

Regulations

Faculty of Medicine of LEPL Ivane Javakhishvili Tbilisi State University

Chapter I

General Provisions

Article 1. Status of the Faculty

1. The Faculty of Medicine (hereinafter referred as to the "faculty") of Ivane Javakhishvili Tbilisi State University (hereinafter the "University") is the major educational, academic and administrative unit, which within the framework of academic freedoms and institutional autonomy, provides education of students in one or several specialties and awards them appropriate qualifications, in addition to the implementation of educational and research programmes in the field of medicine;
2. The Faculty shall create an adequate learning, teaching and scientific research conditions for the students and the Faculty staff; it shall provide opportunities for receiving future-oriented education in the relevant field of science complying with modern standards, and take care for improving educational and research conditions constantly. In case of successful completion of an educational programme the student shall be awarded an appropriate academic degree and a diploma confirming his/her academic degree;
3. The legal status of the Faculty shall be determined by the legislation of Georgia, the Statute of the TSU and the present Regulations;
4. The Faculty possesses and together with the Georgian Medical Association issues the joint the scientific journal "Translational and Clinical Medicine - Georgian Medical Journal".

Article 2. Scope of the Regulations of the Faculty

1. The present Regulations provide the status of the Faculty of Medicine, its main objectives and the fields of competence, structure, rules of conduct as well as the rights and obligations of its structural units.

Article 3. Goals and Legal Basis of Faculty

1. The main goals of the Faculty are the following:
 - a) Offering interested parties a high-quality higher medical education;

- b) Ensuring access to higher education, mastering qualifications and retraining in accordance with the National Qualifications Framework;
 - c) Training competitive specialists with competencies, meeting modern requirements, with unlocking their own unique potential and developing professional and research skills;
 - d) Training and retraining new scientific personnel to ensure sustainable development of the state and civil society by creating, maintaining and developing conditions for scientific research;
 - e) Promoting the integration of the University into the world's leading educational environment and ensuring utmost participation of students in this process.
2. Faculty carries out its activities in compliance with the provisions of the Law of Georgia on "Higher Education", the Charter of the University, other applicable legislative enactments and the present Regulations within the University and as well as outside of the University.

Chapter II

Structure and Management of the Faculty

Article 4. Structure of the Faculty

1. The Faculty represents the main educational unit of the University. Its governing bodies include Faculty Council, Dean, and Quality Assurance Service of the Faculty.
2. The Faculty consists of the following structural units: administration, educational, scientific and research units (including educational, scientific and research departments) unified in educational, scientific and research structure, and supporting structural units.
3. The Faculty has the Strategic Development Plan and conception approved by the Faculty Council;
4. Structural units shall have their own letterhead template, approved by the Faculty in conformity with the national legislation and the TSU applicable regulations; it is prohibited to use a different letterhead.

Article 5. Establishment and Abolition of the Structural Units of the Faculty

Decision on amending the structural units within the present regulations (on setting up the new structural unit/s or abolishing existing structural unit/s) shall be worked out by the Faculty Council and submitted to the Representative Council for the approval.

Article 6. Accountability of the Structural Units and Dispute Settlement

1. Structural units are accountable to the Faculty Council and the Deans;
2. In the event of a conflict between structural units in exercising their powers, additional normative documents on the separation of authorities shall be worked out; the document shall be prepared by the

Dean and approved by the Faculty Council. In case of absence of such document the disputable issues shall be regulated under the decision of the Representative Council.

Chapter III

Faculty Council

Article 7. Composition of the Faculty Council

1. The Faculty Council is a representative body of the Faculty, the formation procedure of which is determined by the TSU Statute;
2. The number of representatives of student self-government in the Faculty Council shall be $\frac{1}{4}$ of the entire composition of the Council;
3. The Faculty Council consists of 39 members (without the Dean), who are elected from the members of educational, scientific and research units and those educational, scientific and research departments, which are not unified in the mentioned units (at least one and not more than three members from each educational, scientific and research structural unit, as determined by the decision of the Faculty Council);
4. The Faculty Dean shall also enter the Faculty Council as a member of the Faculty Council; the Dean coordinates the activities of the Faculty Council and is responsible for the implementation of the Council decisions.

