



**Georgian American University, LLC.
Continuous Education and Certificate Center
Regulations**

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1. General Regulations

- 1.1. This Regulation defines the authority, accountability and regulatory issues of the Continuous Education and Certificate Center (hereinafter referred to as the “Center”) 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. Objectives and Scope of Activities of the Center

- 1.5. The aim of the center is to use the resources and experience of the university for the professional and personal development of the university and the wider community, for professional development, for the acquisition of new professional skills.
- 1.6. The main field of activity of the Center is the creation and administration of continuous education courses/programs at the University.

3. Center Functions

The functions of the Continuous Education and Certificate Center are:

- 1.7. Promoting the continuous education system at the University;
- 1.8. Organizing advanced trainings, courses, seminars for the professional development of the university staff;
- 1.9. Cooperation with Georgian and foreign organizations, foundations, state and private structures and preparation of relevant projects for the development of the continuous education system;
- 1.10. Administration of continuous education courses and programs;
- 1.11. Enrollment of students in continuous education courses and programs (signing of contracts), preparation and issuance of certificates;
- 1.12. Cooperation with economic agents, international organizations and other entities, taking into account their recommendations, identifying priority areas for continuous education and ensuring the development and implementation of relevant continuous education courses/programs;
- 1.13. Implementation of certificate courses/programs with economic agents;
- 1.14. Informing the public about continuous education courses/programs;
- 1.15. Close cooperation with the main educational units of the University;
- 1.16. Offering relevant preparatory courses for entrants;
- 1.17. Participating in the development of various regulations and rules related to continuous education;
- 1.18. Participating in the development of the University Strategic Plan within the scope of competencies;
- 1.19. Carrying out other activities provided by the University Statute and internal acts for the purposes of the Center.

4. Center Structure

- 1.20. The center consists of the head of the center - the head and the manager/managers;

- 1.21. The head and manager of the center is appointed by the president of the university on the recommendation of the vice-president;

5. Head of the Center

- 1.22. The Head of the University Continuous Education and Certificate Center directs and manages the activities of the Center. He/she is responsible for the full and proper implementation of the functions of the Center.
- 1.23. Head of the University Continuous Education and Certificate Center:
 - 1.23.1. Defines the priorities of the Center;
 - 1.23.2. Provides the development of a certificate form;
 - 1.23.3. Organizes a seminar/training requested by the relevant structure or official of the University;
 - 1.23.4. Establishes relations with economic agents, international organizations and other entities;
 - 1.23.5. Gives assignments and instructions to the employee/employees of the center, if necessary, distributes duties among them;
 - 1.23.6. Executes control over the proper performance of official duties and observance of discipline by the employee/employees of the Center;
 - 1.23.7. Signs and endorses the documents prepared by the Center, as well as is responsible for the quality and accuracy of their implementation;
 - 1.23.8. Prepares a response to incoming correspondence of the Center;
 - 1.23.9. Participates in the discussion of the candidatures of the persons appointed by the Center within its competence;
 - 1.23.10. Petitions to the Vice President of the University for the allocation of material and technical means necessary for the functioning of the Center;
 - 1.23.11. Coordinates the relationship of the Center with other structural units of the University;
 - 1.23.12. Submits proposals to the Vice President of the University on the structure, staff, organization of work of the Center, incentives for employees, imposition of disciplinary responsibilities and raising their qualifications;
 - 1.23.13. Presents the annual report on the activities of the center to the Vice President of the university.
 - 1.23.14. Within the scope of his/her competence, he/she performs the duties of the University President and the Vice President.
 - 1.23.15. In case of absence of the head of the center and/or temporary inability to perform his/her duties, one of the employees of the center performs his/her duties.

6. Center Manager

- 1.24. The Center Manager:
 - 1.24.1. Organizes the implementation of the educational process within its competence;
 - 1.24.2. Registers students, distributes them in groups according to the rules established by the contract;
 - 1.24.3. Performs periodic review of students' academic performance;
 - 1.24.4. Compiles a schedule of teachers 'workloads and listeners' lessons;
 - 1.24.5. Monitors the attendance of students at classes;
 - 1.24.6. Ensures contracts with trainees;
 - 1.24.7. Systematizes information about the persons enrolled in the courses/programs;
 - 1.24.8. Sets up a study table;

- 1.24.9. Monitors the learning process and analyzes the results within its competence;
- 1.24.10. Conducts personal work of listeners;
- 1.24.11. Ensures the completion, registration and issuance of certificates in accordance with the rules established by law;
- 1.24.12. Within its competence, advises teachers and trainees for smooth operation of the electronic platform;
- 1.24.13. Controls the accumulation of tuition fees;
- 1.24.14. Performs the tasks of the head of the center in accordance with the goals of the center.
- 1.25. By order of the President of the University or by the employment contract on the appointment of employees, it is possible, if necessary, to provide for functions or obligations different from the functions defined by this Article.
- 1.26. The manager is accountable to the head of the center.

7. Final Regulations

- 1.27. Approval of the Statute of the Center, as well as amendments and additions to it is carried out by order of the President of the University.