

Approved  
by Decree No. 23/5 of April 4,  
2018, by the Representative Council of TSMU

Decree of the LEPL- Tbilisi State Medical University's Head of Administration (Chancellor)

## **Chapter I**

### **General Provision**

#### **Article 1**

The decree determines the legal status of Tbilisi State Medical University (from now on "University") Apparatus of the head of the administration (Chancellor) (from now on "Apparatus"), its structure, authorization, accountability and regulates other affairs related to his performance.

#### **Article 2**

The apparatus is a structural unit of the University.

#### **Article 3**

The apparatus follows the Constitution of Georgia, as well as the laws and regulations of the university, including those set by the Rector and head of administration (Chancellor).

#### **Article 4**

In carrying out its powers and functions, the apparatus acts on behalf of the university and represents it.

#### **Article 5**

The apparatus is accountable to the Chancellor and is supervised by them. According to the university's charter and internal regulations, it is also responsible to the Rector and other specified university officials.

## Chapter II

### Functions and Powers of the Apparatus

#### Article 6

##### Functions of the Apparatus

- a) Planning, organizing, and coordinating the current activities of the head of the administration (chancellor).
- b) Facilitating the implementation of duties assigned by the law to the head of the administration (chancellor).
- c) Creating appropriate conditions for the structural units of the university administration to ensure the performance of their functions and powers.
- d) Coordinating the structural units of the university within its authority and competence to ensure fast, efficient, and organized functioning.
- e) Providing appropriate organizational, technical, and informational services for the structural units of the university within its competence.
- f) Ensuring timely presentation of issues to be discussed at the council in the office, as well as their further processing and preparation for discussion at the Representative Council.
- g) Within the scope of authority, control over the execution of individual instructions and tasks is implemented by the structural units of the university.
- h) Implementation of control over the execution of individual legal acts and instructions issued in connection with the matters belonging to the competence of the apparatus.
- i) Considering the competence of the apparatus, developing the drafts of relevant legal acts, agreements, and memorandum.
- j) The Rector and the head of the administration (chancellor) may grant other powers based on legislation, and the apparatus is responsible for fulfilling their instructions and separate tasks.

##### 2. Powers of the Apparatus:

- a) The apparatus is authorized to prepare and submit proposals to the university's structural units and/or head person/persons within its competence and authority.

- b) It is also empowered to develop and submit drafts of relevant legal acts for supervisors to consider and effectively manage the activities of the university's administration within the scope of its competence and by the law.
- c) The apparatus is responsible for involving the university's relevant structural units/employees in fulfilling the tasks and instructions of the Rector and the head of administration (Chancellor).
- d) It has the authority and competence to supervise and monitor the performance of the tasks and instructions of the supervisors by the structural units/employees of the university.
- e) To coordinate the activities of structural units of the university, the apparatus can request necessary information and/or data, as well as invite the heads of the main educational and structural units included in the university system and/or employees of the relevant field to give explanations, within its competence and authority.
- f) The apparatus is authorized to request a detailed report on its activities from the university's structural units.
- g) It is also empowered to exercise other powers granted by the Rector and the Head of Administration (Chancellor) based on legislation, as well as to fulfil the instructions and separate tasks of the Rector and the Head of Administration (Chancellor).

### **Chapter III**

#### **Structure of the Apparatus**

#### **Article 7**

The apparatus comprises the following staff:

1. Head of the apparatus;
2. Advisor to the Rector and Chancellor for strategic direction formation and financial project analysis;
3. Assistant to the Chancellor;
4. Secretary to the Chancellor.

## Chapter IV

### Management and the staff of the Apparatus

#### Article 8

1. The Apparatus is led by the head of the apparatus, who is appointed or removed from the position by the Rector per the rules established by the legislation and presented by the head of Administration (Chancellor).
2. The head of the apparatus is accountable to the Rector and the head of the administration (Chancellor).
3. Responsibilities of the head of the Apparatus include:
  - a) Managing and overseeing activities and tasks of the Apparatus;
  - b) Representing the Apparatus in functions and authorities defined by this provision;
  - c) Organizing activities and ensuring the implementation of the functions and authorities defined by this provision;
  - d) Distributing work among the staff members of the Apparatus and assigning them individual tasks and assignments within the scope of authority;
  - e) Organizing and supervising the creation and preparation of legal act projects and other documentation by the staff members of the Apparatus within the scope of authority;
  - f) Exercising control over the issuance of individual legal acts, instructions, and the fulfilment of tasks given by the persons in charge with the act of authority of the Apparatus;
  - g) Requesting necessary information or data for effective coordination between the University's structural units during discussion and decision-making process and inviting heads of the leading educational structures affiliated to the University or the staff of the corresponding field;
  - h) Presenting proposals on the encouragement of staff members of the apparatus and/or, in case of a legal basis, reprimanding the liability of disciplinary responsibility to the supervisors;
  - i) Inspecting and responding correspondingly to the correspondence incoming from the Apparatus with an act of authority;

j) Considering reports from the staff members of the Apparatus on the work performed with an act of authority;

k) Monitoring and controlling the completion of tasks given to the staff members of the Apparatus within the scope of authority;

l) Submitting proposals on the statute, headcount, and work organization, and also increasing skill level and retraining of the staff within the scope of authority;

m) Implementing other authorities granted by the Rector or the head of the administration (Chancellor) based on legislation;

n) Monitoring and ensuring completion of tasks assigned by the Rector and the head of the administration. (Chancellor).

## **Article 9**

1. The staff members of the Apparatus are appointed or dismissed by the Rector and are presented by the head of Administration (Chancellor) in accordance with the rules established by the legislation.

2. Staff members of the Apparatus are accountable to the head of the Apparatus, the head of the administration (Chancellor), and the Rector, as well as to the structural units of the University with the act of regulations and internal regulations.

3. This provision, instructions of the position, and the Legislation of Georgia determine the obligations and authorities of the staff members of the Apparatus.

4. The headcount of the Apparatus is determined by the University head count schedule approved by the Representative Council.

## **Chapter V**

### **Final Provisions**

## **Article 10**

1. The Representative Council of the University must approve the department's provision.

2. The Representative Council must make any changes or additions to the department's provision through active legislation.
3. This provision, approved by the Representative Council of TSMU with the resolution of July 25, 2012, #23/6, "LEPL TSMU chancellor apparatus decree," has been declared invalid.
4. This provision is effective immediately upon approval.