

**Regulations**  
**Of the Faculty of Medicine**  
**Ivane Javakhishvili Tbilisi State University**

**Chapter I**

**General Provisions**

**Article 1. Status of the Faculty**

1. The Faculty of Medicine (the “Faculty” hereinafter) of Ivane Javakhishvili Tbilisi State University (the "University" hereinafter) is the major educational-academic and administrative unit providing with preparation of the students within the frameworks of academic freedom and institutional autonomy in one or more specialization as well as awarding them their respective qualifications, the Faculty also implements training programs and scientific research in the direction of medicine;
2. The Faculty shall be required to create the best learning, teaching and scientific research conditions for the students and faculty staff; to provide with the opportunities of gaining the future-oriented and the modern standards compliant education in a relevant field of science and continually to take care of improving the educational and scientific conditions. In case of successful completion of an educational program the student shall be awarded an appropriate academic degree and issued his/her academic degree certifying diploma.
3. The legal status of the Faculty shall be determined by the legislation of Georgia, the Statute of the University and the present Regulations.

**Article 2. Scopes of the Regulations of the Faculty**

1. The present Regulations defines the status of the Faculty of Medicine, its major tasks and the fields of competence, its structure, rules of the activities of its structural units and rights and obligations.

**Article 3. Goals and Basis of the Faculty Activity**

1. Major goals of the Faculty shall be the following:
  - a) To meet the needs for obtaining the higher education matching with personal interests and capabilities, professional development and training requirements;
  - b) Realization of personal potential, development of creative skills, education of the persons with

competent of satisfying modern requirements, ensuring the competitiveness of persons with higher education in internal and external labor markets, offering the high quality education compliant to the students and general public needs to all individuals interested;

c) Training and retraining of new scientific personnel to ensure the sustainability of civil society, creation, maintenance and development of the scientific research conditions;

d) To promote the integration of the University into the European educational environment and maximal participation of students in this process;

2. Faculty shall carry out its activities in compliance with the provisions envisaged by the Law of Georgia on "Higher Education", the Charter of the University and the present Regulations provisions of this statute 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 consists of the educational-scientific, educational-research-clinical and supplementary structural units of departmental significance;

2. The purpose of the educational structural units shall be the of strategic planning of development of the structural unit, determination of educational and scientific policy of the field; implementation of the bachelor's, master's, doctoral and post-graduate residency alternative educational programs;

3. Training-research-clinical structural units are intended to define the scientific-research work priorities and the relevant prospective programs; to conduct fundamental and applied scientific research, to organize scientific conferences and other scientific events, to establish scientific contacts with others institutions including foreign scientific centers and carry out the clinical and scientific-research activities related supplementary activities in compliance with the rules established by the legislation;

4. Supplementary units are intended to manage material and human resource of the faculty, management, to organize training process and maintain its proper operation, to support the scientific events organization, gathering, analysis and dissemination of the faculty activities related information, communication within the Faculty, the Administration of the University, other departments and structural units, management of the appropriate documentation;

5. Structural units shall have the Action Plan approved by the Board of the Faculty;

6. Structural units shall have their own letterhead, which is approved in compliance with the national

legislation and the regulations applicable in the TSU in accordance with the sample approved by the Board of the Faculty; it is prohibited to use a different letterhead.

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

Decision on the change of the structure of the Faculty, establishment of a new structural unit or cancellation of the existing one shall be developed by the Board of the Faculty and submitted to the Representative Board for approval.

#### **Article 6. Liability of the Structural Units and Disputes Settlement**

1. In case of any conflict between the structural units while exercising their authorities there shall be developed an additional regulatory documents on the separation of the powers; the document shall be prepared by the Dean and approved by the Board of the Faculty. In case of absence of such document the disputable issues shall be regulated by the Dean's decision;
2. The structural units shall be accountable before the Board of the Faculty and the Dean.

#### **Article 7. Management Organs**

The Faculty shall be managed by the following organs: Board of the faculty, Dean and the Quality Assurance Service.

### **Chapter III**

#### **Board of the Faculty**

#### **Article 8. Recruitment of the Board of the Faculty**

1. The representative body of the faculty shall be the Board of the Faculty;
2. The representative body of the faculty shall be the Board of the Faculty, the rule of the formation of which shall be determined by the TSU Charter;
3. The number of the representatives of the students` self-governance in the Board of the Faculty shall be  $\frac{1}{4}$  of the Board membership;
4. The activities of the Board of the Faculty shall be coordinated by the Dean of the Faculty who shall bear the responsibility for the implementation of the decisions.

