

Attachment 11

Approval: International Black Sea University Governing Board

Resolution

#03, 10/01/2024

**International Black Sea University
Alumni Relations Office Regulation**

Tbilisi
2024

Content

Article 1. General provisions.....3
Article 2. Functions of the Office3
Article 3. Structure and management of the office.....3
Article 4. Management of the Office4
Article 5. Functions-duties of the head of the office.....4
Article 6. Office assistant.....5
Article 7. Final Provisions.....5

Article 1. General provisions

1. The International Black Sea University Alumni Relations Office (hereinafter - the Office) is a structural unit of the university, which ensures the involvement of alumni in the university life. It cares about their further professional growth and development and is focused on deepening the ties between the graduates.

2. The functions, authority, structure and management of the office are determined by this provision.

3. The office is subordinate to the head of the Department of Development of Students and Alumni, responsible and accountable to him/her.

Article 2. Functions of the office

1. The functions of the office are:

a) permanent communication with university graduates;

b) based on lifelong learning principles, offering appropriate support to graduates and organizing various activities;

c) in order to develop the network of graduates, planning relevant activities, including ensuring the involvement of graduates in active university life;

d) development of university mentoring program to strengthen connections between students and alumni;

e) in cooperation with relevant offices, organizing employment forums, workshops and information meetings tailored to the needs of alumni;

f) at least once a year, organizing a gathering of alumni and planning relevant activities;

g) creating and periodically updating the database of alumni;

h) creation of the alumni fund, development and management of the action plan.

Article 3. Structure and management of the office

1. The office includes:

a) head of office;

b) office assistants;

2. The Rector of the University appoints and dismisses the employee of the office in accordance with the rules established in the university, on the recommendation of the vice-rector in the field of administration.

3. When hiring, the qualification requirements for employees, if necessary, are determined by the rector.

Article 4. Management of the office

1. The office is headed by the head of the office.

2. The head of the office directs the daily activities with the functions and goals defined by this regulation.

2. The head of the office represents the office in internal university and external relations, plans and directs the office 's activities, supervises the employees' activities and is responsible for their effective work.

3. The head of the office is accountable to the head of the department of development of students and alumni.

Article 5. Function-duties of the head of office

1. Head of office:

a) directs the activities of the office in accordance with the regulations of the university and the present regulations;

b) distributes duties among employees of the office, gives them instructions and tasks;

- c) develops an action plan of the office and submits it to the head of the department of development of students and alumni;
- c) within the scope of competence, participates in the internal university process of authorization and program accreditation;
- d) represents the office with the bodies of the university and other units, and within the scope of his competence represents the university in dealings with third parties;
- e) submits proposals to the Department of Student and Alumni Development regarding the structure of the office, staffing, work organization, employee encouragement, disciplinary responsibility, and raising their qualifications.
- f) advises students within the framework of university activities;
- g) annually submits a report on the activities performed by the office to the head of the Department of Development of Students and Alumni;
- h) exercises other powers granted by the immediate supervisor within the scope of his/her competence.

Article 6. Office assistant

1. Office assistant:

- a) fulfills the tasks and instructions of the head of the office within the scope of his/her competence;
- b) is involved in the planning and implementation of activities initiated by the office;
- c) is involved in conducting studies initiated by the office in order to determine the satisfaction of graduates;

2. The assistant of the office is accountable to the head of the office.

3. Only a university student can be accepted for the position of office assistant.

Article 7. Final Provisions

1. This provision shall enter into force immediately upon acceptance by the Governing Board;

2. Amendments to the present regulation are carried out in accordance with the rules established by the university;

3. Changes are approved by the university's governing board.

3. Additional functions of the office can be determined by other normative documents of the university;

4. The vice-rector in the field of administration controls the implementation of this provision.