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Approved by TSMU Representative Council Decree
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Rector's Office of the Legal Entity of Public Law at Tbilisi State Medical University

Provision

Chapter I: General Provisions

Article 1

1. Rector's Office of the Legal Entity of Public Law of Tbilisi State Medical University (from now on referred to as the "Rector's Office") is a structural unit of Tbilisi State Medical University (from now on referred to as the University).
2. In its activities, the Office is guided by the Law of Georgia on High Education, the Labor Code of Georgia, other legislative and legal normative acts, statute of the TSMU and internal regulations, administrative acts of the university management bodies and the present provision.

Chapter II. Main Objectives and Functions of the Rector's Office

Article 2.

The main objectives of the office are to ensure legislative, international, personnel, organizational, document, information, technological, and archive services of the activities of Tbilisi State Medical University, coordinate student activities and support them (23/5.04.04.2018).

Article 3.

The main functions of the Rector's Office are:

1. To provide uniform proceedings at the university;
2. To process official incoming correspondence at the university following the unified rule

and carry our document circulation. To ensure the smooth functioning of the university's structural divisions.

3. To organize a timely review of incoming documentation and submit it to management. To control the proper submission of the documents to be signed by the management.
4. To finalize forms and methods of working with the documents to develop measures that ensure discipline in fulfilling the work.
5. To ensure staff registration of university personnel, methodological-practical organization, management, coordination and control of the application of the staff-registration policy.
6. To develop internal rules of work and maintain control of its compliance.
7. To prepare draft administrative acts related to personnel issues and registration.
8. To ensure the university's legislative service.
9. To prepare drafts of respective legislative acts on the issues within the competence of the university.
10. To prepare proposals on legislative issues while having relations with the bodies implementing state control and other organs of authorities.
11. To prepare drafts of administrative acts of the Rector.
12. To ensure legislative provision of draft agreements signed by the university.
13. To protect the university's interests in court and respective bodies, carry out other functions imposed by the legislation.
14. To organize rector meetings, register and control the tasks. Organize Recto's meetings and manage the tasks assigned during the meetings.
15. To develop the nomenclature of cases, to organize case storing and writing-off.
16. To maintain the university's archive, organize the storage of archive documentation, its stick-taking, searching of documents kept in the archive, and issuing copies based on the

established rule.

17. To ensure the legislative and organizational-technical provision of public information availability.
18. To provide the university administrative, academic staff and students with modern information and communication technologies; introducing these technologies in the sphere of teaching and scientific activity;
19. To support student projects, sports and cultural life development at the university;
20. To complete specific immediate tasks assigned by the Rector regarding various issues.
21. To ensure technical assistance for holding academic and Representative Council of the university;
22. To support solving the issues related to the university administration;
23. To manage, coordinate and supervise the activities of the international relations department. (23/5.04.04.2018)

Chapter III. Structural Units and Composition of the Rector's Office

Article 4.

1. The structural units of the office are:
 - 1.1. Correspondence and Records Office;
 - 1.2. Human Resources Management Service;
 - 1.3. Legal service;
 - 1.4. Information Technology Services (ITS);
 - 1.5. Student and Alumni Relations and Career Development Service (23/6 08.04.2022).
 - 1.6. International Relations Department; (23/5/04. 2018).

1.7. Public Relations Service; (23/6 08.04.2022).

2. The present provision and staff list specifies the following positions:

2.1. Head of the Rector's Office;

2.2. Assistant to the Head of Office;

2.3. Rector's Advisor;

2.4. Rector's Secretary;

2.5. Secretary to the Vice-Rector;

2.6. Heads of Services and their Deputies;

2.7. Head of the Archive;

2.8. Chief Specialists;

2.9. Main Specialist;

2.10. Specialist.

Chapter IV. Management of the Office and its Structural Units

Article 5.

1. The rector's office is managed by the head of the office, who is appointed and dismissed by the legislation.

2. The office head reports to the rector;

3. The office head;

3.1. Carries out the office's activities and oversees and coordinates the activities of the structural units within the office. They are also responsible for solving any issues related to the office's management;

- 3.2. Distributes responsibilities among the office workers and gives them instructions and tasks to carry out;
- 3.3. Observes the activities of the office's structural units and ensures supervision over the staff's activities;
- 3.4. Proposes ways to organize work, encourages staff, and imposes disciplinary responsibility on them if required by the legislation;
- 3.5. Signs and affixes a visa to the documents prepared in the office within the scope of competence;
- 3.6. Organizes control over the correctness of signing these documents before submitting them for signature by the management;
- 3.7. Ensures the issuance of public information;
- 3.8. Assumes responsibility for issues related to the office's competence;
- 3.9. Fulfills separate tasks assigned by the rector;
- 3.10. Is accountable for the activities carried out by the office.

