



**Regulation of Registry and Information Technology
Service**



Article 1. General Provisions

1.1. The "NEU - National Educational University" (hereinafter referred to as the "University") Registry and Information Technology Service is a structural unit of the University, responsible for ensuring the proper functioning of the higher educational institution registry and providing information technology services.

1.2. The Service carries out its activities in accordance with the current legislation, subordinate normative acts, the University's regulations, this provision, and other legal acts of the University's governing bodies.

Article 2. Functions of the Department

2.1. The functions of the department are as follows:

- a. To enter information defined by the "Rules for the Maintenance of the Educational Institutions Register" into the register of educational institutions, make changes to it, and/or remove registered information from the register;
- b. To ensure the proper functioning of the information and communication system;
- c. To create, manage, and systematically update and expand the university's general computer network, ensure its security, and carry out the necessary installation and software work for the inclusion of new users;
- d. To ensure the proper functioning of the university's email server, register new users, protect and back up mailboxes;
- e. To ensure the proper functioning of computer equipment, provide technical support to users, and ensure the necessary work for the uninterrupted operation of computer devices;
- f. To monitor the warranty repairs of computer equipment;
- g. To ensure the proper functioning of video surveillance devices;
- h. To provide informational technology support for the library in terms of technology services;
- i. To register, account for, distribute, and monitor the computer equipment and technologies available to the university;
- k. To participate in the budget formation.

Article 3. Information about Higher Educational Institutions in the Higher Educational Institutions Register

3.1. The information to be included in the register about a higher educational institution is as follows:

- a. The full name of the educational institution in Georgian and English (indicating the relevant legal form);
- b. The university's legal address, physical address(es), postal code, telephone number, email address, and official website address;
- c. The founder (individual, legal entity, state) and its identification code or personal number (if available);
- d. The legal form, identification code, state registration date, information about the reorganization of the educational institution and changes in its name, with reference to the relevant documents (document number, dates of adoption and entry into force);
- e. The name and surname of the university's leadership and the person authorized to represent it in Georgian and English, a

scanned version of their signature, personal number, telephone number, email address, and the date of the granting and termination of the authority with references to the relevant documents;

f. Information about the acting heads of the university, including the period, the name, number, and date of the relevant act;

g. Information about the contact person(s) at the educational institution (name, surname, position, telephone number);

h. Scanned samples of the university's seal, stamp, and title page, with reference to their approval/cancellation dates;

i. Information about the university's accreditation decision, including the decision number, date, validity period, and the relevant stages of the process through which the institution was granted accreditation;

k. The type and form of the educational institution;

l. The maximum number of students.

Article 4. Information about Educational Programs in the Higher Educational Institutions Register

4.1. The information to be included in the register about educational programs at a higher educational institution is as follows:

a. The name of the educational programs and the qualification to be awarded;

b. Information about the authorized status of the educational programs, including the decision number, date, and validity period of the authorization;

c. Information about the accreditation decision for the educational programs, including the decision number, date, and validity period;

d. The language of instruction for the educational program;

e. The level of the educational program.

Article 5. Information about the Personnel Implementing Educational Programs in the Higher Educational Institutions Register

5.1. The following information about the personnel implementing educational programs shall be included in the register of higher educational institutions:

a. Name, surname, personal number, date of birth, gender, citizenship, address (legal/physical), telephone number, email address;

b. Position held, with the indication of the date the position was taken or the employment relationship began and ended (if applicable);

c. Education, information about academic degrees, publications;

d. The educational program(s) in which the person participates;

e. Additional information at the discretion of the institution;

f. Other information determined by the same regulations.

5.2. The information referred to in paragraph 5.1 of this article shall be entered into the register no later than 5 (five) days after the relevant act enters into force. If the existence of the information is not related to the issuance of the act, it must be entered no later than 5 (five) days after the relevant circumstance occurs (unless a special legal act regulating this matter sets different deadlines for reflecting specific information in the register).

Article 6. Information about Individuals Eligible for Enrollment in a Program or Already Enrolled in the Higher Educational Institutions Register

6.1. The following information about individuals eligible for enrollment in a program or already enrolled shall be included in the higher educational institutions register:

- a. Name, surname, personal number, date of birth, gender, citizenship;
- b. Address (legal/physical);
- c. Enrollment order number and date;
- d. The level of the educational program;
- e. The educational program (with the qualification to be awarded), for which enrollment rights were granted;
- f. Information about the suspension/termination of the enrolled person's status or the granting of a qualification, with the relevant basis indicated (including order number and date);
- g. The name of the educational institution where the individual was enrolled at the relevant level, the year of completion, the certificate/professional diploma/degree number, and the date of issuance of the certificate/professional diploma/degree (if available);
- h. The form/method of enrollment;
- i. The number and issuance date of the document certifying the qualification awarded after the completion of the higher educational program, along with the scanned version of the corresponding document;
- j. The identification number/competitive score assigned by the National Center for Educational Quality Enhancement (if available);

6.2. The information referred to in paragraph 6.1 of this article (except for the case specified in paragraph 6.3) shall be entered into the register no later than 5 (five) days after the relevant act enters into force. If the information is not related to the issuance of the act, it must be entered no later than 5 (five) days after the relevant circumstance occurs (unless a special legal act regulating this matter specifies different deadlines for reflecting specific information in the register).

6.3. Based on the results of the Unified National Exams, the Center shall enter the information outlined in subparagraphs "a,"

"d," and "j" of the first paragraph of this article in the ranking document provided by the National Assessment and Examinations Center, and based on the absolute scores of the applicants, no later than 10 days after the submission of the information to the Center.

Article 7. Management of the Department

7.1. The department is managed by the head and a specialist, who are appointed and dismissed by the rector of the university.

7.2. Functions of the Head of the Service

- a. Entering information into the registry of educational institutions about the educational institution, educational programs, including the personnel implementing the program, and individuals with the right to be enrolled in the program/individuals enrolled, as defined by the "Rules for the Operation of the Educational Institutions Registry," making changes to this information, and/or supervising the removal of registered information from the registry when necessary;
- b. Supervising the systematization of information about the educational programs of educational institutions, including the personnel implementing the program and the individuals enrolled in the program;
- c. Creating and developing information-technology infrastructure;
- d. Exercising other powers defined by this regulation, the service's regulation, the legal acts of the university, and Georgian legislation;
- e. Participating in the process of forming the university's budget.

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

- a. Ensuring the smooth operation of the information-communication system;
- b. Creating, managing, and systematically updating and expanding the university's general computer network, ensuring its security, and performing installation and software work necessary for integrating new users;
- c. Ensuring the smooth operation of the university's email server, registering new users, protecting and reserving mailboxes;
- d. Ensuring the proper functioning of computer equipment; providing technical support to users and ensuring the uninterrupted operation of computer devices;
- e. Ensuring the proper functioning of video surveillance devices;
- f. Supporting the library with information technology, including access to international databases and technology services;
- g. Planning, configuring, and ensuring the optimal operation of the university's computer network;
- h. Creating and implementing the university's databases;
- i. Software support for internal network services and systems;
- j. Supervising the smooth functioning of the information-communication system;
- k. Registering, accounting for, distributing, and monitoring the computer equipment and technologies available to the university.

Article 8. Transitional and Final Provisions

8.1. This regulation is approved by the university's Senate;

8.2. This regulation enters into force upon signature;

8.3. The adoption, cancellation, amendments, and additions to the regulation are carried out by the Senate;

8.4. This regulation loses its validity upon the approval of a new regulation.