

Approved on:-----

The Representation Council of Shota Meskhia
State Teaching University of Zugdidi

Regulations of the Vocational Education and Training Development Office of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The Vocational Education and Training Development Office (hereinafter “the Office”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is an auxiliary structural unit of the Teaching University.
2. The Office shall be guided by the Law of Georgia on Vocational Education and Training, the Law of Georgia on Higher Education, the subordinate normative acts, the Statute of the Teaching University and the present Regulations.
3. Within the scope of its competence, the Office shall be accountable to the Rector of the Teaching University and the Head of Administration. The Office shall perform the duties imposed by the Rector and the Head of Administration, as envisaged by the law.

Article 2 The Scope, Goal, Key Objectives and Functions of the Office

1. The scope of the Office is to provide vocational education and training at the Teaching University.
2. The goal of the Office is to facilitate effective vocational education process and promote the preparation of competitive specialists for the labor market.
3. The objectives and functions of the Department shall include:
 - A) Organizing/conducting the teaching process of vocational education programs;
 - B) Keeping education records (personal files) of vocational students;
 - C) Keeping records of the documents (subject, module, dual), confirming evaluation of vocational students in the education process;
 - D) Application of the latest methods of learning and teaching of vocational programs;
 - E) Elaborating on appropriate proposals for authorization/accreditation purposes, developing and introducing new educational programs and modifying the existing ones.
 - F) Providing up-to-date information to the Information Technology Center of the Teaching University;
 - G) Perfecting the database of vocational students and ensure its protection;
 - H) Determining the preconditions and terms for applying for vocational education and training programs;
 - I) Establishing admission procedures for vocational education students that will be based on the principles of fairness and transparency;
 - J) Agreeing on the procedures for the admission of a vocational student to the next level with the Ministry of Education and Science of Georgia;
 - K) Keeping a registration logbook of persons who will be enrolled in vocational education programs;

- L) Processing incoming correspondence;
- M) Informing vocational students with respect to the matters related to the educational process;
- N) Actualizing the issue of the subsequent employment of vocational students and working on the projects focused on their further employment;
- O) Carrying out search to find new sales markets and donor organizations;
- P) Keeping a logbook/record of students' attendances at theoretical and practical lessons, the exact number of hours of lessons conducted by teachers, submitting the number of payable hours to the Head of Administration.
- Q) Upon the request of teachers/external professionals, submitting the procurement request to the Head of Administration on the purchase of equipment, study materials, computer hardware, stationery, etc. that are necessary for implementing modular and dual vocational education programs;
- R) Creating information on the expenditure of material resources on the basis of reports of teachers / external specialists after the completion of educational programs / on an annual basis and submitting them to the Material Resources Management Office with a view to writing off.

Article 3. Structure and Governance of the Office

1. The Office is an organizational structural unit of the Teaching University, managed by the Head of the Office.
2. The structure of the Office includes the Vocational Education and Training Department (Senaki base) and its rights and obligations shall be determined by the relevant Regulations.

Article 4. Head of the Office

1. The Head of the Vocational Education and Training Development Office:
 - A) Shall manage the activities of the Office in accordance to the Article 2 of the present Regulations, taking into account the scope of the Office.
 - B) Determine priorities of the activities of the Office and be responsible for their implementation;
 - C) Represent the Office before the third parties;
 - D) Within his/her competence shall carry out the tasks provided by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration, and other functions defined by the legislation of Georgia.
2. The Head of the Office shall be accountable to the Rector and the Head of Administration.
3. The Head of the Office shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration. In case of absence of the Head of the Office, the person in charge shall be determined by the Rector's administrative act.
4. The Head of the Office:
 - A) Shall be obliged to control the records of the exact number of hours conducted by the teachers, keep a record of students' attendance at the theoretical and practical lessons;

- B) Shall submit the number of payable hours to the Head of Department.
- C) Shall determine the equipment, training materials, inventory, computer equipment, and stationery materials necessary for the implementation of modular and dual vocational programs and submit the request for the procurement of abovementioned material resources to the Head of Administration.
- D) Shall be responsible for the materials/resources spent based on teachers'/external experts' reports, create information on the expenditure of material resources and submit it to the head of the Material Resources Management Office with a view to writing off.
- E) Perfect the database of vocational students and ensure its protection;
- F) Perform his/her office duties correctly and in a legal way.

Article 5. Other Rights and Obligations

1. The Head of the Office:

- A) Shall follow the internal regulations and disciplinary liability norms of the Teaching University;
- B) Shall take care of the property and business reputation of the Teaching University;
- C) Shall take care of the documents (shall not allow them to be lost/damaged);
- D) Shall maintain the confidentiality of the information at his/her disposal;
- E) Shall provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;
- F) Shall provide proper and qualified consultation;
- G) Shall engage in other university activities, including organizational affairs; other than his/her office duties;
- H) Shall create a positive environment, follow the principle of ethics, collegiality, and subordination;
- I) Shall take care of everyday activities of the Teaching University;
- J) Within his/her accountability, as specified by the Regulations, shall provide monthly and annual reports, and an action plan of the Office;
- K) Shall cooperate with the Head of the Quality Assurance Office of the Teaching University in order to facilitate efficient use of quality assurance mechanisms in the management process and in the process of making questionnaires for planned surveys and in carrying out the surveys (self-assessment/assessment/satisfaction survey);
- L) Shall perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;
- M) Shall cooperate and provide appropriate assistance within the scope of his/her competence to the Head of the Office of Internal Audit when evaluating the financial management and control system in the process of conducting an internal audit.
- N) Shall participate in the identification of office risks and cooperate with the Head of Administration for the implementation of business process continuity plans as a key element with a decisive role in the viability of the Teaching University.
- O) Shall take part in the formation of the budget within the scope of his/her competence in cooperation with the Head of Administration. Shall request allocation of necessary resources from the Head of Administration to perform/improve his/her official duties.
- P) Shall be responsible for performing the functions specified by the present Regulations, following the applicable legislation.

