

**Approval:** Governing Board of International Black Sea University

Resolution #03, 10/01/2024

International Black Sea University

**Regulations of the Student Extracurricular Activities Service**

Tbilisi

2024

**Contents**

**Article 1. General provisions ..... 3**

**Article 2. Functions of the service ..... 3**

**Article 3. Structure and management of the service..... 3**

**Article 4. Management of the service ..... 4**

**Article 5. Function-duties of the head of the service..... 4**

**Article 6. Service assistant ..... 5**

**Article 7. Final Provisions..... 5**

## **Article 1. General Provisions**

1. The International Black Sea University Students' Extracurricular Activities Service (hereinafter - the service) is a structural unit of the university that ensures the diversity of student life, encourages student initiatives, and supports academic processes by offering relevant extracurricular activities.
2. The functions, authority, structure, and management of the service are determined by this provision.
3. The service is subordinate to the head of the Department of Development of Students and Graduates, responsible and accountable to him.

## **Article 2. Functions of the service**

1. The functions of the service are:
  - 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, organize activities that contribute to the deepening of intercultural relations between local and international students;
  - d) 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) Develops a schedule of extracurricular activities together with relevant services and disseminates relevant information using various communication channels;

## **Article 3. Structure and management of the service**

1. The service includes:
  - a) Head of the service;

b) Service assistants;

c) Other invited personnel.

2. In accordance with the rules established in the university, the university rector appoints and dismisses a service employee to the position on the recommendation of the vice-rector in the field of administration.

3. When hiring, the rector determines any necessary qualification standards for staff members.

#### **Article 4. Management of the service**

1. The service is headed by the head of the service.

2. The head of the service directs the daily activities with the functions and goals defined by this regulation.

2. The head of the service represents the service in internal university and external relations, plans and directs the service's activities, supervises the employees' activities, and is responsible for their effective work.

3. The head of the service is accountable to the head of the department of development of students and graduates.

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

1. Head of service:

a) Directs and manages the activities of the service in accordance with the regulations of the university and the present regulations;

b) Distributes duties among employees of the service, provides them with instructions and assignments;

c) Develops an action plan for the service and submits it to the head of the Department of Development of students and graduates;

c) Within the scope of competence, participates in the internal university process of authorization and program accreditation;

- d) Represents the service 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 Department of Student and Graduate Development regarding the structure of the service, staffing, organization of work, encouraging employees, imposing 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 service to the head of the Department of Development of Students and Graduates;
- h) Exercises other powers granted by the immediate supervisor within the scope of his competence.

#### **Article 6. Service Assistant**

1. Service assistant:
  - a) Fulfills the tasks and instructions of the head of the service within the scope of his competence;
  - b) Involved in the planning and implementation of activities initiated by the service;
  - c) Involved in conducting studies initiated by the service in order to determine the satisfaction of students;
2. The assistant of the service is accountable to the head of the service.
3. Only a university student can be accepted for the position of service assistant

#### **Article 7. Final Provisions**

1. This provision shall enter into force 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 approved by the university's governing board.
4. Additional job functions 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.