

# **LEPL Ivane Javakhishvili Tbilisi State University**

## **Faculty of Medicine**

### **THE REGULATIONS**

#### **Chapter I**

##### **General Provisions**

###### **Article 1. Status of the Faculty**

1. The Faculty of Medicine (hereinafter referred to as the Faculty) of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter referred to as the University or TSU) is a basic educational and administrative unit of TSU, which, within academic freedom and institutional autonomy, ensures preparation of students in several specialties and awards appropriate qualification, also implements the academic programs and conducts research in academic fields of medicine.
2. The Faculty is obliged to provide adequate conditions for the Faculty students and staff members in terms of teaching and scientific research; to ensure availability of future-oriented education in compliance with modern educational standards in respective scientific fields; to support continuing improvement of educational and scientific conditions.
3. Legal status of the Faculty is defined under the Georgian legislation, the TSU charter and these regulations.
4. The official name of the faculty is "Faculty of Medicine of LEPL - Ivane Javakhishvili Tbilisi State University".
5. The faculty uses its own letterhead for official correspondence. The form is used by the order or consent of the dean of the faculty according to the legislation of Georgia and the internal legal acts of the university.
6. The faculty has a seal and a stamp, which it uses in accordance with the law and internal legal acts of the university, as well as a special section within the official website of TSU.
7. The address of the faculty is: 78 Beliashvili St., 0179 Tbilisi, Georgia.
8. The Faculty has a scientific journal – Clinical and Translational Medicine – Medical Journal of Georgia, which is published jointly with the Association of Georgian Physicians.

###### **Article 2. Scope of the Regulations**

1. These regulations stipulate the main objectives and fields of competence of the Faculty of Medicine and describe the structure of it; in addition, they set up the performance rule as well as the rights and duties of its structural units.

###### **Article 3. Goals and Basis of the Faculty Performance**

1. Main goals of the Faculty include:

- a) To provide the high quality medical education to the stakeholders;
  - b) To ensure obtaining of higher education, raising the skills and retraining in compliance with the National Qualifications Framework;
  - c) To prepare the competitive experts qualified in compliance with the modern requirements; to fulfil their personal potential and develop their professional and research skills for this purpose;
  - d) To prepare the new academic staff and retrain the existing one through creating and developing the proper scientific research conditions to further develop the state and civil society;
  - e) To promote the integration of the University into the world's advanced educational area and to ensure the maximum involvement of students in this process;
2. Within the University and outside, the Faculty acts under the Law of Georgia on Higher Education, the TSU charter, the other normative acts and the current regulations.

## **Chapter II**

### **The Structure and Governance of the Faculty**

#### **Article 4. The Structure of the Faculty**

1. The Faculty is a main educational unit of the University and its governing bodies are: the Faculty Council, the Dean, and Quality Assurance Service of the University.
2. The structure of the faculty is determined by the statute of the faculty and it includes the administration of the faculty (dean, deputy deans, head of the quality assurance service), auxiliary structural units, teaching-scientific structural units, scientific-research units of the faculty.
3. A faculty commission for recognition of credits is established at the faculty.
4. Student self-government operates at the faculty.
5. The Faculty has a strategic development plan and the concept approved by the Faculty Council.

#### **Article 5. Establishment and Abolishment of Structural Units of the Faculty**

1. Decision on changing the structure stipulated in these regulations (on establishment of new structural unit(s) or abolishment of existing ones) is made by the Faculty Council and is submitted to the Representative Council for Approval.

#### **Article 6. Accountability of the Structural Units and Dispute Resolution**

1. Structural unit is accountable to the Faculty Council and the Dean.
2. In case of any conflict between the structural units when they exercise their authorities, an additional regulatory document on separation of powers shall be developed; the document shall be prepared by the Dean and approved by the Faculty

Council. If the regulatory document like this is available, the disputable issues shall be regulated by the decision of the Faculty Council.

## **Chapter III**

### **The Faculty Council**

#### **Article 7. Formation of the Faculty Council**

1. Representative body of the Faculty is the Faculty Council, rule for formation of which is determined by the TSU charter;
2. Number of Student Self-Governance representatives in the Faculty Council shall be  $\frac{1}{4}$  of the Council membership; A member of the faculty council, a representative of the student self-government, in case of termination of the student status, automatically loses the right to be a member of the faculty council. Nomination of new members and recognition of their authority is done according to the established procedure.
3. The faculty council consists of 35 members, including students, from the student self-government (the mentioned number does not include the Dean), who are elected from the teaching-scientific departments, (each teaching-scientific structure not less than one and not more than 3 members, which is determined by the decision of the faculty council).
4. The Dean also belongs to the Faculty Council as a Faculty Council member. The Dean chairs the Faculty Council, coordinates its activities and is responsible for executing the decisions made by the Council.
5. The dean's individual legal act on the election of members of the faculty council should be available to everyone and published in a visible place for public information.
6. A candidate for membership of the Faculty Council can be an academic staff member of the relevant department.
7. Representatives of the academic staff in the faculty council will be elected by open voting at the meeting of the respective department. The chairman and secretary are elected at the meeting. Voting results are summed up by the appropriate protocol. Candidates are nominated at the meeting. Each member of the department can nominate his own candidacy, as well as other candidacies. Each candidate is voted for individually. The candidate with better results becomes a member of the faculty council. In case of equal votes, the voting is repeated. In special cases, voting can be conducted through Internet (online) communication.
8. The term of office of the academic staff elected as a member of the faculty council is determined in accordance with the term established for the academic position. In case of expiration of the term established for the academic position or leaving the academic position before the term, the person's status as a member of the faculty council is automatically terminated. To fill the vacant seat of the faculty council, repeated elections are held in compliance with the procedures defined by the legislation and this article.

