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Provision of
Learning Process Management Service of
Shota Meskhia State Teaching University of Zugdidi

Zugdidi

2018

Article 1. General Provisions

1. Learning Process Management Service of Shota Meskhia Teaching University of Zugdidi (hereinafter – the Service) represents auxiliary structural entity of the University.
2. The Service pursues its activity - in accordance with the Georgian legislation for the time being, subordinate normative acts, charter of the Teaching University, orders issued by the Rector and the head of the administration, regulations and the present provision;
3. Within its competence, the Service implements other authorities and is accountable to the Rector and the head of the administration of the Teaching University.

Article 2. Purpose of activity of the Service

The purpose of the Service is to facilitate the learning process.

Article 3. Structure of the Service

1. Learning Process Management Service consists of a head of the Service and the positions of leading specialist of the learning process management
2. A head and a leading specialist of the Learning Process Management Service are appointed and resigned by the Rector upon the representation of the head of the administration.

Article 4. Functions of the Service

The function of the Service represents:

1. Management of the learning process and organizational provision;
2. Upon the cooperation with the main educational entities, fields and Quality Assurance Service of the Teaching University - the involvement in elaboration, introduction and implementation of active and new educational programs, and the facilitation of the mentioned process;
3. Involvement in drafting of legal acts of the projects and regulating rules in connection with employing personnel who carry out educational programs, and are invited by academic and hourly paid rule;
4. Upon the cooperation with the Quality Assurance Service, Learning Process Monitoring Service, Research Department and main educational entities - to participate in the calculation and drafting of individual work-loads; and to manage the learning

- process in accordance with work-loads and annual working plans of the personnel who carry out educational programs, and are invited by academic and hourly paid rule;
5. Monthly comparison of conducted hours of academic and invited personnel represented from main educational entity to the planned ones, their calculation, counting, correction and submission to the Financial Service;
 6. Within the frames of learning process and activities in relation with students, which is to be implemented over main educational entity – to prepare drafts of legal acts, including the drafting of orders regarding the invitation of invited personnel by hourly paid rules, issues of mobility, suspension/restoration of students' status, transfer of student from year to year, etc. - upon the representation of the dean of the main educational entity;
 7. During learning process, drafting and preparing requested certificate/notes (on academic work-load, delivered lectures and seminar courses, etc.) to personnel invited by academic and hourly paid rules;
 8. Management of students learning process (administrative and academic registrations, etc.) and elaboration of appropriate recommendations;
 9. Within the competence of the Service, the conduct of necessary works and participation in drafting of proper documents (self-evaluation questionnaire, etc.) for the Institutional Authorization and Program Accreditation Service;
 10. Participation in drafting projects of administrative acts regarding learning process, authorization and accreditation;
 11. Processing registry of students and professor-teachers electronic portal together with the programmer of the University in accordance with the Georgian legislation, its daily monitoring, conduct of proper measures to perfect the registry and in terms of pursuing these goals to cooperate with structural entities of the University and their personnel (academic, invited);
 12. Processing and properly submitting to the relative structures the incoming correspondences related to learning process;
 13. Administration and organizational provision of students' mobility process;
 14. Organization of internal unified master's examinations;
 15. To work out templates of documents of strict accounting (diplomas (of higher education, Master's, Bachelor's and Vocational ones), their duplicates and certificates); to agree on language accuracy with LEPL National Center for Educational Quality Enhancement, to ensure drafting/submission of documents to the Service Centers of Ministry of Finance for the registration of diplomas and granting them registration numbers of MoF;
 16. To draft documents of strict accounting (diplomas (of higher education, Master's, Bachelor's and Vocational ones), their duplicates and certificates) and diploma annexes

in accordance with the regulations stipulated by the Georgian Law; to issue them according to the Law; to account and report; to set up appropriate archive; to prepare documents for forwarding them to archive; to process incoming correspondences in relation to the mentioned subject and to conduct necessary measures through the cooperation with the main educational entity and respective fields;

17. To deliver graduates database to the career development center;
18. To pass current issues of learning process to the Information Technology Center for posting them on the web-site of the Teaching University;
19. To facilitate the publicity of necessary information to students, academic and invited personnel;
20. To cooperate other structural entities within the frames of competence;
21. To ensure open door days and other meetings for the students with the main educational entity and Quality Assurance Service;
22. To provide registration (submission of documents) of Master candidates within the timeframe determined by individual administrative-legal act of the Rector of the Teaching University, and to define the compliance of documents submitted by the applicant with the precondition of the admission at Master's program.

Article 5. Head of the Service

The Head of the Learning Process Management Service:

1. Manages the work of the Service;
2. Defines activity priorities of the Service and is responsible for the implementation;
3. Represents the Service in relationship with the third party;
4. Carries out/ensures fulfilment of all functions determined by the present provision;
5. Within the frames of competence, implements other functions and duties stipulated by the administrative-legal acts of the Teaching University and the Georgian legislation;
6. Makes organizational provision for the implementation of the learning process;
7. For the purpose of further development of educational programs, works out proposals in collaboration with Quality Assurance Service, the heads of other fields and Main Educational Entity;
8. Participates in the implemented events aimed at adapting in the learning process the students with disabilities and the students with special educational needs;
9. Participates in the events in relation with integrating international (exchange programs) students and professor-teachers in the learning process;
10. Within the competence, takes part in these and other events planned by the Teaching University.

Article 6. Main Specialist of the Service

1. The main specialist of the Learning Process Management Service is obliged to facilitate the implementation of the functions determined in accordance with the present provision, paragraphs 14 and 15 of the article 4.

Namely:

- a) By following the accuracy of the provided information from the Main Educational Entities, to draft timely documents of strict accounting like diploma annexes (of higher education, Master's, Bachelor's, Vocational ones) which are approved in accordance with the regulations stipulated by the Georgian Law;
- b) Upon the agreement with the head of the Service - in accordance with individual administrative-legal acts, to depict legally provided information in the typographically printed documents of strict accounting (diplomas (of higher education, Master's Bachelor's, Vocational ones), and their duplicates, which are approved according to the regulations stipulated by the Georgian Law;
- c) To scan/archive and correspondingly to the registry administration rules to display in proper link of the students registry the documents of strict accounting (diplomas (of higher education, Master's Bachelor's, Vocational ones), diploma duplicates and annexes (in the Georgian and English languages), which are approved in accordance with the regulations envisaged by the Law of Georgia;
- d) Correspondingly to the legislation, to issue the documents of strict accounting (diplomas (of higher education, Master's, Bachelor's, Vocational ones, their duplicates and certificates) which are approved by the regulations envisaged in accordance with the law of Georgia; and to account, report and set up archive of respective documents;
- e) To manage the record-book on registering the issuance of diplomas (ensure signatures for issuing diplomas, putting proper information in the record-book, and presenting checkout cards and necessary documents);
- f) To systematically administer electronic (internal) database on issued/to be issued diplomas, diploma annexes, duplicates and certificates.

Article 7. Rules for making amendments and additions in the Provision

Amendments and additions in the Provision are carried out according to the rule stipulated by the Law.

