

**Regulation of the School of Medicine and Health Sciences of the Educational
University “BAU International University, Batumi” LLC**

Batumi

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Chapter I. General Provisions

Article 1. Introduction

1. The present Statute defines the structure, objectives, tasks, and other issues related to the functioning of the School of Medicine and Health Sciences (hereinafter referred to as “the School”) of BAU International University, Batumi LLC (hereinafter referred to as “the Educational University”).
2. The School of Medicine and Health Sciences is the main educational, research, and administrative unit of the Educational University, which implements higher education programs in the field of healthcare and awards graduates the corresponding academic degree (qualification), in accordance with the specialties of the programs implemented within the School.
3. Higher medical education programs at the School are delivered in the English language.
4. For the proper implementation of its activities, the School has a seal.
5. In the exercise of its authority, the School is guided by the Charter of the Educational University, internal regulations, acts issued by the Rector (insofar as they relate to the School's activities), and is responsible for fulfilling the functions defined by the present Statute. In performing its authority, the School is also guided by the legislative and subordinate normative acts applicable in the field of education.

Article 2. Goals and Functions of THE School of Medicine and Health Sciences

1. The main goal of the School is to prepare competitive, highly qualified personnel oriented toward local and international labor markets, and to promote their integration into the global educational and scientific sphere in the field of healthcare.
2. The School's tasks include:
 - a) continuous development and improvement of educational programs;
 - b) ensuring the opportunity to receive education based on the latest knowledge and experience;
 - c) developing joint educational programs, scientific-research projects, and other academic or scientific activities with universities of Georgia and abroad, as well as promoting the implementation of international cooperation projects;
 - d) supporting scientific research, the introduction of new knowledge, and the integration of research into teaching;
 - e) development of international scientific cooperation;
 - f) creation of an adequate simulation environment and provision of a clinical environment for the formation of relevant clinical skills for students;
 - g) creating a student-oriented academic environment;
 - h) supporting the professional development of academic personnel;
 - i) promoting academic freedom;

- j) encouraging the development of professionalism among students;
- k) developing the School's educational environment in accordance with the University's strategy;
- l) supporting societal development through engagement in various social activities.

Article 3. Structure of the School

1. The School is managed by the School Council and the Dean.
2. The School includes the School Council, the Dean, academic process managers, educational program head(s), the head of the Clinical Skills and OSCE Center, the manager of the Laboratory Department, tutors, as well as academic and invited staff who conduct the educational process and scientific-research activities within the educational programs implemented by the School (Annex 1).
3. In addition to the bodies defined by the School's structure, various commissions and working groups may be created for the development of the curriculum, administration of block/study course implementation, or for examining and/or resolving other issues related to the School's activities.
4. The School is accountable to the School Council and the Academic Council.
5. The School is directly subordinated to and its activities are directed by the Dean.
6. The decision on functions not assigned by this Statute to any structural unit shall be made by the Dean.

Article 4. Composition of the School Council

1. The School Council is a collegial body within the School that determines the main directions of the School's activities.
2. The School Council consists of:
 - a) the Dean of the School;
 - b) all academic personnel of the School (any academic personnel — professor, associate professor, assistant professor, and assistant — automatically becomes a member of the School Council upon election, unless they personally refuse membership or their membership is terminated under this Statute);
 - c) student representatives nominated by the Student Self-Government, whose number shall not be less than $\frac{1}{4}$ of the Council's composition.
3. By decision of the Dean, invited lecturers of the School may participate in the activities of the School Council.