9. The faculty council is chaired by the dean of the faculty. In his absence, the function of the chairman of the faculty council is performed by the acting dean.

## **Article 8. Competence of the Faculty Council**

### 1. The Faculty Council

- a) Defines the Faculty budget estimates and submits it to TSU Head of Administration under the Dean's recommendation.
- b) Elects the Faculty Dean by secret ballot under the majority rule keeping the principles of free and equal elections;
- c) Elaborates the strategic development plan of the Faculty as well as educational and scientific-research programs and submits them for approval to the Academic Council upon the Dean's recommendation;
- d) Elaborates the Faculty structure defined in these regulations as well as the regulations and submits them for approval to the Representative Council upon the Dean's recommendation;
- e) Elaborates the regulations for the Dissertation Council and submits them to the Academic Council for approval;
- f) Elects the Head of Quality Assurance Service of the Faculty;
- g) Elects the Council Secretary from its membership;
- h) Is authorized to review early termination of the Dean's office upon the request by no less than 1/3 of the Council members in case the Dean violates the Georgian legislation, if the Dean does not perform his/her duties duly and /or acts inappropriately. The decision on early termination is made by secret ballot under the majority rule. The Dean withdraws from voting considered in this paragraph. Appealing of the decision made on this issue does not lead to suspension of disputable act.
- i) Makes decision about awarding the respective qualification to the person that graduates from the academic level of higher education – bachelor's degree program, master's degree program or a single-cycle academic program.
- j) Forms quality assurance tool for teaching and research;
- k) Elaborates procedure for conducting examination(s) for master's candidates by higher education institution according to the decree of Minister of Education and Science of Georgia;
- l) Creates a list of the specialty/specialties within the academic program directions for the purpose of implementing the master's academic programs;
- m) Defines the ratios for the Unified National Examinations at the beginning of academic year;
- n) Submits coefficients for unified national exams and general master's exams, as well as the number of students to be admitted to the faculty, for approval by the academic council of the university;
- o) Approves the attestation commission upon the Dean's recommendation; also appoints teaching-scientific heads upon the dean's nomination;
- p) Exercises the other powers delegated to him/her under the Georgian legislation and these regulations.

#### **Article 9. Quorum and Decision-making**

1. The Faculty Council is entitled to make a decision if more than half of the Council members are present;
2. The decision made by the Faculty Council is deemed adopted if half of the attending members support it, unless otherwise stated by the TSU charter and Georgian legislation.
3. The Faculty Council meets at least twice per semester; the meeting can be held via electronic communication;
4. Meeting and voting of the Faculty Council is public unless otherwise stated in the TSU charter and Georgian legislation;
5. Secret ballot is allowed if required by at least  $\frac{1}{4}$  of the full membership of the Faculty Council.
6. The faculty council is authorized to create a special temporary commission to study a specific issue.

#### **Article 10. The Faculty Council Meeting Minutes**

1. Any meeting of the Faculty Council shall be documented in the meeting minutes.
2. The minutes shall be signed by the Chairperson of the Faculty Council and secretary to the meeting.

### **Chapter IV**

#### **The Faculty Dean**

##### **Article 11. Status of the Faculty Dean**

The Faculty Dean provides leadership of the Faculty of Medicine and acts on its behalf in academic and scientific area within the University and outside.

##### **Article 12. Procedure for Election of the Dean**

1. The Dean is elected for four years term of office, keeping the principles of transparent, equal and fair competition.
2. The same person can be elected as the Dean only twice consecutively.
3. The announcement about the beginning of registration of nominees shall be published by the Faculty Council at least one month before the registration starts.
4. Nominations for the Dean shall be from professors or associate professors from within the Faculty. A person holding a PhD or any academic degree equal to it may be elected as the Dean. For being registered as a candidate for the Dean, a person shall submit his/her CV along with the Faculty development concept. The decision on registration of candidates for the Dean's position is made by the Academic Council of the University. A candidate can be deemed registered if supported by more than half of the enlisted members of the Academic Council;
5. The Dean of the Faculty is elected by the Faculty Council. To be deemed successfully elected, a candidate must secure the majority of votes from the enlisted members of the Faculty Council. Where none of the candidates can secure

the majority of votes from the Faculty council, the second round takes place. Only two candidates with the best results participate in the second round of the election. In case of equal votes, re-voting is held in 3 days to reveal the candidates for the second round. The second round shall be held within 7 days from the day of the first round. If even the second round of elections fails to elect the Dean, the date for new elections shall be assigned;

6. Procedures for election of the Faculty Dean are regulated by the TSU Academic Council under the regulations adopted by the Academic Council of TSU and approved by the Representative Council;
7. The Dean of the Faculty of Medicine may have Deputy/Deputies;
8. The Dean nominates the candidates for the Deputy Dean to the Rector.

