

Approved by:  
Tbilisi State  
University  
Representative Council  
June 8, 2012  
Resolution #23/5

Tbilisi State Medical University  
Faculty of Physical Medicine and Rehabilitation

Decree

**Article 1. General decrees:**

1. Physical medicine and rehabilitation faculty (after “faculty”) of Tbilisi State Medical University (after “University”) represent the main educational, study-scientific and administrative structural unit, which provides approved and accredited academic higher education, as well as the teaching of students by vocational educational programs and assignment for them relevant academic degree or professional qualification (21.03.2013 23/6; 07.03.2018 23/3).
2. The faculty is obliged to create the best conditions of learning and research for students to provide future-oriented education matching modern standards in the relevant science field and constantly take care to perfect training programs and improve learning conditions. In case of successful completion of educational programs, give the graduate a relevant academic degree or professional qualification and issue a confirmation document of the relevant degree/qualification assignment (07.03.2018 23/3).
3. The faculty activities are performed based on applicable legislation, the university charter, the university regulations, Rector and Chancellor orders, and this provision, which by the faculty council, based on the academic council positive conclusion, approves the university representative council (07.03.2018 23/3).
4. The faculty has a logo, round seal with logo and full name in Georgian and English languages: stamp, blank sheet

**Article 2. The objectives and activities of the faculty;**

1. The objectives of the faculty in the relevant field are:
  - a) To prepare specialists with competence matching modern requirements and with high qualifications, competitive in the educational and labor market;
  - b) To provide education of modern standards and high quality, considering the demands of the public. (07.03.2018 №23/3
2. The main directions of the faculty activity are:
  - a) Preparation of highly qualified specialists and to promote their further professional growth.
  - b) Planning diplomas and postgraduate study programs to work out their constant perfection, development, and participation in their implementation.
  - c) Removed, 12.02.2024 №23/3
  - d) Continuous professional education and work out professional development programs and development (12.02.2024 №23/3);
  - e) To work out introduction and development programs and curriculum according to the transfer of European credits, accumulation system content, orientation, and structure.
  - f) Training, scientific research, practical work coordination of developments
  - g) Develop and implement joint scientific research projects with international training and scientific research centers.
  - h) To work out and develop textbooks and methodical recommendations.
  - i) To promote practical training of academic staff (07.03.2018 23/3)
3. The faculty, in accordance with the applicable legislation and this provision:
  - a. develops the main directions of educational, scientific and research activities; establishes relevant educational programs and plans;
  - b. b) at the beginning of the academic year, determine the coefficients for the unified national examination;
  - c) elects the representatives of the management bodies in accordance with the rules established by the university's bylaws;
  - d) creates a service for ensuring the quality of education;
  - e) according to the legislation of Georgia and the statute of the university, within the scope of competence, determines the issues related to the financial and material-technical support of the faculty's educational and scientific research work; (07.03.2018 No. 23/3)
  - f) participates in the development of the basic strategy of the university's educational and scientific policy

### **Article 3. The faculty of structure and management bodies.**

The faculty consists of study-scientific, administrative and supporting structural units.

1. Faculty management bodies (managing subjects):
  - a) Faculty board;
  - b) Dean of the faculty;
  - c) Faculty Quality Assurance Service.
2. The structure of faculty:
  - a) departments;
  - b) Dissertation board;
  - c) The curriculum Committee;
  - d) The dean's office;
  - e) Other supporting structural units (12.02.2024 №23/3).
3. Faculty may include educational department(s) that will implement bachelor's, master's and doctoral educational programs of academic higher education; Also, the center(s) and/or other supporting structural unit(s), the rules of activity of which are regulated by the faculty submission and the relevant regulations approved by the representative board. (12.02.2024 No. 23/3)
4. The structural unit(s) of the faculty, within the scope of its competence, executes the decisions made by the faculty council and the dean's office, develops proposals for the development of the relevant service and submits them to the faculty council for approval. (07.03.2018 No. 23/3)

### **Article 4. Faculty board.**

1. The faculty board is a faculty representative body that is composed of the full composition of faculty, academic staff, and students' self-government representatives.

