

**The amendment has been approved  
by the Academic council of Teaching University Geomedi  
in 22.12.2017 #13 Resolution  
Rector, Professor M. Pirtskhalava**

## **Regulation of the Faculty of Health Economics and Management**

### **Article I. Faculty status**

1. Faculty of Health Economics and Management (hereinafter the faculty) of the LLC Teaching University Geomedi (hereinafter the university) represents major academic and administrative unit, which provides students with training in academic freedom and autonomy, also carries out educational programs and scientific research.
2. The Faculty is obliged to provide students and faculty personnel with the best conditions for learning, teaching and scientific research; Ensure the ability to receive education based on modern standards in the relevant field of science, and continue to improve the training and scientific conditions. In case of successful completion of the educational program, the graduate will be awarded with the appropriate academic degree and will be awarded with a diploma asserting the quality assignment.
3. Faculty activities are carried out on the basis of applicable legislation, including the University Charter, Regulations, Internal Regulations and Present Regulations. The Faculty's Statute is approved by the University Academic Council.
4. The faculty has a round seal.

### **Article 2. Operation of faculty regulations, Objectives and Grounds of Activity**

1. This provision defines the status of the Faculty of Health Economics and Management, the main tasks and the scope of the competence, the structure, the function and the rights and obligations of its structural units.

The main objectives of the faculty are:

- a) Preparation of competitive specialists, who meet modern competency requirements in the domestic and international labor market, offering high quality higher education to the interested persons relevant to the needs of the students and the general public;
- b) Development of main directions of academic and scientific research activities. Draw up educational programs and plans that will be in compliance with the European Credit Transfer and Accumulation System.
- c) Facilitate university integration into the international educational sphere and maximize the student participation in this process;

- d) Coordination of educational, research and practical (clinical, laboratory and other) work of the education departments;
  - e) Creating methodological recommendations relevant to modern requirements development; Facilitate preparation and publication of textbooks;
  - f) Facilitate practical activities of academic staff.
2. The Faculty carries out its activities in accordance with the Law of Georgia on Higher Education, the Charter of the University, the Statute and the present Regulation, both inside and outside the University.

### **Article 3. Faculty structure and management**

1. The faculty consists of educational-scientific, academic, clinical, and supportive structural units of faculty.
2. Faculty structural units are:
  - A) Faculty Board;
  - B) Dean of Faculty;
  - C) Departments.
  - D) Supporting structural units.
3. Implementation of educational and scientific programs is ensured by the faculty departments and their program development.
4. Faculty structural units within the scope of their competence will implement the decisions of the Faculty Council and Dean's office.
5. The purpose of study, scientific-research structural units is to determine the priorities of scientific-research work and relevant prospective programs; Conduct experimental and applied scientific research; to establish scientific contacts with other, including foreign scientific research centers, and in accordance with the legislation, carry out the supporting activities related to clinical and scientific research activities.
6. Structural unit is accountable to the Faculty Council and Dean.
7. Faculty may set up different structural units, whose activities are regulated by the faculty, Approved by the Board of the Council and by the Academic Council Regulation; various committees and working groups to study certain issues or risks may be set up as well.
8. Faculty is managed by:
  - A) Faculty Board
  - B) Dean's Office

#### **Article 4. The Faculty Board**

1. A faculty's representative body is the Faculty Council, composed of all faculty academic positions and student self-government representatives.
2. Faculty council activities are coordinated and the Dean of the Faculty is responsible for the implementation of the decision.

#### **Article 5. Faculty Board and its authorities:**

- A) With the submission of the Dean, the faculty board develops and submits educational and scientific research programs to the academic council of the higher education institution. Develops the faculty structure and regulation and submits it to the University Academic Council for approval;
- B) Perform other tasks granted by this Regulation and Georgian legislation.

#### **Article 6. Quorum and Decision Making**

1. The Faculty Council is authorized to make a decision if it is attended by more than half the full membership of the Board.
2. The decision of the Faculty Council shall be deemed adopted if it is supported by more than half of the attendees at the meeting.
3. The session of the Faculty Council and the voting is public, except for the university statutes and the cases envisaged by the legislation of Georgia.
4. 1/4 of the full staff of the Faculty Board has the right to demand a secret ballot.

#### **Article 7. Faculty Council protocol**

1. Each session of the Faculty Council shall be made on the protocol.
2. The protocol shall be signed by the Chairman of the Board of the Faculty and the Secretary of the Board Meeting.

