



Akaki Tsereteli State University
The Board of Representatives

Board of Representatives of Akaki Tsereteli State University

Article 1. Chapter I. General Provisions

1.1. The Regulations of the Faculty (hereinafter referred to as the“Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Regulations of LEPL – Akaki Tsereteli State Univesrity” dated by September 9, 2013, #132/N (hereinafter – “The Regulations of the University”) and other legislative and statutory acts.

1.2. The Regulations of the Faculty of the University (hereinafter - “The Faculty”) defines the main directions of the faculty activities, the goals and objectives of the academic and scientific fields, the status, functions and competence, the rule for electing the faculty council, the structure of the faculty, the management system, the rule for the activities of the Faculty Quality Assurance Service and regulates other connections related with the administrative activities of the faculty.

1.3. The Faculty of Medicine implements educational programmes (in Georgian and English) and scientific researches within the conditions of the academic freedom. The faculty provides students and the academic staff with the appropriate conditions for learning, teaching and scientific research, with the opportunities to receive the proper education that meets modern standards, and improve learning and scientific environment.

1.4. The regulations and structure of the faculty are designed by the Faculty Board on the proposal of the Dean and approved by the University Academic Council.

1.5. These regulations or their part are made void or amended and/or supplemented by the Representative Board of the University on the suggestion of the Board of the Faculty.

1.6. The faculty has its seal, which reflects the full name of the faculty.

1.7. The full name of the faculty is the "Faculty of Medicine of the Legal Entity of Public Law (LEPL) – Akaki Tsereteli State University”.

18. Issues, which are not organized by these regulations, shall be arranged in accordance with the Statute of the University by the decision of the university governing bodies.

Article 2.

Faculty Status.

Main Directions of Activities.

Goals and Objectives, Functions and Competence

2.1. The Status of the Faculty

2.1.1. The Faculty is the main educational-structural, academic-scientific and administrative unit of the university created based on the law on "Higher Education", which acts according to the Law of Georgia on "Higher Education", the Statute of the University and other corresponding juridical acts, which ensure students preparation in one or several specializations and granting them with the relevant qualification.

2.1.2. A decision on creating, reorganizing or terminating the faculty shall be made by the Academic Council of the University.

2.2. Main Directions of Faculty Activities

2.2.1. The main directions of the faculty activities are to implement higher and professional educational programmes, granting the relevant academic and professional qualification, leading scientific and creative activities, participating in the grant projects.

2.2.2. The faculty activities are implemented by means of one-step educational programmes of the medical education, as well as by Bachelor's, Master and Doctor's degree educational programmes.

2.2.3. Goals of the Faculty

2.2.3.1. In the action field, support enhancement of Georgian and foreign cultural values which are oriented on the essential democratic and human ideals for existence and development of civil society by:

2.2.3.1.1. Implementing educational programmes, which meet the modern standards and satisfy personal interests and opportunities, by giving professional and higher academic education prepare highly qualified specialists; support individuals' professional development;

2.2.3.1.2. Developing science, create conditions for a scientific research, training and re-training of new scientific staff, realizing personal potential and developing creative skills, satisfy the needs of individuals to enhance their qualification and being re-trained;

2.2.3.2. Foster students and academic personnel's mobility.

2.2.4. Faculty Functions and Objectives

2.2.4.1. Designing and implementing on-step educational programmes, as well as academic programmes of higher education (Bachelor's, Master's and Doctor's degree educational programmes);

2.2.4.2. Designing and implementing professional training and re-training short-term educational programmes/courses; implementing fundamental and applied scientific researches;

2.2.4.3. Compiling coursebooks and publishing the findings of scientific researches;

2.2.4.4. Organizing scientific work; supporting integration of higher education and science; fostering dissemination of the modern knowledge and technologies;

2.2.4.5. Ensuring academic freedom of learning, teaching and scientific research; designing a system to support scientific work and its implementation;

2.2.4.6. Implementing the management system and its perfection; assuring publicity and transparency of management; solving administrative problems; assuring participation of the faculty academic staff and students in decision making and in the monitoring process of their implementation;

2.2.4.7. Creating necessary conditions for students, the academic staff and especially for disabled students for learning, teaching and scientific researches;

2.2.4.8. Assuring any kind of discrimination in the field of higher education is banned, among them according to academic, religious or ethnic affiliation and/or opinion, gender, social origin or other forms;

2.2.5. Other functions and objectives of the faculty shall be based on and correspond to the acting legislation;

2.2.6. It is prohibited to create any structural units of political or religious organizations on the faculty.

2.3. The Rule for Enrollment on the Master's and Doctor's Degree Programmes

2.3.1. **Master's programme** is an educational program of the second cycle of the academic higher education, which covers the elements of scientific research and aims at training a post-bachelor level specialist or researcher; it also prepares persons to pursue professional activities according to the acquired qualification.

2.3.2. The right to enroll for a MA programme is enjoyed by a Bachelor or a person having equalized thereto-academic degree.

2.3.2 Goals of Studying on MA Programmes of the University:

2.3.3.1. Preparing for scientific-research work at Institutions of Higher Education and teaching job;

2.3.3.2. Changing specialization;

2.3.3.3. Enhancing qualification;

2.3.3 After graduating MA programme, the name of the qualification to be granted must include the term "Master" with reference to the specialization in the relevant direction, field/specialty or/and sub-field;

2.3.4 The Academic Council of the University shall define issues connected with acceptance on the university MA programmes.