The number of students selected from the self-governance board in the faculty board is  
 $\frac{1}{4}$  of the faculty board.
2. The faculty council shall exercise the authority granted by the Georgian Legislation and the university's charter.
3. The faculty Council shall conduct activities in accordance with the council's regulations. Faculty council activities are coordinated, and the dean of the faculty is responsible for implementing the decisions made.
4. Faculty council:
  - a) Based on free, equal elections, the majority of the composition elects the Faculty Dean by secret ballot.

- b) Shall develop the faculty structure and regulation by the proposal of the Dean and submit to the Representative Council for approval.
- c) The dissertation board's statute shall be developed and submitted to the Academic Council for approval.
- d) Elect the Head of the Faculty Quality Assurance Service.
- e) Implements other authorities granted by the legislation and the university statutes.

**Article 5. The dean of the faculty.**

- f) The faculty dean is elected by the faculty council for 4 years in accordance with the regulations of the TSMU.
- g) The same person can be chosen for the Dean's position two times in a row.
- h) Dean is selected by the principles of transparency, equality and fair competition.
- i) Faculty Dean's election is held by the University Election Commission.

1. Candidates are registered for the Dean's position in accordance with the procedures provided by the University Regulations.
2. Dean of the faculty:
  - a) Ensures efficient conduct of the academic and scientific activities of the faculty;
  - b) Submit the strategic plan for developing the faculty, study, and scientific-research programs to the Faculty Board.
  - c) Develop and submit the faculty structure and provision to the Faculty Board for approval.
  - d) Is responsible for the fulfillment of the decisions of the University Academic Board, the Representative Council and the Faculty Board within its competence;
  - e) Chairs the Faculty Council sessions;
  - f) Exercise other powers granted by the Georgian Legislation and the university statutes.
3. The University Regulations shall determine the rule and terms of termination of the authority of the Dean. In case of early termination of the authority of the Dean, the position of the Dean shall be exercised for the remainder of the termination of the Dean.
4. In case of a temporary failure of his authority by the Dean, his/her duties are fulfilled by the Deputy Dean of the Faculty. The direct authority of the Dean of the faculty includes the leadership of the teaching-methodical and scientific work.

**Article 6. Dean's office of the faculty.**

- 1) 1. The dean's office is the deliberative body of the dean of the faculty. The faculty's dean's office plans, organizes and controls the educational, scientific and methodological work of the faculty. The dean's office of the faculty includes the dean, deputy dean(s), head of quality assurance service of the faculty, coordinator of nursing and midwifery undergraduate programs, and secretaries. The dean's office executes the decisions made by the faculty council. (12.02.2024 No. 23/3)
- 2) The Dean's functions are:
  - a) Development of documentation related to the planning and teaching process;
  - b) Registration and control of all types of learning processes at the faculty;
  - c) Organize educational process for faculty education programs'
  - d) Development of activities to increase the quality and efficiency of student's learning;
  - e) Planning and organizing methodical work;
  - f) Quality control of the faculty teaching and learning process together with the University Quality Assurance Service;
  - g) Technical, legal and organizational work of auxiliary character implementation of faculty management activities.

h) Development plans for future faculty development and further improvement of material- technical base;

3. The deputy dean of the faculty is appointed by the order of the Rector based on the submission of the dean of the faculty.
4. The deputy dean's functions are familiarization with student study programs and help in their orientation and individual study plans. In drafting, explaining the relationships of programs; monitoring the course of students' educational process and periodic control of students' cases; control of the preparation of educational tables; familiarization of instructions, orders and decrees for students; Informing students and professors about current educational and scientific processes and organizing appropriate events; Participation in the review of incoming documentation. (07.03.2018 No. 23/3).
5. The functions of the coordinator of nursing and midwifery undergraduate programs are:  
Bachelor of Academic Nursing Nurse/Midwife on all issues related to the implementation of educational programs according to the University relations with the services, participation in the administration of programs, monitoring of the implementation of relevant instructions, decrees and orders; Preparing issues related to nursing programs for discussion at the Faculty Council; Acquaintance with educational programs for nursing students, communicating with them during their studies; monitoring the course of academic studies and exams, introduction of individual study plans and performance supervision; familiarization with instructions, orders and decrees; Implementation of planned measures to improve the educational process in cooperation with university departments, quality assurance service. (12.02.2024 No. 23/3)
6. The functions of the Dean's Secretary are: primary and semester students' registration; Contracting with students; student's personal affairs; provision of tables, student lists, statements and other information for training departments and relevant structures. Maintain students unified electronic database and systematic updates of this base; prepare, process, and issue information for various purposes within the scope of its competence; statistical processing of academic data; control over student academic and financial debts; graduate semester students database verification of the diploma attachment; Sending students personal records to the archive (07.03.2018 23/3);

