

Approved
under the Decree #23/5; (08.06.2012) of
the Council of Representatives
LEPL – Tbilisi State Medical University

Provision

Faculty of Stomatology

LEPL – Tbilisi State Medical University

Article 1. General Provisions

1. Faculty of Stomatology (hereinafter referred to as “Faculty”) of LEPL – Tbilisi State Medical University (hereinafter referred to as “University”) is a basic educational-scientific and administrative structural unit providing educational programs and research activities under academic freedom (07.03.2018 №23/3).
2. The faculty shall, stemming from the level of the State development, create the best conditions for students for learning and independent research, shall ensure a chance of acquiring education in the relevant field of science, meeting the contemporary standards and oriented on the future and shall permanently care for the improvement of study conditions. In case of successful completion of education programs, award the relevant academic degree to the graduate and issue the document confirming the degree.
3. The faculty activities are based on the Georgian applicable legislation, Statute of the University, Internal Regulations of the University, and current provisions approved by the Council of Representatives based on the conclusion of the Academic Council, as proposed by the Faculty Council.
4. The faculty has a seal, stamp, blank sheet, and logo.

Article 2. Objectives and functions of the faculty

According to the applicable law and present provision, the Faculty shall:

- a) Elaborate on the main directions of academic and scientific research activities of the Faculty; establish relevant educational programs and plans;
- b) Determine the coefficients for the Unified National Examinations at the beginning of an academic year;
- c) elect the representatives of managerial bodies under the rules determined by the Statute of the University;
- d) Create a Quality Assurance Service;
- e) Determine the issues related to the funds raised, property, and assets owned by the Faculty within its competence and by the legislation of Georgia and the rules under the Statute of the University;
- f) Participate in the development of the main strategy of the educational and scientific policies of the University;

2. The functions of the Faculty:

1. Preparation, development, and participation in the implementation of undergraduate educational programs and curricula in the specialties of Stomatology;
2. Permanent improvement of a postgraduate training program for stomatologists and participation in its implementation, among them "Master Programmes" and Doctoral Programmes, with assimilation of modern methods of research and development of appropriate skills;
3. Continuous improvement of existing study programmes and curriculum (short-term residency program) for retraining in different related specialties, participation in its implementation;
4. Preparation and implementation of continuous medical educational programs;
5. Development of recommendation forms for implementation of the components of continuous professional development and descriptions of dental specialties (specialty passport) and their constant improvement;

6. Elaboration, implementation, and development of the programs and curricula, the content, orientation, and structure of which correspond to Elaboration, introduction, and development of programs and Curricula corresponding to the content, orientation, and structure of the European Credit Transfer and Accumulation System;
7. implementation of joint research projects, including with international educational and scientific research centers;
8. Elaboration and development of textbooks, methodical recommendations, and guidelines;
9. upgrade of qualification of the professors, teachers, and researchers of higher education and vocational educational institutions;
10. Ensure preparation, training, and enhancement of qualification of scientific and academic staff.
11. Promotion of practical activities of academic staff.
12. Promotion of practical activities of professors and teachers.

Article 3. Faculty Structure and Managing Bodies

1. The Faculty comprises educational, scientific, and supportive structural units.
2. Managing bodies of the Faculty:
 - a) Faculty Council
 - b) Dean of the Faculty;
 - c) Faculty Quality Assurance Service.
3. The structural units of the faculty are: (07.03.2018 No. 23/3)
 - a) dean's office;
 - b) departments and their program directions;
 - c) dissertation council;
 - d) curriculum committee
4. To conduct the learning process and research in a coordinated manner, directions (departments) shall be created within the Faculty, ensuring the implementation of educational and scientific – research programs. The main function of the direction (department) is the elaboration of the curriculum and syllabi of the discipline, implementation of the study process, development of methodical recommendations and textbooks, development-implementation of research projects, planning and implementation of practical activities (clinical, laboratory, etc.) (07.03.2018 №23/3).
5. The field Direction (department) within the faculty is headed by a professor or an associate professor (if the department does not have a professor), who is appointed by the rector of the

university based on an individual legal act (07.03.2018 №23/3)

