

## **LEPL Ilia State University**

### **Bylaws of the Faculty of Natural Sciences and Medicine**

#### **Chapter I. General Provisions**

##### **Article 1. Scope of the Bylaws**

1. These Bylaws define the goals and objectives of the Faculty of Natural Sciences and Medicine (hereinafter referred to as “Faculty”), main concentrations of activity, structure, management bodies and staff, the procedure for their election and rights and duties, other issues related to the operation of the Faculty.
2. The Bylaws will be developed by the Faculty Board on the recommendation of the Dean and submitted to the Representative Board of the university for approval with the consent of the Academic Board.

##### **Article 2. Status of the Faculty of Natural Sciences and Medicine**

1. The Faculty is the main educational unit of Ilia State University, which provides training of students in one or more specialties and equips them with appropriate qualifications.
2. The address of the Faculty: Ilia Chavchavadze Avenue 3/5, 0162, Tbilisi, Georgia.

#### **Chapter II. Goals, Objectives and Main Concentrations of Activity of the Faculty of Natural Sciences and Medicine**

##### **Article 3. Goals and Objectives of the Faculty of Natural Sciences and Medicine**

1. The goals of the Faculty:
  - a) Develop, manage and implement Bachelor's, Master's, Doctoral, Single-cycle Medical Doctor, Residency and other educational programs defined by law, as well as training and/or retraining educational and certificate programs/courses;
  - b) Train multi-faceted scientists and specialists, organizers of scientific and practical activities, who have the ability to effectively continue self-education and master the latest scientific and technical methods after receiving appropriate qualifications.
  - c) Promote the implementation and development of the best modern scientific and applied practices in scientific-research units of the relevant profile of the Faculty;
  - d) Promote students' involvement in scientific-research, expert and clinical activities;
  - e) Satisfy the individual's interests and abilities in obtaining higher education and ensure the academic freedom of learning, teaching and scientific research;
2. To fulfill its goals, the Faculty shall:

- a) Offer students a choice of high-level educational programs and training courses and give them the opportunity to receive a multi-disciplinary education;
- b) Promote the development of scientific research by inviting and promoting academic staff and qualified specialists of international level, supporting international research programs, and promoting the preparation of rated publications.
- c) Facilitate the connection of educational programs with ongoing scientific-research, clinical, expert and other activities.
- d) Create a comfortable learning, research and self-development environment for students by involving them widely in the social and scientific activities of the University. As well as effectively support the Statute of the University regarding the teaching process of students with disabilities and special educational needs, to provide access to full-fledged education for persons with disabilities and special educational needs and to create an equal learning environment.

### **Chapter III. Structure of the Faculty**

#### **Article 4. Structure of the Faculty**

1. The structure of the Faculty includes:
  - a) Faculty management bodies - Faculty Board, Dean of the Faculty and Quality Assurance Office of the Faculty;
  - b) Supportive administrative units created by the Faculty - units responsible for the implementation of the educational process;
  - c) Centers, scientific institutes and other supporting structural units created for research, educational, training purposes at the Faculty;
  - d) The Faculty may also have independent scientific and research units.
2. The decision on the creation, transformation and abolition of the structural units of the Faculty is made by the Representative Board, on the basis of the statement of the Faculty Board and in the case of approval from the Academic Board.
3. The Bylaws of the Faculty, scientific-research and other structural units are reviewed by the Academic Board and approved by the Representative Board on the basis of the decision of the Faculty Board and the statement of the Dean of the Faculty.
4. The Faculty, with the material base at its disposal, uses the material base and property at the disposal of other structural units of the university, including the material base of scientific-research institutes and centers, field bases, research ship, research and training laboratories, lecture halls, computer classes, library for the realization of educational goals. as well as the resources of partner clinics, based on and within the framework of the relevant agreement. The Faculty uses the resources of partner clinics, based on and within the framework of the relevant agreement.

## **Chapter IV. Management Bodies of the Faculty, Their Authority and the Procedure for Election**

### **Article 5.**

The management bodies of the Faculty: the Dean of the Faculty, the Faculty Board and the Quality Assurance Office of the Faculty.

