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# Statute of the Faculty of Veterinary Medicine of European University LLC.

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

1. Faculty of Veterinary Medicine (hereinafter referred to as "Faculty") of the European University (hereinafter - "University") is the main educational structural unit of the University, which ensures students' preparation in the field of veterinary medicine through the 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;

### **Article 2. The main goals and objectives of the Faculty**

- a) In the field of veterinary medicine, ensure the opportunity to receive modern and affordable education;
- b) To prepare highly qualified, competitive, future-oriented specialists in line with the growing demands of the local and international market;
- c) To create appropriate conditions for teaching and scientific research activities for the Faculty staff and students, and to take care of their continuous development;
- d) To facilitate the participation of the University students and academic staff in educational, scientific research projects;
- e) To facilitate establishment and development of professional and practical skills for students' professional activities;



- f) To provide training, retraining and qualification enhancement courses considering the interests and abilities of students and other stakeholders.
- g) Paving the way for continuous improvement and perfection of educational programs;
- h) To ensure involvement of students in the faculty management process.

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

1. Management bodies/managing entities of the Faculty are:
  - a) Faculty Board;
  - b) The Dean
2. The Unit operating at the Faculty:  
Educational Program Committee.
3. The number of people employed at the faculty determined by the staff schedule of the University.

### **Article 4. The Faculty Council and its authority**

1. The Board of the Faculty of Veterinary Medicine (hereinafter referred to as the "Faculty Board") is the governing body of the Faculty, which conducts the planning of the academic activities of the Faculty, supports the educational and scientific research process, awards appropriate 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) Awards relevant qualification to the graduates per the current legislation and the University internal legal acts;
  - b) Participates in the process of developing, modifying and improving educational programs;
  - c) Reviews the initiation issue of a new educational program, ensures the preparation of a report on market research, program demand and resources required for the implementation



- of the program, which shall be submitted by the Dean to the Governing Board;
- d) Discusses the issue of making changes to the educational program, renewing the program or approving a new program and canceling the educational program;
  - e) Considers the nomination of the head/co-head of the educational program, also considers the candidate of the student to attend at the committee meetings, which is submitted to the Rector for approval;
  - f) makes a decision to issue the amount requested as an advance to the affiliated academic staff for financing scientific-research activities within the framework of the affiliation agreement and submits the decision to the rector;
  - g) The Council is entitled to fund such scientific-research activities of affiliate or other staff 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 council is authorized to review a research project submitted by an affiliated or other person, which will be implemented on behalf of the European University. If the Board determines the compliance of the research project with the strategy and research priorities of the University, the Chairman of the Board / Dean shall apply to the Rector for approval of the Commission for the purpose of the Research-Scientific Project assessment and submit to the rector the list of members of the Commission. The assessment of the research project is carried out in accordance with the financing procedures of the research project;
  - i) Nominates the following candidates for the governing council: one affiliated academic staff, one graduate, one student and one employer;
  - j) Discusses the issue of the need to announce an academic competition at the faculty and on the basis of the decision of the Faculty council on the announcement of the competition, the Chairman / Dean of the Board applies to the Rector for the issuance of the relevant legal act;
  - k) Approves the themes, the supervisor and reviewers of the bachelors / master's thesis / project of the students; Reviews <sup>1</sup>the composition of the Appeals Commission, which is submitted to the Rector for approval by the Dean;
  - l) Exercises other authorities granted by Georgian legislation and legal acts of the University.

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

1. The Faculty Council consists of the Dean of the Faculty, affiliated staff of the Faculty and students.
2. The Faculty Council is chaired by the Dean, and in his absence, by the Acting Dean as defined by

<sup>1</sup>The Dean of the Faculty initiates the issue of approval of the bachelor / master thesis / project manager (s) and the reviewer (s) on the Faculty Board.



the Rector's Legal Act.