6. The main obligation of the head of the direction (department) shall be to provide continuous and highly qualified management of the study process by the approved study plan (syllabus) and coordinate the work between the study departments. The head of the direction (department) is responsible for the proper fulfillment of other obligations defined by the legislation and is accountable to the Rector, the Faculty Council, and the Dean of the Faculty
7. The dental clinical bases of the university are intended to conduct educational-scientific activities of practical character related to dental specialties and to teach practical disciplines and practical skills at the Faculty of Stomatology.
8. The faculty administrative units are the Dean's advisory body and the Dean's Office. The standing curriculum development commission functions at the Faculty, which are the optimization of educational programmes and study plans, as well as the curriculum of the Faculty. Bringing in compliance with international standards, reviewing the textbooks, and providing teaching to the faculty. The Temporary Budgetary Commission is gathering at the Faculty to form the budget.
9. The dean's Office consists of the Dean, Deputy Dean (s), Head of Faculty Quality Assurance Service, and Heads of Faculty Structural Units. The Dean's office executes the decisions made by the Faculty Council, determines the lists of students of the Faculty, provides processing and analysis of appropriate statistical data, summarizes the results of exams carried out at the faculty, binds up and stores students' files, Drawing up and monitoring students' study cards/sheets, monitoring the fulfillment of educational programs by teaching staff (academic personnel, invited specialist, teacher, etc) and students of the Faculty
10. Faculty Services shall, within its competence, fulfill the decisions made by the Faculty Council and Dean's Office, develop proposals for the development of the relevant field, and submit them to the Faculty Council for approval.

11. Study Departments and Structural units of the Faculty of Stomatology:

1. Direction of Children and Adolescent Stomatology and Prevention of Stomatological (Dental) Diseases; s (07.03.2018 №23/3):

1.1 Children and Adolescent Therapeutical Stomatology/Dentistry Department (16.05.2018 №23/8);

1.2 Children and Adolescent Therapeutical Stomatology/Dentistry Maxilla-Facial Surgery and Surgical Stomatology Department (16.05.2018 №23/8)

2. Department of Odontology

3. Department of Periodontology and Oral Mucosal Diseases

4. Department of Orthodontics

5. Orthopedic
6. Department of Orthopedic Dentistry (N23/9; 26.07.2021);
 - 6.1. Direction of surgical dentistry:
 - 6.2. Department of Oral Surgery and Implantology;
 - 6.3. Department of Maxillofacial Surgery (N23/9; 26.07.2021).

12. A scientific research institute, a laboratory, a clinic, and/or other unit can be established at the faculty by the rules established by the university statute. The scientific research institute, laboratory, clinic, and/or different units may be established at the Faculty under the Statute of the university.

Article 4. The Faculty Council

1. The Faculty Council is the representative body of the Faculty that comprises all members of the academic staff and representatives of the student's self-governance body. The number of representatives of the students' self-governance body to be elected to the Faculty Council shall be 1/4 of the members of the Faculty Council.
2. The Faculty Council shall carry out the powers granted to the Council by the legislation of Georgia and the Statute of the University.
3. The Faculty Council shall carry out the activities in accordance with the rules of procedure of the Council. The Dean of the Faculty shall coordinate the activities of the Faculty Council and shall be responsible for executing the decisions of the Faculty Council.
4. The Faculty Council:
 - a) Submit the budget of the Faculty to the Chancellor of the University;
 - b) Elect the Dean of the Faculty, based on free and equal elections, by secret ballot, by the majority on the list;
 - c) upon the proposal of the Dean, elaborate and submit the strategic plan of development of the Faculty and the educational and research programs to the Academic Council of the University for approval;
 - d) upon the proposal of the Dean, elaborate the structure and regulations of the Faculty and submit them to the Council of Representatives for approval;
 - e) elaborate the Regulations of the Dissertation Council and submit to the Academic Council for approval;

- f) Elect the Head of the Faculty Quality Assurance Service;
- g) elaborate and approve the rules of procedure of the Faculty Council;
- H) In the case when there is only one issue to be discussed at the faculty council, the council is authorized to decide the form of electronic communication. The decision will be considered adopted if most faculty council members support it. The dean of the faculty decides to consider the matter in electronic form (N23/8; 24.07.2019).