2.3.5 **Doctoral Studies** - the third round programme of the academic higher education is the unity of academic and scientific-research components, which aims at preparing scientific staff.

2.3.6 The right to enrol for a PhD programme is enjoyed by a Master or a person having equalized thereto-academic degree.

2.3.7 Precondition for accepting on PhD programmes shall be defined by the Academic Council of the University.

2.3.8 The university ensures a PhD student with a scientific supervisor, creates conditions to conduct scientifically oriented research, which shall cover ascertained theoretical and/or experimental results, supports PhD students integration with the World Scientific Society.

2.3.9 After graduating the PhD programme and maintaining the dissertation, the PhD student shall be granted the academic degree, which must induce the term "Doctor" with reference to the relevant direction or/and field specialization.

2.3.10 The Academic Council of the University shall define issues connected with acceptance on the university PhD programmes.

Article 3. Faculty Management Bodies

3.1. The Status of the Faculty Management Bodies

3.1.1. The management body of the faculty is the governing subject defined by the Law of Georgia on "Higher Education", which implements academic, scientific and administrative management of the faculty.

3.1.2. The management body of the faculty acts according to the Law of Georgia on "Higher Education", the University Statute, the regulations and administrative acts of the faculty management bodies, and other legislative acts.

3.1.3. The following are the **Management Bodies of the Faculty**:

3.1.3.1. The Board of the Faculty;

3.1.3.2. The Dean;

3.1.3.3. Quality Assurance Service of the Faculty.

3.2. The Board of the Faculty

3.2.1. The Board of the Faculty is the representative body of the faculty, which consists of representatives elected from the academic staff of the faculty and from the student self-governance based on direct, free and equal elections by means of the ballot voting.

3.2.2. The authority of the Board of the Faculty is defined by the Law of Georgia on "Higher Education", the Statute of the University and other relevant legislative and statutory acts, by these regulations and the decisions made by the university governing bodies.

3.2.2 The rule for inviting and managing the Board of the Faculty, or decision-making shall be defined according to the University Statute and the Standing Orders of the Faculty Board.

3.2.3. The Standing Orders of the Faculty Board are drawn up by the Faculty Board and submitted for approval to the Representative Board of the University.

3.3. Authority and Responsibility of the Faculty Board

3.3.1. Goals and objectives of the Faculty Board derive from the Law of Georgia on “Higher Education” and the University Statute. The goals and objectives of the Faculty Board define its authority. The Faculty Board makes decisions within its authority. A form of the decisions made by the Faculty Board is - the resolution of the Board of the Faculty.

3.3.2. **The authority** of the Faculty Board encompasses the following:

3.3.2.1. Define the budget of the faculty;

3.3.2.2. Elect the Dean of the faculty;

3.3.2.3. Elect/approve Vice- Dean of the faculty;

3.3.2.4. Approve the faculty development strategic plan;

3.3.2.5. Approve educational and scientific-research programmes;

3.3.2.6. Develop the regulations and structure of the faculty;

3.3.2.7. Develop the regulations of the Dissertation Board of the Faculty;

3.3.2.8. Formulating the rule for electing the head of the Dissertation Board of the Faculty’

3.3.2.9. Electing the head of the Faculty Quality Assurance Service;

3.3.2.10. Electing or approving the head of the faculty structural unit;

3.3.2.11. Developing standing orders of the faculty;

3.3.2.12. Solving other problems within the authority granted by the Georgian legislation and the governing bodies of the university.

3.3.3. **The Faculty Board is authorized** to discuss the issue of early termination of the authority of the Dean, in case he/she abuses the Georgian legislation, fails to fulfil the entrusted responsibilities duly or/and performs improper activities for the dean, on request of not less than 1/3 of the members of the Faculty Board. The decision on terminating the Dean’s authority pre-term shall be made by ballot voting by the majority of the members. The Dean shall not take part in the balloting, as defined by this article. Appellation of the decisions made on these issues shall not suspend validity of the disputing act;

3.3.4. In case the Dean’s authority is terminated pre-term, the Board of the Faculty appoints an acting Vice-Dean;

3.3.5. The Faculty Board is responsible for carrying out the entrusted objectives and functions.

3.4. Status of the Member of Faculty Board. Authority and Responsibilities

3.4.1. Members of the Faculty Board are individuals elected from the relevant academic-scientific structural units of the faculty governing bodies and students from students’

self-governance;

3.4.2. A member of the Board of the Faculty acts according to the acting legislation, the University Statute, these Regulations and the Standing Orders of the Faculty Board.

3.4.3. The authority of a member of the Faculty Board shall be exercised for a period of 4 years, except as provided by these Regulations.

3.4.4. The authority of a member of the Faculty Board is determined by the Law of Georgia on "Higher Education", the University Statute, by these Regulations, the Standing Orders of the Faculty Board and other relevant administrative acts.

3.4.5. A member of the Faculty Board is responsible for performing the entrusted functions and tasks. The unity of the functions and objectives of the the Faculty Board represents his/her authority.