Article 6.

1. The head of the respective structural unit of the rector's office is appointed and dismissed by the rector in accordance with the rule defined by legislation;
2. The head of the structural unit is accountable towards the rector as well as the head of the rector`s office;
 3. Head of the structural unit of the rector`s office:
 - 3.1. Manages and carries out activities of the respective division;
 - 3.2. Represents the division upon carrying out imposed responsibilities;

- 3.3. Ensures fulfilment of responsibilities by division`s staff;
- 3.4. Distributes incoming correspondence in the structural unit;
- 3.5. Signs and affixes a visa to the documents prepared in the division within the scope of competence;
- 3.6. Is accountable for the activities provided by the structural unit;
- 3.7. Fulfills the tasks defined by the university statute, internal regulations, the present provision, and the rector or immediate head.

Article 7.

1. The staff unit allocation of the university defines the staff of the office.
2. According to the relevant labor contract, invited personnel will carry out office activities that are not included in the university's staffing schedule.

Chapter V. Main Objectives and Functions of the Structural Units of the Office

Article 8.

1. The archive is included in the service of administrative matters.
2. At the Tbilisi State Medical University, activities are conducted electronically, through eflow software, and in material (paper) form.
3. The main functions and objectives of the service:
 - 3.1. Ensuring uniform administration at the university;
 - 3.2. Improving working methods on documents, standardizing document forms, reducing document turnover, and developing appropriate recommendations for this purpose;
 - 3.3. Ensuring following the rule of document control and that of working with documents in

structural units;

3.4. Receiving, registering and timely submitting correspondence to management;

3.5. Registering administrative acts;

3.6. Finalizing correspondence within set limits in accordance with the unified rule and other acting normative acts, providing the executor with them on time and controlling its execution;

3.7. Developing united nomenclature of university affairs, file formation. Developing the types of application forms.

3.8. Verifying the correctness of the documents issued by the university.

4. Competencies of the service include:
 - 4.1. To control within the scope of competence and require the head of structural units' compliance with the rules of working with documents at the university.
 - 4.2. Return incorrectly prepared documents for final review.
 - 4.3. Request information from the structural units necessary for the operation of the service
 - 4.4. Take part in discussing those issues of management that apply to the condition of working with documents, the forms of working with them, and the methods of finalizing them.
5. The main objectives of the archive are:
 - 5.1. Carry out activities of the archive of the university;
 - 5.2. Receiving the documents intended for archiving on time and in structured form;
 - 5.3. Organizing storage of archive documents, their stock-taking, and searching for the ones kept in the archive.
 - 5.4. Keeping the archive documents placed in the archive;
 - 5.5. Stock-taking of incoming and outgoing documentation in the archive;
 - 5.6. Issuing copies of the documents found in the archive according to the defined rule.
 - 5.7. Selecting the documents for further storage and destruction.
6. The head of the service keeps the university's stamp with its coat of arms. The stamp with the script "service of document keeping" and registration stamps of incoming and outgoing correspondence are also used by the rule of record keeping.
7. The rector of TSMU appoints and dismisses the head of the service of document keeping.
8. The head of the Correspondence and Records Office is accountable to the rector of TSMU, the Chancellor of TSMU and the Head of the Rector's Office.

Article 9.

1. The main objectives of the human resources management service.

1.1. To develop and implement a united staff policy of the university administrative/support personnel;

1.2. To participate in organizing the procedures of personnel attraction and selection, define the demand for support personnel based on the needs of the university;

1.3. To introduce modern information and registration systems of personnel as well as the united system of personnel management using information technologies and making them complete;

1.4. To ensure the university provides professional, highly qualified and experienced administrative support personnel who will facilitate the implementation of the main aims and objectives of the university.

2. Main functions of the human resources service:

2.1. To prepare on time and with high quality the documents of staff appointing and dismissing, labour agreements, holiday/leave, encouragement, and disciplinary responsibility according to the labour code of Georgia and the university statute.

2.2. To periodically analyze the processes taking place in the sphere of personnel management and prepare recommendations for their finalization.

2.3. To support the introduction of modern methods of labour organization and management;

2.4. To maintain personal files and employment record books of the university academic, administrative/support personnel;

2.5. To put in order the documentation necessary for appointing at the vacancy, moving to a different position and dismissing personnel of all categories (academic, administrative, support);

2.6. To provide organizational-methodological support to the competition-attestation commission of the university to prepare respective documents and materials for the competition.

