

Approval: Governing Board of the International Black Sea University

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International Black Sea University

Regulation of the Department of Student and Alumni Development

Tbilisi

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Article 1. General provisions

1.1 The Department of Student and Alumni Development of the International Black Sea University (hereinafter - the Department) is a structural unit of the university that provides support to students and alumni and offers services focused on their development and professional growth. The department also ensures the diversity of university life, the organization of various types of extracurricular activities and the support of student initiatives.

1.2 The functions, authority, structure and management of the department are determined by this provision.

1.3 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

2.1 The general functions of the department are:

- a) relations with university students and alumni;
- b) planning and implementation of activities aimed at the integration of local and international students in the university space;
- c) regular informing of students and alumni using different communication channels;
- d) support and financing of student initiatives;
- e) supporting student clubs and carrying out activities aimed at their development;
- f) development and management of the university mentoring program;
- g) development of policies aimed at supporting students with special and/or special needs and development of relevant services;
- h) taking into account the interests of students, supporting cultural and sports extracurricular activities;
- i) implementation of activities aimed at the development of the alumni network;

2.2 The department provides career development support for students and graduates and focuses on their employability and professional growth.

- a) promotion of career development of university students and graduates;
- b) organization of thematic employment days corresponding to the university's academic profile;

- c) organizing a large-scale student employment forum and graduate employment forum at least once a year;
- d) distribution of vacancies corresponding to the interests of students and graduates through various communication channels;
- e) development of the base of employers and periodic communication with them;
- e) in order to further develop the university's educational programs, research the labor market, examine the needs of employers and present relevant recommendations;
- f) preparing students and graduates for labor market requirements and organizing relevant workshops, sessions and individual consultations;
- g) in order to strengthen internships and training practice components, expanding the partnership network and developing cooperation with the private and public sector;

2.3 The department provides support for the professional growth of students, graduates, academic and administrative staff and third parties, taking into account the principles of lifelong learning:

- a) develops and conducts formal or informal short-term educational programs;
- b) develops unique training courses and short-term certificate programs in partnership with university schools;
- c) develops professional support and development mechanisms in accordance with the needs of the university's academic and administrative staff;
- d) together with the relevant offices of the university, plans the communication campaign of the Academy's courses and works on the commercialization of the courses;
- e) in cooperation with the career planning and development office conducts market research in order to identify new and in-demand skills;
- f) designs and develops an online teaching strategy, with the aim of further effective digitization of courses;
- g) Develops and guides activities in accordance with the policy document developed taking into account the principles of lifelong learning.

2.4 The department ensures the involvement of graduates in university life. cares for their further professional growth and development and is focused on deepening ties between graduates:

- a) permanent communication with university graduates;
- b) based on lifelong learning principles, offering appropriate support to graduates and organizing various activities;
- c) in order to develop the network of graduates, planning relevant activities, including ensuring the involvement of graduates in active university life;
- d) development of university mentoring program to strengthen connections between students and graduates;
- e) in cooperation with relevant offices, organizing employment forums, workshops and information meetings tailored to the needs of graduates;
- f) at least once a year, organizing a gathering of graduates and planning relevant activities;
- g) creating and periodically updating the database of graduates;
- h) creation of the alumni fund, development and management of the action plan.

2.5 The department ensures diversity of student life, encourages student initiatives and supports academic processes by offering relevant extracurricular activities.

- a) plans and coordinates activities tailored to the interests of university students and focused on their development;
- b) organizes such extracurricular activities as public lectures, workshops, training sessions, student competitions or other cultural and cognitive activities;
- c) in accordance with the mission of the university, organizes activities that contribute to the deepening of intercultural relations between local and international students;
- d) is responsible for promoting a healthy lifestyle in the university;
- e) promotes the activities of university sports clubs;
- f) organizes intra-university sports championships and tournaments;
- g) coordinates the participation of university clubs in local and international championships;
- h) annually organizes such large-scale university events as the reception ceremony of freshmen and masters, exhibition of student life and clubs, etc.;
- i) develops a schedule of extracurricular activities together with relevant offices and disseminates relevant information using various communication channels;

2.6 The department supports the development of innovative and entrepreneurial capabilities in the university space and is focused on supporting and developing student and graduate initiatives.