Article 8. Authorities of the Faculty Council

1. The Faculty Council shall:
 - a) Determine the draft budget of the faculty and submit it to the head of administration of the TSU;
 - b) Elect the Dean based on free and equal elections via secret balloting by the majority of members on the list;
 - c) Upon the Dean's nomination, develops the strategic development plan of the faculty, as well as educational and research programmes and submit them to the Academic Council of the higher education institution for approval;
 - d) Upon the Dean's nomination, develop the structure and regulations of the faculty as per Regulations presented below and submit them to the Representatives Council for approval;
 - e) Develop the regulations of the Dissertation Council and submit them to the Academic Council for approval;
 - f) Elect the Head of Quality Assurance Service of the faculty;
 - g) Elect the secretary of the Council from among its members;

- h) Be entitled to consider the issue of early termination of the authorities of the Dean in case of violation of the law of Georgia by the Dean, improper fulfillment of his/her duties and obligations and/or carrying out activities, improper for the Dean, at the request of not less than 1/3 of the members of the Faculty Council. The decision about early termination of the authorities of the Dean shall be made via secret balloting, by the majority of members on the list. The Dean shall not take part in the balloting stipulated by this clause. An appeal against a decision on this issue does not suspend the contested act;
- i) The decision on awarding a qualification to a person upon completion academic levels (Bachelor's programme, Master's programme, one-step educational programme) of higher education is received by the Faculty Council;
- j) Create a tool for assuring the quality of teaching and research;
- k) Develop the rules for conducting the exam/s, established by the higher educational institution for the candidates of Master's degree programme in accordance with the rules, established by the order of the Minister of Education and Science of Georgia;
- l) Define the specialty/list of specialties within the directions of the educational programme for the implementation of the Master's degree educational programme;
- m) Determine the score ratios for the Unified National Examination at the beginning of the academic year;
- n) Approve the attestation commission upon the Dean's submission; upon the recommendation of the Dean, appoint the heads of the educational and scientific units;
- i) Exercise other powers awarded by present Regulations and the legislation of Georgia.

Article 9. Quorum and Decision Making

1. The Faculty Council shall be authorized to make the decision if it is attended by more than half of the total members of the Council;
2. The decision made by the Faculty Council shall be deemed adopted if it is supported by more than half of those presented at the meeting, unless otherwise stipulated by the TSU Statute and Georgian legislation;
3. The meeting (session) of the Faculty Council is held at least twice per year; in case of necessity it is possible to carry out the meeting by the electronic communication facilities equipped with visual imaging tools;
4. The ballot and the meeting of the Faculty Council shall be public except the cases envisaged by the TSU Statute and Georgian legislation;
5. The secret ballot may be allowed upon the request of the 1/4 of the full membership of the Faculty Council

Article 10. Minute of the Meeting the Faculty Council

1. The minutes of the meeting shall be signed by the Chairman of the Faculty Council and the secretary of the meeting of the Council;
2. The corresponding minutes of the meeting shall be drawn up for each meeting of the Faculty Council.

Chapter IV

Dean of the Faculty

Article 11. Status of the Dean of the Faculty

The Faculty of Medicine is headed by the Dean of the Faculty and he/she represents it inside and outside the University in academic and scientific fields.

Article 12. Rule of Election of the Dean

1. The Dean of the Faculty shall be elected based on pursuant to the principles of transparency, equality and fair competition for a term of four years;
2. The same person can be elected to the position of Dean for only two consecutive terms;
3. The application for registration of the candidates for the position of Dean shall be announced by the Faculty Council at least 1 month prior to the start of the registration of candidates;
4. A professor or an associate professor may be elected to the position of the Dean. For registration purposes of a candidate shall be required to submit the curriculum vitae and the faculty development concept. Decision on registration of the candidates for the Dean`s position shall be made by the Academic Council of the University. Each candidate shall be considered registered if he/she is supported by more than half of the of the Academic Council members on the list;
5. The Dean of the Faculty shall be elected by the Faculty Council. The person for whom more than half of the Council members on the list have voted shall be considered elected. If no candidate receives a sufficient number of votes, a second-round shall be held with the participation of two contenders for a post with the best results in the first round of elections. In case of an equal number of votes, the rerun of a vote shall be held in three 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. In the case of the second round of elections fails to elect the Dean the date of new elections shall be assigned.
6. The issues related to the election of the Dean are also regulated by the resolution drawn by the Academic Council of the TSU and approved by the Representative Council;
7. The Dean of the Faculty of Medicine may have the deputy/deputies;
8. The dean submits to the rector of the University the nominees for the position of deputy dean.

