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Rector: Marina Pirtskhalava

Teaching University Geomedi LLC

Regulation

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 company 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 statutes and the present provision.

The main objectives of the university are: establishment of national and universal values in educational sphere, promoting scientific activities; Higher education and continuous professional development of international standards; Preparation a specialist with competent competence with modern requirements; Medical activities relevant to professional and ethical standards recognized in the country; Encourage mobility of students and academic personnel of higher education institutions.

The Regulations of the Teaching University Geomedi, LLC constitute the main act that defines teaching and labor regulation in the university. Following the requirements for the provision are mandatory for all persons studying at university or has labor relations with the university.

Article 2. Mission of Teaching University Geomedi LLC

The mission of Teaching University Geomedim LLC is to integrate into global educational space. The University provides harmonization of scientific research and educational process, oriented on the intellectual and creative development of the student in the field of medicine, stomatology, healthcare economics and management, finance, physical medicine and rehabilitation.

University conducts its activities by creating such learning environment where research, critical thinking, experience sharing, tolerance, continuous professional development, ethics and social responsibility are priorities and provides preparation of competitive, highly skilled specialists with theoretical knowledge and practical skills.

Article 3. The Subject of Company Activities

- 3.1 Preparation of highly qualified staff in the field of dentistry, medicine, healthcare economics and management, finance, physical medicine and rehabilitation.
- 3.2 Implementation-realization of medical equipments;
- 3.3 Edition of profiled 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 for 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 company after obtaining the license.
- 3.9 The company is authorized to establish branches and representations for its purpose.

Chapter II. Structure of University

Article 4. University's Structural Units are:

I. Rectorate

1. rector
2. Academic council
3. Quality Assurance Service
4. Vice Rector for Administrative Affairs
5. Vice Rector for Clinical Affairs
6. Vice Rector for Research

II. International Relations and Public Relations Office

III. Finance Office

IV. Office of the Chancellery

V. Human Resource Management office

VI. Library

VII. Information technology and computer software services

VIII. Security Service

IX. Student Relations Office

X. Lawyer

XI. Faculties

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

XII. University Dental Clinic

XIII. Centers and Publications

1. computer Center
2. Examination Center

XIV. Departments

1. Medico-biological
2. Stomatology
3. Humanitarian Sciences
4. Pre-Clinical disciplines
5. Clinical disciplines
6. Economics and Management
7. Physical Medicine and Rehabilitation
8. Finances

XV. University Rehabilitation Clinic

Chapter III. University Management

Article 5. University and Faculty Management bodies

- 5.1 University management bodies (managing units): Academic Board, Rector and Quality Assurance Service.
- 5.2. Faculty management bodies (managing units): 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 to 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. Provisions of University structural units may not limit any regulations against these principles.

Article 7. Academic Board of University.

- 7.1. The academic council is created for the purpose of conducting academic and scientific research work at the university, which is the highest representative body. It consists of Rector, Vice- Rectors, Head of Quality Assurance Service, Chief Accountant, Faculty Deans, Heads of Departments, Director of the Library.

The Council may decree the right to invite in its composition for decisive vote famous public figures of the field of science, prominent public figures.
- 7.2. Academic Board is chaired by University Rector.
- 7.3. The Academic Council meets once a month or as necessary. The Chairperson of the Council may convene an additional, non-scheduled session of the Council on its own initiative or by requesting 1/3 of the members.
- 7.4. Academic Council Meeting is authorized if it is attended by more than half of the full membership of the Board.
- 7.5. University Academic Council is authorized to adopt a resolution / application signed by the chairperson of the Academic Board.
7. 6. According to the "Law of Georgia on Higher Education", the University Academic Council:
 7. 6.1. Adopts and approves strategic plan of University development;
 7. 6.2. Approves educational and scientific-research programs, submitted by faculty;
 7. 6.3. Supports high education integration in European area, creation of learning curriculums and programs, mobility and integrity learning, scientific research programs;
 7. 6.4. The Council establishes the uniform Rules for Academic Personnel Service, while the salary and conditions of remuneration are determined by the Rector.
 7. 6.5. Implements the "Law of Georgia on Higher Education" and other powers granted by the Georgian legislation.