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

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

- a) The number of students in the Faculty Council determined by at least one-quarter of the total number of affiliated staff included in the Faculty Council (if there is an appropriate number of students in the Faculty);
- b) The number of students specified in the subparagraph “a” of this Article is submitted to the Faculty Council by the Student Self-governance 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 forty or less affiliated staff at the Faculty, the Faculty Council shall include all affiliated staff of the Faculty, and if their number exceeds forty, then elections shall be held; In such a case, the number of Council members shall be set at a minimum of forty, 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 40 members and for the remaining 10 staff - 1 members, a total of 41 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. The 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 may not include affiliate, academic, invited staff or a program head of the University. Elections are held by secret ballot. In order to consider the election held, it is necessary that more than 50% of the affiliated staff to participate in it.

5. To receive the ballot paper (Appendix № 1), the voter obliged to submit an ID card to the Election Commission. The ballot paper registration card (Appendix № 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 staff, who have nominated their candidacy in accordance with paragraph 3 of this article.

7. The voter is obliged, after receiving the ballot paper, to mark secretly one, several, or all of the candidates placed on the ballot paper (including his/her 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 Council 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 the Council 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 elections according to 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 Council is staffed by candidates selected in the first and second rounds within a pre-determined number.
13. The Faculty Council 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 5, re-elections shall be called.
15. In the event of termination of a student's authority on the Faculty Council, the Student Self-Governance will nominate a new candidate within the student quota.
16. The organizational support for the Faculty Council is ensured by the Secretary of the Council, who is elected by the Faculty Council from its members.



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

1. The meeting of the Faculty Council is convened by the Dean of the Faculty, and in his absence - by the Acting Dean defined by the Rector's legal act. Acting, appointed by the Rector upon the recommendation of the Dean.
2. A session of the Faculty Council may also be convened by the decision of one-third of the members of the Faculty Council.
3. The Faculty Council sessions are held as needed, but at least once each semester;
4. The Chair of the Faculty Council is obliged to inform the members of the Faculty Council and the academic staff of the Faculty about the date, time, and agenda of the meeting by e-mail within a reasonable time before the session.
5. Non-affiliated academic staff of the Faculty (or affiliated academic staff who are not part of the Faculty Council) are authorized to attend the session of the Faculty Council and participate in the discussion of the issue with<sup>2</sup> deliberative vote.
6. The Faculty academic staff (or affiliated academic staff who are not part of the Faculty Council) are also authorized to apply in writing to the Chair of the Faculty Council to discuss a matter of their choice with the Faculty Council.
7. The session of the Faculty Council is decisive if it is attended by a majority of the list of members of the Faculty Council;
8. Unless otherwise provided by this Statute, decisions of the Faculty Council 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 Council.

<sup>2</sup> Express own opinion regarding the issue to be discussed



**Article 8. The protocol of the Faculty Council session**

1. Minutes of the Faculty Council session as well as received decisions drawn up and signed by the Chairman of the Council; in his absence - by the Acting Chairman of the Council and the Secretary of the Council.
2. The Faculty Council 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 authority of a faculty council member**

Grounds for terminating the powers of faculty council members:

- 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.
- b) In case of termination of status or transfer to another faculty by mobility, the Faculty Council member-student automatically loses the membership of the Faculty Council; in such a case, Students' Self-governance 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 Dean 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, supervise of its implementation process and quarterly and annual reports on its implementation.



