

Regulations of the Department of Educational Process Management

Approved by the joint resolution of the Academic Council and
the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

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Regulations of the Department of Educational Process Management of LEPL Georgian Technical University

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Department of Educational Process Management (hereinafter referred to as the Department) of the Georgian Technical University and regulates other issues related to the Department's activities.
2. The goals of the Department are to ensure the fulfillment of normative acts in the field of education and science of Georgia, to promote the integration of the Georgian Technical University into the international educational space, to promote the process of training competitive specialists.
3. The Department is a structural unit of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the charter of the Georgian Technical University, the present regulations, job descriptions of the Department's staff and the current legislation of Georgia.
4. The Department is accountable to the rector and vice-rector of the University, who supervise it in accordance with the law.

Article 2. Functions of the Department

The main functions of the Department are:

- a) coordination of academic loads;
- b) managing the educational process of students of all levels of higher education;
- c) preparation of methodological documents related to the educational process (regulations, instructions, rules, etc.), as well as drafts of relevant resolutions of the Academic Council and the Representative Council (Senate) and orders of the Rector for their approval;
- d) preparation of relevant documentation for graduates;
- e) preparation of answers to letters received from different institutions;
- f) providing consultations to interested persons on issues related to the educational process, mobility, internal mobility, change of student status within the scope of its competence;
- g) taking into account the competence, implementation of other measures in accordance with the legislation and legal acts of the University.

Article 3. Structure of the Department

The structural units of the Department are:

- a) Unit of academic loads and tables;
- b) Unit of management of undergraduate programs;
- c) Unit of master's and doctoral studies;

- d) Registry unit;
- e) Unit of diplomas;
- f) Career Development Unit.

(Resolution #01-06-02/37 of the University Representative Council (Senate) dated August 4, 2022)

Article 4. Functions and Powers of Structural Units

1. The competence of the unit of academic loads and tables includes:

- a) preparation of University academic loads for approval before the beginning of the academic year;
- b) checking the academic load of the academic and teaching staff presented by the faculties and comparing it with the educational programs operating in the University;
- c) determination of the number of vacant academic loads;
- d) timely delivery of information regarding the current workload for the faculties;
- e) receiving the workload distribution of invited specialists from academic Departments and comparing it with the existing calculation;
- f) continuous control of the academic load and reflection of changes in it as a result of the mobility of students;
- g) at the beginning of each academic semester, comparing the table data presented by the academic Departments with the existing distribution;
- h) compilation of primary tables of faculties;
- i) checking the workloads of specialists invited on an hourly basis with the existing workloads and transferring the necessary information for the preparation of the draft order;
- j) preparation of the pay sheet of the invited specialists according to the hours worked every month;
- k) preparation of archival material reflecting the hourly workload conducted by invited specialists at the end of each academic year;
- l) on the basis of the application of an hourly paid employee, on the basis of archival data according to years, preparation of a report on the hours worked by this employee;
- m) taking into account the competence, implementation of other measures in accordance with the legislation and legal acts of the University.

2. The competence of the Unit of Management of Undergraduate Programs includes:

- a) Determining vacant places for admission of students to undergraduate and Georgian language training educational programs on the basis of unified national exams and submitting them to the Academic Council for approval. Reflecting the approved vacant places in the questionnaire in the LEPL education management information system (hereinafter - the management system www.emis.ge);

- b) determination of registration terms and rules for persons entitled to enrollment based on unified national exams, preparing a draft of the Rector's relevant order and placing it on the official website of the University (www.gtu.ge);
- c) preparation of the Rector's draft order on enrollment based on the information provided by the faculties regarding the registration of students to be enrolled in undergraduate and Georgian language training educational programs;
- d) on the basis of the decision of the Ministry of Education and Science, preparation of the rector's order on the enrollment of applicants/master's degree candidates/students who have the right to study at the Georgian Technical University without passing the unified national exams/common master's exams;
- e) conducting the process of recognition of education received in a higher educational institution within the University;
- f) preparing the process of enrolling graduates of the educational program in Georgian language into the bachelor's degree program;
- g) monitoring of students enrolled in state-funded programs in GTU and preparing and submitting information about vacant places to relevant services (www.emis.ge);
- h) determination of the terms and rules of registration for internal and external mobility applicants, preparation of the draft order of the Rector on registration, preparation of information about vacant places for mobility to be submitted to the management system (www.emis.ge);
- i) preparation of the draft order of the rector on internal and external mobility, preparation of relevant information for placement on the University's website; Checking and receiving the applications of applicants for mobility enrollment and the attached documentation, recording and sending them to the faculties, preparing the draft of the Rector's order on mobility enrollment and the information to be sent to the management system, based on the conclusion received from the management system, preparation of the draft of the Rector's order on mobility enrollment and preparation of the information (letter and copy of the order) to be sent to the management system after the issuance of the order, preparation of the draft of the Rector's order on internal mobility;
- i) preparation of the draft of the rector's order regarding the termination of the status of students who have transferred from GTU to another to another higher educational institution by mobility;
- j) preparation of the Rector's draft order on state scholars;
- k) studying the applications received about missing or wrongly recorded points in the system of monitoring students' academic performance and providing information for correction;
- l) within its competence, implementation of other measures in accordance with the legislation and legal acts of the University.

