



EWUNI

REGULATION OF EAST-WEST UNIVERISTY



Chapter I.

Article 1. Sphere of Regulation

The present regulation regulates implementation process of educational and research activities, principles and rules of the University activities at LTD East-West University (hereinafter - the University).

Article 2. Status of the University

2.1 The University has been found as a higher educational institution of private law legal entity its activity is pursuant to the constitution of Georgia, international legal acts, Law of Georgia "On Higher Education and other legislative or sublegal normative acts, the present regulation and legal acts of the Teaching University.

2.2 Full name of the University is East-West University;

2.3. The University in educational practice acts pursuant to the Legislation of Georgia, the present regulation and internal legislative acts of the University.

2.4. The University has the stamp with the inscription of the University's full name in Georgian and in English languages and an identification code; a title-page, a bank account, an official web-site and a contact e-mail.

2.5. The University possesses an independent balance, balancing and other types of accounts in banking institutions.

Article 3. Mission, vision and goal of the University

3.1 Mission: The mission of the East-West University is to provide higher education in medicine and health care in general based on scientific and clinical experience, that is based on the expansion of the knowledge, skills, values and perspectives of the individual development and the creation of a university environment in the best international experience. The University strives to promote intercultural dialogue, achieve high levels of graduates employment in the local and international labor market and contribute to the development of education-based civil society.

3.2 Vision: University will become an internationally recognized institution for quality education in Medicine and health care, with effective management, research and public outreach, where students and academic staff will be provided comfortable environment for their personal and professional development in order to make them to develop common public values and the development and implementation of the principles of continuous education.

3.3 Goal: The university aims to create an educational environment in the light of modern international standards, which will respond to modern challenges and will be able to establish itself as the student-oriented educational institution with a high quality educational programs.

3.4 Values: The main values shared by the university are:

- Academic freedom, honesty and thinking;
- Equality and fairness
- Cooperation and reliability
- Responsibility and accountability
- Transparency of University Management

- Development of innovative approaches in teaching, research and professional activities;
- Constant protection of professional ethics principles;
- Protection and development of social responsibility principles;
- Respect for human rights and freedoms;
- Intercultural dialogue and internationalization

Article 4. The Language of Instruction

- 4.1. The language of instruction of active educational programs of the Teaching University is Georgian;
- 4.2. Based on agreement with Ministry of Education and Sciences of Georgia, the instruction can be conducted in a foreign language.
- 4.3. The education process at the university is carried out on-side format, which means that teaching is carried out through face-to-face meetings of teachers and students at lectures, seminars, practical classes, laboratory classes, etc.
- 4.4. As an exception, it is allowed to teach a portion of the educational program through electronic learning on an individual basis. E-learning involves conducting the learning process through an internet-based computer program, which is essential for organizing and managing the education process using information and communication technologies.

Chapter II.

Activities and functions of the University

Article 5. The University Conducts the Following Key Functions and Activities

- 5.1. Is engaged in educational activities, determines the quantity of students (including students of foreign countries' citizenship) in accordance with quota of admission established by Minister of Education and Science of Georgia;
- 5.2. Based on legislation in force, university conducts introduction or cancelling of an instruction form in agreement with the Ministry of Education and Science of Georgia;
- 5.3. Defines structural units and their functions, establishes or cancels the schools (faculties), teaching-scientific centers, laboratories and program directions;
- 5.4. Elaborates instruction plans and programs by following state educational standard requirements and terms;
- 5.5. Signs the agreement with other departments and organizations (including organizations abroad) to provide student teaching-practical training;
- 5.6. In accordance with instruction aims and tasks possesses the property and financial aids in accordance with the rule established by Legislation of Georgia, defines personnel list and salary schedule;
- 5.7. Publishes textbooks, scientific works, newspapers and other types of teaching-scientific works;
- 5.8. Conducts seminars, conferences, trainings, symposiums with participation of local or foreign specialists;
- 5.9. Manages exchange process of academics or students with the purpose of training and qualification enhancement in foreign country's teaching and scientific centre ;
- 5.10. Administers sending academics and students with top grades to participate in the local and international scientific conferences and seminars;

- 5.11. Makes amendment and additions in regulation;
- 5.12. Provides safe environment for students, professor and teachers in the territory of the University .
- 5.13. Establishes training and certificate center and in agreement with the employer , offers the public popular short-term certificate programs and courses.
- 5.14. Carries out any activities permitted by legislation of Georgia in order to make profit, nevertheless these activities are envisaged in the founding documents.

Chapter III

Organizational management and structure of the University

Article 6. General provisions

- 6.1. The University structure and power of the respective structural units are based on modern standards of organization management and provides consistent and efficient actualization of declared mission and objectives of the teaching university.
- 6.2. Functions and legal regulations of the University structural units are determined by the present regulation and by the regulations of the structural units.
- 6.3. Resourcing of the University's structural unit according to aims and tasks of respective structural unit is conducted by the vertical principle.
- 6.4. A structural unit resourced with vertical principle has respective head who is accountable to divide imposed tasks between the personnel.
- 6.5. At the university an individual is appointed on a position by evaluating his qualifications, professional and personal skills in order to determine the compatibility between qualification requirement and of the position to be taken by him.
- 6.6. The University according to the university objectives together with the university's structural units elaborates policy of human resource management which determines the evaluation of efficiency of the personnel to effectively actualize their functions, defines the ways to evaluate, control and increase efficiency of employed personnel's duty performance in structural units, mechanisms, methods and guideline principles of the University human resource development are also elaborated.
- 6.7. The University periodically conducts activities for evaluation, efficiency monitoring and progress in order to improve human resource management, the rule of conduction is determined by the document defining human resource management policy.
- 6.8. The University rector is authorized to establish necessary structural units in order to improve the quality of university performance and diversify university services , to invite specialist/experts of respective competences under the contract .