Article 5. Dean of the Faculty

1. The Dean of the Faculty shall:

- a) ensure the efficiency of study and research activities in the faculty;
- b) submit the strategic plan of faculty development to the faculty council for consideration;
- c) develop and submit the structure and regulations/provisions of the faculty to the Faculty Council;
- d) be responsible for the implementation of the decisions of the Council of Representatives, Academic Council, and Faculty Council within their competence;
- e) issue individual legal acts within the competence;
- f) preside over the sessions of the faculty council;
- g) be responsible for the targeted use of the faculty budget;
- h) exercise other powers conferred to him/her by this statute and the Law of Georgia.

2. The statute of the University defines the rule for the pre-term cessation of the dean's authority. In the pre-term termination of the Dean's powers, this position shall be filled up for the remaining period of the term of the Dean.

3. In case of temporary inability to carry out the powers of the Dean, his/her duties shall be carried out by the Deputy Dean of the Faculty.

4. The functions of the Deputy Dean: monitoring the proper implementation of study programs for students; informing the students, professors, and teachers on the existing study and scientific processes; monitoring the drawing of study timetables; monitoring the process of lectures and seminars; managing and monitoring the exam sessions; introducing educational programs to students, assisting them with orientations and developing their educational programs, explaining the interaction between the programs; checking files of students periodically. Deputy Dean shall be appointed by the order of the Rector upon the nomination by the Dean;

Article 6. Dean's Office

1. The Dean's Office shall plan, organize, and monitor the Faculty's academic, research, and organized activities.
2. The functions of the Dean's Office are as follows:

- a) elaborating the documents related to the planning of the study schedule and teaching process;
 - b) registering and monitoring educational processes conducted at the faculty;
 - c) organizing the teaching process at all levels of education;
 - d) designing the measures for enhancement of the quality and efficiency of education for students, PhD students, and listeners;
 - e) planning and organization of methodical work;
 - f) organizing and control of scientific works/activities;
 - g) monitoring the teaching (academic work) quality;
 - h) designing the plans for developing Faculty prospects and further Improving the material-technical base.
3. The Faculty Secretary's duties include registering and collecting incoming and outgoing written information and processing and analyzing all normative acts. They provide control over the flow of examination sheets for the departments and the directions of the faculty. Coordinate work between the administration and the secretariat and control the database of students and academic staff. Registration of students, binding up the files of the students, creating a computer version of the base as well the demographic data and updating them; organizing signing contracts with students; providing information to relevant bodies regarding the time-tables, lists, sheets, and movements of students; issuing certificates and information to students; preparation, issuing, receiving and elaborating the examination sheets; statistical processing of academic data; monitoring the educational and financial indebtedness of students; organizing the attestation of final year students, verifying the demographic data for filling in the diplomas, binding up the files of students and deliver them to archives.

Article 7. Dissertation Council of the Faculty

1. Procedures for staffing the Dissertation Council and election of its Chairman are defined by the statute that the Academic Council shall approve upon the proposal of the Faculty Council.
2. Dissertation Council is a body established at a faculty awarding the academic degree of a doctor.
3. The Faculty Dissertation Council shall comprise all the professors and associate professors with doctorate academic degrees.
4. The Dissertation Council acts by the provision approved by the Academic Council upon the proposal of the Faculty Council, and the academic degree of doctorate is given in the fields of science defined by the provision.