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 make agreement and treaties.
- 8.2. Rector together with the Academic Council of the University determines the main directions of the activity, processes the teaching and production direction strategic plans, university internal regulations, cares about the increasing qualification of the academic personnel.
- 8.3. The Rector acts in accordance with the Law of Georgia on "Higher Education" and "On Entrepreneurs", the Decree of the University and the resolution of the Academic Council, 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 activity within its competence.
- 8.5. Implements other powers granted by the legislation and the university statutes.

Article 9. Quality Assurance Service of University.

- 9.1. The university's academic and scientific-research work as well as the quality of qualification increasing of its personnel is subject to systematic assessment, in which students also participate and the results of it are public and available to all interested persons. For this purpose, the Quality Assurance Service is established at the University, which acts in accordance with the Georgian Law on "Higher Education", University Charter and Service Regulations.
- 9.2. The Head of the Department is appointed and dismissed by the Rector of the University
- 9.3. The Head of the Service shall be selected on the basis of the appointment / adherence to the administrative / support staff at the University.
- 9.4. University Quality Assurance Service by its activity is responsible before academic board and the Rector.
- 9.5. The Head of Department submits a report to the Academic Council at the end of each semester.
- 9.6. The Head of the Department shall exercise the powers provided for in the Regulations of the Quality Assurance Service.

Article 10 – Vice- Rector for the Administrative, Clinical, Scientific Fields

- 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 moving, infrastructure purchases and security.

10.1.1. Vice Rector for Administrative Affairs:

- A) Manages the University administration
- B) Develops a draft university structure and submits it to the Academic Council for approval;
- C) Together with the Head of the Human Resources Department, establishes a unified staffing schedule of the University and submits it to the Academic Council for approval;
- D) Takes part in the preparation of the University budget project together with the Head of the Financial Department.
- 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 Council.

10.2. Vice-Rector Clinical affairs - Guides Collaborations between University and Clinics. Responsibilities include:

10.2.1. Finding clinics and signing educational contracts to cover practical training required for programs.

10.2.2. Monitoring of practical training in clinics.

10.2.3. finding qualified personnel for practical courses in clinics,

10.2.4. Ensure student attendance at clinics and attendance monitoring.

10.2.5. Concluding student internship agreements with clinics, for further employment.

10.2.6. Finding international clinics, recruiting students to provide summer / exchange programs.

10.2.7. Administration and monitoring of the University Dental Clinic.

10.3 Vice- Rector in Science - Guides the University's research directions. Duties include:

10.3.1. Finding and popularizing research projects among students and professors.

10.3.2. Coordination and management of research activities of staff and students.

- 10.3.3. 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.
- 10.3.5. Publication of a peer-reviewed scientific journal of high international rating.
- 10.3.6. Organize and conduct yearly conferences and other scientific events for student and academic staff.
- 10.3.7. Publication of conference proceedings at the University.
- 10.3.8. Special support for the students' scientific research, their active involvement in scientific research, raising the scientific level of the student papers, publishing the best scientific works.
- 10.3.9. Internan Grants Competition Planning and Announcement. Selection of competition committees and submission to the Academic Board for approval.
- 10.3.10. Preparing recommendations for the university to purchase a scientific books and digital resource;
- 10.3.11. Promote the publication of scientific articles in local / international peer-reviewed journals; Establish relationships with international educational centers and research funds and sign Memorandums of Understanding for the implementation of joint scientific projects.
- 10.3.13. Evaluate, analyze and report to the Academic Council on the annual scientific-research work of students and academic staff.
- 10.3.14. Support the creation of state-of-the-art laboratories.
- 10.4. Vice-Rectors shall submit an Activity Report to the Academic Council at the end of each semester.
- 10.5. Vice-Rectors shall be selected on the basis of appointment / adherence to the administrative / support staff at the University.
- 10.6. Vice-Rectors are appointed and dismissed by the Rector of the University.
- 10.7. Vice-Rectors are accountable to the Academic Board and Rector.