Article 13. Authorities of the Dean of the Faculty

The Dean of the Faculty shall:

- a) Ensure the effective course of scientific and research activities of the Faculty;
- b) Submit the Faculty's strategic development plan, educational and scientific - research programmes to the Faculty Council for review;
- c) Develop and submit for approval to the Faculty Council the structure and the Regulations of the Faculty;
- d) Be responsible for the implementation of the decisions of the Representative Council, Academic Council and the Faculty Council within the competencies;
- e) Issue the individual administrative acts within the competences;
- f) Preside over the meetings of the Faculty Council;
- g) Be responsible for the proper application of the Faculty Council;
- h) Implement other powers conferred to him/her under the present Regulations, the TSU Statute and the legislation of Georgia.

Article 14. Early Termination of the Powers of Dean

The Faculty Council shall be entitled to consider the issue of early termination of the authorities of the Dean in case of violation of the law of Georgia by the Dean, improper fulfillment of his/her duties and obligations and/or carrying out activities, improper for the Dean, at the request of not less than 1/3 of the members of the Faculty Council except as provided by the legislation of Georgia and in the internal acts of the University. The decision about early termination of the authorities of the Dean shall be made via secret balloting, by the majority of members on the list. An appeal against a decision on this issue does not suspend the contested act.

Chapter V

Quality Assurance Service of the Faculty

Article 15. Status of the Quality Assurance Service

1. A Quality Assurance Service, acting in accordance with the Faculty Regulations, is created for the purpose of educational and research work, as well as for the systematic evaluation of the quality of its academic and professional development.
2. The member of the Quality Assurance Service of the Faculty may be an associate or professor.

Article 16. Authorities of the Quality Assurance Service of the Faculty

1. The Quality Assurance Service of the Faculty shall establish close contacts and work extensively

with relevant services of foreign countries and their institutions of higher education for the development of the transparent criteria for quality control and their maintaining methodology;

2. The Quality Assurance Service of the Faculty shall contribute the maintenance of high level quality education by the application of the teaching, learning and assessment methods (modules, the credit system etc.) and the preparation of self-evaluation the accreditation process;

3. The Quality Assurance Service of the Faculty shall be the part of the unified system of the Quality Assurance Service of the University.

Article 17. Head of the Quality Assurance Service of the Faculty

1. The Head of the Quality Assurance Service of the Faculty shall be elected by the Board of the Faculty on the basis of the introduction of the Head of the Quality Assurance Service of the University. The Board of the Faculty may be submitted for one or more candidates;

2. The individual who receives more than half of the enlisted members shall be considered elected;

3. In case if no candidate receives a sufficient number of votes, a second round shall be held involving the two with the best results in the first round of the pretenders. In case of equal number of votes, the second vote shall be held in three days to reveal the candidates for the second round. The second round shall be held within 5 days from the day of the first round;

4. The Faculty Quality Assurance Service keeps communication with the alumni (graduates) from the Faculty educational programmes, considering their participation in the development of the educational programmes of the Faculty.

Chapter

VI

Educational-Scientific Structural Arrangement

Article 18. Educational-Scientific Structural Arrangement

1. The Educational-Scientific Structural Arrangement of the Faculty unites Educational-Scientific Departments;

2. Educational-Science Department is the set of the human, technical, educational, scientific resources, necessary for the implementation of the programme and the educational courses adjoining, related, and possessing close educational research links with the programme;

3. The departments ensure implementation of the educational programmes, listed in the curriculum of the corresponding educational programme;

4. Designation of the Department shall include:

- a) Determination of the priorities of research activities and the corresponding programs of educational and scientific policy in the relevant field;
- b) Implementation of the one-step, Bachelor's, Master's, Ph.D., residency, alternative post-diploma educational and professional programmes;
- c) Implementation of the fundamental and applied scientific research;
- d) Implementation of the scientific conferences and other scientific-educational events;
- e) Establishing contacts with other scientific centers, including foreign ones;
- f) Implementation of the supporting measures, related to the clinical and research activities as stipulated in the legislation;

5. The educational-scientific departments include:

- a) Department of Clinical Anatomy and Operative Surgery
- b) Department of Dermatovenereology;
- c) Department of Propaedeutics of Internal Diseases;
- d) Department of Internal Medicine;
- e) Department of Infectious Diseases;
- f) Department Obstetrics, Gynecology and Reproductology;
- g) Department of Neurology and Neurosurgery;
- h) Department of Oncology and Palliative Medicine;
- i) Department of Pathology and Forensic Medicine;
- j) Department of Pediatrics;
- k) Department of Urgent Surgery and Critical Care Medicine;
- l) Department of Pharmacology;