- 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 relevant structural units;
- e) Supervise the Scientific Research Institute (ies) and scientific-research activities at the Faculty;
- f) Organize of student scientific conferences;
- g) Ensure the targeted use of funds allocated to the faculty, protect the material-technical base and training resources and their reasonable application;
- h) Chair the Faculty Board sessions and determine the issues to be discussed at the Faculty Council;
- i) Coordinate the designing process of tables in close collaboration with the relevant persons/structural units;
- j) 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;
- k) Supervise heads of the programs in the process of developing, updating and implementing educational programs;
- l) Submit proposals for raising qualifications and professional development of the academic /invited staff to the relevant structural unit;
- m) Submit proposals to the relevant structural unit to encourage and impose the disciplinary responsibility on the administrative, academic, invited staff of the faculty;
- n) Submit a list of candidates for scholarship to the Rector;
- o) Submit the composition of temporary and permanent commissions to the Rector for approval within his/her competence;
- 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/co-head and Quality Assurance Service and submitting them to the Educational Process Administration Service;
- r) Sign student/graduate certificate of learning, mark-sheet, as well as certificates determining the amount of tuition fees and recommendations;



- s) 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;
- t) Exercising other powers in accordance with the goals and objectives of the institution, depending on the specifics of his/her work.

#### **Article 11. 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/co-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) Coordinate with various structural units of the university;
- p) Effective communication with students, identifying student needs and informing the dean;
- q) Participate in the organization of student scientific conferences;
- r) Control the processes of planning, conducting and protecting educational practices at the faculty;
- s) Coordination of defense of master's theses;
- t) Participate in the organization of educational, scientific and other types of events planned at the faculty;
- u) Perform other tasks of the dean in relation to educational and organizational issues.

#### **Article 12. Educational Program Committee**

1. To evaluate, modify, develop and make changes in the educational program, as well as to prepare the program for the scheduled re-accreditation, the Educational Program Standing Committee is established;
2. The Committee is presided by the Head of the relevant program;
3. The activities and powers of the committee are regulated by the Regulations of the Educational Programs Committee, which is approved by the Rector upon the recommendation of the Faculty Board.

#### **Article 13. Head of the educational program**

1. The educational program / programs are headed by the academic staff of the Faculty. Invited staff can act as co-supervisor of the educational program. His/her functions are defined by the concluded employment agreement.
2. Functions of the Program Head are as follows:
  - a) Taking into consideration the legislative changes and the relevance of the program, to lead the process of elaboration, development and making changes in the program;
  - b) To ensure the management of the Educational Program Committee;
  - c) To coordinate activities of the Educational Program Committee members;
  - d) To ensure continuous improvement of the program in coordination with the staff implementing the educational program;
  - e) To ensure the attraction of academic and invited staff to the educational program;



- f) To coordinate the revision of existing syllabi, if necessary, in coordination with relevant persons to refine or modify the content as well as technical details;
- g) To coordinate the review of training materials and readers and, in coordination with relevant persons, bring them in line with their standards;
- h) To ensure, if necessary, revision of the current evaluation system;
- i) For the purpose of providing internships in a relevant program, find internship facilities and facilitate the conclusion of memoranda / agreements with them;
- j) To work closely with appropriate officials in order 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 appropriate officials to ensure the procurement of relevant textbooks for the learning outcomes of the educational program, and provide information to the Head of the Library;
- l) In close cooperation with appropriate structural units, to take care of the relevant educational program popularization.
- m) Depending on the specificity of his/her work, to exercise other authorities in compliance with the goals and objectives of the Institution.

**Article 14. Training center (s) and Scientific-Research Institute (s)**

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

**Article 15. Final provision**

Upon the entry into the force of this Provision, the legal acts of the University, which otherwise regulate the relations provided for in this Provision, shall be considered void entirely or partially.



The European University

Elections of affiliate staff to the Faculty Board 202-----

Ballot Paper N

The  
European University Elections of affiliate staff to the Faculty Council.

Ballot Paper N  202 -----

Voting card

N	Name of a candidate	Surname of a candidate
1.	<input type="checkbox"/>	
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
4.	<input type="checkbox"/>	
5.	<input type="checkbox"/>	
6.	<input type="checkbox"/>	
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9.	<input type="checkbox"/>	
10.	<input type="checkbox"/>	



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Registration Journal

No	Name	Surname	ID N	Voter Signature	Registrar Signature

