



The document was approved by the order of the Rector of Kutaisi University No. 298 of July 24, 2020

Amendments to the document were made by the order of the rector of the university No. 67 of October 19, 2020, No. 81 of November 4, 2020, No. 94 of November 11, 2020, No. 131 of December 31, 2020, which came into force on January 1, 2021. By Order No. 53 of April 8, Order No. 4 of January 5, 2022, Order No. 86 of September 29, 2022, Order No. 55 of March 15, 2023, and Order No. 38 of February 29, 2024.

*Regulations of the Faculty of Medicine
of "Kutaisi University" LLC*

2020 წელი

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Article 1. Faculty Status

1. The Faculty of Medicine (hereinafter - the "Faculty") of "Kutaisi University" LLC (hereinafter - the "University") is the main educational unit of the university, which, under the conditions of academic freedom and institutional autonomy, through educational programs and scientific research, ensures the training of students in the field of health care and awarding the corresponding academic degree of the implemented educational program.
2. The faculty is accountable to the rector of the university.
3. The faculty acts on the basis of the current legislation of Georgia, the university's regulations, the present regulations and other legal acts of the university.
4. Faculty is not a legal entity.

Article 2. Main Goals and Objectives of the Faculty

The main goals and objectives of the faculty:

- a) In the field of healthcare, provision of the opportunity to receive modern standards and affordable education;
- b) Training future-oriented, highly qualified, competitive specialists corresponding to the growing demands of the local and international market;
- c) Creation of proper conditions and care for continuous development for faculty staff and students in order to carry out teaching, scientific-research activities;
- d) Promoting the participation of university students and academic staff in educational, scientific-research projects;
- e) Promoting the formation and development of professional and practical skills of students for their professional activities;
- f) Promotion of qualification raising and retraining courses, trainings in accordance with the interests and capabilities of students and other interested persons;
- g) Determining ways of continuous improvement and improvement of educational programs;
- h) Ensuring the involvement of students in the management of the faculty.

Article 3. Faculty Structure

1. Faculty management bodies/managing entities are:
 - a) Faculty Council;
 - b) Dean.
2. The number of persons employed at the faculty is determined in accordance with the staff schedule of the university.
3. There functions an educational program Committee at the faculty.

4. There functions a Research Institute of Medicine at the Faculty.

Article 4. Faculty Council and its Authority

1. The Council of the Faculty of Medicine (hereinafter - the "Faculty Council") is the management body of the faculty, which carries out the planning process of the academic activities of the faculty, the support of the educational and scientific-research process, the awarding of appropriate qualifications to the graduates of the educational program (except for the doctoral program), considers the issue of developing, making changes and developing educational programs of the faculty.

2. The faculty council exercises the following powers:

- a) In accordance with the applicable legislation and internal university legal acts, awards appropriate qualifications to graduates;
- b) Participates in the process of development, changes and development of educational programs;
- c) Discusses the issue of initiating a new educational program, ensures the preparation of a report on market research, program demand and resources needed for program implementation, which the dean presents to the governing board;
- d) Discusses the issue of making changes to the educational program, updating the program or approving a new program;
- e) Considers the composition of the program committee of the head of educational programs/co-director, as well as the candidacy of the student present at the committee meetings, which is submitted to the rector for approval;
- f) Makes a decision to issue the amount requested in the form of an advance to the affiliated academic staff for financing scientific-research activities within the framework of the affiliation agreement and submits it to the rector;
- g) The Council is authorized to finance affiliated or other personnel for such scientific-research activities that it will carry out on behalf of Kutaisi University. In case the amount is not included in the budget of the faculty, the consent of the rector is necessary;
- h) The Council is authorized to review the scientific research project submitted by an affiliated or other person, which will be implemented on behalf of Kutaisi University. If the council determines the relevance of the research project to the university's strategy and research priorities, the chairperson of the council/dean applies to the rector for the approval of the commission for the evaluation of the research-scientific project and presents the composition of the commission. The evaluation of the research project is carried out in accordance with the research funding rules;
- h¹) Determines research priorities, taking into account the mission and strategy of the university, based on the evaluation of the scientific-research potential of the personnel provided by the center for the

promotion of scientific-research activities and the reports on the research directions in demand in the society.