- m) Department of Psychiatry and Medical Psychology;
 - n) Department of General Surgery
 - o) Department of Clinical Surgery;
 - p) Department of Urology;
 - q) Department of Clinical and Research Skills;
 - r) Department of Ophthalmology;
 - s) Department of Medical Radiology and Endoscopy;
 - t) Department of Public Health, including: Department of Public Health and Epidemiology and Department of Medical Ethics;
 - v) Department of Dentistry, including: Department of Therapeutic Dentistry, Department of Pediatric Dentistry, Department of Maxillofacial Surgery, Department of Orthopedic Dentistry and Implantology.
6. The educational-scientific departments shall be headed by the professor or associate professor of the TSU;
7. Clinical educational-scientific Departments function on the basis of the medical/healthcare institutions affiliated with the University clinics and Universities.

Chapter VIII

Supporting Structural Units

Article 19. Supporting Structural Units of the Faculty

1. Supporting structural units shall ensure managing of the material and human resources of the Faculty, arranging the educational, scientific, and research processes and their best performance, obtaining the information concerning the functioning of the faculty, processing and disseminating it, providing communications within the Faculty and with the administration of the TSU, other faculties and their structural units, keeping the corresponding documentation;
2. Supporting structural units of the Faculty are:
 - a) Chancellery;

- b) Material Resource Management Service;
- c) Learning Process Management Service;
- d) Scientific Research and Development Service.
- e) The supporting structural units of the Faculty shall act in compliance with the regulations of the University.

Article 20. Chancellery

1. The Chancellery represents the supporting structural unit of the Faculty;
2. The Chancellery shall be guided in its activity by the laws of Georgia, the TSU statute, and this Regulation;
3. Within its competence the Chancellery shall be accountable before the Dean of the Faculty;
4. The Chancellery shall have a Faculty seal.

Article 21. Personnel of the Chancellery

1. The staff of the chancellery consists of the Head of the Chancellery, his/her deputy/deputies, senior specialist, chief specialist and the specialists;
2. The Chancellery is led by its head, who is appointed and dismissed by the head of the TSU Administration. In his absence, the acting head of the department is determined by the dean of the faculty.

Article 22. Functions of the Chancellery

1. The Chancellery shall:
 - a) Be guided by the regulations applicable in the University and the rules for case management developed in compliance with them for the purpose of the unification of its activity within the Faculty;
 - b) Control the observation of the rules assigned to processing the documents of the structural units of the Faculty within its competence;
 - c) Return to the structural units incorrectly prepared documents that do not conform to the requirements of the regulations for further processing;
 - d) Request from the structural units the information necessary for the operation of the

chancellery;

- e) Implement other functions established by the TSU statute and the legislation of Georgia.

Article 23. Material Resources Management Service

1. The Material Resources Management Service is the supporting structural unit of the Faculty;
2. The Material Resources Management Service shall be guided by the present Regulations, the TSU Statute and the laws of Georgia;
3. The Material Resources Management Service shall be accountable to the Dean of the Faculty within its competence.

Article 24. Personnel of the Material Resource Management Service

1. Material Resources Management Service is the structural unit managed by the Head of the Service;
2. The Head of the Service shall be appointed and dismissed to/from the position by the Head of the Administration of the University; in case of his/her absence (business trip, vacation, illness etc.) his/her obligations shall be performed by the Deputy Head of the Service;
3. The functions of the staff of the Material Resource Management Service shall be determined by the present Regulations and the applicable regulations of the University.

Article 25. Functions of the Material Resource Management Service

1. The following shall be the functions of the Material Resource Management Service:
 - a) Taking measures for the improvement of the material-technical basis of the Faculty;
 - b) Control over proper operation and purposeful utilization of the buildings, equipment, machinery, elevators, electricity, lighting, heating, sewage, water supply, ventilation, and other underground utilities;
 - c) Supplying the Faculty structural units with the necessary material goods, materials, logistics, supplies inventory, systematic control over the warehousing;
 - d) Preparation of the documentation for payment of utility bills and control over this payment;
 - e) Implementation of the other functions prescribed by the Charter of the TSU.

Article 26. Learning Process Management Service

1. Learning Process Management Service is the supporting structural unit of the University;
2. The Service shall be guided by the laws of Georgia, the University Statute and the present Regulations in its activities;
3. The Service shall be accountable to the Dean of the Faculty within its competence.

