

Attachment 10

Approved: International Black Sea University Governing Board

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Regulation of the Study Process Monitoring Department

Tbilisi

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Article 1. General provisions

1. The present regulation defines the main goals and tasks, functions, duties, powers, management organization and structure of the main administrative structural unit of the "International Black Sea University" LLC (hereinafter - the University) - the study process monitoring department (hereinafter - the department);
2. The department is guided by 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.
3. The department is subordinate to the vice-rector in the field of administration, responsible and accountable to him/her.

Article 2. Functions of the department

1. The functions of the study processes monitoring department are:
 - a) determination of department activity priorities and responsibility for their implementation;
 - b) monitoring the proper conduct of study processes;
 - c) Facilitation of students, consultation in order to prepare necessary legal documents for educational processes.
 - d) direct communication with students, analyzing their problems and solving them within a reasonable time frame;
 - e) familiarizing the students with the university's corporate ethics and bylaws and ensuring their compliance;
 - f) supervision of the uploading of syllabi in the electronic database of the university during the study process, within the time limit determined by the normative documentation of the university;
 - g) entering and monitoring relevant data in the database on conducting and restoring lecture hours by lecturers;
 - h) control of electronic registration of students' attendance in accordance with the internal regulations of the university and norms of disciplinary responsibility;

- i) consideration of students' statements in the educational direction and appropriate response;
- k) implementation of monitoring of timely entry of marks into the database by lecturers;
- k) planning and organization of examination processes, participation in the process of conducting examinations;
- m) ensuring the preparation of the schedule of midterm and final exams;
- n) organizing the selection and distribution of observers in the examination process;
- n) attendance and monitoring of midterm and final exams;
- p) ensuring anonymity of correction for exam papers (assigning a special code and transferring it anonymously to the lecturer);
- p) decoding of anonymous exam papers corrected by lecturers;
- r) creation of the electronic source of the final semester assessment and monitoring of uploading to the database;
- s) Entering the grade received by the student on the midterm and final exam in the database;
- t) coordination of the make-up processes of midterm and final exams missed by students;
- u) involvement in the authorization/accreditation process, within the scope of one's competence;
- f) Implementation of other powers defined by the university regulations.

Article 3. Department structure and management

1. The department includes:
 - a) head of the study process monitoring department;
 - b) Deputy Head of the Study Process Monitoring Department;
 - c) manager of the study process monitoring department;
 - d) manager of the study process monitoring department in the international direction;
 - e) Manager of the study process monitoring department in the medical direction;
2. The university rector appoints and dismisses the employee of the department, in accordance with the rules established in the university, on the recommendation of the vice-rector in the field of administration;
3. Upon hiring, the rector will determine additional qualification requirements for employees, if necessary.

Article 4. Management of the department

1. The general management of the department is carried out by the head of the department;
2. The head of the department is appointed and dismissed by the rector of the university on the recommendation of the vice-rector in the field of administration, according to the rules established in the university.
3. The head of the department represents the department in internal university and foreign relations, plans and directs the department's activities and is responsible for its effective work;
4. A person who has a master's degree or an equivalent academic degree, at least 3 (three) years of experience working in a managerial position, who is fluent in Georgian and English languages, will be accepted for the position of head of the study process monitoring department.
5. The head of the department is accountable to the vice-rector, the rector and the governing board in the field of administration.

Article 5. Rights and duties of the head of the department

1. Head of department:
 - a) supervises the activities of the employees of the student service and study process monitoring department;
 - b) supervises the consulting/solving of technical issues for lecturers and students and the smooth running of study processes;
 - c) supervises the counseling process of students during semester registration and contract signing;
 - d) determines the delivery channels and the need for various types of information intended for students and university regulations for students;
 - e) controls the timely uploading of syllabi/marks in the electronic database;
 - f) daily registers and prepares a report on missed lecture hours;

- g) supervises the process of make-up of missed lecture hours;
- h) will see the applications of students in the study direction;
- i) plans and organizes examination processes;
- j) ensures the preparation of the schedule of midterm and final exams;
- l) organizes the selection and distribution of observers for exams;
- m) monitors midterm and final exams;
- n) supervises the process of assigning and decoding a special code for exam papers. Also, monitoring the processes of transferring the exam papers to the lecturer in an anonymous form and returning them to the university in a corrected form by the lecturer;
- n) monitors the process of reproduction of the printed version of the exam task;
- p) supervises the creation of an electronic source for entering the student's midterm and final exam grades into the database and the final semester evaluation;
- p) supervises the process of make-up of midterm and final exams missed by students;
- r) participates in the process of considering applications for protesting mid-term and final exams;
- s) supervises the department procedures necessary for enrolling freshmen;
- t) prepares the annual report of the department;
- u) exercises other powers defined by the statute.
- f) participates in the authorization/accreditation process within the scope of competence;
- k) attends midterm and final exams based on need;
- g) performs other functions-duties assigned by the immediate supervisor in order to fully and continuously implement the activities of the department.