#### **Article 8. Dean of the Faculty**

**The Faculty of Health Economics and Management is headed by the Faculty Dean and is an academic and scientific institution in and outside the university.**

1. Facilitates the Study-Scientific and Practical activities to be conducted effectively on the faculty
2. In accordance with its competence is responsible for the decisions of the Academic and Faculty Councils; Conducting individual legal acts;
3. Holds the Faculty Council sessions;

4. Provides consistent performance of teaching and educational plans and educational programs, guides the study process;
5. supervises the arrangements of timetables and conducts control over their performance;
6. Keeps all required documents before the archive;
7. Organizes students' participation in scientific conferences held in the university and across the country;
8. Exercises other powers granted by the applicable legislation and regulations of Georgia.

#### **Article 9. Dean's office**

1. The Dean of the Faculty is a subsidiary structural unit subject to the Dean. The Dean of the Faculty carries out the planning, organizing and control of the faculty's academic, scientific and methodical work.

Dean's office functions include:

- A) Development of documents related to the planning and teaching process.
- B) Organization of learning process and accounting and control of all types of learning processes on the faculty.
- C) Faculty student registration, student's personal affairs and documentation control.
- D) Development of the Faculty Development Prospects and Further Improvement of Material-Technical Basis.
- E) Binding the personal data of the graduates and submitting them to the archives;
- F) Carry out other activities based on the purpose of the study process.

#### **Article 10. Faculty Departments**

1. The Department is a faculty's academic and scientific unit which carries out training, methodological, scientific and practical (clinical, laboratory and other) work.

2. The functions of the training department are:

- Training Course Program - Syllabus Development;
- To carry out the study process;
- Prepare methodical recommendations and guidelines;
- Development and implementation of scientific projects, including cooperation with other institutions;

### 3. Faculty Departments:

- Management;
- Economics and entrepreneurial activity;
- Technical Sciences;
- Finances.

The department is headed by a professor or an associate professor who is appointed and dismissed by the dean of the university.

#### Head of the Department:

A) Coordinates the educational and scientific activities of the departments

B) Participates in the elaboration and implementation of educational programs / curriculums and syllabuses;

C) cares to improve the material-technical and educational base of the Department;

D) Supervise the scientific-research work plan, draw up and implement scientific projects;

E) organizes participation in student scientific conferences, symposia and seminars;

F) Together with the members of the Department determines the priorities of scientific research;

G) Conduct a separate task of the Faculty Council and Dean.

H) The head of the department is accountable to the Rector, the Faculty Council and the Dean.

### **Article 11. Academic and other personnel of the faculty**

1. Faculty academic staff consists of professors and assistants. Professors are professors, associate professors and assistant professors.

2. The margin of pedagogical load of the professor shall be determined by the university academic council and approved by the rector.

3. An academic position can only be obtained through an open competition, which must comply with the principles of transparency, equality and fair competition.

4. The date and conditions of the competition shall be published at least 1 month before the receipt of the documents.

5. The rules for conducting the competition shall be determined by the University Academic Board and approved by the Rector.

6. The terms and criteria of competition for electing the academic personnel are represented by the rector and approved by the University Academic Council.
7. Individual labor contracts are concluded with the academic staff winner according to the requirements of higher education and labor legislation.
8. Academic staff is obliged to:
  - A) Follow the requirements of the university statute and internal regulations.
  - B) Follow the code of ethics and the disciplinary liability norms.
  - C) To perform the duties undertaken by the labor agreement.
9. The grounds for dismissal of academic staff are:
  - A) Personal statement.
  - B) Term expiry of the term of the term of labor.
  - C) Rough or systematic violation of the requirements of the university statute and internal regulations.
  - D) The violation of the conditions envisaged by the labor agreement;
  - E) Other cases defined by the legislation.
10. Faculty's administrative positions are: Dean, Deputy Dean (In case of existence).
11. Faculty assistant personnel belong to other personnel required for the faculty activities.
12. Relationships related to facilitating staff and disciplinary responsibilities shall be regulated by the University's Statute, Internal Regulations and other normative acts.

## **Article 12. Faculty Education Program**

1. The educational program of the Faculty of Health Economics and Management is in compliance with the requirements of the applicable legislation and consist of two-step educational program.
  - 1.1. First step of educational program (bachelor's degree) -240 credits according to ECTS.
  - 1.2. The second step of educational program (master degree) - 120 credits according to ECTS.
2. Training courses envisaged in curriculum during the course are used in daily lectures, practical, seminars, curriculums, group classes.