Article 27. Personnel of the Learning Process Management Service

1. The Service is the structural unit managed by the Head of the Service;
2. The Head of the Service shall be appointed and dismissed to/from the position by the Head of the Administration. In case of absence of the unit's Head, his/her obligations shall be performed by the Deputy Head of the Service;
3. The functions of the Head of the Service include:
 - a) Management of the learning process management service activities, planning of the activities and distribution of the tasks among the employees according to their competencies and functions;
 - b) Monitoring of the workloads of the academic staff and tutors' activities;
 - c) Management of the filing the data concerning the students in the database of the National Center for Education Accreditation and filling the students' academic performance results in the training base; organization of the student' registration;
 - d) Supervising the students` personal file management, preparation and issuance of the certificates to the students;
 - f) Informing and advising the students on the issues related to the educational process;
 - f) Control over the process of submission and awarding of academic degree to the students and the process of preparation of the annexes by the Service for the students;
 - g) Be responsible for the activities carried out by the Service;
 - h) Representation of the Learning Process Management Service before the third parties;
 - i) Ensuring preparation and issuance of certificates for the students.

4. The Learning Process Management Service employs Head of the Service, his/her deputies, chief specialist, senior experts and the specialists;

5. The functions of the staff of the Learning Process Management Service shall be determined by the present Regulations and the applicable regulations of the University.

Article 28. Functions of the Learning Process Management Service

1. The following shall be the functions of the learning Process Management Service:

- a) Implementation of the organizational maintenance of the educational process on the basis of the bachelor's, master's and Ph.D. programs;
- b) Reviewing the incoming correspondence, if necessary, provide their further addressing, preparation of the appropriate responses and the drafts of the individual administrative-legal acts;
- c) Monitoring of the tutors' activities;
- d) Implementation of the monitoring of the curriculums submitted by the Faculty and academic staff loading in order to determine their compatibility;
- e) Organization of the semester registration of the students (bachelor's, master's, Ph.D.);
- f) Exercise control over the students' personal recordkeeping;
- g) Performing permanent updating of the students' information database, its filling (students' biographical data, midterm and final evaluations) and monitoring;
- h) Carry out monitoring of electronic registration of the students' midterm and final/repetitive examination results;
- i) Maintenance of preparation and issuance of certificates for/to the students;
- j) Fulfillment of the other powers prescribed by the TSU charter.

Article 29. Scientific Researches and Development Service

- 1. Scientific Researches and Development Service is the supporting structural unit of the Faculty;
- 2. The Service shall be accountable to the Dean of the Faculty within its competence.

Article 30. Scientific Researches and Development Service Personnel

- 1. The Head of the Service shall be appointed and dismissed to/from the position by the Head of the Administration. In case of absence (vacation, business trip, illness) of the unit's Head, his/her obligations shall be performed by the Deputy Head of the Service;

Article 31. Head of the Scientific Researches and Development Service

1. Head of the scientific research and Development Service has the following functions:
 - a) Leading the functioning of the Service in accordance with this Regulation and the TSU Statute;
 - b) Distributing the workload between the staff members, providing them with appropriate guidance and tasks for fulfillment;
 - c) Guiding the process of working out the short and long term working plans and their implementation;
 - d) Control and perform general supervision of the progress of post-diploma education, alternative to the residency (professional qualification mastering);
 - e) Supervise the international relations of the Faculty, student exchange program implementation;
 - f) Ensure permanent upgrade of the Faculty website;
 - g) Seeking and guiding the human resources for the translation of the foreign, educational, medical scientific literature;
 - h) Exercise other powers provided by the legislation of Georgia and The TSU Statute;

Article 32. Functions of the Scientific Researches and Development Service

1. The following shall be the functions of the Scientific Researches and Development Service:
 - a) Coordination of the faculty scientific-research activity;
 - b) Registration of the scientific projects of the Faculty including the grant projects and monitoring of their implementation;
 - c) Ensuring relationship with the Ministry of Education and Science, the National Science Foundation, other governmental and nongovernmental organizations within the competence of the Service;
 - d) Providing consulting services to the faculty staff in order to assist them to raise funds for research, patents for industrial designs and copyright protection;
 - e) Formation of the expert group, with the relevant qualification for the implementation of scientific-research expertise and taking the necessary measures for their activities;
 - f) Preparation of the recommendations based on the expert assessments to the Faculty governance bodies about expected distribution of funds allocated for the scientific research in the budget;
 - g) Supporting and coordination of the scientific-research activities conducted jointly with the other relevant services of the Universities of Georgia and foreign countries, and other independent research centers;

- h) Registration of the scientific results of the Dissertation thesis performed at the Faculty for further analysis and evaluation;
- i) Assessment of research activities of academic personnel in order to determine compliance with the priorities of the University professor;
- j) Inquiry of any information related to the scientific-research activities of the University services;
- k) Organizing and supervising foreign educational, medical scientific literature, necessary for the implementation of the undergraduate and post diploma educational programmes in the field of Medicine;
- l) Review of the program/project submitted by the initiative groups during the establishment of the Faculty structural unit (institutes, Center, laboratories etc.) for preparation of the report;
- m) Control over the implementation and progress of postgraduate education and continuing medical education programs, alternative to residency;
- n) Exercise other powers prescribed by the TSU Statute and the legislation of Georgia.

