



საქართველოს ეროვნული უნივერსიტეტი სეუ
GEORGIAN NATIONAL UNIVERSITY SEU

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The Rule of Affiliation of the Academic Personnel

Approved by
the Rector's Order №493, September 3, 2020

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Article 1. General provisions

- 1.1. The rule regulates the affiliation rule, and conditions, of the Ltd Georgian National University SEU (hereinafter - SEU) and defines the rights and responsibilities of the academic personnel and the university related to affiliation;
- 1.2. Affiliation represents a human resource management (HRM) process component which focuses on attracting, motivating, and empowering academic staff;
- 1.3. The preliminary rule's requirements and procedures ensure the transparency, information access and openness of the process and are aimed at creating a competitive environment in the SEU.
- 1.4. Affiliation is possible for the duration of the employment contract of an academic personnel.
- 1.5. The application for the affiliation is considered by a commission established by the Rector, which consists of The rector (Chairman), Vice-Rectors for research and academic, Dean, and the head of the academic program of the respective faculty. The decision of the commission is made by a majority of votes. In case of a tie, the rector's vote is decisive.

Article 2. Definitions of key terms

- 2.1. **Affiliation**- A voluntary, written agreement between the SEU and the person with an academic position setting out the rights, obligations, and responsibilities of the parties by which each person holding the academic position determines his or her affiliation with the SEU only. Defining affiliation of the person only with the SEU she/he participates in university's development and knowledge sharing process, implements the main educational, research/scientific/creative/executive activities on behalf of the university, while the results of the research are considered as the property of the Georgian national university SEU.
- 2.2. **Application for affiliation** - A written agreement by an individual who is willing to become affiliated with SEU
- 2.3. **Affiliated academic personnel** - The person with the academic position who has signed the affiliation agreement with the university in written. Affiliates are determined in accordance with the preliminary rule and the requirements of the legal acts of SEU, based on the analysis of the submitted applications.

2.4. **Party** - for the purposes of the rule, employer (Georgian National University SEU) and employee (academic personnel);

Article 3. Rights and obligations of the parties:

3.1. Rights and obligations of the affiliated academic personnel:

a) The Affiliated personnel of the University shall carry out the following activities on behalf of SEU:

a.a) Participate in the development and knowledge sharing processes under the name of the university;

a.b.) Carry out basic educational as well as research / scientific activities, on behalf of the university;

a.c) Is actively involved in the decision-making processes related to the SEU and/or its faculties educational, research, and other important issues according to his/her competencies;

a.d.) Be fully involved in teaching/learning implementation, student counseling, academic leadership, scientific mentorship processes, running open days for the entrants, supporting the SEU Continuous Education Center, and other processes.

b) Affiliation is impossible in SEU if:

b.a.) A person is affiliated with another higher education institution (HEI);

b.b.) A person is also employed in other organization, which prevents him/her from fully meeting the requirement of the affiliation process in SEU;

c) The affiliated person has all the obligations and he / she is endowed with all the rights established for the academic personnel holding academic positions in the SEU, on the basis of a contract concluded with them;

d) Only the affiliated person has the right to be elected to the representative bodies of the SEU (including the faculties);

e) The person is responsible for the completeness and veracity of the information provided to the SEU;

f) The affiliated person subject to funding is obliged to work in the SEU for at least one

academic year following the receipt of funding;

g) In the case of termination of affiliation with the SEU voluntarily (in order to transfer to another Higher education institution) The affiliated person is obliged to return the total amount of funding (excluding salary) received from the SEU during the current academic year/semester

3.2. Commitments of SEU

a) Affiliated academic personnel are provided by the full or partial SEU funding in related fields:

a.b.) Textbooks, monographs, methodological, teaching or research materials prepared on behalf of the SEU;

a.c) Participation in international conferences, seminars, etc. On behalf of SEU;

a.d.) Publishing an article on behalf of the SEU in high-ranking scientific publications (the recommended list of high-ranking journals is annually updated by the SEU administration);

a.e) Research projects and activities;

a.f.) Unrestricted access to the SEU electronic databases related to the field of academic research;

a.g.) University and faculty internal grant projects that are in line with the priorities of the SEU Strategic Development Plan;

b) The amount and duration of funding are determined by the rule referred to in article 1.5. By the Commission referred to in Article, in accordance with the rules established in the same Article;

3.3. In order to support the academic activities of affiliates and increase the motivation of academic staff, SEU uses various forms of incentives, such as full or partial funding; One-time cash award, honorarium, supplemental income; Scientific-creative holidays; appreciation letter; training sessions for qualification improvement etc.

3.4. The form of incentives for the affiliated person shall be determined by the preliminary rule referred to in Article 1.5.

Article 4. Cancellation Policy for affiliation

4.1. Term of the Agreement and its termination:

- a) Written statement of the affiliated personnel regarding the cancelation of the affiliation
- b) Expiration of the term for election to an academic position;
- c) Early termination of the contract;
- d) The decision of the SEU Academic board to terminate the affiliation, which may be based on:
 - d.a.) Violation of the terms and conditions of the rules by an affiliated personnel;
 - d.b.) The Agreement can also be terminated by the legislation of Georgia, internal regulations of SEU and several other regulations which can result the termination,

4.2. Cancellation of affiliation does not lead to the cancellation of an elected academic position and early termination of the employment contract.

Article 5. Transitional Provisions

5.1. The list of affiliate personnel should be published on the SEU official website.