

Approved by the decision of the Academic Council of THU dated May 02, 2025

N07

Regulations of the Center for Continuing Education of Tbilisi Humanitarian University

Article 1. General Provisions

1.1. The Center for Continuing Education (hereinafter referred to as the “Center”) of the Tbilisi Humanitarian Teaching University LLC (hereinafter referred to as the “University”) is a structural unit of the University.

1.2. The Center is accountable to the Rector and Vice-Rector of the University within its competence.

Article 2. Goals and Objectives of the Center

2.1. The Center’s goal is to enable the university and the wider community to use the University’s resources and experience for professional development, qualification improvement, and acquisition of new professional skills through the creation and administration of continuing education programs. The Center’s goal is to ensure the implementation of continuing education and promote the implementation of the principles of lifelong learning.

2.2. The tasks of the Center are:

- a) to promote the implementation of a university continuing education system at the University and to this end to cooperate with Georgian and foreign organizations, foundations, state and private structures;
- b) to strengthen the role and importance of the University by offering continuing education programs (trainings, courses, seminars, public lectures) to the public;
- c) to organize relevant qualification improvement activities for the professional development of the University staff;

2.3. The Center carries out:

- a) at the initiative of the Center, in cooperation with state and non-governmental structures, the business sector, representatives of local self-government, professional organizations, potential employers, international organizations and other entities and taking into account their recommendations, to determine priority areas of continuing education programs and to develop and implement relevant continuing education programs (face - to-face, electronic, distance);

- b) Administration of continuing education programs (coordination of their development and approval, search for the infrastructure necessary for the implementation of programs);
- c) Conducting an appropriate information campaign about university programs of continuing education;
- d) Offering them appropriate programs of continuing education based on surveys of university personnel's professional needs;
- e) Informing the university community about the possibilities of their inclusion in continuing education programs;
- f) Enrolling/registering students of continuing education programs in continuing education programs, preparing and issuing certificates and maintaining appropriate records. The programs will be implemented with the involvement of both the university's internal resources and invited specialists;
- g) Establishing contacts with foreign universities, donor organizations, foundations and other organizations based on the goals of university continuing education;

2.3. The Center will periodically organize meetings with academic/administrative staff, students/graduates where they will have the opportunity (also via e-mail or website) to name training courses of interest to them, and the Center will plan appropriate activities based on group needs.

2.5. The Center will annually prepare a report with statistical data, which will present in detail the results of the Center's activities, reflect the results of continuing education programs and trainings to improve qualifications.

2.6. The Center will periodically hold events aimed at raising public awareness and awareness of the principles, goals and modern, eco-friendly technologies of sustainable development.

2.7. The report separately reflects gender statistics, as well as statistics for individual groups.

Article 3. Structure of the Center

3.1. The Center has a Head of the Center and a Specialist;

3.2. The Head of the Center and the Specialist are appointed and dismissed by the Rector;

Article 4. Head of the Center

4.1. The Head of the Center:

- a) directs and coordinates the work of the Center;
- b) determines the priorities of the Center's activities, draws up an annual work plan and a calendar of works to be carried out during the year, and plans and organizes specific events and is responsible for their implementation;
- c) reviews correspondence in accordance with the established procedure and makes decisions within the scope of his competence;
- d) distributes duties among employees, defines their functions and gives assignments;
- e) supervises the proper performance of their official duties by the Center's employees, exercises control over their compliance with the University's internal regulations;
- f) ensures the development and implementation of new projects, ideas, and the search for donors and partner organizations;
- g) ensures coordination of relations with Georgian and foreign partners, donors, Georgian or international organizations and all other interested parties;
- h) prepares and submits a report on the activities of the Center annually, as well as at any time upon the instruction of the Rector of the University;
- i) represents the Center in relations with third parties;
- j) is responsible for the legality and effectiveness of the Center's activities;
- l) carries out other activities defined by the legislation of Georgia, legal acts of the University and these Regulations within the scope of his/her competence.

4.2. The Center's Specialist:

- a) organizes the fulfillment of the Center's tasks, for which he/she submits proposals to the Head of the Center in

terms of regulating and resolving individual issues.

- b) Ensures the development and implementation of a regular training plan that the Center should offer throughout the year to administrative, academic/visiting staff, students/graduates and other interested parties.
- c) Ensures regular analysis of labor market dynamics to determine what types of training courses are in increasing demand.

- დ) უზრუნველყოფს უწყვეტი განათლების პროგრამების გეგმის შედგენას და განხორციელებას, რომლებიც ცენტრმა წლის მანძილზე უნდა შეთავაზოს დაინტერესებულ პირებს;
- ე) უზრუნველყოფს უწყვეტი განათლების პროგრამების შემუშავებას ქართულ და უცხოურ უნივერსიტეტებთან, სხვადასხვა ორგანიზაციებთან, ფონდებთან, სახელმწიფო და კერძო სტრუქტურებთან თანამშრომლობით;
- ვ) უზრუნველყოფს უწყვეტი განათლების პროგრამების პოპულარიზაციას და განხორციელებას;
- ზ) უზრუნველყოფს დაინტერესებული პირებისათვის ინფორმაციის მიწოდებას ცენტრის მუშაობის ძირითადი საკითხების შესახებ;
- თ) განახორციელებს დამსაქმებლების მონაცემთა ბაზის მონიტორინგსა და განახლებას;
- ი) აწარმოებს სტუდენტთა და კურსდამთავრებულთა რეესტრს და საქმების შესახებ ინფორმაციის შესაგროვებლად;
- კ) უზრუნველყოფს რეგულარულ ტრენინგებზე და უწყვეტი განათლების პროგრამებზე მსურველთა რეგისტრაციას;
- ლ) უზრუნველყოფს სხვადასხვა ღონისძიებების ორგანიზებისათვის საჭირო კონსულტაციის გაწევას დაინტერესებული მხარეებისთვის;
- მ) განახორციელებს ცენტრის მიერ ორგანიზებული ღონისძიებების ჩატარების საორგანიზაციო ხელშეწყობას;
- ნ) წარმართავს თავისი კომპეტენციის ფარგლებში დონორებთან, პარტნიორ ორგანიზაციებთან, შემოქმედებით ჯგუფებთან და სხვ.კომუნიკაციას (მაგ.:ზოგადი ინფორმაციის მიწოდება, მონაცემთა გაცვლა/გაზიარება და სხვა);
- ო)ახორციელებს უნივერსიტეტის სამართლებრივი აქტებითა და წინამდებარე დებულებით განსაზღვრულ სხვა საქმიანობას თავისი კომპეტენციის ფარგლებში.

მუხლი 5. დაკვნიტი დებულებები

დებულებაში ცვლილებებისა და დამატებების შეტანა ხორციელდება თჰუ აკადემიური საბჭოს გადაწყვეტილების საფუძველზე;