

**The Resolution of the Representative Board of
LEPL – Akaki Tsereteli State University
№162**

**On Approving the Regulations of the Education Process Management Service
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 Education Process Management Service 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. Sulkhani Kuprashvili**

The Regulations of the Education Process Management Service of LEPL – Akaki Tsereteli State University

Article 1. General Provisions

1.1. The Regulations of the Education Process Management Service (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”, labor legislation, 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 Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the Education Process Management Service (hereinafter – the “Service”), and regulate other relations connected with the Service activities.

1.3. Regulations of the Service shall be discussed by the University Administration and approved by the Representative Board of the University.

1.4. The functions and objectives defined by these regulations represent the main directions of the Service activities.

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

2.1. The Service is a support structural unit of the university.

2.2. The Service acts according to the Law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.

2.3. The Service is responsible for implementing the assumed objectives and functions and is liable to the Rector of the university.

2.4. The Service is financed by the university budget.

Article 3. Structure and Governance of the Service

3.1. The structure of the Service is designed by the university Administration and approved by the Representative Board of the university;

3.2. The Service is generally led by the Rector and vice-Rector of the university, and directly it is managed by the Head of the Service;

3.3. “The Service” includes the following structural units and positions:

Head of the Service; Education-methodological Department - Head of the Department; Education Sector – Chief specialist, Specialist; Practice Sector- Chief specialist, Specialist; Division for Monitoring and Control of Education Process – Head of the Division; Dispatcher Sector – Senior Specialist; Examination Sector - Head of the Sector, Chief Specialist, Specialist; Department of Student Services and Registry –Head of the Department, Chief Specialist, Specialist.

3.4. The internal positional structure of the “Service” is attached to the regulations.

3.5. The Service is guided by the Head of the Service, who is appointed and dismissed from the position by the Rector of the University;

3.6. The Head of the Service is accountable to the Rector of the university .

3.7. The Head of the Service Department is appointed and dismissed from the position by the Rector of the university on the proposal of the Head of the Service.

Article 4. Goals of the Service

4.1 The Education Process Management Service aims to organize: training sessions, monitoring of education process, pedagogical and professional practice and internships, ongoing training processes on undergraduate, graduate, doctoral, teacher's one-year preparatory and professional program levels.

Article 5. Functions and Responsibilities of the Service

5.1. Systematic monitoring and evaluation of the ongoing training/educational process at university;

5.2. Facilitating introduction of modern teaching/learning techniques for sufficient educational process;

5.3. Keeping Universal Register of students and professors.

5.4. Developing the educational process regulating documents.

5.5. Facilitating introduction of modern teaching/learning techniques for sufficient educational process.

5.6. Examination of all the participant segments involved in the educational process and delivering results to the university administration for further reaction.

5.7. Making an annual academic calendar and a curriculum for autumn and spring semesters (according to the levels of education) for achieving optimal performance of educational process.

5.8. Preparing organizational draft orders for functioning of winter and summer schools and promotion and monitoring of educational process.

5.9. Drafting regulatory norms for summer and winter schools, support and monitor the academic process;

5.10. Supporting and implementation of special education programs (inclusive, professional, Sunday schools, training programs).

5.11. In cooperation with Faculty Deans, developing and monitoring student-oriented individual curriculum (according to the levels of education).

5.12. Monitoring of lectures, practical and laboratory works conducted by the academic staff, staff working on a contract and hourly basis, and reacting to the given results.

- 5.13. Determining and monitoring students' traineeship process, its assessment procedures etc.
- 5.14. Monitoring assessment of peer-observation and lecture work;
- 5.15. Monitoring process of administering personal files of students (according to the level of education).
- 5.16. Elaborating procedures for distribution of students on additional (minor) programs, selection of modular and elective subjects, and managing students' registration and enrollment procedures with the help of electronic dean's office.
- 5.17. Centrally-organized management and monitoring of examination process and procedures concerning examination appeals on undergraduate, one-step (in Georgian and English), graduate and additional (minor) educational programs;
- 5.18. Participation in evaluation of internal effectiveness of management and activities of the faculty.
- 5.19. Registration and optimal distribution of the study area/training space, and monitoring condition of auditoriums and labs.
- 5.20. Monitoring of curators' work in the university.
- 5.21. Registration of academic (professor, associate professor, assistant-professor) staff, Emeritus professors, teachers and invited personnel (on contract and hourly basis) in registers of educational institutions;
- 5.22. Administrative registration of students, accounting, signing of agreements and preparation of enrollment orders.
- 5.23. Recognition and production of statistical data of student contingent.
- 5.24. Organizing meeting the requirements of the Law of Georgia on Higher Education, orders of the Minister of Education and Science and other legal acts by the university educational units.

Article 6. The Authority and Responsibility of the Service

- 6.1. Coming out from the functions and objectives of the Service, the unity of the vested powers of the Service and its staff represent the competence of the Service;
- 6.2. While implementing the entrusted functions and objectives, the Service is authorized to:
 - a) take measures in order to implement the functions and objectives of the Service;
 - b) within its competence, control and demand from the University educational and support structural units to fulfill norms and rules set out for effective educational process;
 - c) require information from the university educational and support structural units on the issues connected with the Service work;
 - d) check current situation in the management process of the educational structural units of the university and inform the Rector of the University and vice-Rector, if necessary.
 - e) monitor management of educational process at the university;
 - f) within its competence, draft the projects on administrative (legal) acts;

6.3. The Service is Responsible for:

- 6.3.1. impemenation of the functions and objectives defined by these regulations;
- 6.3.2. providing management of training/educational process in the university;
- 6.3.3. accomplishing tasks of the university management;
- 6.3.4. maintenance of the transferred property.

Article 7. The Service Staff

- 7.1. The rule for accepting the service personnel is defined by the labor law and the common law on accepting the support personnel at work approved by the Representative Board of the university.
- 7.2. The labor relations of the Service staff are defined by the written work contract.
- 7.3. The work description of the Service staff and the instructions on their activities are attached to these regulations.

Article 8. Conclusive Provisions

- 8.1. Declaring these regulations or a part of these regulations void or invalid, making amendments or/and supplementations to this document, can be conducted by the Reperenative Board of the university;
- 8.2. The issues of the Service work, which are not settled by these regulations, are arranged by the Statute of the University.

Positional Structure of the Education Process Management Service