2.7. To take part in developing the internal rule together with the university management, make the system of registration complete with the view of strengthening the work discipline;

- 2.8. To analyze the movement and flow of administrative/support personnel and define main reasons and tendencies;
- 2.9. To provide current and summative statistical reports of the personnel employed at the university following the defined form and rule;
- 2.10. To prepare the necessary documents for allocating the pension for the employees of the retirement age;
- 2.11. To cooperate with the heads of structural units of university departments in the areas of human resources management;
- 2.12. To prepare the draft employment agreements of the invited instructors, residency supervisors of the Institute of Postgraduate Medical Education and Continuous Professional Development;
- 2.13. To prepare the drafts of orders of being admitted to and dismissed from residency;
- 2.14. To prepare the drafts of employment agreements of invited teachers and lab assistants;
- 2.15. The human resources management service is authorized to require employees to comply with the labor code of Georgia, university statutes, internal regulations, and relevant legislative and administrative acts related to personnel management and human resource development.

Article 10.

The main objectives of the legal service are:

1. To prepare respective drafts of legislative acts about the issues within the competence of the university;
2. To apply legislative examination of the draft administrative acts to be adopted by the university and take part in preparing the final version of the acts;
3. To prepare the drafts of the rector's administrative acts;
4. To prepare proposals about the legal issues while maintaining relations with other bodies of authorities and those implementing state control;

5. To ensure the legal side of the agreements of an economic nature based on the draft agreements to be signed by the university and contractual relations;
6. To provide structural units of the university with legislative information and give consultations to them;
7. To defend the interests of the university in court and respective bodies, to carry out other functions imposed by the legislation;
8. To analyze court disputes regarding the issues within the competence of the university and prepare and register respective recommendations.

Article 11

The main functions of the service of information technologies are:

1. To develop and implement the strategic plan of developing the field by international standards of information technologies in cooperation with university administration;
2. To make a project of the material-technical base, install it and provide commercial and free program installation for its constant functioning;
3. To wide out program irregularities, modernize computer equipment, carry out renovation works, provide internet domain names and ensure proper functioning of other services;
4. To create and develop information technological infrastructure, draft new information systems of university management, integrate it into existing ones with the view of better accessibility, maintaining efficient statistics and providing security;
5. To develop recommendations to purchase computer training programs;
6. To support university academic personnel in developing original electronic training materials and adapting (following the rules of copyright) foreign training materials. Converting traditional teaching materials to electronic format and integrating information technologies into curricula;
7. Deleted (23/5.04.04. 2018).
8. To purchase computer equipment, network appliances and supplementary office equipment, install, ensure service and update it;

9. To provide program provision of electronic systems, administer and develop the following bases: A Learning Management System (LMS), an electronic journal, an online registration form for residents, an electronic exam program for the exam center, a program for students' financial registration, and program for registration of salaries." (23/5.04.04.2018).

Article 12

Student and Alumni Relations and Career Development Service

1. The Student and Alumni Relations and Career Development Service is an administrative unit of the Rector`s Office. Its main functions include developing the career service, communicating with TSMU students and graduates, coordinating and supporting the student self-government of Tbilisi State Medical University, the activities of student organizations and clubs. Promoting employment and clinical training for students and graduates with cooperation with the civil, private and public sectors.

Functions of the Service in Career Development:

1. Enhance the professional and career development of students and graduates;
2. Foster relationships with employers, professional organizations, and employers' associations;
3. Arrange international and local internship programs;
4. Conduct targeted studies of students and graduates for effective implementation.

Student Service Center:

1. Create information and consulting services to assist students;
2. Organize international and local conferences, lectures, seminars, trainings and master classes;
3. Promote the integration of socially vulnerable, internally displaced persons, ethnic minorities and international students into university life;

4. Support and encourage student-led social projects and provide assistance in their implementation.

Also:

1. The alumni club's operations;
2. The development of student services and the encouragement of student self-government activities, student organization activities, and student club activities as the university's decree;
2. Collaborations with relevant state, private, and civil organizations and higher educational institutions may be established in agreement with the university administration to implement joint academic activities.