3. Competence of the master's and doctoral studies unit includes:

- a) determination of vacant places on master's and doctoral programs and submission to the Academic Council for approval; reflection of the approved vacant places on the electronic portal of master's programs of the LEPL National Center for Examinations and Assessment (hereinafter referred to as the Center);
- b) preparation of information and necessary documentation on enrollment in GTU master's programs by competition; preparation of drafts of University orders on terms of enrollment in programs, provision of specialization exam/exams and composition of examination and appeal commissions;
- d) checking the documents of those wishing to enroll in the master's degree, monitoring the results of the specialization exams (sources) and the ranking document drawn up by the faculties;
- e) managing the process of conducting specialization examination/examinations and the additional examination/examinations established by GTU for the purpose of admission to the master's degree/doctorate;
- f) preparation of the draft of Rector's order (unified act) on the enrollment of master's students;
- g) preparation of information to be submitted to the center and management system along with the unified act of the rector regarding the enrollment of the master's degree candidate in GTU;
- h) accounting of the financing (master's grant) of master's students enrolled in GTU and transferring it to the relevant services;
- i) gathering the report cards of the deans of the faculties on the composition of the commissions for the protection of master's theses, preparing the draft of the rector's order based on them;
- j) preparation of necessary documentation for enrollment in doctoral programs;
- k) checking the documentation submitted by the persons wishing to enroll in doctoral studies, preparing a draft of the order for enrollment in doctoral studies based on the minutes of the faculty temporary commissions and the report cards of the chairpersons of dissertation councils;
- l) preparation of the draft order on current changes;
- m) checking of pre-defense documentation (sources, total number of credits, minutes of seminars and colloquiums, list of published works, payment of tuition fees, etc.);
- n) determination of registration terms and rules for internal and external mobility applicants, preparation of a draft order of the Rector on registration; preparation of information about vacant places for mobility for submission in the management system (www.emis.ge); preparation of the draft of the rector's order on internal and external mobility and preparation of relevant information for posting on the University's website; checking and receiving, recording and sending to the faculties applications of persons wishing to enroll on the basis of mobility and the attached documentation; preparation of the draft order of the rector on mobility enrollment and the information to be sent to the management system; preparation of the Rector's draft order on mobility enrollment based on the conclusion received from the management system. Preparation of information (letter and copy of the order) to be sent to the management system after issuing the order; preparation of the Rector's draft order on internal mobility;

- o) preparation of the draft order of the Rector on the termination of the status of students who have transferred from GTU to another higher educational institution by mobility;
- p) within its competence, implementation of other measures in accordance with the legislation and legal acts of the University.

4. The competence of the registry includes:

- a) checking the drafts of the orders issued by the University on the composition of students and the attached documentation, if any;
- b) reflecting the orders issued on the mobility (suspension/termination of status/granting of qualification) of persons enrolled in higher educational programs at the University in the register of higher educational institutions (hereinafter - the register);
- c) reflecting in the register the data of persons who were enrolled in the University before the unified national exams and subsequently expelled, who wish to be reinstated;
- d) reflecting in the register the data of persons enrolled in the University according to the mobility rule;
- e) on the basis of the order of the Minister of Education and Science of Georgia, the order of the rector of the University and the information provided by the relevant faculty, reflecting and monitoring the data of undergraduate and master's students enrolled on the basis of unified national and common master's exams in the management system;
- f) reflecting and monitoring the data of students enrolled in the doctoral program of the University based on the enrollment order and the information provided by the relevant faculties in the management system;
- g) based on the provided information, reflecting and monitoring the data of the staff/other staff implementing the educational program of the University in the management system;
- h) preparation of information about undergraduate, master's and doctoral students for the National Statistical Service of Georgia;
- i) analysis of student mobility;
- j) within its competence, implementation of other measures in accordance with the legislation and legal acts of the University.

