

The Statute of LEPL- Ivane Javakhishvili Tbilisi State University Exam Center

Article 1. General Provisions

1. The Exam Center (hereafter the “The Center”) of LEPL-Ivane Javakhishvili Tbilisi State University (hereafter “The University”) is a part of the University administrative unit.
2. The Center, within the scope of its authority operates in compliance with Georgian legislation, University statutes, University legal acts and the current regulations.
3. The Center, within the scopes of its competence, executes the duties entrusted to this institution by the Rector of the University and the Head of Administration based on the legislation and is accountable to them.

Article 2. The field, aims and functions of the Center

1. The sphere, aims and functions of the Center are as follows:
 - a) the main aim of the Center’s is to create and implement the unified system of exams at TSU;
 - b) to assist in the following activities: enhancing the quality of education;
 - c) organizing midterm, semester final and re-sit exams and electronic (test) exams;
 - d) organizing written, entrance examinations for the master’s and doctoral programs;
 - e) organizing transfer examinations from other universities and written exams for students participating in exchange programs;
 - f) elaborating the regulatory rules and instructions of the exam process within the limits of its competence;
 - g) requesting and obtaining information regarding midterm, semester final/ resit exams and electronic (test) exams, as well as regarding entrance written examinations for the Master’s and PhD programs and transfer examinations from other universities from the University’s Educational Units;
 - h) publishing the timetables of midterm, semester final/resit written exams every semester, after the academic registration has been finished;
 - i) making decisions according to the regulations regarding sitting of exams, publishing exam results and decisions concerning examination appeals;

- j) considering the complaints regarding the procedural matters of organizing of exams;
- k) monitoring students' registrations on midterm, semester final/resit written and electronic exams;
- l) analyzing the exam processes and results and presenting them to the Rector.

2. The Center executes other rights and duties determined by legislation, University statutes and judicial acts.

Article 3. The Structure and Management of the Center

1. The Centre is run by the Head of the Center. The Head of the Center has a Deputy Head. The structure of the Center involves departments.

2. The Head of the Center, upon the agreement of the Rector, is appointed and removed by the Head of the Administration of TSU upon the recommendation of the Head of the Center.

3. The Deputy Head of the Center, Heads of the Departments and Center personnel are appointed and removed by the Head of the Administration upon the recommendation of the Head of the Center.

4. In the case of a temporary absence of the Head of the Center (pay leave, business trip, illness, temporary absence of 2 or more days), or in the case of instruction by the Head of the Center, their duties are performed by the Deputy Head of the Center.

5. The Center incorporates the following departments;

- a) the Department of the provision and analysis of electronic/online exams.
- b) the department of the provision of written exams.

6. The Center job positions determined by the University's personnel regulations are: Head of the Center, Deputy Head of the Center, Chief Specialist (I category) and Senior Specialist.

7. The Head of the Center:

- a) leads and manages the Center's activities;
- B) represents the Center when fulfilling obligations and duties and is responsible for the proper fulfillment of the Center's functions and goals;
- C) distributes responsibilities among the Center staff and gives instructions and guidelines;
- D) supervises the proper fulfillment of the duties by the personnel and controls their compliance within the University regulations;

- e) presents proposals regarding the Center's inner structures and duties of permanent employees, organization of work, granting incentives and imposing disciplinary measures against the Center staff to the Head of the University Administration;
- f) recommends to the University corresponding structural units regarding the issues of raising qualifications of the personnel;
- G) mediates regarding the assignment of funding, appliances and inventory that are crucial to the fulfillment of the goals and objectives of the Center;
- h) presents the annual report about the Center's activities to the Rector and the Head of the Administration no later than the first quarter of the following year, as well as at any time on demand by the Rector and / or the Head of the Administration;
- I) examines the incoming correspondence;
- j) signs the documents prepared by the Center and, within their scope of authority, authorizes the fulfillment of the legislative act projects worked out by the University's structural units;
- k) periodically becomes familiar with the performance reports from the staff;
- l) Executes, in compliance with the law, other entitlements determined by the University's judicial acts.
- m) Carries out the instructions given by the management connected with the activities.

8. The Head of the Center reports to the Director.

9. The Deputy Head of the Center:

- a) assists the Head of the Center to fulfill, plan, coordinate and organize the entrusted duties;
- b) participates in the distribution of the incoming materials;
- c) organizes the holding of midterm, semester final/ additional written exams;
- d) considers all the issues regarding the exams with the educational units and presents decisions to the Head of the Center;
- e) prepares drafts of legal acts and replies to the correspondences given to them;
- f) participates in the process of determining the working strategies of the Center;
- g) provides security and safety of the documents stored in the structural unit and the confidentiality of the work secrecy;
- h) executes, according to the law in force, other entitlements determined by the University's judicial acts.

10. The deputy Head of the Center reports to the Head of the Center.

11. In case of the absence of the Head of the Center, their duties are carried out by the deputy Head of the Center.

12. The Head of the Department:

- a) Manages the Departmental duties according to the instructions provided by the Head of the Center;
- b) Distributes responsibilities between the Department staff. Following the Head of the Center's instructions, the Deputy Head determines functions/obligations of the staff and distributes work among the members of the staff;
- c) Signs the documents prepared in the department;
- D) Prepares annual reports of the Department and presents them to the Head of the Center;
- e) Becomes familiar with the proposals and reports of the exam administrators of the educational units, plans exams and obtains the consent of the educational units regarding the schedule/timetables of the midterm, semester final/ additional written exams;
- f) Assists with the fulfillment of the goals outlined for the Department;
- g) Presents proposals to the head of the Center in order to hold exams in an organized manner;
- h) is responsible for the legitimacy and effectiveness of the Department's activities.

13. The Head of the Department reports to the Head of the Center.

Article 4. The Department of Provision and Analysis of Online exams

The Department of provision of online exams and analysis

- a) To study and react accordingly to the correspondences received within the competence of the department;
- b) To organize test exams on the computer;
- c) To execute the uploading of the exam materials in the program and compilation of the tests;
- d) To process the statistical data;
- e) To analyse the processes and results of the exams.

Article 5. The department of Provision of Written Exams

The functions of the department of ensuring a smooth holding of written exams are:

- a) To study, process and react accordingly to the correspondences received within the authority/competence of the department;
- b) In every semester, after finishing the academic registration, making timetables/schedules of midterm, semester final/additional written exams;

- c) Making decisions according to the regulations regarding holding exams, publishing exam results and decisions concerning examination appeals;
- d) Considering the complaints regarding the procedural matters of holding exams;
- e) Monitoring students' electronic registrations on midterm, semester final/additional written exams;

Article 6. The Rule of Amendments and Additions to the Regulations

Any amendments and additions to the regulations of the Center is made according to the established rule under the Georgian Legislation.

Article 7. The Reorganization and Liquidation of the Center

The reorganization or liquidation of the Center is performed according to the rule under the Georgian Legislation