

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Regulation of the Center for Foreign Languages

Tbilisi

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Article 1. General Provisions

- 1.1. The regulation defines the functions and tasks of the administrative structural unit of the International Black Sea University (hereinafter - the University) - the Center for Foreign Languages (hereinafter - the "Center"), the structure of the center, and the functions and duties of its staff.
- 1.2. The center conducts its activities based on the legislation of Georgia, the international acts regulating the European space of higher education, the statute of the university, this statute, and other legal acts valid in the university.
- 1.3. Fulfilling the requirements stipulated by the center's regulations is mandatory for the center's administration, as well as for the academic staff, guest lecturers, and students.

Article 2. Goals and objectives of the center

2.1. The main goals and objectives of the center are:

- a) Provision of teaching of foreign languages (Georgian (for non-Georgian speaking students) English, German, French, Russian, Turkish, Spanish, Chinese, Arabic, and Korean) in accordance with the curriculum of the university in the direction of all relevant educational programs;
- b) Providing students with knowledge of foreign languages according to modern standards;
- c) Constant updating of training courses and teaching methods;
- d) Taking care of the professional development of foreign language lecturers;
- e) Intensive teaching of foreign languages for university students and professors and any interested persons (based on the relevant agreement);
- f) Creation and development of appropriate training material and material-technical base for the operation of the center;
- g) Other tasks that do not change the goals and tasks of the university as a higher educational institution and/or do not go beyond the scope of the powers granted by the law.

Article 3. Functions of the center

3.1. The function duties of the center are:

- a) Coordinating the development of the foreign language program and its further development;
- b) Ensuring the introduction of modern standards of teaching foreign languages in the university;
- c) Ensuring the development and implementation of the exam program according to the level of the foreign language;
- d) Cooperation with organizations whose competence is recognized at the international level to receive recommendations;
- e) Coordinating the process of language teaching in educational programs;
- f) Providing coordination at all levels of foreign language exams;
- g) Participation in the authorization/accreditation process within the competence;
- h) Implementation of other powers defined by the statute.

Article 4. Structure and management of the center.

4.1. The center includes:

- a) Head of the center;
- b) An employee of the center;
- c) Lecturer.

4.2. The center employee is appointed and dismissed by the rector of the university in accordance with the rules established in the university.

4.3. The center is directly subordinate to the vice-rector in the field of study and is accountable to him.

4.4. Upon hiring, you will submit additional qualification requirements for employees, if necessary, the rector will determine.

Article 5. Head of the center

5.1. The overall management of the center is carried out by the head of the center.

5.2. The head represents the center in intra-university and external relations, plans and directs the activities of the center, and is responsible for its effective work.

5.3. A person with a higher education - not less than a master's degree or an academic degree equivalent to it and has experience in the field of education or working with educational issues and is fluent in Georgian and English languages is accepted for the position of head of the center.

Article 6. Functions and duties of the head of the center

6.1. Head of the center:

a) Directs and manages the activities of the center in accordance with the regulations of the university and the present regulations;

b) Develops the annual action plan of the center in accordance with the strategic and action plan of the university and ensures its implementation;

c) Coordinates the teaching of foreign languages at all relevant educational programs of the university and ensures the appropriate workload of language lecturers according to the university's schools;

d) Maintains a unified database of all foreign languages of the university, where the contact information of the center's staff is entered;

e) Coordinates the process of preparing, updating, and correcting the syllabus of the components included in the center's competence, taking into account the modern requirements of the field, the comments/recommendations received from the quality assurance department of the university and/or accreditation experts;

f) Participates in the preparation of the semester study schedule (table), in coordination with the administrative directors of the schools;

g) Before the beginning of each semester, organizes orientation meetings of foreign language lecturers in order to familiarize them with the news of the educational process and activities planned within the framework of the center;

- h) After the end of each semester, organizes a meeting of foreign language lecturers in order to get acquainted with the results of the semester, to analyze them, and to discuss and reconcile the ways of solving the difficulties that arose during the course of the semester;
- i) Ensures content compliance of exam materials with syllabi and, if necessary, provides instructions to the lecturer of the training course;
- j) Conducts an analysis of the assessment of learning results after the end of the semester together with the quality assurance service, analyzes the academic performance of students according to languages and schools, and provides the obtained results to the university administration and schools;
- k) To hold public lectures and seminars promoting professional development, conducts negotiations with relevant persons/organizations, and submits the initiative of organizing the event to the university administration;
- l) Provides constant communication with different schools of the university to improve the teaching of foreign languages and take into account the specific needs of the schools;
- m) At the end of the semester, notified of the results of the evaluation of the center's lecturers made by the students and, if necessary, together with the vice-rector, takes appropriate actions in the academic field;
- n) Supervises the proper performance of official duties by the employees of the center;
- o) Participates in the authorization/accreditation process within the scope of competence;
- p) Exercises other powers within the scope of his competence.

Article 7. Employee of the Language Center

7.1. The function duties of the language center employee are:

- a) Providing initial consultation to the heads of departments and teachers of the center within the scope of authority;
- b) Organization and administration of meetings relevant to the center's competence;
- c) Production of appropriate minutes and documentation about the held sessions and meetings;

- d) Production of information about the activities performed by the center;
- e) Support for events organized by the center;
- f) Conducting communication with partner organizations and various interested parties;
- g) Performing other tasks given by the supervisor.

7.2. A person with a higher education or a graduate student who knows Georgian and English languages is accepted for the position of an employee of the Language Center.

7.3. The employee of the center is accountable to the supervisor.

Article 8. Final Provisions

\8.1. This provision shall enter into force upon acceptance by the Governing Board.

8.2 Amendments to this provision are made in accordance with the rules established by the university;

8.3. Changes are reviewed and approved by the university's governing board.