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## 1. General Regulations

- 1.1. This Regulation defines the authority, accountability and regulatory issues of the Continuous Education and Certificate Center (hereinafter referred to as the "Center") of the . (hereinafter referred to as the "University").
- 1.2. The Office is an auxiliary structural unit of the University.
- 1.3. The Office is guided in its activities by the Constitution of Georgia, international treaties, Georgian legislation, the Statute of the University, this regulation, the acts of the President and Senior Vice President of the University.
- 1.4. The Office is accountable to the President and Vice President of the University.

## 2. Objectives and Scope of Activities of the Center

- 1.5. The aim of the center is to use the resources and experience of the university for the professional and personal development of the university and the wider community, for professional development, for the acquisition of new professional skills.
- 1.6. The main field of activity of the Center is the creation and administration of continuous education courses/programs at the University.

## 3. Center Functions

The functions of the Continuous Education and Certificate Center are:

- 1.7. Promoting the continuous education system at the University;
- 1.8. Organizing advanced trainings, courses, seminars for the professional development of the university staff;
- 1.9. Cooperation with Georgian and foreign organizations, foundations, state and private structures and preparation of relevant projects for the development of the continuous education system;
- 1.10. Administration of continuous education courses and programs;
- 1.11. Enrollment of students in continuous education courses and programs (signing of contracts), preparation and issuance of certificates;
- 1.12. Cooperation with economic agents, international organizations and other entities, taking into account their recommendations, identifying priority areas for continuous education and ensuring the development and implementation of relevant continuous education courses/programs;
- 1.13. Implementation of certificate courses/programs with economic agents;
- 1.14. Informing the public about continuous education courses/programs;
- 1.15. Close cooperation with the main educational units of the University;
- 1.16. Offering relevant preparatory courses for entrants;
- 1.17. Participating in the development of various regulations and rules related to continuous educationof



1.24.9. Monitors the learning process and analyzes the results within its competence;

1.24.10. Conducts