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Shota Meskhia State Teaching University of Zugdidi

University Representative Council

Provision of the Center for Foreign Language Studies at Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. 1. The Center for Foreign Language Studies (hereinafter referred to as – center) Shota Meskhia State Teaching University of Zugdidi (hereinafter referred to as – Teaching University) represents the structural unit of a Teaching University.
2. The center operates in accordance with the applicable legislation of Georgia, the Statute of the Teaching University, administrative-legal acts of Rector and the Head of Administration and the present Statute.

Article 2. Objectives and Tasks of Center

1. Objectives of the Center are the following:
 - a) Teaching foreign languages (English, German, Russian, French) at different levels, including from A1 to C1, respectively: Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced.
 - B) to teach the English language based on the method of simultaneous translation of G. Askurava
 - C) Teach English language grammar in accordance with the English language adapted course by G. Askurava
 - ;D) Provide examination/testing in the university to determine the level of knowledge of foreign language;

Article 3. Rights and duties of Center

1. The Center for Foreign Language Studies of the Teaching University is headed by the Head of the Foreign Language Study Center of the Teaching University, which is appointed and dismissed by the Rector based on the submission of the Head of Administration.

2. The head of the center with his/her competencies:

- A) Supervise and direct the activities of the Center;
- B) is responsible for fulfilling the goals, tasks, and functions of the Center;
- C) Manages the exam/testing process;
- E) In the scope of his/her competence, the procedural issues of examination/testing shall be considered.
- F) Supervises the provisions of the Center for Studies of Foreign Languages approved by the Management Authorities and in accordance with the procedure of the enclosed exams/testing;
- G) Develop examination tests according to the need and provide them for the examination;
- H) develops the relevant certificate form;
- I) Provide the transfer of certificates to the lifelong education center;
- J) Provides translating of administrative acts and linguistic correctness in the Teaching University (relevant language);
- K) Fulfills other rights and obligations in accordance with the individual administrative-legal act as defined by Head of the administrative and Rector

Article 4. Other rights and obligations:

1. Head of Center shall:

- A) Follow the internal regulations of the university and disciplinary norms;
- B) Take care of the university's academic and business reputation;
- C) Take care of the documentation (not to allow their loss/damage);
- D) to protect the confidential information available at his/her disposal;
- E) Provide timely information to the Rector and Head of Administration or Structural Entities;
- F) to provide proper and qualified consultation;
- G) Engage in other university activities, organizational activities other than the activities stipulated by the position;

- H) Create a positive environment, follow the principle of ethics, collegiality, and subordination;
- I) Take care of university activities on the daily basis;
- J) Present monthly, annual reports, service action plan within the accountability defined by the Statute;
- K) To cooperate with the Head of the Quality Assurance Office of the University in the process of drawing up the research (self-assessment/ evaluation/satisfaction survey) and questionnaire in order to make effective use of quality assurance mechanisms in the management process;
- L) Perform other tasks of the Rector and the Head of administration, which does not contradict the applicable legislation;
- M) to cooperate and provide appropriate assistance to the Head of Internal Audit Service, in the process of internal audit inspection, assessment of financial management and control system within the competence.
- N) Participate in identifying job risks and cooperate with the Head of the administration as a crucial role in the key university education institution in carrying out the continuity plan of business processes.
- O) Take part in the formation of the budget in cooperation with the Head of the administration within its competence. Request the essential resources from the Head of Administration for the purpose of implementation/improvement of official duties.
- P) is responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.

Article 5. Admission and Tuition Fees

1. The center accepts learners from the age of 14 and above
2. Tuition fee for individual courses in the center are determined as following:
 - A) 12 lessons per month (three times a week) - 150,00 GEL;
 - B) 8 lessons per month (twice a week) - 130,00 GEL;
 - C) 4 lessons per week (once a week) - 70,00 GEL (this rate will be considered as a fee for one lesson).
3. The fee for studying in a group in the center (no more than 5 students) is defined as follows:
 - A) 12 lessons per month (three times a week) - 100,00 GEL;
 - B) 8 lessons per month (twice a week) - 80,00 GEL;
 - C) 4 lessons per week (once a week) - 60,00 GEL (this rate will be considered as a fee for the single lesson).
4. At the center discounts are applied to the following:
 - A) Teaching University students and professors - 50%;
 - B) Socially unprotected (participating in the program beyond the poverty line) students/ trainees - by 20%
 - C) applicants / listeners from rural families - 30%;

- D) In case of 2 or more than 2 applicants/family from the family - 30%;
- E) Peoples with disabilities/trainees - 40;
- F) IDPs - 40%.

Article 6. Remuneration

1. The remuneration of the Head of the center shall be determined by administrative, "academic and auxiliary personnel staffing and payroll fund".
2. The remuneration of the teachers of the center shall be determined by the Rector's administrative Act in accordance with the revenue of the center with the out of staff schedule and payroll fund.

Article 7. Certificate Fee

1. The certificate for the listener of the center is free of charge.
2. The fee for issuing a Certificate due to Examination / Testing amounts 100 GEL

Article 8. Amendments

1. The amendments and additions to the provision of the Center shall be carried out in accordance with the procedure established by the legislation.
2. The provisions of the Center comes into force immediately after the approval by the Representative Council, unless otherwise specified by the Resolution.
3. Reorganization/liquidation of the Center shall be carried out in accordance with the procedure established by the legislation of Georgia.