

## **Regulations of the Lifelong Learning Center of Tbilisi Humanitarian Teaching University**

### **Article 1. General Provisions**

1.1. LLC "Tbilisi Humanitarian Teaching University" (hereinafter referred to as the "University") Lifelong Learning Center (hereinafter referred to as the "Center") is a structural unit of the University.

1.2. The Center is accountable to the University's Rector and Vice-Rector within its scope of competence.

### **Article 2. Objectives and Tasks of the Center**

2.1. The objective of the Center is to provide both the academic community and the wider public with access to the University's resources and expertise for professional development, qualification improvement, and acquiring new professional skills, through the creation and administration of continuous education programs. The goal is to implement continuous education and promote lifelong learning principles.

2.2. The tasks of the Center are as follows:

a) To promote the establishment of a university-wide continuous education system and cooperate with local and foreign organizations, foundations, and both public and private entities.

b) To strengthen the University's role and significance by offering continuous education programs (trainings, courses, seminars, public lectures) to the public.

c) To organize professional development activities for University staff.

2.3. The Center carries out the following activities:

a) In collaboration with state and non-governmental structures, the business sector, local government, professional organizations, potential employers, international organizations, and others, and considering their recommendations, it defines the priority areas for continuous education programs and develops and implements corresponding continuous education programs (in-person, online, and distance).

b) It administers continuous education programs (coordinates the development and approval of programs, and identifies the infrastructure needed for their implementation).

c) Conducts informational campaigns about university continuous education programs.

d) Offers continuous education programs based on surveys of the professional needs of the university staff.

e) Informs the university community about opportunities to participate in continuous education programs.

f) Registers participants in continuous education programs, issues certificates, and ensures proper accounting. Programs are carried out with the involvement of the University's internal resources and invited specialists.

g) Establishes connections with foreign universities, donor organizations, foundations, and other entities relevant to the university's continuous education goals.

2.4. The Center will periodically hold meetings with academic/administrative staff, students/alumni, where they will have the opportunity (also via email or the website) to suggest training courses of interest, and the Center will plan relevant activities based on the group's needs.

2.5. The Center will prepare an annual report with statistical data, which will detail the results of the Center's activities, including the outcomes of continuous education programs and qualification improvement trainings.

2.6. The Center will periodically hold events aimed at raising public awareness on sustainable development principles, goals, and modern eco-friendly technologies.

2.7. The report will include separate gender statistics and data on specific groups.

### **Article 3. Structure of the Center**

3.1. The Center has a Head and a Specialist.

3.2. The Rector appoints and dismisses the Head and Specialist of the Center.

### **Article 4. Head of the Center**

4.1. The Head of the Center:

a) Manages and coordinates the activities of the Center.

b) Determines the priorities of the Center's activities, prepares an annual work plan and a calendar of tasks to be carried out during the year, plans and organizes specific events, and is responsible for their implementation.

c) Reviews correspondence as per the established procedure and makes decisions within the scope of their competence.

d) Assigns tasks among the staff, defines their roles, and gives instructions.

e) Supervises the proper performance of duties by the Center's staff and ensures their compliance with the University's internal regulations.

f) Develops new projects and ideas and ensures the identification of donors and partner organizations.

g) Coordinates relationships with Georgian and foreign partners, donors, local and international organizations, and all other interested parties.

h) Prepares and presents an annual activity report on the Center's work, as well as any reports requested by the University Rector.

i) Represents the Center in dealings with third parties.

j) Is responsible for the legality and effectiveness of the Center's operations.

k) Carries out other activities as defined by Georgian legislation, the University's legal acts, and the present regulations within the scope of their competence.

4.2. The Specialist of the Center:

a) Organizes the implementation of the Center's tasks and presents proposals to the Head regarding specific issues that need to be addressed.

b) Ensures the development and implementation of a regular training plan, which the Center should offer to administrative, academic/invited staff, students/alumni, and other interested parties during the year.

c) Regularly analyzes labor market trends to identify the growing demand for specific training courses.

d) Develops and implements continuous education programs to be offered to interested parties during the year.

e) Develops continuous education programs in collaboration with Georgian and foreign

universities, other organizations, foundations, and both public and private entities.

f) Promotes and implements continuous education programs.

g) Provides information to interested parties about the Center's main activities.

h) Monitors and updates the database of employers.

i) Maintains a registry of students and alumni and collects information about their records.

j) Registers individuals who wish to attend regular training sessions and continuous education programs.

k) Provides consultation for interested parties regarding the organization of various events.

l) Assists with the organizational facilitation of events held by the Center.

m) Communicates with donors, partner organizations, creative groups, and others within their competence (e.g., providing general information, exchanging/sharing data, etc.).

n) Carries out other activities as defined by the University's legal acts and the present regulations within their competence.

#### **Article 5. Final Provisions**

Amendments and additions to these regulations are made based on a decision by the University's Academic Council.