Article 11. Faculty and Faculty Board.

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

11.2. The representative body of the Faculty is Faculty Board, composed from all the members of the faculty academic personnel and the representatives of a student self-governance, or elected representatives of the academic staff and student self-government, as established by the University Regulation.

11.3. Faculty management bodies are: Faculty Board, Dean.

11.4. 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.

11.5. The Faculty Board shall exercise the authority granted by the Law of Georgia on "Higher Education".

11.6. 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 12. Dean of the Faculty

12.1. The Faculty is headed by the Dean.

12.2. The Dean of the Faculty is appointed upon the Rector's Order on the basis of the Faculty Board submission.

12.3. Faculty Dean:

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

12.3.2. Submits a faculty strategic development plan, educational and scientific-research programs to a faculty Board for discussion.

12.3.3. Develops and submits a faculty structure and regulation to a faculty council for approval;

12.3.4. Within its competency is responsible for implementation the decisions of the Rector, Academic Council and Faculty Board.

12.3.5. Within its competency issues individual administrative-legal acts.

12.3.6. Chairs the faculty Board meetings;

12.3.7. Implements other powers granted in accordance with the the Law of Georgia on "Higher Education", Georgian legislation and the Regulation of the University.

Article 13. The Lawyer

The lawyer provides:

- Legal Consultations;
- Preparation of legal documents;
- Legal analysis of documents;
- Preparation and forming Labor Contracts and different types of agreements;
- Protection of the University's interests and representation at:
 - Tax
 - Customs authorities
 - Credit institutions
 - Commercial and nonprofit organizations
 - Every instance of the court
 - All state and private structures;
 - Advocacy service in all instances of court:
 - Civil
 - Administrative
 - Entrepreneurial
 - Tax
 - Customs legal issues.
 - Carries out all kinds of juridical services defined by the law, which are necessary to protect the interests of the university.
- Is accountable to the Vice-Rector for Administrative Affairs of the University.

Chapter IV. University Staff

Article 14. Staff. There are Academic, administrative and assistive positions at the University.

Article 15. Academic Staff of University.

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

15.2. The part of professors are professor, associate professor and assistant-professor.

15.3. Professors attend or/and lead studying process and science researches.

15.4. Assistant, under the direction of the professor, associate professor or assistant professor maintains seminar and research works within the educational process in educational unit;

15.5. The professor's pedagogic load limit is determined by the University Academic Council and approved by the Rector.

Article 16. The Rule of Obtaining Academic Positions.

16.1. An academic position can be obtained 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 statute.

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

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

Article 17. Conditions for Electing on Academic Position

17.1. A person holding the degree of a doctor or equal to it and having the scientific and teaching experience of not less than 6 years, can be elected on the position of professor. The additional conditions are determined by the University Academic Board and approved by the Rector.

- 17.2. A person holding the degree of a doctor or equal to it and having the scientific and teaching experience of not less than 3 years, can be elected on the position of associate professor.
- 17.3. A person holding the degree of a doctor or equal to it can be elected on the position of assistant professor for a term of three or four years.
- 17.4. A PhD student can be elected on the position of assistant for a term of three or four years.
- 17.5. It is permissible for occupationally qualified personnel to hold the academic positions provided for in paragraphs 17.1 to 17.4 of this article. In this case, the person's qualifications may be evidenced by professional experience, specialized training and / or publications. Appropriate qualification is considered to be the person who has the competence required to produce the learning outcomes under the program.