## Article 13. Faculty student; rights and responsibilities

1. A student who is enrolled to the faculty of Health Economics and Management accordance of the rules of the Law of Georgia "On Higher Education" and the University Charter enrolls and studies with the Faculty Diploma in Dentistry program.

The rights and responsibilities of the Faculty student are determined according to the current legislation of Georgia, university regulations, ethics Code and by the present Statute.

2. The student is obliged to:

(A) To learn all the subjects selected by the university, which are chosen by their own desire and are obliged to study.

B) To follow the University Charter, Internal Regulation, Code of Ethics and the present Regulation;

C) The student is obliged to pay the tuition fees established by the university or the difference between the state grant and the established tuition fees within the established rule and timeframe;

D) To fulfill the terms of the contract concluded with the university;

E) Take care of the university property;

F) Take care of the welfare and success of the University.

G) Regularly attend classes (lectures, seminars, and practical and laboratory exercises).

3. The student has the right to:

A) Receive quality education;

B) Take part in scientific researches;

C) To take advantage of the university's library, material-technical, informational basis and other means;

D) Take part in the work of the faculty board through elected representatives;

E) Express his/her opinion freely about the process and administration of the study process;

F) Receive information on activities of higher education institution in accordance with the rules established by the legislation of Georgia;

G) To participate in the evaluation process of academic personnel periodically;

H) Accept academic leave in accordance with the internal regulations applicable to the university;

I) establish or join student organizations;

J) to move to another higher education institution from the second year of study in accordance with the rules of regulation of the Georgian legislation and university curriculum and be able to transfer the state funding to this institution.

4. The status of a university student is terminated in the event of completion of the appropriate educational program, mobility in other higher education institution or in other cases envisaged by the regulations of the higher education institution.

5. A person who fully fulfills the requirements of the educational program shall be granted the relevant qualifications and will be awarded diploma with a standard attachment.

#### **Article 14. Student Self-Governance of the Faculty**

1. The faculty student self-governance is a representative body of students of the faculty, established in accordance with the Law of Georgia on Higher Education, which carries out activities under the Higher Education Law and its provision, on the basis of which:

A) Elect the representatives of the Faculty Board;

B) Promote students' rights;

C) Develop proposals for further improvement of the learning process and improve the quality of teaching;

D) Perform other powers provided by the Statute.

E) Develop proposals to facilitate faculties or university management systems and quality of teaching, which is presented by the Faculty Board, Academic Council;

F) required obtaining exhaustive information on faculty activities, including financial and economic activities;

G) Is authorized to take part in assessment of the work of academic and administrative staff;

H) Coordinates with the student organizations and clubs at the university.

I) addresses the administration with the requests for grants and transfer of teaching to the individual program;

2. The faculty administration does not interfere with the student self-government activities.



## **Article 15. The learning process**

1. The learning process includes planning, organizing and conducting all kinds of teaching-methodical work, and the current and conclusion of the study material for student training. The organization and course of study process on the faculty is based on Georgian legislation, The University's Statute, Internal Regulations and the Present Statute.
2. Basic documents regulating the learning process at the Faculty are the regulations of educational process, educational programs, curriculum and curriculum programs (syllabuses), which are developed and consecutively updated with the qualification requirements of the state educational standard and graduate.
3. Students' academic performance assessment is carried out through ESTC system. The Monitoring Form shall be defined in the course of all subjects or parts of the course, with the syllabus and the improvement of the educational process management, stimulating the study and research work, and the improvement of the methods of conducting the learning process. The student is obliged to pass exams within the deadline set by the Dean.
4. The academic year of the faculty concludes two semesters.
5. During the academic year student must collect credits provided by the curriculum.
6. Suspension, termination, restoration and mobility of student status shall be regulated by the applicable legislation and regulatory rules of study process.
7. After mastering the educational program and collecting the compulsory credits, the graduate will be awarded with the bachelor/master degree and with a diploma asserting the quality of the student and terminates the status of the student. Along with the diploma, the graduate is given a diploma attachment which is not valid without diploma.

## **Article 16. Final provisions**

Cancellation of faculty provision, the changes and additions to it is made by the faculty board and approved by the Academic Board.