disciplinary initiatives that enhance the educational experience and prepare students for collaborative practice in healthcare settings.

8. **Degree Conferral**

Granting degrees to students upon the successful completion of academic requirements, ensuring compliance with institutional policies and academic standards

9. Leadership and Governance

- o **Council Leadership**: The Council is led by the Dean of the School of Medicine, with representatives from faculty, administration, and students. The Dean serves as the chair of the Council, ensuring that meetings are productive and that all voices are heard.

- o **Meeting Facilitation**: Conducting regular meetings to discuss agenda items, review progress on initiatives, and make recommendations for the school's strategic direction.

Membership

The Council of School of Medicine is composed of the following members:

- The Dean of the School of Medicine (Chair)
- Vice-Dean
- Head of Education Programs
- All Professors and Associate Professors of the School
- Student Representative

3. Simulation Center and Teaching Labs

The simulation Center at the University is a state-of-the-art facility designed to enhance the educational experience of medical students by providing a realistic and immersive environment for clinical training and skills development. The center utilizes advanced simulation technologies and methodologies to prepare students for real-world medical practice.

Labs at the University are dedicated facilities designed to support the academic and practical training of medical students. These labs provide a hands-on learning environment where students can engage in active experimentation, skills practice, and collaborative learning, essential for their development as competent healthcare professionals.

The operation and activities of the Simulation Center and Teaching Labs are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Leadership

The unit is led by the Head of the Simulation Center and Teaching Labs, who reports to the Dean of the School of Medicine. The Head is responsible for the overall management of the center, including curriculum integration,

faculty development, and research initiatives, ensuring that the center meets the educational needs of medical students at the University.

Article 2.   Health Scientific Research Development Office

The Health Scientific Research Development Office at East-West University is dedicated to fostering a vibrant research environment that promotes innovation, collaboration, and scholarly activity in the fields of Health Science. The Office aims to support faculty and students in their research endeavors, enhance the university's research profile, and contribute to the advancement of knowledge in these dynamic disciplines. The operation and activities of the Health Scientific Research Development Office are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Article 3.   Office of Continuing Education in Healthcare

The Office of Continuing Education in Healthcare at the University is dedicated to providing high-quality continuing education programs for healthcare professionals and medical educators. The office aims to enhance the skills, knowledge, and competencies of medical practitioners and allied health professionals, ensuring they remain current with the latest advancements in healthcare practices and technologies. The operation and activities of the Office are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Section V: Business and Technology

Article 1.   School of Business and Technology

The School of Business and Technology comprehensively outlines all processes related to its academic and administrative operations. This includes detailed descriptions of the functions, responsibilities, and roles of its staff members, including the Vice-Dean. The policy serves as a guiding framework for the effective management of the School, ensuring clarity in governance, alignment with institutional goals, and compliance with national and international standards.

1.   The Dean of the School of Business and Technology

The Dean of the School of Business and Technology is the chief academic officer responsible for the strategic leadership and management of the school. This role encompasses the oversight of academic programs, faculty development, student success, and community engagement. The Dean is authorized to sign the diploma. The Dean plays a vital role in advancing the mission and vision of the School of Business and Technology, ensuring the delivery of high-quality education that meets the needs of students and the demands of the evolving business and technology landscape. The key functions and responsibilities of the Business and Technology Dean include:

1. **Academic Leadership**

    o **Program Development**: Leading the development, implementation, and continuous improvement of academic programs in business and technology, ensuring they align with industry standards and educational best practices.

    o **Curriculum Oversight**: Overseeing the curriculum review process to ensure that courses remain relevant and reflect current trends and advancements in the business and technology sectors.

2. **School Management**

    o **Recruitment and Development**: Recruiting, mentoring, and evaluating faculty members to build a diverse and highly qualified teaching staff committed to academic excellence.

    o **Professional Development**: Promoting ongoing professional development opportunities for faculty to enhance their teaching effectiveness, research capabilities, and engagement in the academic community.

3. **Student Engagement and Success**

    o **Student Support Services**: Ensuring the availability of comprehensive student support services that promote academic success, career development, and personal growth.

    o **Advising and Mentoring**: Providing leadership in student advising and mentoring programs to enhance student engagement and retention.

4. **Research and Innovation**

- o **Encouraging Research**: Promoting a culture of research and innovation within the school, supporting faculty and students in engaging in research initiatives that contribute to the field of business and technology.

- o **Collaboration with Industry**: Facilitating partnerships with industry leaders and organizations to enhance research opportunities and ensure that academic programs remain aligned with industry needs.