- i) Submits the following nominations for the membership of the governing board: two affiliated academic staff, one graduate, one student and one employer;
- j) Considers the issue of the need to announce an academic competition at the faculty, and based on the decision of the faculty council to announce the competition, the chairperson of the council/dean applies to the rector to issue the relevant legal act;
- k) Approves the topic of the student's bachelor's/master's thesis/project, supervisor of the bachelor's/master's thesis/project and reviewer(s)¹; Considers the composition of the appeal commission, which is submitted to the rector for approval by the dean;
- l) Reviews of the draft of the regulations of the doctoral program and submit it to the governing board for approval;
- m) Exercises other powers granted to him/her by the legislation of Georgia and the legal acts of the university.

Article 5. Composition of the Faculty Council

1. The faculty council consists of the dean of the faculty, affiliated staff of the faculty, and students.
2. The faculty council is chaired by the dean, and in his/her absence, by the acting dean determined by the legal act of the rector.

Article 6. Rules of Formation of the Faculty Council

1. The issue of electing students to the faculty council is regulated as follows:
 - a) The number of students in the faculty council is determined by at least one quarter of the total number of affiliated personnel included in the faculty council (if there is a corresponding number of students in the faculty);
 - b) The number of students determined by subsection "a" of this article will be nominated by the student self-government from the students of the relevant faculty to the faculty council.
2. The issue of electing affiliated personnel in the faculty council is regulated as follows: if there are thirty or less than thirty affiliated personnel in the faculty, the faculty council includes all affiliated personnel of the faculty, and if their number exceeds thirty, then elections are held; In such case, the number of members of the Board shall be determined at a minimum of thirty and above thirty with 1 member for every 10 affiliated personnel (*e.g. If there are 50 affiliated staff in the faculty, the number of council members will be 30 members and for the remaining 20 staff - 2 members, for a total of 32 members*).

¹ The dean of the faculty initiates the issue of approval of the supervisor(s) and reviewer(s) of the bachelor's/master's thesis/project at the faculty council.

3. The election date is determined by the rector's order and announced at least 15 days before the election. Any affiliated staff of the faculty can submit their candidacy as a member of the faculty council within 5 calendar days after the announcement of the election. Nominated candidates are selected by affiliated academic staff.
4. Elections are conducted by the election commission, the composition of which is approved by the rector upon the dean's submission. The Election Commission may not include affiliated, academic, invited staff or program supervisors of the university. Elections are held by secret ballot. More than 50% of the affiliated personnel must participate in the election to be considered held.
5. In order to receive the ballot paper (Appendix No. 1), the voter is obliged to submit an identity card to the Election Commission. The ballot registration card (Appendix No. 2) indicating the ballot number remains with the voting procedure commission, and the other part is given to the voter.
6. The list of all the affiliated personnel who suggest their candidacy according to paragraph 3 of this article is placed on the ballot paper.
7. After receiving the ballot, the voter is obliged to secretly circle one, several or all candidates placed on the ballot (including his/her own candidacy).
8. Votes are counted and the results are published within 1 day of the elections. Within the specified number of council members, faculty council members become candidates with better results. If the candidates receive equal votes, repeated elections are held.
9. Repeated elections will be held also if the specified number of council members could not be elected in the first round.
10. Repeated elections (second round) are held no later than 1 month after the announcement of the results of the first election in accordance with the rules established for the first round of elections.
11. Nominations of the members elected in the first round are not submitted again in repeated elections.
12. Staffing of the Council is carried out with the candidates selected in the first and second round, within the predetermined number.
13. The faculty council, immediately after the first meeting, recognizes its authority.
14. In the case of the formation of the faculty council through elections, if the authority of a member of the council is terminated due to the expiration of the term or other circumstances, and the number of members of the council becomes less than 10, re-election is called.
15. In case of termination of the student's authority in the faculty council, the student self-government will present a new candidate within the quota of students.
16. Organizational support of the Faculty Council is provided by the Secretary of the Council, who is elected by the Faculty Council from among its members.

