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LLC Teaching University Geomedi's  
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Rector, Professor:

Marina Pirtskhalava

**Teaching University Geomedi LLC**

**Regulation of the university**

Tbilisi  
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## **Chapter I. Introduction**

Article 1. General provisions. The Teaching University Geomedi LLC (hereinafter the University) is a higher education institution established as a limited liability university and is functioning in the form of a legal entity of private law. The University, in the state control conditions, independently performs higher educational activities and operates on the basis of existing legislation, its own regulation, and the previous regulation.

The main objectives of the university are: to establish national and universal values in the educational field, promote scientific activities, provide higher education and continuous professional development following international standards, prepare specialist with competence relevant to modern requirements, practice medical activities in accordance with professional and ethical standards recognized in the country; Encourage mobility of students and academic personnel of higher education institutions.

The regulation of the Teaching University Geomedi LLC constitutes the main act that defines teaching and labor regulations in the university. Compliance with the requirements of the regulation is mandatory for all persons studying at the university or have labor relations with the university.

### **Article 2. Mission of Teaching University Geomedi LLC**

The mission of Teaching University Geomedi is the integration into global educational area. The University ensures harmonization of scientific-research and educational process, oriented on the development of students' intellectual and creative skills in the field of Medicine, Dentistry, Healthcare Economics and Management, Physical Medicine and Rehabilitation.

The university conducts its activities by creating an educational environment where research, critical thinking, experience sharing, tolerance, continuous professional growth, ethics and social responsibility are priorities, which leads to the training of competitive, highly qualified specialists equipped with theoretical knowledge and practical skills.

### **Article 3. The subject of the university activity**

- 3.1 Preparation of highly qualified staff in the field of dentistry, medicine, healthcare economics and management, physical medicine and rehabilitation.
- 3.2 Implementation-realization of medical equipment;
- 3.3 Publication of specialized literature, production and realization of educational video films and visuals;

- 3.4 Exchange transactions with various organizations and educational institutions of Georgia and abroad;
- 3.5 Arrangement of exhibition/sales;
- 3.6 Dental Assistance to the Population;
- 3.7 Any activities that are not prohibited by the applicable law.
- 3.8 The types of activities that require a special permit (license) are carried out by the university after obtaining the license.
- 3.9 The university is authorized to establish branches and representations for its goals.

## **Chapter II. Structure of University**

### **Article 4. University's Structural Units are:**

#### **I. Governing entities**

1. rector
2. Academic Board
3. Vice Rector for Administrative Affairs
4. Vice Rector for Research
5. Vice Rector for Academic Affairs
6. Vice –rector for International Affairs
7. Quality Assurance Office

#### **II. Faculties**

1. Faculty of Dentistry
2. Faculty of Healthcare Economics and Management
3. Faculty of Physical Medicine and Rehabilitation
4. Faculty of Medicine

#### **III. Scientific-Research Institute of Experimental and Clinical Medicine**

#### **IV. Library**

#### **V. Human Resource Management Office**

#### **VI. International Relations and Public Relations Office**

**VII. Information Technology and Computer Support Service**

**VIII. Student Relations Office**

**IX. Professional Development and Residency Office**

**X. University Dental Clinic**

**XI. University Rehabilitation Clinic**

**XII. Finance Office**

**XIII. Chancellery**

**XIV. Lawyer**

**XV. Security and Labor Safety Service**

**XVI. Centers**

1. Computer Center
2. Examination center
3. Student Service Center

**XVII. Science Foundation**

**Chapter III. University Management**

**Article 5. University and Faculty Governing bodies**

- 5.1. The governing bodies of the university (governing entities) are: The Board of Partners, the Rector, the Academic Board, the Vice-Rectors for Administrative, Scientific, Academic and International Affairs and Quality Assurance Office.
- 5.2. Faculty managing organs (governing entities) are: Faculty Board, Dean.

**Article 6. University Management Principle**

- 6.1. University provides:
  - 6.1.1. Publicity of university decisions, reports and orders by the Rector and access for all interested persons.
  - 6.1.2. Academic freedom of academic personnel and students;
  - 6.1.3. Participation of academic personnel and students in decision making;
  - 6.1.4. Equal treatment notwithstanding student's ethnic background, gender, social origin, political and religion opinion and etc.

6.1.5. Fair and transparent elections in the University and publicity of competitions.

6. 2. Restrictive norms of these principles cannot be established by the regulation of the university and the structural units.

### **Article 7. Administrative Positions, Support and Invited Staff.**

7.1. Administrative posts at the University include Rector, Vice-Rectors, Head of Quality Assurance Office, Deans of Faculties, Director of the Scientific-Research Institute of Experimental and Clinical Medicine, Chief Accountant, Head of Human Resources Management's Office, Head of International Relations and Public Relations' Office, Director of the Library, Head of Student Relations' Office, Head of Information Technology and Computer Support Service, Head of Professional Development and Residency Office, Chief Doctor of the University Dental Clinic, Director of the University Rehabilitation Clinic.

7.2. Support staff includes other personnel necessary for the activities of the University

7.3. The University is authorized to invite a specialist with relevant qualifications to participate in the educational and/or scientific-research process and/or to conduct this process without holding an academic position provided by the Law "on Higher Education" of Georgia. The head of the relevant educational program with the dean ensures the search and selection of invited staff, the competition shall be announced if a candidate is not selected.

7.4. Appointment to an administrative position at the University is made through competition. Initially, candidates are selected within the human resources available at the university, taking into account the relevant qualifications for the relevant Office (work experience or education), the results achieved by working in the existing position, and the current legislation. In case the administrative position cannot be filled at the expense of internal human resources, the open competition will be announced. The candidates are selected in two stages: Stage 1 - based on the submitted documentation; Stage 2 - Based on the interview. The selected candidate is appointed by the Rector's decree, based on the competition results.

