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Regulation of the School of Health Care

Article 1. School of Health Care

1.1. The School of Health Care (hereinafter referred to as the "School") of the "NEU National Educational University" (hereinafter referred to as the "University") is the University's primary educational structural unit, which, through educational programs and scientific research conducted under the conditions of academic freedom and institutional autonomy, ensures the preparation of students in the field of healthcare;

1.2. The School is accountable to the Rector of the University, the Senate and relevant structural units;

1.3. The School operates on the basis of the Constitution of Georgia, international treaties and agreements, the current legislation of Georgia, these Regulations and other legal acts of the University;

1.4. The School has its own seal.

Article 2. Mission, Strategy, Objectives of the School of Health Care

2.1. School Mission

The school's mission is to promote the creation of a multicultural and democratic climate, the formation of a highly civically responsible personality. To contribute to the creation of an educational environment that serves the well - being of society and its sustainable development. The school is focused on lifelong learning and internationalization, the development of scientific research, the introduction of innovative approaches and evidence-based practices, and the development of professional competencies. The school supports the integration of digital innovations and technologies into health education in order to prepare students for modern global challenges. The School ensures the development of healthcare educational programs of various levels and fields, including the implementation of regulated medical education in full compliance with international and national standards.

2.2. School Values

The school will implement its mission based on the following values:

- Academic freedom;
- Integration;
- Openness;
- Impartiality;
- Equality;
- Honesty;
- Justice;
- Creativity;
- Socialization;
- Inclusivity;

- Leadership;
- Professionalism;
- Social engagement;
- Public accessibility.

2.3. School Goals

A. Creating an optimal environment for students (including foreign students) and academic or visiting staff of the school, which ensures quality teaching, the teaching process and research activities;

B. Combining educational and research activities, which will contribute to the development of cooperation with leading foreign educational institutions, as well as promoting the mobility of students and academic/visiting staff in the international educational space;

C. Providing the opportunity to receive a promising education based on modern standards and continuous improvement of the educational and scientific process;

D. Establishing universal values and principles, supporting the orientation of society towards democratic, just and humane ideals, which is necessary for the formation of a strong and developed civil society.

2.4. School Strategy

A. To be adapted to modern trends and the requirements of a dynamically changing environment in order to best respond to the needs of both the national and international market;

B. To strive to become one of the leading educational hubs in its field not only in Georgia, but also in the entire region;

C. To provide competitive and high-quality education.

Article 3. School Objectives

3.1. To train highly qualified professionals;

3.2. To strengthen integration into the European education space and expand student mobility opportunities;

3.3. To provide students with sound theoretical knowledge and develop practical skills, which will enable them to continue their studies in leading educational institutions or successfully start a professional career;

3.4. To provide a comfortable and attractive educational environment for international students;

3.5. Ensure interdisciplinary cooperation in the process of training representatives of various healthcare professions.

Article 4. School Structure and Management

4.1. Composition of the School of Health Care:

A. Dean of the School;

B. Deputy Dean of the School (if any);

C. Clinical Skills Center;

D. Clinical Training Center;

E. Basic Training Center;

F. Student Coordinator.

4.2. School Management Body - School Council.

4.3. The development and implementation of the educational program is carried out by the Program Development Group;

4.4. Program Director, Co-Director (if any).

Article 5. Dean of the School/Powers

5.1 The School is headed by the Dean of the School, who is elected by the School Council from among the members of the School Council by a majority vote and appointed by the Rector. The Dean of the School ensures the smooth and successful functioning of the School;

5.2. Functions of the Dean of the School

A. Ensures the effective conduct of the School's educational activities;

B. Develops the school charter;

C. Chairs the meetings of the school council;

D. Develops the school action plan in accordance with the university mission and strategy and submits reports on its implementation to the rector;

E. Implements specific measures to plan the academic year/semester: determines the academic workload of academic personnel, in accordance with staff units, invited personnel;

F. Develops proposals for updating, modifying and implementing the educational program/programs;

G. Provides information to the Financial and Material Resources Service on the number of hours spent by invited personnel during the semester;

H. Participates in drawing up the school budget;

I. Ensures the planning of the educational process and the provision of consulting services to improve academic achievements;

J. Participates in the university mobility process (prepares mobility reports and individual educational programs) and in the process of restoring student status;

K. Leads and implements relations with mass media, is responsible for the image of the school, internal and external communications;

L. Exercises other powers assigned to it by these Regulations and the School Regulations.

M. The functions and powers of the School Council are determined by the School Regulations.

5.3. Early termination of the authority of the School Dean

The authority of the School Dean shall be terminated:

A. Based on a personal application;

B. In the event of death, recognition by the court of incompetent, missing - missing or deceased;

5.4. The School Council is authorized, in case of violation of Georgian legislation by the Dean, improper performance of the duties assigned to the Dean and/or implementation of activities inappropriate for the Dean, to apply to the Rector for termination of the Dean's authority;

5.5. The Rector may dismiss the Dean from office in cases provided for by the Labor Code of Georgia.

Article 6. Deputy Dean/Powers

6.1. The Deputy Dean of the School is appointed by the Rector of the University upon the recommendation of the Dean. The Deputy Dean of the School ensures the smooth and successful functioning of the educational process;

