

Regulation of the Language Centre Of a Legal Entity of Public Law - Ivane Javakhishvili Tbilisi State University

Chapter 1

General Provisions

Article 1. Scope of the Regulation of the Centre

1. The Language Centre (hereinafter “Centre”) of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter “University”) represents a support structural unit of the University Administration.
2. The Centre, within the scope of competence, is governed by the Georgian legislation, the University Statute, legal acts and by this Regulation.
3. The Centre, within the scope of competence, shall perform the tasks assigned by the Rector and the Head of Administration of the University pursuant to the legislation and shall be accountable to them.

Chapter II

Goals and Objectives of the Centre

Article 2. Goals and Objectives of the Centre

The goal and objectives of the Centre shall be:

- a) teaching foreign languages within the scope of study programmes of the faculties both of linguistic and non-linguistic specialities;
- b) carrying out educational and research activities;
- c) applying modern standards of foreign language teaching;
- d) training of students for international certificate exams;
- e) constant update of teaching programmes and techniques;
- f) introducing progressive and up-to-date textbooks;
- g) support to the professional development of teachers of the Centre;
- h) providing on-the-spot teaching of foreign languages to physical and natural persons or through sending teachers to the interested organizations.

Chapter III

Structure of the Centre

Article 3. Structure of the Centre

1. The Head of the Centre shall provide the management of the Centre.
2. The Head of the Centre shall be appointed and dismissed by the Head of Administration with the consent of the Rector of the University.
3. The Head of the Centre shall be accountable to the Rector and the Head of Administration.
4. The Head of the Centre shall have a Deputy.
5. The Head of the Centre, the Deputy Head, a chief specialist (I category), a senior specialist and a teacher are the positions at the Centre as provided for by the staff list of the University.
6. The Deputy Head and employees of the Centre shall be appointed and dismissed by the Head of Administration on the recommendation of the Head of the Centre.
7. Upon temporary absence of the Head of the Centre (annual leave, business trip, sick leave, absence for more than 2 days), as well as upon the special assignment of the Head of the Center, the Deputy Head shall act as the Head of the Centre.

Article 4. Principles of the Management of the Centre

The Centre shall ensure:

- a) publicity of the reports of the management body of the Centre;
- b) academic freedom of teachers and students;
- c) equal treatment irrespective of the ethnic origin, sex, social origin and the political or religious affiliation of a person, etc.;

Chapter IV

Management of the Centre

Article 5. The Head of the Centre

1. The Head of the Centre shall provide management of the Language Center;
2. The Head of the Centre shall:
 - a) ensure effective implementation of educational-methodical activities at the Center;
 - b) elaborate structure, regulation and staff list of the Centre and submit them to the Head of Administration for review;
 - c) be responsible for performance of the Orders made by the Rector and the Head of Administration, within the scope of competence;
 - d) be responsible for the targeted use of the budget allocated to the Centre;

- e) submit the personnel of the Centre to the Head of Administration of the University for appointment;
- f) submit the draft of the positions of teachers to the Rector;
- g) provide teachers under the staff list with the relevant workload at the faculty of philology as well as at other faculties;
- h) upon necessity, be authorised to raise the issue for invitation of teachers with hourly-wages;
- i) organize the trainings and workshops for the professional development of teachers;
- j) exercise other powers granted by this Regulation.
- k) exercise other powers granted by the current legislation as well as by the administrative-legal acts of the Rector and the Head of Administration;
- l) submit a report on performance of the Centre on annual basis and any time upon assignment of the Rector and the Head of Administration of the University.

Article 6. Deputy Head of the Centre

The Deputy Head of the Centre, within the scope of competence, shall:

- a) ensure performance of the functions of the Centre in compliance with the legislation;
- b) support to the Head of the Centre to plan, coordinate and perform the imposed duties;
- c) participate in distribution of incoming materials at the Centre;
- d) fulfil the tasks relevant to the operation of the Centre assigned by the Rector, the Head of Administration and by the Head of the Centre;
- e) exercise other powers and duties upon assignment of the Head of Administration, the Rector and the Head of the Centre.

Chapter V Personnel of the Centre

Article 7. Composition of the Personnel of the Centre

1. The personnel of the Centre are composed of chief specialists, senior specialists and teachers.
2. The rights and obligations of chief and senior specialists shall be defined by the job descriptions and/or other legal acts of the University.
3. Teacher of the Centre shall:
 - a) be liable for the workload as provided for by the labour contract.
 - b) Obligations of a teacher shall be defined under the labour contract.

Approved by the Minutes #2
of the Representative Council
March 28, 2014

Chapter IV Final Provisions

Article 8. Reorganization and Liquidation of the Centre

Reorganization and liquidation of the Centre shall be performed according to the established Rule under the Georgian legislation.

Article 9. Rule of making Additions or Moving Amendments to the Regulation

Additions or amendments to the Regulation shall be moved according to the established rule under the Georgian legislation.