7.5. In the absence of an administrative official, a person with the relevant competence (taking into account the structural hierarchy) is appointed as a temporary acting official by order of the Rector.

### **Article 8. Rector.**

8.1. Rector is head of university, person holding highest academic position, chairperson of Academic Board and represents university throughout the country and abroad in academic and scientific fields, and for this purpose is authorized to sign contracts and treaties.

- 8.2. Rector, with the Academic Board of the University determines the main directions of the activity, Develops the teaching and production strategic plans, university's internal regulation, cares about the professional development of the academic personnel.
- 8.3. The Rector acts in accordance with the Law of Georgia on "Higher Education" and "On Entrepreneurs", the regulation of the university and the resolution of the Academic Board, she/he is responsible for the results of the university's educational, scientific, commercial, and economic activities.
- 8.4. Issues legal acts and orders related to university's activity within his/her competence.
- 8.5. Exercises other powers granted by the legislation and regulation the university.
- 8.6. The Rector is appointed to the post by (with the decision of) Board of Partners. The Board of Partners determines the term of office of the Rector when appointing. The Rector, within the framework of this Regulation, makes decisions on the fundamental issues of the higher education institution, is responsible for the final results of the commercial, economic and creative activities of the University, and is accountable to the Academic Board and the Board of Partners. In the absence of the Rector, one of the Vice-Rectors shall act as Rector in accordance with the Rector's decision/order.

#### **Article 9. Academic Board of the University.**

- 9.1. The Academic Board, which is the highest representative body, is established for the purpose to conduct academic and scientific-research work at the University. It carries out its activities in accordance with the regulation of the Academic Board of the University. The Board consists of the Rector, Vice-Rectors, Head of Quality Assurance Office, Deans of Faculties, Director of the Scientific- Research Institute of Experimental and Clinical Medicine, Heads of Higher Education Programs, Chief Accountant, Head of Human Resources Management's Office, Head of International Relations and Public Relations Office, Director of the Library, Head of Student Relations Office, Head of Information Technology and Computer Support Service, Head of Professional Development and Residency Office, Chief Doctor of the University Dental Clinic, Director of the University Rehabilitation Clinic, President of the Student Self-Government. Well-known scientists and prominent public figures from both Georgia and foreign countries can be invited as members of the Academic Board on one occasion.
- 9.2. Academic Board is chaired by the Rector.
- 9.3. The Academic Board meets once a month or as necessary. The Chairperson of the Board may convene an additional, non-scheduled session of the Council on its own initiative or by the request of 1/3 of the members.
- 9.4. The Academic Board is authorized if it is attended by two thirds of the members of the Council and the decision made by a majority of the voting members present.

- 9.5. University Academic Board is authorized to issue a decree/statement, which is signed by the chairperson of the Academic Board.
- 9.6. The Academic Board promotes the integration into European higher education area, the creation of curricula and programs, cooperation between higher education institutions, mobility, developing integrated learning, and scientific research programs.
- 9.7. The Academic Board defines and approves the unified rules for hiring academic staff, approves the rules for appointing administrative / support staff.
- 9.8. The Academic Board approves the Regulation of the Scientific-Research Institute of Experimental and Clinical Medicine, additional conditions for holding a scientific position, director, strategic development plan, scientific research plans, budget, grant projects, and staffing schedule.
- 9.9. The Academic Board is administered by the secretariat headed by a Secretary. He/she is nominated by the majority of the listed members of the Academic Board.

**Article 10. Vice-Rectors in Administrative, Research, Academic and International Affairs.**

10.1. **The Vice Rector for the administrative and economic affairs** heads the university in the field of administrative management, material and human resources. He heads the university administration and represents the university in financial and economic relations. Supervises university real estate procurement, infrastructure purchases and security.

10.1.1. Vice Rector for Administrative Affairs:

- A) Manages the University administration
- B) Develops a draft for university structure and submits it to the Academic Board for approval;
- C) Together with the Head of the Human Resources Office, establishes a unified staffing schedule of the University and submits it to the Academic Board for approval;
- D) Takes part in the preparation of the University budget project together with the Head of the Financial Service.
- E) Supervises construction-reconstruction works;
- F) Controls the proper functioning of lighting, heating, elevators, sewage, water supply, ventilation, communications, underground communications, security and other systems of buildings;
- G) Ensures control over the warehouse farm of the material, inventory and materials required by the university structural units;

- H) Provides control over maintenance of the university buildings, yard, material assets, cleaning, planting;
- I) Prepares proposals for depreciable, write-off property listed on the University balance sheet and submits it to the Academic Board.
- J) Finding clinics and signing educational contracts to cover practical training required for programs.
- K) Administration and monitoring of the University Dental and Rehabilitation Clinic.

**10.2 Vice- Rector for Research** - Guides the University's research directions. Duties include:

- A) Finding and popularizing research projects among students and professors.
- B) Coordination and management of research activities of staff and students.
- C) Finding information about local and international grant competitions and informing academic staff, invited staff and students of the University. Contribute to the results of university professors research and patents for innovative ideas.
- D) Facilitate the patenting of research results and innovative ideas by university professors.
- E) Publication of a peer-reviewed periodical scientific, high international rating journal.
- F) Organizing and holding annual conferences and other scientific events for students and academic staff.
- G) Publishing the materials of the conferences held at the University.
- H) Special support for students' scientific-research work, their active involvement in scientific- research work, raising the scientific level of student works, publication of collections of the best scientific works.
- I) Planning and announcing the internal grants competition of the University. Selection of competition commissions and submission to the Academic Board for approval.
- J) Preparation of recommendations to purchase scientific books and digital resources for the University;
- K) Facilitate the publication of scientific articles in local / international peer-reviewed journals;
- L) Establish relations with international educational centers and scientific foundations and sign memoranda of cooperation for the implementation of joint scientific projects.

