

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

Regulation of the Office of Information Technology and Computer Support

1. General Provisions

- 1.1. The Office of Information Technology and Computer Support (hereinafter – the Office) of LLC University Geomedi (hereinafter – the University) is an administrative structural unit of the University.
- 1.2. The Office operates in accordance with the legislative acts of Georgia, the University Charter, the University Regulations, and the University's internal normative acts.

2. Main Objectives and Functions of the Office

- 2.1. Supporting the University's educational and scientific-research activities with modern information technologies (information systems, individual software or hardware, IT services, etc.).
- 2.2. Planning and ensuring the smooth functioning of the University's information and communication technology infrastructure (server, network, and audio/video transmission equipment, software, and related services).
- 2.3. Providing informational support to the University Library, which includes supporting specialized library information systems in terms of hardware, software, and services.
- 2.4. Developing the University's information technology policy and strategy on an institutional scale (constant modification, improvement, and updating of information and communication technologies).

3. Structure of the Office

- 3.1. The staff of the Office consists of: the Head of the Office, specialists, and a technician.

- 3.2. The selection of candidates for positions within the Office shall be carried out in accordance with the procedure for appointing administrative/support staff in force at the University.
- 3.3. The personnel of the Office shall be appointed to and dismissed from their positions by the Rector of the University.
- 3.4. The Office is headed by the Head of the Office. The Head of the Office:
- a. Distributes duties among the Office staff;
 - b. Represents the Office in the performance of its assigned rights and obligations and is responsible for fulfilling the functions and tasks assigned to the Office;
 - c. Oversees the proper performance of their official duties by the Office staff;
 - d. Signs documents prepared in the Office;
 - e. At the end of each semester, submits a report on the Office's activities to the Vice-Rector for Administrative and Economic Affairs;
 - f. Within their competence, submits proposals to the Vice-Rector for Administrative and Economic Affairs regarding improvements to the Office's operations;
 - g. Exercises other powers defined by this Regulation, the University's legal acts, and the legislation of Georgia.
- 3.5. The Head of the Office is accountable to the Vice-Rector for Administrative and Economic Affairs.

4. Final Provisions

- 4.1. The Regulation of the Office shall be approved by the Academic Council of the University;
- 4.2. The revocation or amendment of the Regulation of the Office shall be carried out by the Academic Council of the University.