### **Item 12<sup>1</sup> - Deputy Deans**

9. The dean of the faculty has two deputies in the educational and scientific fields of activity. The dean submits the candidacies of his deputies to the rector of TSU and the head of administration for appointment to the position in accordance with the procedure established by the TSU charter.

10. In the case of a university clinic fully or partially owned by the university, the dean may have a third deputy - in the clinical field.

11. The main tasks of the deputy deans are:

12. a) ensuring the effective management of the educational process and scientific researches;

13. b) ensuring the functioning of the optimal system of scientific activity and management of doctoral students at the faculty;

14. c) performing the dean's tasks.

15. In the case of temporary impossibility of the dean to exercise his powers, in the absence of a relevant legal act on the definition of the dean's acting dean, his duties are automatically performed by one of the deans' deputies.

### **Article 13. Competence of the Dean**

1. The Dean of the Faculty:

- a) Provides effective management of educational-scientific performance of the Faculty;
- b) Submits strategic development plan of the Faculty as well as educational and scientific-research programs to the Faculty Council;
- c) Elaborates the Faculty structure and regulations and submits them to the Faculty Council;
- d) Is responsible for executing the decision of the Representative Council, the Academic Council, the Faculty Council within his/her competence;
- e) Issues individual administrative legal acts within his/her competence;
- f) Presides over the Faculty Council meetings;
- g) Is responsible for reasonable expenditure of the Faculty budget;

- h) Exercises the other powers delegated to him/ her under the TSU charter and Georgian legislation.

#### **Article 14. Early Termination of the Dean's Office**

Early termination of the Dean's office can be reviewed by the Faculty Council on request by no less than 1/3 of the enlisted Council members in case the Dean violates the Georgian legislation or does not perform his/her duties duly and /or acts inappropriately, unless otherwise stated in the Georgian legislation and internal legal acts of the University.

The decision on early termination is made by secret ballot under the majority rule. The Dean withdraws from this voting. Appealing of the decision made on this issue shall not lead to suspension of disputable act.

### **Chapter V**

#### **Quality Assurance Service of the Faculty**

##### **Article 15. Status of Quality Assurance Service of the Faculty**

1. Quality Assurance Service of the Faculty is established for the purpose of ensuring continuous evaluation of the quality of academic and scientific–research performance of the Faculty as well as professional development of the staff. The Service acts under the Faculty regulations.
2. Only a full professor or associated professor that is a member of the Faculty Council is allowed to be a member of Quality Assurance Service of the Faculty.

##### **Article 16. Competence of Quality Assurance Service of the Faculty**

1. Quality Assurance Service of the Faculty establishes close relationship and cooperates with different countries and relevant services of higher educational institutions to establish explicit quality control criteria and elaborate the methods for their consistent application.
2. Implements new methods (modules, credit system, etc.) of learning, teaching and assessment to ensure delivering of high quality education at the Faculty; the Service also prepares the self-assessment statement for accreditation;
3. Quality Assurance Service of the Faculty is an integral part of the common Quality Assurance System of the University.
4. The quality assurance service of the faculty carries out communication with the graduates of the educational programs of the faculty, which implies their participation in the development of the educational programs of the faculty, etc.
5. Quality assurance service of the faculty carries out systematic monitoring of educational programs. The obtained results will be presented to the faculty council for further improvement of the programs.

6. The quality assurance service of the faculty will develop the rule of internal evaluation of the scientific-research activity of the independent scientific-research unit of the faculty in accordance with the rule established in TSU.
7. The quality assurance service of the faculty submits a report on its activities to the faculty council once a year or as needed.