- M) Evaluate, analyze and report to the Academic Board on the annual scientific-research work of students and academic staff.
- N) Support the creation of state-of-the-art laboratories.
- O) Monitoring of the activities of Library

**10.3. The Vice-Rector for Academic Affairs** manages the planning, organization, and control of the university educational process. His/her duties include:

- A) Organizing the implementation of the learning process, developing new teaching methods and tools.
- B) Monitoring the consistent implementation of educational programs and curricula.
- C) Monitoring the progress of each stage of the learning process, evaluating and analyzing the results, and making relevant recommendations.
- D) Participating in the development of the academic calendar.
- E) Monitoring the input and updating of information in the electronic learning process management system, the maintenance of the register of educational institutions.
- F) Administering and monitoring the mobility process.
- G) Participating in the development of student contingent, academic/invited staffing, and workload regulation issues.
- H) Ensuring the development, storage, and registration of strict registration forms - diplomas in accordance with the rules established by law, as well as preparation of strict registration documents for examination and utilization.
- I) Monitoring of the activities of Professional Development and Residency Office, Student Relations Office, Examination Center.

**10.4 Vice-Rector for International Affairs** manages the activities of the university in the direction of international relations and duties include:

- A) Establishment, Development and Deepening of international relations.
- B) Promotion of internationalization of the educational process and scientific-research activity and integration of the university into the international educational arena.
- C) Close cooperation with international educational and scientific institutions. Initiating and organizing exchange programs, joint research and other educational activities.
- D) Search of International partners, Clinics, Promotion of Bilateral Cooperation, Planning and Implementation of joint projects, events.

E) Facilitate and Administer International mobility of students, Academic and Administrative staff.

F) Monitoring the activities of International Relations and Public Relations Office

10.5. At the end of each semester, the vice-rectors submit an activity report to the rector.

10.6. The selection for the position of deputy rectors is made in accordance with the rules for the appointment of the administrative/support staff in the university.

10.7. Vice-rectors are appointed to the position and heads of the university Rector.

10.8. Deputy rectors are accountable to the rector.

#### **Article 11. Quality Assurance Office of University.**

The university's academic and scientific-research work, as well as the quality of personnel's qualification is a subject to systematic assessment, in which students also participate. The results are public and available to all interested persons. For this purpose, the Quality Assurance Office is established at the University, which acts in accordance with the Georgian Law on "Higher Education", Regulation of the university and Quality Assurance Office.

11.2. The Head of the Office is appointed and dismissed by the Rector of the University

11.3. The Head of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

11.4. University Quality Assurance Office is accountable to the Rector of the University

11.5. The Head of Office submits a report to the University Rector at the end of each semester.

11.6. The Head of the Office shall exercise the powers provided in the Regulation of the Quality Assurance Office.

#### **Article 12. Faculty and Faculty Board.**

12.1. University's main educational unit is The Faculty, which includes the departments, science-research laboratory, clinic, library and other supportive structural units.

12.2. The representative body of the Faculty is Faculty Board, composed from all the members of the faculty's academic personnel and the representatives of a student self-governance.

- 12.3. Faculty management bodies are: Faculty Board, Dean.
- 12.4. The faculty must create for students the best conditions for studying and independent research, to ensure the ability to adapt to modern standards in the relevant field of science, the future oriented education, and constant improvement of the studying conditions.
- 12.5. The Faculty Board shall exercise the authority following the Law of Georgia on "Higher Education"

12.6. Dean is responsible for the activities of the Faculty Board and its implementation, which exercises the authority granted by the Georgian legislation and the Regulation of the University.

#### Article 13. Dean of the Faculty

13.1. The Faculty is headed by the Dean.

13.2. The Dean of the Faculty is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

13.3. The Dean of the Faculty is appointed and dismissed by the Rector of the University.

13.4. Faculty Dean:

13.4.1. Ensures efficient implementation of a faculty educational-scientific activities;

13.4.2. Submits educational and scientific-research programs to a faculty Board for discussion.

13.4.3. Develops and submits a faculty structure and regulation to a faculty board for approval.

13.4.4. Within his/her competency is responsible for the implementation of the decisions made by the Rector, Academic Board and Faculty Board.

13.4.5. Within his/her competency issues individual administrative-legal acts.

13.4.6. Chairs the faculty Board meetings;

13.4.7. Exercises other powers granted by the Law of Georgia on "Higher Education", Georgian legislation and the Regulation of the University.

13.4.8. The Dean of the Faculty is accountable to the Vice-Rector for Academic Affairs.

#### **Chapter IV. University Personnel**

Article 14. Personnel. There are Academic, administrative and assistance(support) positions at the University.

Article 15. Academic Staff of the University.

15.1. The members of academic staff are professors and assistants.

15.2. The Professorate includes: professor, associate professor and assistant-professor.

15.3. Professors participate or/and conduct teaching process and scientific researches

15.4. Assistant, under the guidance of the professor, associate professor or assistant professor conducts seminars and research works within the educational process in educational unit;

15.5. The maximum workload of the academic staff is determined by the Academic Board of the University and approved by the Rector.

15.6. Academic staff shall be entitled to:

A) participate in the management of the University in accordance with the Law of Georgia "on Higher Education" and the regulation of the university;

B) carry out teaching, research, creative activities, and publication of research papers independently, without interference;

C) Independently determine the contents of study programs (syllabuses), as well as teaching and evaluation methodology and means within the framework of the educational programs

D) Exercise other powers granted to them by the law.

15.7. Academic staff shall be required to:

A) Follow the requirements of the University statute and Regulation;

B) Follow the Code of Ethics, internal regulation, and norms of disciplinary responsibility;

C) To fulfill the duties imposed by the labor agreement/contract;

D) To fully implement the teaching of students in accordance with the educational program.

Article 16. The Rule of Filling in an Academic Positions.

16.1. An academic position can be filled in only through open competition which should be in compliance with the principles of transparency, equality and fair competition.

