



AVICENNA
Batumi Medical University

"Approved by"

General Meeting of Partners of "Avicenna - Batumi Medical University" LLC on July 21, 2022. Appendix No. 2 of the minutes No. 01-03/01

(Codified by: Order of the Rector No 01-09/28, 01.12.22; No 01-09/10, 01.05.2023)

Avicenna - Batumi Medical University
Regulation

Contents

Chapter I - General Regulation	1
Article 1. Scope of Regulation	1
Article 2. Legal Bases of the University Regulation	1
Article 3. Legal Force of the Regulation	2
Chapter II - University	2
Article 4. Type, Status and Activity of the University	2
Article 5. University Symbols and Attributes	3
Article 6. Principles of University Activity	3
Article 7. Mission of the University	3
Article 8. Vision of the University	4
Article 9. Strategic and Action Plans, Goals and Objectives of the University	4
Chapter III - University Structure and Official Subordination	4
Article 10. University Structure	4
Article 11. Management Bodies of the University	4
Article 12. Separation of Powers between University Management Bodies	5
Article 13. Entities Performing Management/Administrative Functions	5
Article 14. Independent Structural Units of the University	6
Article 15. Basic Educational Unit of the University	7
Article 16. Structural Units Implementing the Administrative Function	8
Article 17. Temporary Working Groups, Councils, Commissions	8
Article 18. Student Self-governance	9
Article 19. Organizational Structure of the University (organizational chart)	10
Chapter IV - Functions of University management bodies, subjects and structural units performing management/administrative functions	10
Article 20. Rector of the University	10
Article 21. University Academic Council	13
Article 22. Deputy Rector for Clinical Bases and Educational Resource Management	15
Article 23. Deputy Rector for Academic and Strategic Development	16
Article 24. Deputy Rector for Administrative and Financial Affairs	18
Article 25. Quality Assurance Service	19
Article 26. Continuous Professional Development Centre	20
Article 27. Psychological Support and Interpersonal Wellness Service	22
Article 28. Financial and Accounting Service	23
Article 29. Legal Service	23
Article 30. Human Resource Management Service and Chancellery	24

Article 31. Information Technology Service.....	26
Article 32. International Relations and Strategic Planning Service	26
Article 33. Public Relations and Marketing Service	28
Article 34. Labor Safety, Security and Logistics Service	29
Article 35. Clinical Skills, Simulation Training and Assessment Center	30
Article 36. Research Center of Health and Longevity	31
Article 37. Library	32
Article 38. Support and Career Development Service for Students and Graduates.....	33
Article 38¹.1. Centre of Foreign Languages (addition by Rector’s Order N01-09/10, 01.05.2023)...	34
Chapter V - University Clinics, Teaching Laboratories and Clinical Bases	35
Article 39. University Clinical Bases	35
Article 40. University Clinics and Teaching Laboratories.....	35
Article 41. University Clinics and Clinical Bases	36
Chapter VI - The Main Educational Unit of the University	37
Article 42. School of Medicine	37
Article 43. Structure of the School of Medicine	37
Article 44. Dean.....	37
Article 45. Council of the School of Medicine	39
Article 46. Composition and Subordination of the Council of the School of Medicine	40
Article 47. Deputy Dean.....	41
Article 48. Head of the Educational Programme	42
Article 49. Branch/sectoral departments of the School of Medicine.....	42
Chapter VII - University Personnel.....	43
Article 50. University Personnel	43
Article 51. Academic Staff	44
Article 52. Invited Staff.....	45
Article 53. Affiliation of Academic Staff	46
Chapter VIII - Student	46
Article 54. Student Status	46
Article 55. Student Rights and Obligations.....	48
Article 56. Guarantees of Students' Rights Protection	49
Chapter IX - Financial Management of the University	50
Article 57. University Budget.....	50
Article 58. Rules for Developing the Budget	50
Article 59. Budget Amendment Rule.....	50
Article 60. Control Over Budget Implementation.....	51

Article 61. University Property	51
Article 62. Intellectual Property	52
Article 63. Supporting Economic Activities	52
Article 64. Financial Policy of the University	52
Chapter X - Transitional and Final Regulation	52
Article 65. Authority Authorized to Approve the First Edition of the Regulation	52
Article 66. Bodies Authorized to Modify, Amend and Supplement the Regulation	53
Article 67. Formation of Structural Units of the University in the Initial Period of Activity	53
Article 68. Entry into Force of the Regulation	53
Article 69. Legal Consequences of Entry into Force of the Regulation	53

Chapter I - General Regulation

Article 1. Scope of Regulation

- 1.1. The present Regulation establishes and regulates the organizational arrangement of the higher educational institution LLC - "Avicenna - Batumi Medical University" (hereinafter "Avicenna" or "University"), defines the principles and structure of management, the principles of decision-making, the structure of the University and the key functions of the structural unit, the management of the University process of activity implementation and activity administration issues.
- 1.2. The Regulation of the University defines the structure of the educational University, the management of the University, the functions of the management bodies with an educational or administrative function, the procedure for the selection of personnel, the key rights of the student and other issues related to the educational activity.
- 1.3. The Regulation is the legal basis for the organization, activity and subordination of structural units of the University.
- 1.4. The rules for the formation and activity of the main educational unit(s) of the University (including the positions included in them) are determined by this Regulation and/or other acts adopted on the basis of the Regulation.
- 1.5. The purpose of the Regulation is to provide organizational support for the University's activities, within the framework of Georgian legislation, in accordance with the recommendations of the Bologna process, to ensure the process of administration of educational activities efficiently and transparently, to promote the realization of the rights of University personnel, by introducing the relevant legal framework in the University.

Article 2. Legal Bases of the University Regulation

- 2.1. This Regulation is composed in accordance with the requirements of the Law of Georgia "On Higher Education" and the relevant subordinate normative acts adopted on the basis of this Law.
- 2.2. The norms of the present Regulation must correspond to the norms of the Regulation of "Avicenna - Batumi Medical University" LLC. In case of discrepancies between the norms of the Statute and the Regulation, the norms of the Statute are used to settle the dispute.
- 2.3. In case of a difference between the University Statute and the norms of the Regulation, the relevant norms of the Regulation are subject to change or cancellation, in order to achieve compliance with the norms of the Statute, the University rector makes a decision on making changes to the present Regulation.
- 2.4. Legal acts of the University are adopted on the basis of this Regulation and must be in accordance with it. In the event of a discrepancy between the Regulations and the norms of other legal acts of the University, the Regulation has superior legal force in relation to other legal acts of the University.
- 2.5. In case of discrepancy between the Regulation and the norms of other legal acts of the University, the contested acts and/or their norms are subject to change or cancellation, in order to achieve compliance with the Regulation, on the basis of substantiated submissions, the decision is made by the rector of the University.

2.6. Any issues related to University management, educational and/or administrative activities, which are not regulated by the University Regulation and/or legal acts of the University adopted on its basis, are regulated and/or interpreted in accordance with the norms of the current legislation of Georgia.

Article 3. Legal Force of the Regulation

3.1. The implementation of the Regulation is mandatory for all entities within the organizational structure of the University, including, within the limits defined by this Regulation - for the students and staff of the University.

3.2. The management bodies of the University, the management bodies of the main educational unit of the University, structural units (staff) are obliged to act and cooperate with each other, taking into account the subordination established by this Regulation, observing the principles of mutual cooperation and good faith.

3.3. Failure to comply with the requirements of the Regulation leads to the responsibility defined by this Regulation, the internal Regulations of the University, the Code of Ethics of the staff and/or other legal acts.

Chapter II - University

Article 4. Type, Status and Activity of the University

4.1. The limited liability company "Avicenna - Batumi Medical University" is a higher educational institution established as a legal entity of private law in accordance with the Law of Georgia "On Higher Education", in the form of a teaching University.

4.2. The subject of the University's main activity is the implementation of educational and research activities in the direction of biomedicine, clinical medicine and public health protection, in order to promote the welfare of the society, to meet the requirements of receiving higher education, qualification raising and retraining, matching the interests and abilities of the individual, having competence corresponding to the modern requirements of the domestic and foreign labour market with the offer of highly qualified specialists.

4.3. The University acquires the right to a specific educational activity after authorization and/or accreditation in accordance with the requirements of the current legislation, as well as other activities that require a permit/license in accordance with the law, the University carries out only after obtaining a permit/license.

4.4. In order to promote its main activity, the University is entitled to carry out any other activities prohibited by law.

4.5. Proceedings at the University are carried out in the Georgian language, and the educational process is carried out in the languages of the relevant educational programme, it is allowed to conduct proceedings related to the educational process in English.

Article 5. University Symbols and Attributes

- 5.1. The University has its own logo, seal, letterhead, bank account, website, e-mail and other attributes characteristic of a legal entity.
- 5.2. The official website of the University is www.avicenna.ge.
- 5.3. The official e-mail address of the University is – info@avicenna.ge.
- 5.4. The legal (postal) address of the University is - No. 4 Tbeti Street, Batumi.
- 5.5. The University's brand name and symbols are protected by applicable law. The symbols of the University are approved by the general assembly of partners.
- 5.6. The full name of the University in Georgian is LLC "Avicenna - Batumi Medical University", in English - LLC "Avicenna - Batumi Medical University". In Georgian, it is permissible to use the name „სავიცენა“/"Avicenna" to mark the brand of the University.

Article 6. Principles of University Activity

- 6.1. The basic principles of the University's activity are:
 - a) academic freedom and integrity;
 - b) teamwork and involvement of staff and students in the decision-making process;
 - c) publicity and transparency of elections and contests;
 - d) equality, objectivity and non-discrimination;
 - e) freedom of speech and support for pluralism of opinions;
 - f) protection of political and religious neutrality;
 - g) striving for quality in the educational and research process;
 - h) involvement in activities promoting health and social welfare.
- 6.2. This Regulation and other legal acts adopted in the course of the University's activities must be derived from the basic principles defined in this article.
- 6.3. The basic principles mentioned in this article will be taken into account when explaining the content of the legal act of the University.

Article 7. Mission of the University

- 7.1. The mission of the University is to create a dynamically developing, research and innovation-oriented, intercultural, free educational space that will contribute to promoting public health through disseminating knowledge and the latest scientific achievements in response to global and regional challenges; to facilitate the formation of a highly competent, competitive, human health and wellbeing-driven, caring and independent professional who will be adaptive to a changing environment.

(Amendment by Rector's Order No. 01-09/28, 01.12.2022)

Article 8. Vision of the University

8.1. The main vision of the University is to introduce a modern model of medical education that ensures the promotion of human well-being, longevity, mental and physical health and psychosocial harmony from disease prevention to rehabilitation.

8.2. The University aims to provide future doctors and health specialists with a higher medical education that will respond to both global health and regional specific medical challenges - through systemic understanding and complex management of public health or clinical problems. The operation of the University on the clinical bases of its founding medical institutions (as well as other medical institutions established/managed/owned by "High-tech Hospital MedCentre" LLC) provides a real opportunity to strengthen the various links of the above-mentioned health promoting chain - from the level of basic education to professional skills and continuing education.

Article 9. Strategic and Action Plans, Goals and Objectives of the University

9.1. The University, in accordance with the principles of activity stated in its mission, establishes short, medium and long-term goals that will contribute to the realization of the stated vision.

9.2. In accordance with the goals of the University, specific tasks are determined that contribute to the realization of the respective goals, determine the internal or external human, financial and material resources required to achieve the goal, the responsible structural unit/units, and the indicators of the performance of the tasks.

9.3. The goals and objectives of the University are developed with the participation of all governing entities of the University, in accordance with the strategic planning methodology.

9.4. The draft of the strategic development plan is reviewed by the Academic Council of the University, and for the purpose of agreement on the financial part (plan - budget), the rector of the University presents it to the founders of the University (for discussion at the general meeting of partners).

9.5. The University's strategic development plan is approved by the University's Academic Council.

Chapter III - University Structure and Official Subordination

Article 10. University Structure

The structure of the University includes collegial and single-person management bodies, separate management/administrative structures (officials)/services and the main educational unit.

Article 11. Management Bodies of the University

11.1. The management bodies of the University are:

a) General Meeting of Partners;

b) Rector;

c) Academic Council.

11.2. The authority of the meeting of partners is determined by the University's Statute and includes the appointment of the University rector, the conclusion of an employment contract with him/her and his dismissal, approval of the reports of the leading persons and bodies, as well as decision-making regarding the reorganization of the University.

11.3. The authority of the rector of the University is determined by the Statute of the University, this Regulation and the job description of the rector, which includes the general leadership of the University within the organization and representation outside, in relations with third parties.

11.4. The authority of the University's Academic Council is determined by the University Statute, this Regulation and the Regulation of the Academic Council.

Article 12. Separation of Powers between University Management Bodies

12.1. In case of a conflict of authority between the management bodies of the University, or on a matter which, according to the legal acts of the University, does not belong to the authority of any of the management bodies, the decision is made by the rector of the University.

12.2. The rector of the University is authorized to involve the Academic Council of the University in the solution of such an issue that requires the broad involvement of the University community.

