

Student Career Development and Graduate Employment Center

Tbilisi, 2023

Article 1. General Provisions

- 1.1 The Career Development and Graduate Employment Center (hereinafter - the Center) of Davit Agmashenebeli University of Georgia (hereinafter - the University) is a structural unit of the University.
- 1.2 The center functions in connection with other structural units of the university and is guided in its activities based on the legislation of Georgia, the statutes of the university and the present agreement.
- 1.3 The center, within its competence, is accountable to the rector and the academic council of the university, fulfills the duties assigned by the rector and the academic council based on the law.

Article 2. Goal, objectives and functions of the Career Development and Graduate Employment Center

2.1. Goal of the Career Development and Graduate Employment Center:

- a) to utilize the intellectual resources of graduates, as the most important asset there is;
- b) to promote the generation and development of general and practical skills necessary for students' employment;
- c) to support students and graduates in self-establishment in the labor market;

2.2 The objective of the Career Development and Graduate Employment Center:

- a) to maintain and establish the status of the university as an institution offering high-quality education in the educational market, which is focused on the career growth and development of students;
- b) To inform the students about the dynamics of the labour market, about the its current demands and expected forecast;
- c) To provide assistance, on the basis of the analysis of the labor market research, to the students, in terms of a professional development, to correctly plan their education and career;
- d) To determine, how effectively the students use the knowledge delivered by the university, how useful and what kind of quality the education that the students received turned out to be.

2.3. Functions of the Career Development and Employment Centre:

- a) To provide regular trainings to students with the purpose of developing their practical skills and adapting them to the demands of the labor market;
- b) To plan and implement certain thematic events with the purpose of guaranteeing a close cooperation between the students and the employers;
- c) To ensure the inclusion of the employers and experts of a certain field in the process of elaboration and development of the programs;
- d) quantitative and qualitative analysis of vacancies announced on employment websites in order to determine required specialties and qualifications;
- e) periodic questionnaire survey of students and employers for the purpose of labor market research with the aim of determining supply and demand for human resources of various specialties;

- f) To cooperate with the state, non-governmental and international organizations implementing researches on the labour market and employment problems in order to ensure the exchange of information and jointly participate in thematic relevant events;
- g) To facilitate theoretical teaching and bring students closer to the labor market by merging practical components;
- h) to implement the creation of start-ups, incubators and pre-accelerators in the university market in order to integrate into the global educational space, to form the knowledge economy, to share knowledge, to generate, implement and promote new ideas;
- i) in order to promote the employment of disabled students and students with special needs, as well as other vulnerable groups (socially vulnerable, displaced families, etc.), ensure their registration and develop personalized approaches to the employer;
- j) providing communication between university graduates, finding, processing and systematizing contact information about them;
- k) continuously informing university graduates about vacancies in the labor market in order to employ them in accordance with their professional knowledge;
- l) signing memorandums of cooperation with state institutions operating in Georgia, private companies, international and non-governmental organizations;
- m) establishing connections with state institutions, local self-government units, companies operating in the private sector and non-governmental organizations for the purpose of internship and employment of students;
- n) Periodic organization / participation in employment forum and etc.
- o) To facilitate the professional development of the university alumni and students, by the involvement of local and international organizations;
- p) To plan and implement different activities with the purpose of involving the alumni into the university life, popularize the idea and advance the university image;
- q) To offer special program/professional training courses to students with the purpose of ensuring the compliance with modern student requirements;
- r) To elaborate and introduce short-term, alternative, flexible and diverse programs;
- s) creation of necessary conditions for the success of university students, both while studying at the university and for ensuring career advancement after graduation.

Article 3. Structure of the Center

- 3.1 Positions defined for the University Career Development and Graduate Employment Center are: Head of the center and Chief Specialist;
- 3.2. The Head of the center and the Chief Specialist are appointed and dismissed by the Rector of the University;
- 3.3 The head of the center is accountable to the rector and the academic council.
- 3.4. The Head of the Center:
 - a) manages and directs the activities of the Center;

- b) compiles a calendar of events to be held throughout the year;
- c) develops action and strategic plans of the center;
- d) develops the priority directions of the center's development and other concrete measures for their implementation;
- e) plans and organizes the employment forum;
- f) regularly organizes targeted meetings with employers;
- g) distributes information about the vacant positions provided by the employer and accordingly ensures the awareness of the graduates;
- h) regularly analyzes the dynamics of the labor market and monitors the available vacancies;
- i) attracts donors and partner organizations in order to create startups, incubators and pre-accelerators;

3.5 Chief specialist:

- a) helps the head of the center to fulfill the tasks of the service and to carry out the activities taken into account by its functions;
- b) provides information on the academic performance of students;
- c) provides information on the employment of university graduates;
- d) contributes to conducting trainings for students and graduates;
- e) advises students on professional orientation and employment issues;
- f) creates a unified database of employers with detailed contact information;
- g) with the student's consent and personal data protection, ensures the transfer of student data to specific vacancies, as well as their search for internships or other employment opportunities;
- h) organizes questionnaire surveys and interviews of students and graduates and their analysis;
- i) conducts a survey of the employment and satisfaction level of graduates.

Article 4 Reorganization and Liquidation of the Center

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

Article 5. The rule for making amendments and additions

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