

Regulation of the BSU Continuity Education Center

Article 1. Scope of sphere of the regulation

This provision defines the authority of the BSU Continuing Education Unit (later "Center"), Batumi Shota Rustaveli State University (later "BSU"), the aim of the BSU Continuity Education Center (hereinafter "Center"), goals and activities, staffing and functioning As a result, the rule of distribution of revenue received by the BSU.

Article 2. Authority of the Center

The Center conducts its activities on the basis of the Georgian legislation, the BSU Charter, the present provision and other legal acts of the BSU.

Article 3. The objectives and goals of the Center, the field of activities and the main directions

1. The main objective of the Center is to implement training programs in separate disciplines or other fields of knowledge; Development and implementation of short-term educational programs for professional development of teachers of primary education, primary, basic, secondary, vocational and higher education institutions;
2. The services of the Center, indefinitely age, are enjoyed by citizens of Georgia and foreign countries and stateless persons who wish to improve their knowledge (qualification) in the direction of the Center.
3. In order to implement a separate training program based on the requirements of the standard of teaching, the Center may provide preparation / publishing of textbooks, tests, methodological and other materials.
4. The directions of the Center's activities are:
 - A) Preparatory programs (Mathematics, Georgian Language and Literature, General Skills, Foreign Languages and Other Exercises) for Preparatory Programs for Entrants / Graduate Candidates;
 - B) Pre-school learning training;
 - C) Professional development of teachers;
 - D) Psychology training and service;
 - E) Implementing various courses of vocational training, qualification enhancement and retraining / training, defined by the BSU Rector's Order.
5. The short-term educational programs / training courses of the Center are approved by the BSU Rector's Order. The basis for the issuance of this Order is the positive conclusion of the Coordinating Council of the Center on implementation of the relevant program / course / training.
6. The relevant direction of the Center is strengthening contacts with relevant educational institutions, providing training-methodological, consultation, charity training for schools and other educational institutions, high mountain regions, socially vulnerable groups etc.
7. With the purpose of informing the population about the activities of the Center, the booklet can be published, advertisements may be prepared, consultations and other activities be held.

Article 4. Training Process of the Center

1. Enrollment of a student on a program is based on the BSU Rector's Order. This order is issued on the basis of signing the agreement with the listener.
2. Establishment of individual subject groups in the center, enrollment in the group, transferred from the group occurs by the order of the Rector of the BSU, based on the report of the corresponding direction coordinator of the Center.
3. The center provides:

- A) organizes the study process for students (sets up the study groups and / or sets the individual schedule of training, determines the training process, training or control tests, if necessary - the number of hours required for the exams, organizes the invitation of specialists / personnel, sets out the training and control tests tables;
- B) Presents each program / training course costs to the head of the university administration;
- 4. The Center provides the citizens of foreign countries (or non-stateless persons who have received education in foreign countries) to prepare their preparatory programs in accordance with the Georgian legislation.
- 5. After the completion of the training program, upon requesting of an listener, by the coordinator of the respective direction is prepared a legal act on the preparation and issuance of a certificate.
- 6. The grounds for termination of the status of the Center may be:
 - A) Application of the listener or his legal representative on termination of the study, presented no later than the completion of the first stage of the teaching. In this case, only the second stage of the study fee is returned if it was pre-paid;
 - B) Non-payment of tuition fees or violation of other obligations under the contract.
 - C) Absence of studies, a large number of missing (50% and more);
 - D) Gross violation of the norms established by the BSU regulations (disciplinary misconduct, which is based on the BSU regulations, grounds for termination of student status);

Article 5. Management of the Center, Invited personnel and Labor remuneration

1. The Governing Body of the Center is the Coordinating Council, which is accountable to the Rector (Academic Field) and the Head of Administration (Finance);
2. The composition of the Council (Chairman and Members) is approved by the BSU Rector's Order. Heads of the Center - short-term educational / training programs / projects / training courses (coordinators) are also members of the Coordinating Council.
3. The Council meeting shall be convened at least once in three months and as required by the training process.
4. The functions of the Center shall be provided by the head of the Center, who is also the Chairman of the Board;
5. The Head of the Center shall appoint and dismiss the Rector of the University.
6. Head of the Center:
 - A) Ensures effective course of study-methodical activities in the center;
 - B) Cares for renewal of short term programs / training courses;
 - C) Submit proposals to the Head of Administration to improve the material-technical and training base of the Center;
 - D) Ensure the maintenance and storage of the contracts signed with the participants, recording and evaluation magazines;
 - E) Prepare information on the website within competence;
 - F) Within the scope of its competence is accountable for fulfilling the orders of the Rector and the Head of the Faculty;
 - G) Is responsible for the selection of effective measures for the use of expenditures for the development of the Center according to the cost estimates of the Center;
 - H) Coordinates the activities of the Center's directions - programs / training courses coordinators work (Activities carried out for the improvement of programs, enrollment / exclusion / recruitment of the applicants and preparation of legal acts on recruitment / remuneration treaties with invited personnel);
 - I) Exercises other authority defined by the statute and BSU legal acts.
7. The Center, within the scope of its competence, performs tasks assigned to him by the Rector and Head of Administration, based on the legislation, and is accountable to them.
8. The report of the work of the Center once a year is heard by the Academic Council.
9. The hourly salary of the head of the Center, the coordinators of the individual department, the hourly salary of the invited staff, and the fee for each program (including preferential tuition fees) is determined by the order of the head of the BSU administration.
10. The coordinators of the Directions of the Center shall submit to the Head of Administration the amount of work (hours) performed by the personnel invited to the service card on a monthly basis. Payment is paid in accordance with the order of the head of the administration, monthly.

Article 6. Cost Estimation of the Center

1. As a result of the Center's activities, the BSU income source is the study fee for the Center / Training Course of the Center. Such source may be the other income allowed by the legislation of Georgia.
2. The coordinator of the Center's directions and the BSU's administration is approved by the BSU financial-economic department, which determines the cost of each program / training course of the center.

3. When drawing up each program / training course cost the following shall be considered: (Change N5 decision, 29.06.2006 years)
- A) 60% of the fees (revenue) of the Center's program / training course will be used for reimbursement of the invited staff;
 - B) 40% of teaching fees (revenue) on the program / training course of the Center remain in the university revenues.
 - C) In the case of training-tender or competition, only 30% will remain in university revenue and in case of field training - 20%. "

Article 7. Reorganization and liquidation of the Center

Reorganization or liquidation of the center is carried out in accordance with the rules established by the Georgian legislation.

Article 8. Rule of Amendments and Additions to the Regulation

The rule for making amendments and additions to the provision shall be implemented in accordance with the legislation.