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*Regulations of Faculty of Medicine
at Central University of Europe LLC*

2020



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Article 1. Faculty Status

1. The Faculty of Medicine (hereinafter - "Faculty") of Central University of Europe LLC (hereinafter - "University") is the University's main educational unit, which, under conditions of academic freedom and institutional autonomy, through educational programs and scientific research, ensures the preparation of students in the field of healthcare and the awarding of academic degrees corresponding to the implemented educational program.
2. The Faculty is accountable to the University Rector.
3. The Faculty operates on the basis of the current legislation of Georgia, the University's regulations, these regulations, and other legal acts of the University.
4. The Faculty is not a legal entity.

Article 2. Main Goals and Objectives of the Faculty

The main goals and objectives of the Faculty are:

- a) Ensuring the possibility of obtaining accessible education that meets modern standards in the field of healthcare;
- b) Preparing future-oriented, highly qualified, competitive specialists in accordance with the growing demands of the local and international market;
- c) Creating appropriate conditions and ensuring continuous development for Faculty staff and students to carry out teaching and scientific-research activities;
- d) Promoting the participation of the University's students and academic staff in educational and scientific-research projects;
- e) Promoting the formation and development of professional and practical skills for students' professional activities;
- f) Promoting the conduct of qualification improvement and retraining courses and trainings in accordance with the interests and capabilities of students and other interested persons;
- g) Outlining ways for continuous improvement and perfection of educational programs;
- h) Ensuring student involvement in Faculty management.

Article 3. Faculty Structure

1. The Faculty's governing bodies/managing entities are:
 - a) Faculty Council;
 - b) Dean.
2. The number of persons employed at the Faculty is determined in accordance with the University's staffing schedule.
3. There is an Educational Program Committee at the Faculty.



4. There is a Medical Research Institute at the Faculty.

Article 4. Faculty Council and Its Powers

1. The Faculty of Medicine Council (hereinafter - "Faculty Council") is the Faculty's governing body, which carries out planning of the Faculty's academic activities, support of educational and scientific-research processes, awarding of appropriate qualifications to graduates of educational programs, and considers issues of developing Faculty educational programs, introducing changes to them, and their development.

2. The Faculty Council exercises the following powers:

- a) Awards appropriate qualifications to graduates in accordance with current legislation and internal university legal acts;
- b) Participates in the process of developing educational programs, changes, and their development;
- c) Considers the issue of initiating a new educational program, ensures the preparation of a report on market research, program demand, and resources necessary for program implementation, which the Dean submits to the Governing Board;
- d) Considers the issue of introducing changes to educational programs, updating programs or approving new programs, and the issue of canceling educational programs;
- e) Considers the composition of the educational program director/co-director, program committee, as well as considers the candidacy of a student attending committee meetings, which the Dean submits to the Rector for approval;
- f) Makes a decision on issuing the amount requested as an advance to finance scientific-research activities within the framework of an affiliation agreement for affiliated academic staff and submits the decision to the Rector;
- g) The Council is authorized to finance affiliated or other staff for such scientific-research activities that they will carry out on behalf of Central University of Europe. In case the amount is not provided for in the Faculty's budget, the Rector's consent is necessary;
- h) The Council is authorized to consider a scientific-research project submitted by an affiliated or other person, which will be implemented on behalf of Central University of Europe. If the Council determines that the research project complies with the University's strategy and research priorities, the Council Chairperson/Dean applies to the Rector for approval of a committee for the purpose of evaluating the research-scientific project and submits the committee composition. Evaluation of the research project is carried out in accordance with the research funding rules;
- h¹) Determination of research priorities based on reports on the assessment of staff's scientific-research potential and research of research directions in demand in society, provided by the Center for Promotion of Scientific-Research Activities, taking into account the University's mission and strategy.



- i) Submits the following candidates for membership of the Governing Board: two affiliated academic staff members, 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 Faculty Council's decision to announce the competition, the Council Chairperson/Dean applies to the Rector for the purpose of issuing the relevant legal act;
- k) Exercises other powers granted to it by the legislation of Georgia and the University's legal acts.

Article 5. Faculty Council Composition

- 1. The Faculty Council composition includes the Faculty Dean, Faculty affiliated staff, and students.
- 2. The Faculty Council is chaired by the Dean, and in their absence, by the acting Dean determined by the Rector's legal act.