12.3. The meeting of partners of the University is authorized to intervene in the activities of the University only within the limits defined by the University Statute.

Article 13. Entities Performing Management/Administrative Functions

13.1. Subjects implementing the management/administrative function of the University (administrative officials are):

- a) Deputy Rector for Clinical Bases and Educational Resource Management;
- b) Deputy Rector for Academic and Strategic Development;
- c) Deputy Rector for Administrative and financial Affairs;
- d) Head of Quality Assurance Service.

13.2. The powers of the vice-rectors are determined by this Regulation and the relevant job descriptions approved by the order of the rector.

13.3. The present Regulation defines those structural units (departments) implementing the administrative functions of the University, which are under the authority of the respective deputy rector (hereinafter - the office of the deputy rector). The functions of these structural units/departments are determined by the present Regulation and/or the relevant structural unit (department) Regulations, as well as the official instructions of the personnel of this unit/department.

13.4. The functions of the quality assurance service (head) are determined by this Regulation and the relevant official job description approved by the Rector's order.

13.5. The quality assurance service, while performing its functions, is authorized to evaluate the activities of other management/administrative entities based on the collegial principle, to request relevant information and to issue recommendations regarding the improvement of activities.

13.6. Subjects implementing the management/administrative function are located at the same hierarchical level in the organizational structure of the University and should conduct their activities according to the principle of collegial mutual respect.

13.7. In the event that a consensus cannot be reached on a specific issue between the entities performing the management/administrative function, the University rector is authorized to make a decision on assigning the said issue to a specific entity, or independently resolve the disputed issue.

13.8. The rector of the University is authorized to instruct the relevant entity performing the management/administrative function to perform a specific function, which is not provided for by this Regulation or the Regulation of the relevant structural unit, although the content derives from the authority of this entity.

13.9. Heads of entities performing management/administrative functions (administrative officials) are appointed to the position by the order of the rector of the University, and employment contracts are signed with them in accordance with the rules established by the legislation of Georgia.

13.10. Entities performing management/administrative functions are subject to and accountable to the rector of the University, and to the Academic Council for the issues provided for by this Regulation and the Regulation of the Academic Council.

Article 14. Independent Structural Units of the University

14.1. In order to support the specific directions of the University's activity, the structure of the University envisages the operation of the following independent structural units:

- a) Continuous Professional Development Center;
- b) Psychological Support and Psychological Support and Interpersonal Wellness Service.

14.2. The functions of the Centre for Continuous Professional Development are determined by this Regulation and/or the Regulations of the Centre for Continuous Professional Development, and the functions of the head of the Centre for Continuous Professional Development are also defined by the relevant job description approved by the Rector's order.

14.3. The employees of the Centre for Continuous Professional Development are subordinate to and accountable to the head of the Centre for Continuous Professional Development.

14.4. The functions of the Psychological Support and Interpersonal Wellness Service are defined by this Regulation and/or the Service Regulations, and the functions of the head of the service are also defined by the relevant job description approved by the order of the rector.

14.5. Employees of the Psychological Support and Interpersonal Wellness Service are subordinate to and accountable to the head of the Psychological Support and Interpersonal Wellness Service.

14.6. The personnel of the structural units provided for in this article are appointed to the position by the order of the rector of the University and the labour contract is signed with them in accordance with the procedure established by the legislation of Georgia.

Article 15. Basic Educational Unit of the University

15.1. The main educational unit of the University administers the implementation process of its educational programmes.

15.2. A major educational unit may be established under another name determined by the faculty, school, or Academic Council, which is reflected in the charter of the major educational unit.

15.3. The University has one main educational unit - the School of Medicine, which provides training and qualification of students in the fields of biomedicine, clinical medicine and public health.

15.4. School management bodies are:

- a) School Dean;
- b) School Council.

15.5. The functions of the School Council are determined by this Regulation and the School's Regulations, and the functions of the School Dean - additionally, by the relevant official job description approved by the order of the rector.

15.6. The School Dean's office includes:

- a) Deputy Dean;
- b) head(s) of the educational programme;
- c) branch/sectoral departments (in the relevant field of study).

15.7. The structural units/officials included in the dean's office provided for in paragraph 6 of this article are subject to and accountable to the School Dean, and in the cases established by the School's Regulations - to the School Council.

15.8. The authority of structural units of the school is determined by this Regulation and the School Regulation.

15.9. The staff of the main educational unit are appointed to positions (including the academic staff of the main educational unit - as a result of an open competition) by the order of the rector of the University, and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

15.10. Upon taking the academic position of the main educational unit, the person is given the status of a member of the council of this unit and in the process of performing the functions of the School Council is accountable to the chairperson of this council (medical school) - Dean.

15.11. The Academic Council of the University has the authority to establish a new educational unit and approve its Regulations.

Article 16. Structural Units Implementing the Administrative Function

16.1. The administrative functions of the University are carried out by the structural units (departments) under the authority of the vice-rectors (in the offices of the vice-rectors).

16.2. In the administrative and financial direction, the office of the deputy rector includes:

- a) Legal Service;
- b) Human Resource Management Service and Chancellery;
- c) Financial and Accounting Service;
- d) Information Technology Service;
- e) Labor Safety, Security and Logistics Service.

16.3. The office of the deputy rector for management of clinical bases and educational resources includes:

- a) University clinics;
- b) Educational laboratory;
- c) Library;
- d) Support and Career Development Service for Student and Graduate

16.4. The Office of the Deputy Rector for Academic and Strategic Development includes:

- a) International Relations and Strategic Planning Service;
- b) Public Relations and Marketing Service;
- c) Clinical Skills, Simulation Training and Assessment Center;
- d) Research Center of Health and Longevity.
- e) Centre of Foreign Languages (addition by Order of the Rector N01-09/10, 01.05.2023)

16.5. The services provided for in this article are subject to and accountable to the respective deputy rector.

16.6. The employees of the services performing the administrative function are appointed to the position by the order of the rector of the University and the labour contract is signed with them in accordance with the procedure established by the legislation of Georgia.

Article 17. Temporary Working Groups, Councils, Commissions

17.1. In addition to the structural units provided for by the organizational structure of the University defined by this chapter, temporary working groups, councils or commissions may be created by order of the rector of the University to solve a specific task.

17.2. Working groups, councils or commissions may include employees of structural units of the University, as well as invited specialists.

17.3. The composition, authority and subordination of the working group, council or commission are determined by the legal act of the University and/or by the rector's order on the creation of the relevant temporary body.

Article 18. Student Self-governance

18.1. In order to implement the student management of the University, involve students widely in the process of making decisions, protect the rights of students and promote their realization as much as possible, the Student Self-Governance Body of the University is established on the basis of direct and equal elections from the students of the University.

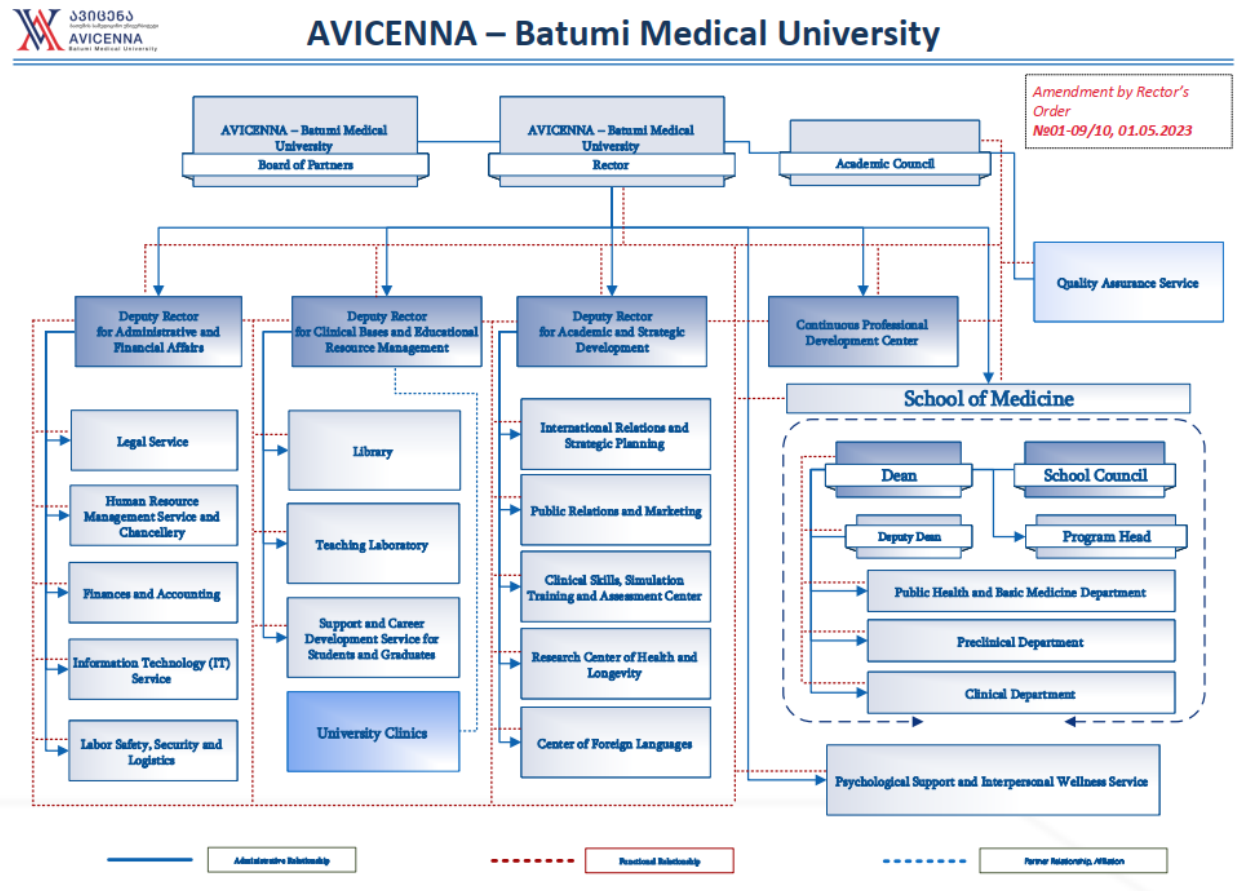
18.2. The the Student Self-Governance Body is independent and conducts its activities in accordance with the framework Regulations established by the University, with the Student Self-Governance Regulations developed and approved by them.

18.3. The the Student Self-Governance Body is headed by the chairperson of the Student Self-Governance Body, whose election procedure, scope of authority and term are determined by the framework Regulations of the Student Self-Governance Body.

18.4. The chairperson of the Student Self-Governance Body is accountable to the Student Self-Governance Body and the Academic Council of the University in the part of the implementation of the plan presented by the Student Self-Governance Body, and in the part of the purposeful disposal of the University's finances in accordance with the requirements of the law - to the deputy rector for administration and finances.

Article 19. Organizational Structure of the University (organizational chart)

19.1. Visual organogram of the organizational structure of the University:



Chapter IV - Functions of University management bodies, subjects and structural units performing management/administrative functions

Article 20. Rector of the University

- 20.1. The University is managed and represented by the rector.
- 20.2. The rector is elected with the full support of the general meeting of partners of the University, in accordance with the University's Statute.
- 20.3. The rector's term of office is 4 years.
- 20.4. The same person can be elected as rector only twice in a row.
- 20.5. Rector of the University:
 - a) directs the administrative, educational and scientific activities of the University;
 - b) represents the University in relations with third parties and institutions, both in Georgia and internationally; without additional power of attorney, represents and protects the interests of the University in state institutions, in court, or in relations with other legal or natural persons; signs agreements, memoranda and other transactions provided for by law, on behalf of the University;

