

Approval: Governing Board of Black Sea International University

Resolution #03,
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International Black Sea University

Regulation of IBSU Academy

Tbilisi

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Article 1. General Provisions

1. IBSU Academy of the International Black Sea University (hereinafter - the Academy) is a structural unit of the university, which provides support for the professional growth of students, graduates, academic and administrative staff, and third parties, taking into account the principles of lifelong learning.
2. The functions, authority, structure, and management of the Academy are determined by the previous regulation.
3. The Academy is subordinate to the head of the Department of Development of Students and Graduates, responsible and accountable to him.

Article 2. Functions of the Academy

1. The functions of the Academy are:

- a) Develops and conducts formal or informal short-term educational programs;
- b) Develops unique training courses and short-term certificate programs in partnership with university schools;
- c) Develops professional support and development mechanisms in accordance with the needs of the university's academic and administrative staff;
- d) Together with the relevant services of the university, plans the communication campaign of the Academy's courses and works on the commercialization of the courses;
- e) In cooperation with the career planning and development service conducts market research to identify demand of the graduates and offers them trainings based on their needs;
- f) Designs and develops an online teaching strategy, with the aim of further effective digitization of courses;
- g) Develops and guides activities in accordance with the policy document developed taking into account the principles of lifelong learning.

Article 3. Structure and management of the Academy

1. The Academy includes:

- a) director of the academy;
- b) Academy assistants;

2. An employee of the academy is appointed and dismissed by the rector of the university 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. Leadership of the Academy

1. The academy is headed by the director of the academy.
2. The director of the academy directs daily activities with the functions and goals defined by this regulation.
3. The Director of the Academy represents the Academy in internal university and external relations, plans and directs the activities of the Academy, supervises the activities of the employees, and is responsible for their effective work.
4. The director of the academy is accountable to the head of the department of students and graduates development.

Article 5. Function-duties of the director of the academy

1. Director of the Academy:
 - a) Directs and manages the activity of the academy in accordance with the university regulations and the previous regulations;
 - b) Distributes duties among Academy employees, gives them instructions and assignments;
 - c) Develops an action plan of the academy and submits it to the head of the department of development of students and graduates;
 - d) Within the scope of competence, participates in the internal university process of authorization and program accreditation;
 - e) Represents the academy with the structural units of the university, and within the scope of its competence represents the university in dealings with third parties;
 - f) Submits proposals to the Department of Student and Graduate Development regarding the structure of the Academy, staffing, work organization, employee encouragement, disciplinary responsibility, and raising their qualifications.
 - g) Advises students within the framework of university activities;
 - h) Annually submits a report on the activities performed by the Academy to the head of the Department of Development of Students and Graduates;

- i) Exercises other powers granted by the immediate supervisor within the scope of his competence.

Article 6. Academy assistant

1. Academy assistant:

- a) Fulfills the tasks and instructions of the director of the academy within the scope of his competence;
 - b) Involved in the planning and implementation of courses initiated by the Academy;
 - c) Involved in conducting studies initiated by the Academy to determine satisfaction with the Academy's services;
2. The assistant of the academy is accountable to the director of the academy.
3. Only a university student can be accepted for the position of Academy assistant.

Article 7. Final Provisions

- 1. This provision shall enter into force immediately upon acceptance by the Governing Board;
- 2. Amendments to this regulation are made in accordance with the rules established by the university;
- 3. Changes are approved by the university's governing board.
- 4. Additional functions of the Academy can be determined by other legislative documents of the University;
- 5. The vice-rector in the field of administration controls the implementation of this provision.