



NATIONAL EDUCATIONAL UNIVERSITY

Personnel Management Rules



Chapter I. General Provisions

Article 1. Scope

1.1. The Personnel Management Rule (hereinafter referred to as the “Rule”) establishes the general rules and conditions for holding positions, remuneration, incentives and responsibilities of personnel at the “NEU - National Educational University” (hereinafter referred to as the “University”), mechanisms for integrating personnel into the working environment, etc;

1.2. This Rule has been developed in accordance with the Law of Georgia on Higher Education, the Labor Code of Georgia, the University Statute and other legal acts in force in the institution.

Article 2. Human Resources of the University

2.1. The University personnel include:

- A. Academic personnel;
- B. Invited personnel;
- C. Administrative personnel;
- D. Support personnel.

2.2. Personnel recruitment and employment are carried out on the basis of a systematic and planned approach, adhering to the principle of rational use of professional potential, which ensures effective management of the university with the necessary human resources;

2.3. Personnel recruitment is carried out in compliance with the principles of transparency and objectivity, which ensures the selection of personnel equipped with knowledge and skills appropriate to the position held;

2.4. Personnel management is carried out in compliance with the principles of systematicity, equal opportunities, respect for the person and his dignity, integration and team unity of the collective, legal and social protection, consideration of the long-term prospects of the institution, participation of employees in decision-making,

balance of interests of managers and subordinates, which ensures the smooth operation of the structural units of the university and the professional development of employees;

2.5. To ensure the integration of a new employee into the work environment and effective involvement in the work process, the University has a mechanism that takes into account the following procedures:

A. The heads of the Human Resources Management and Legal Support Services will familiarize the new staff with the regulations in force at the University, provide information about the University's structural units and their activities, explain in detail the rights and obligations imposed on them by the University's regulations, the regulations of the relevant structural unit, the employment contract and other acts;

B. An employment contract is concluded with the new staff;

C. Representatives of the relevant structural unit take care of creating working conditions for the new staff corresponding to their functions, the content and scope of the work to be performed: equipping them with the necessary materials, data, information, and inventory.

Chapter II. Academic/Invited Staff

Article 3. Positions of Academic Staff

3.1. The rules and conditions for holding academic staff positions, their workload are determined by the University Statute, this Rule, and other legal acts.

Article 4. Academic Staff

4.1. Academic staff consists of a professor, associate professor, assistant professor, and assistant;

4.2. Academic staff participates in the educational process, scientific research, local and international scientific conferences, and other additional activities;

4.3. An academic official may be affiliated with the University.

Article 5. Rules for holding an academic position

5.1. Academic staff is selected through an open competition, which complies with the principles of transparency, equality and fair competition;

5.2. The rules, conditions and deadlines for conducting the competition are approved by the Rector of the University;

5.3. The announcement of the competition, for the purpose of public familiarization and accessibility, will be posted on the official website of the University before the deadline for receiving documents, and will also be published on the website of electronic applications no later than 1 (one) month before the deadline for receiving documents;

5.4. The announcement shall indicate the deadlines for registration of candidates, the conditions of the competition, the list of documents to be submitted, and the date of publication of the competition results. The announcement may also include other information.

Article 6. Competition Commission

6.1. A competition commission shall be established by order of the Rector of the University for the purpose of conducting the competition;

6.2. The number of members of the commission is determined by an odd number and cannot be less than three;

6.3. The commission includes representatives of the directions for which the competition is announced, it is also possible:

A. An invited person may be appointed as the chairman of the commission;

B. The commission may include a representative of the student self - government;

C. Other representatives of the public may also be invited to the commission.

6.4. The activities of the commission are directed and supervised by the chairman of the competition commission.

The chairman of the commission signs the decisions of the commission, chairs the meetings, and exercises other powers permitted by the legislation related to the conduct of the competition;

6.5. The commission has a secretary. The secretary of the commission shall establish the commission's agenda, minutes of the meeting, and exercise other powers related to the competition. A member of the commission may not participate in the competition at the same time;