Article 32¹. Supporting Scientific Research Structural Unit

1. The supporting scientific structural unit of the Faculty is Arkadi Jorbenadze Scientific-Practical Center for Clinical Pathology. Its objectives and rules are defined by the Statute, which is approved by the Faculty Council.

Chapter IX

Dissertation Council

Article 33. Status of the Dissertation Council of the Faculty

1. The Dissertation Council is the academic degree awarding body created at the Faculty.

Article 34. Composition of the Dissertation Council

1. The rule of the recruitment of the Dissertation Council members and election of its Chairman shall be determined by the regulations approved by the Academic Council upon submission by the Faculty Council;
2. The Dissertation Council is composed of all full and associate professors of the Faculty, holding the degree of a doctor of philosophy.

Article 35. Rules of Operation

1. The Dissertation Council shall operate in compliance with the regulations approved by the Academic Council upon submission by the Faculty Council and award the Doctor's degree in the fields, stipulated by the same regulations.

Chapter X

Faculty Personnel

Article 36. Personnel

1. The personnel of the Faculty consists of the academic, administrative and supporting staff;

Article 37. Academic personnel

1. The Faculty`s academic personnel shall consist of the professors, associate professors, assistant professors and the assistants;
2. Professors shall participate and/or guide the educational process and scientific research;
3. The load limit for the professors shall be determined by the Academic Council and approved by the Representative Council;
4. The employment contracts with the academic personnel will be concluded for the term, specified by the Unified rules for the academic staff recruitment, legislation of Georgia and the TSU Statute;
5. The rules and conditions for taking the academic position, the basis for dismissing, as well as the rights and obligations of the academic personnel shall be determined by the laws of Georgia, the TSU Statute and the resolution adopted by the Academic Council of the TSU and approved by the Representative Council.

Article 38. Administrative staff

1. The administrative staff of the Faculty shall include: the Dean, Deputy Dean/s (if any) and the Head of the Quality Assurance Service of the Faculty;
2. The rules and conditions for taking the administrative position, the basis for dismissing, as well as the rights and obligations of the academic staff are specified by the laws of Georgia, the TSU Statute and the resolution adopted by the Academic Council of the TSU and approved by the Representative Council;

3. Basis for pre-term resignation from the administrative position of the Faculty shall be the following:

- a) Personal statement;
- b) In the event of the entry into legal force of the judgment of conviction of the court against him/her;
- c) Death;
- d) Upon recognition of his/her disability, or limited ability by the court;
- e) Reaching the age of 65;
- f) Other cases provided by the legislation of Georgia and the TSU Statute.

Article 39. Evaluation of the Personnel Performance

The assessment of the Faculty personnel is carried out in accordance with the provisions approved by TSU.

Chapter XI

Student

Article 40. Student of the Faculty of Medicine

- 1. Student of the Faculty of Medicine is a person enrolled and studying in the Bachelor's, Master's or certified MD, residency, as well as Doctoral (Ph.D) and resident programs at the Faculty of Medicine of the TSU in compliance with the Law of Georgia on "Higher Education " and the TSU Statute;
- 2. Student's rights and obligations shall be determined by the University Statute;
- 3. Suspension or termination of the student's status shall be decided by the Academic Council.

