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# Statute of the Faculty of Medicine of the European University, Ltd.

2020

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## **Article 1. The Faculty Status**

1. 1.1 Faculty of Medicine of the European University, LTD, (hereinafter- University) is the main educational structural unit of the University, which ensures students' preparation in the field of healthcare via educational programs and scientific researches implemented in conditions of academic freedom and institutional autonomy and awarding of academic degree relevant to implemented educational programs.

2. The faculty is accountable to the Rector of the University;
3. The Faculty operates in accordance with the applicable legislation of Georgia, the University Statute, the present provisions and other legal acts of the University;
4. The Faculty is not a legal entity;
5. The Faculty has a seal and a letterhead.

## **Article 2. Main objectives and tasks of the Faculty:**

- a) Ensure access to education, corresponding to modern standards in the field of healthcare;
- b) Train highly qualified, competitive, future-oriented specialists in line with the growing demands of the local and international market;
- c) Create appropriate conditions for teaching and research activities for the faculty staff and students, and take care of their continuous development;
- d) Facilitate the participation of University students and academic staff in educational, scientific-research projects;
- e) Facilitate establishment and development of professional and practical skills for students' professional activity;
- f) Facilitate the conduction of training, retraining and qualification enhancement courses considering the interests and abilities of students and other stakeholders.



- g) Aim at constant improvement and perfection of educational programs;
- h) Ensure students participation in the management of the faculty;

### **Article 3. The Faculty Structure**

1. Management bodies/managing entities of the Faculty are:
  - a) Faculty Board;
  - b) The Dean
2. Structural units at the Faculty
  - a) Training center (s) and scientific-research institute (s) ;
  - b) Committees of educational programs
3. The number of persons employed at the Faculty is defined by the University staff list.

### **Article 4. The Faculty Board and its powers**

1. The Board of the Faculty of Medicine (hereinafter referred to as the "Faculty Board") is the governing body of the Faculty, which carries out the planning of the academic activities of the Faculty, supports the educational and scientific research process, awards relevant qualifications to the graduates of educational programs, discusses the issue of designing, modifying and developing the educational programs of the faculty.

2. The Faculty Board shall exercise the following powers:

- a) Award relevant qualifications to the graduates in accordance with the current legislation and the University internal legal acts;
- b) Participates the processes of designing, modification and development of educational programs;
- c) Discuss the issue of initiating a new educational program, ensures the preparation of a report on market research, program demand and resources required for program implementation, which is further submitted to the Governing Board by the Dean;
- d) Discuss the issues of making changes in the educational program, updating the program or approving a new program;



e) Review the composition of the Program Committee and the Head of Educational Programs, which the Dean submits to the Rector for approval;

f) Make a decision on disbursement of the amount requested in advance as funding for research activities for affiliated academic staff under the Affiliation Agreement and submit it to the Rector;

g) The Board is entitled to fund research activities of affiliate or other personnel that will be implemented on behalf of the European University. In case the amount is not considered in the faculty budget, the approval of the Rector is required;

h) The Board is entitled to consider a research project submitted by an affiliate or other person, which will be implemented on behalf of the European University. If the Board determines the relevance of the research project with the University strategy and research priorities, the Chairman of the Board / Dean shall apply to the Rector for approval of the Commission for the evaluation of the research project and submits a composition of the Commission to him/her. Evaluation of the research project is carried out in accordance with the procedures for the submission and funding of the research project;

i) Nominate the following candidates for membership in the Governing Board: one affiliate academic personnel, one alumni, one student and one employer;

j) Consider the need of announcing an academic competition at the faculty and makes a decision on announcing the competition, on the basis of which the Chairman of the Board / Dean applies to the Rector to issue a relevant legal act;

k) Exercise other powers granted by Georgian legislation and legal acts of the University.

#### **Article 5. Composition of the Faculty Board**

1. The Faculty Board is composed of the Dean of the Faculty, affiliate staff of the Faculty and students.



2. The Faculty Board is chaired by the Dean, and in his/her absence, by an acting dean, who is appointed by the Rector's legal act.

#### **Article 6. The rule of formation the Faculty Board**

1. The issue of students' election to the Faculty Board is regulated as follows:

a) The number of students on the Faculty Board is determined by at least one quarter of the total number of affiliate staff on the Faculty Board (if there is an relevant number of students at the Faculty);

b) The list of students specified in sub-paragraph "a" of this Article shall be submitted to the Faculty Board by the students' self-government from the students of the respective faculty.