#### **Article 9. Powers of the Board of the Faculty**

The Board of the Faculty:

- a) Shall determine the budget of the Faculty and submit it to the Head of the Administration;
- b) Shall determine the budget of the training-scientific-clinic center of the Faculty and submit it to the Head of the Administration;

- c) On the basis of free and equal elections, by a secret ballot and, by a majority of the votes in the list shall elect the Dean of the Faculty;
- d) On the basis of the submission by the Dean shall elaborate the Faculty development strategic plan, educational and scientific-research programs and submit those to the Academic Council of the higher educational institution for approval;
- e) On the basis of the submission by the Dean shall elaborate the Structure and the Charter of the faculty and submit it to the Representative Board for approval;
- f) Shall develop the Regulations of the Dissertation Council and submit it to the Academic Council for approval;
- g) Shall develop the Regulations of the Training-Research-Clinical Center and submit it to the Representative Council for approval;
- h) Shall elect the Head of the Quality Assurance Service of the Faculty;
- i) Shall be authorized to review the issue of earlier resignation of the Dean from the position upon the request by not less than 1/3 of the Faculty members, basing at the facts of violation of the legislation of Georgia by the Dean or/and improper performance of the duties and/or inappropriate activities carried out by the latter (the Dean). The decision on earlier resignation of the dean form the position shall be made by a secret ballot, by the majority of the votes in the list. The Dean shall not participate in the voting provided in this clause. Appellation of the decision made over the above mentioned issues shall not result in suspension of the effectiveness of the disputable act;
- j) Shall fulfill other powers awarded by this Regulations and the legislation of Georgia.

#### **Article 10. Quorum and Decision Making**

1. The Board of the Faculty 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 Board of the Faculty shall be deemed adopted if it is supported by more than half of those presented at the meeting, if the Charter of the TSU and Georgian legislation do not otherwise prescribe;
3. The voting of the meeting (session) of the Board of the Faculty and voting shall be public except the cases envisaged by the Charter of the TSU and Georgian legislation;
4.  $\frac{1}{4}$  of the full membership of the Board of the Faculty shall be authorized to demand a secret ballot.

### **Article 11. Minute of the Meeting of the Board of the Faculty**

1. For each meeting of the Board of the Faculty there shall be drawn up a relevant minute;
2. The minute shall be signed by the Chairman of the Board of the Faculty and the secretary of the meeting of the Board.

## **Chapter IV**

### **Dean of the Faculty**

#### **Article 12. Status of the Dean of the Faculty**

The Dean of the Faculty of Medicine directs it and represents in the University and outside of the university, in the academic and research areas.

#### **Article 13. Rule of Election of the Dean**

1. The Dean of the Faculty shall be elected based on the principles of transparency and equality of for four years;
2. One individual may be elected for the position of the Dean to two consecutive terms only;
3. The application for commencement of registration of the candidates for the position of Dean shall be published by the Board of the Faculty at least 1 month before beginning of the registration of candidates;
4. For the position of the Dean of the faculty there may be elected an associate or full professor. For registration purposes of a candidate there shall be required to submit the CV 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 enlisted members of the Academic Council;
5. The Dean of the Faculty shall be elected by the Board of the Faculty. The individual who receives more than half of the enlisted members shall be considered elected. 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 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 new elections shall be assigned;
6. The issues related with the election of the Dean are also regulated by the resolution made by the Academic Council of the TSU and approved by the Representative Council;

7. The Dean of the Faculty of Medicine may have the first deputy and deputies.

#### **Article 14. Powers of the Dean of the Faculty**

The Dean of the Faculty shall:

- a) Maintain the efficiency of the training-scientific activities for the Faculty;
- b) Submit the Faculty`s strategic development plan, educational and scientific - research programs to the Board of the Faculty for review;
- c) Develop and submit for approval to the Board of the Faculty the structure and the Regulations of the Faculty;
- d) Within its competence shall be responsibility for implementation of the decisions by the Representative Council, Academic Council and the Board of the Faculty;
- e) Issue the individual administrative-legal acts within its power;
- f) Preside over the meetings of the Board of the Faculty;
- g) Take responsible for the proper utilization of the budget of the Faculty;
- h) Implement other powers conferred to him/her under the present Regulations, the Charter of the TSU and the legislation of Georgia.

#### **Article 15. Earlier Termination of the Powers of Dean**

¼ of the enlisted members of the Board of the Faculty may demand earlier termination of the powers to a Dean. Decision on termination of the Dean`s powers shall be made by the majority of the enlisted members of the Board.

### **Chapter V**

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

##### **Article 16. Status of the Quality Assurance Service**

1. With the purpose of academic and scientific-research work, as well as for systematic assessment of the quality of its academic professional development there shall be established the Quality Assurance Service operating in accordance with the Regulations of the Faculty.
2. The member of the Quality Assurance Service of the Faculty may be an associate or full professor.

##### **Article 17. Powers of the Quality Assurance Service of the Faculty**

1. The Quality Assurance Service of the Faculty shall establish the close contacts and closely cooperate with relevant services of foreign countries and their institutions of higher education for development of the quality control transparent criteria and their maintaining methodology;

2. The Quality Assurance Service of the Faculty shall contribute the maintenance of high level quality education by application of the teaching, learning and assessment methods (modules, the credit system etc.) and the preparation of self-assessment for 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 18. 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.

