

Tbilisi State Medical University

Department of Research Coordination, Master and PhD Programs

Provision

08.06.2012 # 23/5

Chapter I. General Provisions

Article 1.

Regulations for the Department of Research Coordination, Master and PhD Programs, from now on referred to as the Department, is the structural unit of Tbilisi State Medical University, from now on referred to as the University. (08.06.2012 # 23/5)

Article 2.

The department is governed by the Constitution of Georgia, the Law of Georgia on Higher Education, other legislative and subordinate normative acts, TSMU statute and internal regulations, administrative acts of the University's governing bodies, and these regulations.

Chapter II: Main Tasks and Functions of the Department

Article 3 (08.06.2012 # 23/5)

The Propose and Functions of the Department:

- a. Organizational provision in training highly qualified specialists and scientific and academic staff for the university.
- b. Coordination of scientific research, innovative and publishing activities of the University and cooperation with the relevant structures;

- c. Coordination of scientific research at the University; participation in planning research work in all scientific and scientific-pedagogical (department, division, laboratory) departments of the University;
- d. Organizational provision of approval of PhD/Master programs and monitoring their implementation;

- e. Coordinating and providing organizational support for research projects involving the structural subdivision with the participation or co-participation of the structural subdivision of TSMU (department, laboratory, institute, etc.), and/or securing targeted program funding (grant) for staff.

- f. Providing training for scientific and pedagogical staff;

- g. Organizing doctoral and master's degree competitions;

- h. Monitoring academic progress of PhD and Master students in collaboration with the Quality Assurance Service of TSMU;
- i. Cooperation with the Thesis Board of the Faculties.

Chapter III: Department Leadership and Employees

Article 4

1. The department is led by the Head of the Department, appointed and dismissed by the Rector according to legislation.
2. The Head of the department is accountable to the Rector and Vice-Rectors.

3. The Head of the Department:
 - a. Lead activities at the department;
 - b. Coordinate department activities with other academic and scientific structures of the University and cooperate with the Thesis Board of the faculties;
 - c. Assign duties, mandatory instructions, and tasks to staff;
 - d. Monitor performance of duties by staff;
 - e. Be accountable for the work accomplished by the department.

4. The University's staff schedule determines the number of employees in the Department.

Article 5

1. Department staff appointed and dismissed by the Rector as legislation prescribes.
2. Department staff is accountable and responsible to the head of the department.
3. Department staff perform their duties in accordance with this provision.

Chapter IV: Final Provisions

Article 6

1. The Representative Council of TSMU has approved the Department's regulation.
2. The Representative Council has made amendments and additions to the provision by the established legislation procedure.