

Changes are approved at the  
Teaching University Geomedi LLC  
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Rector: Marina Pirtskhalava

**Teaching University Geomedi LLC**

# **Regulations**

**Tbilisi 2018**

## 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 human values in educational sphere, promoting scientific activities; Higher education and continuous professional development in accordance with international standards; Preparation of a competent specialist according to modern requirements;

Medical activity 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 having a labour relations with the university.

## Chapter II. Structure of University

### Article 2. University Structural Units are:

#### I. Rectorate

1. Rector
2. Academic Council
3. Quality Assurance Office
4. Vice Chair for Education
5. Vice Chair for Administrative and Economic Affairs
6. Vice Chair for Clinical Affairs
7. Vice Chair for Research

#### II. International Relations and Public Relations Office

#### III. Finance Office

#### IV. Chancellery Office

#### V. Human Resource Management Office

#### VI. Library

#### VII. Information technology and computer software services

#### VIII. Security Service

#### IX. StudentUnion

#### X. Lawyer

#### XI. Faculties

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

#### XII. Scientific researches and innovations

1. Center for Scientific Research and Innovation
2. Management and Marketing Scientific - Research Laboratory
3. Dental Clinic

### **XIII. Centers and Publishing**

1. Computer Center
2. Examination Center
3. Publishing, editors office

### **XIV. Departments**

1. Medico-Biological Department
2. Department of Dentistry
3. Department of Humanitarian Sciences
4. Department of Clinical disciplines
5. Department of Morphology
6. Department of Pathology
7. Department of Management
8. Department of Economics and Entrepreneurial activity
9. Department of Technical Sciences
10. Department of Psycho-Social Sciences
11. Department of Physical Medicine and Rehabilitation
12. Department of Hygiene
13. Department of Finance

## **Chapter III. Management of the University**

### **Article 3. The University and Faculty Management bodies**

1. Management bodies of the University (managing units): Academic Board, Rector and Quality Assurance Office.
2. Faculty management bodies (managing units): Faculty Board, Dean.

### **Article 4. The Principles of the University Management**

1. University provides:

- 1.1. Publicity of the university decisions, reports and orders issued by the Rector and access to all interested persons.
- 1.2. Academic freedom of academic personnel and students;
- 1.3. Participation of academic personnel and students in decision making;
- 1.4. Equal treatment notwithstanding student's ethnic belonging, gender, social origin, political and religion opinion and etc.
- 1.5. Fair and transparent elections in the University and publicity of competitions.

2. Provisions of University structural units may not limit any regulations against these principles.

## **Article 5. Academic Board of University.**

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, Deputy Rectors, Head of Quality Assurance Office, Chief Accountant, Faculty Deans, Heads of Departments, Director of the Library.

The Council has the right to invite in its composition, by the decisive vote, famous public figures in the field of science, prominent public figures.

2. Academic Board is chaired by the University Rector.

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.

4. Academic Council Meeting is authorized if it is attended by more than half of the full membership of the Board.

5. University Academic Council is authorized to adopt a resolution/ application signed by the chairperson of the Academic Board.

6. According to the "Law of Georgia on Higher Education", the University Academic Council:

6.1. Adopts and approves strategic plan of University development;

6.2. Approves educational and scientific-research programs, submitted by faculty;

6.3. Supports high education integration in European area, creation of learning plans and programs, mobility and integrity learning, scientific research programs;

6.4. The Council establishes the uniform Rules for Academic Personnel Service, while the amount and conditions of remuneration are determined by the Rector.

6.5. Implements the "Law of Georgia on Higher Education" and other power granted by the Georgian legislation.

## **Article 6. The Rector**

1. Rector is a 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 agreements and treaties.

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 inter regulations, cares about the increasing qualification of the academic personnel.

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.

4. The Rector issues legal acts and orders related to university activity within its competence.

5. Implements other powers granted by the legislation and the university statutes.

## **Article 7. Quality Assurance Service of University.**

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.

2. University quality assurance service by its activity is responsible before academic board and the Rector.

## **Article 8. Faculty and Faculty Board.**

1. University main educational unit is The Faculty, which includes the departments, science-research laboratory, clinic, library and other supportive structural units.
2. The Council of the Faculty is the representative body of the Faculty, 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 prescribed by the University Regulation.
3. Faculty management bodies are: Faculty Council, Dean.
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.
5. The Faculty Council shall exercise the authority granted by the Law of Georgia on "Higher Education".
6. Dean is responsible for the activities of the Faculty Council and its implementation, which exercises the authority granted by the Georgian legislation and the Regulation of the University.

## **Article 9. Faculty Dean**

1. The Faculty is headed by the Dean.
2. The Dean of the Faculty is appointed by the Rector's Order on the basis of the Faculty Council submission.
  3. Dean of the Faculty:
    - 3.1. Ensures efficient implementation of a faculty educational-scientific activities.
    - 3.2. Submits a faculty strategic development plan, educational and scientific-research programs to a faculty council for discussion.
    - 3.3. Develops and submits a faculty structure and regulation to a faculty council for approval;
    - 3.4. Within its competency is responsible for implementation the decisions of the Academic Council and Faculty Council;
    - 3.5. Within its competency issues individual administrative-legal acts.
    - 3.6. Chairs the faculty council meetings;
    - 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 10. 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 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 Rector of the University.