Article 8. Quality Assurance Service of the Faculty

1. to ensure systematic evaluation of the quality of academic and research activities of the faculty as well as upgrade the personnel qualifications, there shall be established Quality Assurance Service that shall operate based on the present provision;
2. The Faculty Quality Assurance Service shall closely cooperate with the similar services of foreign countries and foreign higher education institutions to ensure transparent criteria for quality control and develop a methodology for meeting these criteria;
3. The faculty council approves the faculty's head of quality assurance service for the term of the academic program. The University's Internal Regulations define the rules and procedures of the election. The head of the Faculty Quality Assurance Service shall be Professor, Associate Professor, or Assistant-Professor with an academic degree in the relevant field (07.03.2018 №23/3).
4. The major task of the quality assurance service of the faculty is to provide and maintain a high level of teaching quality through the implementation of modern methods of study, teaching, assessment, and preparation of self-assessment for the accreditation process.
5. Faculty Quality Assurance Service is accountable to the Faculty Council, the Council of Representatives, and the Academic Council.

Article 9. Curriculum Committee of the Faculty (07.03.2018 №23/3)

1. The objective of the Curriculum Committee is to discuss the issues related to the implementation of the academic educational programs of the Faculty of Stomatology;
2. The Committee shall consider the expert assessments on the educational programs, curricula, study literature, syllabi of study courses, etc., that the Quality Assurance Service submits by the relevant rules, procedure, and established criteria; prepare the recommendations to submit them first to the Faculty Council and then to the Academic Council of the University;

The functions of the Curriculum Committee are as follows:

- a) reviewing the educational programs prepared by the Faculty and developing relevant recommendations;
- b) reviewing the compulsory and elective courses - syllabi and preparing relevant recommendations for the Faculty Council;
- c) Review the textbooks and prepare recommendations on their use in implementing educational programs for the Faculty Council and Academic Council.

- d) Preparing the recommendations on the issues of academic and research processes as submitted by the Dean of the Faculty and/or structural units of the Faculty;

Article 10. Academic and Other Personnel of the Faculty

1. The Faculty's academic staff consists of Professors, Associate Professors, and Assistant-Professors.
2. The Academic Council shall define the workload threshold for the professors;
3. Academic position may be acquired through open competition, which shall comply with transparent, equal, and fair competition principles.
4. The University's Academic Council shall define the competition's rules.
5. The terms and criteria for the selection of academic staff through the competition shall be approved by the Academic Council;
6. The rector shall sign an individual labor contract with the winner of the competition in accordance with the requirements under the laws on higher education and labor.
7. The powers of the academic staff shall be automatically prolonged until the recognition of the powers of the newly elected academic staff.
8. The academic staff within their competence may:
 - a) participate in the management of the University, including in the elections of the managing bodies;
 - b) independently carry out teaching, research, and publishing scientific works;
 - c) Exercise other powers granted to them by Georgia legislation.
9. The academic staff is obligated to:
 - a) comply with the code of ethics and norms of disciplinary liabilities;
 - b) fulfill the obligations under the labor;
 - c) after the professional development, present a report on the works undertaken;
 - d) observe the requirements defined under the Statute of the University, Regulations of the University, and the law.
10. The applicable law and the Statute of the University determine grounds for the dismissal of the academic staff;
11. Administrative positions of the faculty are Dean, Deputy Dean(s), and Head of Quality Assurance Service of the Faculty. A person who has reached 65 years cannot be elected or appointed to the administrative position of the Faculty.

12. The faculty's academic staff consists of invited specialists, senior teachers, teachers, and lab workers, with whom the Rector signs the labor agreement. The volume of educational, research, and methodical work determines the number of academic staff of the Faculty. The Faculty's academic staff's workload shall be defined by the Dean's Office, accounting for their qualifications, work volume, and specificity.
13. Supporting staff of the Faculty includes other personnel envisaged by the staff schedule necessary for the functioning of the Faculty;
14. Some of the directions for the activities of the faculty that are not envisaged by the university staff list shall be carried out by invited staff based on the labor contract.
15. The relations associated with the promotion and disciplinary liability of the Faculty staff are regulated by the Statute and Internal Regulation of the University and other normative acts.