5. **Community and Industry Engagement**

- o **Outreach Initiatives**: Developing outreach initiatives that strengthen ties with local and regional businesses, fostering opportunities for collaboration, internships, and community engagement.

- o **Professional Development Programs**: Offering professional development programs and workshops for industry professionals, enhancing the school's role as a leader in business and technology education.

6. **Strategic Planning and Administration**

- o **Strategic Direction**: Providing strategic direction for the School of Business and Technology, aligning the school's goals with the broader mission of the University.

- o **Resource Management**: Overseeing budgetary and resource allocation processes to ensure the efficient and effective operation of the school.

7. **Accreditation and Authorization and Quality Assurance**

- o **Accreditation and Authorization Standards**: Ensuring that the School of Business and Technology meets Accreditation and Authorization standards and regulatory requirements, maintaining high-quality educational offerings.

- o **Continuous Improvement**: Implementing processes for continuous assessment and improvement of academic programs and administrative operations.

8. **Leadership and Governance**

- o **Leadership Role**: Serving as a key member of the university's academic leadership team, participating in strategic discussions and decisions that affect the entire institution.

- o **School Council**: Leading the School Council, which includes faculty, staff, and student representatives, to promote shared governance and collaborative decision-making within the school.

Leadership

The Dean of the School of Business and Technology is selected by the President of the University and reports directly to the Vice-President for Business and Technology and serves on the university's academic council. The

Dean is supported by an administrative team, including vice dean(s) and department chairs, who assist in managing academic programs, faculty affairs, and student services within the School of Business and Technology.

2.   Council of School of Business and Technology

The Council of the School of Business and Technology is a vital governance body within the School of Business and Technology at the University. Its primary role is to promote academic excellence, enhance the quality of education in business and technology disciplines, and ensure effective communication among faculty, students, and administration. The Council plays a critical role in decision-making processes related to curriculum development, policy formulation, and the overall strategic direction of the school. The key functions and responsibilities of the School of Business and Technology Council include:

1. **Curriculum Oversight**

   o **Curriculum Review and Development**: Reviewing and recommending changes to the business and technology curriculum to ensure it meets educational standards, incorporates best practices, and responds to advancements in the field.

   o **Assessment and Evaluation**: Establishing assessment criteria and evaluating the effectiveness of educational programs, including student learning outcomes and faculty performance.

2. **Policy Formulation**

   o **Academic Policies**: Developing, reviewing, and recommending academic policies related to admissions, grading, progression, and graduation requirements for students in business and technology programs.

   o **Faculty Policies**: Formulating policies regarding faculty appointments, promotions, tenure, and professional development opportunities.

3. **Quality Assurance**

   o **Program Evaluation**: Conducting regular evaluations of academic programs and initiatives within the School of Business and Technology, ensuring alignment with Accreditation and Authorization standards and institutional goals.

   o **Continuous Improvement**: Promoting a culture of continuous improvement by encouraging feedback from students, faculty, and stakeholders to enhance educational quality and student experiences.

4. **Student Engagement and Representation**

   o **Student Advocacy**: Representing the interests and concerns of business and technology students within the governance structure of the school and the broader university community.

- o **Committee Participation**: Facilitating student participation in committees and working groups related to curriculum, policy, and program development, ensuring their voices are heard in decision-making processes.

5. **Research and Scholarly Activity**

   - o **Research Promotion**: Encouraging faculty and student involvement in research initiatives, supporting collaborative research projects, and fostering a culture of inquiry and scholarship in business and technology.

   - o **Grant Opportunities**: Identifying and promoting opportunities for funding research and educational initiatives within the School of Business and Technology.

6. **Community Outreach and Engagement**

   - o **Community Engagement Initiatives**: Supporting initiatives that engage the School of Business and Technology with local businesses, organizations, and community members to address economic development needs and promote business education.

   - o **Partnership Development**: Facilitating partnerships with industry leaders, businesses, and technology firms to enhance training opportunities for students and foster experiential learning.

7. **Interprofessional Collaboration**

   - o **Collaborative Programs**: Promoting interprofessional education and collaboration with other academic programs within the university to enhance the training of future business and technology professionals.

   - o **Cross-Disciplinary Initiatives**: Supporting cross-disciplinary initiatives that enhance the educational experience and prepare students for collaborative practice in business environments.

8. **Degree Conferral**

   - ● Granting degrees to students upon the successful completion of academic requirements, ensuring compliance with institutional policies and academic standards.

9. **Leadership and Governance**

   - o **Council Leadership**: The Council is led by the Dean of the School of Business and Technology, with representatives from faculty, administration, and students. The Dean serves as the chair of the Council, ensuring that meetings are productive and that all voices are heard.

