

to the BSU the Representative Council Decision N07-01/59 as of October 24, 2024

Regulations of the BSU Center for Vocational Programs

Management and Lifelong Learning

Article 1. General Provisions

1. These Regulations define the goals, objectives, fields of activity and operating procedures of the Center for Vocational Programs Management and Lifelong Learning (hereinafter referred to as the "Center"), which is a supporting educational structural unit of the Legal Entity of Public Law – Batumi Shota Rustaveli State University (hereinafter referred to as "BSU" / "University").
2. In its activities, the Center is guided by the legislation of Georgia, the Law of Georgia "On Vocational Education", the Statute of BSU, these Regulations, and other acts of the governing bodies of BSU.

Article 2. Fields of Activity and Goals of the Center

1. **The Center conducts its activities in the following fields:** a) Management of vocational educational programs of BSU; b) Lifelong Learning.
2. **In the field of vocational educational programs management, the goals of the Center are:** a) To promote the development of a unified vocational-educational space based on the principle of lifelong learning, in accordance with the strategic development goals of the University; b) To plan, implement and ensure the quality of competitive vocational educational programs that meet labor market demands; c) To effectively administer the learning process of vocational students, support them and promote their career development; d) To ensure close cooperation with employers and professional associations in the process of planning and implementing vocational programs, by sharing best local and international practices.
3. **In the field of Lifelong Learning, the goals of the Center are:** a) To plan and implement a variety of continuous education programs/courses for university applicants, students, university staff and other interested individuals, aiming for their professional development, qualification advancement and the acquisition of new skills; b) To develop short-term educational programs that meet labor market demands and ensure their quality, taking into account international experience and adhering to modern standards; c) To develop cooperation with employers, professional associations and educational institutions for the purpose of implementing best practices in the field of continuous education and effectively executing programs; d) To popularize the principle of lifelong learning, raise public awareness and effectively administer continuous education programs.
4. In the field of vocational educational programs management, the Center's activity includes carrying out various actions to achieve the goals stipulated by this Article (promoting the process of development and advancement of vocational educational programs of BSU, supporting the implementation of vocational educational programs, organizing procedures for the enrollment of vocational students and invitation of vocational education teachers, administering the learning process, managing the process of relations with employers and career development of vocational students, and other activities provided for by these Regulations).
5. In the field of Lifelong Learning, the Center implements the following short-term educational/professional development programs: a) Preparatory programs for university applicants for the Unified National Examinations and Georgian language learning programs (for foreigners / for continuing studies in Georgian-language programs); b) Professional development programs for the

personnel of educational institutions (including the field of early and preschool education); c) Programs of psychological education and counseling/assistance/services; d) Foreign language learning programs; e) Professional development programs for healthcare personnel; f) Other short-term programs provided for by the legislation of Georgia (as a result of passing the procedure established by legislation and/or these Regulations).

6. In the field of Lifelong Learning, the Center is authorized to carry out: a) Various trainings/courses/seminars/seasonal schools for retraining, professional development and qualification advancement of the staff of BSU and other institutions (public/private institutions, vocational/general/higher educational institutions, scientific-research institutions) (hereinafter referred to as the "course" or "program"); b) Educational-methodological, advisory and charitable trainings for educational institutions, listeners from high-mountainous regions, representatives of socially vulnerable groups and others; c) Preparation for publication of textbooks, collections, methodological and other types of materials corresponding to the teaching standard necessary for the implementation of an individual training program; d) Conducting information campaigns about university programs of continuous education (it is possible to publish booklets, prepare promotional videos, conduct consultations, and perform other activities); e) Gathering information about relevant courses/trainings/seminars/seasonal schools taking into account the professional needs of the university staff and organizing their implementation on the basis of the Center.