Article 6. Procedure for Forming 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-fourth of the total number of affiliated staff included in the Faculty Council (in case of the existence of an appropriate number of students at the Faculty);
 - b) The number of students determined by subparagraph "a" of this article for the Faculty Council is nominated by the student self-government from among the students of the respective Faculty.
- 2. The issue of electing affiliated staff to the Faculty Council is regulated as follows: in case of the existence of thirty or fewer affiliated staff at the Faculty, the Faculty Council composition includes all affiliated staff of the Faculty, and if their number exceeds thirty, elections are held; in such cases, the number of Council members is determined by a minimum of thirty and one member for every 10 affiliated staff above thirty (*e.g., if there are 50 affiliated staff at the Faculty, the number of Council members will be 30 members and for the remaining 20 staff - 2 members, totaling 32 members*).
- 3. The election day is determined by the Rector's order and is announced at least 15 days before the elections. Any affiliated staff member of the Faculty may submit their candidacy for Faculty Council membership within 5 calendar days from the announcement of elections. The election of submitted candidates is carried out by affiliated academic staff.
- 4. The conduct of elections is ensured by an election commission, whose composition is approved by the Rector based on the Dean's submission. The University's affiliated, academic, invited staff or program director cannot be included in the election commission composition. Elections are held by secret ballot. For elections to be considered held, more than 50% of affiliated staff must participate in them.
- 5. To receive a ballot (*Appendix No. 1*), the voter is obliged to present an identity document to the election commission. The ballot registration card (*Appendix No. 2*) with the ballot number indication remains with the voting procedure commission, while the second part is given to the voter.



6. The ballot contains a list of all affiliated staff who nominated their candidacy according to paragraph 3 of this article.
7. The voter is obliged, after receiving the ballot, to secretly mark one, several, or all candidates placed on the ballot (including their own candidacy).
8. Within 1 day from conducting the elections, votes are counted and results are published. Within the limits of the determined number of Council members, Faculty Council members become candidates with the best results. In case of candidates receiving equal votes, repeated elections are held.
9. Repeated elections are also held if the determined number of Council members was not elected in the first round.
10. Repeated elections (second round) are held no later than 1 month from the announcement of first election results in accordance with the rules established for the first round of elections.
11. In repeated elections, the candidacies of members elected in the first round are not re-submitted.
12. The Council is staffed with candidates elected in the first and second rounds, within the limits of the pre-determined number.
13. The Faculty Council, upon its first meeting, recognizes its powers.
14. In case of forming the Faculty Council through elections, if a Council member's term expires or their powers are terminated due to other circumstances and the number of Council members becomes less than 10, new elections are appointed.
15. In case of termination of a student's powers in the Faculty Council, the student self-government nominates a new candidacy within the student quota.
16. Organizational support for the Faculty Council is provided by the Council secretary, who is elected by the Faculty Council from among its members.

Article 7. Procedure for Holding Meetings and Making Decisions

1. The Faculty Council meeting is convened by the Faculty Dean, and in their absence - by the acting Dean determined by the Rector's legal act.
2. A Faculty Council meeting may also be convened by a decision of one-third of the Faculty Council members.
3. Faculty Council meetings are held as needed, but at least once per semester.
4. The Faculty Council Chairperson is obliged to provide information to Faculty Council members and Faculty academic staff about the date, time, and agenda of the meeting a reasonable time before the Council meeting by email.
5. Non-affiliated academic staff of the Faculty (or affiliated academic staff who are not included in the Faculty Council composition) is authorized to attend the Faculty Council meeting and participate in the consideration of the issue with advisory vote¹.

¹ Express their own opinion regarding the issue under consideration



6. Academic staff of the Faculty (or affiliated academic staff who are not included in the Faculty Council composition) is also authorized to apply in written form to the Faculty Council Chairperson regarding consideration at the Faculty Council of an issue desired by them.
7. A Faculty Council meeting has a quorum if attended by a majority of the Faculty Council members' list composition;
8. Unless otherwise established by these regulations, Faculty Council decisions are made by open voting, by a majority of those present at the meeting; in special cases, the Faculty Council decides in advance on conducting secret voting.

Article 8. Faculty Council Meeting Protocol

1. A meeting protocol is drawn up regarding the fact of convening Faculty Council members, holding a meeting, and making decisions, which is signed by the Council Chairperson, in their absence - by the acting Council Chairperson and the Council secretary.
2. Faculty Council meeting protocols are kept by the Faculty Dean for at least 3 years, after which they are transferred to the University archives.