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 by the rector's order.
- 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 Council whether to remain a professor or be dismissed from the position he/she occupied.
- 18.4. The uniform rules and conditions for conducting the test shall be elaborated by the Rector in agreement with the faculties.
- 18.5. The Academic Council shall approve the uniform 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 in company development and knowledge sharing processes and in this higher education institution:

- Carries out basic educational, research / 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 the consultation and academic/scientific management processes for students.

19.2. When participating in the academic position competition at the Teaching University Geomedi LLC, the contestant in advance confirms the agreement on affiliation with the University, and after selecting an academic position again confirms with filling the relevant form of agreement.

19.3. A person holding an 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 number of academic workload, before beginning each academic year (also, at any time, about workload increasing, in a period of week after change) including the management of the MA 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 shall provide once a year to finance affiliated staff:

- Participate in an internationally accredited conference (as rapporteur)
And publishing the article.
- Textbook printing.

19.6 The University shall provide quarterly postings of articles of affiliated staff to the University Scientific Workshop once a quarter.

Article 20. Administrative Positions and Other Personnel

- 20.1. Administrative positions at the University are composed of the following: a Rector, a Vice-Rector, a Head of the Quality Assurance Service and a Dean of the faculty.
- 20.2. Other personnel necessary for the activity of the University are considered as the subsidiary personnel under the staff list.
- 20.3. The university is entitled to invite the relevant qualification specialist, without holding an academic position provided by the Law of Georgia on "Higher Education", for the purpose to participate in the study and /or scientific-research process and /or to carry out this process .
- 20.4. An administrative position at a university is filled through a competition. Initially, candidates are selected within the university's human resources, with relevant qualifications (work experience or education) relevant to the job, results achieved in the current position and applicable legislation. In case the internal personnel cannot be appointed to an administrative position, open competition is announced. Contestants are selected in two stages: 1. Stage - based on the submitted documentation; 2. Stage - Based on interviews. The contestant is appointed by the rector's order taking into consideration the results of the competition.

Article 21. Head of Educational Program

- 21.1. Head of the program may be a person holding doctor or equal academic degree in the relevant field of the program, which is the academic or invited personnel of the university and has the knowledge and experience necessary to develop the program.
- 21.2. The Head of the program is a primary contact person with faculty and university quality assurance service, 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.
- 21.3. 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.
- 21.4. The Program Manager is responsible for providing students with comprehensive information on the Curriculum of the Program, submit proposals within a reasonable time for the Dean on organizational issues related to the implementation of the program.

- 21.5. The head of the program is accountable to the Faculty Board.
- 21.6. One and the same person may be the head of the only educational program of one cycle of teaching. The decision on exceptions may be taken by the Academic Council on the basis of the Faculty Board.

Chapter V. Student

Article 22. Rights of the Student.

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

Student has rights to:

1. Receive a qualified education;
2. Participate in scientific research;
3. Use the material and technical, librarian, informational and other sources in equal conditions under the stated rule of the following Charter, internal regulations and provisions;
4. Under the procedure established by the legislation of Georgia, receive comprehensive information on university activities, including financial and economic activities;
5. To choose the representative by the secret voting on the basis of the general, direct and equal elections and to be chosen into the Students' Self-government, as well as in the Management Authorities of the Faculty and the University.
6. To establish freely and/or join students organization;
7. Freely express his/her opinion;
8. 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;
9. The student's status is terminated upon completion of the relevant educational program, mobility to another higher education institution, academic backwardness, violation of requirements of the University charter, student ethics code, and Internal Regulations.

Article 23. Obligations of a Student:

- 23.1. Follow the University Charter and Internal Regulations, study all the subjects that are mandatory to study according to the established program.
- 23.2. Care for the University's well-being and success.
- 23.3. Regularly attend classes (lectures, seminars, practical and laboratory studies).
- 23.4. Behave in accordance with the University Code of Ethics.

Article 24. Financial responsibility of the student.