Article 7. The Structure of the University

- 7.1. The governing bodies of the University are:
 - a) General meeting of partners;
 - b) Rector;
 - c) Head of administration-Chancellor

d) Academic council;

7.2. Basic university structural units are:

- a) School;
- b) Quality assurance department
- c) Strategic development department.
- d) Library;
- e) Study process administration department;
- f) International and public relations department;
- g) Human resource management and proceedings department;
- h) Legal department
- i) Financial and material resource management department.
- j) Information technologies and program maintenance department
- k) Life-long learning department
- l) Research development department
- m) Exam center
- n) Curriculum committee
- o) Students admission and recruitment department
- p) Career maintenance department

7.3. The highest body of the University management is partnership meeting. Partnership meeting appoints and dismisses university rector and head of administration – chancellor. Other rights and obligations of general meeting of partners are defined in regulation of LTD East-West University and legislation of Georgia.

7.4. The University has student self-governance in order to provide student involvement in university management. The rule and activity of student self-governance is determined by the respective regulation.

7.5. Members of the University auxiliary personnel are the personnel hired based on university necessity.

Article 8. The Rector

8.1. The Rector is an academic manager of the University. The University rector leads and manages university activities within his competences. Rector is the chairman of the academic council. He represents higher educational institution in and out of the country in professional, academic and scientific fields, for this purpose he/she is entitled to conclude deals and agreements on behalf of the university (except the deals and agreement concerning financial issues)

8.2. The Rector is entitled to:

- a) Define principle direction of the work, develop strategic plans of teaching and scientific directions, approve university regulation, and care for personnel qualification enhancement.
- b) Act pursuant to legislation in force of Georgia and the present regulation. The Rector is responsible for outcomes of teaching and scientific activities of the University;
- c) The Rector issues legal acts (except on financial issues), orders, commands on the University activity, approves the structure, structural unit regulations and if necessary makes amendment and changes in the regulation.

- d) Within the scope of his authority and competences gives power of attorney and represents university in legal communication with third parties, except financial issues;
 - e) Be in the chair over academic council meetings. In the event of absence of the Rector, the Chancellor presides over the meeting.
 - f) Approve university strategic development and action plan, internal regulation and code of ethics based on academic council submission.
 - g) Announce competition for academic and administration appointments, determine the membership of competition commission, appoints and dismisses the heads and the employees of the University structural units, academic/invited personnel. Academic personnel is appointed based on the decision of competition commission.
 - h) Approve other university legal acts;
 - i) Sign contracts with the students and university personnel;
 - j) Issue the order on awarding the student status /enrollment at respective educational program.
 - k) Issue the order to award diploma and signs the diploma;
 - l) Draw up legal acts (pursuant to the present regulation) to regulate the issues, which do not belong to other structural units' authorities;
 - m) Supervise observance of the present regulation
- 8.3. The director of university founder partner is the university Rector as well. The Rector is permitted to be an invited person. If the Rector is not an invited person he is appointed and dismissed by the university founder partner.
- 8.4. For efficient administration of the University activities the Rector has the office, its membership and functions are determined by the Rector's order and labor contracts signed with them.
- 8.5. The advisory board represents advisory collegial body of the rector which unities prominent scientists from respective fields;
- 8.5.1. The rule of election and changing of the advisory board membership is determined by the regulation of advisory council, which is approved by the Rector;
- 8.5.2. The Advisory board is authorized to present recommendation on different issues to the University Rector;
- 8.5.3. The Advisory board is accountable to the University Rector.
- 8.6. Rector can be dismissed from position prior to date in the following cases:
- a) Based on personal will;
 - b) Entering sentenced as guilty by the court into force;
 - c) Decease;
 - d) To be announced as unable to function or limited in functioning by the court;
 - e) Violation of the requirements determined by the University regulatory legal acts;
 - f) Other cases determined by the Legislation of Georgia.
- 8.7. The rector is accountable to the university's founding partners's board

Article 9. The Chancellor.

9.1. The Chancellor represents an individual with managerial position. He/she is the head of administration, who has representative and managerial powers with third parties within his competences. 9.2. Chancellor manages financial sector of The University and its subordinated structural units .

The Chancellor:

- a) Issues internal legislative acts which regulates university financial activities;
- b) Determines salary for academic, administrative, assistant and invited personnel;
- c) Prepares budget project for the following academic (financial) year , calculated according to the structural units and approves agreed version of the budget.
- d) Gives power of attorney and represents The University in legal relationship in financial matters with third parties;
- e) Performs Rector's function while his absence or in case of delegating his functions;

9.3. The Chancellor is appointed or dismissed by university founder partnership.

9.4. The Chancellor is accountable to the university's founding partners's board

Article 10. Academic council

10.1. For the purpose of transparency of the University management system , for ideal integration of university community in decision making processes and for competent advice a council, collegial advisory structural unit-academic council (hereinafter- the Council) is established.