Article 41. Teaching at the Faculty of Medicine

- 1. The following educational programmes are implemented at the Faculty of Medicine:
 - 1) Medicine – Georgian (undergraduate educational programme);
 - 2) Medicine – English (undergraduate educational programme);
 - 3) Dentistry (undergraduate educational programme);
 - 4) Occupational Therapy (Bachelor's program);

- 5) Public Health –Georgian (Master’s Programme);
- 6) Public Health –English (Master’s Programme);
- 7) Translational and Clinical Medicine (Doctoral Programme);
- 8) Public Health and Epidemiology (Doctoral Programme);
- 9) Translational Biomedicine (Doctoral Programme);
- 10) Alternative to the Residency Post-diploma Educational Programme in Medicine;
- 11) Professional Massage Therapist programme;

2. The rule of enrollment of the students, residents/candidates in the Faculty of Medicine shall be determined by the laws of Georgia and inner enactments of the TSU;
3. The basis for obtaining the status of a student for the citizens of Georgia at the stage of Bachelor's degree/certified MD/ Certified Dentistry programmes shall be the results of the unified national exams except specific cases envisaged by the legislation;
4. The students` semester registration shall be carried out in two stages: administrative, considering payment of the tuition fee and academic (subject -oriented) by means of the “Learning Process Management System”;
5. The annual admissible amount of the credits for the stage of the Bachelor's /certified MD/certified Dentistry programme shall be 65 credits (not more than 30-35 credits per semester);
6. Upon completion of each stage of the university education the graduate shall be awarded the appropriate academic degree/qualification. According to the established rules the degrees of the Bachelor, Certified Medical Doctor or Dental Doctor/certified specialist shall be awarded by the University Council based on the established rules.
7. The academic degree shall be certified by the Diploma duly signed by the Rector of the University and the Dean of the Faculty and sealed with the University seal, with the standard annex;
8. The educational programmes for the Faculty of Medicine shall be adopted and implemented in accordance with the laws of Georgia and inner enactments of the TSU

Article 42. Enrollment in the Master’s Programme of the Faculty of Medicine

1. The right to continue study in the Master's Programme of the TSU shall have an individual with a Bachelor's degree, certified Medical Doctor and the certified Dental Doctor who has passed the Unified Master's exam, except for the cases envisaged by the law on "Higher Education".
2. Formal acknowledgement of the documents (recognition) issued by foreign institutions of higher education shall be implemented in compliance with the Laws of Georgia and inner enactments of the TSU;
3. Application deadlines for the submission of corresponding documents for each semester shall be approved by the individual administrative-legal acts issued by the Rector of the TSU;
4. The documents shall be received by the Faculty Admissions Committee, approved by the Rector of the TSU upon submission by the Faculties;
5. Exam in specialization shall be conducted in a written form by the Faculty (in case of necessity with the technical support of the TSU Examination Center);
6. The examination shall be assessed by 100 point system. The test shall be deemed as passed if the contestant received a positive assessment (minimum 51 %), unless otherwise shall be provided by the Master's program;
7. A contestant who has successfully passed the testing in the specialty is allowed for competitive exams in a foreign language;
8. The list of foreign languages for the competitive exams as well as the level necessary for a positive assessment shall be determined by the Master's program;
9. The examination shall be assessed by 100 point system. The test in a foreign language shall be deemed as passed if the contestant receives a positive assessment (minimum 51 %), unless otherwise provided by the Master's program;
10. The Contestant shall be exempted from the foreign language exam if he/she submit a foreign language proficiency certificate (see list of the certificates annexed) and/or the document certifying the education of the student abroad for not less than one semester;
11. The examination schedule shall be approved by the individual administrative - legal act of the Rector;
12. Admission to the Master's program shall be carried out based on the scores of the contestants in the competition. Competitive scores are calculated according to the law;

13. After completion of this stage of education the relevant Diploma with the relevant annex shall be issued.

Article 43. Enrollment in the Doctoral (Ph.D.) programme of the Faculty of Medicine

1. The right to be enrolled in the Doctoral programme shall have the individual holding Master`s or equivalent academic degree as well as residency graduates;
2. The rules for enrollment in the Doctoral programme shall be determined by the Law of Georgia on “Higher Education”, the TSU Statute and the present Regulations;
3. The contestant who has submitted the documents to the Admissions Committee within the established period, meets the preconditions for the Doctoral programme admission shall be allowed to the foreign language competitive examination;
4. The contestant, who is going to study in Georgian program, but his/her native language is not Georgian shall pass the test of the Georgian language;
5. The positive assessment level of the foreign language examination shall be determined by the doctoral programme;
6. The Contestant shall be exempted from the foreign language exam if he/she submits a foreign language proficiency certificate and/or the document certifying the completion of education abroad;
7. The contestant who successfully passes the exams in a foreign language shall be allowed for the interview;
8. The Contestants who successfully pass the interview shall be enrolled in a doctoral program;
9. In case of completion of the doctoral program and defending the dissertation thesis the individual shall be awarded the PhD - doctorate degree in accordance with the active legislation and inner enactments of the TSU.
10. In case of completion of the doctoral programme and defending the dissertation thesis the individual shall be awarded the PhD - doctorate degree in accordance with the active legislation and inner enactments of the TSU.
11. After completion of this stage of education and gaining the degree the relevant Diploma with the corresponding annex shall be issued.