2. The issue of affiliated staff election to the Faculty Council is regulated as follows: If there are thirty or less affiliated staff at the Faculty, the Faculty Council shall include all affiliated staff of the Faculty, and if their number exceeds thirty, then elections shall be held; In such a case, the number of Council members shall be set at a minimum of thirty, and 1 additional member for every 10 affiliated staff above twenty (*e.g. If the faculty has 50 affiliated staff, the number of board members will be 30 members and for the remaining 20 staff - 2 members, a total of 32 members*).

3. Election day is determined by the order of the Rector and is announced at least 15 days prior to the election. Any affiliate staff member of the Faculty can nominate his / her candidacy as a member of the Faculty Board within 5 calendar days after the announcement of the elections. Nominated candidates are selected by affiliate academic staff.

4. Conduction of elections are ensured by the Election Commission, the composition of which is approved by the Rector upon the recommendation of the Dean. The election commission must not include affiliate, academic, invited staff or a program head of the University. Elections are held by secret ballot. In order for the election to be considered valid, more than 50% of the affiliate staff must participate.

5. In order to receive the ballot paper (Annex № 1), the voter is obliged to submit an ID card to the Election Commission. The ballot paper registration card (Annex № 2) with the ballot paper number remains with the voting procedure commission, and the second part is handed over to the voter.

6. The ballot paper contains a list of all affiliate personnel who have nominated their candidatures in accordance with paragraph 3 of this article.



7. The voter is obliged, after receiving the ballot, to secretly mark one, several or all of the candidates placed on the ballot (including his / her own candidacy).

8. Votes are counted and the results are published within 1 day after the elections. Within a specified number of board members, the candidates with better results become the Faculty Board members. In case of equal votes of the candidates, re-elections shall be held.

9. Re-elections will be held also if a certain number of Board members could not be elected in the first round.

10. Re-elections (the second round) shall be held no later than 1 month after the announcement of the results of the elections in accordance with the rules established for the first round of elections.

11. The members elected in the first round are not re-nominated for re-elections.

12. The Board is staffed by candidates selected in the first and second rounds within a pre-determined number.

13. The Faculty Board recognizes its authority at the very first session.

14. In case of formation of the Faculty Council through elections, if due to the expiration of the term of the Council members or due to other circumstances, their authority is terminated and the number of Council members becomes less than 10, re-elections shall be called.

15. In case of termination of a student's authority on the Faculty Board, the Student Self-Government will nominate a new candidate in the frame of the Student Quota.

16. The organizational support of the Faculty Board is provided by the Secretary of the Board, who is elected by the Faculty Board from its members.

#### **Article 7. The rule of conducting sessions and decision-making**

1. The session of the Faculty Board is convened by the Dean of the Faculty, and in his/her absence - by the Acting Dean, who is appointed by the Rector's legal act.

2. A session of the Faculty Board may also be convened by a decision of one-third of the members of the Faculty Board.

3. The Faculty Board sessions are held as needed, but no less than once a semester;





4. The Chairperson of the Faculty Board is obliged to inform the members of the Faculty Board and the academic staff of the Faculty about the date, time and agenda of the session via e-mail within a reasonable time before the session.

5. Non-affiliate academic staff of the Faculty (or affiliate academic staff who are not part of the Faculty Board) are entitled to attend the meeting of the Faculty Board and participate in the discussion of the issue with a deliberative vote<sup>1</sup>.

6. Faculty academic staff (or affiliate academic staff who are not part of the Faculty Board) are also authorized to apply in written form to the Chair of the Faculty Board to discuss a matter of their choice on the Faculty Board session.

7. The Faculty Board session is entitled to make decisions, if it is attended by the majority of board members.

8. Unless otherwise provided by this Statute, decisions of the Faculty Board shall be taken by open ballot by a majority of those present at the session, in special cases the issue of secret ballot shall be decided in advance by the Faculty Board.

#### **Article 8. The minutes of the Faculty Board session**

1. The minutes of the Faculty Board session shall be drawn up on the fact of Faculty Board session and on made decision, which shall be signed by the Chairman of the Board, in his/her absence - by the Acting Chairman of the Board and the Secretary of the Board.

2. The Faculty Board session minutes are kept by the Dean of the Faculty for not less than 3 years, and then transferred to the University Archives.

#### **Article 9. Termination of powers of the Faculty Board member**

1. The grounds for termination the authority of the Faculty Board:

a) The term of office of the affiliated academic staff elected as a member of the Faculty Board is determined by the term of office of the affiliated academic staff. A member of the Faculty Board automatically loses his / her membership in the Faculty Board in the event of termination of the affiliation agreement.

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<sup>1</sup> Express own opinion regarding the issue to be discussed



b) A student who is a member of the Faculty Board, automatically loses the right of membership in the Faculty Board in case of termination of status or transfer to another faculty; in such a case, students' self-government nominates a new candidate.