- a) to encourage entrepreneurial spirit and innovative approaches among students and graduates;
- b) to support the development of startup and business ideas of students and graduates;
- c) to offer interested parties workshops, trainings and other such activities, which will be focused on the topics of business strategy, planning, startup development and fundraising;
- d) promote the strengthening of connections of students and graduates with the startup ecosystem;
- e) to help university students and graduates in fundraising, relations with investors and participation in competitions;
- f) develop and offer mentoring services to students and graduates;
- g) develop partnerships with private and public organizations so that students and graduates have access to relevant knowledge and resources;
- h) to support the commercialization of research and innovations of the university, if necessary, to be involved in the process of obtaining a patent;
- i) conduct competitions, hackathons and createathons to encourage innovative thinking among students and graduates;
- j) increase intellectual property awareness among students, alumni and staff;

Article 3. Structure and management of the department

3.1. The department includes the following structural units:

- a) Office of extracurricular activities of students;
- b) career planning and development office;
- c) alumni relations office;
- d) Innovation and entrepreneurship center;
- e) IBSU Academy.

3.2. The employee of the department is appointed and dismissed by the rector of the university in accordance with the rules established in the university, on the recommendation of the vice-rector in the field of administration.

3.3. When hiring, the qualification requirements for employees, if necessary, are determined by the rector.

Article 4. Management of the department

- 4.1. The department is headed by the head of the department.
- 4.2. The head of the department directs the daily activities with the functions and goals defined by this regulation.
- 4.3. The head of the department represents the office in internal university and external relations, plans and directs the activities of the department, coordinates subordinate offices and is responsible for their effective work.
- 4.4. The head of the department is accountable to the vice-rector in the field of administration.
- 4.5. The functions and duties of the personnel of the structural units under the department are described in the regulations of the corresponding structural units.

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

5.1. Head of the department:

- a) directs the activities of the department in accordance with the regulations of the university and the present regulations;
- b) distributes duties among department employees and offices, gives them instructions and tasks;
- c) develops the action plan of the department and submits it to the vice-rector in the field of administration;
- c) within the scope of competence, participates in the internal university process of authorization and program accreditation;
- d) represents the department with the bodies of the university and other units, and within the scope of his competence represents the university in dealings with third parties;
- e) submits proposals to the vice-rector of the university in the field of administration regarding the department's structure, staffing, work organization, employee encouragement, disciplinary responsibility and raising their qualifications.
- f) advises students within the framework of university activities;
- g) annually submits a report on the activities performed by the department to the vice-rector in the field of administration;
- h) exercises other powers granted by the immediate supervisor within the scope of his competence.

Article 6. Coordinator of the department

6.1. Department coordinator:

- a) fulfills the tasks and instructions of the head of the department within his competence;
- b) is responsible for communication with students;
- c) coordinates the process of reviewing and financing student initiatives;
- d) coordinates the integration activities of newly invited students in the university space;
- e) coordinates the student services defined by the regulations of the department.

2. The coordinator of the department is accountable to the head of the department.

Article 7. Department assistant

7.1. Department Assistant:

- a) fulfills the tasks and instructions of the head of the department within his competence;
- b) is involved in the planning and implementation of activities initiated by the department;
- c) is involved in conducting studies initiated by the department in order to determine the satisfaction of students and graduates;

7.2. The assistant of the department is accountable to the head of the department.

7.3. Only university students can be accepted for the position of department assistant.

Article 8. Final Provisions

8.1. This provision shall enter into force upon acceptance by the Governing Board;

8.2. Amendments to this provision are made in accordance with the rules established by the university;

8.3. The changes are approved by the governing board of the university.

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

8.5. The vice-rector in the field of administration controls the implementation of this provision.