Article 44. Alternative to the Residency Post-diploma Educational Programme in Medicine at the Faculty of Medicine

1. For citizens of Georgia, the basis for becoming a candidate for the specialty of Alternative for the Residency Post-diploma Educational Programme in Medicine at the TSU, is the results of a unified qualification exam for postgraduate studies;
2. Enrollment in the Alternative for the Residency Post-diploma Educational Programme in Medicine (professional training) shall be performed in accordance with the Georgian legislation in force, and the TSU internal enactments considering the limit/quota awarded under the accreditation by the Minister of Internally Displaced Persons from the Occupied Territories, Health, Labour and Social Affairs of Georgia;
3. The following shall be authorized to take part in the competition:
 - a) Certified medical doctors and dental doctors, graduates of the higher medical institution, who have passed the unified qualification exam for postgraduate studies in compliance with the established rules and received a document and/or the relevant certificate proving that he/she is the candidate for a specialty;
 - b) Certified doctor wishing to obtain the right to medical practicing in a new medical specialty;
 - c) A person received medical education abroad and her/his diploma is recognized by the legislation of Georgia;
4. The organizational issues related to the admission to Alternative to the Residency Post-diploma Educational Programme in Medicine (professional preparation) including the consultations for the candidatures of medical specialty, applications, document compliance inspection shall be managed by the Faculty of Medicine of the TSU;
5. The committee, receiving the document for Alternatives to the Residency Post-diploma Educational Programme in Medicine (professional preparation) shall be approved by the Dean of the Faculty of Medicine of the TSU;
6. Enrollment conditions shall be defined by the present rule. Admission to the vacant places to the medical specialty shall be carried out based on the accreditation granted by the Professional Development Council of the Ministry of Labour, Health and Social Affairs of Georgia;

7. Enrollment in the Alternatives to the Residency Post-diploma Educational Programme in Medicine (professional preparation) shall be performed through the interview;
8. The TSU Rector shall define the terms and deadlines of the competition;
9. The interview within the scopes of each program shall be managed by the Sectoral Commission nominated by the Head of the Alternatives to the Residency Post-diploma Educational Programme in Medicine (professional preparation) and approved by the Dean of the Faculty of Medicine; the Sectoral Commission shall be headed by the programme director;
10. The interview shall be conducted within the program in the corresponding field; the candidate shall have to show his/her professional knowledge level, operational thinking, communication and correct decision-making skills;
11. After successful completion of the program modules and upon passing the final exam the candidate shall be given the post diploma education (professional training) course state certificate. The certificate shall be issued by the Professional Development Council of the Ministry Labour, Health and Social Affairs of Georgia.

Article 45. Student Self-Government of the Faculty of Medicine

1. Student self-government of the Faculty of Medicine shall be composed of students elected via secret balloting based on general, fair and direct elections;
2. The rights and obligations of the Student self-government of the Faculty of Medicine is determined by the law of Georgia on “Higher Education”, The TSU Statute and the Regulation of TSU Student self-government.

Chapter XII

Budget and Finances of the Faculty

Article 46. Faculty Budget

1. The budget of the Faculty of Medicine is part of the TSU budget;
2. Under the rules set by the TSU Statute the Faculty shall participate in the process of working out the budget.

Article 47. Finances of the Faculty

1. The Faculty shall deal with any and all issues regarding the possession and utilization of the assets

owned by the Faculty as well as the finances attracted by it under the consent of the Head of the Administration of the University.

Chapter XIII

Amendments and Additions to the Regulations of the Faculty

Article 48. Rules of Approval, Repealing, Making Amendments and Additions the Regulations of the Faculty

1. The structure and the Regulations of the faculty shall be developed by the Faculty Council and approved by the Representative Council of the TSU;
2. Approval, repealing, amending and making additions to the Regulations of the faculty shall be managed in compliance with the rule envisaged by the first clause of this article.

Chapter XIV

Transitional and Final Provisions

Article 49. Approval and Effectiveness of the Regulations

1. The subparagraph “W”, paragraph “4” of Article 18 of the present Regulations shall become effective for the purpose and term of the competition for holding the academic position at the educational scientific structural unit envisaged by the same subparagraph.

Article 50. Approval and Effectiveness of the Regulations

1. The Regulations shall be effective immediately upon their approval by the Representative Council of the TSU.