Article 7. Procedure for Holding Sessions and Making Decisions

1. The meeting of the faculty council is convened by the dean of the faculty, and in his/her absence - by the acting dean determined by the legal act of the rector.
2. The session of the faculty council can be convened also by the decision of one third of the members of the faculty council.
3. Faculty council meetings are held as needed, but not less than once a semester.

4. The chairperson of the faculty council is obliged to inform the members of the faculty council and the academic staff of the faculty about the date, time and agenda of the meeting by e-mail.
5. Non-affiliated academic staff of the faculty (or affiliated academic staff who are not part of the faculty council) are entitled to attend the faculty council meeting and participate in the discussion of the issue with the right of a deliberative vote.
6. Academic staff of the faculty (or affiliated academic staff who are not part of the faculty council) are also entitled to apply in writing to the chairperson of the faculty council, regarding the discussion of the issue they want at the faculty council.
7. The session of the faculty council is capable of decision if the majority of the list of members of the faculty council is present;
8. Unless otherwise stipulated by this regulation, the decisions of the faculty council are made by open voting, by the majority of those present at the session, in special cases, the issue of secret voting is decided in advance by the faculty council.

Article 8. Minutes of the Faculty Council Meeting

1. The minutes of the meeting of the members of the faculty council and the fact of the decision-making are drawn up, signed by the chairperson of the council, in his/her absence - by the acting chairperson of the council and the secretary of the council.
2. The minutes of the faculty council meetings are kept by the dean of the faculty for at least 3 years, after which they are transferred to the university archives.

Article 9. Termination of Authority of a Faculty Council Member

Grounds for terminating the powers of faculty council members:

- a) The term of office of an affiliated academic staff member elected as a member of the faculty council is determined by the term of office of the affiliated academic staff member. In case of termination of the affiliation agreement, the member of the faculty council automatically loses the right to be a member of the faculty council.
- b) A student who is a member of the faculty council automatically loses the right to be a member of the faculty council in the event of termination of status or transfer to another faculty through mobility. In such a case the student self-government will nominate a new candidate.

Article 10. Dean of the Faculty

1. The purpose of the activity of the dean of the faculty is to ensure the proper course of the educational process at the faculty and to supervise the scientific and research activities in the relevant directions. The dean is accountable to the rector.

2. The functions of the dean of the faculty are:

- a) Supervising the proper implementation of their powers by the employees of the faculty, including the implementation of the action plan and giving the relevant tasks;
- b) In accordance with the mission and strategy of the university, developing the action plan of the faculty and preparing the quarterly and annual report on its implementation;
- c) Coordination of the proper formation of the faculty budget and implementation of subsequent processes;
- d) Effective administration of the educational process at the faculty and cooperation with the educational process administration service;
- e) Ensuring the purposeful use of the funds allocated to the faculty, taking care of the protection and purposeful use of the material-technical base and educational resources;
- f) Chairing the sessions of the faculty council;
- g) Coordination of the process of drawing up tables, in close cooperation with the head of the relevant educational program;
- h) Based on the decision of the faculty council, submitting to the rector the candidacy of the program head/co-head and the composition of the program committees;
- i) Supervision of program leaders/co-leaders in the process of developing, updating and implementing educational programs;
- j) Submission of proposals for raising the qualifications and professional development of academic/invited personnel to the relevant structural unit;
- k) Submission of proposals for the encouragement of administrative, academic, invited staff of the faculty for the relevant structural unit;
- m) Submission of the list of scholarship recipients to the rector;
- n) Presenting the composition of temporary and permanent commissions to the rector for approval within the scope of his/her competence;
- n) Providing information about the academic calendar to the educational process administration service;
- p) Submission of information/documentation to the educational process administration service for the preparation of drafts of Rector's orders on student enrollment, suspension/termination of student status/registration in an additional semester;
- p) Determining the number and coefficients of vacancies to be announced for the unified national/common master's exams, mobility/internal mobility together with the program leaders/co-leaders and the Quality Assurance Service and submitting them to the educational process administration service;
- r) In agreement with the head of the program, determining the format of conducting internal university exams to obtain the status of a student of the master's educational program and submit it to the rector for approval;
- s) Submission of documents and information necessary for the compilation of the ranking document of the master's students who wish to enroll in the master's educational program to the educational process administration service;