### **Article 6. Faculty Board**

1. The representative body of the Faculty is the Faculty Board, which includes all persons with academic positions of the Faculty, all persons with scientific positions of the independent scientific-research unit and representatives of the students' self-government.
2. If the Faculty Board is elective, the Faculty Board includes:
  - a) Academic staff in compliance with the following rule:
    - a.a) When the number of academic staff at the Faculty is 30 and less than 30, the Faculty Board includes all representatives of the academic staff.
    - a.b) When the number of academic staff at the Faculty is between 30 and 120 inclusive, the Faculty Board includes 2 representatives elected from every 10 academic staff.
    - a.c) When the number of academic staff at the Faculty is more than 120, the Faculty Board includes 1 representative elected from every 10 academic staff.
  - b) One representative elected from an independent scientific-research unit, in the case of its existence;
  - c) Representatives of student self-government
3. The number of student self-government representatives in the Faculty Board is 1/4 of the composition of the Faculty Board. Rounding up is done in favor of students.
4. Faculty Board shall:
  - a) Determine and submit the draft budget of the Faculty to the Head of the Administration through the Dean;
  - b) Elect the Dean of the Faculty from the members of the academic staff of the Faculty on the basis of free and equal elections, by means of secret ballot;
  - c) Develop and submit to the Academic Board for approval the strategic plan for the development of the Faculty, educational and scientific-research programs to be implemented directly by the Faculty on the basis of the statement of the Dean;

- d) Develop the structure and Bylaws of the Faculty on the basis of the statement of the Dean, and submit it to the Representative Board for approval with the consent of the Academic Board;
- e) Develop proposals for the Bylaws of the Dissertation Board and the creation of the Dissertation Board and submit them to the Academic Board for approval;
- f) Elect the Head of the Quality Assurance Office of the Faculty for a period of 4 years, in accordance with the requirements set by the Board;
- g) See and approve the composition of the Field Committee proposed by the Dean;
- h) Review the Bylaws of the teaching, scientific-research and supportive structural units of the Faculty and submit them to the Representative Board with the approval of the Academic Board. The Heads of the structural units are approved by the Rector of the university on the basis of the statement from the Faculty Board.
- i) Review the annual reports of the scientific units at the Faculty, as well as the results and analysis of the researchers' evaluation of the research units.
- j) Review and approve the composition of the Dissertation Board and the nominations of the reviewers, which will be submitted to the Faculty Board for approval by the relevant Field Committee.
- k) Review and approve the educational and post-diploma education programs developed/updated by the academic staff of the Faculty and, if necessary, submit them to the Academic Board for further consideration;
- l) Review and approve internal quality assessment reports of the Faculty's educational programs;
- m) Review the issue of funding requested for the scientific/educational purpose of the academic staff and students of the Faculty. As well as issues of financial support of research activities of doctoral students;
- n) Be authorized to consider the issue of premature termination of the Dean's authority in the case of violation of the legislation of Georgia by the Dean, improper performance of the duties assigned to the Dean and/or performance of activities unsuitable for the Dean, at the request of at least 1/3 of the members of the Faculty Board. The decision on early termination of the Dean's term of office shall be made by secret ballot, by the majority of the members. The Dean does not participate in the voting mentioned in this clause. Appealing the decisions on these matters does not lead to the suspension of the contested act;
- o) Appoint an acting Dean in the case of premature termination of the Dean's authority;
- p) Approve the director of the independent scientific-research unit on the basis of the statement of the Scientific Board of the independent scientific-research unit;
- q) Approve the procedure for hiring the scientific staff of the independent scientific-research unit by submission of the independent scientific-research unit;
- r) Approve the Bylaws of the independent scientific-research unit and the additional conditions for occupying the scientific position of the independent scientific-research unit on the basis of the statement of the independent scientific-research unit;
- s) Approve the rule of internal evaluation of the scientific-research activity of the independent scientific-research unit on the basis of the statement of the Quality Assurance Office of the Faculty.

- t) Pursue authority granted by the legislation of Georgia and the Statute of the University;
- 5. The Faculty Board is authorized if more than half of the full membership of the Board is present.
- 6. The decision is made by the majority of those present, except for cases provided by law.