Article 9. Termination of Faculty Council Member's Powers

Grounds for termination of Faculty Council members' powers:

- a) The term of powers of affiliated academic staff elected as a Faculty Council member is determined by the term of holding the position of affiliated academic staff. In case of termination of the affiliation agreement, a Faculty Council member automatically loses the right to Faculty Council membership.
- b) A student who is a Faculty Council member, in case of termination of status or transfer to another Faculty by mobility procedure, automatically loses the right to Faculty Council membership; in such cases, the student self-government nominates a new candidate.

Article 10. Faculty Dean

1. The purpose of the Faculty Dean's activity is to ensure the smooth flow of the educational process at the Faculty and supervision of scientific-research activities in relevant directions. The Dean is accountable to the University Rector.
2. The Faculty Dean's functions are:
 - a) Supervision of proper exercise of powers by Faculty employees, including execution of the action plan, and giving relevant instructions;
 - b) Development of the Faculty's action plan in accordance with the University's mission and strategy and preparation of quarterly and annual reports on its execution;
 - c) Coordination of 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 Academic Process Administration Service;
- e) Ensuring targeted use of funds allocated to the Faculty, care for the protection and targeted use of material-technical base and educational resources;
- f) Chairing Faculty Council meetings and determining issues to be considered at the Faculty Council;
- g) Coordination of the process of compiling the academic calendar and schedules in close cooperation with relevant persons/structural units;
- h) Based on the Faculty Council's decision, submission to the Rector of the candidacy of the program director/co-director and the composition of program committees;
- i) Supervision of program directors/co-directors in the process of developing, updating, and implementing educational programs;
- j) Submission of proposals on improving qualifications and professional development of academic/invited staff to the relevant structural unit;
- k) Submission of proposals to the relevant structural unit on encouraging Faculty administrative, academic, and invited staff;
- l) Submission to the Rector of the list of scholarship recipients;
- m) Submission to the Rector for approval of the composition of temporary and permanent commissions within their competence;
- n) Provision of information to the Academic Process Administration Service about the academic calendar;
- o) Submission of information/documentation to the Academic Process Administration Service for preparing draft Rector's orders on student enrollment, suspension/termination of student status/registration in an additional semester;
- p) Determination of the number of vacant places and coefficients to be announced for the Unified National Examinations, mobility/internal mobility together with the program directors/co-directors and Quality Assurance Service, and submission to the Academic Process Administration Service;
- q) Issuing certificates confirming students'/graduates' studies, grade sheets, as well as certificates determining tuition fee amounts and recommendations;
- q¹) Quarterly submission of reports to the Center for Promotion of Scientific-Research Activities in accordance with the developed form on the progress of implementing grant projects financed within the Faculty;
- r) Supervision of scientific-research activities of the Medical Research Institute existing at the Faculty;
- r¹) Organization of student scientific conferences;
- s) Exercise of other powers in accordance with the institution's goals and objectives, based on their work specifics.

Article 10¹. Deputy Dean of the Faculty

1. The Dean has a deputy for educational process directions.
2. The purpose of the Deputy Dean of the Faculty for educational process direction is to promote existing activities in the educational direction within the Faculty. The functions of the Deputy Dean for educational direction are:



- a) Participation in Faculty management in the educational direction at the Dean's instruction;
- b) Promoting effective management of the educational process;
- c) Providing consultation to students regarding the educational process;
- d) Participation in compiling educational schedules;
- e) Execution of individual instructions and directions of the Dean.

Article 11. Faculty Academic Process Management Head

The Faculty Academic Process Management Head is accountable to the Faculty Dean and the Deputy Dean for educational process direction. Their functions are:

- a) Receiving applicants' documents and executing educational service contracts with them;
- b) Collecting information on obtaining/suspending/terminating student status/registration in an additional semester and providing it to the Dean;
- c) Maintaining students' personal files;
- d) Ensuring schedule compilation with the involvement of program directors/co-directors;
- e) Monitoring the educational process, as well as controlling timely appearance of academic/invited staff at lectures/seminars;
- f) Promoting the activities of the credit recognition commission;
- g) Preparing necessary information for issuing diplomas and diploma supplements and providing it to the Dean;
- h) Submission of the list of scholarship recipients 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 compiling individual study plans for them;
- k) Preparing and submitting draft certificates confirming student studies and grade sheets to the Dean;
- l) Monitoring timely reflection by academic/invited staff of interim assessments (except for midterm and final/additional exams) in the internal university database;
- m) Preparing responses to incoming correspondence within their competence;
- n) Providing information to students about changes implemented in internal university acts, as well as providing information about their rights and, if necessary, organizing consultation meetings;
- o) Close cooperation with the Academic 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 organizing student scientific conferences;
- r) Control of processes for planning, conducting, and defending educational practices at the Faculty;
- s) Coordination of defense of bachelor's and master's theses;
- t) Participation in organizing educational, scientific, and other types of events planned at the Faculty;
- u) Execution of Dean's instructions in accordance with the institution's goals and objectives, based on their work specifics.