#### **Article 17. The Head of Quality Assurance Service of the Faculty**

1. The Head of Quality Assurance Service of the Faculty is elected by the Faculty Council upon the nomination of Quality Assurance Service of the University. The Faculty Council may receive nomination for one or more candidates.
2. To be deemed successfully elected, a candidate must secure the majority of votes from the enlisted members of the Faculty Council.
3. Where none of the candidates can secure majority of votes from the Faculty council, the second round takes place. Only two candidates with the best results participate in the second round of the election. In case of equal votes, re-voting is held. If even the second round of elections fails to elect the Head of the Service, the date for new elections shall be assigned within no later than 5 days from the day of the first round;
4. Head of the quality assurance service of the faculty:
  5. a) directs the activities of the quality assurance service of the faculty in accordance with the statutes of TSU, the quality assurance service of the university and the regulations of the faculty;
  6. b) distributes duties between faculty service members and employees;
  7. c) directs the development of short and long-term work plans of the faculty's quality assurance service and their implementation;
  8. d) represents the faculty's quality assurance service with TSU's management bodies, faculties and other services, as well as represents the faculty within its competence in dealings with third parties;
  9. e) within the framework established by the legislation of Georgia and the charter of the TSU, in order to fulfill the assigned functions and tasks, exercises other powers within the scope of its competence.
10. In the absence of the head of the quality assurance service of the faculty, one of the members of the service performs his duties. by the presentation of the head of the service.
11. Requirements to the Head of Quality Assurance Service of the Faculty are determined by the University.



## Chapter VI

### Educational-Scientific Structural Units

#### Article 18. Arrangement of the Educational –Scientific Structure of the Faculty

1. Structure of Quality Assurance Service of the Faculty comprises the educational-scientific chairs;
2. Educational – scientific chair is a combination of human, technical, educational, scientific resources needed for implementation of a program or allied programs closely interrelated from educational-scientific perspective.
3. The chairs ensure implementation of study courses the list of which is determined by the academic plan of respective academic program;
4. The purpose of the chair is
  - a) To set the scientific-research work priorities of educational and scientific policy and determine the relevant programs in respective field of the Faculty;
  - b) To implement a single-cycle academic program, bachelor's, master's and doctoral degree programs, post-diploma academic program alternative to residency and professional programs;
  - c) To conduct fundamental and applied scientific researches;
  - d) To hold scientific conferences and other scientific-educational events;
  - e) To establish the relationship with the other scientific centres including the centres abroad;
  - f) To perform the activities in support to clinical and scientific-research activities under the current legislation;
5. Educational-scientific chairs of the Faculty are:
  - a) The Chair of Clinical Anatomy and Operational Surgery;
  - b) The Chair of Dermatology and Venereology;
  - c) The Chair of Internal Medicine Propedeutics;
  - d) The Chair of Internal Medicine;
  - e) The Chair of Infectious Disease and Clinical immunology;
  - f) The Chair of Obstetrics –Gynecology and Reproductology;
  - g) The Chair of Neurology and Neurosurgery;
  - h) The Chair of Oncology and Palliative Care;
  - i) The Chair of Pathology and Forensic Medicine;
  - j) The Chair of Pediatrics;
  - k) The chair of Emergency and Critical Medicine
  - l) The Chair of Pharmacology;
  - m) The Chair of Psychiatry and Medical Psychology;
  - n) The Chair of General Surgery;
  - o) The Chair of Clinical Surgery;
  - p) The Chair of Urology;
  - q) The Chair of Clinical and Research Skills Development;
  - r) The Chair of Ophthalmology;
  - s) The Chair of Medical Radiology and endoscopy ;

- t) Department of Public Health
  - u) The Chair of Public Health and Epidemiology;
  - v) Department of Dentistry;
  - w) Chair of Dental Orthopaedics and Implantology;
  - x) The Chair of Therapeutic Dentistry;
  - y) The Chair of Jaw and Facial Surgery;
  - z) "Department of Pediatric Dentistry and Prevention of Stomatological Diseases"
6. Educational-scientific chair is managed by full professor or associated professor of TSU;
  7. Educational–scientific chairs of clinical type operate on the basis of the University clinics and medical/healthcare institutions affiliated to the University.

## **Chapter VIII**

### **Support Structural Unites of the Faculty**

#### **Article 19. Support Structural Units of the Faculty**

1. Support structural units of the Faculty are formed to ensure management of material and human resources of the Faculty; to organize educational and scientific–research processes and support optimal operation of them; to collect, analyze and disseminate information about the activities of the Faculty; to provide communication within the Faculty, with TSU administration, with the other Faculties and their structural units; to maintain the relevant documents.
2. Support structural units of the Faculty are:
  - a) The Registry Office (Chancellery);
  - b) The Material Resource Management Service;
  - c) The Academic Process Managing Service;
  - d) The Scientific Research and Development Service.
3. Auxiliary structural units consist of the head, deputy head (if any) and may include specialists of different categories;
  - Chief specialist (category I)
  - Chief specialist (II category)
  - Leading specialist
  - senior specialist
4. The dean of the faculty submits the staff list of the employees of the auxiliary structural units and the heads of the units to the head of the university administration for approval.
5. Support structural units act in compliance with relevant regulations of the University.

#### **Article 20. The Registry Office (Chancellery)**

1. The Registry Office is a structural support unit of the Faculty;

2. In its activities, the Registry Office takes guidance from the Georgian legislation, the TSU charter and these regulations;
3. The Registry Office is accountable to the Dean of the Faculty within its competence;
4. The seal of the faculty is kept in the chancellery, which is used by the chancellery at the decision of the authorized persons of the faculty.