### **Chapter VI**

#### **Educational-Scientific Structural Units**

#### **Article 19. Training-Scientific-Clinic Center**

1. The Center shall be guided by the laws of Georgia, the Charter of the University, the Regulations of the Faculty and the regulations of the Center in its activities;
2. In case of necessity the Center may have its sub-account in the bank;
3. The Center shall conduct fundamental and clinical scientific researches; it has the training-scientific-clinic activity program approved by the Board; this program may be consisted of several projects.
5. The goals of the center shall be the following:
  - a) Implementation of an experimental part of the scientific-clinic projects of the University, professors, PhD students, researchers, lecturers and the students and methodological assistance in the planning of scientific-research works;
  - b) Development of the educational programs for the University PhD students, researchers, seeker and the students;
6. The Center shall be established under the decision by the Board of the Faculty, which (decision) is

approved by the Representative Council.

**Article 20. Structure of the Center**

1. The structure of the Center may be changed in accordance with the tasks, functions and the possible funding of the Center;
2. According to the Center's goals and the activities there may be created or canceled the subunits (laboratories, divisions etc.) within the Center.

**Article 21. Director of the Center**

1. Scientific, educational, clinical and organizational activities of the Center shall be managed by a director who shall be appointed by the Head of the Administration of the University on the basis of the introduction by the Dean of the faculty;
2. The Director of the Center may be a full or associate professor;
3. The Director of the Center shall:
  - a) Maintain the efficiency of the educational process, clinic activity and researches for the Center;
  - b) Submit the Center`s development plan, educational program and scientific-research projects to the Board of the Faculty and then to the Administration of the University for review and approval;
  - c) Develop and submit for approval to the structure and regulations of the Center to the Board of the Faculty;
  - d) Issue the administrative acts within its competence;
  - e) Attend the meetings of the Board of the Faculty;
  - f) Within its competence shall be responsibility for implementation of the decisions by the University Management Organs;
  - g) Take part in the development of the draft budget of the Faculty and shall be responsible for its purposeful utilization within the scopes of its competence;
  - h) Manage the process of development of the reports regarding the works carried out;
  - i) In the end of each year shall submit to the Board of the Faculty the annual report regarding the fulfilled works;
  - j) Shall be authorized to impose the issue under the rules established by the legislation on promotion of the Center`s employees or application of disciplinary punishment against them;
  - k) Implement other powers conferred to him/her under the present Regulations, the Charter of the TSU and the legislation of Georgia;

4. In case of absence of a Director his/her obligations shall be fulfilled by another employee of the Center under his/her instruction.

**Article 22. Earlier Termination of the Powers of the Director of the Center**

1. The Director shall have earlier terminated his/her powers in the following cases:

- a) On the basis of personal statement;
- b) In case of effectiveness of the judgment guilty of the court
- c) In case of court`s recognition his disability or limited ability;
- d) Death;
- e) In other cases provided by law.

**Article 23. Personnel of the Center**

1. The Center employs the professors, researcher officers and researchers, whose study and research activity shall be reflected in their labor contracts with the University;
2. The application for announcement of the competition on academic positions shall be submitted to the Academic Council by the Dean of the Faculty based on the recommendation of the Director of the Center and agree the issue with the Head of the Administration of the University. In addition, with the purpose to implement the works provided in the research grants and other projects the University may invite specialists on the basis of a temporary employment contract upon recommendation of the Director of the Center;
3. The employee of the Center shall be obliged to:
  - a) Observe the Regulations of the University and the Code of Ethics;
  - b) Take into account the interests of the University and the Center in implementation of the activities envisaged by the Regulations and regularly participate in it;
  - c) Protect the reputation of the Center and support implementation of its goals;
4. The rights and obligations of the staff of the Center as well as the conditions for their appointment and dismissal shall be determined by the Charter of the TSU and the applicable laws.

**Chapter VIII**

**Supporting Structural Units**

**Article 24. Supporting Structural Units of the Faculty**

1. Following shall be the supporting structural units of the Faculty:

- a) Office;
- b) Resource Management Service;
- c) Training Process Management Service;
- d) Scientific-Research and Development Service.

2. The supporting structural units of the Faculty shall act in compliance with the regulations duly determined for the relevant supporting structural units of the University.

**Article 25. Office**

- 1. The Office shall be the supporting structural unit of the Faculty;
- 2. The Office shall be guided by the laws of Georgia, the Charter of the TSU and this Regulations in its activity;
- 3. The Office shall be is accountable before the Dean of the Faculty within its competence;
- 4. The Office shall have a round seal with its name marked on it.

**Article 26. Personnel of the Office**

- 1. The staff of the Office consists of the Head of the Office, his/her deputies, senior specialist, chief specialist and the specialists;
- 2. The Office shall be managed by its Head who is appointed to the position and dismissed by the Head of the Administration. In his absence the acting Head of the Office shall be determined by the Dean of the Faculty.