16.2. The date and conditions of the competition shall be published a month before receiving the documents in a manner established by Georgian legislation and the regulation of the university.

16.3. The rules for conducting the competition are determined by the University Academic Board and approved by the Rector.

16.4. To participate in the competition, the competitor must sign written Agreement about the affiliation with University Geomedi

## Article 17. Conditions for filling in the Academic Position

17.1. Any person having Doctor's academic degree (or equivalent academic degree) and at least six years of teaching and research experience can be elected as a professor. The additional conditions are determined by the University Academic Board and approved by the Rector.

17.2. Any person having Doctor's academic degree (or equivalent academic degree) and at least three years of teaching and research experience can be elected as an associate professor. The additional conditions are determined by the University Academic Board and approved by the Rector.

17.3. Any person having Doctor's academic degree (or equivalent academic degree) shall be elected as an assistant professor, for 3- 4 years.

17.4. A PhD student can be elected on the position of assistant for a term of three or four years.

17.5. professionally qualified personnel allowed to hold academic positions provided in paragraphs

17.1 - 17.4 of this Article. In this case, the qualification of the person can be confirmed by professional experience, special training and / or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification.

## Article 18. Attestation of Professor.

18.1. If elected to the position of professor for more than 5 years, the professor shall be subject to attestation once every 5 years. A professor who has been elected to the position of a professor for more than 5 years but who has less than 5 years remaining, after the election of a professor shall not be eligible for attestation. The Attestation is carried out by the relevant commission / commissions established on the orders of the Rector.

18.2. The attestation is carried out in two stages - academic activities Assessment and interviewing. The evaluation of the academic performance of the professor is based on a legal act containing conditions set by the university for the activities to be performed by the academic staff.

- 18.3. As a result of the attestation, the relevant commission draws a conclusion on each professor and appeals to the Academic Board whether to remain a professor or be dismissed from the position he/she occupied.
- 18.4. The unified rules and conditions for conducting the test shall be elaborated by the Rector in agreement with the faculties.
- 18.5. The Academic Board shall approve the unified rules and conditions for the attestation.

#### Article 19. - Rules and conditions of the Academic Personnel Affiliation

- 19.1. The affiliation implies a written agreement between the Teaching University Geomedi LLC, and the person holding academic position at the university, in which each academic position defines its affiliation with only one higher education institution, participates by the name of university involved in development and knowledge sharing processes and in this higher education institution:
  - Carries out basic educational, research I scientific activities, and the results of the study can be ascribed to the mentioned higher educational institution;
  - Is actively involved in decision-making processes at the higher educational institution on education, research and other important issues;
  - Is actively involved in student consultation and academic/scientific management processes
- 19.2. When participating in the academic position competition at Teaching University Geomedi LLC, the competitor in advance confirms the agreement on affiliation with the University, and after selecting on academic position again confirms with filling the relevant form of agreement.
- 19.3. A person holding academic position at the Teaching University Geomedi LLC, having an academic/educational workload in a different educational institution shall be obliged to declare the information about the academic workload, before beginning each academic year (also, at any time, about workload increasing, in a period of week after change) including the supervision of the Master's and PhD students, which should not exceed 40 hours a week.
- 19.4. Violation of the requirements of this rule automatically causes the termination of the contract.

- 19.5 The University, once a year provides financial support to affiliated staff for:
- Participation in an internationally accredited conference (as rapporteur) and publishing the article.
  - Textbook printing.

19.6 The University quarterly publishes affiliate staff's articles in the "University's scientific proceedings"

#### Article 20. Head of Educational Program

- 20.1. Head of the program may be a person holding Ph.D. or equal academic degree in the relevant field of the program, is academic or invited personnel of the university and has the knowledge and experience necessary to develop the program.
- 20.2. The Head of the program is a primary contact person with faculty and university quality assurance office, who is informed about the internal and external evaluation of the program, the monitoring results, and is responsible to react on them for the improvement of the program.
- 20.3. The head of the program is responsible for compliance of the program with the university and accreditation requirements; Quality of the syllabi presented within the program.
- 20.4. The Head of the Program is responsible for providing students with comprehensive information on the Curriculum of the Program; within a reasonable timeframe, proposal submission to the Dean on organizational issues related to the implementation of the program.
- 20.5. The head of the program is accountable to the Faculty Board.
- 20.6. The same person may be the head of the only one educational program of one cycle of teaching. Thee exceptions may be made by the Academic Board on the recommendation of the Faculty Board.

### **Chapter V. Student**

#### Article 21. Rights of the Student.

21.1. A student is a person enrolled in the university program in accordance with the requirements of the Georgian Law “on Higher Education” and the regulation of the university.

21.2. Student is entitled to:

1. Receive a quality education;
2. Participate in scientific research;
3. Use the material, technical, library, informational and other sources in equal conditions under the stated rule of the following regulation, internal regulation and the regulation of the university;
4. receive comprehensive information on university activities, including financial and economic activities under the procedure established by the legislation of Georgia;
5. elect a representative by secret ballot on the basis of general, fair, and equal elections, and be elected as the representative body of student self-government, faculty, and university management entity, in accordance with the Law of Georgia "on Higher Education" and the University regulation;
6. establish and/or join students’ organization freely;
7. freely express his/her opinion;
8. periodically evaluate the work of academic staff.
9. by the rules established by the normative acts applicable to the university and Georgian legislation, has the right of mobility to other university from the second academic year and transfer the state funding to the institution;
10. choose an educational program.
11. participate in the development of an individual educational program.
12. The grounds for termination of student status are established by the “rules for the regulating the educational process” of the University.

Article 22. The student is obliged to:

- 22.1. follow the university regulation, and internal regulation; comply with the Code of Ethics and the agreement with the University;

22.2. study all the elective and compulsory subjects under the established program;

22.3. care for the well-being and success of the University.