3.4.6. The authority of the member of the Faculty Board shall be recognized at the Faculty Board meeting.

3.4.7. The grounds for early termination of the member of the Faculty Board are:

3.4.7.1. Personal statement;

3.4.7.2. Releasing from the duty of an academic position - in case of the academic staff;

3.4.7.3. Termination of student's status - in case the student is the representative of self-governance;

3.4.7.4. In case of missing the Faculty Board meeting 4 times in a row without any acceptable reasons;

3.4.7.5. In any other case envisaged by the legislation and by these Regulations or by the Standing Orders of the Faculty Board.

3.5. The Dean of the Faculty

3.5.1. Faculty activities are conducted by the Dean of the Faculty. The Dean of the Faculty shall be elected by the Faculty Board for a term of 4 years.

3.5.2. The same person can be elected for the position of the Dean only twice in a row. The Faculty Board publishes a statement about the registration of candidates for the position of the Dean at least 1 month before the registration of candidates, according to the Legislation of Georgia and the University Statutes, in accordance with the principles of transparency, equality and fair competition. Registration lasts no less than 2 and no more than 3 weeks. Elections shall be held in at least 3 weeks and no later than 1 month from the date of registration of candidates.

3.5.3. The University Statutes define minimum qualification requirements for a candidate of the Dean. It is unacceptable to impose restrictions due to race, colour, language, sex, religion, political and other opinions, nationality, ethnicity and social status, origin, property and rank status, residence, citizenship and occupied academic position.

3.5.4. The Dean of the Faculty:

3.5.4.1. Ensures efficient implementation of the faculty scientific activities;

3.5.4.2. Submits to the Faculty Board the faculty development strategy plan, educational programs and research projects for study and approval;

- 3.5.4.3. Designs the faculty structure and regulations and submits them to the Faculty Board for approval;
- 3.5.4.4. Is liable to the Board of Representatives, the Academic Council and the Faculty Board within its competence;
- 3.5.4.5. Issues individual legal acts within his/her competence;
- 3.5.4.6. Chairs the sessions of the Faculty Board;
- 3.5.4.7. According to the law on "Higher Education" and the Statutes of the University, is responsible for the purposeful use of the Faculty budget;
- 3.5.4.8. Implements other authorities granted to him/her by decisions of the University Governing Bodies and the Georgian legislation;
- 3.5.4.9. In case of early termination of the Dean's authority, Faculty Board shall nominate the Acting Dean.
- 3.5.4.10. Procedural issues related to the election of the Faculty Dean and termination of the term of authority shall be determined by the applicable legislation, these Regulations and the Standing Orders of the Faculty Board.

3.6. Vice-Dean

3.6.1. The Dean of the Faculty has a Vice-Dean. The Vice-Dean of the faculty is elected/approved by the Faculty Board upon the proposal of the Dean. Deputy Dean can only be a person with a Doctor's academic degree. Vice-dean is an administrative person.

3.6.2. The authority of the Vice-Dean shall be defined by these regulations.

3.6.3. During the absence of the Dean, his/her duties are performed by the Vice-Dean within the authority granted to him/her by the Dean or the Rector of the University.

3.6.4. The Vice-Dean ensures:

3.6.4.1. Effective management of the academic process at all levels and stages of training;

3.6.4.2. Monitoring the process of fulfilling the duties imposed on the academic personnel by the work contract;

3.6.4.3. Controlling the process of mid-term assessment and final examinations;

3.6.4.4. Monitoring the work of the secretariat;

3.6.4.5. Drafting the orders of the Dean and decisions of the Faculty Board;

3.6.4.6. Monitoring the students, academic personnel and teachers' database;

3.6.4.7. Coordinating the work of the academic personnel, teachers and students;

3.6.4.8. Preparing and holding scientific conferences of the academic personnel, teachers and students;

3.6.4.9. Executing the tasks and instructions defined by the legislative acts of the university and the faculty managing bodies;

The term of authority of the Vice-Dean shall be defined by the decision of the Faculty Board. The term of office of the Vice-Dean shall not exceed 4 years.

3.6.5. The issue of early termination of the term of the Vice-Dean shall be discussed by the Faculty Board in accordance with the rules established by the Standing Orders of the Board,

on the initiative of the Academic Council of the University, the Dean and the Rector of the University.

3.6.6. In case of early termination of the authority of the Vice-Dean, the Dean shall appoint the Acting Dean. The temporary acting Dean shall be appointed for a period of no more than 1 month.

3.7. Quality Assurance Service of the Faculty

3.7.1. Quality Assurance Service of the Faculty (the “Service” - hereinafter) is the body created on the faculty to evaluate the quality of educational and research activities, as well as the qualification of the employees on a regular basis;

3.7.2. The Service operates in accordance with the Statutes of the University and these Regulations;

3.7.3. Functions and Objectives of the Service:

3.7.3.1. Evaluation of educational and scientific processes of the faculty on a regular basis and development of appropriate recommendations;

3.7.3.2. Conducting all necessary activities for the faculty staff development;

3.7.3.3. Collaboration with relevant units of Georgian and foreign educational institutions in order to work out a complete methodology for quality control and assurance;

3.7.3.4. Within the scopes of the faculty, implementing activities that foster authorization and accreditation;

3.7.4. Faculty Quality Assurance Service:

3.7.4.1. Encourages high level quality teaching by using modern methods of teaching, learning and evaluation, encourages and facilitates self-assessment for successful authorization and accreditation processes;

3.7.4.2. Implements periodic assessment of educational programmes in accordance with the main criteria developed by the University Quality Assurance Service;

