

Regulation of the Faculty of Medical

Article 1. A Medical Faculty Statute Scope of Work

1. The Regulation defines the mission, key goals, objectives and the scope of competence, the rule and rights and obligations of the Medicine faculty structure, its structural, educational and scientific activity implementer units of the Caucasus International University (hereafter – the university).
2. Implementation of the statute is obligatory for all the structural units, personnel and students of the Medical Faculty

Article 2. The Mission of a Medical Faculty

1. The mission of the Medical Faculty fully meets the mission of the Caucasus International University.
2. The mission of the Medical Faculty is development of highly qualified, competitive medical human resource with high moral principals for the local and international labor market by means of creation an adequate environment for international level educational, scientific/research activities; participation in development of higher education of the country and healthcare services.

Article 3. The goal and objectives of the faculty

1. In order to fulfill the mission of Faculty of Medicine, the faculty sets the following goals and objectives.
2. **The Goal of the Faculty:**
 - a) Raising highly-qualified specialists by means of internationalization of the academic programs in the healthcare sector, sharing international experience, by introducing innovations and modern methods of teaching;
 - b) Implementation of valuable scientific researches;
 - c) Ensuring academic independence;
 - d) Support to future generation and academic staff professional development.
- e) **The Objectives of the Faculty:**
 - a. Ensuring accessible education based on modern knowledge undergraduate (bachelor, one-level), as well as post-graduate levels (Doctoral, residency programs);
 - b. Introduction of internationally recognized methods of teaching and evaluation.
 - c. Implementation of the fundamental and applied scientific research in the healthcare sector by participation of the students in the researches.
 - d. Introduction of innovative approaches in the scientific researches in the field of healthcare and integration of the scientific research findings in the study process.
 - e. Creation of relevant clinical environment and ensuring practice for students to develop clinical skills.
 - f. Concentration of the intellectual potential of the faculty on the prioritized scientific problems, facilitate initiation of scientific-research project and development new scientific human resource.
 - g. Implementation of exchange programs and scientific-research projects with Georgian and foreign educational institutions; attraction of foreign staff and students.
 - h. Creation of student-oriented academic environment.
 - i. Ensure professional development of students and professors.
 - j. Protection of academic independence.
 - k. Generation and transfer of knowledge.
 - l. Support to mobility of students and academic staff.
 - m. Facilitate to introduction and development of civic society and universal democratic values.
 - n. Support to improvement of population health through participation in the social projects.
 - o. Participation in educational projects.

Chapter I

The Structure and Management of the Medical Faculty

Article 4. The Structure and Management Bodies of Medical Faculty

1. The management body of the faculty is the faculty council led by the faculty dean.
2. The faculty structure is defined by the faculty statute and it consists of: faculty administration (a dean, a deputy dean, Assistant Dean, the head/co-head of the educational program, direction/programs coordinator, a specialist of academic process management). (01-120, 02.10.2023)
3. Removed (01-120, 02.10.2023)
4. Scientific-research projects, apart from the university, may be implemented in the affiliated/partner scientific-research centres.
5. Clinical teaching takes place on the faculty takes place in the affiliated clinics based on multi-year memorandum.
6. An appeal board is available at the faculty.
7. All the structural units implementing faculty administrative, educational and scientific activities are accountable to a dean.

Article 5. Qualification Requirements for the Personnel

1. Qualification requirements for Dean:
 2. PhD or equal degree in the direction of healthcare (holding an academic position at university);
 3. No less than 3-year work experience in an educational institution or in an administrative position;
 4. Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
 5. Knowledge of MS Office;
 6. A command of a foreign language (minimum level- B2);
 7. A skill of organizational management;
 8. A skill of business and proper relations with students and personnel;
 9. A skill of effective communication and teamwork
 10. Leadership skills.
2. Qualification requirements for Deputy Dean:
 - Master's or equal degree;
 - No less than 1-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculum, syllabus and legislative regulations related to the programmes;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of business and proper relations with students and personnel;
 - A skill of effective communication and teamwork.
- 2¹. Qualification requirements for assistant dean:
 - Master's degree or equivalent;
 - at least 1 year of experience working in an academic or administrative position in an educational institution;
 - Knowledge of the structure, curriculum, syllabus and legal regulations related to the program of higher education programs;
 - knowledge of office programs;
 - knowledge of a foreign language (at least B2 level);
 - organizational management ability;
 - Ability to have business and correct relations with students and staff;
 - Ability to work in a team.
3. Qualification requirements for Programme Coordinator:

- PhD degree in the corresponding field (in an exceptional case, the Programme Coordinator may be a professor elected on the academic position due to the practical feature);
 - No less than 3-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of business and proper relations with students and personnel;
 - A skill of effective communication and teamwork.
- f) Qualification requirements for a Coordinator:
- Master's or equal degree;
 - No less than 1-year work experience in an educational institution or in an administrative position;
 - Being aware of a structure of Educational Programmes, curriculums, syllabus and legislative regulations related to the programmes.
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of organizational management;
 - A skill of business and proper communication with students and personnel;
 - A skill of teamwork.
- g) Qualification requirements for a Specialist of Academic Process Management:
- Having higher education or being a senior student;
 - Being aware of regulations related to higher educational programmes and academic process;
 - Knowledge of MS Office;
 - A command of a foreign language (minimum level- B2);
 - A skill of business and proper communication with students and personnel;
 - A skill of teamwork;
- h) Qualification requirements for a Laboratory Assistant:
- Higher education in Medicine or Biology;
 - At least one-year laboratory work experience.

Chapter II

The Administration of the Faculty of Medicine

Article 6. A Medical Faculty Dean

1. A dean of a medical faculty leads the faculty, who is the faculty administrative, academic, pedagogic and scientific activity head.
2. A faculty dean is assigned and dismissed by a rector.
3. A faculty dean has the following responsibilities:
 - a. Leads the faculty council, defines the issues to be discussed by the faculty council
 - b. Ensures effective implementation of the faculty study process and scientific work;
 - c. Creates necessary conditions for academic freedom and professional development of professors and lecturers, as well as for students' free choices and motivated studying;
 - d. Controls implementation of the university administration orders and decrees
 - e. Leads the semester schedule planning and distribution of the academic hours
 - f. Develops faculty development strategic plan, ensures monitoring of implementation and produces reports regularly for presenting to the faculty council;
 - g. Organizes operation of the faculty;
 - h. Carries out monitoring the academic process with Program Supervisor and Faculty Quality Assurance Service;

- Participates in scientific-research process planning and monitors its implementation;
- i. Discusses individual applications of the students;
- j. In case of exclusion defines the individual schedule of payment for study for students;
- k. Participates in the selection of academic and scientific personnel;
- l. Participation in the negotiations of the educational clinical bases;
- Draws up the faculty budget project taking budgets of the programmes and other expenses into consideration;
- h. Ensures internationalization of programs and enhancing of a partnership network;
- i. Discloses disciplinary violations and abuse of the power and responds on them.
- j. Is involved in general university processes, participates in internal regulating law making document processing/discussion.
- k. Provides information to the relevant units of the university about faculty activities.

Article 7. The Deputy Head of Medical Faculty

1. Medical Faculty dean has a deputy who is appointed and dismissed by a rector based on suggestion of a dean.
2. A deputy of a faculty dean is accountable to a dean.
3. Key responsibilities of a deputy dean are:
 - a. Assisting a dean in managing of a faculty administrative, educational, scientific process effectively;
 - b. Management of a specialties, modules, curriculums and educational process, coordination of the educational program operations;
 - c. Monitoring of educational process timetable and academic staff occupation;
 - d. Coordination/control of syllabus uploading by teachers in the educational database "GONI";
 - e. Development of educational and examination timetables;
 - f. Formation of academic groups;
 - g. Organizing tuition in clinical bases, laboratories;
 - h. Organizing of a mobility process;
 - i. Control of a faculty documentation and clerical work;
 - j. Coordination with the examination center, monitoring units;
 - k. Coordination of the faculty main and supportive educational structural unit operations;
 - l. Organizing of the groups for the intensive courses of the study discipline;
 - m. Participation in organizing planned educational, scientific or other type of events of the faculty.
 - n. Organizing various types of events related to the educational activities;
 - o. Submission of the corresponding report to the faculty council;
 - p. Implementation of the dean tasks and acting as a dean in case of his/her absence,