22.4. attend classes regularly (lectures, seminars, practical and laboratory classes).

#### Article 23. Financial responsibility of the student.

23.1. The student is obliged to:

- a) pay the 50% of the first academic year tuition payment within the 5 (five) days after the contract is signed and pay the rest of the tuition fee before the beginning of the second semester;
- b) from the next academic year, provide payment of the tuition fee in 4 (four) parts:
  - Provide to pay the first part before the start of the first semester of the academic year;
  - Provide to pay the second part before the 10<sup>th</sup> of November;
  - Provide to pay the third part before the start of the second semester of the academic year;
  - Provide to pay the fourth part before the 10<sup>th</sup> of April;
- c) In case of state funding, pay the difference between the amount of tuition fees and the state funding obtained.
- d) After the expiry of the Higher Education Program, in case of continuation of the study for the additional semester, pay the tuition fees according to the credits. One credit fee is: Tuition Fee divided into 60 credits.

23.2. The student will not be reimbursed for the tuition fee paid in case of termination of study on his / her own initiative;

23.3. A student who has not assimilated the credits provided by the curriculum during the academic year is given the opportunity to complete the course before the expiration of the higher education program and pay the fee in accordance with the credits to be acquired.

23.4. In exceptional cases, the Dean will consider the issue of deferment of tuition fees by the student.

#### Article 24. Student Self-Government.

- 24.1. Student self-government shall be established at the university based on general, fair and direct elections via secret ballot at each faculty.
- 24.2. The unity of self-governments elected at the faculties creates the self-government of the university, which approves the Regulation of the student self-government.
- 24.3. Student self-government under its regulation:
  - 24.3.1. Ensures student participation in university management.
  - 24.3.2. Promotes the protection of students' rights.
  - 24.3.3. Elects representatives to the Faculty Board.
  - 24.3.4. is authorized to develop the proposals in order to improve the university's administration system and teaching quality and submit them to the faculty and University Board.
- 24.4. The university administration shall have no right to interfere with the activities of the student self- government.

#### Article 25. Study Schedule

- 25.1. The duration of the semester at the university is 21 weeks, one academic hour -50 minutes.
- 25.2. The learning process is conducted according to the approved timetable. The timetable is compiled for one semester and is available one week before the start of the studies.
- 25.3. The working week is five days from Monday to Friday. There are two days off per week: Saturday and Sunday, except for the library, which is open 6 days a week, Monday - Saturday, Monday - Friday from 09:00 to 21:00, Saturday - from 10:00 to 16:00.

### **Chapter VI. Higher Education Levels**

#### Article 26. Academic Higher Education Levels:

- 26.1. The University implements the first and second level of academic higher education and single-cycle medical / dental education programs.

26.1.1. The first level of academic higher education (Bachelor's) includes at least 240 credits. A person with a document certifying full general (school leaving certificate) education or a document equivalent to it has the right to study for a bachelor's degree based on the results of the Unified National Examinations. As well as the persons defined in paragraph 3 of Article 52 of the Law of Georgia "on Higher Education".

Enrollment of foreign citizens is carried out in accordance with the rules established by the legislation of Georgia.

26.1.2. The second level of academic higher education (MA) - an educational program that includes no less than 120 credits. A person with a bachelor's degree or an equivalent academic degree has the right to study for a master's degree program on the basis of passing the General Master's Examinations and then specialty and English language exam (B2 level) at the university. As well as the persons specified in Article 52<sup>1</sup>, Paragraph 7 of the Law of Georgia "on Higher Education", on the basis of successfully passing the specialty and English language (B2 level) exams.

The enrollment of foreign citizens is carried out under the rules established by the legislation of Georgia.

26.1.3. Single-cycle Dental higher educational program includes no less than 300 credits and is graduated with the academic degree of Doctor of Dental Medicine. A person with a document certifying full general education (school leaving certificate) or a document equivalent to it has the right to study on this educational program, based on the results of the Unified National Examinations. As well as the persons defined in paragraph 3 of Article 52 of the Law of Georgia "on Higher Education".

Enrollment of foreign citizens is carried out in accordance with the rules established by the legislation of Georgia.

After completing the educational program, graduate is awarded degree, equal to the master's academic degree.

26.1.4. Single-cycle Higher Educational Program of Medical Doctor program includes no less than 360 credits is graduated with the academic degree of Medical Doctor. A person with full general education (holding school leaving certificate), who has the right to study at the university on the single-cycle Medical program, based on the results of the unified national exams. As well as the persons defined in paragraph 3 of Article 52 of the Law of Georgia "on Higher Education".

Enrollment of foreign citizens is carried out in accordance with the rules established by the legislation of the Ministry of Education and Science of Georgia. Persons defined by Article 52, Clause 3 of the Law on Higher Education, foreign nationals A prerequisite for enrolling in an educational program is passing an exam in a relevant foreign language or presenting a document confirming language proficiency (not less than B1 level). The academic degree

awarded as a result of completion of the educational program is equal to the academic degree of Master.

26.2. Educational Program during one academic year at university includes 60 credits. The amount of one credit is 25 hours and includes both contact and independent hours.

26.3. After completing each level of studying, a relevant diploma is issued with standard attachment.

26.4. Person who did not or was not able to complete the relevant educational level is given appropriate certificate.

#### Article 27. Residency.

27.1. Person with a degree of Medical Doctor or Doctor of Dental Medicine has right to continue studying in Residency on the basis of General Residency Examination.

27.2. The resident graduate has the right to continue his studies in doctorate (Ph.D)

#### Article 28. Distance learning

28.1. Distance learning involves conducting the learning process remotely / electronically or using various means of communication.

28.2. Distance learning is carried out in the form of synchronous or asynchronous communication. Synchronous communication refers to an interaction when the communication between the sender and the receiver of the information takes place in real-time, and asynchronous communication - an interaction when the communication between the sender and receiver of the information does not take place at the same time.