#### **5. Article 21. Staff of the Registry Office**

1. The office is headed by the head of the chancellery, who is appointed and dismissed by the head of the TSU administration on the recommendation of the dean of the faculty. In case of his/her temporary absence, the acting head of the chancellery shall be determined by the dean of the faculty.

#### **Article 22. Functions of the Registry Office**

1. The Registry Office has the following functions:
  - a) For unification of its activities, Registry Office of the Faculty follows the current regulations of the University and the case management rules elaborated in compliance with them;
  - b) Within its competence, the Registry Office controls compliance with the rules assigned by the structural units for the document management of the Faculty;
  - c) For further elaboration, the Registry Office returns the incorrectly prepared documents, which do not conform to the requirements of common case management rules, back to the structural unit;
  - d) The Registry Office requests the information needed for its operation from structural units;
  - e) Performs the other functions established under the TSU charter and Georgian legislation.

#### **Article 23 The Material Resource Management Service**

1. The Material Resource Management Service is a support structural unit of the Faculty;
2. In its activities, the Material Resource Management Service takes guidance from these regulations, the Georgia legislation, and the TSU charter;
3. Within its competence, the Material Resource Management Service is accountable to the Dean of the Faculty

#### **Article 24 Staff of the Material Resource Management Service**

1. The Service is a support structural unit of the Faculty managed by the Head of Service;
  2. The Head of Service is appointed and dismissed by the Head of Administration of the University with the submission of the dean of the faculty. In the absence of the Head of Service (leave of absence, business trip, illness, etc), his/her duties are performed by the Deputy Head of Service. The acting head is determined by the dean of the faculty.

3. Functions of the Material Resource Management Service are determined under these regulations and current regulations of the University.

#### **Article 25. Functions of the Material Resource Management Service**

1. Functions of the Material Resource Management Service are:
  - a) To elaborate activities for improvement of equipment and facilities of the Faculty;
  - b) To control smooth operation and purposeful utilization of premises, facilities, equipment, elevators, electrically powered machinery, lighting, heating, sewage, water system, ventilation, underground communications and other utilities.
  - c) To supply the necessary material goods, materials, logistics, office suppliers and to control the warehousing regularly;
  - d) To prepare the documents for payment of utility bills and to provide control over this payment;
  - e) To perform the other functions established by the TSU charter.

#### **Article 26. The Academic Process Management Service**

1. The Academic Process Management Service is a support structural unit of the Faculty;
2. In its activities, the Academic Process Management Service takes guidance from these regulations, the Georgian legislation, and the TSU charter;
3. Within its competence, the Academic Process Management Service is accountable to the Dean of the Faculty.

#### **Article 27 Staff of the Academic Process Management Service**

1. The Service is a support structural unit of the Faculty managed by the Head of Service;
2. The Head of Service is appointed and dismissed by the Head of Administration of the University with the submission of the dean of the faculty. In case of temporary absence of the head of the department, the dean of the faculty will determine his/her successor.
3. The Head of Service has the following competence:
  - a) To manage the activities of the Academic Process Management Service; to plan and allocate the tasks to the staff members according to their competencies and functions;
  - b) To monitor the workload of staff members and performance of the tutors; and in the training base - guidance on entering the results of students' academic performance, organization of student registration;
  - c) To control the management of students' personal files and to provide preparation and issuance of certificates to the students;
  - d) To inform and advise the students on the issues related to the academic process;

- e) To control submission of awarding the academic degree to students and preparation of the annexes for the students by the Service;
  - f) To be responsible for the performance of the Service;
  - g) To represent the Academic Process Management Service in relationship with the third parties;
  - h) To provide preparation and issuance of certificates to the students.
4. The Academic Process Management Service comprises the Head of Service, senior specialists, main specialists and the specialists;
  5. Functions of the staff of the Academic Process Management Service are determined under these regulations and the current regulations of the University.

#### **Article 28 Functions of the Academic Process Management Service**

1. Functions of the Academic Process Management Service are:
  - a) To organize implementation of academic process on the basis based on educational programs of different levels available at the faculty.
  - b) To review the incoming correspondence and forward them further, if necessary; to prepare relevant responses and to draft the individual administrative legal acts;
  - c) To monitor the performance of tutors;
  - d) To monitor the curricula submitted by the Faculty and workload of the academic staff in order to determine their compatibility;
  - e) To organize semester registration of students (one-cycle 's, master's and doctoral programs);
  - f) To control the management of students' personal files;
  - g) To update, complete and monitor the students' information database permanently (students' personal details, mid-term and final evaluations);
  - h) To monitor the electronic registry of students' midterm and final examination /re-examination results;
  - i) To ensure preparation and issuance of certificates to students;
  - j) To exercise the other powers considered by the TSU charter.

#### **Article 29. The Scientific Research and Development Service**

1. The Scientific Research and Development Service is a support structural unit of the Faculty;
2. Within its competence the Service is accountable to the Dean of the Faculty.