10.2. The members of the Academic Council are: The Rector- chairman of the Academic Council, Chancellor, the Head of Quality Assurance Department, the Head of Strategic Development Department; School Dean/s, Head of Study process department, chairman of student self-governance . The rest of the members of the Academic Council are appointed on positions under the University Rector's order.

10.3. A member of the Council can be:

- a) Academic personnel;
- b) Employers;
- c) Experts of education;
- e) and others.

10.4. The process of council meeting organization, systematization of meeting protocols, received statements and accounting is provided by the Human Resource Management and Proceedings Department.

10.5. The Regulation of council activity is drawn up and approved by the members of the Council;

10.6. For increasing efficiency of council functioning and motivation of council members the University Rector is entitled to make encouraging measures , forms and procedures are determined by the Rector's order.

10.7. The council makes decision by majority of votes, made decisions and recommendation content is registered as a submission.

10.8. The chairman of the Council is the University Rector, while the Council , by majority vote of its members elects the council secretary, who provides drawing up council meeting protocols.

10.9. The term of entitlement of the councils is determined by 6 years.

10.10. The council is authorized to:

- a) Consider and give recommendation on elaboration, fulfillment and amendment of the University strategic development plan'
 - b) Consider and approve the University educational programs, learning course programs (syllabi of components), educational program catalogs, which is officially registered under the Council meeting record.
 - c) Consider and approves modification of the University educational program and any amendments to it, which is officially registered under the Council meeting record.
 - d) Participate in elaborating university mission plan;
 - e) Promote development of cooperation, mobility and integrated teaching, conduct of scientific researches between higher educational institutions in the field of learning plans and programs.
 - f) Determine admission quota according to educational programs, based on methodology which determines admission quota at the University and submit to the University Rector to be approved.
 - g) Consider internal regulation, Code of Ethics and submits to the University Rector to be approved;
 - h) By submission of the Head of Quality Assurance and Strategic Development Department consider and submit rule and instruction connected with strategic development, teaching and scientific-research work; to the University Rector to be approved;
 - i) Determines maximum workload of academic personnel, ways of workload, criteria of payment on hourly basis for academic and invited personnel and submit to the University rector to be approved.
 - j) Elaborate mechanisms to improve instruction-research work quality;
 - k) Promote university research work development, for this purpose provide facilitation of establishment of cooperation with institutions eligible to conduct research activities in and out of the country and deepen existed one.
 - l) Accept annual reports from schools, libraries, learning process administration and quality assurance and strategic development department.
 - m) Based on the Rector's or/and Council member's initiation, perform other authority, which is connected with perfecting university's teaching-research.
- 10.11. Academic council acts according to the legislation in force of Georgia , the present regulation and university legal acts.

Article 11. Vice-Rector

11.1 The vice-rector is the deputy rector of the university. Under the leadership of the vice-rector of the university and management in the academic directions of the university within the scope of his competence. The vice-rector, in the absence of the rector, fulfills his duties and at the same time is a member of the academic council. It represents a higher educational institution inside and outside the country in professional, academic and scientific fields, for which it is authorized to conclude deals and agreements on behalf of the university within its competence.

11.2 The vice-rector is accountable to the rector.

11.3. The rector may be dismissed early in the following cases:

- a) personal desire;
- b) entry into legal force of the guilty verdict issued by the court;
- c) death;

- d) recognition by the court as incapable and limited in capacity;
- e) Violation of the requirements defined by the university's regulatory legal acts;
- f) in other cases stipulated by the legislation of Georgia.

Article 12. Quality assurance department

12.1 Quality Assurance and Strategic Development Department is established for the purpose of enhancement of teaching and scientific-research work, also , personnel qualification, systemic evaluation of quality and promoting strategic development.

12.2. Functions of the department:

- a) Elaboration of methodology of strategic planning, its implementation with involvement of university community in the process strategy elaboration ;
- b) Determine current, average and long-term strategy of functioning of the University, elaboration of the indicators for fulfilling and achieving directions of strategic development, coordination of measures for university strategic development.
- c) Plan quality assurance system , elaborate action plan of evaluation, data analysis and activities to be implemented, monitoring for planning and actualization of measures for instruction quality enhancement , for actualizing strategic objectives, ensuring correspondence with legislation of Georgia and integration in European educational sector;
- d) Facilitate administration and academic personnel work performance in terms of learning process development and quality assurance.
- e) Planning , fulfillment, coordination and monitoring of procedures for quality assurance of educational process for the purpose of intensive, consistent evaluation and development of educational service;
- f) Care for constant improvement of instruction quality;
- g) Elaboration of criteria for learning process evaluation;
- h) Provide introduction and actualization of quality assurance system , which involves- “plan-implement-check-develop” at the University;
- i) Facilitate providing of high quality of instruction by implementing modern methods of learning, teaching and evaluation;
- j) Evaluation of educational programs, scientific-research work, personnel professional development by cooperation with respective structural units; based on analyzing results elaborate recommendations for the purpose of eradicating weak points in learning and scientific-research activities and developing strong points.
- k) Organize report preparation, self-evaluation questions for authorization and accreditation;

12.3. Structure of the Department, accountancy and functions are determined by the Department regulation. The department acts according to the present regulation and its own regulation.

Article 13. Strategic development department

13.1. In order to promote educational and scientific-research work in the university, as well as raising the qualifications of the staff, systematic assessment of the quality of teaching and learning, and strategic development, the Service of Strategic Development.