- c) as the head of Avicenna, issues powers of attorney and is authorized to delegate part of his authority to other persons;
- d) ensures the implementation of the decisions made by the meeting of partners;
- e) within the scope of competence, issues a legal act - an order, approves legal acts regulating the activities of the University, if their adoption does not represent the exclusive authority of the general assembly of Avicenna partners or the Academic Council, including:
- E.a) Approves amendments and additions to the University's Regulations, organizational structure, bylaws, ethics Regulations, rules of procedure, joint nomenclature of cases and/or other legal acts regulating the activities of the University approved by the decision of the general meeting of partners, in the event that the Regulations, these Regulations or / and according to the first edition of the approved legal act, it does not belong to the authority of another management body;
- E.b) approves the staff list (schedule) of the University staff, in accordance with the University budget;
- E.c) approves the Regulations and official job descriptions (instructions) of the structural units of the University;
- E.d) approves the academic calendar of the University and determines the organizational measures of the educational process;
- E.e) issues orders regarding the status of a University student (enrollment, suspension, return to the educational process (recovery), awarding of qualification, termination, mobility), as well as recognition of the student's study results (credits/components), grant of tuition fee concessions, incentives or disciplinary punishment regarding imposition;
- E.f) approves the form of the document confirming higher education - diploma, signs the diploma and the diploma appendix;
- E.g) Approves the rule of observance of the principles of academic integrity (which defines the basic principles of academic integrity, types of academic dishonesty and plagiarism, measures to prevent them, procedures and mechanisms for detecting academic dishonesty/plagiarism, responding to the mentioned case);
- E.h) Approves the rules of proceedings of the educational University, official seal, letterhead and other attributes;
- E.i) creates and approves working groups, councils or commissions, limits their composition, authority and subordination, if the above-mentioned is not determined by the legal acts of the University;
- E.j) approves the personnel management policy;
- E.k) Approves the University's procurement plan, with the submission of the Deputy Rector for administration and finances;
- E.l) determines the periodicity of conducting the inventory.
- f) according to the rules established by this Regulation, the rector appoints to the position the deputy rectors, the administrative, academic and support staff of the University, in the case provided by the Regulations of the School of Medicine, the acting Dean of the School, signs labour

contracts with them, issues legal acts arising from the labour-legal relationship with the staff, in the manner established by the legislation;

g) makes decisions regarding the University's management activities, in accordance with the legislation, the University's mission, the strategic development plan, the action plan, the University's legal acts and the agreements/memorandums signed by the University;

h) announces personnel selection contests and establishes competition conditions, in accordance with the present Regulation and/or legal acts developed according to the Statute and University Regulation;

i) convenes and directs the Academic Council, presents the issues to be discussed by the Council, signs the minutes and resolutions of the Academic Council session;

j) controls the implementation of the educational University's Regulations, Regulations, bylaws, ethics norms and other internal legal acts;

k) ensures the control of the implementation of the decisions made by the Academic Council;

m) determines each of the University the annual budget, agrees it with the general meeting of partners, as well as presents to the general meeting of partners the report on the implementation of Avicenna's budget;

n) submits an annual report on the work performed to the meeting of partners and the Academic Council;

n) exercises other powers defined by the charter of the educational University, this Regulation, official job description (service instructions) and other internal University Regulations/legal acts.

n) exercises other powers defined by the charter of the educational university, this regulation, official job description (service instructions) and other internal university regulations/legal acts.

20.6. The rector makes a decision on all matters that are not under the exclusive authority of the General Meeting of Avicenna Partners or the Academic Council of the University according to the Regulation of the educational University, this Regulation and other internal University Regulations/legal acts.

20.7. The Rector conducts the activities of the University in a relevant and conscientious manner, taking into account the best interests of the University, with the belief that his/her actions are the most favourable for the University.

20.8. The rector, within the scope of his authority, issues internal legal acts of the University - orders, and within the scope of his authority as the chairperson of the Academic Council - signs the resolutions of the Academic Council.

20.9. In case of impossibility to fulfill the rector's official authority, the rector's authority is exercised by the person determined by the order of the rector. By order of the rector, the list of powers transferred to the incumbent and the term of delegation of powers shall be determined in detail. In the absence of the mentioned order, the general meeting of partners of the University delegates the powers of the rector to the acting rector.

20.10. The rector of the University is accountable to the general meeting of partners of the University.

Article 21. University Academic Council

21.1. The Academic Council is a collegial management body that implements management in the field of academic and scientific activities of the University, based on the representation of academic staff and collegiality, which carries out its activities on the basis of the Law of Georgia "On Higher Education ", the University's Statute, the present Regulations and the Regulations of the Academic Council.

21.2. The Academic Council consists of 5 members, including:

- a) Chairperson of the Council - Rector of the University;
- b) Council members - 4 members elected by the Council of the main educational unit of the University - School of Medicine from among the professors and associate professors of the same school.

21.3. The position of the secretary of the Academic Council is determined (appointed) by the order of the rector of the University, who does not participate in the voting process when the Academic Council makes a decision and organizes the activities of the Academic Council (business management, preparation of the agenda, organizational support for the holding of the meeting, preparation of minutes of the meeting, reflection of the decisions of the council in the system of proceedings), submission for publication on the website, business communication with the members of the Council and participants of the session, etc.).

21.4. The term of office of a member of the Academic Council is a maximum of 4 years and is terminated in the event of the expiration of the 4-year term of office of the Academic Council, the expiration of the term of election to the academic position, or the early termination of the employment.

21.5. In order to form the Academic Council, elections are announced by the order of the rector. The rector's order determines the terms of the elections (the period of registration of candidates, the day of elections/voting, the day of publication of election results) and the composition of the election commission.

21.6. The functions of the Academic Council are:

- a) approval of the University's mission, vision, strategic development and action plans;
- b) determination of the strategic directions of the University's development, the main targets of development; Reviewing the University's strategic development plan-budget and presenting it to the meeting of partners;
- c) creation of temporary working groups to perform strategic development, evaluation and monitoring functions; listening to reports on the implementation and monitoring of strategic and action plans of the University; Approval of recommendations in the implementation part of the strategic development plan;
- d) approval of the Academic Council's seal and title form forms;
- e) reviewing and approving documents defining the internationalization policy, strategy, University research strategy or other strategic directions of the University's activities;

- f) approving the higher educational programme upon the submission of the main educational unit, making changes, as well as making a decision on canceling or suspending the implementation of the programme (as necessary);
- g) making a decision on establishing a new educational unit and approving its Regulations;
- h) approval of the rules for determining the student contingent;
- i) determination of the maximum number of admitted students; Determination of the number of students to be accepted during the academic year within the limit of the number of students; Determination of the number of students admitted as a result of the unified national exams;
- j) determination of subject coefficients for unified national exams by presentation of the main educational unit;
- k) approval of the regulatory rule of the educational process, including the rule of recognition of the education (acquired credits) received by the student at the University and/or other educational institution; Approval of the method of planning, implementation and evaluation of the scientific-research component within the framework of the one-level educational programme of medicine - "graduated physician";
- l) determining the tuition fee for the higher education programme; Discussing and resolving the issue of providing a student with a discount on the tuition fee, determining the amount of funding/grant and the amount of the scholarship;
- m) approval of residency, post-diploma professional training and continuing professional development programmes;
- n) approval of affiliation of academic staff, determination of the amount of work/hourly workload of academic and invited staff and remuneration of work;
- o) determination of the research ethics standard, the procedure for observing the principles of academic honesty, including the procedures and mechanisms for discovering the fact of academic dishonesty/plagiarism and responding to the said case;
- p) approval of priority areas of scientific research;
- q) determining the share of the research budget in the general budget of the University;
- r) approval of the rules for financing scientific research;
- s) listening to the annual report of the deputy rector (for academic and strategic development) in the scientific research development section and developing recommendations;
- t) listening to the annual/semester report and developing recommendations in the part of the educational activity of the faculty/school;
- u) approval of University quality assurance policies and procedures;
- v) listening to the reports of the quality assurance service, including the approval of quality development recommendations as a result of listening to the semester reports, as well as listening to the annual report of the quality assurance service in the quality assurance part of scientific productivity and developing recommendations;

- w) To impose the implementation of the recommendations received by the Council within the framework of the University's Regulations, Regulations and the powers provided by the present Regulations for various structural units/units/personnel of the University and submit the performance report;
- z) creation of working groups to perform a specific task, determination of their activity scope and composition;
- zz) making changes and additions to the Regulations of the Academic Council (if necessary);
- zzz) making a decision on premature termination of authority based on the application of a member of the Council, as well as making a decision on termination of authority for this Council member in case of absenteeism from the Council sessions for an unjustified reason;
- zzzz) performing the functions defined by Avicenna's Statute, this Regulation and/or other legal acts developed in accordance with Avicenna's Regulations.

21.7. The chairperson of the Academic Council - the rector of the University, is authorized to solve all the issues that, in accordance with the legal acts of the University, are not included in the authority of the specific structure of the University, depending on the complexity of the issue and the appropriateness of the involvement of the academic community in its consideration and resolution, he is authorized to involve the academic community in its consideration and resolution.

21.8. The Academic Council is authorized to discuss the issues that are not defined by this article or are not included in the authority of another structural unit of the University, and at the same time, their resolution should be carried out with the wide involvement of the University community;

21.9. The decision of the Academic Council is made by the majority of the members present at the meeting of the Council. In case of a split vote, the vote of the chairperson of the Academic Council is decisive.

21.10. The decision made by voting is formed in the form of a council resolution, signed by the chairperson of the session of the Academic Council, and also reflected in the protocol of the meeting of the council, which is signed by the chairperson of the meeting and the secretary.

21.11. The chairperson of the Academic Council ensures the implementation of the council's resolutions and their monitoring.

Article 22. Deputy Rector for Clinical Bases and Educational Resource Management

22.1. The Deputy Rector for Clinical Bases and Educational Resource Management is responsible for the development of the educational and clinical infrastructure of the University, both in the University and in the part of the expansion of the University's partner network, for ensuring the integration of teaching and clinical practice, by managing the processes of cooperation with the medical institutions (clinics) implementing the clinical education/component of the University.

22.2. The Deputy Rector for Clinical Bases and Educational Resource Management:

- a) represents the University in relations with the University clinics, together with the management of the clinics, implements the measures of integrating the processes of education and health care at the patient's bedside;
- b) directs the process of cooperation of the University with clinical bases and medical institutions of the relevant profile;
- c) agrees on the terms of cooperation between the University and the medical institution and monitors the fulfillment of the terms of cooperation;
- d) is responsible for the implementation of clinical practice in accordance with the applicable legislation and the needs of the University's educational programme;
- e) supervises the activities of the University teaching laboratories, Regulation of laboratory and clinical base with material resources, determination of resource needs, assessment, acquisition, installation, maintenance, inventory processes;
- f) develops a plan for the implementation of the laboratory and clinical component provided by the educational programme, confirms the compliance of the resources of the University and its partner institutions with the needs of the educational programme and the number of students;
- g) supervises the activities of the University library and the management of educational resources, cooperates with the dean of the educational unit to ensure compliance of educational resources with the needs of the educational programme;
- h) supervises the activities of the University's student and graduate support and career development service, represents the interests of this service with other structural units of the University, in accordance with the procedure established by the legal acts of the University;
- i) taking into account his competence and available information, issues recommendations regarding the modification of the University's legal acts;
- j) in accordance with his competence, participates in the development of the strategic development plan of the University, represents the vision of his office in setting the directions of the strategic development of the University;
- k) exercises other powers defined by the legal acts of the University.

22.3. The deputy rector is appointed to the position for management of clinical bases and educational resources by the order of the rector of the University, and an employment contract is signed with him/her in the manner established by the legislation of Georgia.

22.4. The deputy rector is subordinate to the rector of the University in terms of management of clinical bases and management of educational resources and is accountable to him/her.

Article 23. Deputy Rector for Academic and Strategic Development

23.1. The deputy rector of the University for academic and strategic development is responsible for the academic development of the University as an educational and research institution, the Regulation of research innovation and the integration of research into the learning process, the organization of long-term strategy development and performance monitoring processes, the University community - academic/guest staff and students in the learning and research process on

the smooth implementation of the processes of inclusion, Regulation of appropriate resources, information and support, strengthening of the University's business connections and increasing its awareness, both within the country and abroad.

23.2. Deputy Rector for Academic and Strategic Development:

- a) develops the strategic development methodology of the University and submits it to the Academic Council for approval;
- b) directs the process of developing the strategic development plan of the University, supervises the activities of the international relations and strategic planning service, confirms the draft of the strategic development plan in consultation with other governing structural units of the University and submits it to the Academic Council of the University for approval;
- c) supervises the process of monitoring the implementation of the strategic development plan of the International Relations and Strategic Planning Service, submits the reports on the implementation of the strategic development plan to the Academic Council of the University;
- d) approves the project of the University's scientific research development policy and priorities for the development of University research, taking into account the available resources and the context of science development, and submits it to the Academic Council of the University for approval;
- e) is responsible for the supervision of the development of the key direction of the development of scientific research, for which he is authorized to develop indicators for evaluating the effectiveness of scientific research in the University;
- f) supervises the activities of the health and longevity scientific-research Centre, summons the report of the head of the Centre, represents the interests of the Centre with other structural units of the University;
- g) approves and submits to the Academic Council the Centre's report on the University's research activities;
- h) is responsible for the implementation of the University's marketing activities plan, inside and outside the country, in terms of attracting students, expanding the partnership network and increasing brand awareness;
- i) outlines the priority directions of the University's foreign relations policy, supervises the processes and projects of cooperation with partner organizations of foreign countries, participates on behalf of the University in negotiations with representatives of partner organizations of foreign countries;
- j) directs the activities of the clinical skills, simulation teaching and assessment center, as well as the Centre of Foreign Languages, cooperates with the dean of the educational unit in the effective implementation of the educational process and coordinates the conduct of the admission procedures of foreign students in accordance with the legislation; *(Amendment by Rector's Order N01-09/10, 01.05.2023);*
- k) taking into account his competence and available information, issues recommendations regarding the modification of the University's legal acts;
- l) exercises other powers defined by the University's legal acts.

23.3. The deputy rector is appointed to the position for academic and strategic development by the order of the rector of the University, and an employment contract is signed with him/her in accordance with the rules established by the legislation of Georgia.

