



**Georgian American University LLC.
Academic Process Management Office
Regulations**

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1. General Regulations

- 1.1. This Regulation defines the authority, accountability and regulatory issues of the Academic Process Management Office (hereinafter referred to as the “Office”) of the Georgian American University LLC. (hereinafter referred to as the “University”).
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Vice President of the University.

2. Aim of the Office

- 1.5. The purpose of the Office is to ensure the smooth, continuous and centralized implementation of the educational process at the University in accordance with the legislation of Georgia and the internal regulations of the University.

3. Office Functions

The functions of the University Academic Process Management Office are:

- 1.6. Learning process management and organizational support;
- 1.7. Administering the student mobility process (internal and external);
- 1.8. Coordination of the educational process in the main educational units (hereinafter - "schools"), receiving and processing relevant information from schools based on the goals of the office;
- 1.9. Monitoring the educational process in close cooperation with the University Quality Assurance Office and the main educational units - schools;
- 1.10. Involvement and participation in the development of regulations related to the learning process;
- 1.11. Control over the implementation of the acts of the President and Vice President related to the educational process;
- 1.12. Ensure the preparation of relevant documentation for submission to the LEPL - National Center for Quality Development in Education and LEPL - National Center for Assessment and Examinations;
- 1.13. Ensuring the entry (submission) of relevant information in the education management information system;
- 1.14. Providing coordinated activities of academic managers in schools in basic educational units;
- 1.15. Providing the registry of higher education institutions;
- 1.16. Supervise the university educational process management system and ensure its proper functioning;
- 1.17. Ensure the smooth operation of e-learning systems and platforms throughout the University;
- 1.18. Participate in the development of the University Strategic Plan within the scope of competence;
- 1.19. Carrying out other activities provided by the University regulations and internal acts for the purposes of the Office.

4. Office structure

- 1.20. The office consists of the head of the office - the head and the manager/managers;
- 1.21. The head of the office and the manager are appointed by the president of the university upon the nomination of the Vice President.

5. Head of Office

- 1.22. The Head of the Academic Process Management Office of the University directs and supervises the activities of the Office. He is responsible for the full and proper implementation of the functions of the Office.
- 1.23. Head of the University Academic Process Management Office:
 - 1.23.1. Provides the development of a state document certifying higher education - a diploma form;
 - 1.23.2. Cooperates with the relevant structures of the state for the purpose of confirming and recognizing the authenticity of the state document certifying higher education - diploma, diploma attachment and certificates;
 - 1.23.3. Supervises the filling in, registration and issuance of the state document certifying higher education - diploma in accordance with the rules established by law;
 - 1.23.4. Collaborates with an authorized state institution to maintain a register of higher education institutions;
 - 1.23.5. Gives assignments and instructions to the employee/employees of the office, if necessary divides the duties among them;
 - 1.23.6. Upon request, provides the requested information about the student to the state offices in accordance with the legislation of Georgia;
 - 1.23.7. Participates in the process of developing guides and other information references for students;
 - 1.23.8. Oversees the internal and external mobility process at the University;
 - 1.23.9. Oversees the implementation of acts adopted to adapt students to special educational needs at the University;
 - 1.23.10. Exercises control over the proper performance of official duties and observance of discipline by the employee/employees of the Office;
 - 1.23.11. Signs and endorses the documents prepared in the office, as well as being responsible for the quality and accuracy of their execution;
 - 1.23.12. Prepares responses to incoming correspondence;
 - 1.23.13. Participates in the discussion of the candidatures of the persons to be appointed within the scope of his/her competence;
 - 1.23.14. Petitions to the Vice President of the University for the allocation of material and technical means necessary for the functioning of the Office;
 - 1.23.15. Coordinates the office relationship with other structural units of the University;
 - 1.23.16. Submits proposals to the Vice President of the University on the structure of the office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and their professional development;

- 1.23.17. Presents the annual report on the activities of the office to the Vice President of the university.
- 1.23.18. Within the scope of his/her competence, he/she performs the duties of the University President and the Vice President.
- 1.24. In case of absence of the Head of the Office and/or temporary inability to perform his/her duties, one of the employees of the Office shall perform his/her duties.

6. Office Manager

- 1.25. The office manager:
 - 1.25.1. Provides information retrieval and processing related to the learning process;
 - 1.25.2. Provides timely delivery of information related to the administration of the educational process to the academic managers of the main educational unit - the school;
 - 1.25.3. Prepares drafts of internal university acts related to the educational process in accordance with the legislation of Georgia;
 - 1.25.4. Prepares draft orders of the President of the University on the enrollment of students in educational programs;
 - 1.25.5. Systematizes information about persons enrolled in educational programs;
 - 1.25.6. Coordinates the process of compiling curricula in schools;
 - 1.25.7. Monitors the progress of the learning process in an organized and smooth manner and analyzes the results;
 - 1.25.8. Exercises control over the personal affairs of students at the school;
 - 1.25.9. Organizes and implements the process of internal and external mobility at the University;
 - 1.25.10. In accordance with the legislation, develops the form of the diploma attachment of the state document certifying higher education;
 - 1.25.11. Carries out the preparation of documents certifying higher education - diplomas for examination-utilization in accordance with the legislation;
 - 1.25.12. Provides information related to students to the relevant office for the production of student cards;
 - 1.25.13. Ensures timely entry and updating of the information provided by the rules in the register of higher education institutions;
 - 1.25.14. Administers the University Education Process Management System and controls the timely entry and updating of information in it;
 - 1.25.15. Advises stakeholders to facilitate work on the University's electronic platforms;
 - 1.25.16. Prepares information about the student to be submitted to state bodies;
 - 1.25.17. Carries out the tasks and instructions of the head of the office according to the goals of the office.
- 1.26. By order of the President of the University or by employment contract on the appointment of staff, it is possible, if necessary, to provide for functions or obligations different from the functions specified in this Article.
- 1.27. The manager is accountable to the head of the office.

7. Final Regulations

- 1.28. Approval of the regulations of the office, as well as any changes and additions are carried out by the order of the President of the University.