Article 5. Powers and Procedures of the School Council

1. The School Council conducts its activities in accordance with the present Statute and the internal regulatory acts of the Educational University (if applicable).
2. Meetings of the School Council are chaired by the Dean of the School, while the preparation of the minutes is ensured by the secretary of the meeting, selected by the chairperson.
3. Meetings of the School Council are held as necessary, but no less than once every two months. The meeting may be convened by the chairperson independently or at the request of the majority of Council members.
4. Council members shall be notified of the meeting at least two calendar days in advance, by e-mail or through electronic management systems, or immediately if necessary. One calendar day prior to the meeting (except for urgent meetings), Council members shall be provided electronically with the agenda and draft issues for discussion.
5. The School Council makes decisions by open voting, by a majority of the votes of members present. In case of a tie vote, the chairperson's vote is decisive. The decision is formalized by a resolution signed by the chairperson — the Dean — and the secretary of the meeting.
6. Council members confirm their attendance by signing the attendance sheet, or attendance is confirmed by a video recording of the meeting.
7. The Council is authorized to act if the majority of its full membership is present.
8. Meetings of the School Council are open. By decision of the majority of attending members, a meeting may be fully or partially closed, depending on the issue under discussion.
9. If necessary, Council meetings may be held remotely through electronic communication. The openness of remotely conducted meetings is ensured through video recording. In cases of remote participation, a Council member must provide evidence confirming personal participation and must comply with the University's rules of remote communication ethics.
10. Voting at the School Council is conducted openly. By decision of the majority of attending members, a secret ballot may be held.
A Council member does not have the right to abstain from voting.
Council decisions are made by a majority of the votes of those present. In case of a tie vote, the chairperson's vote is decisive. The decision to terminate a Council member's authority is made by a 2/3 majority of attending members. The member whose authority is being considered does not participate in the vote.
11. Persons related to the issues on the meeting agenda may be invited to the School Council meeting.
12. All members of the Council must be invited to the meeting. A Council member is obliged to appear at the scheduled time and must notify the chairperson in advance in case of absence. Failure to attend without valid reason is considered unjustified.
13. A Council member may participate in the meeting via electronic communication, provided that direct visual contact is ensured and their voice can be identified.
14. The meeting is opened by the chairperson, who presents the agenda. Amendments to the agenda may be made during the meeting if circumstances require.

15. The course of the meeting is reflected in the minutes, which must indicate:
 - a) the date and place of the meeting;
 - b) the identities of attending academic personnel and invited individuals;
 - c) the agenda;
 - d) the results of the voting;
 - e) the adopted decision.
16. Written materials submitted by presenters (if any) shall be attached to the minutes. For remotely held meetings, the corresponding video recording is attached.
17. Grounds for suspension of a Council member's authority are:
 - a) for academic personnel — the existence of an ongoing disciplinary proceeding;
 - b) for a student — suspension of student status or the existence of an ongoing disciplinary proceeding.
18. Grounds for termination of a Council member's authority are:
 - a) for academic personnel — resignation from the academic position, dismissal, expiration of the term of election, or submission of a personal request for termination of membership;
 - b) for a student — termination of student status or submission of a personal request for termination of membership;
 - c) for all members — a Council decision on termination of authority due to disciplinary misconduct, gross violation of ethical norms, or unjustified absence from more than half of the Council's meetings during a semester.

Article 6. Authority of the School Council

1. The School Council shall:
 - a) Ensure, upon the Dean's submission, the development of the School's structure and statute;
 - b) Ensure the determination, at the beginning of the academic year, of the coefficients and thresholds for the Unified National Examinations, as well as the number of students to be admitted to the School's educational program, and submit these for approval to the Academic Council;
 - c) Ensure the review of any new educational program submitted by the program initiator and, in case of a positive conclusion from the Quality Assurance Office, submit it to the Academic Council for approval;
 - d) Approve minor changes to an existing program (updating literature and topics in the syllabus, updating assessment methods, etc.). Minor changes are those that do not alter the learning outcomes of the educational program;
 - e) Ensure the development of the main directions of the School's educational, scientific, and research activities;
 - f) Approve academic schedules;
 - g) Review and approve individual study plans;
 - h) Approve the schedule and composition of collegial mutual class observations for lectures and practical sessions;
 - i) Review issues related to the educational process and develop response mechanisms;

- j) Determine, where necessary, staffing changes at the School, calculate the number of academic and invited personnel to be announced (considering target indicators), determine competitive fields, and submit a proposal to the Rector regarding the announcement of the competition;
 - k) In accordance with the University's action plan, ensure the development of the School's action plan and submit the action plan budget to the Academic Council for approval;
 - l) Upon the Dean's submission and where necessary, ensure the formation of permanent and temporary commissions of the School;
 - m) Review various current issues facing the School. In the case of repeated, unjustified absence of a Council member from Council meetings, consider issuing a reprimand and, in accordance with this statute, make a decision regarding termination of the member's authority;
 - n) Ensure the development of examination procedures and submit them to the Academic Council for approval.
- 2. The School Council is authorized to consider and express its opinion on any matter not included in the above list of powers but which, by its nature, requires engagement and feedback from the University's academic personnel and students. In such cases, the person responsible for initiating or approving the matter shall petition the Dean to prepare it for discussion at the School Council and shall participate in the discussion as an invited party.
 - 3. Agenda items for Council meetings shall be prepared by the Chair of the School Council; however, if necessary, with the Chair's consent, academic personnel may also prepare and submit items for consideration.

