

Approved by the Resolution No. 12 of the Academic Council of
Tbilisi Humanitarian University of May 27, 2019
Modified by the Resolution No. 04 of the Academic Council of
Tbilisi Humanitarian University of February 4, 2020

Regulations of the Student Support and Career Development Service of LLC Tbilisi Humanitarian University

Article 1. General Provisions

1. The present Regulation of the Student Support and Career Development Service (hereinafter referred to as the Service) of Tbilisi Humanitarian University (hereinafter referred to as the University) establishes the main goals and objectives of the Service, the duties, responsibilities of the Service personnel, etc.
2. The Service is guided in its activities by the legislation of Georgia, the internal normative documents of the University and the present Regulation.

Article 2. Structure of the Service

1. The Service is a structural unit of the University, headed by the Head of the Service.
2. The Service has a specialist.
3. The employees of the Service are appointed to positions by competition or direct contracting and dismissed from positions by the Rector of the University on the basis of an order.
4. The Head of the Service is accountable to the Rector and Vice-Rector.

Article 3. Goals and Objectives of the Service

1. The purpose of the Service is to conduct/commission a labor market study, identify professions in demand in the labor market, and prepare proposals for planning, organizing, and delivering education at the University in accordance with these requirements.
2. The purpose of the Service is to promote the competitiveness of students in the labor market and their career success.
3. The purpose of the Service is to support students in developing general skills necessary for employment, which will help young people establish themselves in the labor market and achieve professional, social, and economic realization.

4. The main task of the Service is to present university graduates in the best possible way in the labor market and to promote their career advancement (employment).

Article 4. Head of the Service

The functions of the Head of the 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 relevant instructions and tasks;
4. Periodically hearing reports from the employees of the Service on the work performed by them;
5. Endorsing documents prepared in the Service within the scope of their competence;
6. Submitting proposals to the Rector of the University on the internal structure of the Service, the number of staff, the organization of work, the improvement of the qualifications and retraining of the employees of the Service, on the encouragement of employees or the imposition of disciplinary responsibility;
7. Establishing long-term relationships with potential employers and taking care of their maintenance;
8. Researching the employment rate of students and sharing relevant vacancies/recommendations based on their profile;
9. Organizing trainings/workshops/employment forums that will help students in the job search process;
10. Assisting students in professional orientation and self-determination, setting priorities and properly managing their education and career;
11. Assisting students in communicating with employers and planning and implementing specific thematic events for this purpose;
12. Analyzing vacancies on employment websites in order to observe labor market dynamics and trends and identify active employers;
13. Cooperating and exchanging information with organizations working on labor market and employment issues, state, non-governmental or international organizations, and participating in

thematically relevant events;

14. Promoting the employment of students with disabilities, as well as other vulnerable groups (socially vulnerable, families of internally displaced persons, etc.);

15. Implementing other functions and tasks stipulated by the legislation, university regulations, and internal legal acts within the scope of competence.

Article 5. Service Specialist

The functions of the Service Specialist are:

1. Ensuring the protection of students' rights and legitimate interests;
2. Creating individual profiles of students;
3. Organizing students' involvement in internships/practices and projects;
4. Searching for contact information about graduates, creating and managing the database;
5. Ensuring communication between the University and its graduates, informing graduates about current events, planned events and news at the University;
6. Participating in events planned to involve graduates in university life, popularize the idea and enhance the image of the University;
7. Performing other tasks related to the activities of the Student Support and Career Development Service, based on the goals and objectives of the Service.

Article 6. Final Provisions

1. This Regulation shall enter into force upon approval by the Academic Council.
2. Upon entry into force of this Regulation, the Regulation/Regulatory Rule of the Student Support and Career Development Service in force at the University prior to the entry into force of this Regulation shall be repealed.
3. The personnel of the Student Support and Career Development 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, the Head of the Student Support and Career Development Service, the Head of the Quality Assurance Service, the Head of the 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 Student Support and Career Development Service.
6. The invalidation of any article/provision of these Regulations shall not apply to other

articles/provisions of these Regulations.

7. All issues not provided for in these Regulations and other regulatory provisions/rules in force at the University shall be governed by the legislation of Georgia.
8. This Regulation shall become invalid upon approval of a new Regulation of the Student Support and Career Development 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.