28.3. In order to implement the distance learning provided for in paragraph 1 of this article, the University shall ensure the selection and proper use of the distance learning application/platform, through which it will be possible to conduct the learning process interactively.

- 28.4. To ensure access to distance learning, the University develops instructions/ video tutorials for the use of the selected distance learning application/platform and provides information for students and staff of the higher education institution.
- 28.5. Distance learning is carried out in accordance with the distance learning rules approved by the University.

## **Chapter VII. Independent scientific-research unit - Scientific-Research Institute of Experimental and Clinical Medicine; Services, clinics, centers.**

Article 29 . Independent scientific-research unit - Scientific-Research Institute of Experimental and Clinical Medicine.

- 29.1. The Scientific-Research Institute of Experimental and Clinical Medicine is an independent scientific-research unit.
- 29.2. The Institute is guided in its activities by the current legislation, Statute of the University, the Regulation of the University and the regulation of the Scientific-Research Institute of Experimental and Clinical Medicine.
- 29.3. The institute is administered by the University.
- 29.4. The Institute has the right to have a Seal and a form/sheet.
- 29.5. The goals and objectives of the Institute are defined by the Regulation of the Scientific-Research Institute of Experimental and Clinical Medicine.
- 29.6. The governing bodies of the Institute are: The Scientific Council of the Institute and the Director of the Institute.
- 29.7. The structure of the institute consists of scientific structural units (departments, laboratories) and auxiliary structural units necessary for the activities of the institute.
- 29.8. The representative body of the Institute is the Scientific Council, which is formed by the chief scientists-staff of the Institute and the Director of the Institute.
- 29.9. The Scientific Council is headed by the Chairperson of the Scientific Council. She/he is elected by the Scientific Council for a term of 5 year by the majority of the members and must have a doctorate or an equivalent academic degree.
- 29.10. The scientific-organizational and administrative activities of the Institute are managed by the Director of the Institute, who is elected by the Scientific Council of the Institute

on the basis of an open competition for a period of 5 years. His/her candidacy is submitted to the Academic Board of the University for approval.

29.11. The procedure for selecting the candidate for the director of the institute and the powers of the director are determined by the Regulation of the institute.

29.12. Institute personnel

29.12.1. The staff of the institute consists of the director, the academic secretary, the scientific staff and the support staff (senior laboratory assistant, laboratory assistant, engineer, etc.).

29.12.2. The scientific staff of the Institute consists of the following with scientific positions:

A) Chief Scientist;

B) Senior Scientist;

C) Scientist.

29.13. Rule for holding a scientific position at the Institute

29.13. 1. A scientific position may be held only on the basis of an open competition, which shall be conducted in accordance with the principles of transparent, equal and fair competition.

29.13. 2. A person who has a doctoral or equivalent academic degree and at least 6 years of experience in scientific-research activities may hold the position of Chief Scientific Researcher for a term determined by the University regulation.

29.13. 3. A person who has a doctoral or equivalent academic degree and at least 3 years of experience in scientific research can hold the position of a senior researcher for a term determined by the University regulation.

29.13. 4. A person who has a master's degree or an equivalent academic degree may hold the position of a researcher for a term determined by the University regulation.

29.13.5. The date and additional conditions of the competition for the scientific position shall be announced 1 month before the application process.

29.13.6. The Scientific Board of the Institute shall develop additional conditions for the holding of a competition and submit it to the Academic Board of the University for approval.

29.14. 1. The sources of funding for the Institute are: University budget, Income received within the framework of scientific grants, other revenues that do not contradict the legislation of Georgia and this Regulation.

29.15. the reorganization or liquidation of the institute shall be conducted under the rules written out in the regulation of the university.

### **Article 30. The International Relations and Public Relations Office**

30.1. The International Relations and Public Relations Office is an administrative structural unit of the University.

30.2. The Office shall be guided in its activities by the current legislation of Georgia, the regulation of the university, internal regulation, this regulation and other legal acts.

30.3 The Office is obliged to seek and establish close cooperation and partnerships with foreign higher education institutions; To assist students and academic staff in integrating into the international educational area; Provide up-to-date information on the University's website regarding international partners' visits, events, plans and any activities related to public relations.

30.4. The Head of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

30.5. The Head of the Office is appointed and dismissed by the Rector.

30.6. The office conducts its affairs according to Regulation of the International Relations and Public Relations Office at Teaching university Geomedi LLC

30.7. The head of the Office is accountable to the Vice-Rector for International Affairs.

### **Article 31. Human Resources Management Office**

31.1 The Human Resources Management Office is the administrative structural unit of the University.

31.2. The Office shall be guided in its activities by the current legislation of Georgia, the regulation of the University, internal regulation, this Regulation and other legal acts.

31.3. Using information technologies, the service ensures implementation and improvement of the personnel management system, recruitment and selection of personnel. To participate in the organization of procedures, to determine the requirements for support staff based on the needs of the university.

- 31.4. The staff of the Office consists of: the head of the Office and specialists.
- 31.5. The staff of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 31.6. Staff is appointed and dismissed by the Rector of the University.
- 31.7. The Office operates in accordance with the regulation of the Human Resources Management Office approved by the University.
- 31.8. The head of the Office is accountable to the Vice-Rector in the administrative-economic field.

#### Article 32. Student Relations Office

- 32.1. The Student Relations Office is the administrative structural unit of the University.
- 32.2. The functions of the Office are defined by the regulation of the Student Relations Office approved by the University.
- 32.3. The Office conducts its activities in the following areas: Sports, Culture, Tourism, Employment and Professional Development.
- 32.4. The office operates under the management of the head of the office, who is selected / appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 32.5. The head of the Office is appointed and dismissed by the rector of the university.
- 32.6. The Head of Office is accountable to the Vice-Rector for Academic Affairs
- 32.7. The Office conducts its activities in accordance with the legislation of Georgia, the regulation of the University, this Regulation, and other internal norms of the University.