#### **Article 30. Staff of the Scientific Research and Development Service**

1. The head of the department is appointed and dismissed by the head of the university administration on the recommendation of the dean of the faculty.

In case of temporary absence of the head of the department, the dean of the faculty will determine the person acting for him.

#### **Article 31. The Head of the Scientific Research and Development Service**

1. The Head of the Scientific Research and Development Service:
  - a) Manages the operation of the Service in compliance with these regulations and the TSU charter;
  - b) Distributes the duties to the staff members, instructs and assigns tasks to them;
  - c) Manages development and implementation of short-term and long-term working plans of the Service;
  - d) Controls and supervises in general over the post-diploma academic program alternative to residency (professional education);
  - e) Controls the international relations of the Faculty and students' exchange programs;
  - f) Ensures permanent control of updating the Faculty website;
  - g) Leads the search for human resources relevant for translation of foreign textbooks and scientific literature of medicine;
  - h) Exercises the other powers considered by the Georgian legislation and the TSU charter.

### **Article 32. Functions of the Scientific Research and Development Service**

1. Functions of Scientific Research and Development Service are:
  - a) To coordinate scientific-research activities of the Faculty;
  - b) To register the scientific projects of the Faculty, including the grant projects, and to monitor implementation of them;
  - c) To have a relationship with the Ministry of Educational and Science of Georgia, the National Science Foundation and the other governmental and nongovernmental organizations, within the competence of the Service;
  - d) To provide consultancy to the Faculty staff for the purpose of seeking scientific fundraising, designing the patents and protecting the copyright;
  - e) To form the expert team composed of experts having the qualification relevant for scientific project expertise and to ensure taking of the measures necessary for their activities;
  - f) To prepare the expert evaluation-based recommendations to the governing bodies of the Faculty about the excepted distribution of the funds allocated from the University budget for funding the scientific research;
  - g) To support and coordinate the scientific-research activities established with the relevant services of the other Georgian and foreign universities;
  - h) To register the scientific results of the doctoral theses written at the Faculty for further analysis and evaluation;
  - i) To assess scientific research activities of the academic-research staff to determine the professor's compliance with the university priorities;
  - j) To inquire any information associated with scientific-research activities from the University services;
  - k) To organize and coordinate translation of the textbooks and scientific literature of medicine, available in foreign language, for pre-diploma and post-diploma education;

- l) To review the program/project submitted by the group of initiators during the establishment of the Faculty structural units (institutes, centre, the University clinic, laboratories, etc.) for the purpose of preparing the resolution;
- m) To control implementation and progress of post-diploma academic program alternative to residency and continuing medical academic programs;
- n) To exercise the other powers considered by the TSU charter and Georgian legislation.

### **Article 33. Faculty auxiliary scientific structural unit**

1. The Scientific Training Center of Clinical Pathology named after Arkady Jorbenadze is an auxiliary scientific structural unit of the Faculty, whose goals and rules of activity are determined by the regulations approved by the Faculty Council.
3. The auxiliary structural unit of the faculty is the "Medical Center" on the basis of the Institute of Morphology, which is an ambulatory institution and includes a "Dental Clinic" and a "Therapeutic Clinic".

## **Chapter IX**

### **Faculty Personnel**

#### **Article 36. Staff composition**

1. Academic, administrative, scientific and support positions may exist in the faculty.
2. The faculty's academic (educational-scientific) staff includes: professor, associate professor, assistant professor and assistant.
3. The faculty's administrative staff includes: the dean, deputy deans and the head of the quality assurance service.
4. Scientific positions include the staff of independent scientific-research units, the staff of scientific-research institutes of faculties.
5. Support staff include those required by the staff schedule, as well as non-staff persons invited on the basis of the contract, necessary for the activity of the faculty, including laboratory assistants.
6. The faculty is authorized to invite a specialist with relevant qualifications to participate in the educational and/or scientific-research process and/or lead this process without holding an academic position.
7. Evaluation of faculty staff's activity is carried out on the basis of relevant regulations of TSU.

### **Article 37. The Academic Staff**

1. The academic staff of the Faculty comprise the professors, associated professors, assistant-professors and assistants;
2. Professors take part in and/or lead the academic process and scientific research;
3. Limits for the professors' teaching workload shall be determined by the Academic Council and approved by the Representative Council;
4. Labour contract with the academic staff is made for the term defined under the TSU charter and common procedure of hiring the academic staff;
5. Rules and conditions for appointment to the position, reasons for dismissal as well as the rights and duties of the academic staff are defined under the Georgian legislation, the TSU charter, the current regulations and the other regulations adopted by the Academic Council and approved by the Representative Council of TSU.