23.4. The deputy rector for academic and strategic development reports to the rector of the University and is accountable to him/her.

23.5. In the monitoring of the implementation of the University's scientific research development policy, the implementation of the plan of key directions of research and the implementation of the strategic development plan, the deputy rector for academic and strategic development is additionally accountable to the Academic Council of the University.

Article 24. Deputy Rector for Administrative and Financial Affairs

24.1. The deputy rector in the administrative and financial affairs is responsible for the administrative and organizational support of the University's activities, ensuring unified proceedings, responding to legal problems and disputes, managing resources and personnel, supervising the processes of informational and financial support of the organization's activities.

24.2. Deputy rector in administrative and financial direction:

- a) participates in the development of the University's bylaws, ethics norms, rules of procedure and monitors their implementation;
- b) Summons and submits to the Rector the reports of the structural units subordinate to him/her regarding the observance of correspondence deadlines, compliance with the internal Regulations and the terms of the labour contract, and the existence of legal disputes;
- c) provides assistance to the persons implementing the administrative/administrative functions of the University and the management bodies in the part of forming the budget for strategic tasks, confirms the relevance of the budget provided for the strategic task and confirms the budget of the strategic development plan;
- d) coordinates the preparation of the University's budget project, controls the progress of budget implementation and prepares periodic budget implementation reports;
- e) confirms the financial reports prepared by the financial and accounting service;
- f) prepares and submits to the rector for approval the document of the University's staffing schedule and official sargo;
- g) confirms payroll, bank transfers, makes a decision on the use of cash settlement at the University;
- h) participates in audit and inventory processes;
- i) develops drafts of the rules for hiring different categories of staff at the University and submits them to the Rector for approval;
- j) by presenting the structural units responsible for human resources management, petitions the rector regarding violations of internal Regulations, ethics norms/code, terms of the labour contract and the implementation of appropriate response mechanisms;

- k) issues a recommendation regarding the hiring of support and technical personnel;
- l) prepares the University's procurement plan on the submission of the economic service and submits it to the rector for approval, supervises the implementation of procurement, signs the acts of receipt and delivery of the purchased goods and services;
- m) taking into account his competence and available information, issues recommendations regarding the modification of the University's legal acts;
- n) in accordance with his competence, participates in the development of the strategic development and action plans of the University, represents the vision of his office in setting the directions of the strategic development of the University;
- o) exercises other powers defined by the University's legal acts.

24.3. The deputy rector is appointed to the position in the administrative and financial direction by the order of the rector of the University, and an employment contract is signed with him/her in accordance with the rules established by the legislation of Georgia.

24.4. The deputy rector is under the administrative and financial direction of the rector of the University and is accountable to him/her.

Article 25. Quality Assurance Service

25.1. Quality Assurance Service of the University is a structural unit responsible for the evaluation, assurance and development of the quality of teaching-learning, scientific research and management or administrative activities of the University.

25.2. Quality Assurance Service ensures the development of quality assessment tools for the educational, scientific-research, management and administrative activities of the University, the implementation of evaluations with the involvement of internal and external stakeholders, the development of development recommendations and the monitoring of their implementation, in accordance with University quality assurance policies, local standards and international best practices.

25.3. Quality Assurance Service:

- a) develops a draft of University policies and procedures for quality assurance and development and submits it to the Academic Council of the University for approval;
- b) develops mechanisms for quality assessment and development of educational, scientific-research, management or administrative activity processes of the University;
- c) develops the quality assurance mechanisms of the educational programme, carries out the internal evaluation of the educational programme in accordance with the quality assurance procedures and coordinates the external evaluation processes of the programme;
- d) cares for the involvement of the University community in quality assurance processes, determines the needs of the University's academic and administrative staff, students and social partners, develops recommendations regarding the implementation of these needs in the University's educational or administrative services;

- e) takes care of the implementation of quality assurance mechanisms and procedures and raising the awareness of the University community in this direction, as well as establishing a culture of quality assurance at each level of the University's operation;
- f) cooperates with partner organizations of the University in quality assurance and external evaluation;
- g) coordinates the University's self-evaluation and external evaluation (authorization, accreditation) processes;
- h) develops the rules for calculating the maximum number of students, taking into account the University's resources, and submits it to the Academic Council for approval;
- i) participates in the development of strategic development and action plans of the University;
- j) taking into account his/her competence and available information, issues recommendations regarding the modification of the University's legal acts;
- k) exercises other powers defined by the present Regulation, the job description approved by the order of the rector, and the legal acts of the University.

25.4. The activity of the Quality Assurance Service is managed by the head of the Service.

25.5. The head of the Quality Assurance Service and the employees of the service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

25.6. Employees of the quality assurance service are subordinate to and accountable to the head of the Quality Assurance Service.

25.7. The head of the Quality Assurance Service reports to the rector of the University and is accountable to the rector and the Academic Council of the University.

Article 26. Continuous Professional Development Centre

26.1. Continuous Professional Development Centre of the University is a structural unit implementing short-term training programmes for lifelong learning and professional skills of healthcare personnel, whose task is to deepen the professional knowledge, maintain and improve the professional knowledge of medical, junior medical and academic personnel of the University, partner medical institutions and the region. The Centre also ensures the development and implementation of short-term training-retraining educational programmes in accordance with the requirements of the market.

26.2. The functions of the Continuous Professional Development Centre of the University are:

- a) training of doctors, junior medical and academic staff - development and implementation of short-term training programmes for retraining;
- b) researching the labour market in cooperation with the public relations and marketing service, determining the current directions of continuous professional development and submitting it to the rector of the University for approval along with the development plan of the Centre;

- c) development of priority areas of continuous professional development programmes taking into account the resources of the University and its staff, regional needs and scientific urgency;
- d) close cooperation with other structural units of the University, as well as with international, state, private and non-governmental organizations for the purpose of institutional development of the Centre, introduction of new professional training programmes and training courses;
- e) conducting negotiations with other institutions for the purpose of developing, implementing and implementing joint professional development programmes;
- f) introduction of a continuous education system in the University, ensuring the involvement of University staff/students in the development of the educational system;
- g) taking into account the needs of the University's academic, medical and non-medical staff, developing specific programmes, in order to ensure the professional development of the University staff, introducing and implementing various seminars, trainings, training and certification courses and workshops;
- h) development of continuing professional development programmes/study courses for the general public;
- i) selection of trainers for the implementation of continuing professional development programmes and initiation of their invitation to the rector;
- j) after the completion of the programme, on the basis of the appropriate legal act of the rector, to organize the preparation and issuance of a document confirming the completion of the programme/study course/training - a certificate;
- k) taking care of the promotion of the programmes/study courses of the centre;
- l) organization of the process of accreditation of continuous professional development programmes;
- m) evaluation of the quality of implementation of continuing professional development programmes/educational courses;
- n) participation in the development of strategic and action plans for the development of the University;
- o) issuing recommendations regarding the modification of the University's legal acts, taking into account the competence and available information;
- p) Implementation of powers defined by the Regulation of the Centre for Continuing Professional Development and/or other legal acts of the University.

26.3. In order to conduct trainings/courses/seminars to be carried out in the Centre of continuing professional development, the decision on inviting trainers is made by the rector of the University, on the recommendation of the head of the Centre.

26.4. The Centre for Continuing Professional Development of the University is headed by the head of the Centre, who is appointed to the position by the order of the rector of the University, and an employment contract is signed with him/her in accordance with the rules established by the legislation of Georgia.

26.5. The job description (job description) of the staff of the Centre for Continuing Professional Development is approved by the Rector's order.

26.6. The Centre for Continuing Professional Development is under the rector of the University and is accountable to him/her.

Article 27. Psychological Support and Interpersonal Wellness Service

27.1. Psychological Support and Interpersonal Wellness Service is a structural unit responsible for the implementation of counseling and training in the direction of psychological health (well-being) and personal development for University students, staff and non-residents.

27.2. The service provides individual and group counseling, mind-body programmes, trainings, workshops, and other legally permitted psychological health support events.

27.3. In cases determined by law, the service is authorized to refer the client to the appropriate mental health service provider.

27.4. Psychological support and interpersonal wellness service:

a) selects and invites specialists of the appropriate profile, in a specific direction of social psychology;

b) conducts research to develop relevant intervention and development programmes;

c) establishes a plan for counseling, trainings, target programmes and submits it to the Rector for approval;

d) ensures the implementation of target programmes based on the activities of the University - interpersonal communication, workplace stress, teaching stress and burnout, stress of adapting to a foreign environment, in accordance with its action plan;

e) within the scope of his powers, submits recommendations to the rector of the University regarding the development and improvement of the academic and working climate;

f) implements social responsibility programmes of the University, within the scope of its authority;

g) develops training programmes for the development of communication skills in interpersonal, multicultural and stressful environments;

h) cooperates with other organizations working in the direction of psychological health, counseling and interpersonal development;

i) taking into account his competence, issues recommendations on the resolution of organizational conflict;

j) exercises other powers defined by the legal acts of the University.

27.5. The job description (job description) of the staff of the psychological support and interpersonal communication improvement service is approved by the order of the rector.

27.6. The activity of the psychological support and interpersonal wellness service is led by the head of the service.

27.7. The employees of the psychological support and interpersonal wellness service are appointed to the position by the order of the rector of the University, and a labour or service contract is signed with them in accordance with the rules established by the legislation of Georgia.

27.8. The service of psychological support and improvement of interpersonal wellness is under the rector of the University and is accountable to him/her.

Article 28. Financial and Accounting Service

28.1. The financial and accounting service of the University ensures the implementation of the University's financial policy, financial and accounting accounting of the organization's activities, control and reporting of financial activities.

28.2. Financial and Accounting Service:

- a) participates in the development of the financial policy document of the University;
- b) assesses the compliance of the University's structural units/staff activities with the financial policy document;
- c) performs accounting and financial reporting in the University in accordance with international financial accounting standards;
- d) ensures the fulfillment of financial obligations of the University, through cash and non-cash payments, in the manner established by the legislation of Georgia and legal acts of the University;
- e) ensures the declaration of the University's tax obligations and the budgetary settlement in accordance with the procedure established by the Tax Code of Georgia;
- f) taking into account his competence, issues recommendations regarding the modification of legal acts of the University;
- g) exercises other powers defined by the University's legal acts.

28.3. The job description (job description) of the staff of the Financial and Accounting Service is approved by the order of the rector.

28.4. The activity of the Financial and Accounting Service is managed by the head of the Service.

28.5. The employees of the financial and accounting service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the rules established by the legislation of Georgia.

28.6. The Financial and Accounting Service is under the administrative and financial direction of the deputy rector and is accountable to him/her.

Article 29. Legal Service

29.1. The Legal Service of the University carries out organizational and legal support of the University's activities, ensuring compliance of University documents with Georgian legislation and other acts of the University, advising University employees on legal issues and protecting the interests of the University in court or other state bodies.

29.2. Segal Service:

- a) examines and within the scope of competence issues legal conclusions on the compliance of the ongoing processes at the University with the legislation of Georgia;
- b) confirms the compliance of draft legal acts developed by structural units/staff of the University with existing legislation and applicable legal acts of the University;
- c) monitors amendments to the legal Regulations, provides information to the rector of the University and entities performing the management/administrative function about the need for changes to be made in the legal acts of the University, in accordance with the changes in the applicable legislation;
- d) on the basis of the power of attorney issued by the rector, represents the University in court in the event of a legal dispute with state bodies and private entities, prepares relevant documentation - lawsuit, counterclaim, statement, develops, argues and defends the legal position of the University;
- e) consults the relevant structural units of the University (if necessary), informs the rector and the deputy rector in the administrative and financial direction in relation to the execution deadlines determined by the legal acts of the University;
- f) advises academic, administrative staff or students of the University on legal issues;
- g) exercises other powers defined by the University's legal acts.

29.3. The job description (job description) of Segal Service personnel is approved by the order of the rector.

29.4. The activity of the Segal Service is managed by the head of the Service.

29.5. Employees of the Segal Service are appointed to the position by the order of the rector of the University, and an employment contract is signed with them in accordance with the rules established by the legislation of Georgia.

29.6. The Segal Service is under the administrative and financial direction of the deputy rector and is accountable to him/her.

Article 30. Human Resource Management Service and Chancellery

30.1. Human Resource Management Service and Chancellery of the University is responsible for the implementation of the personnel policy of the University, by performing the functions of attracting, evaluating, maintaining and professional development of qualified personnel, it manages the process of development of documentation in the University, accounting and storage of documents.

