

Approved by the Representative Council of

Tbilisi State Medical University

2018 year

Provision N.....

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

Article. General Provision

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

1.2 The Center is headed by the Constitution of Georgia, the Law about Higher Education, the Law of Georgia, the normative acts of other legislative and statute, administrative acts of the management bodies and the present regulation approved by the Representative Council of University.

1.3. In accordance with the provisions of this regulation the center uses the funds transferred to the functioning and financial resources.

1.4. The center has a stamp and a sheet of paper approved by the university.

1.5 Legal address of the center: Georgia, Tbilisi, 0186, V. Pshavela Ave. 29, studying block, 2nd Floor, Foreign Language Center.

Article 2.

2.1. Goals and Objectives of the Center are the following:

a) Ensuring foreign language teaching (Latin, English, German, French, Russian and others) in accordance with the University curriculum;

b) Promoting the study of languages within the University on the base of intensive training courses in languages of the center in accordance with the consideration of the University objectives,;

c) Intensive training of foreign students, university students, residents, masters, Ph.D. students, professors, academic staff, specialists and any interested persons on the basis of the relevant contract;

d) Providing translation of thematic and other materials in various languages based on the relevant order and agreement;

e) The center is functioning under the university's economic interests;

f) Other tasks that do not change the goals and objectives of the university as a higher education institution and / or do not contradict within the jurisdiction granted by the legislation.

Article 3 Structure and Staff Schedule of the Center

3.1. The structure of the center and the staff schedule is approved by the University.

3.2. The center consists of intensive training courses in foreign languages.

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. The staff of the University may be appointed as the Director of the Center.

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 to the functioning of the Center;

B) Management of the Center's activities;

C) Planning and control of the financial activities of the Center;

D) Planning and organizing organizational activities of the Center (organizational, material-technical and other activities);

E) Elaboration and submission of the staff schedule;

F) Presenting annual report on University Representative and Academic Councils;

G) Presenting documents related to the activities of the Center according to the demand;

H) Establishment of the staff activities at the center and creating the conditions for permanent improving of the professional level;

I) Submit proposals for reimbursement of employees, their encouragement and disciplinary liability for the Rector or Chancellor;

J) Issuing individual orders in agreement with the Rector;

L) Contract conclusion with course students;

M) Other activities that directly and indirectly serve the goals of the center.

4.4. The organizational, legal, disciplinary and other nature of the activities of the center are regulated by the Director of the Center with the regulations approved by the Rector.

4.5. Rules of issuing, preparation and certification certificates for foreign language courses and other conditions;

4.6. The scope of property liability of the Director of the Center is established on the basis of the relevant agreement, acceptance and delivery act and applicable legislation.

4.7. The Director of the Center is presented to be the third party of the Center for Relations, including the process of concluding agreements.

Article 5. Center Staff and Additional Personnel

- 5.1. The staff of the center is appointed and dismissed by the Director of the Center and by the Rector.
- 5.2. The number of center staff members is determined by the University's staff schedule.
- 5.3. Particular directions of the center's activities are performed by the invited person on the basis of the relevant labor agreement.
- 5.4. The staff of the center is ensure the fulfillment of the functions imposed by this regulation, internal regulations and the relevant labor agreement.
- 5.5. An employee who is directly related to the property and value of the property transferred to him or the use of it in the working process is written on a written agreement on material responsibility.

Article 6. Income of the Center

- 6.1. The revenues of the center are the amount of money received from the task of determining the level of minimum competence, preparation of trainers, preparation of certificates, preparation of certificates.

Article 7. Property of the Center

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

Article 8. Economic Activities of the Center

- 8.1. Due to the market conjuncture, the work and tariffs for the performed work, the rendered service, is determined by the rules which established by the legislation.
- 8.2. The center in cooperation with the University determines the annual and perspective plans for socio-economic development.

Article 9. Accounting and Reporting

- 9.1. The accounting and statistical accounting of the center are carried out by the volume and periodicity provided by the applicable legislation.

Article 10. Control of the Center activities

- 10.1. Control of the center activities is carried out by the relevant management bodies of the University.
- 10.2. The activities of the Center is checked in accordance with the rule established by the existing legislation.

Article 11. Responsibility and Dispute Resolution

- 11.1. The Center is responsible for its obligations.
- 11.2. The responsibility of the Director of the Center and the staff of the Center is determined in accordance with the applicable legislation.

Article 12 Termination of the Center's Activities

12.1. The grounds for termination of the center activities is determined by the legislation;

Article 13. Final Provisions

13.1. Cancellation of the provision of the center, or at the same time, amendments and additions are made by the University Representative Council, in accordance with the legislation.