

Approved by the Representative Council of  
LEPL Tbilisi State Medical University  
2018 year .....  
Provision N.....

**Foreign Language Center Order of  
Legal Entity of Public Law the Provision of Tbilisi State Medical University**

**Article 1. General Provisions**

1.1. Internal Regulations of Tbilisi State Medical University Foreign Language Center (hereinafter the "Center") Regulation (hereinafter referred to as "Regulation") is elaborated to receive interested individuals to the foreign language learning courses, the rules to prepare and give certificates and other conditions.

1.2. Intensive learning courses of foreign languages are functioned at the center;

**Article 2. Foreign Language Intensive Teaching Courses**

2.1. The main objective of intensive teaching courses of LEPL - Tbilisi State Medical University's Foreign Languages Center is to provide students, higher education graduates and interested individuals the opportunity to master / require the knowledge of the desired foreign language.

2.2. Only those individuals who will be interviewed by the Foreign Language Center and the ones who sign the relevant agreement and pay the tuition fees will be enrolled to the intensive learning courses.

2.3. The source of funding the foreign language courses is the Students' taxes, money received from exams. The amount of teaching tax is defined by the administration of the center in agreement with the University's leadership. The procedure for payment of tuition fees is determined by the contract.

A) The main material-technical base of foreign language courses is TSMU for Foreign Language Center.

B) Intensive teaching courses of foreign languages in its activities are governed by the provision of the Foreign Language Center approved by the University and the administrative-legal acts of TSMU.

2.4. The TSMU Foreign Language intensive teaching courses offers the following types of courses:

A) Courses for Beginners (A1, A2) - Duration of 16 weeks, intensive teaching - 8 weeks. Defines language beginner level learners.

B) Courses for middle-level individuals (B1 / 1) - Duration of 16 weeks.

Is defined for middle level learners.

C) courses for middle level persons (B1 / 2) - duration of 16 weeks.

Is defined for middle level learners.

D) Course of medical language and terminology (B2 / 1) - duration of 16 weeks. Is defined for those students who want to master the field of medical language.

E) Course of medical language and terminology (B2 / 2) - duration of 16 weeks. Is defined for those students who want to master the field of medical language.

F) Courses - B2 and C1 (field of medicine) Duration 32 weeks.

G) Specific courses - Duration and form of training (group, individual, training - "Intercultural Communication of Disease and Patient", training of teachers to increase qualification training and other) are determined by the head of the center. .

2.5. Full course of teaching (start-up, average, medical language and specific) and in case of successful passing of the relevant examination, the recipient will receive a certificate confirming relevant level of language.

2.6. Enrollment of the listeners 2.4. The course enumerated in the course is available throughout the entire academic year.

2.7. Except for a different level certificate, except for @, it is possible to externally pay the persons who are paying for the test and pass the exam.

2.8. In case of non-payment of the tuition fees, the contractual relationship with the listener will stop.

2.9. In case of exclusion or recurrence or examination of students from foreign language courses, the amount paid is not allowed.

### **Article 3. The Employee's Working Hours and Its Use.**

3.1. The working time of the employee is part of the calendar time during which the is obliged to carry out his / her duties and responsibilities.

3.2. Duration of the working day is from 10:00 to 18 30 hours. (23/3, 07.05.2014)

3.3. The employee has the right to use the break during the working day. The break is not included in the working hours and the employee has the right to enjoy the time in accordance with his will. (23/3, 07.05.2014)

3.4. Working hours for personnel of the Foreign Languages Center are determined for a five-day working week, 40 hours a week.

3.5. Annual vacation order is set up by the University staff office. Annual vacation of the employee includes at least 24 business days.

3.6. The employee has the right to benefit from a non-paid vacation for at least 15 calendar days a year.

3.7. An employee who will be declared in a non-working position will not allow the administration on that day and the appropriate measures of disciplinary liability will be taken against him.

3.8. Due to the labor legislation provided by the Labor Law, the duration of the previous working day is reduced by 1 hour.

3.9. If the holidays are preceded by weekly holidays, the duration of the working hours is not reduced.

#### **Article 4. Time and Place of Wages.**

4.1. The salaries will be paid once a month, according to the rules established by the university.

#### **Article 5. Encourage the Success of the Work.**

5.1. In respect of those employed who are successful in fulfilling the work, the following types of incentives are used:

A) Appreciation;

B) award;

C) awarded with a paid gift.

5.2. In order to encourage the employees to have proper grounds the Director of the center makes relevant submission to the Rector of university.

#### **Article 6. Responsibility for Violation of Labor Discipline.**

6.1 For the violation of labor discipline towards the employee in the center

The following punishments can be used:

A) note;

B) reprimand;

C) fierce rebuke;

D) Exemption.

6.2. Disciplinary punishment may be used for employee by reason of non-excuse reason, on a contractual basis, or on a systematic failure of the duties imposed by the regulations.

6.3. Disciplinary penalty is applied by the University Administration, based on the relevant service card of the Head of the Center.

6.4 Before using the punishment, the violator of the labor discipline is responsible for making the relevant written explanations. Refusal to give an explanation of an employee can not be an obstacle to the use of punishment.

6.6. Disciplinary punishment is applied immediately after the disappearance, but no later than one month after the disappearance of the employee's sick or vacation time.

6.7. Only one disciplinary punishment may be used for each violation of labor discipline.

**Article 7. Procedure for Disbursement of Service Center on Employees to Workers.**

7.1. Issuing a decree on employee on employment issues The Rector and the Director of the center have the right.

7.2. Ordinance issued on official issues can be General (apply to all employees) and personalized.

7.3. A general decree is issued by the Rector. General Ordinance ends in written form and is subject to a specially marked public place. General ordinance can not enter into force until its publication unless otherwise provided by the legislation.

7.4. The personal decree shall be issued by the Rector and / or directly Director of the center. The personnel order is issued directly to one employee or a group of employees. Personal Order is executed in writing or oral form. The personal order is issued in written form shall be handed over to the employee (employee group) upon issuance, which is confirmed by signing.

**Article 8. Rule of Notification in Office.**

8.1. Pre-known reasons for absence of work in case the employee is obliged to submit to the Director of the Center the application on the probable period of absence in the service, indicating the relevant necessity and reasons. A wanderer signing a declaration or consent to signing the application as a sign of consent. In case of an announcement by the Director, the employee shall be responsible for the expediency of his absence from the employee's office.

8.2. In case of absence from the job for unknown reasons the employee is obliged to notify the director the reason for the absence and the probable period. After the announcement at the service, the Director of the Center is submitted an explanatory note to him without informing him on request.

8.3. For the absence of an employee or any other kind of employment responsibility for violation is determined by applicable law