Article 7. Dean of the School

- 1. The School is managed by the Dean, who is the head of the School's academic and scientific activities.
- 2. The Dean is appointed and dismissed by the Rector, based on the School Council's expression of confidence in the Dean candidate's vision and development strategy for the School.
- 3. A person appointed as Dean must meet the following requirements:
 - a) Higher education (a doctorate or an equivalent academic degree in healthcare or natural sciences—biology or chemistry);
 - b) Academic position of Professor or Associate Professor at the educational university;
 - c) At least six years of experience working in higher education management;
 - d) At least six years of scientific-pedagogical experience;
 - e) Knowledge of English (minimum level B2);
 - f) Full proficiency in office software;
 - g) Knowledge of normative acts in the field of education (higher education sector).

Article 8. Functions of the School Dean

1. The Dean shall:
 - a) Lead the School Council and determine the agenda of matters to be discussed;
 - b) Ensure effective management of the School's academic and scientific activities;
 - c) Ensure the development of the School's strategic/action plan and statute projects and present them at the Faculty Council meeting;
 - d) Determine the number of invited personnel to be employed under hourly remuneration within the educational programs;
 - e) Participate in the selection of highly qualified personnel together with program directors and the Human Resources Office;
 - f) Ensure monitoring of the academic personnel's teaching and non-teaching workload and the submission of performance reports;
 - g) Participate in the evaluation of the School's academic and administrative staff in accordance with University procedures;
 - h) Coordinate the work of School units and review their semester reports;
 - i) Together with program directors, ensure monitoring of the quality of the educational process;
 - j) Within their competence, determine the professional development needs of academic and invited personnel and promote implementation of professional development processes with the support of the Human Resources Office;
 - k) Based on tutor reports, analyze students' ranking and academic performance;
 - l) Conduct negotiations with base clinics and ensure the distribution of students in clinical rotations and clinical practice;
 - m) Facilitate students' professional development (short-term clinical practices, summer/winter schools);
 - n) Within their competence, review and respond to students' individual applications related to the educational process;
 - o) Ensure, within the framework of the internationalization plan of the School's educational programs, the expansion of partnerships with foreign educational and research institutions, with the support of the International Relations Office;
 - p) Promote the introduction of innovative teaching methods and technologies;
 - q) Within their competence, ensure supervision over the implementation of decisions issued by the University's governing bodies;
 - r) Represent the School in relations with the University's structural units, various institutions, and private entities within their competence;
 - s) Ensure response to disciplinary violations within the School in accordance with the University's legal acts;
 - t) Participate in the University's activities and in the development/review of internal regulatory documents;
 - u) Ensure that relevant information on the School's ongoing activities is provided to the University's structural units;

v) Exercise other powers granted under the University's internal regulatory acts and Georgian legislation.

Article 9. Deputy Dean of the School

A person appointed as Deputy Dean must meet the following requirements:

- a) Higher education (preferably a doctorate or equivalent academic degree in medicine, healthcare, or natural sciences—biology or chemistry);
- b) Experience working in higher education management;
- c) Knowledge of English (minimum level B2);
- d) Full proficiency in office software;
- e) Knowledge of normative acts in the field of education (higher education sector).

Article 10. Functions of the Deputy Dean

- 1. The Deputy Dean shall:
 - a) Ensure the organization of the School Council;
 - b) Ensure the organization of meetings with academic and administrative personnel;
 - c) Ensure the planning and submission of reports on academic personnel's teaching and non-teaching workload;
 - d) Participate in the evaluation of the School's academic and administrative staff in accordance with University procedures;
 - e) Together with program directors, ensure monitoring of the quality of the educational process;
 - f) Based on tutor reports, analyze students' ranking and academic performance;
 - g) Ensure communication with clinical bases within their competence and monitor clinical practice;
 - h) Review and respond, within their competence, to students' individual applications related to the educational process;
 - i) Ensure the organization and monitoring of issues related to students' scientific papers;
 - j) Provide information regarding the School's ongoing activities to the University's structural units;
 - k) When necessary, ensure preparation of academic schedules.

