

Examination Centre of Tbilisi State Medical University

Provision

Article 1. General Provisions

1. Tbilisi State Medical University (hereafter "University") Examination Center (from now on "Center") is a structural unit of the University.
2. The Center is guided in its activities by the Constitution of Georgia, "On Higher Education," the Law of Georgia, other legislative and subordinate normative acts, the TSMU charter, this provision, and the administrative acts of the university management bodies.
3. The location of the center is Tbilisi, Vazha-Pshavela Avenue. N33" (#23/6; 07.03.2024)

Article 2. Goals of the Center. The subject of activity and responsibilities

The goal of the center is:

- a) to prepare a specialist with the competence to meet the modern requirements of the realization of the personal potential of the students, the development of professional skills, the theoretical knowledge of the students, and the Assessment of analytical skills and abilities by objective and reliable methods.
 - b) following the rules established by the university, ensuring the holding of exams in the university, collecting and analyzing data related to the results of the exams;
 - c) to improve the quality of teaching and learning, to prepare recommendations for evaluating students' knowledge and skills by reliable and objective methods;
 - d) formation of a high-quality test base
 - e) researching the criteria and methods of evaluation in the education system and introducing new technologies within its competence;
 - f) Methodical and organizational-technical provision of conducting semester, curatorial, master's, doctoral, residency, and other exams;
2. To achieve the goals, the center provides:
- a) following the rules of conducting examinations established in the university, preparing and conducting

- examinations, coordinating the formation of the examination test base;
- b) compliance with test questions with training programs and textbooks;
- c) Availability of sample test questions.
- d) the participation of the academic staff of the university in the work of the center;
- e) to conduct the examination process with proper technical equipment in a free and socially legal environment;
- f) to create an electronic information base for each student's evaluation;
- g) protecting the rights of students, providing them with complete information about the rules and dates of the exam and the results of the test exam evaluation without interruption.
- h) organizing seminars, conferences, workshops, trainings for the development of the evaluation system and the introduction of the methodology for developing tests;
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- h) difficulty and publicity of its activity;
- i) to create working groups with the participation of educational departments, invited teachers, and specialists in the relevant field.
- j) invitation of independent experts for the qualified examination of test questions;
- k) To exercise control over compliance with the schedule of tests and their renewal from the training departments
- m) Implementation of other powers provided by the legislation.

Article 3. Structure and management of the center

1. The center's structure and staff are formed, considering the human resources necessary for the center's activities and approved by the university rector.
2. The director of the center (hereinafter - the director) and the deputy director of the center (hereinafter - the deputy director) are approved by the university's rector upon the chancellor's proposal.

Director of the center:

- a) carries out general management and coordination of the center;
- b) is responsible for the formation of the test base;
- c) manages the activities of the center and resolves the issues belonging to the area of its governance;
- d) is responsible for the implementation of laws, subordinate normative acts, administrative-legal acts of TSMU management bodies and this provision;
- e) carries out official supervision over the activities of the center's employees by the law;
- f) submits a report on the activities of the center to the rector, as requested;
- g) is responsible for the protection and purposeful use of the property in use of the center;
- h) is accountable to the Rector and Chancellor, taking into account the competence of these management bodies.
- i) carries out other powers provided for by law.
- j) develops and implements the organization of teaching staff training program projects;
- l) "In case of inability of the director of the center to exercise his powers, his duties shall be performed by

the deputy director of the center." (23/6; 07.03.2024)

4 Deputy Director of the Center:

- a) implements the organizational and technical support of the center;
- b) directs and supervises the organizational activities related to conducting exams;
- c) will study the problems related to the procedure for conducting the exam and the exam program; prepare relevant projects to solve them;
- d) is responsible for the protection and purposeful use of the center's property;
- e) participates in the activities of appeal commissions;
- f) The center's deputy director is accountable to the rector and the chancellor." (23/6; 07.03.2024.)

4. Technical director of the center:

- a) implements organizational and technical provision of the center;
- b) directs and supervises organizational activities related to the conduct of exams;
- c) will study the problems related to the examination procedure and examination program; prepare relevant projects to solve them;
- d) is responsible for the protection and purposeful use of the property in use of the center;
- e) participates in the activities of the appeal commissions;
- f) The Technical Director of the Center is accountable to the Rector and Chancellor, taking into account the competence of these management bodies.

5. Chief specialist:

- a) participates in the organizational and technical support of the center;
- b) directs the examinations of specialists at the center in activities related to preparations;
- d) participates in the protection of the property in use of the center;
- e) directs observation activities in the auditoriums of the examination center

6. Senior specialist:

- a) will study the procedure for conducting exams and problems related to exam programs;
- b) participates in activities related to preparation for exams;
- c) participates in the observation activity in the auditoriums of the examination center;
- d) Establishes a single base to promptly search for the necessary documentation based on the received and outgoing materials

7. To the employees of the center and the director of the center appointed and dismissed by TSMU Rector.

8. The center's employees ensure the proper performance of the functions assigned by this provision and the relevant labor agreement.

Article 4. Property of the center

According to the established procedure, the university will transfer the property to the center.

Article 5. Center control and reporting

1. In fulfilling the powers, the center is accountable to the management bodies of the university.
2. The university controls the center's activities.

Article 6. Reorganization and liquidation of the center

The representative council carries out the reorganization and liquidation of the center following the legislation