#### **Article 7. Dissertation Board.**

- 1) The composition of the Dissertation Board, the procedure for choosing the chair and the activity shall be determined by the Academic Council of the University in compliance with the provisions approved by the Faculty Council;
- 2) the dissertation Board is the body to be awarded the Doctor's academic degree, which

is created on the faculty;

- 3) the Dissertation Board consists of all professors and associate professors of the faculty of doctoral degrees;

- 4) the Dissertation Board acts in accordance with the provision approved by the Academic Council and grants the Doctor's Academic degree in the areas of science that the Statute defines.
- 5) The faculty council is authorized in the event that there is only one issue to be discussed and it is necessary to call an extraordinary meeting to make a decision in the form of electronic communication. The decision will be considered adopted if most faculty council members support it. The dean of the faculty made the decision to consider the issue in electronic form, and the representative board approved it. (12.02.2024 No. 23/3)

**Article 8. Faculty Quality Assurance Service.**

- 1) Faculty of academic and scientific research, as well as academic quality facilitation service shall be established for the sustainable development of the quality education system for the systematic internal assessment of the quality of the professional development of the personnel, which complies with the provisions of the present provision and the University Quality Assurance Service (07.03.2018 23/3);
- 2) Faculty Quality Assurance Service is authorized to cooperate with foreign countries, other higher education institutions and all university/universities to develop transparent criteria for quality control and their methodology (07.03.2018 23/3)
- 3) The main objective of the Faculty Quality Assurance Service is to promote high quality through the use of modern methods of learning, learning and assessment, introduction of Georgian, university and international normative and/or recommendation documents to facilitate the academic and its accompanying processes for the staff involved in faculty programs and their implementation also, carrying out relevant requirements and procedures within the scope of competence (07.03.2018 23/3).
4. The head of the quality assurance service of the faculty is elected by the faculty council for the term of the main educational level on the recommendation of the head of the university's quality assurance service.
5. The head of the faculty's quality assurance service should be a professor, associate professor, or assistant professor with an academic degree in the relevant field. (07.03.2018 No. 23/3)
6. The faculty's quality assurance service is accountable to the faculty's council for its activities. (07.03.2018 No. 23/3)

## **Article 8. Committee of the Faculty Curriculum.**

- 1) The Committee (s) is the Faculty of Physical Medicine and Rehabilitation permanent working body (s) aimed at assessing/reviewing issues related to the development and development of academic educational programs at the faculty. Committees of Physical Medicine and Rehabilitation and Nursing Education programs shall consider the subjective differences in the faculty's educational programs.
- 2) The committee shall consider the appropriate rule by the Quality Assurance Service, expert assessments presented in accordance with the procedure and established criteria for educational programs and curriculum, educational literature, and syllabus of training courses. Etc... and recommends the relevant recommendation to the Board of the Faculty and then to the University Academic Council. Functions of the Curriculum Committee are:
  - a) discuss educational programs prepared at faculty and prepare appropriate recommendations;
  - b) consideration of syllabuses and preparation of relevant recommendations for the faculty and elective courses-faculty board;
  - c) examination of textbooks and preparation of recommendations on faculty and implementation of educational programs for faculty and academic councils;
  - d) prepare recommendations on the issues related to academic and research processes presented by the Faculty Dean or Faculty of Study and Clinical Structural Units;
- 3) The Committee may create temporary subcommittees and/or working groups to study the specific task and prepare the appropriate recommendation (07.03.2018 23/3);

## **Article 8. Faculty Departments.**

- 1) The department is a faculty of structural training-scientific division, which will conduct training, methodological, scientific and practical (clinical, laboratory, etc.) work and facilitate the preparation of faculty students (including masters and doctors);
- 2) The main functions of the department are the elaboration of syllabuses of study disciplines, the study process, the creation of methodical recommendations and

manuals, the elaboration and implementation of scientific projects, and the planning and implementation of practical (clinical, laboratory, and other) activities.