#### **Article 7. Preparation and Conduct of the Faculty Board Meeting**

- 1. The meeting of the Faculty Board shall be convened by the Dean's initiative or by the initiative of at least 1/3 of the members of the Faculty Board. The meeting is chaired by the Dean of the Faculty.
- 2. Faculty members should be notified in advance of the time, place and agenda of the meeting.
- 3. All members of the academic staff can submit an issue to be discussed at the Board meeting. For this, a member should apply to the Dean in writing (in the form of a statement) so that the relevant issue is discussed at the next meeting of the Faculty Board.
- 4. The decision of the Faculty Board is considered adopted if it is supported by more than half of the members present at the meeting, except for other cases provided by the legislation of Georgia.
- 5. Meeting minutes are drawn up at every meeting of the Faculty Board, and will be sent to the Faculty members by e-mail. The minutes should indicate:
  - a) Name of the management body;
  - b) Time and place of the meeting;
  - c) Names of attending members and attendance sheet;
  - d) Subject of the discussion;
  - e) Voting results;
  - f) Adopted decisions.
- 6. The meeting minutes of the Faculty Board are signed by the chairman of the meeting and the secretary of the meeting. Minutes of the Faculty Board meeting are sealed and kept with the person responsible for them.

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

Dean of the Faculty shall:

- a) Ensure effective management of educational and scientific activities at the Faculty;
- b) Submit the Faculty's strategic development plan and educational and scientific-research programs for consideration and approval to the Faculty Board;

- c) Submit the composition of the Field Committees of the Faculty and changes to it for review and approval to the Faculty Board;
- d) Develop the structure and Bylaws of the Faculty with the Faculty Board;
- e) Be responsible for the implementation of the decisions of the Representative Board, Academic Board and Faculty Board within the scope of their competence;
- f) Issue individual administrative-legal acts, reports and other types of information related to the Faculty within the scope of their competence;
- g) Preside over the meetings of the Faculty Board;
- h) Be responsible for the targeted use of the Faculty's budget in accordance with the legislation of Georgia;
- i) Pursue authority granted by the legislation of Georgia.

#### **Article 9. Procedure for Electing the Dean of the Faculty**

1. The Faculty Board elects the Dean of the Faculty for a term of four years. The Faculty professor or an associate professor may be elected as the Dean. The same person may be elected to the position of Dean only twice in a row.
2. The Dean shall be elected by the Faculty Board on the basis of free and equal elections, by secret ballot, by the majority of the members.
3. In the event of premature termination of the Dean's authority or the inability of the Dean to fulfill their authority, the Faculty Board appoints an acting Dean;
4. The statement regarding the start of registration of candidates for the post of Dean is published by the Faculty Board in accordance with the procedure defined by the Georgian legislation and the university's election regulations.

#### **Article 10. Quality Assurance Office of the Faculty**

1. In order to systematically assess the quality of the educational scientific-research process, as well as the professional growth of its academic staff, Quality Assurance Office is established at the Faculty, which operates in accordance with the relevant legislation, the Statute of the University and the Faculty Bylaws.
2. The Quality Assurance Office of the Faculty establishes a connection and cooperates with the relevant Offices of foreign countries and their higher education institutions. The purpose of cooperation is to develop transparent quality control criteria and to establish a methodology for their implementation.
3. Quality Assurance Office of the Faculty shall:
  - a) Contribute to ensuring a high level of teaching quality through the use of modern learning, teaching and assessment methods (modules, credit system and others) and the preparation of self-assessment for the authorization/accreditation process;