3.7.4.3. Modifies educational programme evaluation criteria based on the specificity of the faculty;

3.7.4.4. Participates in the processes of elaborating and approving new academic programmes, monitoring the process of the correct use of credit-transfer system, assuring qualification enhancement of the academic personnel (offering new methods of teaching);

3.7.4.5. Participates in the process of modification of the main methods of students’ assessment, as well as of the criteria elaborated by the University Quality Assurance Service for evaluating scientific-research activities, based on the specifics of the faculty and monitoring the proper use of evaluation;

3.7.4.6. After completion of each semester of studies, they shall hold meetings with the faculty academic personnel, teachers for the purpose of planning and monitoring students’ teaching process;

3.7.4.7. Conducts communicative meetings with students and academic staff/teachers considering the analysis of the students’ academic process assessment questionnaires;

3.7.4.8. Evaluates students’ involvement in scientific researches;

3.7.4.9. Ensures optimization of academic plans/curricula and their compliance with the international standards; Reviews syllabi of compulsory and elective disciplines and makes their academic assessment;

3.4.7.10. Studies and reviews textbooks and determines their usefulness for teaching;

3.4.7.11. Encourages high level quality teaching by using modern methods of learning, teaching and evaluation, encouraging and facilitating self-assessment for successful authorization and accreditation processes.

3.8. Managerial Body of the Faculty Quality Assurance Service and the Service Authority

3.8.1. The Service is guided by the Head of the Service, who shall be elected by the Faculty Board on the proposal of the Head of the University Quality Assurance Service;

3.8.2. The Head of the Service may be an associate or full professor of the university;

3.8.3. The Service is authorized to:

3.8.3.1. Work out activities that are connected with the implementation of the Service authorities;

3.8.3.2. Demand all necessary documentation and information within the scope of the competence;

3.8.3.3. The Service is responsible for the fulfillment of the entrusted functions and objectives.

3.8.3.4. **The Head of the Service:**

3.8.3.4.1. Runs and manages the Service activities;

3.8.3.4.2. Distributes functions among the Service personnel, gives them instructions and tasks;

3.8.3.4.3. Controls the personnel of the Service in terms of performing their duties;

3.8.3.4.4. Signs or vices the documents prepared in the Service;

3.8.3.4.5. Examines administrative complaints within the scope of competence; Submits a report on the Service activities to the the University Quality Assurance Service, the Dean of the Faculty and the Faculty Board;

3.8.3.4.6. Solicits distribution of material and technical facilities required for the fulfillment of the Service functions;

3.8.3.4.7. Is responsible for fulfilling the tasks and functions assigned to the Service;

3.8.3.4.8. Facilitates staff development and qualification raising;

3.8.3.4.9. Implements other authorities.

Article 4. The Rule for Electing the Faculty Board. Pre-election Agitation and Campaign. Organization and Procedures of Faculty Board Elections

4.1. The Rule for Electing the Board of the Faculty

4.1.1. Electing the Faculty Board is the electoral process carried out according to the mandated rule of these regulations. It aims to elect the Board of the Faculty based on direct, free and equal elections by secret balloting.

- 4.1.2. The rule for electing the Board of the Faculty shall be regulated by the Statute of the University and these regulations – by means of direct, free and equal elections, by secret balloting – based on the main principles of the elections.
- 4.1.3. Representatives from the academic staff shall be elected on the Faculty Board from the faculty academic-scientific structural units.
- 4.1.4. Representatives from the faculty academic staff and student self-governance shall be elected on the Board of the Faculty.
- 4.1.5. The academic personnel shall elect representatives on the Faculty Board from the academic staff, and students' self-governing bodies of the faculty shall elect students as their representatives from the self-governance;
- 4.1.6. The academic staff shall elect representatives to the faculty Board from the faculty academic-scientific structural unit, proportionally to their number in the structural units. A structural unit should have at least 1 representative on the Board of the Faculty. The total number of the members of the council must not exceed 21 members (in case there are 21 members on the board, this ratio should be distributed in the following way: the Dean, 5 students, 15 academic personnel). Representatives from the structural units to the Faculty Board shall be elected in the following way:
- 4.1.6.1. From 5 members of the staff of a structural unit, 1 person shall be elected as a representative on the Board of the Faculty.
- 4.1.6.2. In case, the number of the members of the Faculty Board exceeds 21, according to the sub-paragraph "a", the number of the academic personnel to be elected on the board shall be defined by the rule ascertained by the order of the Rector.
- After calculation according to the principle defined by the sub-paragraphs "a" and "b" of this paragraph, if they do not receive a whole number, the result shall be rounded up to the greater number, if one hundredth of it is 50 or more. In other cases, it shall be rounded up towards the lower number.
- 4.1.7. The number of representatives from the structural units to be elected on the Faculty Board is defined by the administrative act of the Rector.
- 4.1.8. Elections of the Faculty Board shall be appointed by the Rector of the University.
- 4.1.9. Representatives from the student self-governance on the Faculty Board must not be less than $\frac{1}{4}$ of the council membership. In case the number of the representatives from the student self-governance to be elected on the board is not a whole number, representatives from the student self-governance shall be a greater whole number than $\frac{1}{4}$. Representatives from the student self-governance on the Faculty Board shall be elected for a term of 4 years.
- 4.1.10. The Board of the Faculty shall be elected for a term of 4 years. Next and extraordinary elections shall be held.
- 4.1.11. Next elections of the Faculty Board shall be held in every 4 years in accordance with the rule set by these regulations.
- 4.1.12. Registration of the candidates for the Board shall begin after 3 calendar days from appointing the elections. The registration of the candidates shall take place

during not less than 5 calendar days. Elections of the Faculty Board shall be held not later than 5 calendar days after finishing the registration.