### **Article 38. The Administrative Staff**

1. The administrative staff of the Faculty comprises the Dean, Deputy Dean(s) (if any) and the Head of Quality Assurance Service of the Faculty.
2. Procedure and conditions for appointment to administrative position is regulated under the Georgian legislation, the SU charter, the current regulations and the other regulations adopted by the Academic Council and approved by the Representative Council of TSU.
3. Reasons for early termination from administrative position of the Faculty are:
  - a) Application in person;
  - b) Enactment of the the verdict of guilty brought in by the court;
  - c) Death;
  - d) Declaring as legally incapable person or a person with diminished ability by the court;
  - e) Reaching the age 65;
  - f) Other cases considered by the Georgian legislation and the TSU charter.

### **Article 39. Staff Performance Evaluation**

Performance of the Faculty staff is evaluated on the basis of the regulations approved by TSU.

## **Chapter XI**

### **Student**

#### **Article 40. Student of the Faculty of Medicine**

1. Student of the Faculty of Medicine is a person having enrolled in and studying at the Faculty of Medicine of the University in compliance with the law of Georgia



on Higher Education and the TSU charter for completing the one-cycle 's, master's or certified specialist's program, residency, as well as doctoral and residency programs;

2. Student's rights and duties are determined by the TSU charter;
3. Student status is suspended or terminated by the Academic Council according to the rules established by the current legislation and internal legal acts of the University.
4. Prerequisites for admission to educational programs are determined by the relevant educational program.

#### **5. Article 41. Studies at the Faculty of Medicine**

1. Students and residency program students of the Faculty are enrolled according to the rule established by the legislation and relevant internal legal acts of TSU.
2. For the citizens of Georgia, obtaining the status of a student at educational level of bachelor / certified medical doctor/ certified dentist, depends on the results of the Unified National Exam unless otherwise stated in the legislation.
3. Semester registration of students is carried out in two stages: administrative registration – by paying the tuition fee, and academic registration (subject-based) – by means of the Academic Process Management System.
4. Annual acceptable number of academic credits for educational level of certified medical doctor / certified dentist shall be 65 academic credits (no more than 30-35 academic credits per semester);
5. After graduation from each individual cycle of education at the University, the graduate shall be awarded the relevant academic degree/qualification. According to the established rule, academic degree of certified medical doctor or certified dentist / qualification of certified specialist, shall be awarded by the Faculty Council;
6. The academic degree shall be certified by the Diploma with the standard appendix, signed by the Rector of the University and the Dean of the Faculty and sealed with the University seal;
7. Academic programs of the Faculty of Medicine are adopted and enacted according to the rule established by the current legislation and internal legal acts of TSU.

#### **Article 42. Enrolment into the Master's Degree Program of the Faculty of Medicine**

1. An individual who holds a bachelor's degree, a certified medical doctor and a certified dentist, who has passed the Common Entrance Examinations for Master's Degree, is eligible for pursuing studies at master's program, unless otherwise stated in the law of Georgia on Higher Education.
2. The documents issued by foreign higher educational institutions are formally recognized in compliance with Georgian legislation and internal legal acts.
3. Application deadlines are approved for each semester by the individual legal acts issued by the Rector of the University.

4. The documents are received by the Faculty Admission Committee approved by the Rector of the University upon the recommendation of relevant faculties.
5. Field-specific examination is conducted in writing by the Faculty (with technical support from TSU examination centre, if necessary).
6. Exam papers are evaluated using a 100 point system. The exam is deemed passed if a candidate gains positive evaluation (equal to at least 51 points) unless otherwise instructed by the master's program.
7. Only the candidate, who has passed the field-specific examination successfully, is admitted to the language proficiency examination.
8. List of the languages, for which the language proficiency examination will be conducted, as well as the proficiency level to be achieved for the positive evaluation, are determined by the master's degree program.
9. Exam papers are evaluated using a 100 point system. The language proficiency exam is deemed passed if a candidate gains positive evaluation (equal to at least 51 points) unless otherwise instructed by the master's program.
10. The examination schedule is approved by the administrative-legal act issued by the Rector of the University.
11. Candidates are enrolled in the master's program on the basis of the points they obtain in competition. Competitive points are calculated according to the rule established by the legislation.
12. After completion of the educational level and awarding the relevant academic degree, a respective diploma with standard appendix is issued;

#### **Article 43 Enrolment into the Doctoral Degree Program of the Faculty of Medicine**

##### **Enrollment and studies in the doctoral program are regulated by the minimum standard of the existing doctoral program (regulations)**

1. An individual who holds a master's degree or equivalent academic degree as well as a graduate from residency is eligible for pursuing studies at doctoral program.
2. Rule for enrolment in doctoral program of medicine is determined by the Law of Georgia on Higher Education, the TSU charter and these regulations;
3. A candidate who submits the documents to the Admission Committee in full within the established deadline and meets the preconditions for admission to doctoral program, is eligible for foreign language proficiency examination.
4. For studying at academic program in Georgian language, a candidate, whose native language is not Georgian, shall take the proficiency exam in Georgian language.
5. Proficiency level of foreign language needed for achieving the positive evaluation is determined by the doctoral program.
6. A candidate can be exempted from the foreign language proficiency exam in case of submitting the certificate of foreign language proficiency and/or documentary evidence of graduation from higher educational institution abroad.
7. A candidate, who passes the foreign language proficiency exam successfully, is eligible for the interview.