#### **Chapter IV. University Staff**

**Article 11. Staff.** There are Academic, administrative and assistive positions at the University.

#### **Article 12. Academic Staff of university.**

1. The members of academic staff are professors and assistants.
2. The part of professors are professor, associate professor and assistance-professor.
3. Professors attend or/and lead studying process and scientific researches.
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;
5. The professor's pedagogic load limit is determined by the University Academic Council and approved by the Rector.

#### **Article 13. The Rule of Obtaining Academic Positions.**

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.
2. The date and conditions of the competition shall be published a month before receiving the documents in a manner prescribed by Georgian legislation and this statute.
3. The rules for conducting the competition are determined by the University Academic Board and approved by the Rector.
4. To participate in the competition, the contestant must conduct written Agreement about the affiliation with University Geometri.

#### **Article 14. Conditions for Electing on Academic Positions**

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

#### **Article 14<sup>1</sup> - Rules and conditions of the Academic Personnel Affiliation**

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.
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.
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.
4. Violation of the requirements of this rule automatically causes the termination of the contract.

#### **Article 15. Administrative Positions and Other Personnel**

1. Administrative positions at the University are composed of the following: a Rector, a Deputy Rector, a Head of the Quality Assurance Service and a Dean of the faculty.
2. Other personnel necessary for the activity of the University are considered as the subsidiary personnel under the staff list.
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 .

#### **Article 16. Head of Educational Program**

1. Head of the program may be a person holding a 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.
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.
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.
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.
5. The head of the program is accountable to the Faculty Board.
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 Council.

## Chapter V. Student

### Article 17. Rights of the Student.

A student of the university is a person who is enrolled in the University pursuant to the Law of Georgia on Higher Education as well as the Statute of the University to undergo studies on professional educational programs.

Student has rights to:

1. Receive and get 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 18. Obligations of a Student:

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

### Article 19. Financial responsibility of the student.

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 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 financing, pay the difference between the amount of the tuition fees and the extracted state funding.
- 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.

2. In case of termination the studying on own purpose by the Student, the paid tuition fee will not be refunded.
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.
4. In exceptional cases, the Dean will discuss the issue of delay paying the tuition fee by the student.

#### **Article 20. Student Self-Government.**

1. Student self-government shall be created at the university according to the faculties via secret balloting based on general, fair and direct elections.
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.
3. The student self-government pursuant to its regulations shall:
  - 3.1 Ensure the participation of students in administration of the university.
  - 3.2 Facilitates the protection of student rights.
  - 3.3 Elect its representative in the faculty board.
  - 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.
4. The university administration shall have no right to interfere with the activities of the student self-government.

#### **Article 21. Control of the academic work and the rule of testing sessions conduct at University**

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.
2. At University is knowledge assessment one hundred point grading system, which is approved by the rector's administrative-legal act.

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

#### **Article 22. Academic Higher Education Levels:**

1. The University implements the first and second cycle educational programs of academic higher education.

- 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.
- 1.2. Dentistry one level 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 based on the results of the unified national exams has right to study at one step higher educationa Dentistry Program.

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

- 1.3. One-level 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 based on the results of the unified national exams has right to study at one level higher educational program for Medical Doctor.

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

- 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.

2. Educational Program during one academic year at university includes 60 credits.

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

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

### **Article 23. Residency.**

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

### **Article 24. Library.**

1. University Educational-Scientific Library is the university's structural unit. The library facilitates the learning process with appropriate literature and informational news material.
2. The director of the library is appointed by the university academic council on the basis of Rector's nomination.
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.
4. Ensure registering of received literature, catalogue-making, classification, Forms the study reference books according to the syllabus.
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 25. University Auxiliary Subdivisions**

1. Chancellery, whose sphere of activity is unified clerical work.
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.
3. Timely turnover of incoming and outgoing correspondence at the University.
4. University Archives Work Organization and substantial connection for the implementation of the joint work.
5. General control over the fulfillment of the established rules of work by the university structural units within its competence.
6. 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 26. Financial Service**

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.
2. Perform the University annual budget, control its execution and, if necessary, make the relevant changes.
3. Settlement with the state and as well as university staff, which is reflected in the payment of taxes and salaries.
4. Implementation of the control on process on students' payment the tuition fees and providing information to faculty deans for further reaction.

## **Article 27. Information Technology and Computer Support Service.**

1. Service is a university structural unit that facilitates the maintenance the study process.
2. The service provides the performance of the internal university network (internet), software systems and university web-site perfection. Operational information placing, preparation and drawing of documents.

## **Article 28. Labor Remuneration**

1. Remuneration (salary) shall be paid once a month;
2. An employee has the right to benefit from a paid leave not less than 24 working days per year;
3. Employee shall be entitled to leave vacant after 11 months after the commencement of work;
4. The employee has the right to take unpaid leave of not less than 15 calendar days;
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 29. Labor Protection Rules.**

1. There is healthy and safe conditions of labor at the University, which provision is provided by the University Administration.
2. The employee is obliged to follow the requirements of technical security, industrial-sanitation, fire protection and other rules of labor protection.
3. An employee is obliged to get familiar with the conditions of labor protection.

### **Article 30. 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 31. Studying Schedule.**

1. The semester duration at the university is 21 weeks.
2. One academic hour duration - one astronomical hour.
3. Session lectures at university are conducted according the established rules and approved time-table.
4. The session schedule is for one semester and will be published a week before the beginning of the session.
5. The university has five days of working day, except on Saturdays and Sundays. weekends.
6. Employee working time is 40 hours per week.
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.geosis.edu.ge](http://www.geosis.edu.ge)