**Article 27. Functions of the Office**

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

Office;

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

#### **Article 28. 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 laws of Georgia, the Charter of the University and the present Regulations in its activities;
3. The Material Resources Management Service shall be liable before the Dean of the Faculty within its competence.

#### **Article 29. Personnel of the Material Resources 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; in case of his/her absence (business trip, leave, illness etc.) his/her obligations shall be discharged by the Deputy Head of the Service;
3. The functions of the staff of the Material Resources Management Service shall be determined by the present Regulations and the applicable regulations of the University.

#### **Article 30. Functions of the Material Resources Management Service**

1. Following shall be the functions of the Material Resources Management Service:
  - a) Development of activities for perfection 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) Supply to the Faculty 'structural units 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 31. Training Process Management Service**

1. Training Process Management Service is the supporting structural unit of the Faculty;
2. The Service shall be guided by the laws of Georgia, the Charter of the University and the present

Regulations in its activities;

3. The Service shall be liable before the Dean of the Faculty within its competence.

### **Article 32. Personnel of the Training 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 his/her absence his/her obligations shall be discharged by the Deputy Head of the Service;

3. The powers of the Head of the Service covers the following:

a) Management of the educational process management service activities, planning and allocation of the tasks among the employees according to their competencies and functions;

b) Monitoring of the loads of the activities of the academic staff and tutors;

c) Management of the filing the data of the students in the database of the National Center for Education Accreditation and the students' academic performance results – in the training base; organization of the registration of students;

d) Control over the students' personal files management, preparation and issuance of the certificates for 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 for the students and the process of preparation of the annexes y the Service for the students;

g) Responsibility for the activities carried out by the Service;

h) Representation of the Training Process Management Service before the third parties;

i) Maintenance of preparation and issuance of certificates for the students.

4. The Training 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 Training Process Management Service shall be determined by the present Regulations and the applicable regulations of the University.

### **Article 33. Functions of the Training Process Management Service**

1. Following shall be the functions of the Training Process Management Service:

a) Implementation of the organizational maintenance of the training process on the basis of the bachelor's, master's and doctoral programs;

- b) Review of the incoming correspondence, if necessary, further addressing of those, 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 contingent of students (undergraduate, master's, doctoral);
- f) exercise control over the students' personal record-keeping;
- g) Permanent updating the students' information database, its filling (students' biographical data, mid-term and final evaluations) and monitoring;
- h) Carry out monitoring of students' midterm and final/repetitive test results and electronic registry;
- i) Maintenance of preparation and issuance of certificates for/to the students;
- j) Fulfillment of the other powers prescribed by the Charter of the TSU.

#### **Article 34. Scientific Researches and Development Service**

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

#### **Article 35. Functions of the Scientific Researches and Development Service**

1. 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 the implementation of those;
  - c) Within the competence of the Service – relationship with the Ministry of Education and Science, the National Science Foundation, other governmental and nongovernmental organizations;
  - d) Provision of consulting services to Faculty staff with the purpose of fundraising research, design patents and copyright protection;
  - e) Formation of the experts group, with the relevant qualification for scientific-research expertise

- and to ensure the necessary measures for their activities;
- f) Preparation of the expert assessments based recommendations for the Faculty governance bodies about expected distribution of funds allocated for funding the scientific research in the budget;
  - g) Support and coordination of the scientific-research activities operated with the other relevant services of the Universities of Georgia and foreign universities;
  - h) Registration of the scientific results of the doctoral thesis performed at the Faculty for further analysis and evaluation;
  - i) Assessment of the scientific-research activities performed by the academic staff in order to determine compliance with the priorities of a university professor;
  - J) Inquiry of any information related with the scientific-research activities from the University services;
  - k) Review of the program/project submitted by the initiative groups in establishment of the Faculty structural unit (institutes, Center, laboratories etc.) for preparation of the report;
  - l) Control over the implementation and progress of alternative postgraduate residency education and continuing medical education programs;
  - m) Fulfillment of the other powers prescribed by the Charter of the TSU State University and the legislation of Georgia.

#### **Article 36. Scientific Researches and Development Service Staff**

1. The Head of the Service shall be appointed and dismissed to/from the position by the Head of the Administration; in case of his/her absence (business trip, leave, illness etc.) his/her obligations shall be discharged by the Deputy Head of the Service.

#### **Article 37. Head of the Scientific Researches and Development Service**

1. The Head of the Scientific Researches and Development Service shall:
  - a) Manage the operation of the Service in compliance with the provisions of this Regulation and the Charter of the TSU;
  - b) Distribute the assignments among the staff members, give the instructions and tasks to them;
  - c) Manage development and implementation of the short-and long-term working plans of the Service;

- d) Implement the control and supervision in general over the alternative residency graduate education (professional training) program;
- e) Carry out the control over international relations of the Faculty and the students` exchange programs;
- f) Maintain systematic update of the website of the Faculty;
- g) Fulfill other powers prescribed by the Charter of the TSU State University and the legislation of Georgia.