24.1. The student is obliged to:

- a) Pay the 50% of the first academic year tuition payment in 5 (five) days after the contract is formed, to pay the rest of the tuition fee before the beginning of the second semester;
- b) From the next academic year, for each academic year to provide paying 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 10th 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 10th 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 expiration of the Higher Education Program, in case of continuation the course in the additional semester, pay the tuition fees according to the credits. One credit fee: Tuition Fee divided by 60 credits.

24.2. In case of termination the studying on own purpose by the Student, the paid tuition fee will not be refunded.

24.3. A student who has not been able to earn credits under the curriculum during the academic year, has the opportunity to re-take the course of study before the expiry of the higher education program and pay the fee in accordance with assimilating credits.

24.4. In exceptional cases, the Dean will discuss the issue of delay paying the tuition fee by the student.

Article 25. Student Self-Government.

- 25.1. Student self-government shall be created at the university according to the faculties via secret balloting based on general, fair and direct elections.
- 25.2. The unity of self governments elected at the faculties is the self-government of the university, which approves the regulations of the student self-government.
- 25.3. The student self-government pursuant to its regulations shall:
 - 25.3.1 Ensure the participation of students in administration of the university.
 - 25.3.2 Facilitates the protection of student rights.
 - 25.3.3 Elect its representative in the faculty board.
 - 25.3.4 Elaborate proposals in order to improve the university's administration system and teaching quality and submit them to the faculty and University Council.
- 25.4. The university administration shall have no right to interfere with the activities of the student self-government.

Article 26. Control of the academic work and the rule of testing sessions conduct at University

- 26.1. Controlling the mastering of educational academic program by the student is carried out through the semester by seminar, laboratory, practical seminars evaluation by midterm and final examinations.
- 26.2. Knowledge assessment 100 (one hundred) point grading system is established at University, which is approved by the rector's administrative-legal act.

Chapter VI. Higher Education Levels

Article 27. Academic Higher Education Levels:

- 27.1. The University implements the first and second cycle educational programs of academic higher education.
 - 27.1.1. The first stage of academic higher education (Bachelor's) - The educational program that includes at least 240 credits. A bachelor's degree has the right to a person with full general education, which is entitled to study at the university based on the results of the unified national exams.

27.1.2. Stomatology One - Step higher educational program, is graduated with the academic degree of Doctor of Dental Medicine. The educational program includes no less than 300 credits. A person with full general education, who has the right to study at the university at the One-Step Stomatology Program based on the results of the unified national exams. After completing the educational program, graduate is awarded degree, equal to the master's academic degree.

27.1.3. One-Step Higher Educational Program for Degree of Medical Doctor, is graduated with the academic degree of Medical Doctor. The educational program includes no less than 360 credits. A person with full general education, who has the right to study at the university on the One-Step Medical program, based on the results of the unified national exams. After completing the educational program graduate is awarded degree, equal to the master's academic degree.

27.1.4. Second level of academic higher education (MA) - an educational program that includes no less than 120 credits. Person holding a bachelor's or equal to it degree has the right to study on Master's program, based on the results of General Masters Examination after successfully passing examination in specialty.

27.2. 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.

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

27.4. Person who did not or/was not able to completed the relevant educational level is given appropriate certificate.

Article 28. Residency.

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

28.2. The resident graduate has the right to continue his studies in doctoral studies.

Article 29. Library.

- 29.1. University Educational-Scientific Library is the university's structural unit. The library facilitates the learning process with appropriate literature and informational news material.
- 29.2. The director of the library is appointed by the university academic council on the basis of Rector's nomination.
- 29.3. The director of the library is accountable to the University Academic Council. It develops and submits to the Council for approval the library development programs.
- 29.4. Ensure registering of received literature, catalogue-making, classification, Forms the study reference books according to the syllabus.
- 29.5. To provide information on the educational process, the library service is responsible for developing proposals about completing and updating the book's fund and periodic, audio information, video and digital features.