- 3) A professor or Associate Professor heads the department of studies in the faculty (direction) appointed based on the Rector's Individual-Legal Act (if the department is not a professor). If two or more professors have been elected in the department, their appointment based on the rotation principle is equal to the proportional period (07.03.2018 23/3);
- 4) The main responsibility of the Head of the Study Department (direction) is the uninterrupted and highly qualified teaching process according to the approved curriculum (syllabus). The head of the direction provides coordination and integration between the training departments in this direction. The head of the department(direction) is responsible for duly fulfilling other obligations established by the legislation and is accountable to the Rector, the Faculty Council and the Dean of the faculty (07.03.2018 23/3);
- 5) Training directions, departments and other structural units of the Faculty of Physical Medicine and Rehabilitation are:
  - a) Department of Physics, Biophysics, Biomechanics and Information Technology;
  - b) Department of Physiology;
  - c) Department of Medical Biology and Parasitology;
  - d) Department of Medical Rehabilitation and Sports Medicine;
  - 1) Medical Rehabilitation and Sports Medicine Department;
  - f) Department of Traumatology and Orthopedics
  - g) Department of General Therapy
  - h) Laboratory Department
  - i) Physical Medicine Department
  - j) Physical Rehabilitation Policy and Strategic Management Department
  - k) Sports Medicine and Rehabilitation Clinical Center;
  - l) Nursing and obstetrics bachelor programs;
  - m) Academy of Early Childhood Development. (12.02.2024 No. 23/3

#### **Article 9. Academic and other personnel of the faculty;**

- 1) The faculty's academic staff comprises professors, associate professors, and assistant professors.
- 2) The maximum amount of the professor's teaching load is determined by the

academic council and approved by the representative council.

- 3) An academic position can be held only through an open competition, which must comply with the principles of transparency, equality and fair competition
- 4) The legislation and the university statutes determine the conditions and criteria for selecting academic personnel by competition.
- 5) The rector signs individual labor contracts with the winning academic staff, considering the requirements of higher education and labor legislation.
- 6) The authority of the academic staff automatically continues until the notification of the authority of the newly elected academic staff according to the established procedure.
- 7) Academic staff, according to their competence, has the right to:
  - a) to participate in the management of the university, including in the elections of the management bodies;
  - b) to carry out teaching research independently within the approved program; publish scientific papers;
  - c) within the framework of the educational program, independently determine the content, teaching methods and means of the training course programs (syllabi) (07.03.2018 No. 23/3)
  - d) to fulfill other powers granted to them by the legislation.

8. Academic staff is obliged to:

- a) Follow the code of ethics and the disciplinary liability norms;
- b) Carry out the duties undertaken by the labor agreement;
- c) After the qualification improvement, submit a report on the works carried out;
- d) To comply with the university statutes, the provisions established by the present provisions and legislation; 8'. Professor is a person with a doctor's academic degree who has at least 6 years' experience in scientific and pedagogic work and is guided in the direction/department of his/her research department, associate professors, assistant professors and students (07.03.201823/3);

8'. A professor is a person with an academic degree of doctor, who has at least 6 years of experience in scientific-pedagogical work and who leads and directs the educational process in his direction/department, Scientific research work of associate professors, assistant professors and students. (07.03.2018 No. 23/3)

8<sup>2</sup>. An associate professor is a person with a doctor's academic degree who participates in the educational process of the direction/department and directs the scientific research work of assistant professors and students. (07.03.2018 No. 23/3).