## **Chapter IX**

### **Dissertation Board**

#### **Article 38. Status of the Dissertation Board of the Faculty**

The Dissertation Board shall be the academic degree awarding body created at the Faculty.

#### **Article 39. Membership of the Dissertation Board**

1. The rule of the recruitment of the Dissertation Board and election of its Chairman shall be determined by the regulations approved by the Academic Council on the basis of the introduction by the Board of the Faculty;
2. The Dissertation Board is staffed by all full and associate professors with a doctoral degree of the Faculty. The University Dissertation Board is staffed by all full and associate professors with a doctoral degree of the relevant Faculty of the University.

#### **Article 40. Rules of Operation**

The Dissertation Board shall operate in compliance with the regulations approved by the Academic Council on the basis of the introduction by the Board of the Faculty and award the Doctor's degree in the spheres determined the same regulations.

## **Chapter X**

### **Staff of the Faculty**

#### **Article 41. Staff**

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

#### **Article 42. Academic Staff**

1. The Faculty`s academic staff shall consist of the professors;
2. The membership of the professors shall consist of professors, associate professors and assistant – professor;
3. Professors shall participate and/or manage the training process and scientific researches;
4. The load limit of the professors shall be determined by the Academic Council and approved by the Representative Council;
5. The academic staff shall conclude the employment contracts for a limited period envisaged by the rules for the academic staff recruitment;
6. The rules and conditions for taking the academic position, the basis for dismissing, as well as the rights and obligations of the academic staff shall be determined by the laws of Georgia, the Charter of the TSU and the resolution adopted by the Academic Council of the TSU and approved by the Representative Council.

#### **Article 43. Administrative Staff**

1. The administrative staff of the Faculty shall include: the Dean, Deputy(ies) Dean (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 shall be determined by the laws of Georgia, the Charter of the TSU and the resolution adopted by the Academic Council of the TSU and approved by the Representative Council;
3. Basis for earlier resignation form the administrative position of the Faculty shall be the following:
  - f) Personal statement;
  - g) In case of effectiveness of the judgment guilty of the court
  - h) Death;
  - i) In case of court`s recognition his disability or limited ability;
  - j) Reach to the age of 65;
  - k) Other cases provided by the legislation of Georgia and the Charter of the TSU.

## Chapter XI

### Student

#### **Article 45. Student of the Medicine Faculty**

1. Student of the Faculty of Medicine shall be a person having enrolled and studying at the Faculty of Medicine of the University in compliance with the Law of Georgia on "Higher Education " and the Charter of the TSU for the bachelor's, master's or certified specialist, residency, as well as doctoral and residency program;
2. Student's rights and obligations shall be determined by the Charter of the University;
3. Suspension or termination of the student's status shall be decided by the Academic Council.

#### **Article 46. Education at the Faculty of Medicine**

1. Only the individual holding the full general education state certificate or an individual equaled to him/her shall be entitled to study at the Faculty;
2. The basis for obtaining the status of a student for the citizens of Georgia at the stage of Bachelor's degree/certified medic training shall be the results of the unified national exams except specific cases envisaged by the legislation;
3. The rule of enrollment in the Faculty of Medicine shall be determined by the laws of Georgia, the Charter of the TSU and the present Regulations;
4. The students` semester registration shall be carried out in two stages: administrative – In the manner of payment of the tuition fee in the bank and academic (subject) – by the “Training Process Management System”;
5. Annual admissible amount of the credits for the stage of the Bachelor's /certified medic/certified stomatology training shall be 65 credits (not more than 30-35 credits per semester);
6. After the completion of each step of the university education the graduate shall be awarded the appropriate academic degree/qualification. According to the established rules the Bachelor, Medical Doctor or Dental Doctor/certified specialist degree shall be awarded by the University on the basis of the recommendation of the relevant Faculty;
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 program for the Faculty of Medicine shall be adopted by the Board of the Faculty and approved by the Representative Council of the University.

**Article 47. Enrollment in the MA Course of the Faculty of Medicine**

1. The right to continue study in the MA Course of the TSU shall have an individual with bachelor's degree, Medical Doctor and the Dental Doctor who have passed the general graduate exam, except for the cases envisaged by the "Regulations for Graduate Exams" approved under the Order #227 by the Minister of Education and Science of Georgian and the Law of Georgia on "Higher Education" (# 82/2010, 01.07.2010);
2. Formal recognition of the documents (recognition) issued by foreign institutions of higher education shall be implemented in compliance with the article 50 of the Law of Georgia on "Higher Education";
3. Application deadlines 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 and approved by the Rector of the TSU on the basis of the introduction submitted by the Faculties;
5. Exam in specialization shall be conducted in a written form;
6. The examination work 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. The competitive exam in a foreign language shall be admitted the contestant who successfully pass the test of specialty;
8. The list of foreign languages for the competition test as well as the level necessary for a positive assessment shall be determined by the Master's program;
9. The examination work shall be assessed by 100 point system. The test in foreign language shall be deemed as passed if the contestant received a positive assessment (minimum 51 %), unless otherwise shall be provided by the Master's program ( # 82/ 2010, 01.07.2010);
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;

14. The Master's program for the Faculty of Medicine shall be adopted by the Board of the Faculty and approved by the Representative Council.