Article 7¹. Assistant Dean of the Faculty of Medicine (01-120, 02.10.2023)

1. The dean of the Faculty of Medicine has assistant(s), who are appointed and dismissed by the chancellor upon the nomination of the dean.
2. The assistant dean of the faculty is accountable to the dean.
3. The main duties of the assistant dean are:
 - a) assisting the dean and deputy dean in ensuring the effective management of the administrative and educational process at the faculty;
 - b) coordination of activities of the main and auxiliary educational structural units of the faculty;
 - c) Regulation of various aspects of the educational process together with the coordinators of the relevant direction and specialists in the management of the educational process.
 - d) consideration of students' statements in accordance with the policies defined by the university and the dean's office.
 - e) performing the tasks of the dean, which are derived from the goals and tasks of the faculty.

Article 8. The head of an educational program

1. A program head leads the educational program who is a specialist of a specific direction and is elected on an academic position.
2. A university rector appoints and dismisses a program head based on proposal of a department dean.
3. A program head is responsible for the program quality, relevance of the program to the university and accreditation requirements.
4. The head of the program is accountable to the dean, and in the part of quality assurance of educational programs - to the quality assurance service **(01-86, 29.07.2024)**
5. An educational program head leads a curriculum group producing a program, syllabuses, discusses and ensuring introduction of an amendments in the program and syllabuses coordinates academic staff inclusion in development process of a program.
6. An educational program head develops draft program modification and submits to a faculty council.
7. A program head is responsible for provision full information to the students about educational program.
8. A program head produces proposals for organizational issues for implementation of the program for a dean.
9. It is possible that one person leads one or more educational programs, based on volume of a program.
10. The functions of the program are
 - a. leading implementation of an educational program, control of curriculum and syllabus implementation
 - b. Attraction of highly qualified teachers and participation in the selection process of the academic personnel for implementation of the program
 - c. Searching for the educational/clinical bases on program need
 - d. Planning of semester schedule and distribution of hours in coordination with a faculty dean;
 - e. Conducting surveys of students, academic and invited staff, graduates, and employers regarding educational programs and the learning process, in coordination with the Quality Assurance Service. **(01-86, 29.07.2024)**
 - f. Based on the analysis and recommendations from the Quality Assurance Service, and with the involvement of relevant academic staff and/or the curriculum development group, implementing necessary revisions to the program and syllabi and submitting them to the Faculty Council for approval. **(01-86, 29.07.2024)**
 - g. Preparing the program's self-evaluation report in collaboration with the Faculty Quality Assurance Coordinator, to be submitted to the Head of the University Quality Assurance Service. **(01-86, 29.07.2024)**
 - h. Leading the students' Credit acknowledgement, internal and external mobility process;
 - i. Consultation of the students in educational process planning and improvement of educational results;
 - j. Development the individual educational plan based on the students' appeal;
 - k. Elaboration of academic occupancy of the students for a semester
 - l. Submission of a proposal for effective implementation of the program about material supply and educational-research activity planning, development of program budget;
 - m. Control of students' achievement considered by the program and approval of the decision regarding to assignment of the qualification;
 - n. Represents the educational program during the program accreditation visits and accreditation council;
 - o. Takes care of filling library book stock in compliance with the necessities of the programme;
 - p. Participates in the process of attracting university entrants.
11. The head of educational program automatically is an academic council member and is obliged to attend the sessions in accordance to the defined procedures.