30.2. Human Resource Management Service and Chancellery:

- a) develops University staff management policy, academic, invited and administrative staff evaluation and professional development tools;
- b) coordinates the personnel selection process, provides organizational support for personnel selection contests;

- c) carries out personnel proceedings, maintains personal files of personnel, ensures updating of information in personal files, issues information on employment upon request;
- d) prepares drafts of appointment orders, according to the procedure established by the procedure of the University, and signs labour contracts with employees;
- e) ensures the recording of the work performance by the personnel, in accordance with the requirements of the legislation of Georgia and the legal acts of the University;
- f) supervises the process of compliance with internal Regulations and working conditions in the University, informs the deputy rector about alleged violations of working conditions and internal Regulations for further response;
- g) coordinates the staff's use of vacations, temporary incapacity for work, vacations due to pregnancy, childbirth, and child care;
- h) by working in coordination with the quality assurance service of the University, ensures personnel evaluation through the personnel management policy and the evaluation tools developed by it;
- i) determines the professional development needs of personnel, coordinates the process of professional development of personnel;
- j) participates in the process of proceedings regarding the imposition of disciplinary responsibility against personnel;
- k) participates in the development of the project of the procedure of the University (including the procedure of the archive);
- l) registers, processes, stores and archives the University's documentation, in accordance with the requirements of the applicable legislation and the procedure of the University;
- m) processes the documents received at the University - receiving, registering, handing them over to the authorized executor and, if necessary, sending a reply to the addressee;
- n) brings the documents received to the University to the executing structural units and monitors the execution deadlines;
- o) is responsible for providing public information and protecting information containing personal data, intellectual property or commercial property;
- p) exercises other powers defined by the legal acts of the University.

30.3. The job description (job description) of the staff of the Human Resources Management and Case Management Service is approved by the Rector's order.

30.4. The activities of the Human Resources Management and Case Management Service are managed by the head of the service.

30.5. The employees of the human resources management and case management service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

30.6. The human resources management and case management service is subordinate to the deputy rector of the University in the administrative and financial direction and is accountable to him/her.

Article 31. Information Technology Service

31.1. The University's Information Technology Service is responsible for the administration of information systems and services, electronic databases and the proper functioning of information technologies.

31.2. Information Technology Service:

- a) develops University information technology, information security and data protection procedures;
- b) coordinates the operation of the University's educational process management electronic system;
- c) administers databases;
- d) is responsible for the proper functioning of the University's computer park, network, server;
- e) administers the University's website;
- f) supervises the safe use of information technologies in the University, in accordance with established procedures;
- g) participates in the selection, purchase, maintenance and evaluation processes of information technologies;
- h) instructs the staff regarding the effective and safe use of information technologies;
- i) in accordance with his competence, takes care of the implementation of innovative technologies in the educational and administrative process of the University;
- j) exercises other powers defined by the legal acts of the University.

31.3. The job description (job description) of the staff of the information technology service is approved by the order of the rector.

31.4. The activity of the Information Technology Service is managed by the head of the Service.

31.5. The employees of the Information Technology Service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

31.6. The Information Technology Service is under the administrative and financial direction of the deputy rector and is responsible to him/her.

Article 32. International Relations and Strategic Planning Service

32.1. The International Relations and Strategic Planning Service of the University takes care of the coordination of the strategic development process of the University, the implementation of the strategic development plan of the University, the internationalization of educational and research

activities, provides the administration of the international partnership process of the University through cooperation with educational, research, clinical and state organizations of foreign countries.

32.2. International Relations and Strategic Planning Service:

- a) in accordance with the strategic planning methodology, ensures the reception of strategic initiatives from the governing entities of the University, their processing, their evaluation, discussion and reflection in the project of the strategic development plan;
- b) ensures receiving, processing and preparation of the draft report on the implementation of the University's strategic tasks;
- c) ensures receiving, processing and preparation of the draft report on the performance of the tasks defined by the action plan;
- d) provides informational and organizational support to the work of structural units working on the strategic development plan;
- e) develops the University's internationalization policy and submits it to the Academic Council of the University for approval;
- f) in accordance with the priority directions of internationalization, carries out communication with educational, research, clinical and state organizations of foreign countries;
- g) administers agreements with organizations of foreign countries - the processes of signing a memorandum and implementing these agreements;
- h) searches for and informs structural and educational units of the University about international institutional, educational or research projects;
- i) administers international business trips of University staff;
- j) organizes the processes of international mobility of University academic staff and students;
- k) organizes and coordinates the process of enrolling foreign applicants in the University;
- l) to ensure the organization of visits to the University by the representatives of international partner organizations of the University;
- m) coordinates international projects of the University;
- n) participates in international education exhibitions on behalf of the University, conducts negotiations with international education Centres and educational agencies in order to attract international students to the University;
- o) Communicates with state authorities of foreign countries in order to gain recognition of the University and its educational programmes in the target countries.
- p) exercises other powers defined by the legal acts of the University.

32.3. The job description (job description) of the staff of the International Relations and Strategic Planning Service is approved by the Rector's order.

32.4. The activities of the International Relations and Strategic Planning Service are managed by the head of the Service.

32.5. The employees of the International Relations and Strategic Planning Service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

32.6. The Office of International Relations and Strategic Planning reports to the deputy rector of the University for academic and strategic development and is accountable to him/her.

Article 33. Public Relations and Marketing Service

33.1. The Public Relations and Marketing Service of the University ensures the increase of awareness of the University in the internal and external markets, the promotion of its educational services and the raising of brand prestige, communication of the University's activities with the interested parties using various media channels/means.

33.2. Public Relations and Marketing Service:

- a) develops and implements the University's marketing and communications plan, determines the budget required for marketing activities;
- b) studies the target markets and evaluates the compliance of the University's educational services with market requirements;
- c) communicates with interested parties about the University's educational services;
- d) ensures communication about the activities of the University with interested parties, by preparing press releases and electronic news to be posted on the website;
- e) administers the University's social media channels;
- f) within the defined plan and budget, plans marketing campaigns and activities to promote the University;
- g) takes care of maintaining the image of the University brand by supervising the implementation of the University brand guidelines in daily activities;
- h) develops a plan of social responsibility activities of the University;
- i) takes care of the coverage of information about the activities of the University by external media sources;
- j) exercises other powers defined by the legal acts of the University.

33.3. The job description (job description) of the staff of the Public Relations and Marketing Service is approved by the order of the rector.

33.4. The activities of the Public Relations and Marketing Service are managed by the head of the Service.

33.5. The employees of the Public Relations and Marketing Service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in the manner established by the legislation of Georgia.

33.6. The Public Relations and Marketing Service reports to and is accountable to the Deputy Rector of the University for Academic and Strategic Development.

Article 34. Labor Safety, Security and Logistics Service

34.1. The Labor Safety, Security and Logistics Service of the University is responsible for the safe implementation of the work, study and teaching process in the territory of the University, with the support of the necessary material resources, for ensuring safe working conditions for employees and for observing the rules of the internal Regulations of the University and the rules governing behavior on the University campus, both for the University staff and students, as well as those on the University territory. by other persons.

34.2. Labor Safety, Security and Logistics Service:

- a) participates in the development of rules regulating labour safety and behavior of employees, students and visitors during their stay on the University campus;
- b) based on the request of the authorized structural unit of the University, ensures and/or supervises the acquisition and renewal of the material and technical resources necessary for the implementation of the University's activities;
- c) cooperates with external contractors in terms of acquisition, installation, repair and transportation of material resources, for which he prepares relevant agreements and acceptance-handover acts.
- d) carries out the inventory of material and technical resources together with the financial and accounting service;
- e) registers the depreciation of material and technical resources together with the financial and accounting service, writes off the amortized material resources;
- f) ensures the protection of order in the territory of the University, according to the procedure established by the internal Regulations of the University;
- g) carries out video and visual monitoring of the internal and external perimeter of the University;
- h) ensures the observance of labour safety and fire prevention norms for the persons employed at the University, control of the execution of relevant instructions;
- i) is responsible for maintaining cleanliness and sanitary standards in the territory of the University campus;
- j) exercises other powers defined by the legal acts of the University.

34.3. The job description (official instruction) of the personnel of the Labor Safety, Security and Logistics service is approved by the order of the rector.

34.4. The activity of the Labor Safety, Security and Logistics Service is managed by the head of the Service.

34.5. The employees of the Labor Safety, Security and Logistics Service are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

34.6. The Labor Safety, Security and Logistics Service is under the administrative and financial direction of the Deputy Rector of the University and is accountable to him/her.

Article 35. Clinical Skills, Simulation Training and Assessment Center

35.1. The Clinical Skills, Simulation Training and Assessment Center of the University, using simulation mannequins, phantoms and electronic simulation programmes, provides the initial formation of clinical skills for University students through simulation training, as well as the assessment of students in order to directly assess the learning outcomes provided by the University programme by administering the examination process, the syllabus of the educational programme in accordance with the requirements.

35.2. The Clinical Skills, Simulation Training and Assessment Center:

- a) provides the equipment of the simulation Centre with training mannequins, phantoms and electronic simulation software, carries out the search, maintenance and maintenance of the relevant infrastructure;
- b) provides the simulation teaching process of students with the scope and content established by the educational programme;
- c) participates in the development of the draft Regulation for conducting University examinations and/or submits recommendations;
- d) organizes various types of exams (oral, written, structured practical/clinical exam) according to the requirements provided by the syllabus of the University's educational programme;
- e) mobilizes the required number of resources and evaluators;
- f) ensures the conduct of examinations in accordance with the examination table prepared by the educational unit;
- g) obtains from the educational staff and reflects the exam questions in the exam module of the electronic system of the educational process management;
- h) ensures the conduct of exams, in terms of student registration, authorization in the exam system, monitoring of the course of the exam and response to violations;
- i) considers students' appeals on examination evaluation in accordance with the rules of conducting University examinations;
- j) makes a decision on withdrawing the student from the exam, resuming the exam for the student and removing the disputed exam question from the exam;
- k) administers the anti-plagiarism system, checks students' papers for compliance with the requirements established by the syllabus of the educational programme;
- l) exercises other powers defined by the University's legal acts.

35.3. The job description (job description) of the staff of the Clinical Skills, Simulation Training and Assessment Center is approved by the order of the rector.

35.4. The activities of the Clinical Skills, Simulation Training and Assessment Center Centre for Clinical Skills, Simulation Training and Assessment are directed by the Head of the Centre.

35.5. The employees of the Clinical Skills, Simulation Training and Assessment Centre are appointed to the position by the order of the rector of the University, and the labour contract is signed with them in accordance with the procedure established by the legislation of Georgia.

35.6. The Clinical Skills, Simulation Training and Assessment Center reports to and is accountable to the University's Deputy Rector for Academic and Strategic Development.

Article 36. Research Center of Health and Longevity

36.1. Research Center of Health and Longevity is a structural unit responsible for planning, conducting and administering fundamental and applied research of the University, which, in accordance with the main directions of scientific research of the University, takes care of the implementation of scientific-research projects, both with University (internally targeted) and grant/donor funding. , on the expansion of partnership relations of the University in the field of scientific research, commercialization and promotion of research, increasing the research productivity of the University and its staff.

36.2. Research Center of Health and Longevity:

- a) develops the priority directions for the development of University research, taking into account the resources of the University and its staff, regional needs and scientific urgency, and submits them to the deputy rector for academic and strategic development;
- b) develops standards of University research funding, research ethics and academic integrity;
- c) ensures the promotion of the University's scientific and research activities, the involvement of University staff/students in the research process and coordinates the research process;
- d) ensures the conduct of University research competitions;
- e) ensures the search for external research projects and informs the academic staff of the University about research competitions relevant to their interests;
- f) takes care of the development of international research activities;
- g) assists the academic staff of the University in filling out the research project application;
- h) petitions the deputy rector of the University for academic and strategic development regarding the creation of commissions for research ethics, evaluation of research application and response to the fact of violation of academic honesty;
- i) identifies ways to increase the research potential of the staff and presents proposals regarding the mechanisms and needs for increasing the research skills of the staff;
- j) provides planning-implementation of University research activities and organizational support of current researches;
- k) depending on the specifics of the research, as necessary, at the invitation of the petition commission and cooperates with other structural units;
- l) ensures the management of University scientific grants in accordance with the budget allocated for research activities;

m) collects information about the research activities of the University staff and prepares an annual report;

n) exercises other powers defined by the University's legal acts.

36.3. The work description (job description) of the staff of the Research Center of Health and Longevity is approved by the order of the rector.

36.4. The activities of the Research Center of Health and Longevity are managed by the head of the Centre.

36.5. The employees of the Research Center of Health and Longevity are appointed to the position by the order of the rector of the University and the labour contract is signed with them in accordance with the procedure established by the legislation of Georgia.

36.6. The Research Center of Health and Longevity reports to and is accountable to the Deputy Rector of the University for Academic and Strategic Development.

Article 37. Library

37.1. The University library ensures the management of the University's book fund and electronic learning resources, processing according to the regulatory rules of the library case and delivering them to the user (reader), in accordance with the requirements of the University library usage rules.

37.2. University Library:

a) registers University books and electronic learning resources, catalogs them alphabetically according to the principle of library work;

b) provides technical processing of the book fund, filling of the library form, placing ex-libris, filling of the avtrat and pocket book.

c) carries out the processing, bibliography, registration and storage of University scientific articles and student research papers;

d) manages the library of the University library, ensures the monitoring of the necessary conditions for the storage of book resources;

e) registers the demand for library resources, determines the most requested units and gives a recommendation on increasing the number of relevant educational resources;

f) ensures replenishment and renewal of library resources at the request of the educational unit of the University or the quality assurance service;

g) participates in the process of inventorying library resources;

h) manages electronic libraries and electronic magazines, helps readers to access electronic educational resources upon request;

i) cooperates with other libraries to provide joint access to educational resources;

j) exercises other powers defined by the legal acts of the University.