- b) Develop the rule of internal assessment of the scientific-research activity of the independent scientific-research unit and submit it to the Faculty Board for approval. The rule for the internal assessment of the scientific-research activity of an independent scientific-research unit should be based on the international standards for the assessment of scientific-research activity (participation of foreign assessors in the assessment process, use of various forms of scientific bibliometrics, etc.);
  - c) Evaluate the activity of an independent scientific-research unit on the basis of the rule of internal assessment of independent scientific-research activity.
  - d) Establish transparent criteria for the assessment of teaching at the faculty in cooperation with the relevant Offices of the university;
  - e) Monitor and assess educational processes in accordance with the criteria established on the basis of sub-paragraph "a" of point 3 of this article;
  - f) Develop proposals for the optimization of educational processes considering the best international experience;
  - g) Provide the self-assessment of the Faculty for the accreditation process and internal quality assessment;
  - h) Report the results of their work to the Faculty Board regularly;
  - i) Refine, modify and check the programs of the Faculty, make conclusions on the compatibility of students' educational programs / completed training courses, confirm the correctness of the qualification / academic degree awarded.
4. The Quality Assurance Office of the Faculty is accountable to the Quality Assurance Office of the University, as well as to the Dean of the Faculty and the Faculty Board.

#### **Article 11. Procedure for Electing the Head of the Quality Assurance Office of the Faculty**

1. The Faculty Board determines the requirements for the Head of the Quality Assurance Office of the Faculty and announces elections. The Head of the Faculty's Quality Assurance Office can be a professor or an associate professor of the University.
2. The received applications will be considered by the Head of the Quality Assurance Office of the University and will presented the selected candidate(s) to the Faculty Board.
3. One or more candidates may be presented to the Faculty.
4. The Faculty Board elects the Head of the Quality Assurance Office of the Faculty by the majority vote no more than 10 working days after the presentation of the candidate(s), and it will be organized by the decision of the Faculty/School Board.
5. In case of non-election of a candidate by the Faculty Board, the Faculty Board announces repeated elections in accordance with the requirements of this article.
6. The Head of the Quality Assurance Office of the Faculty is elected for a period of 4 years.

## **Chapter V. Faculty Staff**

### **Article 12. Staff**

Academic, administrative, supportive, research staff and invited specialists are employed at the Faculty.

### **Article 13. Academic Staff of the Faculty**

1. The academic staff of the Faculty consists of professors.
2. The composition of the academic staff includes: professor, associate professor, assistant professor and assistant.
3. Professors participate in the educational process and scientific research and/or lead them.
4. Pedagogical workload of the academic staff is determined in accordance with the rules in force at the University and the Faculty.
5. The rules and conditions of holding an academic position, the grounds for dismissal, as well as the rights and duties of academic staff are defined by the Statute of the University and other university regulations;
6. The research staff consists of researchers. Researchers include researcher, associate researcher and assistant researcher.

### **Article 14. Administrative, Supportive and Invited (teachers and others) staff**

14.1 Administrative positions at the Faculty include: Dean of the Faculty, Head of the Quality Assurance Office.

14.2 The supportive staff of the Faculty includes other persons necessary for the activity of the Faculty considered by the staff list;

14.3 The invited staff of the Faculty includes - invited specialist - teacher. The invited teacher is authorized to conduct lectures, seminars and practical work without holding an academic position.

14.4 The Faculty is authorized to invite specialists or research personnel with appropriate qualifications without holding an academic position to participate in the educational and/or scientific-research process and/or to lead this process.

14.5 In addition to the supportive staff provided by the Statute of the University, the Faculty is authorized to invite persons with relevant qualifications to perform certain tasks as part-time supportive staff on the basis of the employment contract. The

procedure for hiring and dismissing non-staff supportive staff, the procedure and amount of their remuneration shall be determined by the Head of the Administration of the University.

## **Article 15. Composition and Functioning of Filed Committees**

15.1 Field Committees are created at the Faculty by the Faculty Board, in accordance with the educational programs and directions approved by the Academic Board;

15.2 The Field Committee may include a member of the academic staff of the Faculty who has a doctoral degree or equivalent academic degree.