6.6. The commission meeting shall be authorized to make a decision if the majority of the commission members are present at the meeting. Issues shall be resolved at the meeting by secret ballot, and the decision shall be deemed adopted if the majority of the full composition of the competition commission votes for the contestant;

6.7. The commission shall consider the documentation submitted by the contestant and evaluate it according to the following criteria (first stage):

- Compliance of the contestant's qualifications with the chosen direction;
- Scientific and pedagogical work experience and length of service;
- Number of scientific publications (monographs, textbooks, articles, etc.) published in the last 5 (five) years, level of performance and/or meritorious evaluations, review, editorship, author's inventions;
- Participation in scientific conferences, grant programs, local and international trainings;
- Syllabus(s) of the course submitted for the competition;
- Level of foreign language proficiency (if necessary);
- Level of computer technology proficiency.

6.8. After reviewing the documentation, an interview with the candidates is scheduled (second stage);

6.9. The commission is authorized to require the candidate to deliver a trial lecture;

6.10. The commission makes a decision regarding the candidate by secret ballot, which is reflected in the minutes of the summary meeting of the commission.

Article 7. Conditions for election to an academic position

7.1. A person with a doctorate or an equivalent academic degree, who has at least 6 (six) years of experience in scientific and pedagogical work, may be elected to the position of professor. He shall be elected to the position for a term of 4 (four) years;

7.2. A person with a doctorate or an equivalent academic degree, who has at least 3 (three) years of experience in scientific and pedagogical work, may be elected to the position of associate professor. He shall be elected to the position for a term of 4 (four) years;

7.3. A person with a doctorate or an equivalent academic degree, who has at least 3 (three) years of experience in scientific and pedagogical work, may be elected to the position of assistant professor for a term of 3 (three) or 4 (four) years;

7.4. A doctoral candidate may be appointed to the position of assistant for a term of 3 (three) or 4 (four) years in accordance with the rules specified in the statute of a higher educational institution.

7.5. The university is authorized to appoint professionally qualified personnel to academic positions. In this case, the qualification of a person may be confirmed by professional experience, special training and/or publications. A person is considered to have the appropriate qualifications if he/she has the necessary competence to produce the learning outcomes envisaged by the program;

7.6. An additional condition may be an affiliation requirement;

7.7. Additional qualification requirements for academic personnel involved in the nursing program:

A. Academic personnel involved in the teaching of clinical disciplines are required to have the following relevant specialty certificate in the field of nursing and/or medicine (for the field of medicine);

B. Pedagogical and clinical experience;

- Professor - pedagogical experience of at least 6 years, clinical - at least the last 9 years;
- Associate Professor - pedagogical experience of at least 3 years, clinical - at least the last 5 years;
- Assistant - Professor - clinical experience of at least the last 3 years;
- Assistant - PhD student with ongoing clinical practice in a clinical specialty for at least the last 1 year.

Article 8. Competition Procedure

8.1. The list of documents to be submitted by the contestant to the competition commission is determined by the order of the Rector of the University.

Documents to be submitted:

- Application to the name of the competition commission;

- CV of the contestant;
- Copies of documents confirming the relevant academic degree. Also copies of the diploma confirming higher education;
- List of scientific works (within the last 5 (five) years, indicating the years);
- Document confirming scientific and pedagogical work in the relevant field;
- Syllabus(s) of the chosen course(s) in electronic and printed form;
- Copy of ID card;
- 2 photos - 3X4, electronically on a CD;
- Copies or copies of the latest publication, paper, book, monograph and other information.

Article 9. Procedure for preparing competition documents

9.1. The documents submitted by the candidates are registered by the commission for receiving competition documents appointed by the order of the Rector of the University. The application submitted for the competition is recorded in the registration journal;

9.2. The documents submitted by the candidates are transferred to the competition commission by an act of acceptance;

9.3. After the competition, the documents of the selected candidate (in accordance with the list specified by the University regulations) will be attached to his/her personal file, and the documents will be returned to other candidates upon request (a copy/copies of the candidate's documents remain in the University archive).