   - o **Meeting Facilitation**: Conducting regular meetings to discuss agenda items, review progress on initiatives, and make recommendations for the school's strategic direction.

Membership

The School of Business and Technology Council is composed of the following members:

- The Dean of the School of Business and Technology (Chair)

- Vice-Dean

- Head of Education Programs

- All Professors and Associate Professors of the School

- Student Representative

3.   Business Simulation Centre

The Business Simulation Centre at the University is a dynamic and innovative facility designed to provide students with hands-on experience in real-world business scenarios. The Centre utilizes advanced simulation technology to create immersive learning environments where students can apply theoretical knowledge to practical situations, enhancing their skills in decision-making, strategic thinking, and teamwork. The operation and activities of the Simulation Center and Teaching Labs are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Leadership

The Business Simulation Centre is led by the Head of the Business Simulation Centre, who reports to the Dean of the School of Business and Technology. The Head is responsible for overseeing the operations of the Centre, including program development, faculty engagement, and resource management. The Head works closely with faculty members and industry partners to ensure that the Centre's offerings remain relevant and impactful. The leadership team also includes simulation administrative staff who support the Centre's activities and initiatives.

4.   Business Incubator

The Business Incubator at East-West University provides a supportive environment for students, alumni, and faculty to develop innovative business ideas, launch startups, and gain practical entrepreneurial experience. The Incubator serves as a platform for transforming ideas into viable business ventures, offering access to resources, mentorship, and networking opportunities. Through hands-on activities and collaborative projects, participants can strengthen their business acumen and bring innovative solutions to the market. The operation and activities of the Business Incubator are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Leadership

The Business Incubator is led by the Head, who reports to the Dean of the School of Business and Technology. The Head is responsible for overseeing incubator activities, developing strategic partnerships, and ensuring that participants have access to the resources and support they need. The leadership includes administrative staff who facilitate mentorship, training, and networking activities, contributing to a dynamic and innovative environment for business development.

Article 2. Cyber Security Lab

The Cyber Security Lab at the University is a state-of-the-art facility dedicated to advancing knowledge and skills in the rapidly evolving field of cybersecurity. The Lab provides students with hands-on experience and training in various aspects of cybersecurity, including threat detection, incident response, and security management. Its primary goal is to prepare students for successful careers in cybersecurity by equipping them with practical skills and theoretical knowledge. The operation and activities of the Cyber Security Lab are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Article 3. Business and Technology Scientific Research Development Office

The Business and Technology Scientific Research Development Office at East-West University is dedicated to fostering a vibrant research environment that promotes innovation, collaboration, and scholarly activity in the fields of business and technology. The Office aims to support faculty and students in their research endeavors, enhance the university's research profile, and contribute to the advancement of knowledge in these dynamic disciplines. The operation and activities of the Business and Technology Scientific Research Development Office are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Article 4. Office of Business and Technology Continuing Education

The Office of Continuing Education in Business and Technology at East-West University is dedicated to providing professional development and lifelong learning opportunities for individuals seeking to enhance their skills and knowledge in business and technology. The Office aims to meet the evolving needs of the workforce by offering a range of educational programs, certifications, and workshops that align with industry standards and emerging trends. The operation and activities of the Office are regulated by an internal document, which outlines the policies, procedures, and standards governing its functions.

Section VI: Quality Assurance

Article 1.   Quality Assurance Office

The Quality Assurance Office at the University is dedicated to ensuring the highest standards of academic quality and institutional effectiveness across all programs and services offered by the university. The Office plays a critical role in developing, implementing, and maintaining quality assurance processes that promote continuous improvement and compliance with Accreditation and Authorization standards. The key functions and responsibilities of the Quality Assurance Office include:

1. **Quality Assurance Framework**

    o **Development of Policies**: Establishing and implementing policies and procedures for quality assurance that align with national and international standards for higher education.

    o **Quality Assurance Manual**: Creating and maintaining a comprehensive Quality Assurance Manual that outlines the processes for program evaluation, assessment, and improvement.

2. **Program Evaluation and Assessment**

    o **Curriculum Review**: Conducting regular reviews of academic programs to assess their effectiveness, relevance, and alignment with institutional goals and Accreditation and Authorization requirements.

    o **Assessment of Learning Outcomes**: Implementing processes for the assessment of student learning outcomes, gathering data to evaluate the effectiveness of instructional strategies and curricula.

3. **Accreditation and Authorization and Compliance**

    o **Accreditation and Authorization Processes**: Coordinating the preparation and submission of documents required for program Accreditation and Authorization and institutional reviews, ensuring compliance with accrediting bodies.

    o **Monitoring Compliance**: Continuously monitoring compliance with internal policies and external regulations, providing guidance and support to departments in meeting quality standards.