Article 6. Staff Units of Non-staff Employees

As defined by the staff list and payroll budget of non-staff employees of the Teaching University, the staffing units of the Chief Specialist of Learning Process Management, the Chief Specialist of Students' Database, the Industrial Practice Manager of Vocational Programs, and **the Chief Specialist of Computer Labs** shall be subordinated to the Office of Vocational Education of the Teaching University.

Article 7. Chief Specialist of Learning Process Management

1. The Chief Specialist of Learning Process Management:
 - A) Shall participate in organizing/carrying out of the teaching process of vocational education programs;
 - B) Shall keep education records (personal files) of vocational students;
 - C) Shall keep records of the documents (subject, module, dual), confirm grading of vocational students in the education process;
 - D) Shall keep records of the students, who will be enrolled in vocational education and training programs.
 - E) Shall process incoming correspondence;
 - F) Shall provide information to vocational students with respect to the matters of academic activities.
 - G) Shall prepare information for the preparation of accountable documents (diploma, academic certificate) and deliver them to the relevant Office;
 - H) Within his/her competence shall carry out the tasks assigned by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration and other functions defined by the Head of the Office and the legislation of Georgia.
 - I) Shall be accountable to the Rector, the Head of Administration and the Head of the Office.
2. The Chief Specialist of Learning Process Management shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.
3. In case of absence of the Chief Specialist of Learning Process Management, the person in charge shall be determined by the Rector's administrative act.

Article 8. Lead Specialist of Students' Databases

1. The Lead Specialist of Students' Databases:
 - A) Together with the Chief Specialist shall participate in organizing/carrying out of the teaching process of vocational education programs.
 - B) Together with the Chief Specialist of Learning Process Management shall keep education records (personal files) of vocational education students;
 - C) Together with the Chief Specialist of Learning Process Management shall keep records of the documents (subject, module, dual), confirming evaluation of vocational students in the education process;

- D) Together with the Chief Specialist of Learning Process Management shall keep records of the students, who will be enrolled in vocational education and training programs.
 - E) Together with the Chief Specialist of Learning Process Management shall process incoming correspondence;
 - F) Shall cooperate with the Head of the Office to ensure completeness and security of the students' database.
 - G) Within his/her competence shall carry out the tasks assigned by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration and other functions defined by the Head of the Office and the legislation of Georgia.
 - H) Shall be accountable to the Rector, the Head of Administration and the Head of the Office.
2. The Lead Specialist of Students' Databases shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.
 3. In case of absence of the Lead Specialist of Students' Databases, the person in charge shall be determined by the Rector's administrative act.

Article 9. Industrial Practice Manager of Vocational Programs

1. The Industrial Practice Manager of Vocational Programs
 - A) Shall periodically monitor industrial practice facilities during the industrial practice;
 - B) Shall establish verbal communication with the individuals involved in the industrial practice;
 - C) Shall debrief the representatives of the industrial practice facilities (head of the industrial practice/employer) in order to determine main objectives, evaluation of feasibility and other needs of the vocational education programs.
 - D) Within his/her competence shall carry out the tasks assigned by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration, and other functions defined by the Head of the Office and the legislation of Georgia.
 - E) Shall be accountable to the Rector, the Head of Administration and the Head of the Office.
2. The Industrial Practice Manager shall submit interim reports to the Vocational Office based on the analysis of monitoring and oral debriefings carried out during the implementation of the industrial practice.
3. After completion of the industrial practice, the Industrial Practice Manager shall certify the diaries of all vocational students with his/her signature and seal (if any).
4. The Industrial Practice Manager of Vocational Programs shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.
5. In case of absence of the Industrial Practice Manager of Vocational Programs, the person in charge shall be determined by the Rector's administrative act.

Article 10. Chief Specialist of Computer Labs

1. The Chief Specialist of Computer Labs:

A) Together with the Lab Manager shall monitor computer equipment of the Teaching University, including labs. Shall be responsible for the smooth functioning and maintenance of computer equipment.

B) Together with the Lab Manager, shall make a list of unserviceable equipment on the balance of the Teaching University and prepare proposals for repairing or writing-off the existing ones.

C) Shall be guided by the stock record card (fixed assets cards).

D) Within his/her competence shall carry out the tasks assigned by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration. and other functions defined by the Head of the Office and the legislation of Georgia.

E) Shall be accountable to the Rector, the Head of Administration and the Head of the Office.

2. The Chief Specialist of Computer Labs shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

3. In case of absence of the Chief Specialist of Computer Labs, the person in charge shall be determined by the Rector's administrative act.

Article 11. Labor and Legal Relations with the Staff

The labor and legal relations with the staff of the Department shall be governed in accordance with the Labour Code of Georgia and the labor contract.

Article 12. Reorganization and Liquidation of the Office

Reorganization/liquidation of the Office shall be done in accordance with the applicable legislation, by the rule specified by the Representative Council of the Teaching University

Article 13. Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the present Regulations shall be made by the decision of the Representative Council.

2. The Regulations shall enter into force upon its approval unless otherwise specified by the Representative Council