#### Article 33. Professional Development and Residency Office

- 33.1. The Professional Development and Residency Office is an administrative structural unit of the University.

- 33.2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute of the University, the regulation of the University and the internal normative acts of the University.
- 33.3. The Office provides Continuous support to the academic, invited, and administrative staff of the University, students, and graduates, as well as the professional and personal development of the general public, the acquisition of new professional skills throughout life; postgraduate medical education (residency) programs.
- 33.4. The functions of the Office are defined by the Regulation of the Professional Development and Residency Office and approved by the University.
- 33.5. The staff of the Office consists of: the head of the Office and specialists.
- 33.6. The head of the Office is accountable to the Vice-Rector for Academic Affairs.
- 33.7. The staff of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 33.8. Office staff is appointed and dismissed by the Rector of the University.

#### Article 34. Library.

- 34.1. The library is the main information-scientific and educational structural unit of the University, which provides the latest information to the customer using modern technologies.
- 34.2. The library, by integrating into the global educational area, facilitates the learning process with national and international printed or digital resources.
- 34.3. The library operates in accordance with the Regulation of the Library approved by the University.
- 34.4. The director of the library is appointed and dismissed by the rector of the university.
- 34.5. The director is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 34.6. The Library Director is accountable to the Vice-Rector for Research.

#### Article 35. Office of the Chancellery

- 35.1. The Chancellery Office is an auxiliary structural unit of the University.

- 35.2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute of the University, the regulation of the University and the internal normative acts of the University.
- 35.3. The Office of the Chancellery provides organization, control and implementation of clerical work.
- 35.4. The objectives of the Chancellery Office are to record, register and document all matters and information related to the economic-financial, personnel and other aspects of the University (except for information related to student registration and document turnover).
- 35.5. The Chancellery Office operates in accordance with the Regulation of the Chancellery Office approved by the University.
- 35.6. The staff of the Office consists of: the head of the Office and specialists.
- 35.7. The staff of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 35.8. Office staff is appointed and dismissed by the Rector of the University.
- 35.9. The head of the Office is accountable to the Vice-Rector of the University in the administrative-economic field.

#### Article 36. Lawyer

- 36.1. The lawyer provides:
  - 36.1.1. legal advice, preparation of legal documentation, legal analysis of documents, preparation of labor contracts and other types of agreements.
  - 36.1.2. Protection and representation of University's interests in tax, customs, credit institutions, commercial and non-profit organizations, courts of all instances, all state and private institutions.
  - 36.1.3. Advocacy services in all instances of the court on civil, administrative, entrepreneurial, tax, customs issues.
- 36.2. The lawyer provides all types of legal services required by the law to protect the University's interests;
- 36.3. The position of a lawyer is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

36.4. The lawyer is appointed and dismissed by the Rector of the University.

36.5. The lawyer is accountable to the Vice- Rector in the administrative-economic field.

#### Article 37. Finance Office

37.1. The Finance Office is an administrative structural unit of the University and its main functions are:

37.1.1. To perform and monitor financial and accounting activities with the full compliance to the legislation of Georgia

37.1.2. Draw up the University's annual budget, control its execution and, if necessary, make the relevant changes.

37.1.3. to settle with the state and as well as university staff, which is reflected in the payment of taxes and salaries.

37.1.4. monitor the student's tuition fee payment process and provide the faculty deans with this information for further reaction.

37.2. The Financial Service operates in accordance with the Regulation of the Financial Service approved by the University.

37.3. The staff of the service includes: Chief Accountant, Accountant of the Dental Clinic, Accounting Program Specialist and Internal Audit.

37.4. The staff of the service is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

37.5. Service staff is appointed and dismissed by the Rector of the University.

37.6. The Head of Service is accountable to the Vice-Rector for Administrative Affairs.

#### Article 38. Information Technology and Computer Services.

38.1. Information Technology and Computer Services is the administrative structural unit of the University and its main function is to support teaching and research activities at the University with modern information technologies (maintenance of information, software or hardware systems, IT services, etc.).

- 38.2. The Service provides the formation of information technology development policies and strategies at the University, proper functioning of information and communication technology infrastructure.
- 38.3. The Service operates within the Regulation of Information Technologies and Computer Services.
- 38.4. The staff of the service consists of: the head of the service and specialists.
- 38.5. The staff of the service is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
- 38.6. Service staff is appointed and dismissed by the Rector of the University.
- 38.7. The head of the service is accountable to the Vice-Rector of the University in the administrative field.

#### Article 39. University Dental Clinic

- 39.1. The University Dental Clinic is established in accordance with the Georgian legislation "on Higher Education", "Medical Practice", "the Civil Code of Georgia, and other normative acts.
- 39.2. In its activities, the clinic is guided by the legislative and sub-legislative normative acts of Georgia, as well as the Statute and Regulation of University, and the Regulation of University Dental Clinic.
- 39.3. The clinic is a structural unit of the University. It is not a legal entity; in the tax authority it operates without state registration.
- 39.4. The main goal of the clinic is an undergraduate (basic) and postgraduate (residency) professional training, providing a clinical base for the implementation of programs, practicing dentistry following the professional and ethical standards of medical services.
- 39.5. The clinic specializes in the diagnosis of dental diseases, differential diagnosis, prevention and treatment of dental diseases using radiological and laboratory methods, teaching-methodological and scientific-research work.
- 39.6. The Chief Doctor of the dental clinic is in charge of the facility and she/he is appointed and dismissed by the Rector of the University.
- 39.7. The Chief Doctor of the Clinic is accountable to the Vice-Rector for Administrative Affairs.
- 39.8. The property of the clinic, which is the property of the University, is given to it with the right of use.

- 39.9. The activities of the clinic are inspected in accordance with the existing legislation.
- 39.10. The staff of the clinic is selected in accordance with the rules of appointment to the position of the University staff.