13.2. Service functions:

- a) development of a strategic planning methodology, its implementation with the involvement of the university community, in the strategy development process;
 - b) Determination of the current, mid-term and long-term strategy of the university's activities, development of indicators of performance and achievement of strategic development directions, coordination of the university's strategic development measures.
- 13.3. The structure, accountability and functions of the service are determined by the regulations of the service. In the process of activity, it is guided by the present regulation and its own regulation.
- 13.4 The Strategic Development Office is accountable to the Vice-Rector.

Article 14. The School

- 14.1. The School represents basic university structural unit. School dean supervises the School activityThe is appointed by the Rector's order and is accountable to him.
- 14.2. The Dean of School
- a) Provides successful scientific –teaching performance, educational program quality efficiency together with the program supervisors and managers;
 - b) Within his competence he is responsible for fulfillment of duties imposed on them. Its rights and obligations are regulated by the present regulation, school regulation and labour contract;
- 14.3. Supervisors and managers of the program manage the School in respective directions. The School creates best conditions for students to learn and to conduct scientific research independently, provides opportunity to gain education which meets modern standards in respective field of science , oriented on the future and constantly cares for improving school conditions;
- 14.4. The Dean of School could be program supervisor as well. Program supervisor is appointed and dismissed by rector in agreement with dean. His rights and obligations are regulated by school regulation and agreement.
- 14.5. The Manager is appointed and dismissed by the Rector in agreement with dean. Manager is directly subordinated to the dean and his rights and obligations are regulated by the school regulation.
- 14.6. In order to implement educational program fully and consistently the School may have school administration, within the school its subordinated units may be created, decision upon making it is made by the University Rector based on school dean submission and consultations with the Academic Council. Functions the School administration and its subordinated units are determined by the School regulation.
- 14.7. The Dean of School is accountable to the University Rector

Article 15. Library

- 15.1.the Library represents university structural unit. It promotes learning process by providing relevant literature and informational materials; Library includes bibliographical funds of the University: textbooks, leading and additional literature, print editions and scientific research papers. Also historical, fiction, informational and other types of literary and informational material;
- 15.2. Preserved Georgian and foreign language scientific printing editions at the University library are intended for students and university personnel.

15.3. Library functions are:

- a) Providing cataloging and classification of the library fund;
- b) Serving students and academic personnel with teaching and research materials;
- c) Creation of databases of library funds;
- d) Providing accessibility of foreign library funds;
- e) Organizing library funds, systemic filling with education and scientifically valuable Georgian and foreign editions, their preservation and cooperation with other organizations;
- f) Providing condition to make use of library fund in reading halls;
- g) Improvement of processes in library with informational and communicational technologies;
- h) Care for library personnel qualification enhancement;
- i) Exact accounting of the books existed in the library – uploading in the computer system, creating special catalogs, ensuring reliable storing of the books, accounting the readers, restoration of the damaged books, control over the return, creating catalogs, tapes which are processed according to the library principles.
- j) Periodical study and examination of the book fund in terms of checking availability of the main literature mentioned in the syllabi.
- k) Cooperation with other countries, including library organizations and educational institutions, as well as foundations, embassies, and other organizations operating in Georgia, is essential for our mission.

15.4. The structure, accountability and functions of the library are determined by the library regulation. Throughout its activities, the library is guided by both the current regulation and its own internal regulation.

15.5. The Librarian is accountable to the Chancellor of the university.

Article 16. Study process administration department

16.1. The department of the learning process administration represents University structural unit, which provides planning, administration, evaluation and development of the educational process,

16.2. Key functions of the department of learning process administration are as follows:

- a) To promote uninterrupted performance and planning of the educational process;
- b) administration of examination process;
- c) keep the register of the educational programs;
- d) Coordinate the process of mobility;
- e) To prepare student contracts and projects of respective regulatory legal acts of learning process
- f) planning the course schedules;
- g) to revise the appeals and statements of the students within their competence, consult the students.
- h) To analyze educational activities of the University;
- i) To elaborate, account and issue diploma template in accordance with the established rule.
- j) Consult the students on educational issues.
- k) To promote and develop career service for students and graduates, to have relationship with employers, students and graduates; promote and coordinate student projects and innovative initiatives;

l) To participate in sport and cultural -creative events, involve students and personnel into creative activities; promote popularization of sport in coordination with relevant university structural units.

m) elaborate templates of the certificate , filling , accounting and issuing in accordance with the established legislation.

16.3. The structure , accountability and functions of the department is determined by the department's regulation . It acts under the present and its own regulation,

16.4. The study process management department is accountable to the vice-rector of the university.

Article 17. International and public relations department

17.1. The International & Public Relations department is to ensure establishment / extension of international cooperation of the University; To ensure coordination of internationalization of the educational process and research work, and find international partners and fulfil international projects; To communicate with third parties on behalf of the University, present educational, cultural and sport activities to public, ensure popularization of the University in public, student exchange programs and to integrate the students in the activities for their development, for this purpose it elaborates efficient system of communication, obtaining information and spreading.