Article 30. University Auxiliary Subdivisions

- 30.1. Chancellery, whose sphere of activity is:
 - 30.1.1 unified clerical work.
 - 30.1.2. In order to unify University activities, establishing common rules and in accordance with the applicable norms organization of the registration and forming of documents within the established deadlines.
 - 30.1.3. Timely turnover of incoming and outgoing correspondence at the University.
 - 30.1.4. University Archives Work Organization and substantial connection for the implementation of the joint work.
 - 30.1.5. General control over the fulfillment of the established rules of work by the university structural units within its competence.
- 30.2. Human Resource Management Service, the task of which is to introduce and improve personnel management system using information technologies, to participate in organizing procedures for personnel selection, determining requirements for auxiliary staff based on university needs.

Article 31. Financial Service

- 31.1. The main activity of the financial service is the financial and accounting activity of full compliance and control of the relevant legislation in Georgia.
- 31.2. Perform the University annual budget, control its execution and, if necessary, make the relevant changes.
- 31.3. Settlement with the state and as well as university staff, which is reflected in the payment of taxes and salaries.
- 31.4. Implementation of the control on process on students' payment the tuition fees and providing information to faculty deans for further reaction.

Article 32. Information Technology and Computer Services.

- 32.1. The Service is a structural unit of the University that facilitates the conduct of the teaching process.
- 32.2. The service ensures the smooth operation of internal university network (internet), software systems and university website. Operational placement of information, preparation and copying of documents.

Article 33. Labor Remuneration

- 33.1. Remuneration (salary) shall be paid once a month;
- 33.2. An employee has the right to benefit from a paid leave not less than 24 working days per year;
- 33.3. Employee shall be entitled to take advantage of paid leave after 11 months of commencement of work;
- 33.4. The employee has the right to take unpaid leave not less than 15 calendar days;
- 33.5. The employee shall notify the University of Unpaid leave, 2 weeks before taking the leave, except for the cases when the notice can not be used for medical or family reasons.

Article 34. Labor Protection Rules.

- 34.1. There is healthy and safe conditions of labor at the University, which provision is provided by the University Administration.

- 34.2. The employee is obliged to follow the requirements of technical security, industrial-sanitation, fire protection and other rules of labor protection.
- 34.3. An employee is obliged to get familiar with the conditions of labor protection.

Article 35. Security Service

The main functions of the University Security Service are:

1. Protection of the university students and staff security;
2. Protection of the university buildings and property;
3. Control of Fire Safety, Sanitary Hygiene and Technical Safety Rules;
4. Control of public order and discipline, as well as the preservation of university internal regulation rules.

The security service employee is obliged to take care of:

1. Protection of the university buildings and property;
2. Protection of the university students and staff security;
3. Control of Fire Safety, Sanitary Hygiene and Technical Safety Rules;
4. Control of public order and discipline, as well as the preservation of university internal regulation rules. Reveal and suppress the violations and inform the university administration for reaction.
5. Perform instructions and tasks of the university administration in connection with the fulfillment of official duties.

Article 36. Studying Schedule.

- 36.1. The semester duration at the university is 21 weeks.
- 36.2. One academic hour duration - one astronomical hour.
- 36.3. Session lectures at university are conducted according the established rules and approved time-table.
- 36.4. The session schedule is for one semester and will be published a week before the beginning of the session.

- 36.5. The university has five days of working day, except the library, which works on Saturdays as well, from 9 to 19 hours.
- 36.6. Employee working time is 40 hours per week.
- 36.7. The beginning and end of the working hours for the academic personnel is established in accordance with the schedule approved by the Rector and for the rest of the staff from 10 am to 18:00 pm.

Chapter VII. Final Provisions

1. The present regulation is approved by the Rector of the University by the appropriate order.
2. The regulation enters into force upon signing.
3. Students and employees can get familiar with the internal regulations at the university library and website - www.geomedi.edu.ge.