Article 10. Approval of competition results

10.1. The Rector of the University approves the competition results by issuing an order based on the protocol submitted by the competition commission.

Article 11. Appealing the competition results

11.1. In case of a claim/complaint from the participants of the competition, the secretary of the competition

commission is authorized to convene a meeting or to raise the issue for discussion at the convened meeting;

11.2. The decision related to the competitor's complaint is made in the form of a minutes of the competition commission;

11.3. The decision of the competition commission may be appealed to the rector of the university, or after receiving an official response, to the court, in accordance with the procedure established by the legislation of Georgia.

Article 12. Rules and conditions for affiliation of academic personnel

12.1. The rules and conditions for affiliation are determined by the affiliation rules and the university regulations.

Article 13. Invited personnel

13.1. Invited personnel are personnel with appropriate qualifications participating in the educational and/or scientific-research process.

Article 14. Rules for selecting invited personnel

14.1. The selection of invited personnel is carried out through an open competition, which complies with the principles of transparency, equality and fair competition;

14.2. The rules, conditions and deadlines for conducting the competition are approved by the Rector of the University;

14.3. If necessary, the acceptance of documents for the position of invited personnel is announced by the order of the Rector of the University;

14.4. The selection of invited personnel will be carried out by a commission approved by the order of the Rector of the University through the evaluation of the documentation submitted by the candidates and interviews with them;

14.5. An announcement about existing vacancies, for the purpose of public familiarization and accessibility, will be posted on the University website no later than 1 month before the deadline for receiving documents and on the website of electronic applications. The announcement will indicate the terms and conditions of registration of candidates, the list of documents to be submitted, and the date of publication of the results of the commission's work. The announcement may also include other information;

14.6. In exceptional cases, the selection of invited personnel may be carried out without an open competition through direct appointment.

Article 15. Competition Commission

15.1. A competition commission shall be established by order of the Rector of the University for the purpose of conducting the competition;

15.2. The number of members of the commission shall be determined by an odd number and shall not be less than three;

15.3. The commission shall include representatives of the areas for which the competition is announced, and it is also possible:

A. An invited person may be appointed as the chairman of the commission;

B. The commission may include a representative of the student self-government;

C. Other representatives of the public may also be invited to the commission.

15.4. The activities of the commission shall be directed and supervised by the chairman of the competition commission. The chairman of the commission shall sign the decisions of the commission, chair the meetings, and exercise other powers permitted by the legislation related to the conduct of the competition;

15.5. The Commission has a Secretary. The Secretary of the Commission establishes the Commission's agenda, minutes of the meeting, and exercises other powers related to the competition. A member of the Commission may not simultaneously participate in the competition;

15.6. The Commission session is authorized to make a decision if the majority of the Commission members are present at the session. Issues are resolved at the session by

secret ballot, and the decision is considered adopted if the majority of the full composition of the Competition Commission votes for the contestant;

15.7. The Commission reviews the documentation submitted by the contestant and evaluates it according to the following criteria (first stage):

- Compliance of the contestant's qualifications with the chosen direction;
- Scientific and pedagogical work experience and length of service;
- Number of scientific publications (monographs, textbooks, articles) published in the last 5 (five) years, level of performance and/or meritorious evaluations, review, editorship, author's inventions;
- Participation in scientific conferences, grant programs, local and international trainings;
- Syllabus of the training course submitted for the competition;
- Level of foreign language proficiency;
- Level of computer technology proficiency.

15.8. After reviewing the documentation, an interview with the candidates is scheduled (second stage);

15.9. The commission is authorized to require the candidate to deliver a trial lecture;

15.10. The commission makes a decision regarding the candidate by secret ballot, which is reflected in the minutes of the summary meeting of the commission.