6.2. The functions of the Deputy Dean of the School are:

A. Implements the distribution of workloads;

B. Participates in the mobility process at the University (prepares mobility reports and individual educational programs) and the process of restoring student status;

C. Prepares the timetables for lectures, midterm and final exams;

D. Ensures the preparation of diplomas for issuance to graduates. Prepares diploma supplements;

E. Supervises the exercise of powers by employees of the School, the fulfillment of contractual obligations and compliance with the University's internal regulations;

F Ensures the organization of exams and monitoring of student performance;

G. Monitors lecturers (reflects the actual hourly workload of the lecturer during the academic week);

H. Manages the activities of the school and coordinates the relations between the structural units during the absence of the dean.

6.3. Termination of the authority of the deputy dean of the school

The authority of the deputy dean of the school shall be terminated:

A. based on a personal statement;

B. in case of death, recognition by the court as incapacitated, missing or deceased.

6.4. In case of violation of the legislation of Georgia, improper performance of the assigned duties and/or inappropriate activities, the dean may apply to the rector for termination of the authority of the deputy dean.

Article 7. Clinical Skills Center

7.1. The Center is headed by a head, who is appointed and dismissed by the Rector of the University;

7.2. The functions of the Center Head are:

A. Assess the required material resources in laboratories (including their proper functioning), identify simulators damaged due to wear and tear, and submit a request to the Dean's Office for their replacement with new ones.

B. Ensuring labor safety in the laboratories;

C. Description of the necessary consumables in the laboratories and, if necessary, submission of a request to the Dean's Office;

D. Involvement in the organization of structured clinical/practical exams.

Article 8. Clinical Training Center

8.1. The Center is headed by a head, who is appointed and dismissed by the Rector of the University;

8.2. The functions of the Center Head are:

A. Involvement in the quality of teaching of clinical training courses (review of feedback from lecturers, students);

B. If necessary, to find relevant organizations/institutions to provide the practical component envisaged by the program and to be involved in initiating cooperation with them;

C. Management of the preparation of tests for integrated clinical training courses;

D. Management of integrated clinical training courses.

Article 9. Center for Basic Training Courses

9.1. The center is headed by a head, who is appointed and dismissed by the rector of the university;

9.2. The functions of the head of the center are:

A. Involvement in the quality of teaching of basic training courses (review of feedback from lecturers and students);

B. Management of the preparation of tests for integrated clinical training courses;

C. Management of integrated clinical training courses.

Article 10. Student Coordinator

10.1. Provides organizational support for the implementation of the educational process:

10.2. Monitors the progress of the educational process and draws up a relevant document to record violations identified during the inspection process;

10.3. Submits the materials obtained during the monitoring to the Dean for further response;

10.4. Monitors the registration of the results of students' midterm and final/additional exams;

10.5. Communicates with school students in order to include them in the educational process and university life:

A. Consults students on issues related to the educational process;

B. Informs students about changes made to the academic schedule, possible absence/restoration of planned lectures and practical classes;

C. Informs students about activities specified in the academic calendar, about the formation of an individual curriculum, about the choice of a free component and/or additional program (if any).

10.6. Participates in the process of internal and external student mobility and assists students enrolled in mobility in adapting and fully engaging in the learning process;

10.7. Monitors professors' consultations.

Article 11. School Council and its Authority

11.1. The School Council of the Health Service (hereinafter referred to as the "Council") is a representative body of the School, which carries out the management of the School;

11.2. The School Council is the representative body of the School, which consists of: the Dean, Deputy Dean (if any), heads of educational programs, affiliated personnel and students of the program/programs implemented by the School in the amount of 1/3 of the Council;

11.3. Members of the School Council are elected for a term of 4 (four) years. Students are elected to the School Council once every 4 (four) years by the students of the School, through direct, free and equal elections, by secret ballot. The organization of elections is ensured by the student self-government;

11.4. The School Council is chaired by the Dean;

11.5. The organizational support and management of the activities carried out by the School Council is carried out by the Secretary of the School Council, who is elected at the first meeting of the School Council.

The Secretary of the School Council:

A. Ensures the registration and storage of letters and documents received by the School Council;

Bb. Prepares drafts of letters and issues to be discussed at the Council;

C. Prepares School Council meetings;

D. Ensures the reproduction of documents;

E. Keeps minutes of the Council meeting.

11.6. Powers of the School Council

A. Grants graduates the appropriate academic degree in accordance with existing legislative regulations;

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B. The School Council, upon the proposal of the Dean, develops the School Statute and submits it to the Senate for approval;

C. For special merit, selects a Georgian or foreign citizen or public figure for the award of the honorary doctorate, and presents them to the Senate for the award of the honorary doctorate;

D. Ensures the preparation and implementation of academic educational programs, as well as the syllabi of the courses provided for by the program, together with the program development group, which, after agreement with the head of the University Quality Management Service, is submitted to the Senate for approval;