Article 3. Administration of the Vocational Educational Programs Management Field of the Center

1. The administration of the vocational educational programs management field of the Center is carried out by the Director of the Center and the staff of the Center employed in the vocational programs management field, in accordance with the job descriptions of the staff approved by the order of the Head of Administration.
2. For the purpose of administering the vocational educational programs management field, the Center carries out: a) Planning, development and facilitation of the implementation of vocational educational programs in accordance with the strategic development plan of the University; b) Organization of the learning process in a safe learning/working environment, taking into account the interests and individual needs of students; c) Quality assurance in the field of vocational education, based on the continuity principle of the quality management cycle (Deming Cycle - "Plan-Do-Check-Act/Improve"); d) Assisting the activities of the University to ensure compliance of BSU's vocational educational programs with authorization standards as well as coordinating the execution of activities provided for by the strategic and action plans of the University in the direction of vocational education; e) Organizing the admission process for vocational educational programs, professional training and professional retraining programs, and preparing relevant draft legal acts; f) Coordinating the processes of enrollment, suspension of status, termination, restoration and qualification award for vocational students, mobility processes as well as the enrollment, termination and qualification award processes for listeners, and preparing relevant draft legal acts; g) Coordinating the process of distribution of the workload (hours) provided for by the curriculum of the personnel implementing vocational educational programs, professional training and professional retraining programs; concluding labor contracts with the personnel; collecting documentation related to the remuneration of the work performed by the implementing personnel; and preparing a draft order on the remuneration of work performed by vocational education teachers invited on an hourly pay basis; h) Coordinating the process of production and issuance of vocational diplomas and certificates, along with standard supplements, for listeners of professional training and professional retraining programs; i) Reflecting complete information in the relevant electronic systems (vet.emis.ge; evet.emis.ge; tvet.emis.ge) in accordance with the rules established by legislation; j) Participating in the process of developing and managing the budget/cost estimates of vocational educational programs, professional training and professional retraining programs, and short-term educational

- programs/courses; k) Facilitating access to the material/educational resources of BSU for vocational students/listeners and Center staff/vocational education teachers; maintaining and taking care of the material-technical and library resources of BSU under the lawful possession of the Center; ensuring the proper functioning of the inventory/equipment available in the Center; and submitting proposals regarding the maintenance and improvement of the material-technical base; l) Informing interested persons about educational activities in the field of vocational education of BSU; participating in the creation of image-making/promotional materials of the Center and carrying out activities of a vocational guidance nature for the purpose of popularizing the programs; m) Encouraging initiatives and informal activities of vocational students/listeners.
3. In the direction of vocational programs management, the Center performs functions within the scope of the legislative acts of Georgia, including the Law of Georgia "On Vocational Education", legal acts of the University's management bodies, and official directives of the Deputy Rector (within the limits of the Deputy Rector's competence).

Article 4. Administration of the Lifelong Learning Field of the Center

1. The administration of individual fields of the Center's Lifelong Learning is carried out by the heads of these fields (hereinafter referred to as "Coordinators").
2. A short-term educational program/course to be implemented in the direction of Lifelong Learning of the Center is reviewed at a meeting of the Coordination Council of the Lifelong Learning Field of the Center, and in case of a positive decision by the Council, it is approved by the Rector of BSU upon submission by the Director of the Center.
3. The tuition/service fee (including discounted ones) for each program of the Center is determined by the order of the Head of Administration of BSU.
4. The draft cost estimate for each program/training course of the Center is developed by the Financial Manager of the Center / Coordinator of the relevant field of Lifelong Learning of the Center and, with the endorsement of the Financial Manager of the Center, the Director of the Center, and the Finance and Economics Department of BSU, is submitted for approval to the Head of Administration of BSU. When drawing up the cost estimate for each program/training course, the target contingent of listeners, the tuition fee, the amount of labor remuneration for the personnel implementing the course and other expenses necessary for the implementation of the program shall be taken into account.
5. The order of the Rector of BSU on the enrollment of a listener in the relevant program/training course in the field of Lifelong Learning is issued on the basis of a contract signed with the listener and an official memorandum from the Field Coordinator (endorsed by the Financial Manager of the Center and the Director of the Center). The formation of individual subject groups for the respective program, transfer to another group, removal from a group and termination of a listener's status (on the basis of the listener's application or other grounds provided for by the contract signed with the listener) are also carried out by order of the Rector of BSU, based on an official memorandum from the Coordinator of the relevant field.
6. Personnel are invited to implement and administer programs in the field of Lifelong Learning upon the initiative of the Field Coordinator and with the consent (endorsement) of the Director of the Center. The work (hourly) load of the invited personnel and the Field Coordinator is determined by the order of the Rector of BSU.
7. The amount (rates) of labor remuneration for personnel is approved by the Head of Administration of BSU. The order of the Head of Administration of BSU on the issuance of labor remuneration to the invited personnel is prepared monthly on the basis of an official memorandum from the Field Coordinator regarding the amount of work (hours) performed by the personnel (endorsed by the Director of the Center).

