

**Legal Entity of Public Law -  
Batumi Shota Rustaveli State University  
Regulation of the Examination Center**

**Article 1. General Provisions**

1. The present provision defines the functions and activities of the Legal Entity of Public Law - Batumi Shota Rustaveli State University (hereinafter - the University) and the Assistant Structural Unit - Examination Center (hereinafter - the Center).
2. The Center is headed by the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.
3. The Center, within the scope of the competence, is accountable to the Head of the University Rector and Administration.

**Article 2. Goals and Functions of the Center**

1. The goal of the Center is to introduce unified system of examination and raise education quality in the university.
2. Functions of the Center are:
  - A) Organize and conduct the examinations according to the Georgian legislation and the "Instruction of conducting exams" in the university (Examination of the tests, admission to the mobility process, etc.), (in all three stages of academic higher education, intermediate, final / additional exams, master's and doctoral studies);
  - B) Facilitate organizing and facilitating the technical examination of the examination process in the university examination center, including the protection of students' rights, the rule of examination, the timing and format and the results of examinations.
  - C) Creation of electronic information base on examination assessments for each student of the university;
  - D) Submitting appropriate proposals for the improvement of the examination center and organizing workshops and trainings;
  - E) Monitoring of examination material (tests, tickets, assignments) from departments, including monitoring of their renewal timing;
  - F) Conducting on the basis of transparency and publicity principles;
  - G) Other functions defined by the Georgian legislation and the University's acts.

**Article 3. Staff of the Center**

1. The center staff is the head of the center, main specialists and specialists (operators and technicians).
2. Personnel of the Center shall appoint and dismiss the Head of the Administration, including the Head of the Center - in agreement with the Rector.

3. Head of the Center:

A) Supervise the implementation of the functions defined by the Center by the legislation of Georgia, the University's Acts and this Regulation;

B) Is responsible for the proper management of the Center's activities, is obliged to rationally divide the description of the works approved by the order of the executive director and the university's legal acts and control the quality of the performed work;

C) Prepares proposals within the competence of the Center and submits to the Head of Administration and the Rector;

D) Behave in the name of the Center and represent it in the relations with the Third Persons within the limits of the authority specified;

E) Confirms or agrees with the visa within the scope of its competence in the legal acts and correspondence projects prepared by the Center or University structural units;

F) Solicits the allocation of funds, equipments and inventory that are necessary for the functions and tasks of the Center;

G) Periodically listens to the personnel report of the Center for their work;

H) Submit proposals on the use of disciplinary liability measures in case of center structure, staff units, functions, promotion or disciplinary misconduct;

I) Submit the activity report to the head of the rector and the administration;

J) Coordinates the activities of the observers and relevant training course / subject personnel in the examination center, in accordance with the "instruction for conducting exams" in the university;

K) Carries out the provisions of this University, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Center.

4. Description of the staff of the Center (as defined by the University Staff Schedule) is determined by the order of the Head of Administration, according to the functions defined by the Regulations of the Center.

5. Changing the number or title of staff units provided in this article will not make changes to this provision.

**Article 4. Rule of Amendments and Additions to the Regulation**

Changes and additions to the provision shall be made by the decision of the Representative Council, initiated by the Rector or the Head of the Administration.