4. **Continuous Improvement Initiatives**

    o **Data Analysis and Reporting**: Analyzing data from assessments and evaluations to identify areas for improvement, providing actionable recommendations to academic and administrative units.

    o **Quality Improvement Projects**: Facilitating quality improvement projects that address identified gaps or weaknesses in programs and services, fostering a culture of continuous enhancement.

5. **Stakeholder Engagement**

- o **Collaboration with Faculty and Staff**: Working closely with faculty and staff to promote a shared understanding of quality assurance principles and practices, encouraging collaboration in quality improvement efforts.

- o **Student Involvement**: Engaging students in quality assurance activities, including feedback mechanisms and focus groups, to ensure their perspectives are considered in program evaluation and improvement.

6. **Training and Development**

- o **Professional Development**: Offering training and professional development opportunities for faculty and staff on quality assurance practices, assessment methodologies, and best practices in education.

- o **Workshops and Seminars**: Organizing workshops and seminars to disseminate information on quality assurance standards and processes, fostering a culture of quality within the university.

Leadership

The Quality Assurance Office is led by the Head of Quality Assurance, who reports to the President of the university. The Head is responsible for overseeing all aspects of the Office's operations, including the development and implementation of quality assurance policies, program evaluations, and Accreditation and Authorization processes. The Head collaborates with academic and administrative units to ensure alignment with quality standards and facilitates continuous improvement initiatives across the institution. Additionally, the leadership team includes quality assurance administrative staff who support the implementation of quality assurance activities and contribute to the overall effectiveness of the Office.

Section VII: Strategic Development

Article 1. Strategic Development Office

The Strategic Development Office at the University is dedicated to advancing the university's mission and vision through effective planning, implementation, and evaluation of strategic initiatives. The Office plays a pivotal role in aligning resources and activities with the institution's goals, fostering innovation, and enhancing institutional effectiveness. The key functions and responsibilities of the Strategic Development Office include:

1. **Strategic Planning**

   o **Development of Strategic Plans**: Leading the formulation of long-term strategic plans that outline the university's goals, objectives, and priorities, ensuring alignment with the institution's mission and vision.

   o **Stakeholder Engagement**: Collaborating with internal and external stakeholders, including faculty, staff, students, and community partners, to gather input and insights for the strategic planning process.

2. **Implementation of Initiatives**

   o **Project Management**: Overseeing the implementation of strategic initiatives and projects, ensuring they are executed on time, within budget, and in accordance with established goals.

   o **Resource Allocation**: Coordinating the allocation of resources, including funding and personnel, to support the successful execution of strategic initiatives.

3. **Monitoring and Evaluation**

   o **Performance Metrics**: Establishing key performance indicators (KPIs) to measure progress towards strategic goals, facilitating data-driven decision-making and accountability.

   o **Regular Assessment**: Conducting regular assessments of strategic initiatives to evaluate their effectiveness, making necessary adjustments to ensure continued alignment with institutional priorities.

4. **Institutional Research and Analysis**

   o **Data Collection and Analysis**: Collecting and analyzing data related to institutional performance, trends, and external factors affecting higher education, providing insights to inform strategic planning.

   o **Benchmarking**: Conducting benchmarking studies to compare institutional performance against peer institutions and identify best practices for continuous improvement.

5. **Communication and Reporting**

- o **Strategic Communication**: Developing communication strategies to disseminate information about strategic initiatives and achievements to the university community and external stakeholders.

- o **Reporting**: Preparing regular reports on the status of strategic initiatives, including successes, challenges, and areas for improvement, to share with university leadership and governing bodies.

6. **Capacity Building**

- o **Training and Development**: Offering professional development opportunities and workshops for faculty and staff on strategic planning, project management, and data analysis to enhance institutional capacity.

- o **Fostering a Culture of Innovation**: Promoting a culture of innovation and proactive problem-solving across the university, encouraging collaboration and creative thinking.

Leadership

The Strategic Development Office is led by the Head of Strategic Development, who reports to the President of the university. The Head is responsible for overseeing all aspects of the Office's operations, including strategic planning, project management, and performance evaluation. The Head collaborates closely with university leadership, academic departments, and administrative units to ensure alignment with the strategic vision and goals of the institution. Additionally, the leadership team includes strategic planners and analysts who support the development and implementation of strategic initiatives and contribute to the overall effectiveness of the Office.

