

## **The provision of lifelong learning of Shota Meskhia State Teaching University of Zugdidi**

### **Article 1. General Provisions**

1. Lifelong Education Center (hereinafter referred as - "Center") of Zugdidi Shota Meskhia State Teaching University (hereafter referred as "University") represents the supporting structural unit.
2. The Center's work is guided by the legislation, legal acts and the Regulation of Teaching University
3. Performs the duties given by Rector of Teaching University and Head of Administration based on legislation within its competence and is accountable for them.

### **Article 2. Tasks and fields of Activities of the Center**

1. The purpose of the Center is to provide university and wide community with the opportunity to use the resources and experience of the Teaching University for professional and personal development, to improve their skills, to acquire new professional skills without age limiting.
2. The main field of activities of the Center is the provision of Lifelong Learning (short-term courses/programs for training/retraining, service provision/administration of training courses.
3. The important area of the Center's activities is to provide students with consulting services for the purpose of implementing the electronic management system of the educational process.

### **Article 3. The tasks and functions of the Center**

1. Tasks of the Center are the following:
  - A) Strengthening the role and importance of the Teaching University by offering lifelong education center services to the community.
  - B) Offering academic writing courses for any applicant
  - C) Organization of training/courses/seminars to raise relevant qualifications for professional development of the Teaching University staff.
  - C) Facilitate strengthening of Student Services for Teaching University with short-term certification for student / professional student, including career development and foreign language courses.
  - D) Planning consultancy services for the professional development of the existing farmers, agribusinesses, and student / vocational student
  - E) Cooperation with Georgian / foreign organizations, state / private structures and preparation of projects.

2. Center:

A) identifies the priority areas of lifelong education programs and plans relevant courses/programs, in collaboration with state / private agencies, business sectors, professional organizations, employers, international organizations and other subjects.

C) conducts relevant promotion campaigns for the community on the University education programs of lifelong education;

D) establishes close cooperation with the Teaching University and the structural units;

E) informs the university community about the possibilities of their involvement in lifelong education programs.

**Article 4. Structure and Management of Center**

1. The center is headed by the head of the Center who oversees the activities of the Center. The Head of the Center is appointed and dismissed by the Rector of the Teaching University on the basis of the recommendation of the Head of Administration.

2. Head of the Center:

A) Provides information to students / professional students / any person about the place of service and the person authorized for the service / consultation:

1. Career Planning Courses - Career Development Center.
2. Foreign Language Courses - Center for Foreign Language Studies.
3. Consulting Services in Agriculture - Professional Programs Division / Extension Center.
4. Short-term training / retraining courses - Vocational Education Development Service.
5. Legal issues - Legal Service.
6. Individual consultations with relevant structural units.
7. Individual curriculum, consultation tables - faculty.
8. Mobility and renewal / suspension / termination of student status / academic leave - Training Process Management Service.
9. Plagiarism - Scientific Department.
10. Use of electronic system of study process - Center for Lifelong Education.
11. Academic Writing Courses - Faculty.
12. Teaching Methods - Faculty.

- B) Ensures issuing and registering certificates for short-term training/retraining courses/programs.
- C) Maintains the Center's work and determines the priorities of the Center's activities and is responsible for their implementation;
- D) Discuss, sign the documents prepared in the Center and make decisions within its competence;
- C) represent the Center in relations with third parties.
- D) performs other functions and obligations under the legislation of Georgia, legal acts of the Teaching University and the present Statute within its competence.

### **Article 5. Other Rights and Duties**

1. The Head of Lifelong Education 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) be responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.

#### **Article 6. Reorganization and liquidation of the Service**

Reorganization/liquidation of the service is carried out in accordance with the applicable legislation considering the procedure established by the Representative Council of the Teaching University.

#### **Article 7. Rule of Amendments to the Regulation**

1. Amendments and/or additions shall be made in the provision by the decision of the Representative Council.
2. The provision is valid immediately after the approval of the Representative Council if it is not specified otherwise.