

Free Academy of Tbilisi

Registry and Information Technology

Service Provision



Article 1. General Provisions

1.1. The Registry and Information Technology Service is an supportive structural unit of the Free Academy of Tbilisi (hereinafter the "Academy"), which ensures the proper functioning of the Register of Higher Education Institutions and information technology services.

1.2. The Service conducts its activities in accordance with the current legislation, by-laws, provisions of the Academy, this provision and other legal acts of the governing bodies of the Academy.

Article 2. Functions of the Service

2.1. The functions of the service are:

- a. Enter the information specified in the Register of Educational Institutions as defined in the “Educational Institutions Registry production rule”, make changes in it and/or remove the registered information from the register.
- b. Proper functioning of the information-communication system;
- c. Creating a computer network of the Academy, managing and systematically updating and expanding it, ensuring its security, carrying out installation and software works necessary for the involvement of new users;
- d. The proper operation of the Academy e-mail server and the registration of new users in it, protection and backup of mailboxes;
- e. Ensure proper operation of computer hardware. Technical support of users and provision of works necessary for the smooth operation of computer equipment;
- f. Monitoring of computer equipment warranty repair;
- g. Ensure proper operation of video surveillance devices;
- h. Library support in the direction of information technology services;
- i. Registration, distribution and monitoring of computer equipment and technologies at the disposal of the Academy.

Article 3. Information on Higher Education Institutions in the Register of Higher Education Institutions

3.1. Enter the following information about the higher education institution in the register:

- a. Full name of the educational institution in Georgian and English languages (with reference to the relevant legal form);
- b. Legal address of the educational institution, actual address (s), postal code, telephone, e-mail and website address;
- c. Founder (physical person, legal entity, state) and its identification code or personal number (if any);



- d. Legal form, identification code, date of state registration, information on reorganization of the educational institution and change of the name with reference to the relevant acts (act number, dates of its adoption and entry into force);
- e. Name and surname of the person authorized to lead and represent the educational institution in Georgian and English languages, scanned version of the signature, personal number, telephone, e-mail address, date of granting and termination of authority with reference to the relevant acts;
- f. Information on the acting head of the educational institution, indicating the period, the name of the relevant act, the number and the date of its adoption;
- g. Information about the contact person (s) in the educational institution (name, surname, position, telephone number);
- h. Scanned samples of the seal, stamp and title page of the educational institution, indicating the dates of their approval/cancellation;
- i. Information on the authorization of the educational institution, indicating the number of the decision, the date, their validity period and the relevant steps on which the authorization of the institution was granted;
- j. Type of educational institution;
- k. Marginal number of students.

3.2. The information in the register of higher education institutions is included the data given in sub-paragraphs "e" and "i" of Article 3.1. referred to after the entry into force of the relevant act. If the existence of information is not related to the issuance of the act - no later than 5 days after the occurrence of the relevant circumstances (Unless the special legal act regulating this issue provides for different terms of reflection of specific information in the register).

Article 4. Information on educational programs in the Register of Higher Education Institutions

- 4.1.** Enter the following information about educational programs in the register of higher education institutions:
- a. Name of educational programs and qualifications to be awarded;
 - b. Information on the validity of educational programs in the authorized mode, indicating the number, date and term of their validity of the decision on authorization;
 - c. Information on accreditation of educational programs, indicating the number, date and term of the decision on accreditation;
 - d. The language of implementation of the educational program;
 - e. Educational program level;

Article 5. Information to be entered in the register of higher education institutions about the staff implementing educational programs

5.1. The Register of Higher Education Institutions includes the following information about the personnel implementing educational programs:

- a. Name, surname, personal number, date of birth, sex, citizenship, address (legal / actual), telephone, e-mail address;
- b. The position held, indicating the date of commencement of employment and the date of termination (if any);
- c. Education, Academic Degree Information, Publications;
- d. Educational program/programs in the implementation of which the person participates;
- e. Additional information at the discretion of the institution;
- f. Other information that is defined in this provision.