The service is responsible for carrying out a range of functions, which include:

1. Facilitating communication between students and the university administration.
2. Creating and managing internship programs for students and graduates.
3. Collaborating with companies and searching for job opportunities in public and private agencies that correspond to the student's expertise.
4. Hosting employment forums to assist students and graduates in finding suitable job opportunities.
5. Conducting targeted studies of graduates to gather information.
6. Keeping students and graduates informed about ongoing processes at the university.
7. Implementing student social assistance programs and charitable activities.
8. Coordinating the activities of the alumni club.
9. Planning the annual budget for student events.
10. Organizing and coordinating the activities of student organizations and clubs.
11. Organizing and coordinating the implementation of student projects.
12. Organizing and coordinating the implementation of university programs for students.

Article 13

The Department of International Relations has the following main functions:

1. To enhance the attractiveness and international recognition of TSMU.

1.1. Establish contact with international universities and organizations to develop joint academic programs.

1.2. To sign international agreements and contracts.

1.3. To be an active member of various international organizations and associations and participate in their activities.

2. International Mobility

2.1. To arrange international exchange programs and summer schools in partner universities and university clinics based on bilateral cooperation agreements and international projects such as ERASMUS+ for university students, residents, and academic and administrative personnel;

2.2. To select exchange program students, prepare the respective orders, accept international students within the scope of bilateral exchange programs, and assist them in adapting to life in Georgia;

2.3. To plan and organize the process of obtaining working visas abroad for university administration and to coordinate working visits of foreign delegations at TSMU, including meetings with the administration.

2.4.

3. Recruiting International Students

3.1. Participate in the program to support international students;

3.2. Attend international education fairs to promote the university and attract students;

3.3. Collaborate with international recruiting companies and prepare agreements of cooperation with the legal service of TSMU and the economic department;

3.4. Maintain relations with individual applicants who are interested in studying at the

university;

3.5. Work closely with embassies and consular departments to facilitate the visa process for international students;

3.6. Register international students, collect and submit their documentation to the National Centre of Educational Quality Assistance and the Ministry of Education, Science and Youth of Georgia. Prepare drafts of orders of student enrollment;

3.7. Coordination of accommodation in Georgia, social conditions, and medical insurance of international students. Promotion of the integration of enrolled international students in Georgia;

3.8. Collaboration with the Ministry of Education, Science, and Youth of Georgia and the Ministry of Foreign Affairs under the "International Student Promotion Program" framework.

4. Invite International Professors to Georgia to conduct academic and medical activities.

4.1. Develop the "Organization of Medical and Academic Activities of International Professors in Georgia" project by Tbilisi State Medical University;

4.2. Organize individual visits of international professors and researchers;

4.3. Plan lectures and clinical activities of international professors in collaboration with the heads of respective departments and university clinics;

5. Actively search for partners for scientific research projects;

6. Prepare the necessary documentation in a foreign language for TSMU students and academic personnel upon request;

7. Prepare documentation for international students to obtain temporary residence in Georgia.

5. International Cooperation with TSMU Alumni

- 5.1. Consult with the students and alums regarding United States Medical Licensing Exams (USMLE);
- 5.2. Verifying the diploma and its appendix;
- 5.3. Cooperating with the Educational Commission of Foreign Medical Graduates (ECFMG);
5. 4. Creating a database of foreign alums. (23/5.04.04.2018).

Article 14

The main function of Public Relations Service

1. Obtaining, preparing, and spreading information on ongoing events within the University's area of competence;
2. Processing and analyzing information to make informed decisions;
3. Spread information through various media agencies such as press, radio, and other broadcasting media to keep the public informed on matters related to the University;
4. Establishing a relationship between the University and the public;
5. Registering, processing, and supplying broadcast information to the University's administration and employees;
6. Organizing press conferences, briefings, and announcements when necessary.
7. Recording videos and taking photos of press conferences, briefings, meetings, and other events hosted by the University;
8. Attend university events and prepare press releases and news;
9. Providing video recordings to broadcasting media;
10. Renewing the University's official website;
11. Participating in planned events organized by the university and other institutions and providing organizational support;

12. Managing the University's email by providing detailed explanations and forwarding relevant information to appropriate departments;
13. Answering hotline calls and taking necessary actions;
14. . Collaborating with various departments of the University, such as faculties, centers, clinical bases, institutes, and student organizations, by the administration's directives.

Chapter VI. Final Provisions

Article 15

1. The Representative Council of TSMU approves the provisions issued by the Rector's office.
2. Any modifications or additions to the provisions must follow the rules defined by the current legislation.
3. The Rector's office may be reorganized, following the rules defined by the current legislation.
4. The provisions issued by the Rector's office, dated July 25 2012, numbered 23/6, has been approved by the Representative Council of TSMU.
5. The provisions will become effective upon its approval.