8. In the event of funding provided by the BSU budget, a short-term course/program for the professional development of BSU staff may be implemented at BSU by order of the Rector of BSU, issued on the basis of a justified official memorandum from the head of the structural unit of BSU endorsed by the Head of Administration (indicating the needs of the staff, the effectiveness of the program/course, and financial availability).
9. In the event of funding provided by the BSU budget, an employee may undergo a short-term program/course for the purpose of professional development: a) An academic official – by order of the Rector of BSU, which is issued on the basis of an official memorandum from the Dean of the relevant faculty (the memorandum must be endorsed by the Head of the Quality Assurance Service of the University); b) A scientific official – by order of the Rector of BSU, which is issued on the basis of an official memorandum from the head of the relevant scientific-research unit (the memorandum must be endorsed by the Head of the Quality Assurance Service of the University); c) An administrative official – by order of the Rector of BSU, which is issued on the basis of a personal official memorandum or one from the head of the relevant structural unit (the memorandum must be endorsed by the Head of the Quality Assurance Service of the University and the Head of Administration); d) A supporting official – by order of the Head of Administration of BSU, which is issued on the basis of a personal application or an official memorandum from the head of the relevant structural unit (in the case of an employee of the Educational/Scientific Process Management or Quality Assurance Service, the initiative/official memorandum must be endorsed by the Head of the Quality Assurance Service of the University and the Deputy Rector in the relevant field); e) A person invited under a labor contract – by order of the Rector of BSU or the Head of Administration, which may be issued on the basis of an official memorandum from the head of the structural unit (the memorandum must be endorsed in accordance with the rules established in this paragraph, taking into account competence).
10. For the purpose of administering the Lifelong Learning field of the Center, the Coordinator of this field: a) Organizes the process of service delivery / learning process in the relevant field (forms study groups and/or establishes an individual teaching schedule, determines the volume of academic (work) load according to the needs of the learning process, organizes the invitation of personnel/specialists implementing the educational program, draws up schedules for trainings and control testing, etc.) and prepares relevant draft legal acts; b) Submits the cost estimate for each program/training course to the Head of Administration of the University; c) Prepares a draft order on determining the tuition/service fee and the amount of labor remuneration for personnel and, in agreement with the Director of the Center, submits it to the Head of Administration for approval; d) After completion of the training program, prepares a draft legal act of the Rector of BSU on the production and issuance of a certificate to the listener; e) Prepares and, in agreement with the Director of the Center, submits a draft order of the Head of Administration on the issuance of labor remuneration to the personnel implementing the program.
11. The Coordinator of the continuous education field of the Center prepares the legal acts provided for by this Article that relate to financial matters (estimates, tuition fees, labor remuneration, etc.) in agreement with the Financial Manager of the Center, and they are submitted to the Head of Administration with the endorsement of the Director of the Center.

Article 5. Coordination Council of the Lifelong Learning Field of the Center

1. The governing body of the Lifelong Learning field of the Center is the Coordination Council, which is accountable to the Rector (in the academic field) and the Head of Administration (in the financial field).
2. The composition of the Coordination Council is approved by order of the Rector. The Chairman of the Council is the Director of the Center, and the members of the Council are the Coordinators of the individual fields of Lifelong Learning of the Center. A Secretary of the Council, who is responsible for the clerical work of the Council, is elected by the members of the Council (control is exercised by the

Director of the Center). A meeting of the Coordination Council is convened as needed. The minutes of the meetings of the Coordination Council and approved programs are kept in the Center in accordance with the clerical instructions of BSU.

