

## **Regulations of Student Services Center**

Approved by the Resolution No. 01-06-02/36 of  
the Representative Council (Senate) dated August 04, 2022

Georgia, Tbilisi

LEPL Georgian Technical  
University

2022

## **Regulations of Student Services Center of LEPL Georgian Technical University**

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

1. The Student Services Center (hereinafter - the Center) of the Georgian Technical University (hereinafter - the University) is a structural unit of the University, which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the University's Charter, these regulations and the current legislation of Georgia.
2. These regulations defines the bases of the Center's activity, goals, tasks, functions and rights and duties.
3. The Center is accountable to the University rector and the head of administration (chancellor), who supervise the Center's activities in accordance with the law.

### **Article 2. Goals and Objectives of the Center**

1. The goals of the Center are:
  - a) supporting student initiatives, taking care of students' development and their career advancement;
  - b) raising the authority of the University as an educational institution caring for the progress and development of students through its own activities;
  - c) strengthening cooperation with the private and public sector in order to promote career advancement for University students and graduates;
  - d) taking care of the involvement of potential employers in the development and implementation of educational programs;
  - e) close relations with University students and graduates;
  - f) creating/managing the base of graduates, as well as maintaining contact with graduates and strengthening the relationship;
  - g) creating a database of potential employers and communicating with them;
  - h) organization of exchange projects and summer practices of University students;
  - i) actively cooperating with professors and University scientific circles, providing relevant recommendations and proposals;
  - j) promoting the involvement of University students in international educational and scientific projects;
  - k) providing information about various grant programs of international foundations and organizations to University students and providing consultation within the scope of competence;
  - l) promotion and encouragement of activities of student clubs;
  - m) promotion of team work for students;
  - n) participation in the organization of student forums;

- o) discussion of projects initiated by students and fundraising;
- p) participation in the organization of students' summer and winter schools;
- q) cooperation with students and student organizations, promotion of student projects and initiatives;
- r) implementation of other powers defined by the legal acts of the University within the competence.

2. The tasks of the Center are:

- a) creating an information base for students interested in various fields of art and sports;
- b) creation of a base of socially vulnerable/disabled students and their effective assistance within the scope of competence;
- c) promotion of healthy lifestyle, culture and art in the University space;
- d) implementation of social activities;
- e) arranging thematic, cognitive type of meetings for students with prominent figures of art, sports and science;
- f) organizing special master classes taking into account the interests of students and inviting both Georgian and foreign professionals for this purpose;
- g) organization of additional professional courses for students with the involvement of relevant authoritative organizations;
- h) improvement of activities and introduction of new methods using modern information technologies.

### **Article 3. Rights and Duties of the Employees of the Center**

1. Head of the Center:

- a) manages and directs the activity of the Center;
- b) is responsible for performing the functions and tasks assigned to the Center;
- c) distributes functions among employees and monitors their activities, is authorized to take appropriate administrative measures, in case of non-fulfillment of assigned duties, to terminate the employment contract early and/or to promote the employee of the Center in agreement with the rector;
- d) develops the activity and development strategy of the Center;
- e) ensures the establishment of relations and active cooperation with state and private organizations for the purpose of student development and career advancement, both with Georgian and foreign universities;
- f) submits proposals to the University management in order to improve the Center's structure and staffing schedule;
- g) is responsible for the evaluation, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;

h) submits a petition to the rector for the allocation of funds, equipment and inventory, which are required to fulfill the goals and objectives of the Center;

i) exercises other powers defined by the legal acts of the University.

2. Deputy head of the Center:

a) participates in the prioritization of tasks to be performed by the Center within its competence;

b) controls and promotes the process of achieving the tasks set for the Center;

c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations directly on the instructions of the head of the Center and/or within the scope of the authority granted to him/her by the relevant legal act;

d) gives advice and recommendations to the employees of the Center in order to improve and develop the quality of work;

e) participates or himself/herself organizes and controls the activities of the relevant structural unit of the Center, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Center, in agreement with the head of the Center;

f) assists the head of the Center in the process of carrying out the functions and duties defined for him/her;

g) performs other functions on the instructions of the head of the Center.

3. In the absence of the head of the Center, his/her duties are performed by the deputy head of the Center or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

4. The staff number and ranking of the Center is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

5. The University rector appoints and dismisses the employees of the Center.

6. The rights and duties of the Center's employees are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

#### **Article 6. Final Provisions**

6.1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.

6.2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Center.