#### **Article 48. Enrollment in the PhD Course of the Faculty of Medicine**

1. The right to be enrolled in the PhD course shall have the individual holding Master`s or equivalent academic degree residency graduates;

2. The rules for enrollment in the PhD course shall be determined by the Law of Georgia on "Higher Education", the Charter of the TSU and the present Regulations;

3. The contestant having submitted the documents before the Admission Commission within the established period shall meet the preconditions for the PhD course admission and admitted to the competition foreign language test;

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. For positive assessment in the test of a foreign language shall be determined by the doctoral program;

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 education of the student abroad;

7. The contestant who successfully passes the exams in a foreign language shall be admitted to 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 doctoral thesis the individual shall be awarded the PhD - doctorate degree.

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

11. The doctoral program for the Faculty of Medicine shall be adopted by the Board of the Faculty and approved by the Representative Council.

**Article 49. Enrollment in Alternative Post Diploma Education Program of the Residency of the Faculty of Medicine**

1. For the citizens of Georgia the basis for obtaining the status of seeker for specialization at the alternative post diploma educational program of the residency of the TSU shall be the single-graduate qualification exam results;

2. Enrollment in the alternative post diploma educational program of the residency (professional training) shall be fulfilled on the basis of the Order (#135/n. 08.04.200) by the Minister of Labour, Health and Social Affairs of Georgia on “Approval of the Rules and Criteria for Participation in the Alternative Post Diploma Educational Program of the Residency (professional training), its Management and Assessment Rules and the Rules and Criteria of the Accreditation of the Medical Institutions and/or the Institutions where the Post-Diploma Education (Professional Training) Course shall be Taken” and in compliance with the limit/quota awarded under the accreditation;

3. Following shall be authorized to take part in the competition:

a) Graduate of the higher medical institution, medical doctor and dental doctor who has passed the unified post-diploma qualification exam in compliance with the established rules and obtained the specialization seeker certifying document and/or the relevant certificate;

b) Certified doctor-specialist wishing to obtain the right to medical practicing in a new medical specialty;

c) A person who holds a degree in medical education abroad and her/his diploma is recognized under the legislation of Georgia and qualify the requirements envisaged by the subparagraph “a” of the first paragraph of this article (Rector's Decree No. 80/01-01 09.09.2010);

4. Resolution of the organizational issues related with the admission to the Alternative Post Diploma Educational Program of the Residency (professional preparation) including the medical specialty seekers` consultations, applications, documents compliance inspection shall be managed by the Faculty of Medicine of the TSU (Rector's Decree # 80/01-01 09.09.2010);

5. Documents Receiving Commission for the Alternative Post Diploma Educational Program of the Residency (professional preparation) shall be approved by the Dean of the Faculty of Medicine of the TSU (Rector's Decree No. 80/01-01 09.09.2010);

6. Enrollment conditions shall be defined by this rule. Admission to the vacant places according

to the specialty shall be carried out on the basis of the accreditation granted by the Professional Development Board of the Ministry of Labour, Health and Social Affairs of Georgia (Rector's Decree No. 80/01-01 09.09.2010);

7. Enrollment in the Alternative Post Diploma Educational Program of the Residency (professional preparation) shall be managed through the interview (Rector's Decree No. 80/01-01 09.09.2010);

8. Determination of the competition terms shall be managed by the Order by the Rector of the TSU;

9. The interview within the scopes of each program shall be managed by the Sectoral Commission nominated by the Head of the Alternative Post Diploma Educational Program of the Residency and approved by the Dean of the Faculty of Medicine; the Sectoral Commission shall be managed by the program manager (Rector`s Decree #80/01-01 09.09.2010);

10. The interview shall be conducted within the scopes of the field program; the seeker shall have to show his/her professional knowledge level, operational thinking, communication and correct decision-making skills (Rector`s Decree #80/01-01 09.09.2010);

11. After successful completion of the program modules and in case of 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 50. Bachelor Program for Medical Doctor /Certified Dentist /Occupational Therapy**

