



NATIONAL EDUCATIONAL UNIVERSITY

Regulation of the Registry and Information
Technology Service



Article 1. General Provisions

1.1. The Registry and Information Technology Service of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a structural unit of the University, which ensures the smooth functioning of the registry of higher educational institutions of the institution and the provision of information technology services;

1.2. The Service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the University Regulations, this Regulation and other legal acts of the University’s management bodies.

Article 2. Functions of the Service

2.1. The functions of the Service are:

A. Entering information specified in the “Registry of Educational Institutions” into the registry of educational institutions, making changes to it and/or removing registered information from the registry;

B. Proper functioning of the information and communication system;

C. Creation of the university's common computer network, its management and systematic updating - expansion, ensuring its security, carrying out installation and software work necessary for the inclusion of new users;

D. Proper operation of the university's e-mail server and registration of new users in it, protection and backup of mailboxes;

E. Ensuring the proper operation of computer equipment. Technical support for users and ensuring the work necessary for the uninterrupted operation of computer devices;

F. Monitoring the warranty repair of computer equipment;

G. Ensuring the proper operation of video surveillance devices;

H. Supporting the library with information technologies in the direction of technology services;

I. Registration - accounting, distribution and monitoring of computer equipment and technologies at the disposal of the university;

J. Participation in budget formation.

Article 3. Information about a higher educational institution in the Register of Higher Educational Institutions

3.1. Information to be entered in the Register about a higher educational institution:

A. Full name of the educational institution in Georgian and English (with an indication of the relevant legal form);

B. Legal address of the university, actual address(es), postal code, telephone, e-mail and official website address;

C. Founder (individual, legal entity, state) and its identification code or personal number (if any);

D. Legal form, identification code, date of state registration, information on the reorganization and change of name of the educational institution with an indication of the relevant acts (act number, dates of its adoption and entry into force);

E. Name and surname of the person authorized to manage and represent the university in Georgian and English, scanned version of signatures, personal number, telephone, e-mail address, date of granting and termination of authority with reference to relevant acts;

F. Information about the acting head of the university with reference to the period, name, number and date of adoption 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 seal, stamp and title page, with reference to the dates of their approval/cancellation;

I. Information on the university authorization decision with reference to the number, date, term of their validity and the relevant stages at which the institution was granted authorization;

J. Type and form of educational institution;

K. Maximum number of students.

Article 4. Information on educational programs in the register of higher educational institutions

4.1. Information to be entered in the register of higher educational institutions about educational programs:

- A. Name of educational programs and qualification to be awarded;
- B. Information on the operation of educational programs in an authorized regime, indicating the number, date and validity of the decision on authorization;
- C. Information on the accreditation of educational programs, indicating the number, date and validity of the decision;
- D. Language of implementation of the educational program;
- E. Level of the educational program.

Article 5. Information to be included in the register of higher educational institutions about the personnel implementing educational programs

5.1. The register of higher educational institutions includes the following information about the personnel implementing educational programs:

- A. Name, surname, personal number, date of birth, gender, citizenship, address (legal/actual), telephone, e-mail address;
- B. Position held, indicating the date of taking up the position or the date of origin and termination of the employment relationship (if any);
- C. Education, information about academic degree, 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 determined by the same procedure

5.2. The information provided for in paragraph 5.1 of this Article shall be entered into the register of higher educational institutions upon the entry into force of the relevant act, and if the existence of the information is not related to the issuance of the act - no later than 5 (five) days after the occurrence of the relevant circumstances (except for cases when a special legal act regulating this issue provides for different terms for reflecting specific information in the register).

Article 6. Information to be entered into the register of higher educational institutions about persons entitled to/enrolled in a program

6.1. The register of higher educational institutions shall include the following information about persons entitled to/enrolled in a program:

A Name, surname, personal number, date of birth, gender, citizenship;

B. Address (legal/actual);

C. Number and date of the enrollment order;

D. Level of the educational program;

E. Educational program (with an indication of the qualification to be awarded) to which the right to enroll was granted;

F. Information on the suspension/termination of the status of the enrolled person/granting of a qualification, indicating the relevant grounds (including the 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, certificate/professional diploma/diploma number and date of issue of the certificate/professional diploma/diploma (if any);

H. Enrollment form/method;

I. Number and date of issue of the document confirming the qualification awarded by the enrolled person after completing the higher educational program, as well as a scanned version of the relevant document;

J. LEPL – Identification number/competition score assigned by the National Center for Assessment and Examinations (if any).

6.2. The data provided for in paragraph 6.1. of this article shall be included in the register of higher educational institutions (except for the case provided for in paragraph 6.3. of this article) from the entry into force of the relevant act, and if the existence of the information is not related to the issuance of the act - no later than 5 (five) days from the occurrence of the relevant circumstances (except for the case when a special legal act regulating this issue provides for different terms for reflecting specific information in the register);

6.3. The Center shall submit the information provided for in subparagraphs "a", "d" and "k" of paragraph 1 of this Article regarding persons (applicants) who have the right to continue their studies based on the results of the Unified National Examinations, based on the information reflected in the document on ranking by coefficients and the document on ranking of applicants by absolute scores provided by the LEPL - National Center for Assessment and Examinations, no later than ten days after the provision of this information to the Center.

Article 7. Service Management

7.1. The service is managed by a 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 specified in the “Rules for Maintaining the Register of Educational Institutions” about the educational institution, educational programs, including the personnel implementing the program and persons entitled to enroll in the program/enrolled in the program, implementing changes to it and/or, if necessary, supervising the removal of registered information from the register;

B. Supervision of the systematization of information about the educational programs of educational institutions, including the personnel implementing the program and persons enrolled in the program;

D. Creation and development of information and technological infrastructure;

D. Exercise of other powers specified in these Regulations, the Service Regulations, and the legal acts of the University and the legislation of Georgia;

e. Participation in the process of forming the University budget.

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

A. Proper functioning of the information and communication system;

- B. Creation of the University's common computer network, its management and systematic updating - expansion, ensuring its security, carrying out installation and software work necessary for the inclusion of new users;
- C. Proper operation of the University's e-mail server and registration of new users in it, protection and backup of mailboxes;
- D. Ensuring the proper operation of computer equipment; technical support for users and ensuring the work necessary for the uninterrupted operation of computer devices;
- E. Ensuring the proper operation of video surveillance devices;
- F. Support of the library with information technology in the direction of access to international databases and technology services;
- G. Planning, maintenance and optimal functioning of the university computer network;
- H. Creation and implementation of university databases;
- I. Software provision of internal network services and systems;
- J. Supervision of the smooth functioning of the information and communication system;
- K. Registration, accounting, distribution and monitoring of computer equipment and technologies at the disposal of the university.

Article 8. Transitional and final provisions

- 8.1.** This provision is approved by the university senate;
- 8.2.** This provision of the university comes into force immediately after signing;
- 8.3.** Adoption, cancellation, amendments and additions to the provision are carried out by the senate;
- 8.4.** This provision loses its force in the event of approval of a new provision.