

DAUG

David Aghmashenebeli University Of Georgia

The seal of David Aghmashenebeli University of Georgia is a large, circular emblem. It features a central illustration of a church with a red roof and a cross on top, resting on an open book. The book has some text on its pages, including the year '1956'. The entire scene is set against a yellow background and enclosed within a circular border containing text in Georgian script.

Statute of the educational process management service

To be approved in March 2024, along with the examination center statute

2024 Academic Council Minutes 2

Article 1. General Provisions

1. This statute defines the legal status, structure, authority, accountability of the Educational Process Management Service (hereinafter - the "Service") of David Aghmashenebeli University Of Georgia (hereinafter - the "University") and regulates other issues related to the service's activities.
2. The service is a structural unit of the University.
3. The service conducts its activities in accordance with the legislation of Georgia, the regulations of the university and the present statute.
4. The service represents the University while implementing its objectives and functions.
5. Within its competence, the service is accountable to the rector of the university, fulfills the duties provided for by the law and assigned by the rector on the basis of the law.

Article 2. Purpose and functions of the service

1. The purpose of the service is to facilitate the management of the educational process in accordance with international standards and to promote the training of competitive specialists.
2. To achieve the mentioned goals, the functions of the service are:
 - a) Management of mobility process of students at the University;
 - b) Systematization of information about persons enrolled in the educational programme;
 - c) checking the calculation and distribution of the academic load presented by the faculties according to the approved curriculum;
 - d) Participation at seminars and conferences related to educational process management, European Credit Transfer and Accumulation System (ECTS), and problems in higher education;
 - e) Creating timetables for lectures of academic groups;
 - f) Based on the information presented by the faculties (decision of the faculty council, report card) to submit vacant places and other necessary information for admission at all levels of education (bachelor's, one-cycle, master's, doctoral programmes) for approval at the Academic Council and preparation of relevant documentation for submission to the National Center for Education Quality Enhancement and the National Center for Evaluation and Examinations within the established time frame;
 - g) determination of vacant places at all levels of education for the admission of citizens of foreign countries and persons without citizenship to the university;
 - h) Preparation of draft order of the Rector for the admission of persons enrolled by the Order of the Minister of Education and Science based on the results of the Unified National Exams to the Bachelor's programmes of the University, and submission of its copy to the Ministry of Education and Science upon its issuance;

- i) Checking documentation of qualification commissions for all stages of education and its preparation for the order;
- j) Creation of university students' database;
- k) Process management of conducting specialized Master's examinations;
- l) Management of admission process to PhD programmes;
- m) Preparation of information for the submission to the LEPL - National Examinations Center and LEPL - National Center for Educational Quality Enhancement along with the Rector's uniform act on the admission of Master's candidates at the University;
- n) planning, organizing and managing the examination process;
- o) organizing the selection and distribution of observers for midterm and final exams;
- p) Implementation of monitoring of the educational process;
- q) consideration of students' applications in the educational direction;
- r) cooperation with international educational and scientific organizations in connection with other structures of the university to facilitate the mobility of affiliated/academic/guest staff and students;
- s) management of the register of the higher educational institution, in accordance with the rule of production of the register of the Davit Agmashenebeli University of Georgia.

Article 3. Structure and Management of the Service

1. The service consists of the head of the service and the chief specialist.
2. Head of the Service conducts service activities, whose powers are determined by this statute. In case of absence of the head, duties and responsibilities of the head of the service are performed by the chief specialist by the assignment of the rector.
3. The Head of Service and the Chief Specialist are appointed and dismissed by the Rector of the University;
4. The Head of the Service:
 - a) manages the work of the service and is responsible for the fulfillment of the tasks and functions imposed on service;
 - b) defines the rules organizing and planning of the activity of the service;
 - c) Submits to the Rector of the university issues, proposals, reports and recommendations prepared by the service;
 - d) periodically submits a report on the work performed by the service to the rector of the university;
 - e) participates in the development of action and strategic development plans of the university and their implementation;

- f) Organizes implementation of functions assigned to the Service by this statute, for the purpose of which he/she presents proposals to the University Rector on dealing with and resolving specific matters;
- g) Reviews and authorizes the University's legal acts, agreements and other document drafts within competence;
- h) Ensures the adherence of legality and confidentiality of the activities of the Service in the cases envisaged by the law;
- i) According to the established rule, reviews correspondence and submits proposals within competence.
- j) in cooperation with the Quality Assurance Service and the heads of the educational programme, experts in the field, develops proposals for the further development of educational programmes;
- k) ensures the development, publication and posting of the catalog of educational programmes on the Internet;
- l) fulfills other functions and tasks defined by the present statute, legal acts of the University and the legislation of Georgia, within the competence of the service.

5. Chief Specialist of the Service:

- A) submits to the head of the service a report about their activities;
- b) while performing his /her duties, signs the prepared documentation, gives appropriate conclusions, examines and presents proposals, projects and other relevant documentation within the scope of his/her duties and separate tasks;
- c) Provides organizational support of learning activities:
- d) maintains the register of higher educational institutions;
- e) fulfills the duties and separate tasks related to the official activities of the management bodies of the university and the head of the service according to this statute, internal regulations.

Article 4. Examination Center

- 4.1. The auxiliary structural unit of the educational process management service is the examination center, which ensures the organization and management of the examination process;
- 4.2. The activity of the examination center is regulated by the regulations of the examination center.

Article 5. Reorganization and liquidation of the service

Reorganization and liquidation of the service is carried out based on the decision of the academic council of the university by the individual administrative-legal act of the rector.

Article 6. Amendments and additions to the Statute

Making changes and additions to the statute is carried out by the draft of changes and additions prepared by the head of the service, which is approved by the Academic Council.

