

*Approved by Decree # 23/12 of October 3, 2017*

*of TSMU Representative Council*

**Amendment to the Provision of the Department of Education Management, Assessment,  
and Student Registration of Tbilisi State Medical University**

**Article 1.** On Amendment to the provision approved by decree 23/3 of March 18, 2008, of the Representative Council of Tbilisi State Medical University.

Amend the provision of the Department of Education Management, Assessment, and Student Registration of Tbilisi State Medical University approved by Decree No 23/3 of March 18, 2008, of the Representative Council of TSMU to read as follows:

3.1. According to these regulations and the staffing table, the following positions are established within the department:

A) Head of Department;

B) Head of Division;

C) Chief Specialists;

D) Senior Specialists;

E) Specialist.

Article 2. The amendment will come into force in due course after its approval.

*Approved by  
Representative Council of Tbilisi State*

## **The Provision of the Department of Education Management, Assessment and Student Registration**

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

- 1.1. The Department of Education Management, Assessment and Student Registration of Tbilisi State Medical University (hereinafter - Department) is a structural unit of Tbilisi State Medical University (hereinafter "University").
- 1.2. The Department is guided by the Constitution of Georgia, the Law of Georgia on "Higher Education," the Law of Georgia on "Legal Entities of Public Law," other legislative and subordinate normative acts, the TSMU statutes, these regulations, and administrative acts of university management bodies.

### **Chapter 2: Objectives and Functions of the Department**

2.1. The Department carries out the following functions:

a) Organize teaching process and methodological support based on the existing traditions and the university education practice worldwide to prepare well-trained and highly qualified specialists. For this purpose, the Department participates in:

- a.a) Elaboration of methods, forms, and methods for the development/realization of the university education concept;
- a.b) Processing and resolving all issues related to formation, teaching and dynamics of student contingent;
- a.c) Preparing and addressing staffing and workload regulation matters concerning the professor-teacher corps;
- a.d) Development and expertise of curricula, programs, and other administrative-legal documents.;

b) Analyzing the progress and results of each stage of the teaching process, develops recommendations for the optimal performance of the learning process;

c) Scrutinizes all the participants involved in the study process; analyzes and consolidates the assessment results.

d) Collaborating with the university information center to create and advance a computer-based system/software for learning and methodological activities.

e) Carrying out other organizational and oversight functions related to the study/learning process.

f) Ensuring the organization of concluding individual labor agreements (contracts) related to

training and methodical activities

g) Supervision and coordination of student registration;

h) Ensuring the storage, filling, and issuance of educational documentation - strict accounting forms (diplomas, certificates).

i) Develop and recommend new methods and approaches to teaching.

j) Participating in the selection of students' contingent transferred from different higher education institutions;

k) Providing correspondence with the Ministry of Education and Science of Georgia and medical universities in different countries on the issues related to the education process within the scope of its competence.

### **Chapter 3. Department Staff**

3.1. According to these regulations and the staffing table, the following positions are established within the department:

A) Head of the Department;

B) Head of division;

C) Chef specialists;

D) Senior specialists;

E) Specialist.

### **Chapter 4. Leadership of the Department and its structural units**

4.1. The Department is headed by the Head of the Department, who is appointed and dismissed by the Rector, as prescribed by the law;

4.2. The head of the Department is accountable to the Rector.

4.3. The head of department:

a) Conducts the activities of the Department decides issues concerning the Department management;

b) Distributes duties among the employees of the department, giving them mandatory instructions and tasks;

c) Supervises fulfillment of duties by the structural subdivisions within the Department.;

d) Signs and Axil visa the documents prepared in the Department

e) It is accountable for the work carried out by the Department.

4.4. The divisions included in the department are led by the head of the relevant division, who is appointed and dismissed by the Rector. The head of the division is accountable to the head of the department.

4.5. Head of Division:

f) Participates and directs the department's activities within the scope of the department's competence.

g) Distributes materials and assignments introduced in the department and coordinates their

fulfillment.

h) Responsible and accountable for the performance of the functions assigned to the department and the quality of performance.

4.6. The Rector appoints and dismisses the department's employees by the rules established by the legislation. Employees are accountable to the head of the relevant structural subdivision and the head of the department.

4.7. University Staff Schedule determines the number of department staff.

4.8. Certain directions for department activities not provided by the University Staff Schedule are carried out by invited persons based on relevant labor agreements.

## **Chapter 5. Structure of the Department**

5.1. The Department consists of the following structural subdivisions:

a) Training Program Management and Assessment Division.

b) Students Registration and Controlled Educational Documentation Division.

## **Chapter 6. Final Provisions**

6.1. The TSMU Representative Council approves the provision of the Department.

6.2. Amendments and supplements to the provisions of the Department are made by the procedure established by the Legislative Rules