8<sup>3</sup>. An assistant professor is a person with an academic doctorate who leads laboratory, seminar and/or practical classes. (07.03.2018 No. 23/3)

5. The bases for dismissing academic staff are:
- a) personal statement;
  - b) expiration of the fixed-term employment contract;
  - c) gross or systematic violation of the code of ethics and norms of disciplinary responsibility;
  - d) Violation of the conditions stipulated in the labor contract;
  - e) retirement or granting of the title of emeritus;
  - f) other cases determined by the legislation.
10. Faculty administrative positions are dean, deputy dean (s), and head of faculty quality assurance service. Faculty administrative positions cannot be selected or appointed by a person who has reached 65 years.
11. The faculty pedagogical personnel, except the academic staff, are invited specialists, senior teachers and teachers, conducting seminar practical and laboratory work academic positions without arrest. The number of pedagogical compositions of the faculty is determined by the volume of training and scientific and methodical work. The university's administration determines the volume of faculty teachers regarding their qualifications, work volume and specificity, and scientific and methodical work. Persons carrying administrative functions can have a pedagogical load according to their profession and qualifications (07.03.2018 23/3).
12. The Faculty Assistant Staff belongs to other personnel required for the faculty's activities provided by the staff of the university;
13. Separate directions of the faculty's activity, which are not provided for by the staff schedule of the university, are carried out by the invited staff based on the relevant labor contract.
14. Relations related to the incentives and disciplinary responsibility of the faculty staff are regulated based on the university statutes, internal regulations and other statutory requirements.

**Article 10. Faculty training programs and study process.**

- 1) During the course of the study, the subjects provided for the program are used as weekly lectures and practical and laboratory studies.
- 2) Content, structure, curriculum, human, material-technical, and infra-structural support, teaching forms and methods, assessment methodology and principles,

learning outcomes, general, transferable, and subjective competencies, knowledge and skills, an extension of employment and/or continuation of educational program the field examines and defines the faculty's Council. In case of a positive decision, the program shall be submitted to the University Academic Council for approval. The right to present and direct an educational program has a professor or associate professor. The curriculum committee shall submit the educational program to the Faculty Board based on the relevant recommendation (07.03.2018 23/3).

2'. The organization and course of the educational process at the faculty is based on the current legislation of Georgia, the university's statutes, internal regulations and this regulation. (07.03.2018 No. 23/3)

2<sup>2</sup>. The faculty carries out the following programs for the first and second levels of academic higher education:

Bachelor's program in physical medicine and rehabilitation (Georgian);

Bachelor's program of physical medicine and rehabilitation (English language);

Georgian-Austrian undergraduate nursing program;

Bachelor of Obstetrics Program;

Master program "Pediatric Rehabilitation";

Master's program "Advisor in rehabilitation";

Master program "Rehabilitation in Sports";

Master's program "Biomedical Engineering" (with Akaki Tsereteli State University and Technical University of Georgia). (12.02.2024 №23/3)

3. The educational process includes the planning, organization and implementation of all kinds of educational-methodical work. The main documents regulating the educational process at the faculty are curricula and programs (syllabi) presented by departments.

4. The faculty evaluates the student's knowledge in accordance with the evaluation system and study programs (syllabi) in force at the university. The student is obliged to pass all exams in accordance with the study program (syllabus) and the faculty curriculum. For students with disabilities, the faculty can establish benefits to create the necessary conditions for their full education.

5. Exams at the faculty are held according to the uniform rules established by the university.

6. Removed. (07.03.2018 No. 23/3)

7. The procedure for calculating, evaluating, and repeating the subject with credits of educational programs at the faculty is regulated in accordance with the unified rule established at the university.

7'. If a student fails to pass an exam in a subject for any reason (unsatisfactory grade on the exam, absences, disciplinary misconduct, etc.), he/she is obliged to study the same subject again in the next academic year and/or the next semester with the required attendance. (07.03.2018 No. 23/3)

8. The conditions for suspension of student status and termination of status are regulated by the university's statutes and internal regulations.

9. During the study period at the faculty, students of all levels have the right to take an academic leave, which should not exceed the period established by the university's statutes.