Article 16. Conditions for Selection of Invited Personnel

16.1. A person with appropriate qualifications may be selected for the position of invited personnel for a period of at least 3 (three) years. A person with appropriate qualifications is considered to be a person who has the necessary competence to produce the learning outcomes provided for in the program, which is confirmed by an academic/scientific degree and/or professional experience (at least 3 years of practice) and/or special training and/or publications;

16.2. Additional qualification requirements for invited personnel involved in the nursing program are: A. In the clinical direction - clinical practice for at least the last 1 (one) year.

Article 17. Competition Procedure

17.1. The list of documents to be submitted by the contestant to the competition commission is determined by the order of the rector;

Documents to be submitted:

- Application to the competition commission;
- CV of the contestant;
- Copies of documents confirming the relevant academic degree. Also copies of the diploma confirming higher education;
- List of scientific works (within the last 5 (five) years, indicating the years);
- Document confirming scientific and pedagogical work in the relevant field;
- Syllabus (syllabuses) of the chosen course of study in electronic and printed form;
- Copy of ID card;
- 2 photos - 3X4, electronically on a CD;
- Copies or copies of the latest publication, work, book, monograph and other information.

Article 18. Procedure for processing submitted documentation

18.1. The documentation submitted by the candidates is registered by the Commission for Receiving Competition Documents appointed by the order of the Rector of the University. The application submitted for the competition is recorded in the registration journal;

18.2. The documentation submitted by the candidates is transferred to the Competition Commission by an act of acceptance;

18.3. After the competition, the documentation of the selected candidate (in accordance with the list specified by the University Regulations) will be attached to his/her personal file, and the documents will be returned to other candidates upon request (a copy/copies of the candidate's documentation will remain in the University archive).

Article 19. Approval of the results of the Commission's work

19.1. The Rector of the University approves the results of the Commission's work by issuing an order based on the protocol submitted by the Commission.

Article 20. Appealing the results of the Commission's work

20.1. In case of a claim/complaint from the contestants, the secretary of the commission is authorized to convene a meeting or to put the issue for consideration at the convened meeting;

20.2. The decision regarding the contestant's complaint shall be made in the form of a minutes of the commission;

20.3. The decision of the commission may be appealed to the rector of the university, or after receiving an official response, to the court, in accordance with the procedure established by the legislation of Georgia.

Chapter III. Administrative and Support Staff

Article 21. Administrative and Support Staff

21.1. The following positions are included in administrative/support positions:

A. Rector, who is appointed by the decision of the Founder/Founders' Meeting;

B. Head of the Quality Management Service, who is appointed by the Rector;

C. Dean of the School, Deputy Dean of the School, who is elected by the School Council from among the members of the School Council by a majority vote;

D. The University's administrative staff (except for the Rector) is appointed to a position by order of the Rector;

E. The Rector concludes employment contracts with the University's administrative staff;

F. Support positions include other positions necessary for the activities of the University, as provided for in the staff/non-staff list.

21.2. Administrative/Supportive Position Occupancy Rules

A. The rules and conditions for occupying administrative and support positions, as well as job descriptions, are

determined by the University Regulations, the regulations of the relevant structural units of the University, this Rule, and other legal acts;

B. Administrative and support positions are occupied by election/appointment and/or competition.

C. The University announces vacancies for the support personnel positions provided for in the administrative and staff lists. The announcement about vacancies will be posted on the University website and on the electronic website of applications for public information and accessibility. The announcement shall indicate the name of the vacant position, the list of documents to be submitted, the deadlines for submitting documents, and the conditions. The announcement may also include other information;

D. A person shall be appointed to a support position provided for in the administrative and staff list if he or she meets the conditions specified in this Rule (qualification requirements) (Appendix 1);

E. The selection of university support personnel provided for in the non-staff list shall be carried out by order of the Rector and by an employment contract concluded with him or her.

Chapter IV. Basis for personnel remuneration, incentives and Responsibility

Article 22. Personnel remuneration

22.1. The remuneration of academic and visiting personnel is determined by the employment contract concluded with them and corresponds to their workload;

22.2. The remuneration of administrative and support personnel is determined by the employment contract concluded with them and corresponds to their qualification requirements.