Article 9. A Coordinator

1. A coordinator is assigned for effective management of the educational process of the educational level or program direction in case of need.
2. A coordinator fulfills all the required administrative activity for effective implementation of the education process.
3. A coordinator is accountable before a faculty dean.
4. A coordinator is obliged to coordinate university processes with all structural units of the university.
5. The function of a coordinator is to implement the activities and control the work regulated by various internal legal acts or Georgian legislation.
6. A chancellor appoints and dismisses a coordinator on the position.

Article 10. An education process management specialist of a faculty

1. An education process management specialist (hereafter “a specialist”) of a faculty implements the activities of a deans’ office during relationship with students.
2. A specialist is appointed by a university chancellor based on the order.
3. A specialist is accountable to the faculty dean, program head and coordinator.
4. A faculty specialist mainly implements the following responsibility
 - a. informing/communication with lecturers and students;
 - b. Regular update of personal files and protection
 - c. Technical support in mobility process
 - d. working with personal applications of students;
 - e. Maintenance of the electronic register
 - Control on follow-up of the applications
 - Registration/control financial allowances for the students;
 - e. Control issuing and return of faculty owned equipment
 - f. Ongoing clerical works;
 - g. informing students service center of the university about change of students’ status
 - h. administering and control of faculty e-mail
 - i. informational service of students in social networks and educational electronic database
 - j. Correction of defective personal files;
 - k. Technical support insurance of the examinations to be conducted out of the examination center, on the respective material basis.
 - l. Academic registration process and technical assistance
 - m. registering students in the database of acknowledged subjects
 - n. Provide technical assistance to the teachers;
 - o. Ensuring transfer of examination works to the teachers, monitoring of submission of examination works to the students’ service center and timely registering of the evaluation in GONI;
 - p. Implements other tasks of a faculty dean and deputy dean related to organizational issues of the faculty educational process;
5. The number of specialists is determined by the quantity and volume (in credits) of the current programs at the Faculty and the number of students.
6. The responsibilities of the faculty specialists are assigned by a dean.

**Chapter III
A Faculty Council**

Article 11. The Compositing a Faculty Council

1. A faculty council is an advisory collegiate body under the faculty defining key directions of the faculty
2. The council is composed of
 - a. A faculty dean
 - b. Deputy dean of a faculty;

- c. elected affiliated academic staff of a faculty (a professor, an associate professor, an assistant-professor, an assistant); **(01-162, 16.11.2018)**
 - d. The coordinator of quality assurance service at the faculty;
 - e. The representative of a student self-governance on the faculty. 2 students participate in Faculty Council. One of the students is necessary to be a foreign citizen/a student from the educational programme with English as a language of instruction.
3. In the operations of the faculty council the contracted lecturers of the faculty shall be involved by invitation of the dean.
 4. The faculty council elects the council secretary from its members who will be responsible for recording minutes

Article 12. The responsibility of the faculty council

- a. Develops key directions of the faculty educational, scientific-research activities;
- b. Reviews the plan and direction of the faculty scientific-research activities;
- c. Submits information/report on the implemented scientific activities at the faculty to Scientific Research Department at the end of the year;
- d. Reviews an application of getting funding for scientific project/publication/textbook submitted by Scientific Research Department for recommendation;
- e. Compiles a list of experts in compliance with scientific directions and presents Scientific Research Department;
- f. Discusses the issues related to academic process and elaborates corresponding regulation mechanisms;
- g. Defines need for staff change for the faculty, the academic vacancies to be announced and applies Rector with a suggestion to announce a contest;
- h. Reviews the budget project for ongoing programmes at the faculty and that of faculty and presents University Administrative Bodies for approval;
- i. Discusses changes to be implemented in the planned, new, modified, current educational programs and syllabuses of the faculty; the conclusion of the council and recommendation are presented to the Head of Quality Assurance Service.
- j. Discusses the topic of the bachelor papers and defines the heads within its competency.
- k. Presents the proposals and recommendations regarding university action plan;
- l. Discusses strategic and action plans of the faculty and receives an oral report on implementation by the Dean;
- m. Discusses various ongoing issues of the faculty;
- n. in case of identification of a plagiarism takes responding measures;

