

Approved by Resolution No. 12 of the Academic Council of

Tbilisi Humanitarian University of Education dated May 27, 2019

**Regulations of the Educational Process Management Service of  
LLC Tbilisi Humanitarian University**

**Article 1. General Provisions**

1. The Service for the Management of the Educational Process of Tbilisi Humanitarian University LLC (hereinafter referred to as the Service) is a structural unit of the University.
2. The Service conducts its activities in accordance with the legislation of Georgia and its subordinate acts, the Law of Georgia "On Higher Education", the University Statute, the University's legal acts and these Regulations.
3. The Service is accountable to the Rector and Vice-Rector of the University.

**Article 2. Objectives of the Service**

The aim of the Service is to conduct educational processes in accordance with international standards and to facilitate the process of training competitive specialists.

**Article 3. Tasks of the Service** The tasks of the Service are:

1. Management and organizational support of the educational process;
2. Coordination of the process of choosing the main and additional specialties by students and development of appropriate recommendations;
3. Organizational support of the student mobility process;
4. Coordination of the educational activities of the faculties, receipt and processing of relevant information in this area;
5. Monitoring of educational programs in cooperation with the Quality Assurance Service;
6. Carrying out the necessary work within the scope of the service's competence for authorization and accreditation;
7. Participation in the development of various provisions and rules regarding educational processes;

8. Control over the implementation of orders issued by the Rector regarding educational processes;
9. Coordination of the process of using auditoriums by the faculty in accordance with the agreed and established procedure.

#### Article 4. Structure of the Service

1. The Educational Process Management Service is headed by the Head of the Service. In the event of the Head of the Service's absence (vacation, business trip, illness), his/her duties are performed by a specialist based on the order of the Rector.
2. The Service has a specialist.
3. The structure of the Educational Process Management Service includes an examination center, the activities of which are regulated by a separate regulation.
4. The employees of the Service are appointed to positions by competition or direct contracting and dismissed from positions by the Rector of the University based on the order.

#### Article 5. Head of the Service

The functions of the Head of the Educational Process Management Service are:

1. Leading and directing the activities of the service;
2. Responsibility for the performance of the functions and tasks assigned to the service;
3. Distribution of functions among the employees of the service, giving them appropriate instructions and tasks;
4. Periodically hear reports from the service employees about the work they have done;
5. Approve documents prepared in the service within the scope of their competence;
6. Prepare reports and conclusions on behalf of the service within the scope of their competence;
7. Submit proposals for the improvement of the qualification and retraining of the service employees;
8. Submit proposals to the university rector/vice-rector on the internal structure of the service, the number of staff, the organization of work, the encouragement of employees or the imposition of disciplinary responsibility;
9. Organize the implementation of higher education programs and administer the educational process, provide the organizational, informational and technical support necessary for the full implementation of the educational process;

10. Coordination of the preparation of study and examination schedules, systematic communication with program implementers, calculation of their academic workload and control of distribution;
11. Planning, organizing and controlling the educational and examination process;
12. Providing consultations to students regarding educational programs;
13. Organizing enrollment in educational programs, including mobility processes;
14. Preparing a draft order of the Rector on enrollment of students in educational programs;
15. Systematization of information about persons enrolled in educational programs, completion of students' personal files, creation of a student database;
16. Monthly comparison of contact hours conducted by academic staff and invited specialists with the planned one, transmission of information to the financial service and the dean of the faculty;
17. Verification of documentation of commissions studying the issue of granting qualifications at all levels of education and preparation of orders;
18. Preparation of diploma supplements, registration of the issuance of diplomas and supplements;
19. Consideration of applications of students and program implementers within the scope of the service's competence, preparation of responses to applications and requested references;
20. Prepare relevant documentation for submission to the LEPL - National Center for Education Quality Development and LEPL - National Center for Assessment and Examinations within the established deadlines;
21. Implement other functions and tasks stipulated by the legislation, university regulations, and internal legal acts within the scope of competence.

## Article 6. Service Specialist

The functions of the specialist of the educational process management service are:

1. Participation in the organization and development of the educational process;
2. Student services;
3. Preparation of drafts of student agreements and relevant legal acts regulating the educational process;
4. Planning the lecture, midterm and final exam schedules and administering the processes accordingly;
5. Organization of midterm and final/additional exams at the university;

4. Providing information to the head of the service about the number of hours spent by academic/invited personnel during the semester;
5. Preparation of analysis and statistics on the progress of the examination process and students' academic performance;
6. Participation in organizing the mobility process (external and internal) at the university;
7. Determination of the needs and services of persons with special needs for the purpose of student socialization;
8. Participation in measures to integrate foreign students and applicants/master's candidates/students who have the right to study in an accredited program without passing the Unified National Exams/Common Master's Exam into the educational process;
9. Creating an individual profile for students in the student learning process management system, constantly updating information in it and improving the database;
10. Preparing and issuing certificates for students;
11. Preparing and issuing diplomas and certificates, issuing diploma supplements and recording them in accordance with the established procedure;
12. Storing and administering electronic data of students; administering databases; preparing statistical and analytical reports for further use;
13. Informing students about university student support services;
14. Participating in organizing sports and cultural-creative events, promoting student activities in coordination with relevant structural units of the university;
15. Performing other tasks related to the activities of the educational process management service.

#### Article 7. Final Provisions

1. This Regulation shall enter into force after approval by the Academic Council.
2. Upon entry into force of this Regulation, the Regulation/Regulatory Rule of the Academic Process Management Service in force at the University prior to the entry into force of this Regulation shall be repealed.
3. The personnel of the Academic Process Management Service shall be obliged to familiarize themselves with this Regulation and comply with its requirements. The administration shall be obliged to provide them with the opportunity to familiarize themselves with the Regulation at any time.

4. The initiator of amendments and additions to this Regulation may be the Rector, Head of Service, Head of Legal Service.
5. Approval of this Regulation, introduction of amendments and additions to the Regulation shall be carried out by resolution of the Academic Council upon submission of the Academic Process Management Service.
6. Declaration of invalidity of any article/provision of this Regulation shall not apply to other articles/provisions of this Regulation.
7. All issues not provided for by these Regulations and other regulatory provisions/rules in force at the University shall be governed by the legislation of Georgia.
8. These Regulations shall cease to be valid in the event of the approval of a new Regulation of the Educational Process Management Service.
9. The reorganization or liquidation of the Service shall be carried out by making appropriate amendments to the University Regulations, in accordance with the legislation of Georgia.