4.1.13. In the legal act issued by the Rector of the university on appointing the Faculty Board elections, there shall be indicated the date of the beginning the registration of the candidates, the deadline for receiving applications from the candidates, a list of documents to be submitted by the candidates, the date and place of holding elections.

4.1.14. The University Election Commission shall assure registration of the candidates for the Faculty Board. Within the set rule, the University Election Commission may reject a candidate's application for registration, which is ascertained by the written decision of the commission.

4.1.15. In case a candidate is denied the registration, there must be indicated the fault, which is the reason for the denial. The candidate is authorized to recover the fault during 1 calendar day. Denial to the registration may be appealed during one calendar day in the University Election Commission. The University Election Commission makes a decision on the appellation during 1 calendar day.

4.1.16. A candidate from the relevant structural unit shall be considered elected, if he/she gains the best results; the number of the elected candidates from the academic staff and student self-governance is set by the administrative act of the Rector for the relevant structural unit.

4.1.17. In case the authority of a member of the Faculty Board is terminated pre-term, during the left term of authority one of its members, who has obtained the majority of votes on the Faculty Board elections becomes the candidate. If there is not such candidate, then by-elections are held.

4.1.18. In case the number of the academic staff in the appropriate structural unit of the faculty is reduced, and this reduction causes changes in the membership number of the council, then according to these regulations, the authority of a member of the council from the relevant structural unit, who has received the fewest number of votes in the election, shall be dismissed pre-term. If there is not such member, then by-elections shall be held. Similarly, if such reduction requires electing an additional member from the relevant structural unit, the member of the council shall become the candidate, who has received the majority of votes from the corresponding structural unit. If there is not such candidate, then by-elections are held. In case the number of the academic staff is increased in the relevant structural unit of the faculty, and this increase causes changes in the membership number of the Faculty Board, by-elections shall be held for only additional members of the council. Similarly, if such increase causes termination of the authority of a council member from the relevant structural unit pre-term, then according to these regulations, his/her authority is terminated before the term. In case the faculty is re-organized (unifying relevant structural units, dividing, attaching, separating, etc.), or a new structural unit is created or cancelled, by-elections shall be held for only those structural units, which were affected these changes.

4.1.19. The University Election Commission, with the help of the relevant Faculty Election Commission, ensures organization of the Faculty Board elections. The Election Commission of the University is authorized to make decisions on organizational and procedural issues of the elections, if there is not ascertained something else by these regulations. The issues connected with the elections, which are not arranged by these regulations, shall be regulated by the administrative act of the Rector of the university.

- 4.1.20. On the issue of holding by-elections, the Dean of the faculty shall apply to the Election Commission;
- 4.1.21. During 2 days after receiving the application of the Dean, the University Election Commission, in accordance with the Rector, makes a decision on holding by-elections of the Faculty Council and publishes this information.
- 4.1.22. In order to gain the right for taking part in the elections, a candidate must be registered in the Election Commission of the University, as set by the rule of these regulations.
- 4.1.23. The news on announcing the elections of the Faculty Board should contain information about receiving applications of the candidates and the dates of their registration, the date and place of holding elections.
- 4.1.24. In order to register, a candidate shall personally apply to the Election Commission of the University. A person is authorized to participate in the Faculty Council Elections as a candidate from the structural unit, where he/she is mainly employed. The term for receiving applications of candidates, willing to become members of the Faculty Council must not exceed 5 days.
- 4.1.25. Immediately after finishing the registration, the University Election Commission makes a unified list of all candidates. Based on the unified list, the University Election Commission makes a decision on printing the ballot-papers.
- 4.1.26. A ballot-paper must contain information about the personal data of the candidates – their name, surname and status.
- 4.1.27. Elections shall be considered held, if at least 1/3 of all persons with the right to vote took part in the elections (according to the relevant structural units).
- 4.1.28. If candidates who took part in the elections received the equal number of votes, second round of elections shall be held. In the second round of elections, two or more candidates with the same number of votes have the right for participation. The second round of elections shall be held during 3 calendar days from holding the primary elections.
- 4.1.29. The second round of elections shall be considered held, if at least 1/3 of all voters took part in it, and the winner of the second round elections shall be considered the candidate, who receives the majority of votes.
- 4.1.30. If none of the candidates took part in the elections, re-elections shall be held according to the rule set by these regulations.

