

Approved by the Director of Keoni Academy Ltd

By order No. 1-10 dated 25.02.2021

The change was made by the director of Keoni Academy

By order N1-36 dated 23.09.2021

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 Based on the needs of the training process manager, production practice  
From the manager, the head of the program and the professional education teacher  
Receive appropriate counseling and support for academic achievement  
to improve;

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 determined by regulatory rules;

2.4. To ensure the protection of the legitimate interests of professional students  
When receiving each new group, the manager of the learning process organizes an information session  
meeting with professional students, informing them of the academy's mission, vision, values,  
and documents regulating the educational 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 educational process of professional education with the teacher/program head/practice manager 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. On the very first day of the start of studies, the manager of the learning process Introduces professional students to the Academy staff and professional orientation Together with the career planning manager/ program leader, the 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; To provide administrative support for professional students The responsible person is the case management specialist.

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 takes into account the applications of professional students regarding the postponement of payment of tuition fees or payment in parts;

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 Various activities are held for potential students within the framework of the orientation Type meetings where potential students have an opportunity to get to know each other To receive educational programs and employment opportunities in the Academy information about potential employers;

6.3 In order to promote the employment of professional students, it is created in the Academy Databases of employers and graduates. on the creation of employers' bases The manager of orientation and career tasting is responsible, while The manager of the learning process is responsible for creating the database of graduates;

6.4 Employer databases are updated once a year  
The manager of career planning is responsible for updating.

6.5 In case of personal initiative of potential employers  
Career planning and career planning manager for a graduate student  
Notifies via e-mail and/or closed Facebook group  
communicates the proposed proposal and after his approval to the employer;

6.6. The Academy constantly provides professional students and graduates updated information via the Academy's website and/or social network with employment opportunities/vacancies and further career development Regarding opportunities, as well as information on trainings, as well as others About events (for example exhibitions, presentations, videos distribution and others).

6.7 The Academy assists graduate and professional students with resumes in creating, writing a cover letter, etc.;

6.8 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.