Section VIII: International Relations

Article 1.   International Relations Office

The International Relations Office at the University is dedicated to fostering global engagement, promoting cross-cultural understanding, and enhancing the university's international presence. The Office plays a vital role in developing and implementing strategies that support international collaboration, student and faculty exchanges, and global partnerships. The key functions and responsibilities of the International Relations Office include:

1. **International Partnerships and Collaborations**

    o **Establishing Partnerships**: Identifying and establishing strategic partnerships with foreign universities, research institutions, and organizations to enhance academic collaboration and resource sharing.

    o **Memoranda of Understanding**: Facilitating the negotiation and development of memoranda of understanding (MOUs) and agreements that formalize collaborative initiatives and partnerships.

2. **Student and Faculty Exchange Programs**

    o **Exchange Programs**: Coordinating student and faculty exchange programs that allow participants to gain international experience, broaden their perspectives, and foster academic and cultural exchange.

    o **Support Services**: Providing support and guidance to students and faculty involved in exchange programs, including assistance with visas, travel arrangements, and accommodation.

3. **Global Mobility Initiatives**

    o **Study Abroad Opportunities**: Promoting study abroad programs that enable students to pursue academic coursework in foreign institutions, enhancing their educational experiences and cultural competence.

    o **International Internships**: Collaborating with external partners to offer international internship opportunities that provide students with valuable professional experience in a global context.

4. **International Student Services**

    o **Support for International Students**: Offering comprehensive support services for international students, including orientation programs, academic advising, and cultural adjustment resources.

    o **Cultural Integration**: Organizing events and activities that promote cultural integration and interaction between international students and the domestic university community.

5. **Global Outreach and Engagement**

- ○ **International Conferences and Workshops**: Organizing and promoting international conferences, workshops, and symposiums that facilitate knowledge exchange and showcase the university's research and academic excellence.

- ○ **Collaboration on Global Issues**: Engaging in collaborative research and projects that address global challenges, such as sustainability, public health, and technology innovation.

6. **Policy Development and Advocacy**

- ○ **International Education Policies**: Developing and advocating for policies that support the university's internationalization efforts and enhance the global engagement of faculty and students.

- ○ **Funding and Resources**: Identifying funding opportunities for international initiatives and ensuring the efficient allocation of resources to support global engagement activities.

Leadership

The International Relations Office is led by the Head of International Relations, who reports to the President of the university. The Head is responsible for overseeing all aspects of the Office's operations, including the development and management of international partnerships, exchange programs, and global engagement initiatives. The Head collaborates with academic departments, administrative units, and external partners to ensure alignment with the University's strategic goals for internationalization. Additionally, the leadership team includes administrative staff who support the implementation of international initiatives and contribute to the overall effectiveness of the Office.

Section IX: University Personnel

Article 1. Academic Personnel of the University

The academic personnel of the university consists of the following positions:

Professor	Participate in and/or manage the educational process and scientific research.
Associate Professor	
Assistant Professor	
Assistant	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.

Article 2. Rights and Responsibilities of Academic Staff

Rights of Academic Staff:

- Participate in the management of the higher education institution in accordance with the university's legal acts.
- Conduct teaching, research, creative activities, and publish scientific works without interference.
- Independently determine the content of course syllabi, teaching methods, and tools within the educational program and in compliance with university regulations.
- Request and receive support from the university to perform their duties properly, diligently, and conscientiously.
- Receive support from the university for professional development.
- Exercise other rights granted by Georgian legislation and university legal acts.

Responsibilities of Academic Staff:

- Adhere to the requirements of the university's legal acts.
- Follow the code of ethics and disciplinary responsibility norms.
- Fulfill duties outlined in their employment contract.
- Undergo professional certification in accordance with university-established rules and procedures.
- Submit a report on completed work following a scientific or creative leave.
- Uphold principles of academic integrity, educate students about its importance, and actively participate in developing effective mechanisms to detect, eliminate, and prevent plagiarism.

The university ensures academic staff's freedom in teaching and research and creates appropriate conditions for their activities.

Article 3.   Academic and Invited Personnel Selection

The selection of Academic, Scientific and Invited Personnel at EWU is conducted on an open competition basis, in accordance with the principles of transparency, equality, and fair competition. This process aligns with the university's commitment to academic excellence and ensures that only the most qualified candidates are appointed.

1.   Commission Composition and Role

- o   The selection commission is composed of at least three members, including representatives from the School, the Human Resource Management and Document Processing Office, and external experts if necessary.
- o   The commission ensures adherence to relevant legal requirements, institutional policies, and international standards for academic recruitment.

