

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University informative

Regulation of Informative Technology Service

Tbilisi

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Article 1. General provision

1. This regulation defines the functions, and structure of the service, the functions and duties of the head of the service, and the employees of the main administrative structural unit of the "International Black Sea University" LLC (hereinafter - the university) - the information technology service (hereinafter - the service).
2. The service conducts its activities based on international standards and Georgian legislation, university regulations, this regulation, and other legal acts in force at the university.
3. Information Technology Service of International Black Sea University (hereinafter - service) is subordinate to the vice-rector in the field of administration, responsible and accountable to him.

Article 2. Functions of the Information Technology Service

1. Information Technology Service:

- a) Implements the policy of arranging the software base of the university, introducing local and global products, and ensuring full functionality;
- b) Develops an appropriate software package as needed and provides it with further services, taking into account current changes;
- c) Implements educational and scientific process software at the university.
- d) Taking care of the security of information systems and services;
- e) Participates in the authorization/accreditation process within the scope of competence;
- f) Exercises other powers defined by the statute.

Article 3. Service structure and management

1. The information technology service includes:
 - a) Head of Information Technology Service;
 - b) Developer;

2. The university rector appoints and dismisses the employee of the service, in accordance with the rules established in the university, in the field of administration, on the recommendation of the vice-rector.
3. The service is directly subordinate to the vice-rector in the field of administration and is accountable to him;
4. Upon hiring, you will submit additional qualification requirements for employees, if necessary, the rector will determine.

Article 4. Management of the service

1. The general management of the service is carried out by the head of the service.
2. A person with a higher education who has at least 2 (two) years of experience in the field of information technology is accepted for the position of head of the service.
3. The chief plans and directs the activities of the service and is responsible for its effective operation.

Article 5. Function-duties of the head of the service

1. Head of service:
 - a) Develops and coordinates the university's program development strategy;
 - b) Obligated to rationally distribute the work to be performed among the administrative personnel under his/her authority and control the quality of the performed work;
 - c) Within the scope of competence, the head of the service prepares relevant proposals for discussion with the vice-rector in the field of administration;
 - d) Periodically listens to the staff report of the employees of the service, about the work done by them;
 - e) Submits proposals to the vice-rector of the university regarding the structure of the service, staff units, functions, incentives for personnel, and the use of disciplinary measures in case of disciplinary misconduct;

- f) Performs other functions determined by this regulation, the university regulation, legal acts of the university, and the legislation of Georgia.
- g) Implements new software services;
- h) Manages and coordinates projects related to system updates;
- i) Taking care of the security of information systems and services.
- j) Participates in the authorization/accreditation process within the scope of competence;
- k) Submits a report on the annual activities of the service to the vice-rector in the field of administration;
- l) Performs other functions assigned by the immediate supervisor to fully and continuously implement the work of the service.

Article 6. Function-duties of the developer

1. The goal of the developer's activity is the proper and smooth operation of communication and information servers and the services running on them.
2. The function of the developer is:
 - a) Administration and smooth operation of university domain names (primary and secondary);
 - b) Ensuring proper operation and functionality of distance learning Moodle/Smart service;
 - c) Security of websites based on domain names belonging to the university;
 - d) Security, administration, and proper functioning of databases required for websites;
 - e) Provision of periodic backup copying of websites, files, and databases on servers;
 - f) To perform other functions given by the immediate supervisor to fully and continuously carry out the activity of the service.
3. At least a bachelor's degree student who has at least 1 (one) year of experience in the field of information technology is accepted for the position of developer.
4. The developer is accountable to the head of the service.

Article 7. Final Provisions

1. This provision shall enter into force immediately upon acceptance 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.
4. Additional functions of the service 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.