37.3. The job description (job description) of the library staff is approved by the Rector's order.

37.4. The activity of the library is managed by the head of the library.

37.5. Library employees (head of the library, librarians) are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

37.6. The library is subordinate to the deputy rector of the University for management of clinical bases and educational resources and is accountable to him/her.

Article 38. Support and Career Development Service for Students and Graduates

38.1. The University's Support and Career Development Service for Students and Graduates ensures communication with students and graduates, their counseling and support, as well as the organization of extracurricular activities of students during their studies.

38.2. Support and Career Development Service for Students and Graduates:

- a) carries out the registration of persons eligible for admission to the University based on unified national exams, foreign applicants and students eligible for mobility;
- b) advises students on current issues at the University;
- c) plans students' extracurricular activities, participates and/or helps the student self-government in organizing its activities;
- d) provides organization of trainings, seminars and master classes for students on professional orientation, career planning and employment issues;
- e) promotes the protection of students' rights, supports the activities of the student ombudsman elected by the student self-government;
- f) participates in the processes of consideration of the student's complaint or disciplinary proceedings against the student;
- g) conducts a periodical study of graduate employment indicators, ensures the administration of the activities of the University's graduate students' club;
- h) exercises other powers defined by the University's legal acts.

38.3. The job description (job description) of the staff of the Support and Career Development Service for Students and Graduates is approved by the order of the rector.

38.4. The activities of the Support and Career Development Service for Students and Graduates are managed by the head of the service.

38.5. The employees of the Support and Career Development Service for Students and Graduates are appointed to the position by the order of the rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

38.6. The Support and Career Development Service for Students and Graduates is subordinate to the Deputy Rector of the University for managing clinical bases and educational resources and is accountable to him/her.

Article 38¹.1. Centre of Foreign Languages (*addition by Rector's Order N01-09/10, 01.05.2023*)

38¹.1. The Center of Foreign Languages is an auxiliary structural unit of the University administration.

38¹.2. Foreign language center:

- a) implements foreign language courses/short-term programs, including for staff - funded by the University, for raising or improving the level of English language study/knowledge, based on the Rector's Order issued annually, in accordance with staff needs, staff anagement policy and/or quality assurance policy, within Avicenna budget of the corresponding year);
- b) provides an examination (interview) for those wishing to enroll in a higher education program to determine their knowledge of the language of the relevant program;
- c) translates relevant material for the University's English-language website, as well as material, acts, certificates/diplomas/appendix to diplomas necessary in the process of University activities;
- d) ensures determination of foreign language level competence;
- e) provides paid services for persons interested in learning foreign languages;
- f) in order to promote teaching of foreign languages, performs other activities determined by the legal acts of the University.

38¹.3. The program to be implemented by the center is approved by the Rector of the University upon its subvmission by the Head of the center.

38¹.4. The activity of the Cntre of Foreign Languages is managed by the Head of the Center.

38¹.5. Head of the Center of Foreign Languages:

- a) organizes the elaboration and approval of a foreign language course;
- b) submits proposals to the Rector regarding the invitation of invited staff (foreign language specialists) and their workload;
- c) submits a report on the activities performed by the center annually, as well as at any other time at the request/ instruction of the University;
- d) exercises other powers defined by the law and the Order of the Rector.

38¹.6. The employees of the Centre of Foreign Languages are appointed to the position by the Order of the Rector of the University and an employment contract is signed with them in accordance with the procedure established by the legislation of Georgia.

38¹.7. The job description of the staff of the Centre of Foreign Languages is approved by the Rector's order.

38¹.8. The Centre of Foreign Languages reports to and is accountable to the Deputy Rector of the University for Academic and Strategic Development.

Chapter V - University Clinics, Teaching Laboratories and Clinical Bases

Article 39. University Clinical Bases

39.1. Clinical bases of the University, as founding or partner medical institutions of the University, within the framework of the agreement concluded with the University and in accordance with the requirements of the Law of Georgia "On Patient's Rights", ensure the implementation of the clinical component of the educational programmes of the University School of Medicine at the patient's bedside, through clinical visits, rotations and clinical practice.

39.2. The authority and obligations of the University's clinical bases are determined by the agreement concluded between the relevant medical institution (clinic) and the University and may include:

- a) implementation of the clinical component of the educational programme of the University's School of Medicine at the patient's bedside, by providing clinical visits, rotations and clinical practice, according to the clinical directions determined by the agreement signed with the University, for the agreed number of students;
- b) promoting the implementation of clinical trials, with the involvement of University professors and/or students;
- c) supervision of compliance with safety, including epidemiological safety, norms in the territory of the clinic, on the part of students, clinic staff or patients;
- d) other Regulation determined by the legislation of Georgia and/or the sectoral characteristics of medicine.

39.3. The contract/agreement signed between the University and the clinical institution can define additional or alternative conditions of cooperation.

39.4. On the part of the University, the process of cooperation with clinical bases is supervised by the deputy rector of the University for management of clinical bases and educational resources.

Article 40. University Clinics and Teaching Laboratories

40.1. The status of a University clinic is assigned to a clinical base, which, based on an agreement signed with the University, provides access to its own space (material resources/clinical resources/bases) exclusively for University students, and as an employer organization operating in the field, is involved in the strategic development of the University, self-evaluation, educational programme and quality of teaching. in development processes.

40.2. University clinics and training laboratories ensure the conduct of the educational process provided by the educational programme of the University, to be carried out on a clinical and laboratory basis, taking into account the requirements of the educational programme and the number of students, they contribute to the formation of practical skills and clinical thinking of students in the clinical and laboratory environment, the processes of clinical and scientific research by the University staff .

40.3. University clinics and teaching laboratories provide:

- a) implementation of the clinical component of the educational programme at the patient's bedside, through clinical visit, rotation and clinical practice, in the partner medical institutions in the scope provided by the educational programme of the University;
- b) promoting the implementation of clinical trials of University academic staff and/or students on a clinical basis;
- c) agreement on the calendar of clinical treatments of students with University clinics and clinical bases;
- d) monitoring of clinical practice by students;
- e) evaluation of the clinical component;
- f) administration of students' clinical portfolio;
- g) implementation of the laboratory teaching component of the educational programme in the scope stipulated by the educational programme of the University;
- h) organizational support of the process of implementation of the laboratory part of the fundamental and applied researches of the academic staff of the University;
- i) organizational support for the implementation of the laboratory research part of students' research projects;
- j) supervising the proper functioning of the University's clinical and laboratory inventory;
- k) utilization of laboratory waste in accordance with the requirements of the legislation;
- l) determination of the need for reagents and consumables, purchase, accounting and issuance;
- m) instructing teaching staff and students about laboratory safety norms.
- n) Overseeing the implementation of laboratory safety, epidemiological safety and the norms of the Law of Georgia "On Patient's Rights" during laboratory/clinical studies.
- o) performing other powers defined by the legal acts of the University and clinical institution.

40.4. Additional obligations of University clinics can be determined by the agreement concluded with the University and the University clinic (affiliation agreement).

Article 41. University Clinics and Clinical Bases

41.1. University educational programmes will be implemented in the following medical institutions (hereinafter - University clinics):

- a) "High-tech Hospital MedCentre" LLC (founding partner of the University);
- b) University Clinic of Innovative Medicine LLC (founding partner of the University);
(Amendment by Rector's Order No. 01-09/28, 01.12.2022 old name - "Tamari Settlement Family Medicine Centre" LLC)
- c) "Solomedi" LLC;
- d) "Regional Centre of Family Medicine" LLC.

41.2. University students will be taught (practical/clinical component will be implemented) as well as on clinical bases of other medical institutions.

Chapter VI - The Main Educational Unit of the University

Article 42. School of Medicine

42.1. The main educational unit of the University is the School of Medicine.

42.2. The School of Medicine ensures the preparation of University students with higher educational programmes developed in the fields of biomedicine, clinical medicine and public health protection and providing them with appropriate qualifications.

42.3. The school carries out its activities on the basis of the principle of academic freedom of teaching and learning, academic and medical ethics, the legislation of Georgia, this Regulation, the school Regulation and other legal acts of the University.

Article 43. Structure of the School of Medicine

43.1. The organizational structure of the School of Medicine includes:

- a) School Dean;
- b) School Council;
- c) Deputy Dean;
- d) Head of Educational Programme;
- e) Branch/sectoral departments.

43.2. The governing bodies of the school are the dean and the School Council.

43.3. Organizational support for the school's activities is provided by the Dean's Office, which includes the Deputy Dean, programme head(s) and field departments.

Article 44. Dean

44.1. The Dean of the School of Medicine is responsible for the leadership and administration of the school's main educational unit - the School of Medicine, represents the school with other structural units of the University, to ensure the smooth implementation of the educational programmes implemented by him/her, manages the employees included in the school's structure, ensures the effective and smooth implementation of the teaching-learning process.

44.2. The dean of the school ex officio holds the function of the chairperson of the collegiate body responsible for the academic management of the school - the School Council and is responsible for the effective implementation of the authority.

44.3. Dean of the School of Medicine:

- a) represents the school in relations with third parties and institutions;

- b) develops the strategic priorities of the school's activities and submits them to the Academic Council for approval; Submits an annual school activity report to the Council;
- c) develops a draft of the school's strategic plan and submits it to the School Council for approval; hears and approves the semester reports of the school's current activities together with the council;
- d) represents the school with other structural units of the University, in order to effectively implement the activities of the school and its educational programmes;
- e) reflects/implements the strategic tasks of the University and the goals of the governing entities of the University in the school's activities;
- f) directs the administrative activities of the school, delegates functions and tasks among the school staff, within the scope of authority determined by the University and school Regulations;
- g) heads the School Council, determines the issues to be discussed at the School Council, approves the agenda and presides over the council session, signs the minutes of the School Council;
- h) prepares drafts of legal acts related to obtaining, suspending, restoring and terminating the status of students, as well as for students - recognition of education and submits them to the rector of the University;
- i) reviews and makes decisions on student applications related to the educational process;
- j) in case of relevant grounds, organizes the approval of the student's individual study plan, in accordance with the "methodology of individual study plan development" approved by the Academic Council;
- k) Approves and signs the conclusion of recognition of credits passed by the student in another higher educational institution;
- l) signs the document confirming higher education - diploma and diploma supplement, confirms the information filled by the school in the diploma and diploma supplement;
- m) participates in the evaluation of academic and guest personnel, in the form prescribed by the University's quality assurance procedures;
- n) ensures monitoring and evaluation of workload performed by academic staff;
- o) as the chairperson of the School Council, applies to the rector of the University regarding the need for academic positions or invited personnel and/or the announcement of the relevant competition;
- p) approves the composition of temporary commissions to resolve issues related to the school's activities within the scope of competence;
- q) within the scope of his competence, submits recommendations to the head of the programme regarding possible changes in the training programme;
- r) approves the study table and the staff workload table for each academic year;
- s) participates in the development of the strategic development plan of the University, represents the vision of the subordinate structural units in setting the development directions of the University;

t) taking into account his competence and available information, issues recommendations regarding the modification of the University's legal acts;

u) issues a legal act - an order within the scope of competence;

v) exercises the powers defined by the school's Regulations and other legal acts of the University.

44.4. The dean of the school is authorized to make a decision on all matters within the authority of the school, which, according to this Regulation and the school Regulation, do not represent the authority of a specific structural unit of the school.

44.5. The dean of the school is authorized to confirm, change, or reject the decision made by the structural unit of the school, if the said intervention does not violate the principles of academic freedom declared by the legislation and this Regulation.

44.6. In case of a difference of opinion on a specific issue between the structural units of the school, the dean makes a decision on the disputed issue.

44.7. The dean is appointed to the position by the order of the rector of the University, based on the results of the dean's election conducted by the School Council, and an employment contract is signed with him/her in accordance with the rules established by the legislation of Georgia. The election procedure, as well as the procedure for appointing the acting dean of the school, is determined by the school's Regulations.

44.8. The dean is subordinate to and accountable to the rector of the University.

Article 45. Council of the School of Medicine

45.1. The Council of the School of Medicine is the highest representative body of the School of Medicine, which, based on the principle of self-management of the academic staff, ensures the management of the school and makes decisions on issues that require collegial discussion and approval by consensus.

45.2. The School Council carries out its activities on the basis of the Law of Georgia "On Higher Education", this Regulation and the school Regulation.