Article 23. Personnel responsibility and incentives

23.1. Failure/improper fulfillment of obligations stipulated by the employment contract by the personnel shall entail liability in accordance with the applicable legislation and the rules established by the University;

23.2. The conscientious fulfillment of obligations stipulated by the employment contract by the personnel, the implementation of other activities beneficial to the University shall constitute the basis for the use of forms of incentives;

23.3. The structural unit of the University, the Human Resources Management Service, annually monitors management effectiveness, which is carried out by assessing the employee's competencies and determines the needs for career development, professional skills improvement, incentives, and professional development of personnel;

23.4. Based on the conclusion submitted by the Human Resources Management Service, the Head of the Financial and Material Resources Service individually decides on the issue of using forms of incentives in each specific case and submits a draft conclusion to the Rector.

Article 24. Final Provisions

24.1. This Provision is approved by the University Senate;

24.2. This Provision of the University comes into force upon signing;

24.3. The adoption, cancellation, and introduction of amendments and supplements to the Provision are carried out by the Senate;

24.4. This Provision loses its force in the event of approval of a new Provision.

Appendix 1

Qualification requirements for personnel

Rector

Education: Higher

Experience: At least 6 (six) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- General Administrative Code;

- Labor Code of Georgia;
- Civil Code;
- Authorization and Accreditation Standards.

Head of Quality Management Service

Education: Higher

Experience: At least 2 (two) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Human Resources Management Service

Education: Higher

Experience: At least 3 (three) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of office computer programs;
- Knowledge of human resources management;
- Knowledge of the Unified Rules of Procedure.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards;
- Labor Code of Georgia.

Human Resources Management Service Specialist

Education: Higher

Experience: Experience in performing administrative functions in an educational environment;

Knowledge:

- Fluent knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of office computer programs (at the user level);
- Knowledge of human resources management;
- Knowledge of the Unified Rules of Administrative Procedure.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards;
- Labor Code of Georgia.

Head of the Financial and Material Resources Service/Chief Specialist

Education: Higher

Experience: At least 6 (six) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of accounting software;
- Knowledge of office computer programs.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Tax Code;
- Authorization and Accreditation Standards.

Head of the Registry and Information Technology Service

Education: Higher

Experience: At least 1 (one) year of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Knowledge of office computer programs;
- Knowledge of the registry maintenance procedure;

Knowledge of the following legal acts:

- Georgian Law on Higher Education;
- Authorization and Accreditation Standards.

Specialist of the Registry and Information Technology Service

Education: Special

Experience: Experience in working on registry maintenance in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Perfect knowledge of office computer programs;
- Knowledge of legal acts related to registry maintenance;

Head of the International Relations Service

Education: Higher

Experience: At least 1 (one) year of practical work experience;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Perfect knowledge of office computer programs;

Knowledge of the following legal acts:

- Georgian Law on Higher Education;

- Authorization and Accreditation Standards.

Specialist of the International Relations Service

Education: Higher

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language;
- Perfect knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of the Public Relations Service

Education: Secondary/Higher

Experience: Practical work experience;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Perfect knowledge of office computer programs.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Specialist of the Public Relations Service

Education: Secondary/Higher

Experience: Practical work experience;

Knowledge:

- Perfect knowledge of the state language;

- Knowledge of one foreign language (preferred);
- Complete knowledge of office computer programs.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Legal Support Service

Education: Higher

Experience: At least 4 (four) years of experience working as a lawyer;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Complete knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Safety and Health Support Service

Education: Higher

Experience: Experience working in the field of safety;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of office computer programs;
- Knowledge of existing legal acts in the field of safety and health protection

Safety and Health Service Specialist

Education: Higher

Experience: Experience working in the field of safety;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of office computer programs;
- Knowledge of existing legal acts in the field of safety and health protection.

Medical office doctor

Education: Higher

Experience: At least 2 (two) years of experience working as a doctor in any field;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Knowledge of office computer programs;
- Certificate of qualification.

