

Approved by the Academic Council
of Tbilisi Humanitarian Teaching University with Resolution
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of THU with Resolution No. 14, dated September 3, 2025.

Regulation of the Faculty of Health Care of Tbilisi Humanitarian Teaching University, LLC.

Article 1. General Provisions

1. This regulation defines the status, mission, structure, and functions of the Faculty of Health Care of Tbilisi Humanitarian Teaching University (hereinafter referred to as "the Faculty").
2. The Faculty of Health Care of Tbilisi Humanitarian Teaching University (hereinafter referred to as "the Faculty") is one of the primary educational structural units of the university, responsible for the implementation of educational programs in the healthcare field, promoting education in healthcare, professional development, and introducing clinical education, as well as awarding the appropriate academic degrees.
3. The Faculty is required to create the best conditions for students to study, providing an opportunity to acquire forward-looking medical education, and to continuously work on improving the learning environment. Upon successful completion of the educational program, graduates are awarded a degree, and a document certifying the awarded degree is provided.
4. The legal status of the Faculty is determined by the university's regulations, this regulation, and the legislation of Georgia.
5. The activities of the Faculty are based on current legislation, the university's regulations, and this regulation, which is approved by the Academic Council upon the proposal of the Faculty Council.
6. The Faculty is not a legal entity, does not have a secretariat, letterhead, or stamp. The university's secretariat ensures the process of handling official matters, including correspondence, for the Faculty.

Article 2. Mission of the Faculty

The mission of the Faculty of Health Care is to prepare competitive specialists in the healthcare field (dentistry, public health, etc.) who possess the necessary competence, qualifications, and high ethical principles to meet the modern demands of the local, regional, and international labor market. The Faculty achieves this by synthesizing innovative education and research, enhancing international cooperation, and supporting lifelong learning. The Faculty aims to train healthcare specialists who will contribute to public well-being, and the democratic,

inclusive, and sustainable development of society, by utilizing their knowledge, skills, and responsibilities, considering the trends in the international and local markets.

Article 3. Tasks and Functions of the Faculty

1. In accordance with the current legislation and this regulation, the Faculty:
 - a) Develops the main directions for the Faculty's educational and scientific-research activities and establishes relevant educational programs and plans.
 - b) Participates in the development of the university's academic staff recruitment procedures.
 - c) Elects representatives to the university's governing bodies in accordance with the university's regulations.
 - d) Participates in the development of the university's educational and scientific policy strategies.
2. The functions of the Faculty include:
 - a) Training highly qualified specialists in the field of dentistry using modern teaching methods and developing corresponding skills.
 - b) Coordinating the activities within the Faculty of Health Care.
 - c) Establishing local and international contacts with universities and clinics around the world.
 - d) Developing textbooks, methodical recommendations, syllabi, and educational plans.
 - e) Promoting the practical activities of faculty members.

Article 4. Governing Bodies of the Faculty

The governing bodies of the Faculty are:

- a) The Faculty Council.
- b) The Faculty Dean.
- c) The Deputy Dean.

Article 5. Faculty Council

1. The representative body of the Faculty is the Faculty Council. The Faculty Council consists of the academic staff elected from the Faculty (professors, associate professors, assistant professors, and assistants). The Faculty Council is chaired by the Faculty Dean. The Faculty Council also includes 2 students appointed by the student self-government.
2. The Faculty Council exercises its powers granted by Georgian legislation and the university's regulations:
 - a) Defines and presents the Faculty's financial and budgetary needs to the Academic Council.
 - b) Based on the Dean's proposal, develops and presents the educational programs implemented at the Faculty to the university's Academic Council for approval.
 - c) Approves the strategic action plan for the development of the Faculty.
 - d) Based on the Dean's proposal, develops the Faculty's regulations and presents them to the Academic Council for approval. Also approves the regulations of the dental clinic.
 - e) In cooperation with the university's quality assurance service, coordinates the quality assurance process at the Faculty.

