

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Academic Writing Center Provision

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 administrative structural unit of the " International Black Sea University" LLC (hereinafter - the University) - Academic Writing Center (hereinafter - the Center);
2. The Center is guided in its activities by the Law of Georgia "On Higher Education", the regulations of the International Black Sea University, the present regulations, and other normative documents of the university;
3. The center is subordinate to the vice-rector in the field of research, responsible and accountable to him;

Article 2. Purpose of the Center

1. The purpose of the center is:

a) Development-improvement of students' academic writing skills and encouragement of scientific-research interests through various additional services and consulting activities;

With the internal mechanisms of quality assurance, constant care, and control over the improvement of the quality of educational programs, which means standardization of academic writing syllabi, promotion, and monitoring of development;

b) Raising awareness about the culture of academic honesty, planning and organizing plagiarism prevention, increasing the intensity of use of plagiarism detection software;

c) Cooperation with university schools, scientific research centers, academic and scientific personnel, and relevant administrative and support units to achieve the goals defined in this article.

Article 3. Functions of the Academic Writing Center

1. The functions of the academic writing center are:

a) Development of modern approaches to developing academic writing skills in the scientific-research direction;

b) Coordination of academic writing teaching at the university, communication with lecturers about new approaches;

c) Organizing and conducting events for developing academic writing skills for students;

d) Conducting training and raising awareness of the use of the plagiarism detection program for academic and invited staff and scientific supervisors;

- e) Provision of additional services (depending on the needs of the specific program) for the development/improvement of students' academic writing skills;
- f) In coordination with the schools of the university, conducting the process of uploading, checking, and monitoring bachelor's, master's, and doctoral theses in the plagiarism detection program and promoting the promotion throughout the university;
- g) Giving recommendations when the principles of academic writing are violated in the paper;
- h) Development of a unified academic style;
- i) Taking care of the constant development of the component of academic honesty and in this direction, organizing and conducting various events for the prevention of plagiarism and awareness raising for the university community.

Article 4. Structure of the center

1. The academic writing center includes:

- a) Director of Academic Writing Center;
- b) Manager of Academic Writing Center;

2. In accordance with the rules established in the university, the university rector appoints and dismisses the employees of the center in the research field, on the recommendation of the vice-rector;

3. Upon hiring, additional qualification requirements shall be submitted to employees, if necessary, determined by the rector of the university.

Article 5. Function-duties of the director of the academic writing center

1. Director of Academic Writing Center:

- a) Directs the activities of the center and is responsible for the fulfillment of the goals, tasks, and functions of the center;
- b) Involved in the development of the strategic plan of the university; develops the action plan of the center and ensures its implementation;
- c) Develops a unified concept of teaching academic writing and defines its approaches;
- d) Coordinates the teaching of academic writing in all schools of the university and ensures the introduction of uniform teaching approaches;

- e) Organizes and offers various services and consultations to students regarding the protection of academic integrity and prevention of plagiarism in research/academic works;
- f) Prepares an annual report on the activities performed by the center;
- g) Participates in the authorization/accreditation process within the scope of competence;
- h) Based on the interests of the university and within the scope of authority, he participates in the development and implementation of various projects in the research field on the instructions of the vice-rector.

2. Qualification requirements for the director of the academic writing center are:

- a) A person who has a higher education - at least a master's degree or an academic degree equivalent to it, in the direction of humanities and social sciences or a related field - is accepted for the position of the director of the academic writing center;
- b) At least 2 years of work experience in this direction;
- c) Knowledge of Georgian and English languages;

Article 6. Functions and duties of the academic writing center manager

1. The function-duties of the manager of the academic writing center are:

- a) The manager of the academic writing center performs the tasks of the director of the center within his competence;
- b) Assists the director of the center in fulfilling the duties assigned to him;
- c) Responsible for the administration of the plagiarism detection program;
- d) Participates in the plagiarism detection program in the process of uploading research/academic papers and issuing recommendations;
- e) Participates in the preparation of the annual report on the activities of the center;
- f) Fulfills the direct tasks of the vice-rector and the director of the academic writing center in the research field;
- g) Based on the interests of the university, participates in the development/implementation of various projects in the research field on the instructions of the vice-rector;
- h) participates in the authorization/accreditation process within the scope of competence;

i) The manager of the academic writing center is accountable to the director of the academic writing center, to whom he submits a written report on the activities carried out once a year.

2. The qualification requirements for the manager of the academic writing center are:

a) A person with a higher education in humanities, social and political sciences, or related fields is accepted for the position of the manager of the academic writing center;

b) At least 1 year of work experience.

c) Knowledge of Georgian and English languages;

Article 7. Final Provisions

1. This provision shall enter into force upon its adoption by the Governing Council;

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.