

approved

Director of Keoni Ltd. Academy

By order No. 1-10 dated 25.02.2021

Keon Academy Ltd

Support mechanisms for professional students

Article 1. General provisions

1.1 The aforementioned rule regulates the protection of the rights and legal interests of professional students, the encouragement/initiatives of additional/informal activities and career development in Keon Academy LLC (hereinafter the Academy).

Support mechanism operation.

Article 2. Mechanisms for protecting the rights and interests of professional students

2.1 A professional student has the right to:

2.1.1 to receive quality professional education;

2.1.2 established by the legislation of Georgia and legal acts of the Academy
According to the rules, use the material and technical base of the Academy, informational facilities, library and other learning resources;

2.1.3 Training process manager, production practice manager, program
To receive appropriate from the supervisor and vocational education teacher counseling and support to improve academic achievement;

2.1.4. Cancellation of professional educational standard or professional
In case of removing one of the qualifications from the educational standard, as well as in case of changing the professional educational program, to complete it
Studying at the professional educational program he is studying at, or
to enjoy the mobility right of a professional student;

2.1.5 to establish professional and other student ones in accordance with their own interests
Organizations and/or unite in it;

2.3. Disciplinary proceedings against the professional student/trainee
Disciplinary misconduct must be proportionate. It can be implemented
only in cases defined by regulatory rules;

2.4. To ensure the protection of legitimate interests of each new group
Upon admission, the manager of the learning process organizes an informational meeting with the professional with the students, where he informs them about the academy's mission, vision, values, training documents regulating the process; Formal education recognizes the conditions; the rights and duties of professional students, internal regulations, etc.;

2.5 In the case of a request from a professional student/trainee, additional consultations are provided. Consultation terms and
Forms are established by the manager of the learning process with the vocational education teacher and in agreement with the professional student; Consultations may take place
remotely, using modern means of communication;

2.6 The training is responsible for the adaptation of professional students in the learning environment process manager. It becomes professional from the moment of starting the study
Adaptation of students/students to the learning environment. of professionalization and career
The planning manager, together with the program manager, is a professional
informs students/trainees about the Academy's services and infrastructure;

2.7 Administrative support of professional students/trainees reasonable
It is carried out in time. It will be the issuance of a report, certificate or diploma, whether internal or not
Promotion of external mobility, recognition of previous education and others. providing services
The maximum terms do not exceed those established by the General Administrative Code
deadlines;

Article 3. Provision of professional students/trainees with material and technical resources

3.1 The Academy provides professional students/trainees
with various material and technical services, which means:

3.1.1 safe and secure educational space;

3.1.2 the existence of wet and working space for professional students;

3.1.3 24-hour lighting;

3.1.4 providing the building with a normal temperature according to the seasons;

3.1.5 auditoriums equipped according to educational programs, provided with material and technical
base;

3.1.6 a comfortable modern library, provided with printed and
with electronic resources, with a computer connected to the Internet;

3.1.7 a certain degree of adapted environment for disabled people;

3.1.8 primary medical services;

3.1.9 maintaining cleanliness in the entire educational space;

3.1.10 arranged/adapted wet spots with continuous water supply;

Article 4. Financial support of professional students/trainees

4.1 The academy operates a flexible system of payment of tuition fees;

4.2 The Academy considers professional student applications for tuition fees
regarding postponement of payment or partial payment;

Article 5. Mechanism for encouraging additional/informal activities and supporting initiatives of professional students

5.1 The Academy encourages extra/informal activities and supports the initiatives of professional students/trainees. For this purpose, the Academy in every way innovates and promotes the implementation of educational, creative, sports, charitable, excursion-cognitive and socially useful student initiatives, which correspond to the Academy's goals and field of activity;

5.2 For the implementation of initiatives, the initiative group/initiator applies to the administration of the Academy. The application should be accompanied by an appendix about the initiative to be implemented, where the person responsible for the implementation of the initiative, the deadlines for implementation and the necessary resources should be written;

5.3 Within one week after receiving the application, the Academy's administration will review the submitted proposals and inform the initiator of the decision;

5.4 In case of consent, the form, type and size of financial and/or material-technical support will be determined. After the implementation of the funded event, the relevant documentation will be submitted to the director of the academy;

5.5 In case of dissatisfaction with the initiative, the initiator will be notified of a reasoned refusal;

5.6 The events to be implemented will be announced on the Academy's official website and social network;

Article 6. Career support mechanisms for professional students/trainees

6.1 Career support services are available to current and potential professional students and graduates;

6.2 As part of orientation for potential students, various types of meetings are held, where potential students have the opportunity to learn about the educational programs operating in the academy, employment opportunities, to get information about potential employers;

6.3 In order to promote the employment of professional students, databases of employers and graduates have been created in the academy. The manager of profientation and career tasting is responsible for the creation of the employers' databases, and the manager of the training process is responsible for the creation of the graduates' databases;

6.4 Employer databases are updated once a year;

6.5 For professional students/trainees and academy graduates

Provision of the mentioned bases is responsible for the orientation and career department Planning Manager;

6.6 Delivery of the mentioned bases is carried out for the persons listed above by e-mail;

6.7 In case of personal initiative of potential employers

The manager of orientation and career planning informs the graduate communicates the proposed proposal and after his approval to the employer;

6.5 It is carried out 9 months after the end of each educational program graduate employment research;

Article 7 Feedback mechanism of professional students/trainees

7.1 Academy for effective cooperation with professional students per year

Twice conducts professional student research in relation to such issues

Such as the educational process, the infrastructure of the academy, the educational system programs, professional education programs, student services, administrative staff, and more.

7.2 In the case of applying to a professional student/trainee, the Academy's administration

Begins immediate response in addressing the causes of the identified problem to deduce and solve;

Article 8. Approval of the rule and making changes

8.1. The mentioned rule is approved by the director of the academy by order of changes

It can be implemented by issuing an order.