Article 6. Rights and duties of the deputy head of the study process monitoring department

1. Deputy Head of Department:

- a) is involved in the process of directing the activities of the employees of the study process monitoring department;
- b) monitors, consults/resolves technical issues for lecturers and students and smoothly conducts study processes;

- c) organizes the timely uploading of syllabi/marks in the electronic database and ensures the elimination of problems arising in the mentioned process;
- d) monitors the processes of compensation of missed lecture hours;
If necessary, he/she will see and sort the applications of students in the study direction;
- e) participates in the process of planning and organizing examination processes;
- f) monitors midterm and final exams;
- g) supervises the process of assigning and decoding a special code for exam papers. Also, anonymously, the process of transferring the exam papers to the lecturer and returning the corrected papers to the university;
- h) organizes the process of reproduction of the printed version of the exam task;
- i) organizes the process of make-up of midterm and final exams missed by students;
- j) participates in the review process of protesting applications for midterm and final exams;
- l) controls the provision of services necessary for the enrollment of freshmen;
- m) participates in the preparation of the annual report of the department;
- n) carries out other tasks given by the immediate supervisor;
- n) participates in the authorization/accreditation process within the scope of competence;
- p) attends midterm and final exams based on the need;
- p) exercises other powers defined by the statute.

2. A person who has a higher education, at least 2 (two) years of work experience and is fluent in English is appointed to the position of Deputy Head of the Study Process Monitoring Department.

3. The deputy head of the department is accountable to the head of the department.

Article 7. Deputy Head of Student Services and Study Process Monitoring Department in the direction of international relations

1. Deputy Head of Student Services and Study Process Monitoring Department in the direction of international relations:

- a) supervises the activities of the employees of the student service and study process monitoring department: manager, manager of the international relations department and manager of the medical department;
- b) controls the consulting/solving of technical issues for lecturers and students and the smooth running of educational processes. also monitors the planning and management of the clinical part of study processes;
- c) organizes the timely uploading of syllabi/marks in the electronic database and ensures the elimination of problems arising in the mentioned process;
- d) monitors the processes of compensation of missed lecture hours;
- e) if necessary, he/she will see and sort the applications of students in the educational direction;
- f) participates in the process of planning and organizing examination processes;
- g) monitors midterm and final exams;
- h) supervises the process of assigning and decoding a special code for exam papers. Also, anonymously, the process of transferring the exam papers to the lecturer and returning the corrected papers to the university;
- i) organizes the process of reproduction of the printed version of the exam task;
- j) organizes the process of make-up of midterm and final exams missed by students;
- k) participates in the process of reviewing applications for protesting midterm and final exams;
- m) controls the provision of services necessary for the enrollment of freshmen;
- n) participates in the preparation of the annual report of the department;
- n) carries out other tasks assigned by the immediate supervisor;
- p) attends midterm and final exams based on the need;
- j) participates in the authorization/accreditation process within the scope of competence;
- r) exercises other powers defined by the statute.

2. A person with a higher education, at least 2 (two) years of work experience, who is fluent in Georgian and English languages, will be accepted for the position of the deputy head of the study process monitoring department.
3. The deputy head of the department is accountable to the head of the department.

Article 8. Rights and duties of the manager of the study process monitoring department

1. Manager of the study process monitoring department:
 - a) communicates directly with students, consults/helps students and lecturers on technical issues and ensures smooth running of educational processes;
 - b) provides students with various types of information and news about university regulations and promotes their implementation;
 - c) monitors the uploading of educational program syllabi in the electronic database during the educational processes, within the time limit determined by the normative documentation of the university;
 - d) carries out the input of relevant data on the conduct and compensation of lecture hours by lecturers, including verification of the data entered by the security department;
 - e) monitors the production of the electronic database of student attendance;
 - f) assists students in obtaining the necessary documents;
 - g) monitors the timely entry of marks into the database by lecturers;
 - h) attends midterm and final exams;
 - i) Summons from the observer the number of exam works signed by the protocol, is responsible for assigning a special code to these works according to the exam protocol, sorting and anonymously transferring the exam works to the lecturer. Also, on the safe submission of data, corrected by the lecturer, described in the protocol of the exam papers, and the decoding of anonymous papers.
 - j) ensures that the student's midterm and final exam grades are included in the mark database;
 - k) ensures the creation of the electronic source of the final semester assessment and uploading it to the database;
 - m) coordinates the make-up process of midterm and final exams missed by students;

- n) participates in the process of receiving/collecting/sorting documents required for the enrollment of freshmen;
- n) participates in the authorization/accreditation process within the scope of competence;
- p) performs other tasks assigned by the immediate supervisor.