Article 11. Manager of the Educational Process

- 1. The educational and student communication processes at the School are administered by the Educational Process Manager;

2. The Educational Process Manager is appointed and dismissed by the Rector upon the Dean's nomination;
3. The Manager is directly accountable to the Dean for the quality of performance of official duties;
4. In the Dean's temporary absence, the Manager shall act on behalf of the Dean; in the Manager's absence, the Rector shall designate a responsible person;
5. Qualification requirements for the Manager:
 - a) Higher education (in healthcare—medicine, dentistry, pharmacy, physical medicine—or natural sciences—chemistry/biology);
 - b) At least one year of experience working in higher education;
 - c) Knowledge of English (minimum level B2);
 - d) Full proficiency in office programs (Microsoft Word, Excel, PowerPoint);
 - e) Knowledge of normative acts in the field of education (higher education sector).

Article 12. Functions of the Educational Process Manager

1. The Educational Process Manager shall:
 - a) Assist the Dean in ensuring the effective administration of the School's academic, administrative, and scientific processes;
 - b) Monitor the implementation of the educational process in accordance with the academic schedule;
 - c) Prepare academic schedules;
 - d) Assist students in the academic registration process;
 - e) Monitor timely entry of academic performance results into the electronic system;
 - f) Monitor the timely uploading of syllabus topics and teaching materials by instructors on the electronic management platform (KEYPS);
 - g) Monitor the conduct of examination sessions;
 - h) Monitor entry of examination sheets and academic cards into the electronic management platform;
 - i) Ensure preparation of diploma supplements (together with the Quality Assurance Office);
 - j) Ensure distribution of students to clinical bases;
 - k) Organize School Council meetings;
 - l) Ensure fulfillment of individual assignments from the Dean and act on behalf of the Dean in their absence;
 - m) Provide students with certificates and information (academic card, academic performance, academic registration details);
 - n) Provide information/communication to lecturers and students;
 - o) Participate in the organization and oversee implementation of School events;
2. The Educational Process Manager is accountable to the Dean.

Article 13. Head of the Educational Program

1. The educational program is led by the Program Head, who is a specialist in the relevant field (Professor / Associate Professor / Assistant Professor / or Invited Lecturer) and has an appropriate understanding of the academic/scientific or professional challenges of the discipline.
2. The Program Head is responsible for the quality of the program and its compliance with accreditation requirements.
3. The Program Head is accountable to the Dean and the School Council.
4. It is permissible for a program to be led by two Heads (no more than two), depending on the program's volume, specificity, and the importance of academic and professional components, or for one Head to oversee two educational programs (no more than two).

Article 14. Functions of the Program Head

1. The Program Head shall:
 - a) Present the main concept of the program to the School Council, and upon approval, lead the Curriculum Committee, together with which they develop the program, the curriculum, learning outcomes, and syllabi;
 - b) Prepare the program for accreditation;
 - c) Ensure the development of program resources (intellectual, material, and human — in cooperation with the Human Resources Office), participate in resource identification and evaluation;
 - d) Lead the substantive development of the program — take responsibility for the program concept, the content of the program and its courses, teaching and assessment methodologies, and other documents stipulated by the University Rule “On the Development and Implementation of Educational Programs”;
 - e) Prepare the workload of academic and invited personnel involved in the program and submit it to the Dean;
 - f) Ensure the monitoring of program implementation according to syllabi;
 - g) When necessary, review and ensure changes to the program (curriculum/syllabi); jointly with the Dean, establish working groups for program improvement; prepare a draft for program modification and submit it to the Dean, who subsequently mediates with the Faculty Council;
 - h) Participate in the self-evaluation process of the program together with the Quality Assurance Office and assess the effectiveness of program implementation;
 - i) Together with the Quality Assurance Office, ensure the identification of needs for personnel involved in the program;
 - j) Ensure the recognition of students' credits together with the Quality Assurance Office;
 - k) Ensure the development of an individual study plan when necessary;
 - l) Apply to the Dean for mediation regarding financial resource requests for effective

- program implementation;
- m) Ensure representation of the program both within and outside the University.

Article 15. Coordinator of an Academic Course/Block

To support the administration of the teaching process under an integrated curriculum, upon the nomination of the Program Head and with the consent of the Dean, one member of the academic or invited personnel involved in a course or block delivered by multiple instructors shall be appointed as the Coordinator of the respective course/block.

The Course/Block Coordinator shall:

- a) Ensure the distribution of topics/issues of the course/block among the implementing personnel;
- b) Ensure the coherence of lectures, seminars, and simulation/clinical teaching according to the syllabus of the course/block;
- c) Coordinate the preparation of integrated examination questions;
- d) Participate in the preparation of the schedule of course/block sessions.

The Course/Block Coordinator is accountable to the Program Head.

