

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

LLC University Geomedi Regulations of the Student Service Center

1. General Provisions

- 1.1. The Student Service Center of LLC University Geomedi (hereinafter referred to as "the Center") is an auxiliary structural unit.
- 1.2. Within the scope of its competence, the Center operates based on the University Charter, resolutions of the Academic Council, individual administrative-legal acts of the Rector, and these Regulations.

2. Purpose and Functions of the Center

2.1. Purpose of the Center:

To provide students with information and consultations on academic, administrative, and household matters.

2.2. Functions of the Center:

- 2.2.1. Upon request, provide students with updated information regarding: the educational process, scientific conferences, exchange programs, various projects and events, as well as additional activities (sports, arts), available consultations, and assistance services.
- 2.2.2. Explain to students the rights and obligations contained in the contract, the principles and requirements of the Student Code of Ethics, sanitary and safety regulations, and other general norms of conduct.

3. Center Personnel

- 3.1. The Center's staff consists of specialists.
- 3.2. The selection for positions in the Center is carried out in accordance with the rules for appointing administrative/auxiliary personnel in force at the University.
- 3.3. The Rector of the University appoints and dismisses the Center's personnel.
- 3.4. Within the scope of their competence, the Center's specialists:

- 3.4.1. Are responsible for achieving the goals and fulfilling the functions assigned to the Center;
- 3.4.2. Communicate with faculty deans and other specialists on issues related to the educational process;
- 3.4.3. Are accountable to the Vice-Rector for Academic Affairs.

4. Final Provisions

- 4.1. The Center's Regulations are approved by the University's Academic Council.
- 4.2. The annulment or amendment of the Center's Regulations is carried out by the University's Academic Council.