Article 13. Procedures of Activities Implemented by Faculty Council

1. The council pursues its activities in compliance with the present regulation and other internal legal acts at university.
2. The council meets at the Council Session with the purpose of fulfilling its functions. The date of the session is determined by a chairperson of the Council.
3. Council session is held twice a year before the term starts and in case of necessity, it is held with the invitation of Faculty Dean and requirement of 1/3 of the members.
4. Faculty dean is a chairperson of Council's sessions.
5. An agenda for council's session is prepared by a chairperson of the council. The members of the council are entitled to provide the issues to be taken into consideration in the agenda in the written form.
6. The members of the council are informed about the date of the session and agenda via e-mail or other means of communication 3 days before the council's session.
7. The council is entitled to make a resolution in case the session is attended by more than a third part of the members. The resolution shall be made in case it is supported by a majority of the attendees.

8. A minute is recorded at every session of the council, signed by a chairperson of the session and a council secretary.

Article 14. Appeal Commission

1. The Appeal Commission is created at the faculty, which examines the complaints of students and lecturers related to the educational process.
2. A statement is addressed to an appeal commission and submitted to Chancellery.
3. The Commission is headed by the Coordinator of the Faculty Quality Assurance Service, who invites the relevant program manager and in case of necessity, a lecturer of the discipline or/and representative of university administration.
4. The decision of the Commission shall be reflected in the protocols and resolution of the Appeals Commission.
5. The Commission is obliged to submit a decision to the student within 5 days after the entry of the application.
6. The decision of the Appeals Commission can be appealed in court as a general rule.

Chapter IV

Academic and Research Units of the Faculty

Article 15. Removed (01-120, 02.10.2023)

Article 16. Removed (01-120, 02.10.2023)

Article 17. A Laboratory Assistant

1. A laboratory assistant is an educational-assisting personal of the faculty (or department);
2. The head of the specific department or a laboratory coordinates the operations of a laboratory assistant
3. A laboratory assistant is responsible for:
 - a. Ensuring proper functioning of laboratory equipment and computer technology during academic and scientific processes;
 - b. Recording reagent and tools available in the laboratory and placing in proper conditions;
 - c. Obeying safety regulations, utilization, disposal of waste;
 - d. Participating in improving and implementing laboratory educational and research methods;
 - e. Participating in department educational and scientific research works;
 - f. Ensuring smooth implementation of laboratory trainings according to the study plan, identification of material-technical requirement and informing a Deputy Dean.

Article 18. The Center of Clinical Abilities

1. The center for clinical abilities is established the necessary clinical skills for modern medical education. The center ensures introduction of modern teaching and assessment (PBL, CBL, OSCE, OSPE).
2. The center consists of the Clinical Ability Center laboratory and anatomic theatre.
3. Clinical ability laboratory with modern moulding and simulators gives possibility of obtaining relevant clinical skills required for teaching medicine according to the sectoral standards.
4. In the anatomic theatre a student studies anatomy, topography structure of the organ systems and basic surgery skills of various organs based on the bodies,
5. The center is led by the head of the clinical ability center who is appointed by the university chancellor based on the proposal of a dean.
6. A center head shall be the person with a higher medical/stomatological education attending relevant trainings.

7. A center activity and center head functions are described by the center statute in details.

Article 19. Removed (01-120, 02.10.2023)

Chapter VI **Quality Control at the Faculty**

Article 20. Quality Assurance Mechanisms at the Faculty of Medicine

1. Quality assurance at the faculty is carried out by University Quality Assurance Service via a coordinator of quality assurance at the Faculty of Medicine
2. A coordinator of quality assurance of the faculty is accountable to the Head of University Quality Assurance Service and the Faculty Council.
3. The regulation for the activities and functions of a coordinator of faculty quality assurance are provided in the Regulation for Quality Assurance Service and Quality Assurance Standards of University in a detailed way.
4. Apart from the rights and responsibilities envisaged in the Regulation for the Service and Standards, a coordinator of quality assurance at the Faculty of Medicine participates in the activities pursued by Faculty Council and Appeal Board.