#### Article 40. University Rehabilitation Clinic.

- 40.1. The University Rehabilitation Clinic is a structural unit of the University; it is an outpatient rehabilitation center where a full range of rehabilitation procedures are performed.
- 40.2. The clinic operates within the framework of the current legislation of Georgia, and in accordance with the University Statute, Regulation of the University, and the Regulation of the University Rehabilitation Clinic.
- 40.3. The clinic uses and manages financial resources in accordance with the rules established by the regulation of the Rehabilitation Clinic.
- 40.4. The goal of the clinic is to provide rehabilitation medical services adhering to professional and ethical standards. Treatment and prevention of major diseases in patients; Prevention and treatment of functional disorders and their complications; improvement of functional skills and activities, reduction of pain and other debilitating symptoms; achieve one's fitness goals, keep active and fit for a long time.
- 40.5. The clinic achieves the goals set out in its Regulation by providing the following types of medical services: Physician's consultation, therapeutic exercise, mechanotherapy (Treatment of the joints), treatment of orthopedic injuries and postoperative care, post-amputation rehabilitation, post-stroke rehabilitation, Rehabilitation of Post-traumatic brain and spinal cord injury, neurology (rehabilitation of post-central and peripheral nervous system injury), massage, instrumental physiotherapy (electrotherapy, ultrasound therapy, Magnetotherapy, cryotherapy) Lymphatic drainage .
- 40.6. The clinic is managed and represented by the Director of the Clinic, who is appointed and dismissed by the Rector of the University.
- 40.7. The property of the clinic, which is the property of the University, and is given to it with the right of use.
- 40.8. The issue of managing the clinic property is decided by the Vice-Rector for Administrative Affairs.
- 40.9. The activities of the clinic are monitored by the Vice-Rector for Administrative Affairs, who, if necessary, appoints an auditor within the rules established by the legislation of Georgia.

40.10. The grounds for termination of the clinic's activities are: a) reorganization of the university; B) liquidation of the University; C) Decision of the Rector.

#### Article 41. Examination Center

41.1. The Examination Center is a structural unit of the University.

41.2. Within its competence, the Center acts on the basis of the regulation of the University, the resolutions of the Academic Board, the individual legal acts of the Rector, the Regulation of the Center and University.

41.3. The aim of the center is to create a unified internal examination system at the university, which will ensure a transparent, objective and fair assessment of students' knowledge, skills and competencies, thus helping to improve the quality of education in the university.

41.4. The authority of the center, tasks and rules of conducting examinations are defined by the Regulation of the Examination Center.

41.5. The staff of the center consists of Head of the Examination Center and specialists.

41.6. The staff of the Center is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

41.7. The staff of the Center is appointed and dismissed by the Rector of the University.

41.8. The head of the center is accountable to the Vice-Rector for Academic Affairs.

#### Article 42. Student Service Center

42.1. The Student Service Center is an auxiliary structural unit of the University.

42.2. The Center operates within its competence on the basis of the University regulation, the resolutions of the Academic Board, the individual administrative-legal acts of the Rector, the Regulation of the Center and University.

42.3. The function of the center is to provide students with up-to-date information on the learning process, scientific conferences, exchange programs, various projects and events, additional activities (sports, arts), as well as consultations and assistance.

42.4. The staff of the center consists of specialists.

42.5. The staff of the Center is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

42.6. The staff of the Center is appointed and dismissed by the Rector of the University.

42.7. The staff of the center is accountable to the Vice-Rector in Academic Affairs.

#### Article 43. Security and Labor Safety Service

43.1. Security and Labor Safety Service is a structural unit of the University.

43.2. The Service is accountable to the Vice-Rector in the administrative field and carries out his/her instructions and tasks.

43.3. The goal of the service is to comply with the requirements of legislation and general principles of preventive measures related to labor safety issues, existing and expected threats, prevention of accidents and occupational diseases, training of employees-providing them information and advice. Protection of property of the University, ensuring fire safety.

43.4. The functions of the service are: observance of labor safety rules, identification of risk factors and provision of necessary measures for risk prevention, protection of university buildings and property through security cameras, monitoring fire and technical safety rules, monitoring the observance of public order, discipline and university regulation.

43.5. The staff of the service consists of the person responsible for labor safety and the labor safety specialist/specialists.

43.6. The staff of the service is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.

43.7. Service staff is appointed and dismissed by the Rector of the University.

#### Article 44. Labor Remuneration

44.1. Remuneration (salary) shall be paid once a month;

44.2. An employee has the right to benefit from a paid leave no less than 24 working days per year;

44.3. Employee shall be entitled to take advantage of paid leave after 11 months of commencement of work;

44.4. The employee has the right to take unpaid leave no less than 15 calendar days;

44.5. The employee shall notify the University of Unpaid leave, 2 weeks before taking the leave, except for the cases when the notice cannot be used for medical or family reasons.

## Article 45. Science Foundation

- 45.1. The Science Foundation is a structural unit of the university.
- 45.2. The Science Foundation, within its competence, is accountable to the Rector of the University.
- 45.3. The goals of the Scientific Foundation are: to support the scientific research activities of the university, to define research funding models, to finance scientific research projects, to discuss scientific research projects using local and foreign experts, and to provide funding / co-financing for them, to promote current/future scientific-research projects within the university.
- 45.4. The Science Foundation is headed by a Coordination Board. The Chairman of the Board represents the Foundation in various organizations or institutions.

## Chapter VIII. Conclusive regulation

1. The previous regulation is approved by the Rector of the University by the relevant order.
2. The previous regulation enters into force upon signing.
3. Amendments in the previous regulation shall be made by the Academic Board of the University, and approved by the adequate decree of the Rector of the University.
4. Students and staff can read the regulation of the University at the Library and on the website - [www.geomedi.edu.ge](http://www.geomedi.edu.ge).