Library Manager

Education: Higher

Experience: At least 2 (two) years of experience working as a librarian;

Knowledge:

- Perfect knowledge of the state language;

- Knowledge of English at B2 level;
- Perfect knowledge of office computer programs;
- Knowledge of the international library system.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Assistant to the Head of the Library

Education: Secondary/Higher

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Perfect knowledge of office computer programs;
- Knowledge of the international library system;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Student/Graduate Assistance and Career Development Center

Education: Secondary/Higher

Experience: Experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Perfect knowledge of office computer programs;
- Knowledge of authorization and accreditation standards.

Dean of the School

Education: Higher

Experience: At least 4 (four) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Deputy Dean of the School

Education: Higher

Experience: At least 4 (four) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Program Manager/Co-Manager (Georgian Sector)

Education: Higher

Experience: At least 6 (six) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one foreign language (preferred);
- Good knowledge of office computer programs.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Program Manager/Co-Manager (Foreign Language Sector)

Education: Higher

Experience: At least 6 (six) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs.

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Clinical Skills Center

Education: Medical

Experience: At least 1 year of experience in clinical teaching/management in an educational setting.

Knowledge:

- Knowledge of clinical teaching and assessment methods;
- Fluent knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Clinical Training Center

Education: Medical

Experience: At least 1 year of experience in teaching/managing clinical/laboratory skills in an educational setting;

Knowledge:

- Knowledge of laboratory safety rules, knowledge and use of medical equipment, mannequins, simulators, knowledge of clinical teaching and assessment methods;
- Fluent knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of Basic Training Center

Education: Higher (Master's degree)

Experience: At least 1 year of experience in teaching/managing in an educational setting.

Knowledge:

- Fluent knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Student Coordinator

Education: Higher Education (Bachelor's Degree)

Experience: At least 1 year of teaching/management experience in the educational space.

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of Examination Center

Education: Higher

Experience: At least 2 (two) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Head of a scientific research center

Education: Higher

Experience: At least 2 (two) years of experience working in the educational space;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of English at B2 level;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and accreditation standards.

Academic and invited staff

Professor

Education: Doctor's academic degree or equivalent;

Experience: At least 6 (six) years of experience in scientific and pedagogical work;

Skills: Research skills; Pedagogical skills; Communication skills.

Associate Professor

Education: Doctor's academic degree or equivalent;

Experience: At least 3 (three) years of experience in scientific and pedagogical work;

Skills: Research skills; Pedagogical skills; Communication skills.

Assistant Professor

Education: Doctoral academic or equivalent scientific degree;

Skills: Research skills; Pedagogical skills; Communication skills.

Assistant

Education: Doctoral student;

Skills: Research skills; Pedagogical skills; Communication skills.

Academic staff (elected on professional grounds)

Education: Higher

Experience: Qualification may be confirmed by professional experience, special training and/or publications (a person is considered to have the appropriate qualification if he/she has the necessary competence to produce the learning outcomes envisaged by the program);

Skills: Research and/or Pedagogical skills; Communication skills.

Invited staff

Education and/or experience: Higher (academic/scientific degree - relevant to the level of study) and/or at least 3 (three) years of professional (pedagogical and/or practical) experience and/or special training and/or publications;

Skills: Research/pedagogical/practical skills; Communication skills.

Additional qualification requirements for invited staff involved in the nursing program are:

A. Clinical direction - with clinical practice for at least the last 1 year

Additional qualification requirements for academic staff involved in the nursing program:

a. Academic staff involved in teaching clinical disciplines are required to have the following relevant specialty certificate in the field of nursing and/or medicine (for the field of medicine);

b. Pedagogical and clinical experience;

- Professor - pedagogical experience of at least 6 years, clinical - at least the last 9 years;
- Associate Professor - pedagogical experience of at least 3 years, clinical - at least the last 5 years;
- Assistant - Professor - clinical experience of at least the last 3 years;
- Assistant - PhD student with ongoing clinical practice in a clinical specialty for at least the last 1 year.

Note:

Additional qualification requirements for academic staff involved in a foreign language educational program:

- Knowledge of English at B2 level.