2. A person with a higher education/graduate year student, with at least 6 months of work experience, who is fluent in Georgian and English languages, is appointed to the position of manager of the study process monitoring department.

3. The manager of the department is accountable to the head of the department and the deputy head of the department.

Article 9. Manager of the study process monitoring department in the direction of international relations

1. Department manager in the direction of international relations:

- a) communicates directly with foreign degree-seeking students, students of exchange programs, consults/helps students and lecturers on technical issues and ensures the smooth running of study processes;
- b) assists students in the process of semester registration and contract signing of foreign degree-seeking, exchange program students and consults within the scope of competence;
- c) implements the provision of various types of information intended for students of foreign degree-seeking, exchange programs and news about university regulations to students and promotion of practical implementation;
- d) monitors the timely uploading of educational program syllabi into the electronic system during the study processes;
- e) carries out the input of relevant data on the conduct and compensation of lecture hours by lecturers, including verification of the data entered by the security service;
- f) monitors attendance at lectures of foreign degree-seeking, exchange program students;

- g) provides assistance to foreign degree-seeking, exchange program students in obtaining the necessary documents;
- h) monitors timely entry of marks into the database by lecturers;
- i) organizes and organizes commission sessions within the school curriculum;
- j) attends midterm and final exams;
- k) Summons the number of exam works signed by the protocol from the observer, is responsible for assigning a special code to these works according to the exam protocol, sorting and anonymously handing over the exam works to the lecturer, as well as securely handing in the data described in the protocol of the exam works corrected by the lecturer and decoding the anonymous papers.
- m) ensures that the evaluation received by the student at the midterm and final exam is included in the mark database;
- n) ensures the creation of the electronic source of the final semester assessment and uploading it to the database;
- n) coordinates the make-up process of midterm and final exams missed by foreign degree-seeking, exchange program students;
- p) participates in the process of receiving/collecting/sorting documents required for enrollment of freshmen;
- p) participates in the authorization/accreditation process within the scope of competence;
- r) performs other tasks assigned by the immediate supervisor.

2. A person with a higher education, at least 1 (one) year of work experience and is fluent in English will be accepted for the position of manager in the direction of international relations of the study process monitoring department;

3. The manager is accountable to the head of the student service and the deputy head of the department.

Article 10. Manager of the study process monitoring department in the medical direction

1. Department manager in medical direction:

- a) communicates directly with students, consults/helps students and lecturers on technical issues and ensures smooth running of study processes;
- b) provides students with various types of information and news about university regulations and promotes their implementation;
- c) monitors the uploading of educational program syllabi in the electronic database within the period determined by the normative documentation of the university during the study processes;
- d) enters relevant data into the database on the conduct and compensation of lecture hours conducted by lecturers, including verification of data entered by the security service;
- e) monitors students' attendance at lectures; ensures the conduct of their lecture processes in clinical subjects and the smooth involvement of students;
- f) assists students in obtaining the necessary documents;
- g) monitors the entry of marks into the database by the lecturers within the time limit determined by the normative documentation of the university;
- h) attends midterm and final exams;
- i) plans, conducts and controls the examinations of the curation system;
- k) Summons from the observer the number of exam works signed by the protocol, is responsible for assigning a special code to these works according to the exam protocol, sorting and transferring the exam works to the lecturer in an anonymous form, as well as for the secure submission of the data described in the protocol of the exam works, corrected by the lecturer, and for the decoding of anonymous papers.
- k) ensures that the evaluation received by the student at the midterm and final exam is included in the mark database;
- m) ensures the creation of the electronic source of the final semester assessment and uploading it to the database;
- n) coordinates the make-up process of midterm and final exams missed by students;

- n) participates in the process of receiving/collecting/sorting documents required for enrollment of freshmen;
- p) participates in the authorization/accreditation process within the scope of competence;
- p) performs other tasks assigned by the immediate supervisor.

2. A person with a higher education/graduate course student, with at least 6 (six) months of work experience, who is fluent in Georgian and English languages, will be accepted for the position of manager in the medical direction of the student service and study process monitoring department.

3. The manager is accountable to the head of the department and the deputy head of the department.

Article 11. Final Provisions

1. The Regulation shall enter into force upon its approval by the Governing Board.

2. Amendments to this regulation are made in accordance with the rules established by the university.

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

4. Additional functions of the department can be determined by other normative documents of the university;

5. The vice-rector in the field of administration supervises the implementation of this provision.