45.3. School Council:

a) develops school Regulations and submits them to the Academic Council for approval;

b) approves the strategic plan of the school upon the dean's submission;

c) determines the annual number of students admitted to the educational programme of the school, within the limits of the maximum number of students, and submits it to the Academic Council for approval;

d) determines the coefficients for the unified national exam and submits it to the Academic Council for approval; if necessary, approves the examination issues of students admitted without unified national examinations;

e) provides review and approval of the higher education programme development project, formation of a working group on the curriculum;

- f) hears and sees the semester report of programme leaders on the implementation of the educational process and approves recommendations on improving the educational process;
- g) based on the submission of the head of the programme, he will consider the needs of new academic staff for the educational programmes of the school and limit the competitive positions of academic staff;
- h) exercises other powers defined by the school Regulations and University legal acts.

45.4. The chairperson of the School Council, who, as the dean of the school, is authorized to resolve all matters that, in accordance with the legal acts of the University, are within the authority of the school. The chairperson of the School Council, depending on the complexity of the issue and the expediency of the involvement of the academic community, is authorized to involve the School Council in its discussion and resolution.

Article 46. Composition and Subordination of the Council of the School of Medicine

46.1. The members of the School of Medicine Council include:

- a) academic officials of the school, dean of the school - chairperson of the Council and secretary of the Council;
- b) School students, elected/nominated by the student self-government.

46.2. The dean of the school performs the function of the chairperson of the School Council during his tenure. In the case of the dean's inability to fulfill his authority, the School Council is entitled to elect a temporary chairperson of the Council session by voting.

46.3. A person appointed to an academic position of the school (professor, associate professor, assistant professor, assistant) becomes a member of the School Council for the term of his/her tenure in this position. The grounds for premature termination of the authority of a member of the School Council for an academic official is the termination of the employment relationship in the academic position of the school.

46.4. The number of student members of the council is determined by at least one third of the number of academic officials who are members of the council at the beginning of the academic year. As the number of academic members of the council increases, the dean of the school applies to the student self-government to elect additional student members of the council, and the reduction in the number of academic staff members of the School Council as a result of premature termination of the authority of a member of the School Council does not lead to a proportional decrease in the number of student members of the council.

46.5. The School Council, for the organization of the Council meetings, the Council elects the secretary of the Council meeting from among the members of the academic staff, who is responsible for the organization of the Council meetings during one meeting or a specified period of time.

46.6. The terms of termination of the authority of a member of the School Council are determined by the school Regulation.

46.7. A member of the School Council is accountable to the dean of the school in the organizational part of the council's activities.

46.8. An academic or student member of the council is entitled to be guided by his own inner convictions and the best interests of the school in the voting process and is not limited by the position of the University, dean or other member of the University community.

46.9. It is not allowed to put pressure on a member of the School Council using the official position.

Article 47. Deputy Dean

47.1. The deputy dean of the University monitors the implementation of the dean's decisions in the daily activities of the school, is responsible for the implementation of the educational process in accordance with the defined academic calendar, informs the school and students on issues related to the school's activities and educational process.

47.2. Deputy dean:

a) supervises the implementation of the dean's decrees in managing the school's administrative and educational processes;

b) together with the head of the programme, develops the University's semester study table and submits it to the dean;

c) coordinates the process of enrolling students, obtaining student status, suspension, reinstatement (returning the educational process) and termination;

d) reviews students' statements regarding the educational process, prepares a substantiated position of the school and presents it to the dean of the school;

e) establishes the schedule of the consultative meetings of the dean, departmental department heads and programme heads;

f) provides University students, academic and invited staff with notifications about the school's activities and the organization of the educational process;

g) performs the functions of the administrator of the electronic system of educational process management;

h) exercises other powers defined by the school Regulations and University legal acts.

47.3. The deputy dean is appointed to the position by the order of the rector of the University and an employment contract is signed with him/her in the manner established by the legislation of Georgia.

47.4. The Deputy Dean reports to and is accountable to the Dean of the University's School of Medicine.

Article 48. Head of the Educational Programme

48.1. The head of the University educational programme is responsible for the development of the concept and design of the higher educational programme of the University, the development of the programme, the determination of its training and human resources, the organization and management of the programme accreditation, its evaluation, development and modification process.

48.2. Head of educational programme:

- a) develops the concept of the programme, presents and substantiates it before the University School Council;
- b) directs the work of the curriculum development group, distributes functions and duties among the members of the curriculum development group;
- c) submits the project of the programme to the Quality Assurance Service and the University School Council;
- d) together with the quality assurance service, coordinates the processes of programme self-evaluation, external evaluation and accreditation;
- e) participates in institutional self-assessment and authorization processes, in the evaluation part of the programme under his leadership;
- g) together with relevant departmental departments, determines the human and material resource needs of the programme and submits proposals to the school dean;
- h) participates in the evaluation of the programme's human resources;
- i) is responsible for the implementation of the recommendations of the quality assurance service in the programme;
- j) develops a conclusion regarding the recognition of the education/credits of students transferring to the programme (participating in mobility) and submits it to the dean of the school;
- k) exercises other powers defined by the school's Regulations and legal acts of the University.

48.3. The head of the programme is appointed to the position on the recommendation of the University School Council and by the order of the University Rector, and an employment contract is signed with him/her in accordance with the procedure established by the legislation of Georgia.

48.4. Depending on the features of the programme, it is possible for the programme to have more than one supervisor. Co-directors of the programme shall ensure the distribution or joint performance of the powers specified in this article.

48.5. The head of the programme, taking into account the principle of academic freedom, is subordinate and accountable to the dean of the school.

Article 49. Branch/sectoral departments of the School of Medicine

49.1. In order to effectively implement the components provided by the educational programme(s) of the School of Medicine, three sectoral departments are functioning within the School:

- a) Department of Public Health and Basic Medicine;
- b) Preclinical Department;
- c) Clinical Department.

49.2. Branch department of the University:

- a) participates in the curriculum development group, develops, evaluates and updates training courses of the relevant direction;
- b) determines the needs of the educational programme in terms of human, material or clinical resources together with the programme leader;
- c) works together with the head of the programme on the integration of theoretical, practical and clinical skills in the curriculum, organizes increased integration in training courses and assessment tools;
- d) participates in the process of selection and evaluation of teaching staff;
- e) monitors the conduct of the training process in accordance with the semester training schedule;
- f) monitors the academic performance of students, evaluates the target marks of study results for the field disciplines belonging to the relevant department;
- g) advises the academic and visiting staff implementing training courses belonging to the relevant department;
- h) carries out academic counseling of students in the educational process;
- i) exercises other powers determined by the school's Regulations and legal acts of the University.

49.3. Academic and guest staff of the University are part of the branch department.

49.4. The head of the branch department is appointed to the position on the recommendation of the Dean of the School of Medicine of the University and by the order of the Rector of the University. By the decision of the rector, it is possible for the head of the branch department to determine a reduced mandatory academic workload and/or to sign an employment contract with him/her, in accordance with the rules established by Georgian legislation, in accordance with the University's budget and staffing schedule.

49.5. The head of the branch department is subordinate and accountable to the Dean of the School of Medicine.

Chapter VII - University Personnel

Article 50. University Personnel

50.1. The University staff consists of administrative, support, academic officials and invited staff.

50.2. The administrative staff of the University consists of: officials performing the management/administrative functions of the University (rector, vice-rectors, head of the quality assurance service); Dean of the School of Medicine, Deputy Dean and Head of the Programme; Heads of structural units of the University.

- 50.3.** The support staff of the University consists of the staff of structural units of the University, except for the administrative staff specified in paragraph 2 of this article.
- 50.4.** The educational process of the University is carried out by the academic and visiting staff of the University implementing the educational programme (hereinafter - teaching staff).
- 50.5.** The teaching staff of the University conducts the theoretical, laboratory, practical or clinical classes provided by the University programme and evaluates the students, in accordance with the contents and requirements provided by the educational programme of the University and the syllabus of the educational programme and the Regulation of the educational process approved by the Academic Council of the University.
- 50.6.** The present Regulation of the University defines the existence of an independent scientific-research unit in the organizational structure of the University, the functioning of which, the procedure for hiring scientific personnel, the types and composition of personnel are determined by the Law of Georgia "On Higher Education", the present Regulation and/or the resolution of the Academic Council adopted on the basis of this Regulation or the rector's by order
- 50.7.** Administrative and support personnel invited to the University can hold positions both competitively and non-competitively, taking into account the qualifications, skills and work experience of the applicant/candidate.
- 50.8.** Academic and visiting staff of the University are entitled, if they possess the appropriate qualifications, to hold an administrative or support position at the same time.
- 50.9.** The relationship with the staff is regulated by the legislation of Georgia, signed labour contracts, Avicenna's Regulations, this Regulation, Avicenna's personnel management policy, the University's internal Regulations, the staff's code of ethics, in the case of academic and invited staff - as well as the "Rule of hiring academic and invited staff" and "Academic staff" In accordance with the rule of affiliation, determination of work load of academic and invited staff and remuneration of work.

Article 51. Academic Staff

- 51.1.** The University's academic staff includes professors (professor, associate professor, assistant professor) and assistants.
- 51.2.** The professor defines the concept of the educational programme or its separate component (biomedical, preclinical, clinical), implements the educational process and scientific research activities.
- 51.3.** Associate and assistant professors define and direct the content of individual courses and carry out research activities.
- 51.4.** Assistants carry out separate components of seminar, practical and research work under the guidance of the professor.
- 51.5.** Academic positions are held on the basis of open competition, which is conducted according to the principles of freedom, transparency and fair competition.

51.6. The conditions for holding an academic position, qualification requirements related to work, teaching or clinical experience, or scientific activity, and the term of holding an academic position are determined by the University's procedure for hiring academic and invited staff.

51.7. Academic staff are appointed to the position based on the results of the competition, on the basis of the submission of the competition commission and the order of the University rector, and an employment contract is signed with them, in accordance with the rules established by the legislation of Georgia.

51.8. The limit amount of the workload of academic staff, the Regulation of determining the annual work (academic) workload is determined by the rules of affiliation of academic staff, determination of work load of academic and guest staff, and labour remuneration.

51.9. Within the academic freedom of the academic staff, they are independent in the process of teaching-learning and scientific research. This does not exclude the need to agree with the head of the academic staff vision programme and confirm it by the quality assurance service during the development of the training course.

51.10. In the performance of administrative functions, the academic staff is subordinate to the dean of the school and is accountable to him/her, and in the performance of the powers of the academic or School Council member, the academic staff is accountable to the chairperson of the relevant Council.

Article 52. Invited Staff

52.1. Invited staff (lecturers) will include persons with relevant pedagogical, practical or clinical experience who will be invited to implement relevant components of the programme/learning process, without holding an academic position, namely:

- a) with the status of visiting professor - an academic official from another educational institution (with the status of visiting professor/associate professor, in accordance with the academic position held in another educational institution);
- b) with the status of invited senior teacher - a person with a doctor's degree;
- c) with the status of invited teacher - a person without the academic degree of doctor.

52.2. Invited staff are authorized to determine the content of the training course independently or together with the academic staff, to teach the theoretical, practical, laboratory or clinical part of the course, as well as to provide evaluation of students in the content and format provided by the syllabus of the educational programme.

52.3. The head of the University educational programme, on the basis of consultation with the departmental departments, taking into account the needs of the educational programme, the number of students, the amount of workload of the existing staff and the corresponding target marks, determines the needs of the programme in the part of the invited staff, as well as the special qualification requirements of the invited staff and applies to the dean of the school for the distribution of the vacant workload to be performed. with a proposal to discuss the issue of staff recruitment at the School Council meeting. Taking into account the presented arguments, the School Council deliberates and makes a decision regarding the determination of the working hours

to be performed in each branch department, the number of vacancies for invited staff, as well as the selection method of invited staff (with competition, without competition).

52.4. Invited staff are hired as a result of open competition or without competition. It is possible to receive without competition:

- a) with the status of visiting professor/associate professor - an academic official of another educational institution;
- b) with the status of invited senior teacher or teacher - persons with at least 3 years of work experience in the direction of the workload to be performed.

52.5. An employment contract is signed with the invited staff in accordance with the applicable legislation and the rules for hiring academic and invited staff.

Article 53. Affiliation of Academic Staff

53.1. Affiliation - represents an agreement with the University and an academic official, regarding the affiliation (affiliation) of this person with the University, which implies the use of the activities of the academic official (hereinafter - affiliated employee) at the University, including the results of scientific research, for the purposes of Avicenna and on behalf of Avicenna during the period of affiliation with Avicenna.

53.2. Affiliation with Avicenna results from the signing of an affiliation agreement between Avicenna on the one hand and an Avicenna academic official (Professor/Associate Professor/Assistant Professor/Assistant) on the other hand.

53.3. An academic official who does not have an affiliation agreement with Avicenna is considered an unaffiliated academic official.

53.4. The University is entitled to take into account different conditions of work and remuneration for the affiliated academic staff during the process of affiliation, as well as to give priority to the affiliated staff for the benefits offered by the University (funding of scientific activities, professional development, etc.).