3. The Coordination Council of the Lifelong Learning field reviews and approves programs to be implemented in the direction of Lifelong Learning, which are submitted to the Rector of BSU for final approval.

Article 6. Director and Other Personnel of the Center

1. The Director of the Center:

a) Manages the performance of functions defined for the Center by the legislation of Georgia, acts of the University and these Regulations; b) Is responsible for the proper conduct of the Center's activities, is obliged to rationally distribute the work to be performed in accordance with the job descriptions approved by the order of the Head of Administration and legal acts of the University and to control the quality of the work performed; c) Prepares proposals within the competence of the Center and submits them to the Rector and the Head of Administration; d) Acts on behalf of the Center and represents it in relations with third parties within the scope of defined authority; e) Within the scope of their competence, confirms by endorsement (agrees to) draft legal acts and correspondence prepared by the Center or structural units of the University; f) Mediates for the allocation of funds and material-technical resources necessary to perform the functions and tasks of the Center; g) Periodically hears reports from the Center's staff regarding the work performed by them; h) Submits proposals regarding the structure, staff units and functions of the Center as well as the application of incentives or disciplinary liability measures against personnel (in case of a disciplinary offense); i) Submits an annual activity report as well as upon the instruction of the Rector and the Head of Administration; j) Chairs the Coordination Council of the Lifelong Learning field of the Center; k) Performs other functions defined by these Regulations, legal acts of the University, and the legislation of Georgia, within the scope of the Center's competence and executes instructions from the Rector and the Head of Administration (based on the goals/needs of the Center).

2. The job descriptions of the Center's personnel (positions provided for by the staff list of the University) are determined by order of the Head of Administration, in accordance with the functions defined by the Regulations of the Center.
3. A change in the title or number of the staff units provided for by this Article shall not cause an amendment to these Regulations.

Article 7. Funding, Infrastructure and Resources of the Center

1. The source of funding for the Center is the BSU budget.
2. The sources of income received from the Center's activities in the BSU budget are: a) Voucher funding for vocational programs; b) Targeted program funding allocated for the implementation of professional training/retraining programs; c) Funding obtained by the Center through project, grant, competition, applied, educational and other additional activities; d) Targeted funding received from work performed on the basis of contracts; e) Targeted donations and other incomes provided for by the legislation of Georgia.
3. For the conduct of administrative activities and the educational process of the Center, the infrastructure located in BSU Building N6 (located at N15 Leonidze St., Batumi) is primarily designated (working rooms, auditoriums, IT infrastructure, public spaces, computer equipment, inventory, furniture and other educational and material resources).

4. For the needs of implementing vocational programs, professional training/retraining programs, and programs/training courses in the field of Lifelong Learning as well as for vocational students, listeners and vocational teachers, the BSU administration and the Center also ensure access to the following infrastructure owned/used by BSU: a) In Buildings N1, N2 and N3 (located at N32/35 Rustaveli/Ninoshvili St., Batumi) – BSU Ilia Chavchavadze Library, auditoriums, laboratories, IT infrastructure, computer classes, gyms, assembly hall, dental clinic "BSU Dent", public spaces; b) In BSU Building N4 (located at N12 Pirosmiani St., Batumi) – Fablab and Examination Center; c) In BSU Building N7 (N15 Leonidze St., Batumi) – University Dormitory; d) Practice facilities – for the implementation of practice provided for by the relevant educational program, within the framework of memorandums concluded between BSU and the practice facilities and in accordance with the rules and schedule provided for by the legal acts of BSU; e) Access to other information/electronic resources that will be provided for by the relevant legal act/contract/memorandum.
5. For the purpose of ensuring access to the infrastructure necessary for the activities and educational process of the Center and the uninterrupted supply of materials and raw materials, an authorized employee of the Center (learning process management manager, financial manager, and/or other employee responsible for material resource management, within their competence), through coordinated work with the Material Resource Management Department of the University and in agreement with (with the endorsement of) the Director of the Center, submits an official memorandum to the Head of Administration.

Article 8. Final Provision

Amendments and additions to the Regulations are carried out by the decision of the Representative Council adopted at the initiative of the Rector or the Head of Administration.