5. Competence of the diploma unit includes:

- a) in accordance with the legislation regulating strict accounting forms, developing and agreeing on samples of diploma/certificate and diploma/certificate duplicate forms, submitting them for registration and implementing the necessary measures to ensure their production;
- b) storage of diploma/certificate forms;
- c) cancellation of diploma/certificate form;
- d) filling out the diploma/certificate form;
- e) issuance of diploma/certificate;

- f) issuing a duplicate diploma/certificate, controlling the payment of the fee for issuing a duplicate diploma/certificate;
- g) production of electronic register of received, returned and issued diploma series and numbers;
- h) production of electronic register of series and numbers of diploma/certificate and/or duplicate sent for the purpose of examination-utilization, in accordance with the legislation regulating strict accounting forms;
- i) uploading all diplomas and diploma supplements prepared for issuance in the electronic database of the LEPL National Center for Educational Quality Enhancement;
- j) registration of the issued diploma/certificate and/or diploma/certificate duplicate according to the established procedure;
- k) within its competence, implementation of other measures in accordance with the legislation and legal acts of the University.

6. The competence of the career development unit includes:

- a) taking care of students' career development, conducting regular training/seminars in order to promote the formation of skills necessary for employment;
- b) Research in relation to career development (including the employment rate according to qualifications) creation of a unified base, showing jobs and positions. Organizing meetings with graduates and offering regular training/seminars;
- c) systematically conducting quantitative and qualitative analysis of vacancies on employment websites, observing the dynamics and trends of the labor market for further analysis and providing consultations to students and graduates regarding current and forecasted requirements;
- d) implementation of labor market researches, periodic survey of employers on human resources, in order to observe supply and demand and, based on the information, help students and graduates in relations with employers;
- e) cooperation with employers, signing memorandums with them, promoting the participation of employers in the development of internship and practice programs, and creating a common base of employers. Also, planning/implementation of periodical thematic events in the University and companies;
- f) cooperation and exchange of information with organizations working on labor market and employment issues, state, non-governmental or international organizations, participating in thematically relevant events within the scope of competence granted by the rector and/or vice-rector of the University;
- g) cooperation with relevant structures of educational institutions of Georgia and foreign countries within the scope of competence, planning and implementation of active cooperation with state agencies, educational institutions and international organizations in joint projects, events, conferences and researches;
- h) signing memorandums in secondary schools under the Ministry of Education and Science in cities/regions and providing professional orientation of entrants within the scope of competence.

- i) conducting an employment forum once a year;
- j) twice a year (at the beginning of the academic semester) conducting a practice forum at the faculties;
- k) implementation of other activities in accordance with the current legislation and these regulations.

(Resolution #01-06-02/37 of the University Representative Council (Senate) dated August 4, 2022)

Article 5. Management and Employees of the Department

1. The Department is headed by the head of the Department, who is appointed and dismissed by the rector of the University.

2. The head of the Department is accountable to the rector/vice-rector of the University.

3. Head of the Department:

a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;

b) states the position of the Department on the issues that are decided by the rector and vice-rector of the University;

c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;

d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;

e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;

f) signs and stamps the documents prepared in the Department;

g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;

h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;

i) controls the observance of internal regulations by the employees of the Department;

j) is responsible for the performance of tasks and functions assigned to the Department;

k) exercises other powers established by the legal acts of the University.

l) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations

4. The deputy head of the Department, within the scope of his/her competence:

a) participates in the prioritization of tasks to be performed by the Department;

- b) controls and facilitates the process of achieving the tasks set for the Department;
- c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior 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 Department in order to improve and develop the quality of work;
- e) participates or himself/herself organizes and controls the activities of the Department and relevant Departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- f) assists the head of the Department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duties.
- g) performs other functions on the instructions of the head of the Department.

5. Head of the Unit, within his/her Competence:

- a) sets tasks of the unit, organizes and manages activities, supervises task performance, controls priorities and deadlines;
- c) based on the functions and competencies of the unit, is responsible for the preparation and/or coordination of the preparation of conclusions, various recommendations;
- d) agrees and is responsible for the functions, procedures, reports, conclusions and various acts performed by the unit;
- e) prepares and presents initiatives within the unit's competence;
- f) communicates with external organizations on the instructions of the head of the Department;
- g) is responsible for the evaluation, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;
- h) performs other functions related to the unit's activities on the instructions of the head of the Department.

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

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

7. Employees of the Department are appointed and dismissed by the Rector of the University, in accordance with the rules for hiring support staff.

8. The rights and duties of the employees of the Department are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Article 6. Final Provisions

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

2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Department.