53.5. The rules for affiliation of academic staff, determination of workload and remuneration of academic staff and invited staff approved by the Academic Council of the University (hereinafter referred to as "affiliation rules") determine the conditions of affiliation of academic staff with the University, the cases of origination and termination of affiliation and their legal consequences, the maximum amount of workload of academic staff and the rule of remuneration, as well as the Regulation of determining the hourly workload and remuneration of the academic and guest staff implementing the educational process.

Chapter VIII - Student

Article 54. Student Status

54.1. A student is a person who, in accordance with the legislation of Georgia and the legal acts of the University, is enrolled in the higher educational programme of the University.

54.2. The right to obtain student status is enjoyed by:

- a) persons who passed the unified national exams in accordance with the rules approved by the Ministry of Education and Science of Georgia and obtained the right to enroll in the University on the basis of the applicant ranking document;
- b) citizens of a foreign country and stateless persons who have received a complete general education or its equivalent education in a foreign country;
- c) Georgian citizens who have received full general education or its equivalent education in a foreign country and who studied in a foreign country in the last 2 years of full general education;
- d) Citizens of a foreign country (except for students participating in a joint higher education programme and students participating in an exchange education programme) who study/studied and received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of that country;
- e) Citizens of Georgia (except for students participating in a joint higher education programme and students participating in an exchange education programme), who live/lived, study/studied and have received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of this country for the period determined by the Ministry of Education and Science of Georgia in an educational institution.

54.3. Student status is obtained after registration at the University and presentation of a document confirming at least complete general or equivalent education, after signing an agreement (academic contract) between the student and the University.

54.4. An additional condition for the enrollment of foreign citizens, as well as Georgian citizens with general/higher education from a foreign country or stateless persons, is the recognition of the authenticity of their education documents by the National Centre for the Development of Education Quality and the granting of the right to enroll in the University by order of the Minister of Education and Science of Georgia.

54.5. Student status can be suspended at the request of the student or at the initiative of the University - in case of failure to complete academic or administrative registration (non-payment of tuition fees).

54.6. During the suspension of the student status, both parties are released from fulfilling their obligations towards each other until the status is restored. The suspension of the status does not affect the performance of the obligations between the parties arising before the suspension of the status.

54.7. Student status can be suspended for 5 years. If the status is not restored within 5 years, the person's student status is terminated.

54.8. Renewal of the study process/return to the study process/activation of the status (hereinafter - restoration) by a person whose status has been suspended is carried out in case of elimination of the circumstances causing suspension of the status.

54.9. Student status can be terminated:

- a) at the initiative of the student;
- b) in case of completion of the educational programme and qualification;

- c) in case of suspension of student status for 5 years;
- d) as an extreme measure of disciplinary responsibility, in cases provided for by the code of ethics of the University student.

54.10. Decisions on obtaining, suspending, restoring and terminating student status are made by order of the University rector.

54.11. The student has the right to appeal any order issued against him/her by the University and/or by the procedure provided by the applicable law.

54.12. Other issues related to the student's status are regulated by the rules governing the University's educational process.

54.13. The student code of ethics of the University defines the internal mechanisms for the protection of the student's rights and the appeal of the decisions made against the students, in order to promote the protection of the students' rights and their realization.

Article 55. Student Rights and Obligations

55.1. Student's rights are:

- a) to receive quality education, in accordance with the educational programme approved by the University;
- b) participate in scientific research within the educational programme;
- c) to use the University's material-technical, library, information and other resources under equal conditions, following the rules established by the University;
- d) on the basis of universal, direct and equal elections, choose a representative by secret ballot and be elected to the student self-government;
- e) to be a representative of the student self-government in the composition of the council of the relevant basic educational unit (school);
- f) establish and/or join a student union, 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) to enjoy the right of mobility and transfer to another higher educational institution, from the second year of study, in accordance with the rules established by the legislation of Georgia,
- i) to receive a scholarship, financial or material assistance, other benefits from the University, the state or other sources, in accordance with the rules established by the relevant donor;
- j) choose the components of the educational programme in compliance with the conditions and prerequisites stipulated by the programme;
- k) participate in the development of an individual educational programme;
- m) to periodically assess the work of the academic staff;
- n) exercise other powers granted to him/her by the legislation of Georgia and legal acts of the University.

55.2. Limitation of the student's rights is allowed only in the cases stipulated by the Law of Georgia "On Higher Education", in case of entering into legal force of the court's guilty verdict against the student.

55.3. The student's obligations are:

- a) in accordance with the higher educational programme of the University, to learn all the subjects that he chose of his own free will and the teaching of which is mandatory;
- b) to follow the University's Regulations, Regulations, bylaws and student code of ethics;
- c) to fulfill the requirements of the agreement (academic contract) signed between him/her and the University.

Article 56. Guarantees of Students' Rights Protection

56.1. The University is obliged to ensure a fair evaluation of the student's knowledge, for which it will develop appropriate procedures, including the Regulation regarding the appeal of the evaluation described in the Regulation of the University's educational process.

56.2. Personal information expressed by a student at the University in the presence of University staff, as well as information about his own views, beliefs and political beliefs, is confidential, unless there is a student's permission, or the University has a legitimate interest in protecting the safety of others and the rights protected by law.

56.3. Information regarding a student's disciplinary action is confidential unless the student's permission is granted. Information about the student's academic performance and disciplinary measures against him/her are kept separately, according to the rules established by the General Administrative Code of Georgia.

56.4. The norms of the University student's code of ethics and internal Regulations, which restrict the behavior of students, are legitimate only if these restrictions are related to the smooth conduct of the educational process in accordance with the standard established by the relevant programme.

56.5. The question of disciplinary responsibility of the student can be raised only for the misconduct defined exhaustively by the University Regulation, code of ethics and/or bylaws.

56.6. Disciplinary proceedings against a student must be proportionate to the disciplinary offense and may be carried out only in cases provided for by the University's legal acts and through a fair procedure.

56.7. All disputed issues or evidence must be weighed in favor of the student. In considering the issue of disciplinary proceedings, the burden of proof is on the prosecution.

56.8. During disciplinary proceedings, the student has the right to:

- a) to make a reasoned decision in written form on the initiation of disciplinary proceedings against him/her;
- b) attend the discussion of the issue of disciplinary proceedings and enjoy the right of defense;
- c) to provide the University with the information and evidence at his disposal;
- d) participate in the examination of evidence;

e) to demand that the issue of disciplinary proceedings against him/her be discussed at a public meeting.

56.9. The student has the right to appeal the decision of the University to the court.

56.10. In order to facilitate the implementation of students' rights, the University operates a student ombudsman institute, whose powers and rules of activity are determined by the Regulations of the student ombudsman.

Chapter IX - Financial Management of the University

Article 57. University Budget

57.1. The University budget reflects the income and expenses of the University.

57.2. Part of the University's budget income is:

- a) partners' contributions;
- b) tuition fees paid by the student;
- c) state educational grant/funding given to the student;
- d) external funding obtained by the University;
- e) income received from auxiliary economic activities.

57.3. The operating and non-operating costs of the University, which are necessary for the implementation of educational, research and administrative processes in the University, constitute the expendable part of the University budget.

Article 58. Rules for Developing the Budget

58.1. At least 2 months before the beginning of each calendar year, the process of preparing the budget for the relevant year begins, within the time limits determined by the rector of the University.

58.2. All structural units implementing the administrative function of the University take part in the development of the University budget. The deputy rector of the University in the administrative and financial direction of ensuring the formation of the unified budget project.

58.3. After the consideration of the draft budget by the Academic Council of the University, the Rector of the University ensures the presentation of the budget at the meeting of the general meeting of partners.

58.4. The budget of the University is approved by the general meeting of partners.

Article 59. Budget Amendment Rule

59.1. The basis for the change of the approved budget can be:

- a) significant change in the exchange rate, inflation of the national currency or other financial event caused by external factors;

b) unplanned and necessary change of the University's strategic development plan, action plan or operational activity;

c) decision of the general meeting of partners.

59.2. In order to provide appropriate financial resources for unforeseen changes in the budget, the category of "unforeseen expenses" is reflected in the budget of each year, which should make up not less than 5 and not more than 10% of the total budget.

59.3. In the event of a need to amend the budget, the authorized structural unit/employee of Avicenna submits a justified request regarding the budget amendment to the deputy rector of the University in the administrative and financial direction.

59.4. The deputy rector in the administrative and financial direction will study the rationale for the need to change the budget and present it to the rector with his reasoned conclusion.

59.5. In case the change of the budget determined for a specific activity does not exceed 50% of the budget determined for the relevant activity or 5% of the total amount of the budget, the rector of the University is authorized to approve the modified budget project him/herself.

59.6. In the event that the change in the budget determined for a specific activity exceeds the amount provided for in paragraph 5 of this article, the rector makes a decision on the review of the draft amendment to be introduced in the budget, according to the procedure established for the review of the budget.

Article 60. Control Over Budget Implementation

60.1. The Rector of the University controls the implementation of the budget.

60.2. The general meeting of partners of the University listens to the rector's report on the implementation of the budget no later than 2 months after the end of the calendar year.

60.3. The general meeting of partners is entitled to request a report on the current performance of the University budget.

60.4. Failure to fulfill the budget by more than 20%, or exceeding the budget by more than 10%, may be grounds for dismissal from the position of the rector of the University, unless it was caused by unforeseen and insurmountable circumstances.

Article 61. University Property

61.1. The University, as a legal entity under private law, is authorized to own, acquire, dispose of and alienate immovable and movable, tangible and intangible property in accordance with the legislation of Georgia.

61.2. The property of the University is described by the University's balance document and inventory acts. The periodicity of the inventory is determined by the rector of the University.

61.3. The decision on the disposal of movable property, if its value does not exceed 25% of the total book value, is taken by the rector of the University.

61.4. The decision on the disposal of the University's immovable property, as well as on the disposal of movable property whose value exceeds 25% of the full balance sheet value, is taken by the general meeting of the University's partners.

61.5. The rule established by clauses 3 and 4 of this article is also applicable to the legal encumbrance of property owned by the University.

Article 62. Intellectual Property

62.1. The intellectual property right to the document, work and other object of intellectual property created by the staff of the University during their working hours, while fulfilling the powers defined by their official/job description, belongs to the University.

62.2. Intellectual property created by affiliated academic staff of the University constitutes intellectual property of the University. The authorship of the academic staff is reserved in all cases.

62.3. Other issues related to the disposal and use of the intellectual property object and right are regulated by the applicable legislation or by an agreement signed between the author and the University.

Article 63. Supporting Economic Activities

63.1. The University is entitled to produce and receive income from other types of economic activity, if this activity does not interfere with the main activity of the University as a higher educational institution.

63.2. Funds received from supporting economic activities are reflected in the University budget.

Article 64. Financial Policy of the University

64.1. Issues related to the financial management of the University and the financial decision-making procedure at different levels of management are determined by the financial policy of the University.

64.2. The financial policy document of the University will be reviewed by the Academic Council and approved by the general meeting of partners, presented by the deputy rector for administration and finances.

Chapter X - Transitional and Final Regulation

Article 65. Authority Authorized to Approve the First Edition of the Regulation

65.1. In accordance with the University Regulation, the first edition of the Regulation has been adopted and approved by the meeting of partners of the University.

Article 66. Bodies Authorized to Modify, Amend and Supplement the Regulation

66.1. No later than 1 year after the entry into force of this Regulation, based on the experience gained as a result of the formation and activity of structural units in the University, the structural units of the University's management link will ensure the development of a project of amendments and additions to the Regulation and submission to the rector of the University.

66.2. The approval of the modified version of the Regulation, changes and additions to the Regulation is ensured by the rector of the University.

66.3. Amendments and additions to the Regulation must not conflict with the University's Regulations.

Article 67. Formation of Structural Units of the University in the Initial Period of Activity

67.1. In the initial period of the University's activity, before the implementation of the educational programme of the University and before the implementation of the full workload of the activity, it is possible to perform the functions of the services provided by this Regulation by one person employed in the position of the head of the relevant service.

67.2. In accordance with the expansion of the University's activities, the rector of the University makes a decision on the increase of staff units of the relevant service, based on the initiative of the deputy rector in the administrative and financial direction.

67.3. The designation of the staff units (positions) of the structural unit (Centre/office), as well as the distribution of the functions of this unit to the various positions included in the structural unit, are determined by the staff list (schedule) approved by the Rector's order and the job description (job description) of the staff (employee) of the structural unit.

Article 68. Entry into Force of the Regulation

68.1. The Regulation of the University shall enter into force upon approval by the Assembly of Partners.

68.2. Amendments and additions to the Regulations shall enter into force upon approval by the Rector of the University, unless a different future date for the entry into force of the amendment is specified by order of the Rector.

Article 69. Legal Consequences of Entry into Force of the Regulation

69.1. Within 6 months from the entry into force of the Regulation, the rector of the University ensures the formation of the structural units provided for by this Regulation.

69.2. Within 6 months from the formation of the structural units provided for in this Regulation, the structural units of the University shall ensure the development of the drafts of the legal acts of the University included in their sphere of responsibility provided for in this Regulation.

69.3. The Rector of the University supervises the process of preparation of drafts of legal acts defined by this Regulation.