Article 11. Study programs of the Faculty and study process

1. The Faculty of Stomatology study programs correspond to the requirements of the applicable legislation and include the first level of higher academic education – Doctor of Dental Medicine – 300 credits; Residency - the second level of higher education, and Doctoral (Ph.D.) Program – the third level of higher academic education - 180 credits.
2. Students learn subjects envisaged by the educational program through weekly lectures and practical and laboratory lessons/training.
3. The Faculty Council shall determine the content of the educational program, its structure, curriculum, provision of human and material-technical resources and infrastructure, forms and methods of teaching, assessment methodology and its principles, results of the studies, acquired general, transferable and sectoral competencies, knowledge and skills, the areas of employment and continuation of studies. In case of a favorable decision, the program shall be submitted to the University's Academic Council for approval in the established manner. Educational programs may be proposed and supervised by Professors or Associate Professors. The Curriculum Committee shall submit an educational program for consideration to the Faculty Council upon the appropriate recommendation.
4. Residency training shall be carried out under a residency program approved by the Ministry of Labor, Health, and Social Affairs of Georgia in coordination with the Ministry of Education and Science of Georgia.

5. The study process includes planning, organization, and implementation of all types of educational and methodology works/activities; the primary documents regulated by the educational process on the faculty are the study plans (curriculum) programs (syllabi).
6. The assessment of the knowledge of the student of the Faculty is carried out by the existing assessment system and study programs (syllabi). The student must pass all the exams and tests according to the study program (syllabus) and faculty study plan (curriculum). For students with disabilities (limited capabilities), the faculty may establish the privileges to create the necessary conditions for their complete education.
7. The examinations on the Faculty are conducted per unified rules established in the University; students shall be informed about the exam date at least 7 days before the exam.
8. the student shall strictly adhere to established restrictions during the exams.
9. The rules for calculating credits for educational programs, assessment, and retaking the subject on the Faculty shall be regulated by unified regulations established in the University.
10. The condition for suspending the status or termination of the status of a student shall be regulated by the Statute and Internal Regulations of the University.
11. During the faculty study course, every student at any level of education has the right to take academic leave.
12. The rules for academic leave shall be regulated per the University's Statute and Internal Regulations.
13. The administration of the Faculty shall issue a certificate regarding the academic leave of a student.
14. The transfer of a student from another higher educational institution or another faculty of the university and the restoration of the student's status is regulated by the current legislation of Georgia, the university's statutes, and internal regulations. The decisions of the faculty council and individual legal acts of the dean regulate internal faculty organizational issues of transfer and restoration.
15. By the legislation of Georgia, the internal University mobility from one faculty to another and also from another higher institution may take place only from the second year of the study within the established quota of the Faculty (07.03.2018 №23/3);

18. The mobility shall be carried out before the start of the academic semester according to the grade sheets (transcripts);
19. The University's Academic Council shall decide on mobility.
20. In case the mobility of the student is approved, the Faculty Council, in agreement with the Dean of the Faculty and direction (department), shall define a course the transferred student shall continue to study on also the list of subjects the student has to take based on the transcripts (mark- sheet) provided by the student;
21. removed
22. The student who has completed the educational program and accumulated the compulsory credits may be allowed to take the final exam. The university's assessment system will assess the student's knowledge on the final exam.
23. After learning the educational program, completing the compulsory credits, and successfully passing the final exam, the student shall be awarded the relevant academic degree - Doctor of Dental Medicine.
24. The graduate of the Faculty shall receive together with a diploma the appendix to the diploma of established form that has no force without the Diploma; the Diploma shall be issued to the person producing the ID card; the Diploma may be issued to another person based on the powers of attorney issued in the manner as provided for by the legislation.
25. removed
26. In case of the Diploma (Diploma appendix) loss, a copy of the Diploma may be issued in the manner established in the University. In such case, the fact of the loss of a Diploma shall be proved by an appropriate certificate.
27. The Faculty's instruction language is Georgian, Russian, and English.
28. According to the applicable law of Georgia, the duration of study at the Faculty is 5 years. Residency program – 1-3 (depending on the specialty), and Ph.D. program – at least three years.