10. To take an academic leave, the student should apply to the university in writing. The rector of TSSU makes the decision regarding the mentioned issue upon the submission of the faculty dean.

11. Removed. 07.03.2018 No. 23/3

12. The administration of the faculty will issue a corresponding notification about the student's use of academic leave.

13. The transfer of a student from another higher educational institution or another faculty of the university and the restoration of the student status are regulated by the current legislation of Georgia, the university's statutes and internal regulations. Internal faculty organizational issues of transfer and restoration are regulated by legal acts of the university, decisions of the academic council and orders of the rector.

14. In accordance with the legislation of Georgia, the internal university mobility of a student from one faculty to another, as well as from another higher education institution, is allowed only from the second year of study within the quota of students of the faculty.

15. The mobility of the student should be carried out considering the mark sheet (transcript) submitted before the start of the academic semester.

15'. The final decision regarding the mobility is made by the academic council of the university. (07.03.2018 No. 23/3)

16. In case of student mobility, the faculty council, with the approval of the relevant department

(direction) and the dean, determines the semester/course in which the transferred student must continue his studies, as well as the list of subjects that will be necessary to pass, based on the transcript submitted by the student.

17. Even when transferring a student from another higher education institution, the above-mentioned procedures must be carried out in accordance with the requirements defined by the present regulation. Based on the transcript submitted by the student, the faculty council makes a decision in which semester/course the student should continue his studies and which subjects are necessary for the student to complete.

18. The degree (qualification) the level provides is awarded to the student after mastering the educational program and accumulating mandatory credits.

19. A faculty graduate student receives a diploma supplement of the prescribed form together with the diploma, which is not valid without the diploma.

The diploma is issued based on a power of attorney signed in accordance with the law.

20. In case of loss of the diploma (appendix), a copy of the diploma (appendix) will be issued per the university's rules.

21. Teaching at the faculty is conducted in Georgian and English languages.

22. The academic year at the faculty consists of two semesters: fall and spring.

#### **Article 11. Educational levels**

1. The educational levels of the faculty are: Bachelor's (first level of higher academic education), Master's (higher academic education

second level), and doctorate (third level of higher academic education); (12.02.2024 No. 23/3)

2. Each educational level of academic higher education at the faculty includes a set of study programs. Completing the previous educational level is the basis for continuing studies at the next level.

#### **Article 12. Bachelor's degree**

1. Only the holder of a state document certifying complete general education or a person equal to it has the right to study at the bachelor's level.

2. The purpose of studying at the bachelor's level is a relatively deep assimilation of the theoretical aspects of the study disciplines, along with a higher level of professional training than a complete general education, which prepares a person for further study and work in the master's degree through research programs, taking into account the limitations established by the legislation of Georgia.

### **Article 13. Master's degree.**

1. Master's degree - the educational program of the second level of academic higher education, which includes elements of scientific research, aims to train a specialist or researcher at the post-bachelor level,

It also prepares a person for work with the received qualifications. A bachelor's degree (240 credits), equivalent to a master's degree or

Graduates whose number of accumulated credits is not less than 300 and who have a relevant diploma, as well as citizens with the specialization and competence determined by the master's program according to individual specialties, whose accumulated credits are 240 credits for bachelor, and 300 credits for specialists who are equivalent to a master's degree or graduated. (07.03.2018 No. 23/3)

2. Enrollment in the master's degree program takes place in accredited master's programs in accordance with the applicable legislation.

3. Removed (07.03.2018 No. 23/3)

4. Information about the registration procedure for master's programs will be posted on the official website of TSMU.

5. An applicant enrolled due to passing the unified master's exams and internal university exams is considered a master's student.

6. Removed (07.03.2018 No. 23/3)

6'. The conditions of admission and study in the master's program, requirements for the master's program and the master's thesis are regulated by the Law of Georgia "On Higher Education", the statutes of the TSU, the regulations on the faculty and the master's degree. (07.03.2018 No. 23/3).