2.   Selection Process

1. **Announcement of Vacancies**: Vacancies are publicly announced on the university's website and other appropriate platforms, ensuring wide visibility. The date and requirements for conducting competitions shall be published within not more than one month prior to the submission of applications.
2. **Eligibility and Qualifications**: Applicants must meet the qualifications outlined in the Law of Georgia on Higher Education and Sectoral Benchmark demonstrate expertise relevant to the position.
3. **Evaluation of Applications**: The commission reviews applications and shortlists candidates based on academic credentials, research output, teaching experience, and alignment with the university's needs.
4. **Interviews and Presentations**: Shortlisted candidates participate in interviews and may be required to present their research or teaching methodology.
5. **Decision and Appointment**: The commission evaluates the candidates and submits its recommendations to the relevant university authorities for final approval.

3.   Selection Criteria Academic Personnel Positions

All candidates for academic positions must meet the following general requirements as outlined in the **Law of Georgia on Higher Education** and **Sectoral Benchmark of Higher Education in Medicine**:

1. **Educational Qualifications**:
   - ○   Possession of an advanced academic degree (e.g., Doctorate or equivalent) relevant to the field of the position.
   - ○   Exceptionally, for certain fields, candidates with significant professional experience may be considered in line with sectoral standards.
2. **Professional Expertise**:
   - ○   Proven experience in teaching, research, or professional practice in the relevant discipline.
   - ○   A strong record of academic publications or creative achievements, meeting the standards for the specific academic position.

3. **Teaching Competence**:
   - Demonstrated ability to effectively deliver lectures, seminars, and other educational activities.
   - Experience in curriculum development and alignment with international teaching standards is preferred.
4. **Research Contributions**:
   - Active participation in research projects, with a focus on publishing in peer-reviewed journals or presenting at international conferences.
   - Evidence of research collaboration or grant acquisition is an advantage.
5. **Language Proficiency**:
   - Proficiency in the language of instruction (e.g., Georgian, English, or another specified language), as required by the position.
   - One of the following points for MD Program -
     i. At least 3 years of teaching experience in the English language programme in Medicine;
     ii. Experience of medical activities in English in a clinic operating abroad for at least 1 year;
     iii. Experience of teaching/research activities in English in the field of Biomedicine for at least 1 year in a research institution operating abroad;
     iv. Completion of an English-language pre- or post-diploma programme, as evidenced by the relevant document;
     v. Certificate of English Language Competence, at least B2 level (IELTS, TOEFL, Cambridge English, UNIcert).
6. **Ethical Standards**:
   - Adherence to academic and professional ethics.
   - Commitment to fostering a respectful and inclusive learning environment.

4.   Specific Criteria for Academic Position

1. **Professor**:
   - **Appointment for a Term**: A person may be elected to the position of Professor for a term determined by the charter of the higher education institution if they meet the following criteria:
     i. Hold a Doctor's or equivalent academic degree;
     ii. Have at least six years of experience in scientific and pedagogical activities;
   - **Appointment for an Indefinite Term**: A person may be elected to the position of Professor for an indefinite term if they meet the requirements outlined in criteria for Appointment for a Term, and in addition, demonstrate significant professional and/or scientific achievements. These may include:
     i. Published scientific articles in leading local and international journals or other reputable publications;
     ii. Participation in national and international scientific research projects, among other notable contributions to their field.
   - **Experience required for MD Program:** Pedagogical - at least 6 years, clinical - at least, last 9 years;
2. **Associate Professor**:
   - **Appointment to the Position of Associate Professor**: A person may be elected to the position of Associate Professor if they meet the following criteria:
     i. Hold a Doctor's academic degree or an equivalent degree;

    ii. Have at least three years of experience in scientific and pedagogical activities.
  ○ **Experience required for MD Program:** Pedagogical - at least 3 years, clinical - at least, last 5 years;
3. **Assistant Professor**:
  ○ **Appointment to the Position of Assistant Professor**: A person may be elected to the position of Assistant Professor if they meet the following criteria:
    i. Hold a Doctor's academic degree or an equivalent degree.
  ○ **Experience required for MD Program:** Clinical - at least the last 3 years;
4. **Assistant**:
  ○ **Appointment to the Position of Assistant**: A person may be elected to the position of Assistant if they meet the following criteria:
    i. A doctoral student.
  ○ **Experience required for MD Program:** Clinical - at least the last 3 years;

Note: Professionally qualified personnel may be appointed to academic positions, even if they do not hold the academic qualifications. In such cases, the qualifications of a person may be certified by professional experience, special preparation and/or published works. A person shall be deemed to have appropriate qualification if he/she has the competence required for achieving the learning outcomes provided for under the programme.

