

The Representative Council Minutes # 1, Annex 6

RESOLUTION #10/2013

February 4, 2013

Updates made:

№106/2014, 06.10.2014; №55/2015, 19.06.2015;

№60/2021, 29.07.2021; №30/2022, 11.04.2022

on

Approval of the Regulations of the Center for lifelong Learning of LEPL - Ivane Javakhishvili Tbilisi State University

Based on the subparagraph “z” of article 8 and subparagraph “d” of article 17 of the Charter of Ivane Javakhishvili Tbilisi State University approved by the order #220/n of Minister of Education and Science of Georgia, dated December 28, 2011, and subparagraph „z” of article 5 of the Academic Council Regulations approved by the resolution #17/2012 of the Academic Council of the University, dated March 13, 2012

The Academic Council resolves that:

1. The regulations of the Center for Lifelong Learning – support educational unit of LEPL - Ivane Javakhishvili Tbilisi State University (Annex #1) ((№106/2014, 06.10.2014) (№55/2015, 19.06.2015) (№60/2021, 29.07.2021) (№30/2022, 11.04.2022)) be approved.
2. This resolution be submitted for approval to the Representative Council of LEPL - Ivane Javakhishvili Tbilisi State University.
3. The task about placing the resolution in the location available for all be assigned to the Registry Office of the University.
4. The Resolution be enacted according to the rule established by the legislation.

The Rector Alexander Kvitashvili

Head of the Academic Council

Annex 1

THE REGULATIONS

Of

The Center for Lifelong Learning of

LEPL - Ivane Javakhishvili Tbilisi State University

Article 1. General Provisions

1. The Center for Academic Lifelong Learning Education (further referred to as “the Center”) of LEPL - Ivane Javakhishvili Tbilisi State University (further referred to as “the University”) is a support educational unit of the University.
2. In its activities the Center takes guidance from the Georgian legislation, legal acts of the University and these regulations.
3. Within its competence the Center performs the duties legally assigned to it by the University Rector and the Head of Administration and is accountable to them.

Article 2. Scopes, Objectives and Functions of the Center

1. The function of the Center is to make the resources of the University and experience available for the University society and society at large for the purpose of professional and personal development, raising the level of qualification, obtaining the new professional skills, creating the basis for obtaining the academic education (at bachelor’s and master’s level).
2. The main field of activity for the Center is to create and administer the preparatory programs necessary for acquiring the ULLL programs (intended for two target groups of audience: internal society of the University / the University staff and students / and society at large / despite the age) and academic education (bachelor’s, master’s) programs.
3. Main objectives of the Center are:
 - a) To promote implementation of ULLL system at the Univerisity.
 - b) To define the priorities for the development of ULLL programs;

- c) To increase the role and significance of the University by offering the ULLL programs to the society.
- d) To organize the relevant staff development trainings / courses / seminars for the University staff.
- e) To organize range of ULLL activities for students.
- f) To cooperate with Georgian and foreign organizations, foundations, state and private structures and to prepare the projects.
- g) To organize national and international conferences;
- h) To promote acquiring of academic education (at bachelor's, master's levels)

4. The functions of the Center are:

- a) Determination of priority fields for ULLL programs, elaboration and implementation of relevant ULLL programs in cooperation with governmental and nongovernmental structures, business sector, local self-governments, representatives of professional organizations, potential employers, international organizations and other entities, and in consideration of their recommendations;
- b) Administration of ULLL programs (coordination of drafting and approval of them, seeking for the infrastructure needed for program implementation);
- c) Carrying on the information campaign about the ULLL programs of the University;
- d) Close cooperation with top management and structural units of the University and reporting the details about the Center performance to them;
- e) Inquiry about the professional needs of the University and organization of appropriate trainings/courses for them;
- f) Informing the University society about the possibility of involving them in ULLL programs;
- g) Establishment of relations with foreign universities, donor organizations, foundations and other organizations;
- h) Organization of national and international conferences;
- i) Offer of academic preparation courses (bachelor's and master's programs) for entrants;

Article 3. Structure and Management of the Center

1. The center is an auxiliary educational unit of the university, the structure of which includes: the head of the center, the preparatory department for entrants. (11.04.2022, No. 32/2022)

2. The Head of Center is appointed to the position and dismissed by the University Rector. In the absence of the Head of Center, his/her duties are performed by the Head of Department in agreement with the Rector. (11.04.2022, No. 32/2022)
3. The head of the department and the employees of the center are appointed and dismissed by the head of the administration, on the recommendation of the head of the center. (11.04.2022, No. 32/2022)
4. The Center consists of the Preparatory Department for Entrants (further referred to as “the Department”) managed by the Head of Department. (11.04.2022, No. 32/2022)
5. According to the University staff list the following positions are defined for the center: the head of the center, the head of the department, the main specialist of the center (2nd category), the leading specialist of the center. Taking into account the specifics of the center, it is possible to accept the invited employees under a contract, upon the presentation of the head of the center. (11.04.2022, No. 32/2022).
6. The Head of Center:
 - a) Leads the activities of the Center, provides necessary working conditions, takes measures for raising the professional preparation level of the staff;
 - b) Prioritizes the activities to be performed by the Center and is responsible for performing them;
 - c) Assigns duties to the Center staff members, instructs and assigns the tasks to them;
 - d) Reviews and signs the documents prepared at the Center and within his/her competence, endorses the draft legal acts elaborated by the structural units of the University;
 - e) Reviews the correspondence per established rule and makes decision within his/her competence;
 - f) Supervises the due performance of duties by the Center staff and controls their compliance with the University regulations;
 - g) Represents the Center in relationship with the third parties;
 - h) Within his/her competence, exercises the other roles and responsibilities determined under the Georgian legislation, legal acts of the University and these regulations.
7. The Head of the Department:
 - a) Manages and leads the activities of the Department;
 - b) Assigns duties to the Department staff per instructions from the Head of Center, defines their functions and assigns the tasks to them;

- c) Organizes performing of the functions assigned to the Department and for this purpose, suggests regulation and solution of certain issues to the Head of Center;
- d) Is responsible for validity and effectiveness of the Department activities.

8. Preparatory Department for Entrants:

- a) Organizes the implementation of academic process within its competence;
- b) Promotes improvement of teaching methods for academic courses established for the Unified National Exams / Common Entrance Examinations for Master's Degree;
- c) Handles with the incoming correspondence and if needed, provides drafting of the legal acts in coordinated cooperation with the other structural units of the University;
- d) Receives and registers the entrants / candidates for master's degree and distributes them to the groups per established rules;
- e) From time to time checks academic performance of entrants / candidates for the master's degree;
- f) Assigns the workload to teachers and develops a timetable for entrants / candidates for master's degree;
- g) Provides assessment of academic course syllabi;
- h) Monitors attendance of entrants / candidates for master's degree;
- i) Ensures preparation of contracts for entrants / candidates for master's degree;

Article 4. Center property

To perform its functions, the center uses the immovable and movable property of the university.

Article 5. Finances of the Center

Sources of financing of the center are:

- a) Funding provided by the university budget;
- b) Income received on the basis of grants and projects;
- c) Incomes received from the ULLL programs tuition fees;

d) Income received in the form of a gift intended for the center in accordance with the rules established by the legislation of Georgia;

e) Any income prohibited by law.

Article 6. Reorganization and Liquidation of the Center

The reorganisation and liquidation of the Centre shall be performed according to the rule established under the Georgian legislation;

Article 7. Rule for Amendment and Addition to the Regulations

Any amendment or addition to the Regulations shall be made according to the rule established under the Georgian legislation.