1. The program for Medical Doctor is a one-step educational program. Duration: 6 years (12 semesters). Academic degrees: Medical Doctor. The program aims to provide the students with the knowledge compliant to the international medical standards as well as development their skills. The educational program shall provide students with the knowledge and develop their skills in the following main areas: scientific basis for medicine; clinical knowledge and skills; population health and health care systems, professional values, behavior and ethics, communication skills, critical thinking and scientific research, information management. Medical Faculty`s graduates basic skills are the following: knowledge of the field methodology and ethic; ability of application of theoretical knowledge about field study in practice (emergency medical aid within the scopes of the competence in his/her basic educational knowledge; ability of differential diagnosis making under the supervision,

participation capacity in medical problems considering, ability of assessment of the patient's illness-related psychological and social problems, evidence-based medicine principles application ability; participation in the process of resolution of the issues concerning the health care system and public health; prescription of the medicines, ability of association of a medicine with a clinical context; treatment compliance review, evaluation and potential benefits and risk identification skills); analysis and synthesis skills (clinical thinking and decision-making skills, the ability to assess the patient's condition; clinical presentation evaluation ability, the ability to compile a study plan, differential diagnosis management, disease management principles understanding skills). Problem-solving/decision-making skill (a medical problem identification and solutions defining ability), the time scheduling and organizational skills (ability to develop the working plan, evaluate its capacity, define the priorities; maintenance and application of the resources that are necessary for work); communication in the native language (can participate in the discussion on the professional level as well as develop the detailed written report, communication ability with a patient, his/her family and colleagues, written communication skills (medical record keeping skills); digital competence (knowledge and application of modern information and communication technologies, including the subject area; mastering in the new information technologies independently, computer skills, ability to use, understand and complete clinical records, information storage and use skills). Team working: interdisciplinary team working skills (ability to effectively working in a group as a member; ability of negotiation and conflict resolution in the professional context); learning skills (capable of using a wide range of resources to manage his/her own knowledge, ability of their evaluation of his/her own knowledge and determine the needs for further study). Study skills (medical practice, new scientific research results of the analysis and the transfer of skills, research results, methods, application of his/her knowledge; practice analysis ability (capacity)); project development skills (certain component development skill). Ability to work independently (responsibility for his/her own performance and ability to assess critique it. Ability to work under minimal supervision conditions in compliance with the recommendations/instructions duly agreed). Employment opportunities: practical work - junior doctor, teaching and scientific activities; theoretical activity in medicine, a prerequisite for applying to the doctoral program, a prerequisite for passing in residency;

2. The program for Medical Doctor is a one-step educational program. Duration: 5 years (10 semesters). Academic degrees: Certified dentist (Doctor of Dental Medicine DMD). Objective: a single-stage so-

called certified specialist educational program is designed to provide students with the international medical standards of knowledge and skills. The educational program provides students with the knowledge and develops his/her skills in the following main fields: dentistry in the field of theory, clinical knowledge and skills of dentistry, public health and health care systems, professional values, behavior and ethics, communication skills, critical thinking and scientific research, information management. Medical graduates basic skills: study in the field of ethics, methodology and subject knowledge (a new field of research and evidence-based systemic knowledge, knowledge of medical ethics and legal principles, understanding of specific ethical problems and ability of solution of an ethical dilemma); ability of application of theoretical knowledge about field study (dentistry) in practice (emergency stomatological aid, ability to provide with the emergency stomatological assistance compliant to the international guidelines, ability of differential diagnosis making under the supervision, participation capacity in medical problems considering, ability of assessment of the patient's illness-related psychological and social problems, evidence-based medicine principles application ability; participation in the process of resolution of the issues concerning the health care system and public health; prescription of the medicines, ability of association of a medicine with a clinical context; treatment compliance review, evaluation and potential benefits and risk identification skills); analysis and synthesis skills (clinical thinking and decision-making skills, the ability to assess the patient's condition; clinical presentation evaluation ability, the ability to compile a study plan, differential diagnosis management, disease management principles understanding skills). Problem-solving/decision-making skill (a medical problem identification and solutions defining ability), the time scheduling and organizational skills (ability to develop the working plan, evaluate its capacity, define the priorities; maintenance and application of the resources that are necessary for work); communication in the native language (can participate in the discussion on the professional level as well as develop the detailed written report, communication ability with a patient, his/her family and colleagues, written communication skills (medical record keeping skills); digital competence (knowledge and application of modern information and communication technologies, including the subject area; mastering in the new information technologies independently, computer skills, ability to use, understand and complete clinical records, information storage and use skills). Team working: interdisciplinary team working skills (ability to effectively working in a group as a member; ability of negotiation and conflict resolution in the professional context); learning skills (capable of using a wide range of resources to manage his/her own knowledge, ability of their evaluation of his/her own

knowledge and determine the needs for further study). Study skills (medical practice, new scientific research results of the analysis and the transfer of skills, research results, methods, application of his/her knowledge; practice analysis ability (capacity)); project development skills (certain component development skill). Ability to work independently (responsibility for his/her own performance and ability to assess critique it. Ability to work under minimal supervision conditions in compliance with the recommendations/instructions as agreed).