Article 12. Medical Research Institute

1. The purpose of the Medical Research Institute is to carry out research activities for the purpose of promoting the development of educational programs at the Faculty level.
2. The functions of the Research Institute are:
 - a) Organization of scientific-research activities oriented toward modern knowledge and quality for the purpose of researching medical problems;
 - b) Seeking scientific-research grants in the relevant direction;
 - c) Cooperation in the scientific-research direction with local, international, regional organizations, as well as research institutes and universities;
 - d) Popularization of research results;
 - e) Supporting the organization of international and local conferences, seminars, symposiums;
 - f) Publication of a scientific journal;
 - g) Determination of research priorities and submission to the Faculty Council based on reports on the assessment of staff's scientific-research potential and research of research directions in demand in society, provided by the Center for Promotion of Scientific-Research Activities, taking into account the University's mission and strategy.
 - h) Periodic submission of reports to the Center for Promotion of Scientific-Research Activities and other relevant structural units on scientific-research activities carried out within the Institute;
 - i) Quarterly provision of information to the Faculty Dean on the progress of implementing grant projects financed within the Institute;
 - j) Exercise of other powers in accordance with the institution's goals and objectives.
3. The functions of the Institute director, scientific staff, and other employees are determined in accordance with the employment contract and job description executed with them.

Article 13. Educational Program Committee

1. For the purpose of evaluating, modifying, developing, and implementing changes in the educational program, as well as preparing for repeated/planned accreditation of the program, a permanent educational program committee is created;
2. The committee is headed/chaired by the respective program director;
3. The committee's activities and powers are regulated by the Educational Program Committee Regulations, which are approved by the Rector.

Article 14. Educational Program Director

1. The educational program is headed by Faculty academic staff. Invited staff may be the educational program co-director. Their functions are determined by the employment contract executed with them.
2. The program director's functions are:
 - a) Lead the process of developing, developing, and introducing changes to the program, taking into account legislative changes and for the purpose of program relevance;
 - b) Ensure leadership of the educational program committee;



- c) Coordinate the work of educational program committee members;
- d) Within the framework of coordination with staff implementing the educational program, ensure care for continuous improvement of the program;
- e) Ensure attraction of academic and invited staff for the educational program;
- f) Coordinate review of existing syllabi and, if necessary, in coordination with relevant persons, refine or change both content and technical details;
- g) Coordinate review of educational materials and readers and, in coordination with relevant persons, bring them into compliance with standards;
- h) Ensure, when necessary, review of the existing assessment system;
- i) Seek practice objects and promote the execution of memoranda/contracts with them for the purpose of ensuring practice in the relevant program;
- j) In close cooperation with persons in relevant positions, ensure the creation of a methodological basis for teaching, both at the documentary and program level, and integration of existing methodology into courses;
- k) In close cooperation with persons in relevant positions, ensure provision of information to the library director on purchasing textbooks corresponding to the learning outcomes of the educational program;
- l) In close cooperation with relevant structural units, care for the popularization of the relevant educational program.
- m) Exercise other powers in accordance with the institution's goals and objectives, based on their work specifics.

Article 15. Simulation Center

- 1. The Simulation Center is a structural unit of the Faculty of Medicine of Central University of Europe LLC. The activities of the Simulation Center are regulated according to the Rules for the Activities of the Simulation Center.
- 2. The activities of the Simulation Center are managed by the Center director. The functions and duties of the Simulation Center director are determined by the document on "Job Descriptions and Qualification Requirements for Administrative Staff of Central University of Europe LLC".

Article 16. Transitional Provision

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

Article 17. Final Provision

After the entry into force of these regulations, the University's legal acts that regulate relationships provided for in these regulations differently shall be considered, in whole or in part, null and void.



Central University of Europe

Elections for Affiliated Staff Member to Faculty Council - 202___ year

Ballot No. _____

Voting Card

N	Candidate's Name	Candidate's Surname
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	



Appendix N2

Central University of Europe LLC
Registration Journal of Voters
for Affiliated Staff Member to Faculty Council