### **Article 14. Doctorate**

1. Doctorate is the third level of academic higher education, the main purpose of which is to train scientific-pedagogical personnel. A necessary condition for admission to doctoral studies is the existence of a scientific research program. (07.03.2018

No. 23/3)

2. The doctoral program is accepted after a preliminary examination.

3. The evaluation of doctoral programs includes the examination carried out according to the established procedure at the university. Expertise refers to evaluating the scientific, methodical, theoretical, and practical value of the expected results of the doctoral research program and the adequacy of the educational component to the program's content.

4. The Academic Council of TSMU approves the doctoral program and the supervisor upon submission by the Faculty Council.

5. The conditions of admission and study in doctoral studies and requirements for the doctoral program are regulated by the Law of Georgia "On Higher Education" and the faculty's regulations on doctoral studies. (07.03.2018 No. 23/3)

6. Removed (07.03.2018 No. 23/3)

7. Removed (07.03.2018 No. 23/3)

8. Removed (07.03.2018 No. 23/3)

#### **Article 15. Student's rights and duties**

1. A student is a person who has been enrolled in accordance with the Law of Georgia "On Higher Education" and the University Statute and is studying at the Faculty of Bachelor's, Master's and Doctoral Education.

On programs. (12.02.2024 No. 23/3)

2. The prerequisite for the enrollment of persons who have obtained the right to study at the university is to go through the initial administrative registration. Registration is provided

Presenting the following documentation to the dean's office of the relevant faculty of the university:

- a) application for admission to the university;
- b) document confirming general education;
- c) a document confirming being on military registration (for sons);
- d) four color photographs (3X4);
- e) a copy of the identity card (the mother is presented in person);
- f) the contract between the university and the student;
- g) document confirming the payment of tuition fees.

3. The rights and duties of the faculty student are limited to Georgia

According to the current legislation, university charter, internal regulations, code of ethics and the present provision. (07.03.2018 No. 23/3)

4. The student must carefully master what is determined by the faculty's mandatory subjects and follow the university's charter, bylaws, code of ethics, and provisions. (07.03.2018 No. 23/3)

5. Students with partial funding from the state grant must cover the difference between funding and tuition fees per the university's rules and within the established deadlines.

6. The student has the right to:

- a) get quality education
- b) participate in scientific research;
- c) to use the material-technical facilities of the university and the faculty under equal conditions in accordance with the rules established by the university's statutes, internal regulations and regulations,  
library information and other means;
- d) to receive comprehensive information about the activities of the university, including financial and economic activities, in accordance with the procedure established by the legislation of Georgia;
- e) to elect a representative by secret ballot based on universal, direct and equal elections and to be

elected in representative bodies of student self-government, faculty and university management in accordance with the university statutes;

f) freely establish and/or join student organizations in accordance with his interests;

g) to freely express one's own opinion and to give a reasoned refusal to share the ideas that are offered during the course of the educational process;

h) participate in the development of individual study plans;

i) to enjoy other rights granted to him by Georgia legislation.

k) removed (07.03.2018 No. 23/3)

L) to get acquainted with the list and content of optional subjects through public information sources and to submit a written application to the dean's office regarding the selected discipline within one week from the beginning of the semester.

7. Relations related to student encouragement and disciplinary responsibility are regulated based on the requirements of the university statutes, internal regulations and other statutory acts.

Article 16. Student self-government of the faculty

1. The faculty operates on the basis of universal, equal and direct student elections

Self-government.

2. The student self-government at the faculty is the basis for the creation and functioning of the general university student self-government, which aims to promote student mobility and activity.

3. The student self-government operates in accordance with the current legislation of Georgia, the university's statutes and its own regulations. (07.03.2018 No. 23/3)

Student self-government according to its regulations:

a) ensures the protection of the rights of students;

b) elects representatives of the student self-government in the faculty council;

c) has the right to develop recommendations and proposals that are related

with further refinement and improvement of the educational process and submit it to the faculty council;

d) to carry out other activities defined by the student self-government regulations.

4. Faculty administration does not interfere in student self-government activities

#### **Article 17. Final decrees**

The Representative Council cancels the Faculty's Regulations, amendments, and additions to it upon submission to the Faculty Council