E. Creates permanent and temporary commissions of the school and submits them to the Rector for approval;

F. Considers various educational and scientific-research projects;

G. Develops the conditions and rules for conducting a competition to finance a targeted scientific-research project of the University and submits them to the Rector for approval;

H. Within the scope of his/her competence, he/she participates in the discussion of the issue of disciplinary misconduct of academic, invited personnel and students;

I. Addresses the rector about the need to announce an academic competition of the school;

J. Participates in the process of developing, modifying and improving educational programs;

K. Exercises other powers granted to him/her by the legislation of Georgia and legal acts of the university.

11.7. Termination of the authority of a member of the school council

The grounds for termination of the authority of a member of the school council are:

A. Dismissal from the academic position of the university;

B. Dismissal of the dean;

C. Termination of the status of a school student;

D. Recognition by the court of incompetent, missing or deceased;

E. The case of the entry into legal force of the guilty verdict issued by the court against him.

Article 12. Rules for Holding Meetings and Making Decisions

12.1. The School Council meeting is convened by the Dean of the School, and in his absence - by the Deputy Dean or a relevant person;

12.2. A School Council meeting may be convened by the decision of 1/3 of the members of the School Council;

12.3. The School Council recognizes its authority at its first meeting;

12.4. School Council meetings are held as needed, but at least once a semester;

12.5. School Council meetings are chaired by the Dean of the School, and in his absence - by the Deputy Dean or a person elected by the majority of the members of the School Council present;

12.6. The School Council meeting is authorized to make a decision if the majority of the members of the Council are present at the meeting, the issue is resolved by open voting, the decision is considered adopted if the majority

of the total composition of the School Council votes. Voting may be held secretly, if the majority of the Council supports it;

12.7. Minutes of the meeting are drawn up on the fact of the gathering of the members of the School Council and holding the meeting, as well as the decision-making, which are signed by the Dean of the School (in his absence - the elected Chairman) and the Secretary.

Article 13. School Personnel

13.1. The School has academic, invited, administrative and support staff;

13.2. The academic staff of the School includes:

A. Professor;

B. Associate Professor;

C. Assistant - Professor;

D. Assistant.

13.3. Rights and obligations of the academic staff of the school

13.3.1. Academic staff is entitled to:

A. Participate in the management of the higher educational institution in accordance with these regulations and legal acts in force at the university;

B. Carry out teaching, research, creative activities and publish scientific works without interference;

c. Independently determine the content of the educational program (syllabuses), teaching methods and means;

d. Exercise other powers granted to them by these regulations and legal acts in force at the university.

13.3.2. Academic staff is obliged to:

A. Follow the requirements specified in the legal acts of the university;

B. Follow the code of ethics and disciplinary liability norms;

C. Fulfill obligations assumed under the labor contract.

13.4. The procedure for selecting academic staff, their rights and obligations are determined by the legislation of Georgia, the University Statute, the University Personnel Management Procedure and other legal acts;

13.5. Academic staff may be affiliated. Affiliation implies a written agreement between the University and a person holding an academic position, by which each person holding an academic position determines his/her affiliation with only one university, participates in the processes of community development and knowledge sharing on behalf of the University;

13.6. The authority and other activities of affiliated academic staff are regulated in accordance with the document on the rules and conditions for the affiliation of academic staff of the University;

13.7. Invited staff with appropriate qualifications may be invited to achieve the goals set out in the results of the study of the educational program/programs at the school;

13.7.1. Invited staff are authorized to:

A. Participate in the management of the higher educational institution in accordance with these Regulations and the legal acts in force at the University;

B. Carry out teaching, research, creative activities and publication of scientific works without interference;

C. Independently determine the content of the educational program (syllabuses), teaching methods and means of teaching within the framework of the educational program;

D. Exercise other powers granted to them by these Regulations and the legal acts in force at the University.

13.7.2. Invited personnel are obliged to:

A. Follow the requirements specified in the legal acts of the University;

B. Follow the Code of Ethics and the norms of disciplinary responsibility;

C. Fulfill the obligations assumed under the labor contract.

Article 14. Head/Co - Head of the Educational Program

14.1. The educational program/programs are headed by the academic/invited staff of the school.

14.2. Functions of the head/co-head of the program:

A. To draw up programs in accordance with the legal acts in force at the university;

B. To be guided by the legal acts developed by the University Quality Management Service when developing programs;

C. To agree on the content and format of the program with the head of the University Quality Management Service;

D. To be guided by the Law of Georgia on Higher Education, the legal acts of the Minister of Education and Science and the Director of the National Center for Quality Development when developing the program;

E. The program is submitted to the University Senate for final development and approval.

Article 15. School Budget

15.1. The school budget is an integral part of the university budget;

15.2. In accordance with the University Statute and the procedure established by these Statutes, the School participates in the process of forming the University budget.

Article 16. Transitional and Final Provisions

16.1. These Statutes shall be approved by the University Senate;

16.2. These Statutes shall enter into force upon signing;

16.3. The Senate shall adopt, revoke, amend and add to the Statutes;

16.4. These Statutes shall cease to be valid in the event of the approval of new Statutes.