3. Occupational therapy Bachelor program. Training steps: First Academic Degree: Bachelor of Medicine; training duration: 4 years (8 semesters). Objective: the objective of the undergraduate educational program for the students is to provide them with the knowledge compliant to the international standards as well as to develop their skills for occupational therapy. Basic knowledge of the Bachelor program graduate covers the following:

Explanation of the basic theoretical concepts of occupational therapy, especially respecting the people`s occupational behavior and occupational nature; explanation of the relationship between the concepts of occupational activity, health and well-being of people; biological, medical, humanitarian, psychological, social , technical and occupational skills necessary to use a convergence of science and the "occupation" theories of integrity. Formal theories and research findings with respect to the use of complexity analysis of the occupation of the changing conditions of society; participation in the rational and interesting discussions and arguing with the others regarding the issues of occupational therapy; occupational therapy process and professional thinking; working in partnership with the individuals/populations by application of the occupation for prevention, rehabilitation and treatment in order to facilitate participation, health and welfare. Selection, change and use of the relevant theories, practice models and methods to meet the occupational health needs of the individuals/populations; occupational therapy process in the context of a professional and ethical judgment, the ability to efficiently use this skills. Utilization of the therapeutic potential of occupation in the way of activity analysis, occupation analysis and synthesis method; application of occupational therapy process and adaptation with the individuals/populations on the basis of cooperation. Maintenance of accessible and adaptive work environment, occupational attainment of justice; collaborate with the members of the community in health and welfare sphere through participation in occupation; ability to actively seek, critically evaluate and use information from various sources and evidence to occupational therapy practice to be contemporary and relevant to the client; ability to critically evaluate the practice of occupational therapy, to make sure that currently the focus is made on occupation and occupational

activities. Professional relationships and work in partnership with the client - centered practice principles. Establish a therapeutic relationship/partnership as a basis for occupational therapy process. The ability to establish and maintain cooperative partnership to provide advice and make recommendations to clients, caregivers, multidisciplinary team members and other interested persons about occupational advancement and participation in a diversified contexts; cooperation with the client based on the protection of their rights in order to be satisfied their occupational needs; to respect, appreciate individual differences, cultural beliefs and traditions, to take into account their impact on occupation and participation. Professional autonomy and responsibility. Ability to prepare, maintain and update the occupational therapy process documentation. Ability to obey local/regional/national/European laws and regulations, professional standards and employer requirements; ability to manifest aspiration for continuing education of occupational therapy practice in the pursuit of improvement; working in compliance with the ethical rules, respect to the client and take into account the occupational therapists code of professional ethics. Ability to identify himself/herself as an occupational therapist, management, knowledge, abilities and skills to identify gaps. Research and development in occupational therapy/occupational science to reveal wrongdoing, occupational therapy and/or occupational science research on the issues related to the needs to formulate the relevant research questions. Occupational therapy and other relevant scientific literature to find independent, critical assessment and summarization skills. Occupational Therapy in the research design and methodology, the selection and protection of the ethical aspects. Ability to interpret, make analysis and critical assessment of the research findings in occupational therapy. Ability to develop his/her knowledge of occupation and occupational therapy practices, particularly respecting the contemporary/local social and/or health changes; Ability to disseminate the results of the management and development of occupational therapy among the stakeholders, to identify and prioritize the occupational therapy service; to have the knowledge and to apply the occupational therapy service management principles, which involves the correct calculation of finances, resources and technology management, drafting of the minutes; ability to be involved in evaluating and improving the quality of occupational therapy services in a continuous process; to engage in this process to the clients within the scopes of the possibilities and report the outcomes to the stakeholders - individuals/clients; to be pro-active in the development of occupational therapy, its improvements and advocating; to possess and incorporate the information about the health and social welfare, community development and legal processes on international as well as national and local levels that

may affect occupational therapy service.

Employment opportunities: the field, which is being developed by an occupational therapist is developed in accordance with the requirements of the institution or an employer, where he/she works, these are: support prematurely born children (growth and development), i.e. early intervention; improvement of learning environment for preschool and school-age children with a physical or mental disability having challenging behavior, internal conditions adaptation to those persons who have suffered a stroke, have limited eyesight or dementia; requirements of task analysis from the clients in posttraumatic period, a variety of equipment (tools, equipment, auxiliary materials) of planning, creating and giving instructions for proper application of research to measure the effectiveness of the treatment activities; changes due to the great diversity and range of opportunities for their assistance nationwide. Occupational therapists work in schools, rehabilitation centers, mental health centers, nursing homes, medical clinics and the patients` patronage agencies.

## **Chapter XII**

### **Budget and Finances of the Faculty**

#### **Article 52. Faculty Budget**

1. The budget of the Faculty of Medicine is the part of the TSU budget;
2. Under the rules established by the TSU the Faculty shall participate in the development process of the budget.

#### **Article 53. Finances of the Faculty**

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 54. Rules of Approval. Revocation of the Regulations of the Faculty.  
Amendments and Additions to it**

1. The structure and the Regulations of the faculty shall be developed by the Board of the Faculty and approved by the Representative Board of the TSU;
2. Approval, revocation amendment and addition 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 55. Approval and Effectiveness of the Regulations**

1. The temporary Regulations of the Faculty shall be null and void immediately upon the effectiveness of this Regulations;
2. The Regulations shall be effective immediately upon approval of it by the Representative Board of the TSU.