

Bylaws of the School of Medicine of the Faculty of Natural Sciences and Medicine of Ilia State University

Article 1. Scope of the Bylaws

1. These Bylaws determine the goals and objectives, main concentrations of activity, structure, management bodies and other issues related to the operation of the School of Medicine (hereinafter referred to as “School”) of the Faculty of Natural Sciences and Medicine of Ilia State University;
2. School Bylaws are developed by the School Board with the Head of the School and agreed upon with the Dean of the Faculty. The Dean of the Faculty submits the School Bylaws to the Faculty Board for consideration. In case of approval of the Bylaws by the Faculty Board, the Dean of the Faculty will submit the School Bylaws to the Academic and Representative Boards of the University for approval.

Article 2. Status of the School of Medicine

1. School of Medicine (hereinafter referred to as “School”) is a department/school created for educational and research purposes at the Faculty of Natural Sciences and Medicine of Ilia State University;
2. The School was established and approved through the meeting minutes of the N14 meeting of the Academic Board on December 26, 2019 and the meeting minutes of the N7 meeting of the Representative Board on December 27, 2019.

Article 3. Goals and Objectives of the School

3.1 The School aims to:

1. conduct multifaceted research in the field of medicine to create new knowledge and experience;
2. create and constantly develop academic training and continuous educational programs;
3. train professionals by synchronizing research, teaching and practice;
4. develop healthcare staff professionally;
5. take care of the professional development of the academic staff and attract new personnel with high qualifications;
6. internationalize teaching and research in the field of medicine;
7. establish and strengthen institutional ties at the local, regional and international levels;
8. stimulate close relations between professors and students;
9. use its own potential and resources for the benefit of the society;

10. work with local and international donors in order to find the necessary resources for research activities.

3.2 Objectives of the School:

1. Provision of modern education and support in the learning process for students;
2. Development of the Curriculum;
3. Development of human resources;
4. Development of research potential;
5. Development of organizational culture;
6. Introduction of innovations;
7. Improvement of the medical research quality;
8. Development of cooperation with interested parties.

Article 4. Main Fields of School Work

1. To fulfill its goals, the School implements basic educational programs in cooperation with the Dean of the Faculty, the Quality Assurance Office, and the University Administration.
2. School of Medicine of Ilia State University carries out educational and research work in the direction of academic and continuous education and public service;
3. The purpose of the research work is:
 - a) to create new knowledge in various fields of medicine and healthcare and ensure its integration in teaching and practice.
4. The purpose of academic education is:
 - a) to prepare and implement effective and high-quality academic programs.
5. The purpose of continuing education is:
 - a) to support interested persons in their professional development, to offer certification and training programs.
6. The purpose of public service is:
 - a) for the School to provide research on the needs of representatives of the medicinal field in cooperation with relevant institutions and interested persons. To communicate with them and facilitate research-based needs.

Article 5. Structure of the School

1. The structure of the School consists of: the Head of the School, the School Board.

Article 6. Management Bodies of the School

1. The management bodies of the School are: the Head of the School and the School Board.

Article 7. School Board

1. The School Board consists of: the Head of the School and academic staff;
2. The authority of the member of the Board is terminated in case of the expiration of the employment contract with the University or in case of non-fulfilment of the authority in accordance with the procedure established by the legislation of Georgia.
3. The Board has the right to terminate the status of a Board member by the majority of its members, in case of violation of the legislation by the member.
4. Functions of the School Board:
 - a) Develop and present the School concept to the Faculty Board;
 - b) Elaborate the School development plan and submit it to the Faculty Board;
 - c) Review and present the School's educational and research programs to the Faculty Board;
 - d) Plan the academic year/semester with the Head of the School;
 - e) Consider students' cases;
 - f) Consider and present the issue of granting qualifications to students to the Faculty Board;
 - g) Consider and make decisions regarding the issue of admission of doctoral students at the doctoral level;
 - h) School Board makes decisions by a simple majority of those present at the meeting. The Board is authorized if more than half of the School Board members are present at the Board meeting.

Article 8. Head of the School

1. The Head of the School is appointed by the Rector on the basis of the nomination of the Dean of the Faculty for the term determined by the contract;
2. Functions of the Head of the School:
 - a) Direct the management of the School;
 - b) Submit the School's academic training, scientific-research activities, or certificate programs or changes to be made to them for consideration to the Faculty Board, in agreement with the School Board;
 - c) Submit proposals to the Dean of the Faculty on the employment of visiting staff needed for the educational program on the basis of consultation with the School Board/or the Head of the program;

- d) Examine the applications of School students within the scope of their competence and, if necessary, send them to the relevant structures;
- e) Submit information to the Dean of the Faculty about the contractual remuneration of academic and visiting staff;
- f) Monitor the educational process, control the conduct of lectures;
- g) Manage the structures under their authority, in case of their existence;
- h) Conduct meetings with students regarding various issues;
- i) Plan the semester with the heads of the program before the start of each semester;
- j) Organize a meeting with the members of the School Board and heads of the program every month or according to necessity on the current issues within the School;
- k) Organize conferences, public lectures during the calendar year;
- l) Manage the work process in the structures that exist within the School of Medicine, distribute the work functions among the employees and provide monitoring;
- m) Execute the decisions of the Rector, Academic and Representative Board and other administrative units;
- n) Submit an annual work report to the Faculty Board at the end of each year;
- o) Other issues that are part of their competence.

Article 9. Board Meeting

1. The meeting of the School Board is convened by the Head of the School or at least 1/3 of the members of the School Board;
2. The School Board is convened by the Head of the School every month or as needed;
3. After the meeting of the Board, the meeting minutes are drawn up, which are signed by the Chairman and Secretary of the Board;
4. The Board makes a decision by a simple majority of those present in the form of a "Board Decision".

Article 10. Transformation and Abolition of the School

1. The decision to transform and abolish the School is made by the Academic Board and approved by the Representative Board.

Article 11. The procedure for making changes and/or additions to the Bylaws

1. The project of changes and/or additions to the Bylaws will be developed by the Head of the School with the School Board. The mentioned project will be reviewed by the Faculty

Board and with its approval will be submitted to the Academic and Representative Boards of the university for approval.