17.2. functions of the Department

a) Elaborate the strategy to communicate with public and plan the process of efficient communication;

b) to find the information on international higher education institution, research and public organizations, provide communication and joint project with them.

c) To work on integration of specialists of international institutions in the educational program by involvement of academic personnel of the University;

d) To find the information on mobility of students and academic personnel;

e) To provide coordination of joint grant , scholarship and research projects on behalf of the University;

f) To participate in the process of activities for integrating international students in educational process;

g) To organize the competition for exchange program candidates; provide service for students and academic personnel arrived or/and sent within the exchange program; to organize hosting delegations of partner schools and institutions,

h) Internal communication of the University;

i) To prepare the information for publishing on the University web-site;

k) To popularize university cultural creative works ; to integrate students and personnel in the activity , to organize sport events.

17.3. The structure , accountability and functions of the department is determined by the department's regulation . It acts under the present and its own regulation.

17.4. The department is accountable to the Chancellor of the university

article 18. Human resource management and proceedings department

18.1. The department of the human resource management and proceedings ensures : to attract highly qualified and motivated personnel, to elaborate personnel management policy and actualize it consistently, to monitor over the correspondence of the personnel with positions taken by them. In accordance with the

organizations aim and objectives promote constant development of the personnel, to make measures to maintain/prepare highly qualified, modern employees, in order to increase motivation and satisfaction of the employee, to elaborate/develop system of selection, evaluation and motivation in accordance with the modern best practice. Account received and sent documentation, electorning processing of the documentation and administrate the archives of the Univeristy.

18.2. The structure , accountability and functions of the department is determined by the department's regulation . It acts under the present and its own regulation.

18.3. The department is accountable to the Cehncellor of the university

Article 19. Legal department

19.1. The legal department provides the Univeristy's legal function.

19.2. Legal department ensures within the university raising the legal awareness and provision of the actual information, also outside the organization, contract and legal dispute representation of the University.

19.2. 1. Legal department provides :

a) participation in elaborating process of documents of each structural unit, legal act projects internal regulation, code of ethics and their legal expertise.

b) participation in examining received applications and preparing relevant legal decision within its competence

c) By taking current national legislative changes into consideration, and make university legal acts in compliance with the legislation of Georgia, inform university structural units about legislative changes and monitor the process of its implementation.

d) Legal consultations of univeisty employees and students on educational and labour relationships;

19.3. The structure , accountability and functions of the department is determined by the department's regulation . It acts under the present and its own regulation.

19.4. The department is accountable to the Cehncellor of the university

Article 20. Financial and material resource management department

20.1. Financial and material resource management department provides efficient management of material, financial issues on the basis of health and safety ensurence , to establishe normal learning, working and scientific-research work conditions

20.2. The department of financial and material resource management includes a Medical Study, which provides the safety of the healt of university students and personnel, while the office of security within its competence ensures protection of the Univeristy from any danger.

20.3. The structure , accountability and functions of the department is determined by the department's regulation . It acts under the present and its own regulation.

20.4. The department is accountable to the Cehncellor of the university

Article 21. Information technologies and program maintenance department

21.1. The department of information technologies provides proper functioning of ICT (information and communication technologies) applied during instruction process, technical maintenance of the Univeristy events. Administartion, evaluation, monitoring of the implementation of educational processes,

development of educational environment, implementation of E-learning, integration of novel educational technologies in educational processes

21.2. The structure, accountability and functions of the department is determined by the department's regulation. The department acts under the present and its own regulation.

21.3. The department is accountable to the Rector of the university

Article 22. Life-long learning department

for university staff and students, as well as other interested parties.

22.2. The participation of university staff and students in the process of conducting postgraduate education is regulated in accordance with the legislation of Georgia, the regulations of the university and the regulations of the continuing education service.

22.3. The service carries out the activities and management of clinical practice and post-diploma professional training (residency) in accordance with programs accredited by the Professional Development Council of the Ministry of Labor, Health and Social Protection of IDPs from the occupied territories of Georgia and agreed with the Ministry of Education and Science of Georgia and approved by the Ministry of Labor, Health and Social Protection of Georgia. .

22.4. After completing the residency course, a corresponding certificate is issued, and upon completion of clinical practice or other certificate programs, a certificate is issued.

22.5. The head of the post-graduate education service, the head of the residency program and the heads of individual modules are responsible for ensuring the quality of clinical practice and the residency program.

22.6. The functions of the service are:

- a) coordination of activities of clinical practice and residency program and module leaders, implementation of quality control mechanisms for programs;
- b) approval of the individual plan-schedule developed by the head of the medical institution and module;
- c) assessment of current and final reports of residents' professional training, as well as other certificate programs;
- d) Initiating a petition regarding the completion of a residency or certificate program and issuing a certificate of completion;

22.7. In the process of the service's activity, it is guided by the present regulation and its own regulation.

22.8 The head of the service is appointed and dismissed by the rector.

22.9. The service is accountable to the rector.

Article 23. Scientific research development department

research activities and integration of the results of the research activities into the university educational process.

23.2. The main functions of the Scientific Research Development Service are:

- a) Development of a plan of activities to support the research activities of the university
- b) coordinating the implementation of university research activities

c) Ensuring the review process of research papers with the involvement of personnel with appropriate qualifications (if necessary, invited experts)

d) Monitoring the performance of university research grants

e) Preparation of conclusions on the scientific-research work of the academic staff

g) promoting the development of internationalization of research activities

23.3. In the process of the service's activity, it is guided by the present regulation and its own regulation.

23.4 The head of the service is appointed and dismissed by the rector on the recommendation of the vice-rector.

23.4. The service is accountable to the vice-rector.

Article 24. Exam center

In its activities, it is guided by its own regulations, the regulations of the university, the instructions for conducting exams, the current legislation of Georgia and the internal documents regulating the activities of the university.