8. A candidate, who passes the interview successfully, is enrolled in a doctoral program.
9. In case of completing the doctoral program and defending a dissertation, the individual is awarded the academic degree of doctor according to the rule established by the current legislation and internal legal acts of TSU.
10. After graduation from this level of education and awarding the relevant academic degree, a respective diploma is issued together with a standard appendix.

**Article 44. Enrolment into Post-diploma Academic program Alternative to the Residency of the Faculty of Medicine**

1. For the citizens of Georgia, obtaining the status of a specialization seeker at post-diploma academic program alternative to residency of TSU depends on the results of Unified Post-diploma Qualification Examinations.
2. Enrolment in post-diploma academic program alternative to residency (professional education) is carried out on the basis of and in compliance with the current legislation and internal legal acts of TSU, according to the limit/quota granted under the accreditation by the Ministry of Labour, Health and Social Affairs.
3. To be eligible for participation in competition an individual shall be
  - a) A certified medical doctor and certified dentist, who have graduated from the higher educational institution of medicine, have passed the unified post-diploma qualification examinations and obtained the documentary evidence and/or certificate of specialization seeker.
  - b) A certified medical specialist seeking for the right of independent medical practice in a new medical speciality;
  - c) An individual who has obtained the medical education abroad and whose diploma is recognized under the legislation of Georgia;
4. Solving the organizational issues associated with enrolment in post-diploma academic program alternative to residency (professional education), including the consultancy to medical specialization seekers, reception of applications, review of document in compliance with the established rule, lies with the Faculty of Medicine of TSU.
5. Applications Committee for post-diploma academic program alternative to residency is approved by the Dean of the Faculty of Medicine of TSU.
6. Enrolment conditions are determined under this rule. Candidates are admitted to the vacant places according to the medical specialization on the basis of the accreditation granted by the Professional Development Board of the Ministry of Labour, Health and Social Affairs.
7. Candidates are enrolled in post-diploma academic program alternative to residency (professional education) on the basis of interview.
8. Competition deadline is determined by the order of the Rector of TSU.
9. The interview within the scope of each program is held by the Field-specific Commission nominated by the Manager of post-diploma academic program alternative to residency (professional education) and approved by the Dean of the

Faculty of Medicine of TSU. The Field-specific Commission is managed by the Program Manager.

10. The interview is held within the scopes of the relevant field program. During the interview, the seeker shall demonstrate his/her professional expertise, operational thinking, communication skills and skills for making the correct decision.
11. After successful completion of the program modules, a state certificate of post-diploma education (professional education) is issued to the specialization seeker if he/she passes the final exam. The certificate is issued by the Professional Development Board of the Ministry of Labour, Health and Social Affairs.

#### **Article 45. Student Self-Governance of the Faculty of Medicine**

1. The Student Self-Governance of the Faculty of Medicine consists of the students elected by secret ballot at the Faculty of Medicine keeping the principles of overall, equal and direct elections.
2. Rights and duties of the Student Self-governance of the Faculty of Medicine are regulated under the Law of Georgia on Higher Education, the TSU charter and regulations of TSU Student Self-Governance.

### **Chapter XII**

#### **Budget and Funds of the Faculty**

##### **Article 46. The Faculty Budget**

1. The budget of the Faculty of Medicine is a part of TSU budget.
2. The Faculty takes part in the budget formulation under the TSU charter.

##### **Article 47. The Faculty Funds**

1. Any issues related to the funds raised by the Faculty as well as ownership and usage of the property at its disposal are resolved by the Faculty in consent of the Head of Administration of TSU.

### **Chapter XIII**

#### **Amendment and addition to the Faculty regulations**

##### **Article 48. Adoption, Abolishment, Amendment and Addition to the Faculty regulations**

1. The Faculty structure and regulations are developed by the Faculty Council and approved by the Representatives Council of TSU.
2. The Faculty regulations can be adopted, abolished, ammended and added under the first paragraph of this article.

### **Chapter XIV**

## Transitional and Concluding Provisions

### Article 49. Transitional Provisions

Subparagraph “w” of paragraph 4 of article 18 of these regulations shall become effective for announcing the competition to be held for academic positions of educational-scientific structural units stipulated in the same subparagraph. The enactment shall take place at the time of announcing the competition.

### Article 50. Adoption and Enactment of the Regulations

1. The regulations shall become effective immediately upon approval by the Representative Council of TSU.

*Minutes of the meeting of the representative council #1, 12/02/2018*

*Minutes of the meeting of the representative council #4, 14/05/2018*

*Minutes of the meeting of the representative council #3, 29/07/2019*

*Minutes of the meeting of the representative council #4, 04/11/2019*

*Minutes of the meeting of the representative council #3, 01/10/2020*

*Minutes of the meeting of the representative council #6, 05/12/2022*