

Changes have been approved by
LLC Teaching University Geomedi's
Academic Council session:
Protocol #02, 07.02.2020

Rector _____ Marina Pirtskhalava

**Teaching University Geomedi LLC
Regulation of the Student Service Center**

1. General Provisions

1.1. The Student Service Center (hereinafter the center) is a support administrative structural unit of LLC Teaching University Geomedi (hereinafter the University).

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

2. Goal and Functions of the Center

2.1. The goal of the center is

To inform students and consult them on academic, administrative and personal issues.

2.2. The functions of the center are:

2.2.1. Upon request, provide students with updated information on the learning process, scientific conferences, exchange programs, various projects and events, as well as additional activities (sports, arts), existing consultations and assistance;

2.2.2. Explain to students the rights and obligations set forth in the contract, the principles and requirements of the Student Code of Ethics, and other general norms of sanitation, safety, and conduct.

3. The staff of the Center

3.1. The staff of the center consists of specialists.

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

3.3. The staff of the center is appointed and dismissed by the rector of the university.

3.4. Within the scope of his/her competence the specialists of the center:

3.4.1. Is responsible for fulfilling the goals and functions set for the center;

3.4.2. Communicates with deans and specialists of the faculties on issues related to the learning process.

3.4.3. Is accountable to the Vice-Rector for Academic Affairs.

4. . Final Provisions

4.1. The regulation of the Center is approved by the Academic Board of the University;

4.2. The revocation or amendment of this regulation shall be carried out by the Academic Board of the University.