24.2. The center is headed by the chief, who is appointed and dismissed by the rector on the recommendation of the vice-rector.

24.3. The tasks and functions of the examination center are:

a) organization of examinations in the university and promotion of proper functioning of the examination system;

b) ensuring the formation of the examination schedule;

c) providing students and lecturers with relevant information related to exams;

d) monitoring the examination process;

e) Provision of transfer of papers to correctors and delivery of revised papers.

f) Providing students with papers and organizing the appeal process.

24.4. The examination center is accountable to the vice-rector.

Article 25. Curriculum committee

its activities is to coordinate the development of new educational programs and the development of existing educational programs at the East-West University in accordance with the "rules for the development, amendment and cancellation of educational programs" in the university.

25.2 The constitution of the committee is developed in accordance with the mission and vision of the university, the strategic development plan and the constitution of the university.

25.3 The functions of the committee are:

a) Review of educational programs prepared by the school or initiative group in accordance with the "rules for development of educational program planning, amendments and cancellation" and preparation of recommendations and conclusions.

b) preparation of recommendations on educational (basic, auxiliary and other) literature to be used for the implementation of educational programs;

c) Preparation of recommendations on the issue presented by the dean of the school or the educational structural units of the university, which may be related to the process of development and implementation of the educational program.

25.4 The activity of the committee is led by the chairman of the committee, who is appointed and dismissed by the rector.

25.5 In addition to the chairman, the committee includes members (no more than 10 members), who are appointed and dismissed by the rector on the recommendation of the committee chairman.

25.6 A representative of the university's academic staff and a representative of invited staff may be appointed as members of the curriculum committee.

25.7 At least 1 member of the Curriculum Committee shall be a representative of the employer sector.

25.8 The term of office of the Curriculum Committee is 4 years.

25.9 Committee work procedure:

a) The chairman of the committee convenes and presides over the meeting of the committee, depending on the need.

b) In the absence of the chairman of the committee, the chairman of the meeting is elected by the committee with the majority of votes.

c) The committee works during the academic year.

d) The meeting of the committee can also be convened at the request of at least 2 members of the committee. In such a case, the chairman of the committee calls the meeting no later than 1 week after the submission of the request.

e) The committee session is entitled to make a decision if more than half of the committee members are present at the session;

f) The issue is resolved by open voting. The decision is made if it will be voted for by the majority of the members of the party.

g) The meeting of the committee is formed by the protocol is signed by the chairman of the committee and the secretary elected at the beginning of the meeting.

25.10 The committee has the right, if necessary, to request additional information about the issue/materials presented at the meeting.

25.11 The Committee is empowered, if necessary, to request the University's Quality Assurance Office to re-evaluate an individual programme/course.

25.12 The technical side of the committee's work (work space, equipment) is provided by the chancellor.

25.13 The committee will submit its recommendations to the Rector, who will submit the relevant conclusion to the Academic Council of the University for review and approval.

Article 26. Students admission and recruitment department

26.1 The University's Student Recruitment and Admissions Office is designed to provide consistency and support for the recruitment and admission of diverse and talented students, in accordance with the University's standards and admissions policies, as described in: the University's educational programs, the University's Academic Management Guide and the University's in the document regulating the process".

26.2 The University welcomes applicants who are currently enrolled in programs at other medical universities and wish to continue their studies at East-West University. for this:

- a) The university/school where the applicant earned the credits must be listed in the WFME World Directory of Medical Schools.
- b) Applicants must meet East-West enrollment requirements.
- c) Credits received by students are recognized in accordance with the University's "Rule of recognition of education during the study period".

The main activities of the student recruitment and admission service are:

- a) review of applicants' applications and determination of formal compliance with the university's requirements;
- b) initial evaluation of applicants' suitability;
- c) in case of a positive initial evaluation, transfer of the applicant's documents to the admission commission;
- d) providing the necessary consultations for the applicants within the scope of their competence;
- e) Timely notification of the decision of the acceptance commission to the applicant;
- f) in case of a positive decision of the admission commission, preparation of the "enrollment offer letter"; Preparation of all necessary documentation for enrollment in case of the applicant's consent.
- i) timely preparation of credit recognition document for transfer students;
- k) Preparation of all necessary documentation for enrollment in case of transfer applicant's consent.
- k) The university's recruitment team is tasked with actively promoting the institution and its programs to potential students: for this purpose, they visit public and private schools, attend educational fairs and organize events to attract prospective students.
- m) The team is also actively involved in the university's social media and communicates with potential applicants online.
- n) The team actively cooperates with the university's partner international recruiting organizations.

Article 27. Students support department.

27.1. Student Support Service (hereinafter - "Service") is a structural unit of East-West University (hereinafter "University"), the main purpose of which is to direct material and human resources of the University in the direction of successful employment of graduates; In accordance with the mission of the university, ensuring the competitiveness of students in the local and international labor market and declaring the importance of their career success as one of the most important factors affecting the reputation of the higher educational institution, at the strategic and operational level of the university's activities.

27.2 The implementation of the service activities is in line with and follows from the mission declared by the university, from the strategic development plan.