15.3 The Field Committee makes the following decisions:

a) Doctoral level:

a.a) Review and evaluate applications of those who wish to continue their studies at the doctoral level, review appeals, conduct an oral exam;

a.b) Review the prospectus and the procedure of the defense;

a.c) Submit the list of candidates for the membership of the Dissertation Board and the candidacy of the chairman to the Faculty Board. The Field Committee will search for a potential member of the Dissertation Board and, in case of their written consent, submit their candidacy to the Faculty Board for approval along with other candidacies for the membership of the Dissertation Board;

a.d) Select reviewer candidates for the defense of the dissertation and present them to the Faculty Board; determine the relevance of the doctoral student's international publication to their dissertation topic; In the event that the dissertation work is planned to be completed and/or defended in English, the relevant Dissertation Board should include professors/associate professors with the doctoral academic degree in the relevant field/specialty, who have the competence of the English language. Definition of the mentioned competence and responsibility rests with the Field Committee;

a.e) Consider the applications of doctoral students for the change of the supervisor or applications of supervisors regarding their refusal to be a scientific supervisor;

a.f) Determine and confirm the relevance of their research topic in case of restoration of the student status for the doctoral student;

a.g) Review the statements of students of the Faculty on issues related to the educational process;

b) Master's level:

b.a) Provide assessment of the oral/written exam for those who wish to continue their studies at the master's level and those who wish to go through the mobility process;

b.b) Discuss problematic issues related to the fulfillment of the requirements stipulated by the training program;

b.c) Select reviewer(s) for the defense of the master's thesis and submission of candidates for membership of the Committee for the defense of the master's thesis to the Faculty Board;

b.d) Review the candidates of the respective Committees for admission exams and mobility at the master's level;

b.e) Review the statements of the students of the Faculty on issues related to the educational process.

c) Bachelor's level:

c.a) Consider the issues related to the fulfillment of the requirements stipulated by the program;

c.b) Submit candidates for the membership of the Bachelor's Thesis Defense Committee to the Faculty Board;

c.c) Review the statements of the students of the Faculty on issues related to the educational process.

## **Chapter VI. Educational and Scientific-Research Process**

### **Article 16. Educational and Scientific-Research Process**

16.1. Educational process:

a) The educational process is carried out on all levels of education in accordance with the law on higher education, the Statute of the University, this provision, regulatory norms and the educational program - curriculum;

b) Full academic freedom is preserved during the educational process, which means free choice of the Head of the Course regarding the use of educational methods, selection of

literature, distribution of educational components, student assessment and other issues related to the teaching process;

c) The academic staff of the University and the Faculty are involved in the educational process. If necessary, it is possible to invite additional specialists;

d) Admission to the master's degree program and the creation of related Field and Appeal Committee are conducted by the decision of the Faculty Board and/or the order of the Dean;

e) The doctoral program functions in accordance with the Faculty's Dissertation Board approved by the Academic Council and the regulations and training programs of the doctoral degree;

f) In order to ensure the educational process at the doctoral level, the Faculty Board creates Field Committee, the function and composition of which are determined by this regulation and by the regulation of the Dissertation Committee and doctoral degree, approved by the Academic Board of the University.

g) The academic degree of doctor is awarded by the Dissertation Board created by the Faculty Board.

## **16.2. Scientific-research process:**

Faculty researchers conduct interdisciplinary analytical and applied scientific research in the fields of natural sciences and medicine and related fields. Researchers fulfill their mission by identifying priority objectives for the environment in the fields of natural science and medicine, studying them and developing recommendations. They also actively contribute to the scientific maintenance and awareness-raising processes of the educational process in these areas. Researchers organize scientific conferences, seminars and roundtables to share research results.

## **Chapter VII. Faculty Property, Financial and Budgetary Activities**

### **Article 17. Faculty Property and Budget**

1. The Faculty uses the property of the University in accordance with the rules established by the University.
2. The sources of funding of the Faculty are determined in accordance with the law on higher education and the funding sources established by the Statute of the University.

## **Chapter VIII. Making Changes and Additions to the Bylaws**

### **Article 18. Procedure for making changes and/or additions to the Bylaws**

1. The draft of changes and/or additions to the Bylaws will be submitted to the Academic Board for consideration by the Dean on the basis of the approval of the Faculty Board. In case of consent of the Academic Board, the mentioned project is sent to the Representative Board for approval.
2. The draft on making changes and/or additions to the Bylaws must be substantiated and reflect the necessity of making changes and/or additions. The sources of funding of the Faculty are determined in accordance with the law on higher education and the sources of funding established by the Statute of the University.