4.2.Pre-election Agitation and Campaign

- 4.2.1. A candidate to be elected in the Council of the Faculty is authorized to hold pre-election campaign. While carrying out pre-election campaign, all candidates enjoy equal rights.
- 4.2.2. The candidates to be elected and electors have the right to conduct pre-election agitation to support the candidates.
- 4.2.3. On the polling day pre-election agitation and campaign is prohibited.
- 4.2.4. The following people are not allowed to take part in the pre-election agitation and campaign of the Faculty Board elections:
- 4.2.4.1. Members of the electoral commission;

4.2.4.2. People on the administrative positions (except the case, when the administrative officer is registered as a candidate) and support personnel (except the case, when the person holds an academic position simultaneously);

4.2.5. Pre-election agitation and campaign can be implemented by different activities (congregations and meetings with the voters, public debates and discussions), publishing and dissemination of printed agitation materials, pre-election proclamations, announcements, by preparing and spreading papers and photos, as well as by any means allowed by the legislation. It is banned to hinder their dissemination;

4.2.6. Pre-election campaign and agitation must not impede the academic process at the university. It is prohibited to hold electoral agitation and campaign at the lectures, as well as any other activity that is incompatible with the candidate's status (bribery in direct or indirect way, or granting any good or privilege, or giving such promise and others), affects the discipline at the university;

4.2.7. The administrative staff of the university has no right to deny using university rooms and halls for holding electoral campaign and agitation without any proof. All candidates should enjoy equal rights to utilize the university area. Denial of this demand may be appealed in the University Election Commission during one day-period, the Commission shall make a decision within 1-day term.

4.3.1 The University Election Commission makes the electoral register according to the appropriate structural units of the faculty in agreement with the University Human Resources Management Service.

4.3.2 The electoral register of the academic staff is made according to structural units.

4.3.3 The electoral register involves all professors, associate professors and assistant professors of the represented structural unit.

4.3.4 If a member of the academic staff is employed in more than one structural unit, he/she shall be included in the electoral register of the structural unit, where he/she has more hourly workload. If the hourly workload of a member of the academic personnel is equal, he makes a decision himself on which structural units electoral register he prefers to be enlisted.

4.3.5 The faculty electoral register must include the following data:

4.3.5.1. Name and surname of the voter;

4.3.5.2. Personal number according to the identity card/passport - for the academic personnel.

4.3.6. It is inadmissible to include the data of the same person in the electoral register of several structural units.

4.3. Ballot Paper

4.3.1. Voting takes place by the appropriate marking on the ballot paper and putting it in the ballot box.

4.3.2. Ballot papers are printed by the university, which is ensured by the University Election Commission.

4.3.3. On the ballot paper there is indicated:

4.3.3.1. The name of the relevant faculty of the university with the denomination of the structural unit;

4.3.3.2. Indication about for which management body elections is the ballot paper designed for;

4.3.3.4. List of the nominated candidates.

4.3.4. It is inadmissible to give more than one ballot paper to a person.

4.3.5. A ballot paper is given to a person only in the case of presenting the identity card.

4.4. Ballot Box

4.4.1. In order to hold elections, the Commission assures the Faculty Election Commissions with ballot boxes. Each election commission is delivered a ballot box.

4.4.2. On the ballot box there is clearly indicated which management body is this box intended for.

4.4.3. The ballot box is checked before the voting begins, so that make the members of the election commission and poll-watchers be sure that the box is empty. Before the balloting begins, ballot box shall be sealed with the observance of the members of the commission and poll-watchers and together with the ballot-paper of the first voter, they shall put the controlling sheet, which is one of the means of checking the authenticity of the election results.

4.4.4. The control sheet is drawn up in 2 copies and there is indicated the requisites of the relevant faculty and of the first voters, signatures of all members of the commission. One copy of the controlling sheet is left in the election commission.

4.4.5. If the ballot box is damaged during the electoral process, the election commission is authorized to judge about cancelling the results of the elections, if it considers that this may affect the results of the elections.

4.4.6. If there is no control sheet in the ballot box after its opening, or the data on the control sheet in the ballot box does not coincide with the data on the control sheet in the election commission, the results of the elections are declared void.

4.5. Organizing Elections

4.5.1. Elections shall be held on the day appointed by the Rector;

4.5.2. The expenditures connected with the organization and holding of elections shall be covered by the university. The university does not refund the expenditures of the candidates;

4.5.3. The university shall ensure a room for the election commission.

4.5.4. The election commissions of the university and of the faculty begin work at 9 a.m.

4.5.5. Voting begins at 10 a.m.

4.5.6. Members of the faculty election commission distribute their functions by means of casting lots before 10 a.m. After casting lots there must be assigned:

4.5.6.1. Registrars;

4.5.6.2. Signatories to the election bulletins;

4.5.6.3. Regulators of the flow of voters.

4.5.7. The Head of the Faculty Election Commission shall not take part in the elections.

4.6. Electoral Procedure

4.6.1. On the polling day, a voter receives a ballot-paper from the registrar of the election commission, which is confirmed by the signature alongside with his/her surname in the list of voters. After that, the voter goes to a member of the signatory commission, who signs up in the appropriate table of the ballot-paper. Then, the voter enters a specially arranged polling booth, and after circling one of his favourite candidates, drops the ballot-paper in the polling box and leaves the room of the election commission. It is impossible to let more than 5 voters in the polling room altogether.

4.6.2. The voter can vote personally. It is prohibited to vote instead of another person in any form.

4.6.3. The voter can vote for only that representative of the structural unit, where the voter is employed.

4.6.4. Any separate place, where the secrecy of balloting is ensured, may be considered as a polling booth.

4.7. Summarizing Election Results

4.7.1. Balloting finishes at 14.00 p.m. on the polling day.

4.7.2. After finishing balloting, members of the election commission count the quantity of votes in the list of voters who took part in the elections; this is attested in the relevant conclusive protocol, which depicts the total number of votes of all candidates who took part in the elections.

4.7.3. Elections shall be considered held, if there appeared at least 1/3 of all voters who were on the list (according to structural units).