5. Terms of Appointment for Academic Personnel

Academic Position	Term Length (Range)
Professor	5 years
Associate Professor	5 years
Assistant Professor	4 years
Assistant	4 years

Article 4. Affiliation of Academic Personnel

The Affiliation of Academic Personnel at EWU implies formal written agreement between the HEI and each academic staff, where each academic personnel member defines his/her affiliation with one HEI only. Affiliated staff participate in social development and knowledge distribution processes under the name of this HEI.

Affiliation with the University is voluntary. An individual holding an academic position may choose to affiliate with the university by formally expressing their intent through the completion of an affiliation agreement. By signing this agreement, the individual acknowledges their commitment to adhere to the responsibilities.

1. Responsibilities of Affiliated Academic Personnel

Affiliated academic personnel are integral to the university's mission and are expected to fulfill the following responsibilities:

1. **Primary Activities at EWU**:

  o Conduct the majority of their teaching, research, scientific, creative, or performing activities at EWU.

o   Ensure that all outputs of these activities are credited to EWU unless specific collaborative agreements state otherwise.

2. **Decision-Making Participation**:

   o   Actively participate in institutional governance, contributing to decisions on significant educational, research, and administrative matters.

   o   Serve on committees and councils to help shape academic policies and strategies.

3. **Student Mentorship**:

   o   Advise and supervise students in academic, research, and creative endeavors.

   o   Engage in activities that enhance the academic experience and professional development of students.

4. **Collaboration Across Institutions** (if applicable):

   o   In cases where activities are carried out using consolidated resources from multiple HEIs, the affiliation of the results must be defined in the agreement between the institutions.

2.   Benefits of Academic Affiliation with the University

1. **Professional Recognition and Support**
   o   Affiliated academic personnel receive official recognition and validation of their academic expertise from the university. This enhances their professional standing and contributes to their academic career development.
   o   The university provides resources and infrastructure to support academic activities, ensuring a conducive environment for research and teaching.

2. **Financial Support for Research and Publications**
   o   The university offers financial backing for research projects, including funding for the preparation and publication of monographs, textbooks, and scientific articles.
   o   Conference participation costs, both international and local, are covered, facilitating greater academic networking and exposure.
   o   Research funding is available for affiliated individuals to carry out scientific projects that align with the university's mission.
   o   The university covers the costs associated with publishing research outputs, including journal publication fees, which can be a significant financial burden for independent researchers.

3. **Incentives for Scientific and Educational Contributions**
   o   Affiliated personnel are rewarded for their scientific and research output with compensation (e.g., payment for publishing in high-impact journals or participating in conferences).
   o   The university offers incentive mechanisms to promote the scientific and educational activities of affiliated individuals, encouraging further contributions to academic growth.

4. **Active Involvement in Decision-Making**

- ○ Affiliated personnel have the opportunity to actively participate in decision-making processes regarding educational strategies, research initiatives, and other key university activities.
- ○ This involvement allows them to have a direct impact on the university's policies and academic direction.

5. **Opportunities for Collaboration and Networking**
   - ○ Affiliated personnel gain access to a network of academics and professionals through university-sponsored events, conferences, and workshops.
   - ○ They have the chance to collaborate with other experts and contribute to the university's academic community, potentially expanding their research opportunities and professional network.

6. **Academic and Administrative Autonomy**
   - ○ While affiliated, academic personnel maintain a degree of autonomy in their teaching and research activities, while still benefiting from the resources and support of the university.
   - ○ They are expected to contribute to the university's mission in terms of knowledge sharing, educational leadership, and research output, but their affiliation is voluntary, giving them flexibility in their academic commitments.

7. **Personal and Professional Growth**
   - ○ The affiliation provides access to academic development opportunities, such as mentoring, professional training, and workshops, enhancing skills in both teaching and research.
   - ○ The opportunity to work with students and colleagues from various fields promotes personal growth and helps affiliated personnel stay engaged with cutting-edge academic developments.

8. **Reputation and Prestige**
   - ○ Being affiliated with a prestigious institution boosts an individual's reputation within the academic community, potentially leading to additional research opportunities, speaking engagements, or academic leadership roles.
   - ○ It also opens doors for more collaborative work with other leading universities and research organizations.

3.   Affiliation Agreement

The affiliation agreement is a legally binding document that:

- o   Clearly defines the rights and obligations of the academic staff member and the university.

- o   Specifies the scope of work, including teaching hours, research activities, and administrative duties.

- o   Outlines the terms for crediting academic outputs and resolving disputes.

- o   Defines the duration of the affiliation, including the start and end dates, and specifies the conditions under which the agreement may be renewed or extended.