27.3. Career support and promotion of students and graduates at the university is carried out in the following main directions:

- a) promoting the employment of willing graduates in university clinics immediately after the completion of the educational program;

- b) deepening cooperation with medical institutions of the country, in order to offer additional, alternative directions of employment
 - c) Development of career and transferable skills during the study period, by organizing extracurricular activities, trainings and master classes.
 - d) preparing students for the license exams of the target countries during the study period, by offering extra-curricular exam preparation courses for students;
 - e) Obtaining recognition of the target countries for the educational program of the university, in order to increase the recognition of the university's diploma and the awareness of the university, which as a result will contribute to the employment of the student in the respective country.
 - f) Internationalization of education during the teaching period, teaching staff from international partner higher educational institutions
- By invitation and inclusion in the educational program of the university, which will contribute to the greater compatibility of the knowledge received at the university with the requirements of the field of medicine in different countries.

27.4. Employment in university clinics:

- a) The university, in accordance with the agreement signed with the base and partner clinics, ensures the employment of graduates who wish to be employed in university (affiliated) clinics.
- b) University (affiliated) clinics and the university jointly provide career development planning for employed graduates, in accordance with their completion of residency/professional preparation programs.
- c) University (affiliated) clinics annually provide vacancies for the university's student and graduate support and career development services.
- d) Coordination of the employment process in affiliated/university clinics from the university side is provided by the Student Career Development Service, and the supervision of the process is provided by the Chancellor of the University.

27.5. Deepening of cooperation with medical institutions

- a) The deepening of cooperation with medical institutions of the country and the region aims to offer university students an additional opportunity to undergo clinical practice during their studies, as well as to offer additional, alternative directions of employment for the vacancies of medical institutions of the country.
- b) The university's student support service provides periodic communication with the country's medical institutions to obtain information on existing vacancies, the number of university graduates employed on vacancies and career development of graduates in the medical institution.

27.6. Development of career skills

- a) The development of career and transferable skills during the study period includes the organization of extracurricular activities, trainings and master classes for university students, which will be focused on developing communication with employers, planning a medical career, as well as other skills relevant to the labor market.
- b) University student support service provides career development needs research, determination of relevant training needs, communication with trainers and organizational support of trainings and other activities.

27.7. Preparation for the licensing exams

Chapter IV University Personnel

Article 28. University personnel

28.1. University personnel includes academic, invited and administration personnel;

28.2. The University provides elaborating transparent objective procedure to employee personnel (elect/appoint), which ensures attraction and appointment of highly qualified candidates on academic, scientific, administrative and auxiliary positions.

Article 29. University academic personnel

29.1. The academic personnel of the University shall include: professors, associate professors, assistant-professors and assistants.

29.2. Professors participate or/and conduct learning process and scientific research. Under guidance of assistant professor, associate professor or assistant professor shall carry out seminar and research activities in frames of educational process ongoing in basic educational units.

29.3. Invited specialists with/without academic degree paid on hourly basis belong to the invited personnel.

29.4. limited workload of the academic personnel is determined by the academic council and approved by the rector;

29.5. Election and rule of activity of the academic personnel is determined by rule of the competition rule for

Article 30. Rule of obtaining academic position

30.1. An academic position can be obtained only through open competition which should be in compliance with the principles of transparency, equality and fair competition.

a) The competition is transparent if the information on every stage is open, available and easy to comprehend for interested persons, The availability on the information about dates and conditions should be provided by publishing relevant information. Publishing information only on the web-site cannot be considered as a publishment.

b) The competition is equal if discrimination on any ground is excluded and all the candidates are in the same condition.

c) competition is fair if pre established criteria of election is applied.

30.2. The terms for electing on academic position is defined in the law of Georgia "on higher education" and in the rule of competition to take the academic position at the University which is approved by the Rector.

30.3. Each and every individual with academic position is entitled to define its affiliation only with the University, rule of affiliation and procedure is determined by the rule of competition to take an academic position.

Article 31. Rights and obligations of the academic personnel

31.1. An academic personnel is entitled to:

- a) Participate in management of the higher education institution in accordance with the legal acts of the University
- b) Independently conduct teaching, research and publish scientific works;
- c) Within the scopes of educational program, define independently the contents of the programs (syllabuses), teaching methods and techniques.
- d) Carry out other powers granted by the legislation of Georgia and University legal acts.

31.2. Academic personnel is obliged to:

- a) Observe the legal act requirements;
- b) Observe the code of ethics and standards of disciplinary liability;
- c) Perform duties and obligations under labor agreement
- d) To undergo professional certification in compliance with the procedure and rule established by the University.
- e) After the end of the scientific and creative leave, present a report on the work fulfilled
- f) Observe the principles of academic integrity, explain the meaning to the students, take active part in detecting the plagiarism, elaborate effective mechanisms for eliminating and avoiding them.

31.3. The University shall ensure the independence of academic staff in teaching and research and create relevant conditions for their activities

Article 32. Legal relationship with the academic personnel

32.1. Legal relationship with the academic personnel, their rights and obligations are regulated by the labour contracts signed with them.

32.2. Workload of the academic personnel and its content is determined by the rule of competition for academic position and labour contracts.