- f) Awards academic degrees to graduates.
 - g) Based on the request of at least 2/3 of the Faculty Council members, addresses the Rector regarding the early termination of the Dean's powers due to improper performance of duties or inappropriate activities.
 - h) Exercises other powers granted by the university's regulations and the Faculty's regulations.
3. A Faculty Council meeting is quorate if more than half of its members are present.

Article 6. The Faculty Dean

1. The Faculty is led by the Dean, who represents the Faculty in relations with the university and third parties.
2. The Faculty Dean is appointed by the Rector in agreement with the partners' assembly for a term of 4 years.
3. The Dean must hold an academic degree of Doctor or an equivalent scientific qualification and be a member of the Faculty's academic staff.
4. The functions of the Faculty Dean include:
 - a) Effectively managing the teaching process at the Faculty.
 - b) Leading the Faculty Council.
 - c) Ensuring the professional development of faculty members and providing the necessary conditions for students' individual and independent learning.
 - d) Submitting the Faculty's action plan and the budget proposal required to achieve the Faculty's goals and objectives to the Rector.
 - e) Presenting the list of students eligible for academic degrees to the Faculty Council.
 - f) Proposing the announcement of a competition for the selection of academic/administrative personnel to the Rector.
 - g) Proposing the need for invited personnel to the Rector.
 - h) Coordinating the distribution of academic/invited staff workload and ensuring its proper execution.
 - i) Developing recommendations regarding the appointment, dismissal, promotion, and encouragement of Faculty personnel, and presenting them to the Rector.
 - j) Managing the planning of semester workload, distribution of hours, preparation of the academic/exam schedule, and other processes related to the educational process.
 - k) Ensuring the sequential implementation of educational programs.
 - l) Supporting students' professional and personal development within the scope of their competence.
 - m) Coordinating the process of evaluating and developing educational programs with the quality assurance service.
 - n) Ensuring the implementation of decisions made by the Faculty Council, the Rector, and the quality assurance service within the scope of competence.
 - o) Preparing drafts of legal acts within the scope of competence and submitting them for approval to the Rector.
 - p) Exercising other powers granted by the university and the Faculty regulations.
5. The grounds for the early termination of the Faculty Dean's powers are:
 - a) A joint motivated decision of the Rector and the partners' assembly.
 - b) A personal resignation.

- c) Termination of the labor contract for an academic position.
- d) Death, declaration of death, or legal recognition as missing, or other circumstances provided by legislation.

Article 7. Deputy Dean

1. The Deputy Dean is appointed by the Rector upon the proposal of the Dean.
2. The goal of the Deputy Dean's activity is to facilitate the teaching activities within the faculty. The Deputy Dean's duties are:
 - a) Participate in faculty management upon the Dean's instruction;
 - b) Support the effective conduct of the teaching process;
 - c) Provide consultation to students regarding the teaching process;
 - d) Participate in the preparation of academic schedules;
 - e) Perform other tasks assigned by the Dean.

Article 8. Quality Assurance

The quality of the educational process at the faculty is regularly assessed by the university's quality assurance service, in collaboration with the Dean and the Faculty Council.

Article 9. Faculty's Dental Clinic

1. The Faculty's dental clinic ensures the delivery of the educational practice component within the Bachelor of Dental Medicine educational program.
2. The dental clinic, based on the clinic's regulations, the Bachelor of Dental Medicine program, and relevant syllabi, ensures the realization of practical courses aimed at developing students' professional skills.
3. Clinical education supervisors are appointed by the Faculty Council.
4. The Faculty Council drafts the regulations for the dental clinic, which are then approved by the Academic Board upon the Dean's recommendation.