- o   Termination of affiliation does not lead to the termination of selection for an academic position or early termination of the employment contract.

4. Affiliation Termination

The grounds for terminating affiliation are:

1. The written request of the affiliated person to terminate the affiliation;
2. The expiration or early termination of the employment contract (or the selection for an academic position);
3. Entering into an affiliation agreement with another higher education institution;
4. Other cases defined by Georgian law and the legal acts of the university that lead to the early termination of the employment contract.

5. Monitoring and Renewal of Affiliation

o Affiliation is subject to periodic review based on performance evaluations and the strategic needs of the university.

o Renewal of affiliation agreements is contingent on meeting the criteria set forth by the university and continued alignment with its goals.

Article 5.   Invited Specialist

EWU may invite specialists with relevant qualifications to contribute to or manage educational and scientific research processes. Such specialists may participate in academic activities, including teaching and research, without being required to hold a formal academic or teaching position. Their involvement will be aligned with the university's objectives, subject to the qualifications and expertise required for specific projects or areas of study.

Article 6.   Awarding Honorary Titles

1. The Academic Council has the right to grant honorary titles, such as Honorary Doctor or Emeritus, to individuals with significant contributions to the university.
2. The title of Honorary Doctor may be awarded to a foreign scientist or public figure, while the title of Emeritus may be granted to a university professor.
3. Individuals with the title of Emeritus may participate in the university's educational and scientific activities without holding an academic or administrative position and without remuneration.

Article 7.   Administrative Staff

1. The administrative staff of the university includes all employees who are employed in administrative units.
2. Support staff includes personnel hired temporarily or permanently for specific tasks required by the university. Their roles and functions are not defined by this regulation or the structural unit's statutes.
3. The rules and criteria for hiring administrative and support staff are defined by the university's policies.

Section X: Student

Article 1.   Student Status

1. A student of the university is an individual who is enrolled and studies in an appropriate level educational program of the university in accordance with the Law of Georgia on Higher Education, the university statute, and the rules regulating the educational process.
2. The procedures for obtaining, suspending, and terminating student status, mobility, qualification awarding, and recognition of obtained education are determined by the rules regulating the educational process.

Article 2.   Student Rights

1. A student has the right to:

   o   Receive a quality education;
   o   Participate in scientific research;
   o   Use the university's material, technical, library, informational, and other resources as per university regulations;
   o   Access detailed information about the university's activities, including financial and economic matters, in accordance with Georgian legislation;
   o   Elect and be elected to student self-government;
   o   Freely establish or join student organizations based on their interests;
   o   Freely express their opinions and refuse to accept ideas presented during the educational process if justified;
   o   Exercise the right to mobility/internal mobility under applicable legislation and the university's internal acts;
   o   Receive scholarships, financial or material assistance, and other benefits from the state, the university, or other sources as per Georgian legislation and this regulation;
   o   Choose an educational program;
   o   Participate in the development of an individual study plan;
   o   Exercise other rights granted by the Law of Georgia on Higher Education and other Georgian legislation.

2. The university ensures an adapted environment for students with special needs to facilitate the full realization of their potential.
3. The university guarantees fair evaluation of students by developing appropriate procedures.
4. Disciplinary actions against a student must be proportionate to the misconduct and carried out through fair procedures.

Article 3.   Student Responsibilities

A student is obligated to:

- Fulfill the requirements of the educational program they have chosen to achieve the qualification;
- Respect and uphold the order, organizational culture, and shared values established at the university;
- Adhere to the university charter, other internal legal acts, and the agreement signed with the university.

Article 4.   Student Self-Government

The university may establish student self-government based on an open, universal, equal, and direct voting process. The self-government operates according to its own charter.

According to its charter, student self-government:

- Ensures student participation in university governance;
- Has its chairperson serve as a member of the Academic Council and participate in its activities;
- Collaborates with relevant structural units responsible for student services to improve existing services and introduce new ones;
- Promotes the protection of student rights and legitimate interests;
- Reviews student complaints regarding the activities of academic and administrative bodies and personnel and submits conclusions to the university president for further action;
- Is authorized to propose initiatives to improve the university's management system and the quality of education;
- Organizes sports and cultural events;
- Exercises the powers granted by this regulation and its own charter;
- Coordinates with the university administration and submits event budgets for funding approval.

Section XI: Final Provisions

Article 1.   Procedure for Adoption and Amendment of the University Charter

1. This statute is approved by an order of the President of the university.
2. Amendments to this charter are made by an order of the President of the university.

"Approved"
President of East-West University
Giorgi Khurodze