

Changes have been approved by  
LLC Teaching University Geomedi's

Academic Council session:

Protocol #04; 30.04.2019

Rector Marina Pirtskhalava

## **LLC Teaching University Geomedi Regulation of the Student Relations Office**

### **Article 1. General Provisions**

1. Student Relations Office (hereinafter – the Office) of LLC Teaching University Geomedi (hereinafter "the University") is the structural unit of the University.
2. The Office carries out its activities in accordance with the Georgian legislation, the University Charter, the Statute, other normative acts and this Regulation.

### **Article 2. Functions of Student Relations Office**

The functions of the Student Relations Office are:

- A. Relations with university students and graduates;
- B. Promoting close and tolerant relations between Georgian and International students;
- C. Communication with students, student initiative groups, student organizations; Promotion of student projects and innovation initiatives and their coordination;
- D. Within the scope of its competence cooperation with the professors, the scientific circles of the University, to receive relevant recommendations, suggestions, etc .;
- E. The Office may, in agreement with the University Administration, establish relationships with local and foreign governmental and non-governmental organizations on behalf of the University;
- F. The main priority of the Office is to broaden students' sports and cultural activities and to unite and employ them in various creative clubs, to organize inter-university sporting events, to participate in-country sport competitions, charity, tourism, cognitive, environmental and cultural events;
- G. Establish relationships with potential employers to facilitate further employment of graduates.

H. The duty of the Office is to maintain a graduate database, with reference to their further development and job positions.

I. Arranging students' career support activities to further their employment and development

K. Is authorized to exercise other powers conferred by the current legislation of Georgia and this Regulation.

### **Article 3. Head of Student Relations Office**

1. The Student Relations Office is headed by the Head of the Office.

2. The position of the Head of the Office shall be selected in accordance with the procedure for appointment / adherence to the administrative / support staff at the University.

3. The Head of the Office shall be appointed and dismissed by the Rector of the University.

4. The Head of the Office is accountable to the Academic Council.

5. The Office Submits a report to the Academic Council at the end of each semester.

### **6. Head of the Office**

- Manages the activities of the Student Relations Office and is responsible for performing the functions of student relations;

- Signs and authorizes documents prepared by the Student Relations Office;

- Coordinates the relationship between the Student Relations Office and other structural units of the University;

- Plans maximum involvement of students in career support activities;

### **Article 4 – Sports**

The purpose of the sports department is:

1. to prepare and conduct recreational and sport activities for university students.

2. to maximize student engagement in sport at the university, in order to promote healthy lifestyle and the university's reputation by participating in various activities.

3. to organize training and coaching of young people in order to achieve the goals in the field of sport, to identify priority sports, continuous selection of students with sports talent.

4. to organize mass sport and recreational activities within and outside the University; to cooperate with individual sport federations and carry out other activities permitted by law.

## **Article 5. Culture**

1. Cultural department conducts cultural events, students' engagement in art (theater, painting, choreography, singing, etc.), creation and implementation of new projects with their active participation.
2. The purpose of the Cultural Department is to support the cultural development of university students, both in Tbilisi and abroad. Promoting the university's name to the general public in this regard.

## **Article 6. Tourism**

### **The main purpose of tourism department is:**

1. To organize hikes, excursions and other activities for Student's relaxation.
2. to familiarize the students with the nature of the country, to get acquainted with the historical-cultural monuments, to promote the close relations between Georgian and international students.

## **Article 7. Employment and Professional Development**

The department of Employment and Professional Development provides:

1. Organizing student career support activities.
2. Supporting student internships.
3. Promoting short-term and long-term employment of students.
4. Engagement in various types of vocational and educational projects.

## **Article 8. Final Provisions**

1. The Regulation of the Office shall be approved by the Academic Council of the University;
2. The cancellation or amendment of the Regulations of the Office shall be carried out by the Academic Council of the University.