Article 33. Invited specialist –lecturer

33.1. The educational programs at the University are managed by academic personnel and invited specialist.

33.2. The rule and criteria of election/appointment of the invited specialist is elaborated by the department of human resource management and proceedings in coordination with the department of quality assurance and strategic development. Along with other requirements defined by the university, it is obligatory for the invited specialist to meet one of the following criterias:

- a) doctorate degree in the relevant direction/specialty or an academic degree equivalent to it;
- b) experience of scientific-pedagogical activity in the relevant direction/specialty;
- c) experience of professional work in the relevant direction/specialty;
- d) special training in the relevant direction/specialty;
- e) publications in the relevant direction/specialty.

33.3. The contractor with the invited specialist is the University rector.

33.4. Invited specialist is entitled to:

- a) participate in management of the university educational process in accordance with the legal acts of the University,
- b) Independently teach theoretical, practical and research components;

c) Within the scope of the educational program independently define instructional content, methods and means in accordance with the internal university legal acts;

d) exercise the power granted by the active legislation of the university, internal regulation and other legal acts.

33.5. Invited specialist is obliged to:

a) observe the requirements of the present regulation and legal acts of the University;

b) perform other obligations imposed by the contract;

c) observe the principles of academic integrity. explain the meaning to the students, take active part in detecting the plagiarism, elaborate effective mechanisms for eliminating and avoiding them.

Article 34. Academic Titles

34.1. The decision about awarding a title of honorary doctor or emeritus shall be made by the Academic Council.

a) A citizen of a foreign country or a public figure

b) University professor;

34.2. A person having the title of emeritus can take part in educational and scientific activities of the university, perform unpaid work without holding any academic and administrative position.

Article 35. Administrative positions and other staff.

35.1. The following shall be the administrative offices at the University: Rector, Chancellor, Head of Quality Assurance Service of the University, School dean and heads and employees of the departments according to the University structure.

35.2. The auxiliary staff is as follows: contract staff necessary for the university activities.

35.3. The rule and criteria of election/appointment of the University administration are elaborated by the department of human resource management in coordination with the department of quality assurance and strategic development,

Chapter V Student

Article 36. Acquiring the student status

36.1. A student of the University is a person who is enrolled in the University pursuant to the Law of Georgia on Higher Education and University regulation and the rule of learning process regulation and studies on relevant degree of the educational program

36.2. Rule to acquire, suspend or terminate the student status, mobility, awarding qualification and recognition of the acquired education is determined by the learning process regulatory rule.

Article 37. Rights of Student

37.1. A student shall have the right:

a) to get quality education;

- b) To participate in research activities
 - c) To make use of the university's material and technical, library, information and other resources in accordance with the procedures envisaged by the present regulation , regulatory rule of the learning process and etc.
 - d) to obtain complete information on the activity of the University , including financial and economic activities according to the rule of legislation of Georgia
 - e) be elected to the student self-government
 - f) To establish freely and/or join student organizations in accordance with his/her interests
 - g) To freely express his/her opinion and refuse to share those ideas, proposed thereto during the learning process in a well-substantiated manner;
 - h) Pursuant to the Law of Georgia On Higher education by the order N10/M on February 4, 2010 of the Minister of the Education and Science of Georgia enjoy the right of mobility, including internal mobility in accordance to the legal regulations defined by the University.
 - i) To receive scholarship, financial or material assistance, as well as other benefits from the State, the University or other sources in accordance with Georgian legislation and the present rule ;
 - j) To select educational program
 - l) To participate in elaboration of individual educational program;
 - m) To execute other powers envisaged by Georgian legislation and Law of Georgia On Higher Education
- 37.2. The university shall provide adaptive environment for the students with disabilities in order to assist them to completely actualise their abilities.
- 37.3. The University shall provide fair evaluation of the student , for this purpose elaborates proper procedures;
- 37.4. The disciplinary proceedings against a student should be proportional to a disciplinary misconduct and shall be enforced only in legal way, the University possesses the code of ethics which limits the students behaviour and imposes types of liabilities.

Article 38. Obligations of the students

38.1 a Student is obliged:

- a) to follow the requirements of the educational program he/has selected;
- b) Observe the regulation of the University, other legal acts and contract signed with the University
- c) Care for the success and welfare of the University;
- d) Attend lectures on a regular basis (lectures, seminars, practical or lab works)
- d) care for establishing the atmosphere of mutual respect and understanding at the University.

Article 39. Student Self-Government

39.1. Student self-governments shall be created at the university according to the faculties via secret balloting based on general, fair and direct elections.

39.2. Student self-government according to its regulation:

- a) Ensure the participation of students in administration of the university;;

- b)The head of the self-governemtn is the member of the academic council and participates in its activities,
 - c) Together with the structural unit/units of responsible for developing student services participate in improving student services and implementing new ones.
 - d) Facilitate the protection of student rights and their legal interests
 - e) Revises appeals of the students in connction with the performace of academic and administrative bodies and activities of the personnel and submits the summary to the Univeristy rector for further respond.
 - f) Elaborate proposals in order to improve the university's administration system and teaching quality and submit them to the relevant governing body;
 - g) Arranges sport and cultural events;
- 39.3. Exercises the power granted by the present regulation and its own regulation
- 39.4. Agrees university administration and submits the budget to be financed.

Chapter VI Transitional and Final provisions

Article 40. Power to approve , amend or cancel the Univeristy regulation

- 40.1. The regulation is approved by the Univeristy rector;
- 40.2. Any amendment in the present regulation can be carried out under the rector's order.

Approved by the:

Rector of East-West University
Prof. Shalva Petriashvili