- t) In agreement with the head of the program, determining the list of documents to be submitted by the candidates for receiving the application for the doctoral program, examination deadlines and submitting it to the rector for approval;
- t¹) Quarterly submission of a report on the implementation of grant projects funded within the faculty in accordance with the form developed for the Center for the Promotion of Scientific Research Activities;
- t²) Supervision of scientific research institute(s) and scientific research activities at the faculty;
- u) Signing the certificates of students/graduates, mark sheets, as well as the certificates and recommendations determining the amount of the tuition fees;
- v) Based on the specifics of his/her work, in accordance with the goals and objectives of the institution, exercising other powers.

Article 10¹. Deputy Dean of the Faculty

1. The dean has a deputy in charge of the educational process.

2. The purpose of the activity of the deputy dean of the faculty in the direction of the educational process is to promote the existing activities in the educational direction within the faculty. The functions of the deputy dean in the educational direction are:

- a) participating in the management of the faculty in the educational direction at the request of the dean;
- b) facilitating the effective management of the educational process;
- c) providing consultation to students regarding the educational process;
- d) participation in drawing up study tables;
- e) Fulfillment of individual tasks and instructions of the dean.

Article 11. Manager of the Faculty's Educational Process Management

The manager of the educational process management of the faculty is accountable to the dean of the faculty. Its functions are:

- a) Receiving documents of entrants and signing educational service contracts with them;
- b) Collecting information about obtaining/suspending/terminating/registration in an additional semester of student status and providing it to the dean;
- c) Production of students' personal files;
- d) Ensuring the drawing up of the table with the involvement of program managers;
- e) Monitoring of the educational process, as well as control of timely attendance at lectures/seminars by academic/invited staff;
- f) Promoting the activities of the credit recognition commission;
- g) Preparation of necessary information for issuing diploma, diploma supplement, certificate and delivery to the dean;
- h) Submission of the list of scholarship holders to the dean;
- i) Informing students and academic/invited staff on issues related to the educational process;

- j) Consulting students within their competence, supporting them in planning the educational process and participating in the process of drawing up an individual curriculum for them;
- k) Preparation and submission of drafts of the student's study certificates and mark sheets to the dean;
- l) Monitoring of timely reflection of midterm evaluations (except for imidterm and final/supplementary exams) by academic/invited staff in the internal university base;
- m) Preparing a response to incoming correspondence within the scope of one's own competence;
- n) Providing information to students about the changes made in internal university acts, as well as providing information about their rights and, if necessary, organizing consultation meetings;
- o) Close cooperation with the educational process administration service and coordination with various structural units of the university
- p) Effective communication with students, identifying student needs and informing the dean;
- q) Participation in the organization of student scientific conferences;
- r) Control of the processes of planning, implementation and protection of educational practices at the faculty;
- s) Coordination of defense of bachelor's and master's theses;
- t) Participation in the organization of educational, scientific and other types of events planned at the faculty;
- u) Based on the specifics of his/her work, to fulfill the dean's instructions in accordance with the goals and objectives of the institution.