29. The existence of a scientific/research program is a compulsory term for admission to the doctoral program.
30. Doctoral program is accepted after the preliminary expert opinion;
31. Evaluation of doctoral programs includes expertise provided in the manner established at the University. Expertise consists of evaluating the doctoral research program's scientific, methodological, anticipated theoretical, and practical values and the adequacy of the study component with the program content.
32. Doctoral (Ph.D.) program and supervisor of the program shall be approved by the university Academic Council upon the nomination of the Faculty Council.
33. The Faculty shall announce a competition for admission to the doctoral program;
34. Competition for Doctoral study includes:
 - a. Evaluation of the submitted documents
 - b. Examination: Testing, Interviewing in specialty and foreign language.
35. A candidate enrolled on the base of exams shall be considered a PhD student.
36. Duration of doctoral study is at least 3 years.
37. The academic year of the Faculty consists of two semesters: fall and Spring.

Article 12. Rights and Obligations of the Faculty Students

1. For this regulation, "student" means a person who is enrolled in the manner determined by the Law of Georgia "On Higher Education" and the University Statute and is studying at the faculty for a degree in dentistry, a doctoral program, or a residency program.
2. Admitted students should submit the following documentation to the Dean's office:
 - a) original of secondary school certificate;
 - b) certificate of Mandatory Military Service (males);
 - c) 4 photos, 3x4;
 - d) A copy of the ID Card (original must be presented personally);
 - e) contract concluded between the student and administration;
 - f) Other documents defined by the Internal Regulations of the University;
3. Persons with higher education degree wishing to continue studies in the Ph.D. program should submit a diploma of Doctor of Dental Medicine or the certificate on completion of residency

The Programme, while those who wish to continue studying in the residency program - diploma certifying the degree - Doctor of Dental Medicine;

4. A student has the right to:
 - a) obtain quality education;
 - b) participate in research activities;
 - c) access to material-technical, library, information, and other resources through equality principles under the rule established by the Statute and internal regulations of the University and the present provision;
 - d) receive comprehensive information on university activities, including financial and economic activities, by the applicable law of Georgia;
 - e) Elect a representative and be elected to the student self-governance as the managerial bodies of the University through secret balloting based on general, direct, and equal elections by the statute of the University;
 - f) access to Dental Clinical Bases of the University;
 - g) freely establish or/and join student organizations by their interests;
 - h) freely express their opinion and refuse to share those ideas proposed to it during the study process in a well-substantiated manner;
 - i) Take part in the development of individual study programs;
 - j) exercise the other powers delegated to it by this Law and the Law of Georgia.
5. Faculty provides objective assessment of student's knowledge through relevant procedures;
6. The student is obliged to study the subjects defined by the Faculty diligently and obey the statute, regulations, ethical code, and current provision of the University;
7. The Statute Internal Regulations and other normative acts of the University regulate relationships related to the encouragement and disciplinary responsibilities of the student.

Article 13. Student Self-Government

1. The student self-government based on universal, equal, and direct elections shall function on the Faculty;

2. The student self-government in the faculty is the basis for creating and functioning the student self-government of the university, aiming at promoting student mobility and activities.
3. Stemming from its regulations/provision, the student self-government shall:
 - a) protect the rights of the students;
 - b) elect the representatives of the student self-government to the Faculty Council;
 - c) have the right to develop recommendations and proposals related to further improvement of the study process and submit them to the Faculty Council;
 - d) take other activities as prescribed by the regulations of the student self-government
 - e) Faculty Administration shall not interfere with student self-government activities.

Article 14. Final Provisions

The annulment of the present provision and making supplements and amendments to it shall be done by the Council of Representatives.