Article 10. Faculty Coordinator

1. The direct management and coordination of the educational process is ensured by the Faculty's Dean and the Faculty's Educational Coordinator.
2. The Faculty Educational Coordinator ensures the smooth functioning of the teaching process and collaborates with the university's quality assurance service.
3. The Faculty Educational Coordinator reports to the Dean and serves as the assistant to the Dean in managing the educational process.
4. The responsibilities of the Faculty Educational Coordinator are:
 - a) Coordinate the faculty's educational, scientific, and research activities;
 - b) Plan semester workloads, allocate hours, prepare academic/exam schedules, and coordinate other processes related to the educational process;
 - c) Monitor teaching schedules and academic staff workloads;
 - d) Record and analyze exam results;
 - e) Coordinate the proper and timely conduct of exams;
 - f) Prepare draft faculty orders;

- g) Coordinate the publication of information on the faculty's website;
 - h) Ensure the effective implementation of educational programs;
 - i) Establish local and international contacts with universities around the world for the faculty's development;
 - j) Support the practical activities of teaching staff;
 - k) Coordinate the evaluation and development of educational programs with the quality assurance service;
 - l) Provide information to students and ensure their control;
 - m) Coordinate student academic registration and prepare relevant documents;
 - n) Monitor the statistical database of students and teaching staff;
 - o) Organize the preparation and conduct of academic conferences and other events for students and staff;
 - p) Carry out other activities related to the university's and faculty's goals as defined in the university and faculty regulations.
5. The faculty may have more than one coordinator.

Article 11. Faculty Academic Staff

- 1. The faculty's academic staff consists of professors, associate professors, assistant professors, and assistants as outlined in the faculty's staffing schedule.
- 2. Academic positions can only be filled through an open competition that adheres to the principles of transparency, equality, and fair competition.
- 3. The recruitment procedures for academic staff at the Faculty of Health Sciences, as well as the compensation and conditions of employment, are determined according to the university's regulations on academic staff recruitment and compensation.
- 4. Academic staff are entitled to:
 - a) Participate in university governance, including elections to governing bodies;
 - b) Independently conduct teaching, research, and publish scientific works;
 - c) Exercise other rights granted by the university regulations and the law.
- 5. Academic staff are obliged to:
 - a) Abide by the university's internal rules, ethical standards, and disciplinary norms;
 - b) Fulfill their duties as per their employment contract;
 - c) Submit a report on their activities after completing qualification improvement programs;
 - d) Comply with the requirements set by the university regulations, policies, and the law.
- 6. Grounds for dismissal from an academic position are determined according to the university's procedures on academic staff recruitment and compensation.
- 7. Upon the decision of the Dean and the Faculty Council, the faculty may hire non-staff (adjunct) teaching staff (senior teachers and teachers). The conditions for hiring such staff are outlined in the university's recruitment, compensation, and employment conditions policy. The Dean determines the semester workload for adjunct staff, taking into account their qualifications, work experience, and involvement in the program.

Article 12. Rights and Obligations of Students

- 1. For the purposes of this regulation, a "student" refers to an individual who is enrolled in a health science program at the university under the "Law on Higher Education of

Georgia" and has been granted, suspended, or revoked student status according to the university's rules regarding admission, suspension, and mobility.

2. The status, rights, and obligations of students are determined by:
 - a) Georgian legislation;
 - b) University regulations;
 - c) The university's internal rules;
 - d) The agreement between the university and the student regarding educational services.

Article 13. Final Provisions

1. These regulations enter into force after being approved by the Academic Board.
2. Upon the entry into force of these regulations, the previous regulations of the Faculty of Health Sciences at the university are abolished.
3. Faculty staff are required to familiarize themselves with these regulations and comply with their provisions. The administration must ensure that they are given the opportunity to familiarize themselves with the regulations at any time.
4. The Rector, the Head of the Quality Assurance Service, the Faculty Council, and the Head of the Legal Department can propose changes and additions to these regulations.
5. The approval of these regulations and any changes or additions to them is done by the Academic Board upon the proposal of the Faculty Council.
6. If any article or provision of these regulations is declared invalid, it does not affect the validity of the other provisions.
7. Any issues not covered by these regulations or other governing documents of the university are regulated by Georgian legislation.
8. These regulations lose their validity when new regulations for the Faculty of Health Sciences are approved.
9. The reorganization or liquidation of the Faculty of Health Sciences is carried out by making the necessary amendments to the university regulations in accordance with Georgian legislation.