5.2. The information in the register of higher education institutions is included the data given in the Article 5.1. referred after the entry into force of the relevant act. If the existence of information is not related to the issuance of the act - no later than 5 (five) days after the occurrence of the relevant circumstances (Unless the special legal act regulating this issue provides for different terms of reflection of specific information in the register).

Article 6. Information about the persons who have the right to enroll/ enrolled persons in the programme in the register of higher education institutions

6.1. The Register of Higher Education Institutions includes the following information about the persons entitled to enroll/enrolled in the programme:

- a. Name, surname, personal number, date of birth, sex, citizenship;
- b. Address (legal / actual);
- c. Enrollment order number and date;
- d. Level of the Educational programme;
- e. Educational programme (indicating the qualification to be awarded) on which the right to enroll was granted;
- f. Information about the enrolled person on student's status suspension/termination, qualification awarded, indicating the relevant grounds (including order number and date);
- g. Name of the educational institution on the basis of which the person was enrolled in the relevant level. Year of graduation, number of the certificate/professional diploma and date of issuance of the certificate/professional diploma (if any);
- h. Form/method of enrollment;
- i. Number of the qualification document awarded after the completion of the higher education program and date of issue, as well as a scanned version of the relevant document;
- j. Identification number/competition point awarded by the LEPL National Center for Assessment and Examinations (if any);

6.2. The register of higher education institutions includes the data provided by the paragraph 6.1 of this article (Except as provided in paragraph 6.3 of this Article) after the entry into force of the relevant act. If the existence of information is not related to the issuance of the act - no later than 5 days after the occurrence of the relevant circumstances (Unless the special legal act regulating this issue provides for different terms of reflection of specific information in the register).

6.3. Based on the results of the Unified National Examinations, the Center shall submit the information on the persons (entrants) entitled to continue their studies provided for in sub-paragraphs “a”, “d” and “j” of paragraph 1 of this article based on the coefficient ranking document provided by the LEPL National Center for Assessment and Examinations and the Absolute Scores Ranking Document, no later than ten days after delivery of this information to the Center.

Article 7. Management of the Service

7.1. The service is managed by a supervisor and specialists, who are appointed and dismissed by the Rector of the Academy.

7.2. Functions of the Head of the Service:

- a. Entering the information on the educational institution, educational programs, including the program implementing staff and the persons entitled to / enrolled in the program, defined in the “Procedure of maintaining the register of educational institutions” in the register of educational institutions; Make changes to it and/or, if necessary, supervise the removal of registered information from the register;
- b. Supervise the systematization of information on educational programs of educational institutions, including program implementing staff and persons enrolled in the program;
- c. Creation - development of information - technological infrastructure;
- d. Implementation of other powers defined by the present regulations and legal acts of the Academy and the legislation of Georgia;
- e. Participation in the process of forming the budget of the Academy.

7.3. Functions of the Specialist of the Registry Production and Information Technology Service

- a. Supervising the proper functioning of the information-communication system;
- b. Creating a computer network of the Academy, managing and systematically updating and expanding it, ensuring its security, carrying out installation and software works necessary for the involvement of new users;
- c. The proper operation of the Academy e-mail server and the registration of new users in it, protection and backup of mailboxes;
- d. Ensure proper operation of computer equipment; Technical support of users and provision of works necessary for the smooth operation of computer equipment;
- e. Ensure proper operation of video surveillance devices;
- f. Library IT support for access to international databases and other technology services;
- g. Planning, maintenance and optimal functioning of the computer network of the Academy;

- h. Creation and implementation of academy databases;
- i. Security of internal network services and systems software;
- j. supervision of the proper functioning of the information-communication system;
- k. Registration, distribution and monitoring of computer equipment and technologies at the disposal of the Academy.

Article 8. Rules for making changes and additions to the provision

8.1. Amendments and supplements to the provision shall be made in accordance with the rules established by law.

Article 9. Final Provisions

9.1. This provision is approved by the Senate of the Academy;

9.2. The provision of the Registry Production and Information Technology Service enters into force upon signing;

9.3. This provision shall lose its force if a new provision is adopted.