

**The Regulations of the Representative Board of  
LEPL – Akaki Tsereteli State University  
№170**

**On Approving the Regulations of the Center for Continuous Education  
of LEPL – Akaki Tsereteli State University**

**Kutaisi**

**28 February, 2018**

According to paragraph ‘c’, article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State university” dated by the year 2013, #132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations of the Center for Continuous Education of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be uploaded on the university web-site and placed on the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.

3. The Regulation shall be in force immediately after its announcement.

**Speaker of the Representative Board:  
Prof. Sulkhan Kuprashvili**

**The Regulations of the Center for Continuous Education  
of LEPL – Akaki Tsereteli State University**

- 1.1. The Regulations of the Center for Continuous Education (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.
- 1.2. The presented Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and management system of the Center for Continuous Education (hereinafter – the “Center”) and regulate other relations connected with the center activities;
- 1.3. The Regulations are worked out by the university administration and approved by the representative unit of the university management - Representative Board of the University.
- 1.4. The functions and objectives of the Center defined by these regulations represent the main directions of the Center activities.

**Article 2. Status of the Center, Main Directions of Activities,  
Responsibilities and Accountability**

- 2.1 The “Center” is a support structural unit of the university;
- 2.2 The “Center” acts according to the law of Georgia on “Higher Education”, the Labour Code, the Statute of the University and other legislative and statutory acts, decisions made by the managing bodies of the university and these regulations;
- 2.3 The “Center” is responsible for implementing the entrusted objectives and functions and is accountable to the Rector of the University.

**Article 3. Structure and Management of the Center**

- 3.1 The structure of the center is designed by the university administration and approved by the Representative Board of the university;
- 3.2. The center is generally supervised by the Rector of the university, and directly it is managed by the Head of the center;

- 3.3. The Center for Continuous Education is comprised of the following structural units and positions: Head of the Center, Specialist of the Center, Manager-Coordinator of Language Learning Courses, Specialist of Language Learning Courses, Translation Bureau Staff;
- 3.4. The internal positional structure of the Center is attached to the regulations;
- 3.5. The center is guided by the Head of the Center who is appointed and dismissed from the post by the Rector of the university;
- 3.6. The Head of the Center is accountable to the Rector of the University.

#### **Article 4. Goals of the Center**

- 4.1. Developing system of continuous education at the university, enhancing the meaning and reacting to the current challenges in the system of modern education.

#### **Article 5. Functions and Responsibilities of the Center**

- 5.1. Defining priority fields in the programmes of continuous education, designing and implementing corresponding programmes by means of collaborating with state and non-state bodies, business sector, potential employers, international organizations and other subjects;
- 5.2. Administration of continuous education programmes (coordinating their elaboration and approval, searching for the necessary infrastructure for the implementation of the programmes);
- 5.3. Enrolling listeners to the continuous education programmes, preparing certificates, their issue and relevant accounting;
- 5.4. Close collaboration with the university structural units and providing them with detailed information on the center activities;
- 5.5. Organizing relevant trainings/courses envisaging the university staff's professional needs;
- 5.6. Informing society about the programmes of continuous education.

#### **Article 6. Authority and Responsibility of the Center**

- 6.1. Considering the functions and objectives of the center, the unity of the vested powers of the center and its staff represent the competence of the center;
- 6.2. While implementing the entrusted functions and objectives, the center is authorized to:
- a) take measures in order to implement the functions and objectives of the center;
  - b) act according to the Statute of the University, the internal regulations, and the presented provision;
  - c) provide essential conditions for the center working, define the center priority activities;
  - d) assure proper performance of work by the center staff according to the internal regulations of the university and within the frames of vested duties defined by these provisions;
  - e) implement other functions and duties defined by these regulations, the Georgian legislation and the legal acts of the university within the competence.
- 6.3. The Center is responsible for:

- a) implementing the functions and objectives defined by these regulations;
- b) assuring human resources management service at the university;
- c) fulfilling the instructions and tasks of the university governing bodies;
- d) maintaining the entrusted property.

**Article 7. The Center Staff**

- 7.1. The rule for recruiting the center staff is defined by the labor legislation and the uniform rule approved by the Representative Board of the university for employing the support personnel;
- 7.2. The labor relations of the center staff are defined by the written work contract.
- 7.3. Work description of the center staff and instructions on their activities are attached to these regulations.

**Article 8. Conclusive Provisions**

- 8.1. Declaring this regulation or its part void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university;
- 8.2. The issues of the center activity that are not settled by these regulations, shall be arranged by the Statute of the University.

**Positional Structure of the Center for Continuous Education**