4.7.4. After counting the number of voters who appeared at the elections, ballot-box shall be opened and members of the commission shall count ballot-papers. Ballot-papers shall be counted according to the structural units.

4.7.5. The ballot-papers taken out from the ballot-box and circled shall be arranged separately according to the candidates who participated in the elections. Void ballot papers shall be put apart.

4.7.6. A ballot paper shall be void if:

4.7.6.1. There is no signature of a member of the signatory commission on the ballot-paper;

4.7.6.2. If none of the candidates are circled;

4.7.6.3. If there is circled more than one candidate;

4.7.6.4. If it is impossible to clarify which of the candidates is voted by the voter;

4.7.6.5. There is not indicated the name of the faculty, where the elections are held;

4.7.7. Immediately after counting the votes, the conclusive protocol shall be completed where they shall enter the following data:

4.7.7.1. Number of voters according to the lists;

4.7.7.2. Number of voters who appeared at the elections according to the signatures of the voters in the election lists;

4.7.7.3. Total number of the ballot-papers in the ballot-box;

4.7.7.4. Number of void ballot-papers;

4.7.7.5. Number of votes received by each candidate;

4.7.7.6. Signatures of all members of the commission.

4.8. Poll-watcher

4.8.1. For the purpose of observing the process of voting at the elections, individuals and legal entities are authorized to refer to the election commission of the university to obtain the status of a poll-watcher, not later than 1 day before the elections.

4.8.2. A legal entity implements shall implements status of a poll-watcher by means of its representatives, whose identities are indicated in the application presented for obtaining the status of an observer;

4.8.3. A person shall not allowed to be an observer, if he/she is:

4.8.3.1. A candidate to be elected;

4.8.3.2. A member of the administrative staff;

4.8.3.2. A voter of the faculty, where he/she asks for participation as a poll-watcher

4.8.3.4. A poll-watcher is authorized to attend the work of election commissions on the polling day and in the process of discussing appellations;

4.8.4. A poll-watcher is authorized to:

4.8.4.1. Refer to the head of the election commission in case of detecting an abuse and demand its prevention; also, in case the head of the election commission rejects this demand, draw up a protocol on the abuse;

4.8.4.2. Submit an appellation to the election commission of the university.

4.8.5. A poll-watcher is obliged not to hinder the process of the elections.

4.8.6. Election commissions are obliged not to hinder the poll-watcher.

4.9. The Protocol on Abuse

On the polling day, in case of detecting a violation of the rule set by these regulations, a candidate, a poll-watcher, a member of the election commission or a voter is authorized to draft a protocol on abuse, where they shall indicate:

4.9.1. The name, surname, address of the person who drafts a protocol;

4.9.2. The status of the person who drafts the protocol (a candidate, a voter, an observer, a member of the election commission);

4.9.3. The content of the abuse;

4.9.4. The time of attesting the abuse;

4.9.5. The signature of the head of the election commission, or a note about denying his/her signature;

- 4.9.6. Identity of the witnesses (in case there are witnesses who will ascertain this fact) and their signatures;
- 4.9.7. The demand of the person who drafts the protocol;
- 4.9.8. The signature of the person who drafts a protocol.

4.10. Announcing Results of the Elections

The results of the elections shall be announced on the polling day. The election commission of the faculty is responsible to post the act on the results of the elections in the place available for everyone.

4.11. Appealing Against the Results of the Elections

- 4.11.1. If there is not established any other issue by these regulations, during 24 hours after announcing the results of the elections, a candidate, an observer, a member of the election commission of the faculty or a voter from the structural unit of the relevant faculty is authorized to appeal against violation of the rule according to the regulations of the election commission of the university. After expiration of this term, appellations shall not be received.
- 4.11.2. An appellation must include the following requisites:
 - 4.11.2.1. The name, surname, address of the person appealing;
 - 4.11.2.2. The status of the person appealing (a candidate, a voter, a pol-watcher, a member of the election commission of the faculty);
 - 4.11.2.3. The content of the abuse;
 - 4.11.2.4. Identity of the witnesses (in case there are witnesses who will ascertain this fact);
 - 4.11.2.5. The demand of the person who files a complaint;
 - 4.11.2.6. The signature of the person who files a complaint;
- 4.11.3. The appellation must be attached to the copy of the protocol on abuse, in case there is one.
- 4.11.4. The election commission of the university is obliged to discuss the appellations during 1 calendar day after receiving them and make the appropriate decision.
- 4.11.5. The decision on declaring the elections void, shall be made by the election commission of the university, if it considers that the detected abuse has had an essential impact on the results of the elections.

4.12. Publishing Final Results

Recognition of the Faculty Board Authority

4.12.1. Final results of the elections shall be published by the Election Commission of the University by posting them in the open place available for everyone. Results of the elections shall be published on the university web-site, in the printing body of the university and posted on the University Information Board.

4.12.2. Final results of the elections become valid from the very moment of their publishing.

4.12.3. The Rector of the university shall invite the first session of the Faculty Council within not later than 3 days from publishing the results of the elections.

4.12.4. The Board of the Faculty shall be empowered with its authority from the first day of meeting. The Board of the Faculty shall be considered authorized, if more than half of its members attend it. The majority of the attendees shall make decision.

4.12.5. The first meeting of the newly elected council terminates the authority of the Board of the Faculty.

Article 5. The Structure of the Faculty.