#### **Article 10. Dean of the Faculty**

1. The purpose of the activities of the Dean of the Faculty is to ensure the smooth running of the educational process at the Faculty and to supervise the scientific-research activities in the relevant directions. The faculty is accountable to the Rector of the University;

2 . Functions of the Faculty Dean shall be:

a) Supervise the proper implementation of their responsibilities by the faculty staff, including the implementation of the action plan and the assignment of relevant tasks;

b) In accordance with the mission and strategy of the University, develop a faculty action plan and submit quarterly and annual reports on its implementation to the Rector;

c) Coordinate the proper formation of the faculty budget and the implementation of further processes;

d) Effective administration of the educational process at the faculty and cooperation with the Educational Process Administration Service;

e) Supervise the Scientific Research Institute (ies) and scientific-research activities at the Faculty;

f) Ensure the targeted use of funds allocated to the faculty, protect the material-technical base and training resources and their reasonable application;

g) Chair the Faculty Board sessions;

h) Coordinate the designing process of tables in close collaboration with the relevant educational program supervisor;

i) Based on the decision of the Faculty Board, submit the candidates of Head of the Program and the composition of the Program Committees to the Rector;

j) Supervise heads of the programs in the process of developing, updating and implementing educational programs;



- k) Submit proposals for raising qualifications and professional development of academic / invited staff to the relevant structural unit;
- l) Submit proposals to the relevant structural unit to encourage the administrative, academic, invited staff of the faculty;
- m) Submit a list of candidates for scholarship to the Rector;
- n) Submit the composition of temporary and permanent commissions to the Rector for approval within his/her competence;
- o) Provide information on the academic calendar to the Educational Process Administration Service;
- p) Submit information / documentation to the Educational Process Administration Service to prepare drafts of the Rector's orders on enrollment, suspension / termination / registration of student for the additional semester;
- q) Determine the number and coefficients of vacancies to be announced for the Unified National Examinations, in conjunction with Mobility / Internal Mobility, together with the Head of the Program and Quality Assurance Service and submitting them to the Educational Process Administration Service;
- r) Sign student certificate of learning, mark-sheet, as well as certificates determining the amount of tuition fees and recommendations;
- r<sup>1</sup>) Submit a quarterly report on the progress of grant projects funded within the faculty in accordance with the form developed for the Center for Support of Scientific-Research Activities;
- s) Exercising other powers in accordance with the goals and objectives of the institution, depending on the specifics of his/her work.

#### **Article 11. The Deputy Dean of the Faculty**

1. The Dean has two deputies: In directions of learning and relations with practice-bases.
2. The purpose of the activities of the Deputy Dean of the Faculty in learning direction is to support the activities in the field of learning within the faculty. The functions of Deputy Dean in learning direction are as follows:
  - a) Participate in the management of the faculty by the instructions of the Dean;
  - b) Facilitate efficient management of the educational process;
  - c) Provide consultations to students on the learning process;
  - d) Participate in designing time-tables;



e) Perform particular orders and instructions of the Dean.

3. The aim of activities of the Deputy Dean of the Faculty in relation to the bases of practice is to facilitate the provision of the necessary practical bases / clinics for the implementation of the practical component defined by the educational programs of the Faculty. The functions of the Deputy Dean of the Faculty in relation to the bases of practice are as follows:

a) Finding the bases for practice necessary for the full implementation of the educational programs of the faculty;

b) Carry out organizational issues related to concluding a memorandum / agreement with the practice bases in close cooperation with the head of the relevant program;

c) Participate in the preparation of draft memorandum / agreements to be concluded in close cooperation with the Legal Service;

d) Interact with practice bases within the framework of the signed agreement and participation in organizational issues of sending students to internship bases / facilities;

e) Perform particular orders and instructions of the Dean.

#### **Article 12. The Learning Process manager of the Faculty**

The Learning Process manager of the Faculty is accountable to the Dean and the Deputy Dean in learning direction of the Faculty. His/her functions include:

a) Receipt of entrants' documents and concluding educational service agreements with them;

b) Collect information on obtaining/suspending/terminating student status/registering for the additional semester and submit it to the Dean;

c) Process personal files of students;

d) Ensure the compilation of a time-table with the involvement of Heads of the programs;

e) Monitor the learning process, as well as control of timely attendance at lectures / seminars by academic / invited staff;

f) Facilitate activities of the Credit Recognition Commission;



- g) Prepare the necessary information for issuing a diploma, a diploma supplement, a certificate and submit it to the Dean;
- h) Submit the list of candidates for scholarship to the Dean;
- i) Inform students and academic/invited staff on issues related to the learning process;
- j) Provide consultations to students within his/her competence, support them in planning the educational process and participate in the process of drawing up an individual curriculum for them;
- k) Prepare and submit drafts of students' certificates, verifying their studies and mark-sheets to the Dean;
- l) Monitor the timely coverage of mid-term assessments (except for mid-term and final/additional exams) by the academic/invited staff at the University internal database;
- m) Prepare responses to incoming correspondence within his/her competence;
- n) Provide information to a student about the changes made to the internal university acts, as well as provide information on their rights and, if necessary, organize consultation meetings;
- o) Cooperate closely with the Educational Process Administration Service;
- p) Out of the specifics of his/her work, perform the instructions of the Dean and Deputy Dean in correspondence with the goals and objectives of the institution.