Article 12. Research Institute of Medicine

1. The goal of the Research Institute of Medicine is to carry out research activities in order to promote the development of educational programs at the faculty level.
2. The functions of the research institute are:
 - a) Organization of scientific-research activities focused on modern knowledge and quality for the purpose of researching the problems of medicine;
 - b) Finding scientific-research grants in the relevant direction;
 - c) Cooperation with local, international, regional organizations, as well as research institutes and universities in the scientific-research direction;
 - d) Promotion of research results;
 - e) Supporting the organization of international and local conferences, seminars, symposiums;
 - f) Publication of a scientific journal;
 - g) Based on the evaluation of the scientific-research potential of the personnel provided by the center for the promotion of scientific-research activities and the reports on the investigation of the research directions in demand in the society, taking into account the mission and strategy of the university, determining the research priorities and presenting them to the faculty council.
 - h) Periodical submission of reports on the scientific-research activities carried out within the framework of the institute to the Center for the Promotion of Scientific-Research Activities and other relevant structural units;

- i) Quarterly submission of information to the dean of the faculty about the implementation of grant projects funded within the framework of the institute;
 - j) Exercising other powers in accordance with the goals and objectives of the institution.
3. The functions of the head of the institute, scientific staff and other employees are defined in accordance with the labor contract signed with them and the job description.

Article 13. Educational Program Committee

1. In order to evaluate, modify, develop and make changes to the educational program, as well as to prepare for repeated/scheduled accreditation of the program, a permanent committee of the educational program is established;
2. The committee is headed/chaired by the head of the relevant program;
3. The activities and powers of the committee are regulated by the regulations of the educational programs committee, which are approved by the rector.

Article 13. Head of the Educational Program

1. The educational program/programs are led by the academic staff of the faculty. The invited staff can be the co-head of the educational program. His/her functions are determined by the labor contract signed with him/her.
2. The functions of the head of the program are:
 - a) Taking into account the legislative changes and in order to make the program relevant, to lead the process of development, development of the program and making changes to it;
 - b) Providing leadership of the educational program committee;
 - c) Coordinating the work of the members of the educational program committee;
 - d) Within the framework of coordination with the personnel implementing the educational program, ensuring continuous improvement of the program;
 - e) Ensuring the attraction of academic and guest personnel of the educational program;
 - f) Coordinating the revision of the existing syllabi, if necessary, in coordination with the relevant persons, to refine or change both content and technical details;
 - g) Coordinating the revision of training materials and readers and, in coordination with the relevant persons, to bring them into compliance with the standard;
 - h) If necessary, ensuring a revision process of the existing evaluation system;
 - i) In order to provide practice on the relevant program, finding practice objects and facilitate the signing of memorandums/agreements with them;
 - j) In close cooperation with the relevant officials, ensuring the creation of a methodological basis for teaching, both at the documentary and program level, and the integration of the existing methodology into the training courses;
 - k) In close cooperation with the relevant officials, providing information to the head of the library about the purchase of textbooks relevant to the learning outcomes of the educational program;

- l) In close cooperation with the relevant structural units, taking care of the promotion of the relevant educational program.
- m) Based on the specifics of his/her work, in accordance with the goals and objectives of the institution, exercising other powers.

Article 15. Simulation Center

1. The simulation center is a structural unit of the Faculty of Medicine of Kutaisi University LLC. The activity of the simulation center is regulated according to “The Rules of the Activity of the Simulation Center.
2. The activity of the simulation center is managed by the head of the center. The functions and duties of the head of the simulation center are determined by the document on the "Job Descriptions and Qualification Requirements of Kutaisi University Administrative Staff" LLC.

Article 16. Transitional Provisions

The current composition of the Faculty Council shall retain its authority.

Article 17. Final Provision

After the entry into force of this provision, those legal acts of the university, which otherwise regulate the relations provided for by this provision, shall be considered invalid in whole or in part.

Kutaisi University
Faculty Council Affiliated Staff Member Election - 202____
Election ballot N _____

Voting Card

N	Candidate Name	Candidate Surname
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
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