Scientific-Research and Support Structural Units of the Faculty

5.1. Faculty Structure

5.1.1. The faculty structure includes academic-scientific and support staff structural units of the faculty established in accordance with the law of Georgia on "Higher Education" and the University Statute.

5.1.2. Faculty structure shall be designed by the Faculty Board and approved by the University Representative Council (Appendix 1) on the proposal of the Dean of the faculty.

5.2. Scientific-Research and Support Structural Units of the Faculty

5.2.1. The University Statute and these Regulations determine the rule for the activities of the faculty scientific-research and support structural units.

5.2.2. The faculty is composed of:

5.2.2.1. Scientific-research structural unit - a department;

5.2.2.2. Support structural units - Faculty Secretariat; laboratories.

5.3. Scientific-Research Structural Units of the Faculty

5.3.1. Scientific-Research Structural Units of the Faculty are the following:

5.3.1.1. Department of Dentistry and Pharmacy;

5.3.1.2. Department of Clinical Medicine.

5.3.2. The scientific-research structural unit of the Faculty carries out its activities in accordance with the law of Georgia on "Higher Education", the University Statute, these Regulations and the Regulations of the Structural Unit approved by the University Academic Council. The faculty may include a scientific-research structural unit whose regulations shall be approved by the University Academic Council.

5.4. Goals and Objectives of the Scientific-Research Structural Unit:

- 5.4.1. Facilitating efficient implementation of the academic activities;
- 5.4.2. Drawing up educational programmes;
- 5.4.3. Designing a strategic development plan.

5.5. Management of Scientific-Research Structural Unit of the Faculty

- 5.5.1. Scientific-Research structural unit is guided by: the Head of the Department - in case of Faculty Department;
- 5.5.2. Head of the Faculty Scientific-Research Structural Unit (Department) may be a full or associate professor of this structural unit;
- 5.5.3. Head of the Department is approved or elected by the Faculty Board after being nominated by the Faculty Dean;
- 5.5.4. The Faculty Board approves the head of the Scientific-Research Structural Unit if only one candidate is nominated by the Dean of the Faculty;
- 5.5.5. The Faculty Board elects the head of the Scientific-Research Structural Unit if two or more candidates are nominated by the Dean of the Faculty;
- 5.5.6. The rule for making a decision on approval/election of the head of the Scientific-Research Structural Unit of the Faculty is determined by the Standing Orders of the faculty;
- 5.5.7. The term of office of the Head of the Department expires upon the expiration of the term of office of the Faculty Dean. In case of early termination of the term of the Head of the Scientific-Research Structural Unit of the Faculty, the Rector of the university shall appoint a temporary Acting Head before the appointment of the new one.
- 5.5.8. The head of the Scientific-Research Structural Unit of the Faculty is dismissed from fulfilling the duties imposed on him by the Rector of the university.
- 5.5.9. Head of the Department:
 - 5.5.9.1. coordinates academic-scientific activities of the directions within the departments;
 - 5.5.9.2. provides developing and implementing educational programmes (curricula) and syllabi;
 - 5.5.9.3. Within its competence, establishes business ties with appropriate state and private structures to study the rates of the graduates' employment and labor market requirements;
 - 5.5.9.4. ensures conducting the academic practice at the appropriate level;
 - 5.5.9.5. cares about improvement of the material-technical and training base of the department;
 - 5.5.9.6. supervises writing and implementing scientific-research work plans and drafting scientific projects;
 - 5.5.9.7. assigns tutors for the training groups and supervises their activities;
 - 5.5.9.8. organizes students, MA and PhD students participation in scientific conferences, symposiums and seminars;
 - 5.5.9.9. together with the members of the department defines scientific research priorities;
 - 5.5.9.10. performs certain tasks given by the Faculty Board and the Dean.

5.6. Secretariat of the Faculty

- 5.6.1. The Faculty Secretariat is headed by the Faculty Dean.

5.6.2. The staff of the Faculty Secretariat is appointed and dismissed by the Rector of the University on the proposal of the Dean.

5.6.3. Secretariat of the Faculty ensures:

5.6.3.1. keeping students personal files;

5.6.3.2. collecting statistics;

5.6.3.3. including student information in the electronic base and systematically renewing this base;

5.6.3.4. producing information on students lists, registers and mobility;

5.6.3.5. issuing various kinds of information to students (about their academic achievement, etc.);

5.6.3.6. receiving/processing/issuing examination registers;

5.6.3.7. checking information on the alumni in order to prepare an order on granting the academic qualification and filing appropriate annexes;

5.6.3.8. controlling students academic and financial liabilities during the exam period; systematic accounting of students personal files and other documentation; submitting archival materials to the Archive;

5.6.3.9. fulfilling other instructions and tasks.

5.7. Support Structural Unit of the Faculty

5.7.1. Activity of the Faculty Support Structural Unit is carried out in accordance with the Regulations of the Support Structural Unit approved by the University Academic Council.

5.7.2. The Head of the Faculty Support Structural Unit is appointed and dismissed by the Rector of the University based on the proposal of the Dean.

5.8. Support Personnel

5.8.1. The authority, competence and activities of the faculty support personnel is defined by the relevant instructions and work descriptions, which are approved by the order of the Rector of

5.8.2. Faculty support personnel is appointed and dismissed from the position by the Rector of the university.

ATSU
Structure of the Faculty of Medicine