Article 16. Manager of the Laboratory Department

1. The Manager of the Laboratory Department is support staff affiliated with the School who assists academic/invited personnel during laboratory sessions.
2. The Laboratory Manager is appointed and dismissed by the Rector upon the recommendation of the Dean.
3. The Laboratory Manager is directly accountable to the Dean.
4. A person appointed as Laboratory Manager must meet the following qualification requirements:
 - a) Higher education (preference is given to education in natural sciences — biology/chemistry);
 - b) Knowledge of English at the B2 level;
 - c) Full proficiency in office software (Microsoft Word, Excel, PowerPoint).

Article 17. Functions of the Laboratory Department Manager

1. The Laboratory Department Manager shall:
 - a) Ensure supervision of the proper functioning of laboratory equipment;
 - b) Participate in the inventory process and ensure proper storage of reagents and tools available in the laboratory and the Clinical Skills Center;
 - c) Ensure compliance with laboratory safety rules and proper disposal and removal of waste;
 - d) Participate in laboratory processes during teaching and research activities;
 - e) Identify material and technical needs in the laboratory and Clinical Skills Center through communication with relevant instructors and report this information to the Dean;
 - f) Conduct market research and maintain communication with supplier companies for the procurement of necessary equipment and reagents for the laboratory.

Article 18. Tutor

1. For the purpose of ensuring the uninterrupted implementation of the teaching process and supporting students in the academic process, each cohort of every educational program is assigned a Tutor from the School's academic personnel at the beginning of the academic year.
2. The functions of the Tutor are:
 - a) Advising students during course registration;
 - b) Advising and supporting students in planning the learning process and improving academic performance;
 - c) Consulting students regarding academic courses, teaching, and assessment methods;
 - d) Monitoring students' academic progress, collecting relevant information, and providing it to students and the Dean's Office;
 - e) Within the scope of authority, supporting the protection of students' rights and legitimate interests, identifying problematic issues, and submitting them to the Faculty Council;
 - f) Managing the student portfolio (excluding the clinical component), specifically monitoring students' placement of scientific and extracurricular curricular activities in the electronic portfolio platform, monitoring the completion of semester self-assessments by students and performance evaluations by instructors, and providing students with final feedback;
 - g) Advising and monitoring students during clinical visits, clinical rotations, and internships;
 - h) Advising and supporting students in the collection and submission of clinical cases to the relevant commission;
 - i) Monitoring the administration of 360-degree evaluation;
 - j) Monitoring the timely uploading of clinical cases to the electronic portfolio platform;
 - k) Promoting students' involvement in university academic events and extracurricular

educational-scientific activities;

l) Assisting and supporting students with other university-related needs;

m) Preparing a semester report for the Dean and presenting it to the School Council.

Article 19. Academic and Invited Personnel

Academic personnel are higher education institution academic staff members who participate in and/or conduct the teaching process and scientific research. Academic personnel consist of Professors, Associate Professors, Assistant Professors, and Assistants.

1. Invited personnel are qualified specialists who may be invited by the university when necessary and who are authorized to conduct lectures, group work, practical and laboratory sessions without holding an academic position.
2. The university may invite professionally qualified personnel whose qualification may be confirmed by professional experience, special training, and/or publications, and who possess the competencies necessary for achieving the learning outcomes defined by the program.
3. Issues related to the appointment and activities of academic and invited personnel are regulated by the relevant legal acts of the University.

Article 20. Student

1. For the purposes of this Regulation, a student is a person who has been enrolled and studies at the School of Medicine and Health Sciences in accordance with the procedures defined by the Law of Georgia “On Higher Education” and the University Statute.
2. A student is entitled to receive quality education and to exercise other rights granted by the legislation of Georgia, the University Statute, internal regulations, and internal normative acts of the University, including participation in school governance as established by this Regulation.
3. A student is obliged to study all courses defined as mandatory or voluntarily selected within the University’s approved program and to comply with the requirements set forth by the University Statute, internal regulations, School Regulations, the Rule on Implementation of Programs, and other University acts.

Article 21. Final Provisions

1. Amendments and/or additions to this Regulation shall be made by the decision of the Academic Council, based on submission by the School Council and the decision of the Academic Council.
2. This Regulation does not apply to legal relations established prior to its approval.

Annex 1

3.

	Dean	
	School Council	
	Program Heads	
Faculty Administration	Medicine	Dentistry
Faculty Academic Process Managers		
Laboratory Department Manager		
Head of the Clinical Skills and OSCE Center		
Tutors		