

Codified

**Approved by the Resolution of the
Representative Council of Tbilisi
State Medical University No. 23/3 of
March 7, 2018**

The Provision of Legal Entity of Public Law Tbilisi State Medical University

Foreign Language Center

Article 1. General Provision

1.1. Foreign Language Center (hereafter "Center") of Tbilisi State Medical University (hereafter "University") is a structural unit, which has been created to promote foreign language studying within University.

1.2 The Center is guided in its activities by the Constitution of Georgia, the Law of Georgia "On Higher Education", other legislative and subordinate normative acts, administrative acts of management bodies and the present regulation, which is approved by the representative council of the university.

1.3. The center uses the property and financial funds transferred for its operation in accordance with the rules established by this regulation.

1.4. The center has a seal, stamp and a title page approved by the university.

1.5. Legal address of the center: Georgia, Tbilisi, 0186, V. Pshavela av., V educational building, 3rd floor, Center for Foreign Languages.

Article 2. Goals and Objectives of the Center

2.1. The main goals and objectives of the center are:

- a) Providing teaching of foreign languages (Latin, English, German, French, Russian, etc.) in accordance with the university curriculum;
- b) Promoting the study of languages within the scope of University on the basis of Foreign Language center intensive training courses with the consideration of University goals and objectives;
- c) Providing intensive foreign language teaching for university students, residents, masters, doctoral students, professors, academic and support staff, practitioners-specialists and any interested persons through paid courses or international programs based on the relevant agreement (23/5; 07.04.2021)
- d) Providing translation of thematic and other types of material in different languages based on the relevant order and contract;
- e) The center operates with the consideration of the economic interests of the university;

- f) Other tasks that do not change the goals and objectives of the university as a higher education institution and/or do not contradict the scope of authority granted by law.

Article 3 Center structure and staffing schedule

- 3.1. The structure and staffing schedule of the center is approved by the representative council of the university on the recommendation of the director of the center.
- 3.2. The center incorporates foreign language intensive teaching paid courses and international certification programs

Article 4. Director of the Center

- 4.1. The Center is headed by the Director of the center, who is appointed and dismissed by the Rector of the University. A university employee with appropriate qualification can be appointed as the director;
- 4.2. The Director of the Center is accountable to the Rector and the Chancellor;
- 4.3. The Director of the Center provides:
 - a. Management and protection of assets transferred by the University for the operation of the center;
 - b. Management the activity of the center;
 - c. Planning and controlling the center's financial activities;
 - d. Planning and managing the center's organizational activities (organizational, material-technical and other measures);
 - e. Developing the center's staff schedule and submitting it for approval;
 - f. Submitting the annual report to the representative and academic councils of the university;
 - g. To submit documentation related to the center's activities in accordance with the request;
 - h. Creation of conditions for continuous improvement of activity and professional level of the center's employees;
 - i. To submit proposals regarding remuneration of employees, their encouragement and imposing disciplinary responsibility on them to the rector;
 - j. Issuance of individual administrative acts in agreement with the rector;
 - k. Signing a contract with trainees;
 - l. Implementation of other activities that directly or indirectly serve the goals of the center.
- 4.4. Organizational, legal, disciplinary and other relations of the center's activity can be regulated by the by-laws approved by the director of the center in agreement with the rector.
- 4.5. "By-laws can define": rules for admission of persons interested in foreign language courses, their preparation, rules and conditions for issuing a certificate of competencies;
- 4.6. The scope of property responsibility of the director of the center is established on the basis of the relevant agreement, acceptance-handover act and the applicable legislation.

4.7. The director of the center, within the limits established by the university or by proxy, represents the center in dealings with third parties, including in the process of signing agreements.

Article 5. Center apparatus and support staff

5.1. The employees of the center are appointed and dismissed by the rector on the recommendation of the director of the center.

5.2. The number of center staff members is determined by the university staff schedule.

5.3. Particular directions of the center's activity is carried out by an invited person on the basis of the relevant labor contract.

5.4. The employees of the center ensure the timely performance of the functions assigned by this regulation and the relevant labor agreement.

5.5. A written agreement on full material responsibility is made with the employee who is directly related to the storage, processing, or use of the property and valuables transferred to him in the work process.

Article 6. Revenues of the center

6.1. The Center's income is received from the activities performed through the language teaching paid courses, preparation for "the intercultural communication between doctor and patient", by certification exams, training UNlcert® trainees, taking an external exam, and determining the level of competences.

Article 7. Property of the center

7.1. The property of the center is the property of the university and it has been transferred to the center with the right of use and management.

Article 8. Economic activity of the center

8.1. The prices and tariffs of the performed works and services are determined by the university in accordance with the applicable legislation, depending on the market conditions.

8.2. The center, in agreement with the university, determines the annual and prospective plans of socio-economic development.

Article 9. Accounting and reporting

9.1. The center's accounting and statistical records are carried out in the volume and periodicity stipulated by the current legislation.

Article 10. Control of the Center's activities

10.1. The control of the center's activities is carried out by the relevant bodies of the university management.

10.2. The activity of the center is checked according to the rules established by the existing legislation.

Article 11. Liability and Dispute Resolution

11.1. The center is responsible for its obligations.

11.2. The responsibility of the director of the center and the employees of the center is defined in accordance with the applicable legislation.

Article 12. Termination of the activity of the center

12.1. The grounds for termination of the center's activities shall be determined by the applicable legislation.

Article 13. Final Provisions

13.1. Cancellation of the statute of the center, making changes and additions to it is done by the decision of the representative council of the university, according to the rules established by the legislation.