### **Article 13. Training Center (s) and Scientific-Research Institute (s)**

Relevant Training Center (s) and Scientific-research Institute (s) may be established at the Faculty in directions of learning and research.

### **Article 14. Medical Research Institute**

1. The goal of the Medical Research Institute is to carry out research activities aiming at facilitating development of educational programs at the faculty level. The Research Institute is headed by a Director.

2. Functions of the Research Institute are to:

- a) Organize scientific-research activities focused on modern knowledge and quality in order to study the problems of medicine;
- b) Find scientific-research grants in relevant directions;



c) Cooperate in scientific-research direction with local, international, regional organizations, as well as research Institutes and Universities;

d) Promote research findings;

e) Support organizing of international and local conferences, seminars, symposia;

f) Publish a scientific journal;

g) Based on the reports on the assessment of the scientific research potential of the staff provided by the Center for the Promotion of Scientific Research and research of research areas in demand in the community, setting research priorities based on the mission and strategy of the University. And submission to the Faculty Board.

h) Submit reports periodically on scientific-research activities carried out within the Institute to the Center for the Promotion of Scientific-Research Activities and other relevant structural units;

h<sup>1</sup>) Submitting information to the Dean of the relevant faculty on a quarterly basis on the implementation of grant projects funded within the Institute;

i) Carry out other powers in line with the goals and objectives of the Institution;

3. The functions of the director of the institute, scientific staff and other employees are defined in accordance with the employment contract, concluded with them and relevant job descriptions.

#### **Article 15. Educational Program Committee**

1. In order to evaluate, modify, develop and make changes in the educational program, as well as to prepare the program for re-accreditation,/scheduled accreditation, a Standing Committee of the educational program is established;

2. The committee is chaired by the head of a relevant program;

3. The activities and powers of the committee are regulated by the Regulations of the Educational Programs Committee, which is approved by the Rector upon the recommendation of the Faculty Board.

#### **Article 16. Head of the educational program**

1. The educational program / programs are headed by the academic staff of the faculty.

Invited staff can be the co-chair of the educational program.



His/her functions are defined by the employment contract, concluded with him/her.

2. Functions of the Program Head are as follows:

- a) Taking into account the legislative changes and the actuality of the program, guide the process of elaboration, development and changes in the program;
- b) Ensure management of an educational program committee;
- c) Coordinate activities of the members of educational program committee;
- d) Ensure continuous improvement of the program in coordination with the staff implementing the educational program;
- e) Ensure attraction of academic and invited staff of an educational program;
- f) Coordinate the revision of existing syllabi, if necessary, in coordination with relevant persons to refine or modify both substantive and technical details;
- g) Coordinate the review of training materials and readers and, in coordination with relevant persons, bring them in line with their standards;
- h) Ensure, if necessary, revision of current evaluation system;
- i) In order to provide clinical practice in a relevant program, find practice facilities and facilitate the conclusion of memoranda / agreements with them;
- j) Work closely with relevant officials to ensure a methodological basis for teaching, both at the documentary and program level, and to integrate existing methodology into learning courses;
- k) Work closely with relevant officials to ensure the procurement of textbooks relevant for the learning outcomes of the educational program, provide information to the head of the library;
- l) In close cooperation with relevant structural units, take care to popularize the relevant educational program.
- m) Depending on the specifics of his/her work, exercise other authorities in compliance with the goals and objectives of the institution.

**Article 17.** Head of Simulation Center

The rights and responsibilities of the head of the simulation center are defined by the statute of the simulation center.

**Article 18. Final provision**

After the entry into force of this provision, legal acts of the University that otherwise regulate relationships envisioned by this provision shall be regarded fully or partially void.

Annex N1

The European University

Elections of affiliate personnel to the Faculty Board. 202-----

**Ballot Paper N** \_\_\_\_\_





The European University

Elections of affiliate personnel to the Faculty Board. 202-----

**Ballot Paper N**

Voting card

N	Name of a candidate	Surname of a candidate
1.		
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"/>	



*Annex N2*

**LTD "European University"  
Voters' Registration Journal of an affiliate staff member**

№	Name	Surname	ID N	Voter Signature	Registrar Signature